



City Council

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

**Monday, May 10, 2021
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

CNCL-11 (1) *adopt the minutes of the Regular Council meeting held on April 26, 2021; and*

CNCL-33 (2) *receive for information the Metro Vancouver 'Board in Brief' dated April 30, 2021.*



AGENDA ADDITIONS & DELETIONS

PRESENTATION

Added Liesl Jauk, Manager Arts Services, to present the 2020 Arts Services Year in Review video.

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 20.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Proposed 2021 Operating Hours for Steveston Outdoor Pool
- Minoru Lakes Renewal Detailed Design Plan and Next Steps
- Options For Imperial Landing and Britannia Shipyards Dock Operations
- Bowling Green Community Activity Centre Terms of Reference for Public Art Project
- Arts Services Year in Review 2020
- City Appointees to the Richmond Gateway Theatre Society Board of Directors
- Parks Afloat at Garry Point
- Application for a Permit to Allow for the Discharge of Firearms at 7340 Sidaway Road, Richmond
- 2020 Consolidated Financial Statements
- Land use applications for first reading (to be further considered at the Public Hearing on June 21, 2021):
 - Referral on Rental and Age Restrictions in Future Development

5. *Motion to adopt Items No. 6 through No. 16 by general consent.*



Pg. # ITEM

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

CNCL-47 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on April 27, 2021;

CNCL-55 (2) the **General Purposes Committee** meeting held on May 3, 2021;

CNCL-58 (3) the **Finance Committee** meeting held on May 3, 2021; and

CNCL-408 (4) the **Planning Committee** meeting held on May 4, 2021;

be received for information.



Consent
Agenda
Item

7. PROPOSED 2021 OPERATING HOURS FOR STEVESTON OUTDOOR POOL

(File Ref. No. 11-7143-01) (REDMS No. 6436380)

CNCL-61 See Page CNCL-61 for staff memorandum

CNCL-63 See Page CNCL-63 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That a hybrid model for 2021, based on Options 3 and 4 as detailed in Attachments 3 and 4 of the memo titled “Response to Referral – Proposed 2021 Operating Hours for Steveston Outdoor Pool,” dated April 23, 2021, from the Manager, Aquatic and Arena Services, with the following modifications:

(1) *Kigoos Swim Club have swim times of 7:00 a.m. to 9:00 a.m. Monday, Wednesday and Friday and 5:00 p.m. to 10:00 p.m. Monday to Friday from July 2, 2021 to September 6, 2021; and*

(2) *Length Swim have swim times of 6:00 a.m. to 7:00 a.m. Monday, Wednesday and Friday from July 2, 2021 to September 6, 2021;*

be approved for the operation of Steveston Outdoor Pool for the summer of 2021.



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Consent
Agenda
Item

8. **MINORU LAKES RENEWAL DETAILED DESIGN PLAN AND NEXT STEPS**

(File Ref. No. 06-2345-20-MINO1) (REDMS No. 6612925 v. 6)

CNCL-92

See Page CNCL-92 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Minoru Park Renewal Detailed Design Plan be received for information and that the Minoru Lakes Renewal project proceed to contract award and construction, as detailed in the staff report titled “Minoru Lakes Renewal Detailed Design Plan and Next Steps,” dated March 30, 2021, from the Director, Parks Services.

Consent
Agenda
Item

9. **OPTIONS FOR IMPERIAL LANDING AND BRITANNIA SHIPYARDS DOCK OPERATIONS**

(File Ref. No. 11-7200-01) (REDMS No. 6649086)

CNCL-110

See Page CNCL-110 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That option 1 “Britannia Shipyards National Historic Site Society Pilot” be endorsed as the preferred option for the future operations of the docks at Imperial Landing and Britannia Shipyards as detailed in the staff report titled “Options for Imperial Landing and Britannia Shipyards Dock Operations,” dated April 8, 2021, from the Director, Parks Services and Director, Arts, Cultural and Heritage Services.

ADDITIONAL PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the City take necessary steps to remove an unauthorized boat that is docked at the Imperial Landing Dock.

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Consent
Agenda
Item

10. **BOWLING GREEN COMMUNITY ACTIVITY CENTRE TERMS OF REFERENCE FOR PUBLIC ART PROJECT**
(File Ref. No. 11-7000-09-20-283) (REDMS No. 6402985)

CNCL-121

See Page CNCL-121 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Terms of Reference for the Bowling Green Community Activity Centre public artwork, as presented in the report titled “Bowling Green Community Activity Centre Terms of Reference for Public Art Project” from the Director, Arts, Culture and Heritage Services, dated March 22, 2021, be endorsed.



Consent
Agenda
Item

11. **ARTS SERVICES YEAR IN REVIEW 2020**
(File Ref. No. 11-7000-01) (REDMS No. 6643650)

CNCL-137

See Page CNCL-137 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Arts Services Year in Review 2020 as presented in the staff report titled, “Arts Services Year in Review 2020,” dated March 16, 2021, from the Director, Arts, Culture and Heritage Services, be circulated to Community Partners and Funders for their information.



Consent
Agenda
Item

12. **CITY APPOINTEES TO THE RICHMOND GATEWAY THEATRE SOCIETY BOARD OF DIRECTORS**
(File Ref. No. 11-7000-01) (REDMS No. 6628585)

CNCL-195

See Page CNCL-195 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Richmond Gateway Theatre Society be advised that, in response to its letter, three City appointments will be made to its Board of Directors in 2022.



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Consent
Agenda
Item

13. **PARKS AFLOAT AT GARRY POINT**
(File Ref. No. 11-7000-01) (REDMS No. 6628585)

CNCL-202

See Page CNCL-202 for materials

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That staff prepare a revised plan for the Garry Point Legacy Pier, similar to the No. 3 Rd. Pier, (or a transition float) containing it entirely on City owned land and water lot, with the potential for, 1, 2, or 3 floats from Imperial Landing, in front and to the west of the pier only.*
- (2) *That the City immediately invite a ship, or ships, for a tall ship event in 2022, if possible.*



Consent
Agenda
Item

14. **APPLICATION FOR A PERMIT TO ALLOW FOR THE DISCHARGE OF FIREARMS AT 7340 SIDAWAY ROAD, RICHMOND**
(File Ref. No. 11-7000-10-01) (REDMS No. 6654726 v. 12)

CNCL-203

See Page CNCL-203 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application by the Vancouver Gun Club for a permit to allow for the discharge of firearms under the City of Richmond's Regulating the Discharge of Firearms Bylaw No. 4183 for the property at 7340 Sidaway Road, Richmond be approved in the form and on the terms and conditions set out in APPENDIX "A" of this report, and that said permit be issued; and*
- (2) *That the General Manager, Community Services be authorized to sign and issue the permit.*



Consent
Agenda
Item

15. **2020 CONSOLIDATED FINANCIAL STATEMENTS**
(File Ref. No. 03-0905-01) (REDMS No. 6662721)

CNCL-225

See Page CNCL-225 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the staff report titled, "2020 Consolidated Financial Statements", dated April 16, 2021 from the Acting Director, Finance be received for information; and*

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- (2) *That the 2020 City of Richmond Consolidated Financial Statements as presented in Attachment 2 be approved.*



Consent
Agenda
Item

16. **REFERRAL ON RENTAL AND AGE RESTRICTIONS IN FUTURE DEVELOPMENT**

(File Ref. No. 08-4105-00) (REDMS No. 6641008 v. 4)

CNCL-316

See Page CNCL-316 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, which would restrict a strata corporation from imposing rental and age restrictions in future rezoning applications for multiple family residential developments, be introduced and given first reading;*

- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, having been considered in conjunction with:*

(a) the City’s Financial Plan and Capital Program; and

(b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

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

- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, having been considered in accordance with Section 475 of the Local Government Act and the City’s Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation.*



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

17. **PROPOSED TIDALLY INFLUENCED TERRA NOVA SLOUGH UPDATE**

(File Ref. No. 06-2345-20-TNOV4) (REDMS No. 6656916 v. 8)

CNCL-322

See Page CNCL-322 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Wolfe

That, as described in the report titled “Proposed Tidally Influenced Terra Nova Slough Update” dated April 13, 2021, from the Director, Parks Services, Option 1 (Floodbox with Self-Regulating Tide Gate) be endorsed for the purposes of design, costing and evaluation of habitat compensation benefit and be submitted for consideration in the 2022 budget process.

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

18. *Motion to resolve into Committee of the Whole to hear delegations on non-agenda items.*

(1) Raj Singh Toor, Vice President and Spokesperson, The Descendants of the Komagata Maru Society, to present on Komagata Maru recognition in the City of Richmond.

19. *Motion to rise and report.*

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-377 Development Cost Charges Imposition Bylaw No. 9499, Amendment **Bylaw No. 10003**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-379 Works and Services Cost Recovery Bylaw No. 8752, Amendment **Bylaw No. 10010**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-389 Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10262**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-391 Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment **Bylaw No. 10264**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-395 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9532**
(18399 Blundell Road, ZT 13-639146)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

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CNCL-397 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9880**
(9091 & 9111 No. 2 Road, RZ 16-754046)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

DEVELOPMENT PERMIT PANEL

20. RECOMMENDATION

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

- CNCL-399** (1) *That the **minutes** of the Development Permit Panel meeting held on April 28, 2021, and the **Chair's report** for the Development Permit Panel meetings held on July 26, 2017 and May 13, 2020, be received for information; and*
- CNCL-405**
- (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *a Development Permit (DP 16-750045) for the property at 18399 Blundell Road; and*
- (b) *a Development Permit (DP 19-853070) for the property at 9091 and 9111 No. 2 Road;*
- be endorsed, and the Permits so issued.*

ADJOURNMENT



Regular Council

Monday, April 26, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

- R21/8-1 1. It was moved and seconded
That:
 - (1) *the minutes of the Regular Council meeting held on April 12, 2021, be adopted as circulated; and*
 - (2) *the minutes of the Regular Council meeting for Public Hearings held on April 19, 2021, be adopted as circulated.*

CARRIED



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Monday, April 26, 2021**

COMMITTEE OF THE WHOLE

- R21/8-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

3. Delegations from the floor on Agenda items

Item No. 11 – Need and Options for Regulation of Food Trucks in Steveston

Nick Osborne, Steveston Hub, expressed concern with the proposed change to the regulation of food trucks in Steveston. The Steveston Hub is a non-profit organization and relies on income from rental space for food trucks. Mr. Osborne commented on the positive impact of the food truck and steps taken by Steveston Hub to minimize the negative impacts. Mr. Osborne requested that Council allow the food trucks to continue to operate during summer 2021, in accordance with the current bylaw and to revisit the changes in the fall 2021, or to grandfather the food trucks that have already been permitted for 2021.

Item No. 11 – Need and Options for Regulation of Food Trucks in Steveston

Matt Brennan and Corvette Romero, Shameless Buns, spoke in favour allowing food trucks to remain in Steveston, noting (i) food trucks attract customers from other areas which contribute to the sales of other Steveston merchants, (ii) goods sold at food trucks are not sold elsewhere in Steveston, and (iii) rents paid by food trucks directly benefit Steveston.

In response to queries from Council, Mr. Brennan and Ms. Romero stated (i) line-ups are mitigated by speed of service and cones are used to direct traffic away from city property, (ii) COVID-19 protocols are strictly enforced, and (iii) willingness to work with City staff to find alternate locations in the vicinity of Steveston Village.



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- R21/8-3 4. It was moved and seconded
That Committee rise and report (7:20 p.m.).

CARRIED

CONSENT AGENDA

- R21/8-4 5. It was moved and seconded
That Item No. 6, Items No. 8 through No. 15 and Items No. 17 through No. 20 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) the Community Safety Committee meeting held on April 13, 2021;*
- (2) the General Purposes Committee meeting held on April 19, 2021;*
- (3) the Public Works and Transportation Committee meeting held on April 20, 2021;*
- (4) the Special Planning Committee meeting held on April 21, 2021;*
- (5) the Council/School Board Liaison Committee meeting held on February 10, 2021;*

be received for information.

ADOPTED ON CONSENT

7. **2021-2022 RICHMOND RCMP DETACHMENT ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**
(File Ref. No. 09-5375-02) (REDMS No. 6599735)

Please see page 11 for action on this item.



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**8. MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT) FIVE YEAR
RENEWAL 2022-2027**

(File Ref. No. 08-4150-03-06; 12-8060-20-010269; 12-8060-20-009631; 03-1000-05-282) (REDMS No. 6616108; 6355161)

- (1) *That staff prepare an application to the Province of British Columbia for the renewal of the three percent (3%) Municipal and Regional District Tax (MRDT) for an additional five-year period from July 1, 2022 to June 30, 2027; and*
- (2) *That a bylaw be drafted requesting that the Province of British Columbia levy the Municipal and Regional District Tax (MRDT) on the municipality's behalf for the purposes of delivering tourism marketing and development services during the period from July 1, 2022 to June 30, 2027.*

ADOPTED ON CONSENT

9. BC POLICE ACT REFORM

(File Ref. No. 01-0150-20-PSAF1; 01-0035-20-POLI1; 09-5350-20-01) (REDMS No. 6649966)

That the feedback set out in the staff report titled "BC Police Act Reform", dated March 28, 2021, from the General Manager of Community Safety, be approved for submission to Special Committee on Reforming the Police Act.

ADOPTED ON CONSENT

10. RESOLUTION SUPPORTING OLD-GROWTH FORESTS

(File Ref. No. 10-6550-07; 01-0060-20-UBCM-01; 01-0155-20-PMOO1) (REDMS No. 6664728)

That the City of Richmond endorse and support the old-growth forest resolution passed by the City of Port Moody on March 23, 2021 and provide a letter of support to the City of Port Moody.

ADOPTED ON CONSENT



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11. NEED AND OPTIONS FOR REGULATION OF FOOD TRUCKS IN STEVESTON

(File Ref. No. 12-8060-20-010262; 12-8060-20-010263; 12-8060-20-010264; 12-8275-12) (REDMS No. 6655983 v. 3)

A staff memorandum was referenced (attached to and forming part of these Minutes as Schedule 1).

That Council:

- (1) Receive for information the preliminary results of the public consultation regarding the need and options for the regulation of food trucks in Steveston;***
- (2) Direct staff to give notice to two mobile food vendors, licenced to operate at 3551 Moncton Street and 3971 Bayview Street, Salty's Lobster Shack and Shameless Buns Inc., of the proposed cancellations of their business licences, including a notice of an opportunity to be heard at that meeting of Council when the proposed cancellations will be considered;***
- (3) Authorize staff to withhold enforcement for up to six months against the five mobile food vendors that are operating on private property, and that have not been the subject of verifiable complaints, provided these licence holders take steps to relocate or obtain Temporary Commercial Use Permits for those locations;***
- (4) Amend the process for issuing Temporary Commercial Use Permits to Mobile Food Vendors as described in the report "Need and Options for Regulation of Food Trucks in Steveston" from the General Manager, Community Safety, dated April 16, 2021, by giving first, second, and third readings to:***
 - (a) Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 10264; and***
 - (b) Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10262;***



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- (5) *Add requirements for Mobile Food Vendors in Steveston as described in the report “Need and Options for Regulation of Food Trucks in Steveston”, dated April 16, 2021, by giving first, second, and third readings to Business Regulation Bylaw No. 7360, Amendment Bylaw No. 10263; and*
- (6) *Direct staff to identify suitable public locations for food trucks, including select parks locations in Steveston, to include in the City’s ongoing Mobile Vendor Program.*

ADOPTED ON CONSENT

**12. ICBC-CITY OF RICHMOND ROAD IMPROVEMENT PROGRAM –
2021 UPDATE**

(File Ref. No. 01-0150-20-ICBC1-01; 03-1000-03-006) (REDMS No. 6602214)

- (1) *That the list of proposed road safety improvement projects, as described in Attachment 2 of the staff report titled “ICBC-City of Richmond Road Improvement Program – 2021 Update,” dated March 2, 2021 from the Director, Transportation be endorsed for submission to the ICBC 2021 Road Improvement Program for consideration of cost-share funding; and*
- (2) *That should the above applications be successful, the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the cost-share agreements on behalf of the City, and that the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.*

ADOPTED ON CONSENT



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13. REVIEW OF ACCESSIBLE PARKING SPACES IN STEVESTON VILLAGE

(File Ref. No. 10-6455-03) (REDMS No. 6603884)

That the proposed improvements to provide van accessible parking spaces in Steveston Village, as described in the report titled “Review of Accessible Parking Spaces in Steveston Village,” dated March 2, 2021 from the Director, Transportation, be endorsed.

ADOPTED ON CONSENT

14. AWARD OF CONTRACT 7020Q – SUPPLY AND DELIVERY OF HVAC AIR FILTERS

(File Ref. No. 02-0775-50-7020Q; 03-1000-20-7020Q) (REDMS No. 6563158)

- (1) *That Contract 7020Q – Supply and Delivery of HVAC Air Filters be awarded to Dafco Filtration Group Corp., in the amount of \$734,874 for a three-year term as described in the March 15, 2021 report titled “Award of Contract 7020Q – Supply and Delivery of HVAC Air Filters” from the Director, Facilities and Project Development;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to the maximum total term of five years for the amount of \$1,254,576, as described in the March 15, 2021 report titled “Award of Contract 7020Q – Supply and Delivery of HVAC Air Filters” from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with Dafco Filtration Group Corp.*

ADOPTED ON CONSENT



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**15. WORKS AND SERVICES COST RECOVERY BYLAW UPDATE 2021
AND INTEREST RATE OPTIONS**

(File Ref. No. 12-8060-20-010215) (REDMS No. 6526540; 6142871)

- (1) *That Option 2, as outlined on Page 4 of the staff report titled “Works and Services Cost Recovery Bylaw Update 2021 and Interest Rate Options,” dated March 9, 2021, from the Director, Engineering be adopted as the approach for incorporating interest rates into the Works and Service Cost Recovery Bylaw; and*
- (2) *That Works and Services Cost Recovery Bylaw No. 8752, Amendment Bylaw No. 10215, be introduced and given first, second, and third readings.*

ADOPTED ON CONSENT

**16. APPLICATION BY BENN PANESAR FOR REZONING AT 11240
WILLIAMS ROAD FROM THE “SINGLE DETACHED (RS1/E)”
ZONE TO THE “COMPACT SINGLE DETACHED (RC2)” ZONE**

(File Ref. No. RZ 19-873781; 12-8060-20-010248) (REDMS No. 6625458; 2243859; 6625300; 6625430)

Please see page 12 for action on this item.

**17. AGRICULTURAL LAND COMMISSION DECISION ON NO. 5 ROAD
BACKLANDS POLICY**

(File Ref. No. 08-4050-10; 12-8060-20-010258; 12-8060-20-10259; 08-4105-04-04 ALR) (REDMS No. 6652846; 6653845; 6652909; 6652908)

- (1) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10258, which would revise Section 7.3 of Schedule 1 of the Official Community Plan (No. 5 Road Backlands Policy) and Schedule 2.13A of the Official Community Plan (East Richmond Area McLennan Sub-Area Plan) to clarify permitted uses and related policies for religious assembly use, be introduced and granted first reading.*



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- (2) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10258, having been considered in conjunction with:*
- (a) *the City's Financial Plan and Capital Program; and*
 - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*

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

- (3) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10258, having been considered in conjunction with Section 475 of the Local Government Act, be referred to the Agricultural Land Commission for approval prior to the Public Hearing.*
- (4) *That Richmond Official Community Plan Bylaw 7100 and 9000, Amendment Bylaw 10258, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation.*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10259, which would revise the "Assembly (ASY)" zoning district to restrict the permitted and secondary uses for areas within the No. 5 Road Backlands Policy area located in the Agricultural Land Reserve, revise the "Religious Assembly (ZIS7) – No. 5 Road" zoning district to restrict permitted and secondary uses in this zone, and revise the religious assembly use definition, be introduced and granted first reading.*

ADOPTED ON CONSENT



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**18. RICHMOND ADVISORY COMMITTEE ON THE ENVIRONMENT
2020 ANNUAL REPORT AND 2021 WORK PROGRAM**

(File Ref. No. 01-0100-30-ACEN1-01) (REDMS No. 6646219 v. 3)

- (1) *That the Richmond Advisory Committee on the Environment 2020 Annual Report, as presented in the staff report titled “Richmond Advisory Committee on the Environment 2020 Annual Report and 2021 Work Program”, dated April 6, 2021 from the Director of Policy Planning, be received for information; and*
- (2) *That the Richmond Advisory Committee on the Environment 2021 Work Program, as presented in the staff report titled “Richmond Advisory Committee on the Environment 2020 Annual Report and 2021 Work Program”, dated April 6, 2021 from the Director of Policy Planning, be approved.*

ADOPTED ON CONSENT

**19. RICHMOND HERITAGE COMMISSION 2020 ANNUAL REPORT
AND 2021 WORK PROGRAM**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 6638411 v. 3)

- (1) *That the Richmond Heritage Commission 2020 Annual Report, as presented in the staff report titled “Richmond Heritage Commission 2020 Annual Report and 2021 Work Program”, dated March 29, 2021, from the Director, Policy Planning, be received for information; and*
- (2) *That the Richmond Heritage Commission 2021 Work Program, as presented in the staff report titled “Richmond Heritage Commission 2020 Annual Report and 2021 Work Program”, dated March 29, 2021, from the Director, Policy Planning, be approved.*

ADOPTED ON CONSENT



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20. **FOOD SECURITY AND AGRICULTURAL ADVISORY COMMITTEE 2020 ANNUAL REPORT AND 2021 WORK PROGRAM**

(File Ref. No. 01-0100-30-AADV1-01) (REDMS No. 6633263 v.2)

- (1) *That the Food Security and Agricultural Advisory Committee 2020 Annual Report, as presented in the staff report titled “Food Security and Agricultural Advisory Committee 2020 Annual Report and 2021 Work Program”, dated April 6, 2021, from the Director of Policy Planning, be received for information; and*
- (2) *That the Food Security and Agricultural Advisory Committee 2021 Work Program, as presented in the staff report titled “Food Security and Agricultural Advisory Committee 2020 Annual Report and 2021 Work Program”, dated April 6, 2021, from the Director of Policy Planning, be approved.*

ADOPTED ON CONSENT

 CONSIDERATION OF MATTERS REMOVED FROM THE
 CONSENT AGENDA

7. **2021-2022 RICHMOND RCMP DETACHMENT ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**

(File Ref. No. 09-5375-02) (REDMS No. 6599735)

In response to queries from Council, Officer in Charge (OIC) Chief Superintendent Will Ng commented (i) a hate crime targets specific groups and harassment can be applicable to anyone, (ii) data is being collected with regard to hate crimes but it is not being provided in monthly reports and, (iii) measures of success are ongoing and statistics are reviewed weekly.

R21/8-5

It was moved and seconded

That the “2021 Richmond RCMP Detachment Annual Performance Plan – Community Priorities” be referred back to staff to consult with the RCMP to:



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- (1) *include measures of success on the priorities;*
- (2) *include programs and efforts put in place for anti-hate crimes and evaluate candidacy for priorities; and report back.*

DEFEATED

Opposed: Cllrs. Day
Loo
McNulty
McPhail
Steves

During discussion, staff was directed to add data on hate crimes to the monthly report provided to the Community Safety Committee.

R21/8-6

It was moved and seconded

That the priorities, Property Crime, Organized Crime, Road Safety and Vulnerable Persons, listed in the staff report titled "2021-2022 Richmond RCMP Detachment Annual Performance Plan-Community Priorities", dated March 5, 2021 from the Officer in Charge, Richmond RCMP, be endorsed for inclusion in the Richmond RCMP Detachment's fiscal year 2021-2022 (April 1, 2021 to March 31, 2022) Annual Performance Plan.

CARRIED

Opposed: Cllr. Au

16. APPLICATION BY BENN PANESAR FOR REZONING AT 11240 WILLIAMS ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “COMPACT SINGLE DETACHED (RC2)” ZONE

(File Ref. No. RZ 19-873781; 12-8060-20-010248) (REDMS No. 6625458; 2243859; 6625300; 6625430)

Discussion ensued with regard to the importance of protecting the large trees on the property.



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R21/8-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10248, for the rezoning of 11240 Williams Road from the “Single Detached (RS1/E)” zone to the “Compact Single Detached (RC2)” zone, be introduced and given first reading.

CARRIED

Opposed: Cllr. Wolfe

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

21. PROPOSED NEW SOIL DEPOSIT AND REMOVAL BYLAW NO. 10200

(File Ref. No. 12-8060-20-010292; 12-8060-20-010293; 12-8060-20-010294; 12-8060-20-010200)
(REDMS No. 6629457; 6629457; 6126462; 6637742; 6567510; 6567505; 6643951; 6643955; 6567911; 6638128)

Discussion ensued with regard to (i) increasing the security deposit until the report back to Council is provided in two years, (ii) potential to implement the Farming First Strategy, and (iii) suggestion to update the fee structure for the use of soil.

R21/8-8

It was moved and seconded

(1) *That each of the following Bylaws be introduced and given first, second and third readings:*

(a) *Soil Deposit and Removal Bylaw No. 10200;*

(b) *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10192;*

(c) *Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10193; and*



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- (d) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10194.*
- (2) *That staff report back to Council in two years to provide a status update regarding the implementation and enforcement results following adoption of Soil Deposit and Removal Bylaw No. 10200.*
- (3) *That the Consolidated 5 Year Financial Plan (2021-2025) be amended to include the temporary Soil Bylaw Officer position, which will be funded by an increase in permit and volume fees.*

The question on Parts (1) and (3) were called and it was **CARRIED** with Cllr. Wolfe opposed.

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

SPECIAL FINANCE COMMITTEE

22. ANNUAL PROPERTY TAX RATES (2021) BYLAW NO. 10249
(File Ref. No. 03-0925-10-01) (REDMS No. 6644396)

In accordance with Section 100 of the *Community Charter*, Cllr. Au declared to be in a conflict of interest as his son is working as a firefighter, and Cllr. Au left the meeting – 8:51 p.m.

R21/8-9

It was moved and seconded

That the Annual Property Tax Rates (2021) Bylaw No. 10249 be introduced and given first, second and third readings.

CARRIED

R21/8-10

It was moved and seconded

That the Annual Property Tax Rates (2021) Bylaw No. 10249 be adopted.

CARRIED

Cllr. Au returned to the meeting – 8:52 p.m.



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BYLAW FOR 2ND AND 3RD READINGS

R21/8-11 It was moved and seconded
That Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10161 be given second and third readings.

CARRIED

BYLAWS FOR ADOPTION

R21/8-12 It was moved and seconded
That Road Closure and Removal of Road Dedication Bylaw No. 10223 be adopted.

CARRIED

Opposed: Cllrs. Day
Wolfe

R21/8-13 It was moved and seconded
That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10247 be adopted.

CARRIED

Opposed: Cllr. Wolfe

R21/8-14 It was moved and seconded
That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9714 be adopted.

CARRIED

R21/8-15 It was moved and seconded
That Market Rental Agreement (Housing Agreement) (9900 No. 3 Road and 8031 Williams Road) Bylaw No. 10243 be adopted.

CARRIED



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R21/8-16 It was moved and seconded
That Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10246 be adopted.

CARRIED
Opposed: Cllr. Wolfe

R21/8-17 It was moved and seconded
That the following bylaws be adopted:
Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9956
Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw No. 10110.

CARRIED

R21/8-18 It was moved and seconded
That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10111 be adopted.

CARRIED

DEVELOPMENT PERMIT PANEL

R21/8-19 It was moved and seconded

(1) *That the minutes of the Development Permit Panel meeting held on April 14, 2021, and the Chair's report for the Development Permit Panel meetings held on July 11, 2018, February 26, 2020, April 29, 2020, July 15, 2020, October 1, 2020 and March 24, 2021, be received for information; and*

(2) *That the recommendations of the Panel to authorize the issuance of:*

(a) *a Development Permit (DP 17-781050) for the property located at 22720 and 22740 Westminster Highway;*



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- (b) a Development Permit (DP 18-825663) for the property at 2660 Smith Street;*
- (c) a Development Permit (DP 18-817925) for the property at 13020 Delf Place;*
- (d) a Development Permit (DP 18-835533) for the property at 9900 No. 3 Road and 8031 Williams Road;*
- (e) a Development Permit (DP 20-895384) for the property at 9751 Bridgeport Road; and*
- (f) a Development Permit (DP 20-896600) for the property at 5500 No. 3 Road;*

be endorsed, and the Permits so issued.

CARRIED

ADJOURNMENT

R21/8-20

It was moved and seconded
That the meeting adjourn (9:05 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, April 26, 2021.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

Schedule 1 to the Minutes of the Regular meeting of Richmond City Council held on Monday, April 26, 2021.

MAYOR & EACH
COUNCILLOR
CITY CLERK'S OFFICE

ON TABLE ITEM

Date: April 26, 2021
Meeting: Council - Open
Item: 11



**City of
Richmond**

Memorandum

Finance and Corporate Services Division

To: Mayor and Councillors **Date:** April 26, 2021
From: Katie Ferland **File:** 08-4150-01/2021-Vol 01
Manager, Economic Development
Re: **Final Results of Public Consultation on Regulation of Food Trucks in Steveston**

This memo is to update Mayor and Councillors on the final results of the public consultation regarding the need and options for the regulation of food trucks in Steveston.

A Let's Talk Richmond survey was conducted from April 13 to April 25; a summary of preliminary results based on 565 survey responses was included in the report titled "Need and Option for Regulation of Food Trucks in Steveston" dated April 16, 2021 from the General Manager, Community Safety.

Upon conclusion of the consultation period, 1,298 responses were received. The final results largely resemble those in the preliminary summary as a large sample size had already been achieved at that time. Highlights are as follows with a complete report in Attachment 1.

- 110 Steveston business owners/operators responded, including 46 restaurant representatives.
- The majority of all 1,298 respondents (77.7%) believe that food trucks in Steveston should be regulated.
- Overall 47.5% of respondents believe food trucks should only be allowed to operate a specified distance away from brick and mortar restaurants in Steveston. 41.8% did not believe this and 10.8% had no opinion.
- 52.7% of all Steveston businesses believe a distance criteria rule should be imposed, and 71.7% of Steveston restaurant operators believe this.
- When filtered by non-restaurant Steveston business operators, the result was divided. 41.4% believe a distance criteria should be imposed, 42.9% did not believe this, and 15.7% had no opinion.
- Many respondents would visit a food truck if it was located outside of the Steveston Village core area, including 49.3% if it was within a 5 minute walk; 33.6% if it was within a 10 minute walk, and 33.7% indicated they would visit a food truck wherever it was located.
- There was strong overall support for food trucks in other Steveston locations including at special events, farmers markets and festivals (87.8%) and in City parks (66.9%).

Please contact the undersigned with any questions.

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

pc: SMT
Carli Williams, Manager, Business Licence and Bylaws



PHOTOCOPIED
APR 26 2021
& DISTRIBUTED

Att. 1: Summary of Public Consultation re: Regulation of Food Trucks in Steveston

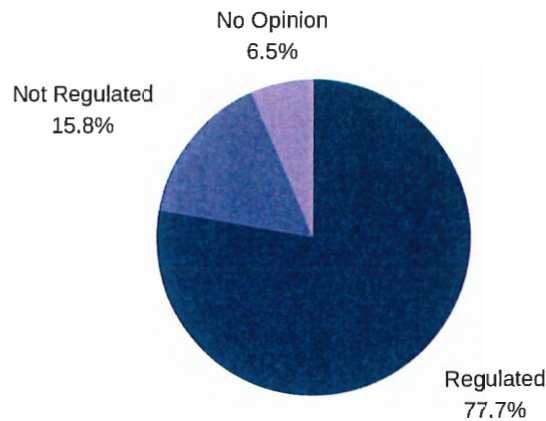


REGULATION OF FOOD TRUCKS IN STEVESTON

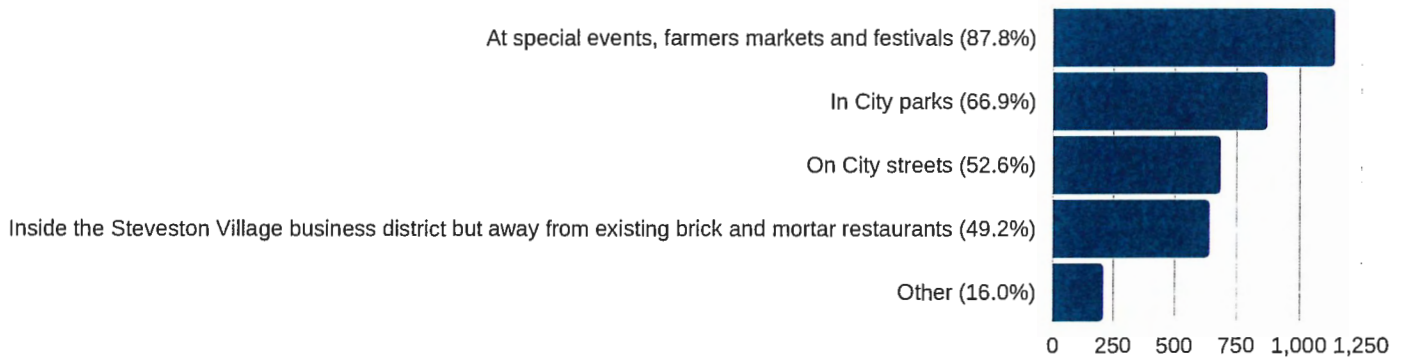
Let's Talk Richmond - Survey Data

The City sought feedback from the public and local businesses regarding the need and options for the regulation of food trucks in Steveston. A Let's Talk Richmond survey was open from April 13 to April 25, 2021. Upon conclusion of the consultation period, 1,298 survey responses had been received by the City. The data is as follows:

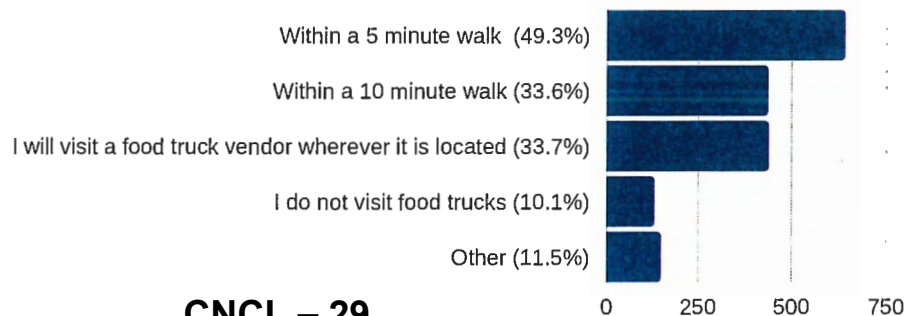
Q1. In regards to food trucks operating in Steveston, I believe they should be:



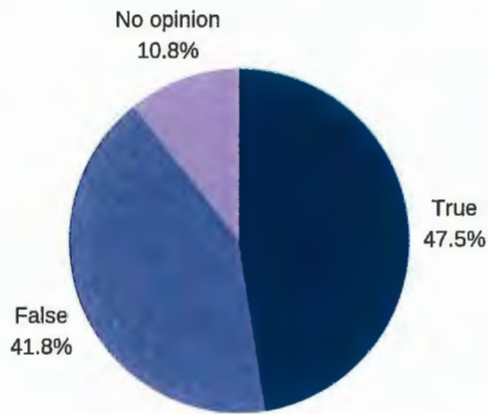
Q2. I would prefer that food trucks be allowed to operate at the following locations in Steveston (select all that apply):



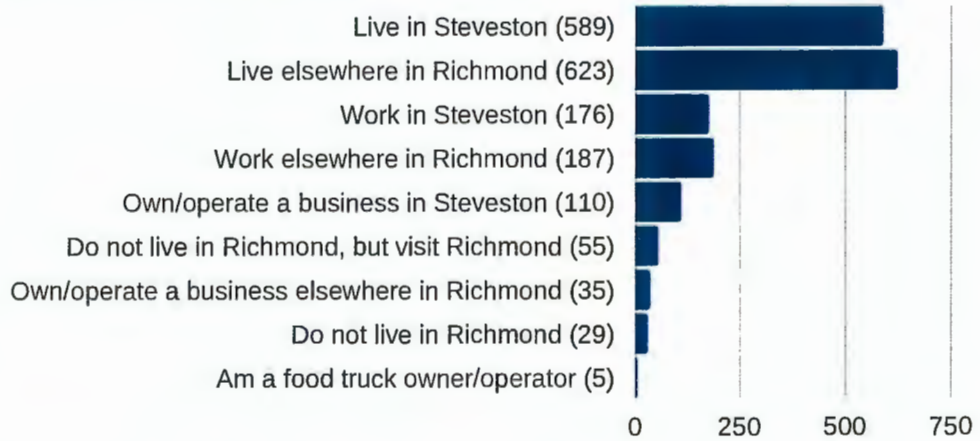
Q3. I would visit a food truck if it was outside of the Steveston Village core area (select all that apply):



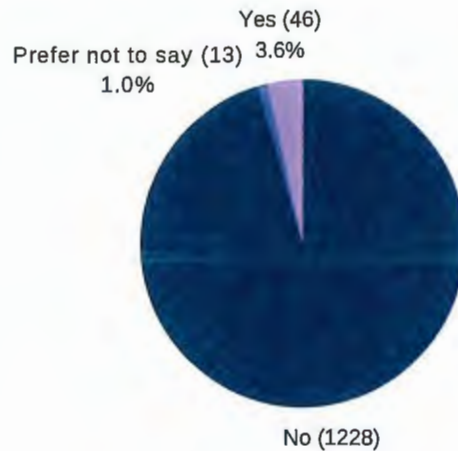
Q4. I believe food trucks should only be allowed to operate a specified distance away from existing brick and mortar restaurants in Steveston:



Q5. Here is more information about me (select all that apply). I...



Q6. I own/operate/work in a restaurant in Steveston:



REGULATION OF FOOD TRUCKS IN STEVESTON

Let's Talk Richmond - Feedback Highlights

Respondents were also invited to provide additional comments or feedback through the survey or by email. Highlights of comments received under three main themes are as follows.

Benefits of Food Trucks in Steveston

- Food trucks provide additional options and variety for consumers, and result in healthy competition for businesses.
- They provide a casual on-the-go option, thus appealing to a different market than a sit down dining experience.
- Many food trucks have a loyal following and attract new people into the village who may spend money at nearby businesses and be enticed to return in the future to enjoy additional experiences.
- Food trucks may go on to establish a brick and mortar presence in a community where they have been successful.
- Food trucks can provide an exciting element at special events and festivals, and add vibrancy to the community.

Challenges of Food Trucks in Steveston

- Food trucks are not subject to the same level of fixed costs as brick and mortar restaurants. They have the flexibility to choose which days to operate, whereas restaurants operate year round and must endure slow periods and other challenging conditions.
- COVID-19 is threatening the viability of existing restaurants due to public health restrictions on capacity and curtailed tourism. Additional competition will further hurt Steveston restaurants and some may be forced to close.
- Food trucks in Steveston Village create additional congestion and constrain parking and pedestrian movement.
- Food trucks are drawing crowds while physical distancing measures are in place.
- Negative impacts to nearby businesses includes litter and the need by food truck patrons to use nearby washroom facilities.

Suggestions for the Regulation of Food Trucks in Steveston

- Food trucks are a unique foodservice business model and require distinct regulations.
- Regulations for food trucks should address health and safety aspects while mitigating congestion, conflict with nearby restaurants, and other challenges.
- Food trucks could be located outside of the Steveston Village core in City parks and in other public and privately owned locations throughout Richmond.
- Regulation to mitigate conflicts could include limiting products to those that do not directly compete with nearby brick and mortar restaurants, and introducing a distance rule.
- Food trucks are intended to be mobile and should not become a fixture in one location; limits can be placed on days and hours of operation.

REGULATION OF FOOD TRUCKS IN STEVESTON

Summary of Survey Results by Demographic

The following table displays results filtered by specific categories of respondents i.e. Steveston merchants and Steveston restaurant operators. Please note responses with no opinions were omitted from chart percentages.

	Food trucks in Steveston should be regulated	Food trucks in Steveston should <u>not</u> be regulated	TRUE: Food trucks should only be allowed to operate a specific distance away from existing brick and mortar restaurants in Steveston	FALSE: Food trucks should only be allowed to operate a specific distance away from existing brick and mortar restaurants in Steveston
Own/operate/work in a restaurant in Steveston (46)	71.7%	28.3%	71.7%	23.9%
Own/operate a business in Steveston (110)	75.5%	18.2%	52.7%	33.6%
Own/operate a non-restaurant business in Steveston (70)	72.9%	18.6%	41.4%	42.9%
Live in Steveston (589)	81.2%	13.9%	53.5%	36.0%
Live elsewhere in Richmond (623)	75.4%	17.0%	44.1%	45.9%

For Metro Vancouver meetings on Friday, April 30, 2021

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact:

Greg.Valou@metrovancouver.org.

Metro Vancouver Regional District

E1.1 Delta Nature Reserve and Delta South Surrey Greenway – Public Engagement and Management Plan **APPROVED**

The Delta Nature Reserve, along with lands in the Burns Bog Ecological Conservancy Area east of Highway 91, present opportunities for ecosystem enhancement and expanded visitor facilities.

In 2020, Metro Vancouver received 50% ownership and assumed operational responsibilities of the Delta Nature Reserve from the City of Delta. The envisioned extension of the Delta South Surrey Greenway runs along the eastern boundary of these park lands. Planning for the park lands and greenway together will ensure a cohesive management plan to guide park development, resource management, and decision making.

The Board authorized staff to proceed with the engagement process for the development of a management plan for the Delta Nature Reserve and Delta South Surrey Greenway.

E2.1 Metro 2050 Draft Policy Language – Goal 3: Protect the Environment and Respond to Climate Change Impacts and the Implementation Section **RECEIVED**

Metro Vancouver staff, working with the *Metro 2050* Intergovernmental Advisory Committee, have developed draft content for *Metro 2050's* “Goal 3: Protect the Environment and Respond to Climate Change Impacts” and the implementation section. The content was prepared based on the Board-endorsed policy recommendations for the environment, climate change and implementation policy reviews.

The proposed changes to goal 3 include:

- the addition of a sensitive ecosystem inventory map with associated policies;
- a collective vision for ecosystems with aspirational regional targets for land protection (50%) and tree canopy cover (40%);
- new policies and tools to support the protection of important ecosystems, urban forest and invasive species management, and consideration of ecosystem services;
- better connection of local policies to the regional greenhouse gas emissions reduction targets;
- policies that seek to protect existing communities from natural hazard risks, and encourage new growth in lower risk areas; and
- policies to integrate emergency management, utility planning, and climate change adaptation principles when preparing land use and transportation plans.

The proposed changes to the implementation section include:

- replacing the requirement for a regional public hearing for type 2 amendments with alternative forms of public engagement; and
- policies to guide the implementation of new directions identified in the five “goals” sections of *Metro 2050*.

The Board received the report for information.

E2.2 Metro 2050 Projections Update

RECEIVED

The region grew from 2.38 million people in 2011 to 2.59 million people in 2016. Metro Vancouver’s modelling shows that this growth trend will continue. The region is anticipated to reach about 3.8 million people by 2050, which means average annual growth of about 35,000 people. Metro Vancouver’s projections are scenario based, with a range built in to address short-term shocks and uncertainties such as the one presented by COVID-19.

In collaboration with member jurisdictions, Metro Vancouver has revised the population, dwelling unit and employment growth projections for *Metro 2050* — the update to the regional growth strategy.

The changes include:

- updated population, dwelling unit and employment projections to 2050 based on improved methodology and significant engagement with member jurisdictions and others;
- projections included at the regional and sub-regional scale, rather than by member jurisdiction (as is done currently), to better align with the work and infrastructure investments being undertaken by Metro Vancouver and TransLink, and to mitigate for the static nature of the regional growth strategy and needed flexibility for member jurisdictions; and
- ensuring that member jurisdiction-level projections continue to be provided as a service via annual reports and as a digital data product.

The Board received the report for information.

E2.3 Metro Vancouver 2020 Regional Industrial Lands Inventory

RECEIVED

The *2020 Regional Industrial Lands Inventory* provides a comprehensive and current summary of the quantity and quality of industrial lands in the region as of mid-2020. The data quantifies the limited supply of industrial lands, the amount of land that is developed for industrial and other uses by type of activity and lands that are vacant, supports industrial lands protection and intensification efforts, and provides comprehensive data for further analysis of industrial land matters.

The key findings from the *2020 Regional Industrial Lands Inventory* include:

- an increasing amount of industrial land being used for non-industrial purposes, posing a considerable threat to the industrial land base;
- there are few remaining available large sites for ‘trade-oriented’ logistics uses, which has impacts on businesses locating in the region and being able to stay and grow in the region;

- although there was an increase in the total size of the inventory between 2015 and 2020, many of the lands added are not in locations well served by the transportation/goods movement network and even with these additions, due to the rate of development activity, the amount of vacant industrial land continues to decline; and
- there are continuing competing priorities for the limited industrial lands.

The Board received the report for information and directed staff to distribute it to member jurisdictions, the Province, the Port of Vancouver, TransLink, the Urban Development Institute, NAIOP, Vancouver Airport Authority, Agricultural Land Commission, and Squamish Lillooet and Fraser Valley Regional Districts to support ongoing efforts to protect the region's essential industrial land base for industrial activities.

E3.1 Audited 2020 Financial Statements

APPROVED

The 2020 Audited Financial Statements illustrate that Metro Vancouver is in a strong financial position with excellent liquidity and solid reserves. The statements have been prepared in accordance with Canadian Public Sector Accounting Standards (PSAS) and have received an unqualified audit opinion by the external auditors, BDO Canada LLP.

The Board approved the Audited 2020 Consolidated Financial Statements for the Metro Vancouver Regional District.

E3.2 2020 Financial Results Year-End

RECEIVED

The final overall operational results for 2020 for Metro Vancouver's functions on a cash flow basis is a net surplus of close to \$33.4 million on an approved budget of \$897.1 million or slightly more than 3.7% of the budget. The results were positive for most functions with surpluses realized, which are available in future years to either avoid debt through additional contributions to capital or to pay for future projects, or to reduce future tax requisitions, levies or fees to the member municipalities.

In addition, capital program expenditures for Metro Vancouver's functions were underspent for the year by \$537.4 million overall, with the majority of the surplus generated in the utilities – Liquid Waste, Water and Solid Waste functions – due to the delay/deferral of expenditures for several major capital projects to future years.

The Board received the report for information.

E4.1 National Zero Waste Council Annual Update

RECEIVED

Since 2013, the National Zero Waste Council, founded by Metro Vancouver in collaboration with the Federation of Canadian Municipalities, has played an important role in the realization of Metro Vancouver's zero waste objectives as articulated in *the Integrated Solid Waste and Resource Management Plan*. As a leadership initiative, this has been accomplished through contributing to Canada's transition to a circular economy by bringing together governments, businesses and NGOs to advance a waste prevention agenda that maximizes economic opportunities for the benefit of all Canadians. In 2020 and into 2021, the Council

continues to advance work in preventing food waste in the supply chain and homes, was active in mobilizing the creation of the Canadian Plastics Pact that will be instrumental in creating a circular economy in plastics, and has demonstrated the viability of using recycled asphalt in paving. In addition, the Council released a seminal report that articulates the environmental and economic benefits of waste prevention in Canada — that is, reducing waste at its source.

The Board received the report for information.

E4.2 Union of B.C. Municipalities 2021 Community Excellence Awards Nominations **APPROVED**

The Union of B.C. Municipalities (UBCM) Community Excellence Awards recognize UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government.

The Board supported the following entries for the Union of B.C. Municipalities 2021 Community Excellence Awards:

- Excellence in Governance: Metro Vancouver’s Increased Engagement During a Time of Social Isolation
- Excellence in Sustainability: Lulu Island Renewable Natural Gas Facility

E5.1 Draft Climate 2050 Transportation Roadmap **APPROVED**

The draft *Climate 2050 Transportation Roadmap* is the second in a series of 10 *Roadmaps* that will guide the region’s policies and collective actions to transition to a carbon neutral, resilient region by 2050. Preliminary modelling results indicate that completing these aggressive but achievable actions will have a significant impact on greenhouse gas emissions, with emissions from all transportation sectors potentially reduced by 30% below 2010 levels by 2030, and by over 85% by 2050. Emissions from light-duty vehicles could achieve a reduction of over 40% by 2030 and can be carbon neutral by 2050. The *Transportation Roadmap* is intended to be dynamic, and over time more work will be done to identify and undertake additional actions in order to reach our 2030 and 2050 climate targets. To assess resiliency of the transportation system, further work is needed to establish methods and key data sources to quantify the impact of the resiliency actions in the *Transportation Roadmap*. The draft will inform further engagement, with the intention to bring an updated *Transportation Roadmap* for endorsement by the Board in the fall of 2021.

The Board authorized staff to proceed with engagement on the draft *Climate 2050 Transportation Roadmap*, as presented.

E5.2 Best Management Practices for Invasive Species: Hedge Bindweed and American Bullfrog **RECEIVED**

Building on an existing library of technical guidance for 15 priority invasive species, Metro Vancouver has again worked with the Invasive Species Council of Metro Vancouver, member jurisdictions and other local experts to produce a new set of best management practices — this time for hedge bindweed (also known

as morning glory) and the American bullfrog. These documents provide information for practitioners about how to identify, track, report, dispose, prevent further spread, and effectively control these species, as well as regulatory requirements, monitoring and restoration tips, references and additional resources. Each guide also describes how these invasive species may adapt as our climate changes.

In addition, 17 new fact sheets (one for each priority invasive species) have been created in collaboration with staff from the Invasive Species Council of Metro Vancouver, UBC Botanical Garden and member jurisdictions. These public-friendly fact sheets provide general information on each species.

The Board received the report for information and directed staff to forward the best management practices and suite of 17 invasive species fact sheets to member jurisdictions for information.

E5.3 Help Cities Lead Campaign

APPROVED

At its April 16, 2021 meeting, the Climate Action Committee reviewed correspondence, presented in the Committee's agenda for information, from the District of North Vancouver, the City of Victoria and the City of Port Moody requesting Metro Vancouver's support for the Help Cities Lead Campaign.

The Help Cities Lead campaign sets out a number of climate action initiatives related to new and existing buildings, which align with Metro Vancouver's work on the *Climate 2050* roadmap for buildings.

The Board resolved to write letters expressing its support for the Help Cities Lead Campaign to the following Provincial ministers:

- Minister of Environment and Climate Change Strategy
- Minister of Municipal Affairs
- Minister of Energy, Mines and Low Carbon Innovation
- Minister of Finance
- Attorney General and Minister Responsible for Housing

G1.1 MVRD Regional Parks Regulation Amending Bylaw No. 1321, 2021 – Amends Bylaw 1177, 2012

APPROVED

The Regional Parks Regulation Bylaw sets out prohibitions and a system for permitted use that, taken together, are designed to regulate park visitor behaviour and activities. Included in the bylaw is the schedule of Regional Parks fees and charges.

In anticipation of the introduction of pay parking at Belcarra Regional Park and Lynn Headwaters Regional Park, the Board approved an hourly rate of \$2 per hour in November 2020. Staff have heard from the two park communities that a full-day rate is needed. In order to keep our parks as accessible as possible, this bylaw amendment further addresses parking permits for pay parking at these two parks, to include a full-day rate maximum of \$12 per day.

The Board gave first, second and third readings to *Metro Vancouver Regional District Regional Parks Regulation Amending Bylaw No. 1321, 2021*, then passed and finally adopted said bylaw.

G1.2 Metro Vancouver Regional District Mosquito Control Service Amending Bylaw No. 1320, 2021 – Amends Bylaw 1164, 2012 **APPROVED**

Metro Vancouver provides a nuisance mosquito control service to participating member jurisdictions under the authority of the MVRD Mosquito Control Service Bylaw. Since 2012, when the bylaw was last amended, the Metro Vancouver Mosquito Control Program has served five member municipalities: City of Coquitlam, City of Maple Ridge, City of Pitt Meadows, Township of Langley and the City of Surrey. On March 8, 2021, the City of Richmond terminated its service agreement with Vancouver Coastal Health for a number of services, including mosquito control. As a result, the City of Richmond requested that Metro Vancouver provide mosquito control services under the terms of the Metro Vancouver Nuisance Mosquito Control Program. A bylaw amendment is required to add the City of Richmond as a “Participating Area” under the bylaw.

The Board gave first, second and third readings to *Metro Vancouver Regional District Mosquito Control Service Amending Bylaw No. 1320, 2021* and directed staff to seek consent of at least two-thirds of the participating member municipalities to amend the service by adding the City of Richmond to the Metro Vancouver Nuisance Mosquito Control Program and, following that, to forward the aforementioned bylaw to the Inspector of Municipalities for approval.

I 1 Committee Information Items and Delegation Summaries **RECEIVED**

The Board received information items and a delegation summary from standing committees.

Regional Parks Committee – April 7, 2021

Information Items:

5.4 Status of Regional Parks Capital Expenditures to December 31, 2020

The Capital Expenditure reporting process to Standing Committees and Boards provides for regular status updates on capital expenditures. This is the year-end report for 2020, which compares capital spending for the 2020 fiscal year to the annual budget. In 2020, annual capital expenditures for Regional Parks Services were \$7.5 million compared to an amended capital budget of \$19.9 million. All capital funding surplus will remain with Regional Parks and will be returned to its reserves to fund future capital.

Regional Planning Committee – April 9, 2021

Delegation Summaries:

3.1 Blaire Chisholm, Pooni Group

Information Items:

5.1 Metro 2050 Q1 2021 Status Update

This report presents the *Metro 2050* Q1 2021 update. Phase 1 of the development of *Metro 2050* is largely complete, and Phase 2, the development of draft policy language for *Metro 2050*, is well underway. In Q1

and Q2 of 2021, staff are working closely with the members of the Metro 2050 Intergovernmental Advisory Committee to draft the new and amended content for *Metro 2050*.

In accordance with the Board-directed project timeline, a full draft of *Metro 2050* will be presented to the Regional Planning Committee and MVRD Board at their respective meetings in June 2021, with a recommendation to refer the draft out for comment in Q3 and Q4.

Performance and Audit Committee – April 14, 2021

Information Items:

5.1 2020 Metro Vancouver Final Audit Findings Report

Under provincial legislation, an external audit must be undertaken annually for all Metro Vancouver Districts and the Housing Corporation. The attached report, prepared by Metro Vancouver’s external auditors, BDO Canada LLP Chartered Accountants, summarizes the results of the annual audit for fiscal year 2020.

5.4 Capital Program Expenditure Update as at December 31, 2020

Updates on the capital program and its expenditures are brought to the Committee to keep members informed on Metro Vancouver’s financial performance. This is the third and final report for the 2020 fiscal year. This report provides a summary of the 2020 actual capital spending compared to the Board approved Capital Cash Flow Budget as well as additional information and narrative by department regarding the spending variances.

For 2020, Metro Vancouver’s capital cash flow expenditures were approximately 62% of budgeted and were underspent by \$537.4 million. The underspend, primarily timing differences, is due to a variety of factors, including: impacts resulting from COVID-19 and additional planning, design and permitting requirements that delayed planned capital expenditures, as well as delays in awarding of contracts.

5.5 Semi-Annual Report on GVS&DD Development Cost Charges

GVS&DD Development Cost Charges (DCCs) collected in 2020 totalled \$62.9 million, up from \$60.2 million in the prior year. Development in the region continued to be strong despite COVID-19. Affordable housing development DCC waivers were approved in 2020 for a total of 415 units in the two sewer areas of Fraser and Vancouver, representing close to \$1.1 million in forgone DCC collections. Total DCCs held in deferred revenue reserve balances at December 31, 2020 were \$213.1 million (December 31, 2019 - \$227.6 million).

5.7 Investment Position and Returns – September 1, 2020 to February 28, 2021

The annualized return for Metro Vancouver’s investment portfolio in 2020 was 1.41% for short term, 2.40% for long term and 2.58% for the Cultural Reserve Fund. Total investment income in 2020 was \$15.4 million on an average portfolio balance of \$835.7 million. Investment performance has met expectations for the current period. Due to the timing of the Committee meeting, results and balance information have been included to the end of February 2021. Interest rates are expected to remain low for the balance of the year. Metro Vancouver’s overall rate of return will continue to be pressed lower in the near term as a significant portion of the portfolio will be placed in short-term products and held in cash for liquidity.

5.8 Tender/Contract Award Information – December 2020 to February 2021

During the period December 1, 2020 to February 28, 2021, the Purchasing and Risk Management Division issued 22 new contracts, each with a value in excess of \$500,000 (exclusive of taxes). In addition, there were nine existing contracts requiring contract amendments which necessitate further reporting to the Performance and Audit Committee. All awards and amendments were issued in accordance with the *Officers and Delegation Bylaws 1208, 284 and 247 – 2014* and the *Procurement and Real Property Contracting Authority Policy*.

5.9 Improving Metro Vancouver Financial Standing

With an aim to enhance strategic value to the organization and its stakeholders, the Financial Services Department is moving to focus on strategic and structural financial issues. While Metro Vancouver continues to maintain a solid financial position with a strong balance sheet and good indicators of financial health, there is opportunity to increase the level of sophistication of its financial policies and processes in order to match the challenging environment in which it operates, and the constantly evolving issues that need to be addressed. This work includes reviewing key policies and enhancing transparency through improved and more frequent reporting. Furthermore, this is an opportunity to increase the confidence that stakeholders have in Metro Vancouver’s financial management processes.

Climate Action Committee – April 16, 2021

Information Items:

5.2 Metro Vancouver Electric Vehicle Program Review and Recommendations

Accelerated electric vehicle (EV) adoption is a key greenhouse gas reduction opportunity in the region’s transportation sector, and Metro Vancouver’s EV Programs aim to increase EV uptake by educating residents and businesses to support implementation of the *Climate 2050 Transportation Roadmap*. These programs include public outreach campaigns, online resources and workplace info sessions to promote public knowledge and use of EVs. At the end of 2020, staff completed a review of Metro Vancouver’s EV programs supported by a consultant evaluation. Short-term recommendations from this evaluation will be integrated in the 2021 work plan, with longer-term recommendations targeted for 2022 and future years. Due to COVID-19, regular programming has been impacted and staff are developing alternative program delivery strategies, as well as enhancements for ongoing program delivery in future years.

5.3 Feasibility of Targeted Invasive Plant Grazing in Metro Vancouver

With funding from the Regional District Sustainability Innovation Fund, Metro Vancouver initiated Phase 1 of the “Targeted Invasive Plant Grazing” project by retaining a consultant to conduct a feasibility assessment of grazing as an herbicide-free invasive plant control option. The consultant concluded that targeted grazing could be as effective as hand pulling or mowing, with repeated treatments needed for long-term control. However, grazing would be logistically complex, two to four times costlier than mowing, and two to five times more carbon-intensive in this region, due to the need to transport herds from other areas of B.C. or Alberta.

The original intent of Phase 2 was to conduct a pilot in Aldergrove Regional Park in 2021, but given the results of Phase 1, staff will further assess feasibility by exploring whether:

a) a suitable trained local herd can be found, and b) the complex logistical requirements can be met on-site before initiating a pilot project.

Metro Vancouver Housing Corporation

E1.1 Audited 2020 Financial Statements

APPROVED

The 2020 Audited Financial Statements illustrate that Metro Vancouver is in a strong financial position with excellent liquidity and solid reserves. The statements have been prepared in accordance with Canadian Public Sector Accounting Standards and have received an unqualified audit opinion by the external auditors, BDO Canada LLP.

The Board approved the Audited 2020 Financial Statements for the Metro Vancouver Housing Corporation.

Greater Vancouver Water District

E1.1 Audited 2020 Financial Statements

APPROVED

The 2020 Audited Financial Statements illustrate that Metro Vancouver is in a strong financial position with excellent liquidity and solid reserves. The statements have been prepared in accordance with Canadian Public Sector Accounting Standards and have received an unqualified audit opinion by the external auditors, BDO Canada LLP.

The Board approved the Audited 2020 Financial Statements for the Greater Vancouver Water District.

E2.1 GVWD 2020 Water Quality Annual Report

RECEIVED

The *2020 Greater Vancouver Water District Water Quality Annual Report* is required, under the provincial Drinking Water Protection Regulation, and is also a requirement of the *Drinking Water Management Plan*. The annual report summarizes water quality analysis conducted on samples collected from the source reservoirs, in-system reservoirs, and transmission system.

The annual report outlines Metro Vancouver's water quality monitoring program and continues to fulfill its role in confirming that the multiple protection barriers for drinking water, including watershed protection, water treatment and the ongoing operation of the water system, continue to deliver excellent water quality to the region. In 2020, the water quality of the treated water was excellent. All water quality parameters analyzed met or exceeded water quality standards and the *Guidelines for Canadian Drinking Water Quality*.

The Board received the report for information.

E2.2 Seymour Salmonid Society's 2020 Annual Report for Greater Vancouver Water District**RECEIVED**

The Seymour Salmonid Society is a non-profit organization that operates the Seymour River Hatchery on GVWD land at the base of the Seymour Falls Dam. Metro Vancouver and the society have been partners since 1989. The partnership has influenced thousands of people through special events, K-12 programs, and area visitors in the Lower Seymour Conservation Reserve. The society has raised and released millions of salmon into the Seymour River and has worked collaboratively with GVWD on promoting stewardship of the Seymour River system. The GVWD has a current three-year (2021-2023) contribution agreement with the society for \$125,000 annually.

The funding provides for core hatchery and education program operating expenses. The Seymour Salmonid Society's *2020 Annual Report for Greater Vancouver Water District* provides an overview of the program in 2020.

The Board received the report for information.

I 1 Committee Information Items and Delegation Summaries**RECEIVED**

The Board received information items from standing committees.

Water Committee – April 15, 2021

Information Items:

5.1 Water Services Capital Program Expenditure Update to December 31, 2020

The capital expenditure reporting process as approved by the Board provides for status reports on capital expenditures three times per year. This is the year-end report for 2020 which includes both the overall capital program for Water Services with a multi-year view of capital projects, and the actual capital spending for the 2020 fiscal year in comparison to the annual budget. In 2020 the annual capital expenditures for Water Services were \$249 million compared to annual capital budget of \$397.5 million. This shortfall is primarily due to project delays related to the timing of tenders, construction delays, and issues relating to COVID-19. Forecasted expenditures for the current Water Services capital program remain within the approved budgets through to completion.

5.4 Watering Regulations Communications and Regional Water Conservation Campaign for 2021

Water conservation is a major component of Metro Vancouver's planning to ensure the sustainable use of water resources. To support understanding of and compliance with water conservation policies and programs, as well as encourage personal pride in reduced water use, Metro Vancouver delivers annual region-wide water conservation campaigns. Metro Vancouver will communicate the May 1–October 15 watering regulations starting April 26 via social media and promotional materials distributed to member jurisdictions for public education and enforcement throughout the summer season. The annual We Love Water campaign will emphasize water source and system awareness starting May 17, and will promote outdoor water conservation information July 5–September 5. A targeted media buy will include television, radio, outdoor and digital promotions all leading to the website.

Greater Vancouver Sewage and Drainage District

E1.1 Audited 2020 Financial Statements

APPROVED

The 2020 Audited Financial Statements illustrate that Metro Vancouver is in a strong financial position with excellent liquidity and solid reserves. The statements have been prepared in accordance with Canadian Public Sector Accounting Standards and have received an unqualified audit opinion by the external auditors, BDO Canada LLP.

The Board approved the Audited 2020 Financial Statements for the Greater Vancouver Sewerage and Drainage District.

E2.1 Contract Amendment to AECOM Canada Ltd. for Owner's Engineer Advisory Services for North Shore Wastewater Treatment Plant

APPROVED

In May 2015, the Board authorized the award of engineering consulting services for the North Shore Wastewater Treatment Plant project to AECOM Canada Ltd for an amount totaling \$20,068,395 (including additional change orders). The project has been extended by 2.5 years and staff recommended amending AECOM's contract in an amount of \$7,118,094.

Including future Phase 4 (for Handover and Warranty Period efforts as previously negotiated but not yet awarded) the contract total is anticipated to be \$28,363,758 (exclusive of taxes). AECOM has proven they provide significant value to the project and are critical to Metro Vancouver's oversight team to ensure compliance with the project agreement and a treatment plant that meets the expectations of Metro Vancouver.

The Board authorized a contract amendment in the amount of \$7,118,094 (exclusive of taxes) to AECOM Canada Ltd. for the provision of owner's engineering consulting services for the North Shore Wastewater Treatment Plant project, subject to final review by the Commissioner.

E3.1 2021 Liquid Waste Capital Projects

RECEIVED

The Board received for information a report regarding the location of the different projects that were approved as part of the 2021 capital budget.

E3.2 Award of Phase C2, Engineering Construction Services for RFP 14-230 for Installation of Gilbert Trunk Sewer No. 2 South Section

APPROVED

The Board approved the award of Phase C2, Engineering Construction Services, for an amount up to \$2,548,446 (exclusive of taxes) to the Phase A and B consultant, AECOM Canada Ltd, for the Installation of Gilbert Trunk Sewer No. 2 South Section, subject to final review by the Commissioner.

E4.1 Award of Contract Resulting from Request for Proposal No. 20-016: Organics Management at the North Shore Transfer Station**APPROVED**

The Board approved award of a five-year contract in the amount of up to \$17,428,425 (exclusive of taxes) to Arrow Transportation Systems Inc., resulting from Request for Proposal No. 20-016: Organics Management at the North Shore Transfer Station, subject to final review by the Commissioner.

Furthermore, the Board also recommended a review of Metro Vancouver's procurement process to better incorporate Metro Vancouver's stated values and strategic plan visions (including transitioning towards a circular economy, strengthening relationships with First Nations, food security, supporting local economies, and reducing GHG emissions).

Finally, the Board directed staff to report back with options for the development of a permanent local organics management facility to be in place prior to the end of the contract, on July 1, 2026, resulting from the proposal No. 20-016: Organics Management at the North Shore Transfer Station.

E4.2 Recycling Depot Funding Strategy**APPROVED**

An updated funding strategy has been proposed for recycling depots at Metro Vancouver's recycling and waste centres, recognizing the contribution of municipally operated depots to the regional system.

The proposed funding strategy would distribute costs across system users by incorporating the costs of operating the recycling depots into the garbage tipping fee. At the same time, municipalities that fund municipal recycling depots would receive an annual garbage tipping fee credit. Staff would work to accommodate any increases in tipping fees within current 2021-2025 Financial Plan projections for tipping fee increases.

The Board directed staff to prepare proposed amendments to be incorporated into the annual update to the *Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 306, 2017*.

G1.1 Greater Vancouver Sewerage and Drainage District Development Cost Charge Reserve Fund Expenditure Bylaw No. 344, 2021**APPROVED**

The regional sewer development cost charges (DCCs) are governed under the *GVS&DD Act* and were introduced in 1997, pursuant to the philosophy that "growth pays for growth." Funds received through the collection of DCCs are set aside as deferred revenue in reserve accounts on a sewerage area basis for the funding of growth capital projects. This use of DCC revenue funding reduces the reliance on the sewer levy, which is generated directly from the GVS&DD's member jurisdictions.

Under the Act, transfers of any revenues collected out of the DCC reserve funds can only be for the purposes intended and must be authorized by bylaw. The 2020 budget contemplated the transfer of DCC revenues collected to meet actual debt charge and capital funding requirements related to the liquid waste growth capital program.

In total, \$81.7 million of DCCs were applied for the 2020 year over the four defined sewerage areas. Total DCCs held in deferred revenue reserve balances as at December 31, 2019 were \$213.1 million.

The Board gave first, second and third readings to *Greater Vancouver Sewerage and Drainage District Development Cost Charge Reserve Fund Expenditure Bylaw No. 344, 2021*; then passed and finally adopted said bylaw.

I 1 Committee Information Items and Delegation Summaries

RECEIVED

The Board received information items and a delegation summary from standing committees.

Liquid Waste Committee – April 15, 2021

Information Items:

5.2 Liquid Waste Services Capital Program Expenditure Update as at December 31, 2020

The capital expenditure reporting process as approved by the GVS&DD Board provides for status reports on capital expenditures three times per year. This is the year-end report for 2020 which includes both the overall capital program for Liquid Waste Services with a multi-year view of capital projects and the actual capital spending for the 2020 fiscal year in comparison to the annual budget.

In 2020 the annual capital expenditures for Liquid Waste Services were \$575.8 million compared to annual capital budget of \$883.4 million. This shortfall is primarily due to project delays related to the timing of tenders, construction delays, and issues relating to COVID-19.

Forecasted expenditures for the current Liquid Waste Services capital program generally remain within the approved budgets through to completion.

Zero Waste Committee – April 16, 2021

Information Items:

5.3 Solid Waste Services Capital Program Expenditure Update as of December 31, 2020

The capital expenditure reporting process, as approved by the Board, provides for status reports on capital expenditures three times per year. This is the year-end report for 2020, which includes both the overall capital program for Solid Waste Services with a multi-year view of capital projects and the actual capital spending for the 2020 fiscal year compared to the annual budget. In 2020, annual capital expenditures for Solid Waste Services were \$41.2 million compared to a capital budget of \$88.5 million. The underspend is primarily due to timing of construction expenditures for the United Boulevard Recycling and Waste Centre and Central Surrey Recycling and Waste Centre projects, which are currently in progress. Expenditures originally budgeted in 2020 were re-budgeted for 2021 and are expected to be fully spent.

5.4 Regional Single-Use Item Reduction Campaign Launch

A regional single-use item reduction behaviour change campaign will launch on May 31, 2021. The objective is to reduce the use and disposal of single-use items in Metro Vancouver through voluntary reduction. The target audience is Metro Vancouver residents aged 18-44. Research showed that reducing single-use items was perceived as important but difficult, and guilt is not a motivator. The Superhabits campaign celebrates the small actions that you take to reduce single use items, which make you an everyday superhero. Research showed that safety during COVID-19 is the priority, but responsible action is still important to the audience.

Flexibility is built into the campaign plan to change course as needed in response to COVID-19. Concurrently, Metro Vancouver is collaborating with members to determine how best to support harmonization of single-use item reduction bylaws across the region and plan to present the recommended approach for Board approval in coming months.



Parks, Recreation and Cultural Services Committee

Date: Tuesday, April 27, 2021

Place: Council Chambers
Richmond City Hall

Present: Councillor Harold Steves, Chair (by teleconference)
Councillor Michael Wolfe (by teleconference)
Councillor Chak Au (by teleconference)
Councillor Bill McNulty
Councillor Linda McPhail

Also Present: Councillor Carol Day (by teleconference)

Call to Order: The Chair called the meeting to order at 4:10 p.m.

AGENDA ADDITION

It was moved and seconded
That Parks Afloat at Garry Point be added to the agenda as Item No. 7A.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on March 23, 2021, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

May 26, 2021, (tentative date) at 4:00 p.m. in Council Chambers

COMMUNITY SERVICES DIVISION

1. **PROPOSED 2021 OPERATING HOURS FOR STEVESTON OUTDOOR POOL**

(File Ref. No. 11-7143-01) (REDMS No. 6436380)

Staff advised that extensive consultation with the petitioners, Kigoos Swim Club and the Aquatics Advisory Board has taken place and that staff have endeavoured to accommodate all requests.

In reply to queries from Committee, staff noted that (i) there are slight differences in timing with regard to Option 3 and Option 4, (ii) closures for cleaning are not required as that can be completed throughout the day, (iii) there have been requests for swim times before work, at lunchtime, and after work, and (iv) the School Board has not committed to the activities at the end of the year due to the dynamic situation of the pandemic.

Jim McGrath, Richmond resident, commented on the (i) 2019 petition from swimmers regarding the Steveston Outdoor Pool services, (ii) new proposed hours, noting that Option 3 does not utilize the pool at optimal levels, and (iii) proposed Option 4, noting it was the preferred option and the most equitable for all users.

Louise Shaffer, Richmond resident, spoke on (i) the various options outlined in the staff report, (ii) Option 4, noting it was the preferred option, and (iii) the Terms of Reference of the Aquatics Services Advisory Board, noting that they are mandated to maintain an objective and unbiased approach.

Duncan Smith, Richmond resident, spoke in support of Option 4 and was of the opinion that (i) there are inconsistencies with the financials for the various options, and (ii) the majority of the revenue increase was due to pass holders.

Rosemary Nickerson, representative for Kigoos Swim Club, provided background information on the Kigoos Swim Club and noted that (i) the club brings in many swimmers and their families to the pool facilities in Richmond during competitions, (ii) club rental fees cover the costs of running the pool, (iii) due to Covid the swim schedules have been adjusted to accommodate health regulations, and (iv) Option 4 is not supported as they do not want children swimming until 10:30 pm and would prefer Option 3.

Rosemary Nygard, Richmond resident, noted that (i) Kigoos Swim Club participants will become public swimmers in the future, (ii) during the Covid-19 pandemic, swimming has been important, and (iii) other pools are available for public swim if there are insufficient opportunities at Steveston Outdoor Pool.

2.

Parks, Recreation & Cultural Services Committee
Tuesday, April 27, 2021

Sonja Dong, Vice-Chair, Aquatic Services Advisory Board, noted that (i) the topic of the Steveston Outdoor Pool has been discussed extensively, (ii) the Board has done extensive consultation with the petitioners, and (iii) a combination of Option 3 and Option 4 can be considered.

Discussion took place on amalgamating Option 3 and Option 4 as outlined in the staff report, and as a result the following motion was introduced:

It was moved and seconded

That a hybrid model for 2021, based on Options 3 and 4 as detailed in Attachments 3 and 4 of the memo titled “Response to Referral – Proposed 2021 Operating Hours for Steveston Outdoor Pool,” dated April 23, 2021, from the Manager, Aquatic and Arena Services, with the following modifications:

- (1) Kigoos Swim Club have swim times of 7:00 a.m. to 9:00 a.m. Monday, Wednesday and Friday and 5:00 p.m. to 10:00 p.m. Monday to Friday from July 2, 2021 to September 6, 2021; and*
- (2) Length Swim have swim times of 6:00 a.m. to 7:00 a.m. Monday, Wednesday and Friday from July 2, 2021 to September 6, 2021;*

be approved for the operation of Steveston Outdoor Pool for the summer of 2021.

The question on the motion was not called as discussion took place on ensuring adequate public swim time in the morning and appropriate swim times for the Kigoo Swim Club.

It was requested that a revised schedule and budget be provided prior to the next Council meeting.

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

2. MINORU LAKES RENEWAL DETAILED DESIGN PLAN AND NEXT STEPS

(File Ref. No. 06-2345-20-MINO1) (REDMS No. 6612925 v. 6)

Staff with the aid of a PowerPoint (copy on file, City Clerk’s Office) provided background information on the project.

In reply to queries from Committee, staff noted that (i) the water will recirculate in the lakes from north to south and pumped back through the waterfall in a continuous loop, (ii) there will be wildlife management measures put in place to ensure they do not enter the lake, (iii) further education will be provided to the public with regard to feeding the ducks and geese, (iv) the vine maple trees are not being relocated due to cost benefits; however, this can be revisited, and (v) the channel will include rocks of various sizes and soils that will help filter the water, and only activated if the lakes are full and overflowing.

3.

Parks, Recreation & Cultural Services Committee

Tuesday, April 27, 2021

It was moved and seconded

That the Minoru Park Renewal Detailed Design Plan be received for information and that the Minoru Lakes Renewal project proceed to contract award and construction, as detailed in the staff report titled “Minoru Lakes Renewal Detailed Design Plan and Next Steps,” dated March 30, 2021, from the Director, Parks Services.

CARRIED

3. **OPTIONS FOR IMPERIAL LANDING AND BRITANNIA SHIPYARDS DOCK OPERATIONS**

(File Ref. No. 11-7200-01) (REDMS No. 6649086)

Loren Slye, Society Past Chair, highlighted that the Society is working diligently to get their affairs in order to take on this project and urged Committee to support the recommendation.

Terry McPhail, spoke in favour of the report and noted that (i) subsidized rates would be examined, (ii) a utility recapture program would be explored, (iii) a green certified marina rating would be examined, (iv) a revenue contract would be drawn, and (v) collaboration with the Steveston Businesses and other stakeholders would be necessary.

Linda Barnes, Co-Chair, Steveston Historical Society, spoke in favour of the staff report and noted that Steveston Harbour is the largest small craft harbour in Canada and that Britannia will now be a part of that.

In reply to queries from Committee, Mr. McPhail noted that (i) the docks will provide both electricity and water, (ii) there is not sewage pump in Steveston, (iii) there are rules around holding tanks, (iv) oily water disposal is the responsibility of each boat, and (v) as the project moves forward details can be straightened out.

It was moved and seconded

That option 1 “Britannia Shipyards National Historic Site Society Pilot” be endorsed as the preferred option for the future operations of the docks at Imperial Landing and Britannia Shipyards as detailed in the staff report titled “Options for Imperial Landing and Britannia Shipyards Dock Operations,” dated April 8, 2021, from the Director, Parks Services and Director, Arts, Cultural and Heritage Services.

CARRIED

It was moved and seconded

That the City take necessary steps to remove an unauthorized boat that is docked at the Imperial Landing Dock.

CARRIED

4.

Parks, Recreation & Cultural Services Committee

Tuesday, April 27, 2021

4. **SPRING BREAK PROGRAM UPDATE 2021**

(File Ref. No. 11-7000-01) (REDMS No. 6650067)

It was moved and seconded

That the staff report titled, "Spring Break Program Update 2021", dated April 9, 2021, from the Director, Recreation and Sport Services, be received for information.

CARRIED

5. **BOWLING GREEN COMMUNITY ACTIVITY CENTRE TERMS OF REFERENCE FOR PUBLIC ART PROJECT**

(File Ref. No. 11-7000-09-20-283) (REDMS No. 6402985)

In reply to queries from Committee, staff noted that (i) the next steps are a call for artist and then to Council for approval, (ii) there are two proposed locations for the placement of the artwork, a stand-alone artwork located near the arrival plaza or an integrated artwork as part of the surface paving for the main pedestrian east-west corridor, (iii) bowling participants spectate from different view points, and (iv) an overhang is not anticipated in the promenade area.

It was moved and seconded

That the Terms of Reference for the Bowling Green Community Activity Centre public artwork, as presented in the report titled "Bowling Green Community Activity Centre Terms of Reference for Public Art Project" from the Director, Arts, Culture and Heritage Services, dated March 22, 2021, be endorsed.

CARRIED

6. **ARTS SERVICES YEAR IN REVIEW 2020**

(File Ref. No. 11-7000-01) (REDMS No. 6643650)

It was moved and seconded

That the Arts Services Year in Review 2020 as presented in the staff report titled, "Arts Services Year in Review 2020," dated March 16, 2021, from the Director, Arts, Culture and Heritage Services, be circulated to Community Partners and Funders for their information.

CARRIED

5.

Parks, Recreation & Cultural Services Committee

Tuesday, April 27, 2021

7. **CITY APPOINTEES TO THE RICHMOND GATEWAY THEATRE SOCIETY BOARD OF DIRECTORS**

(File Ref. No. 11-7000-01) (REDMS No. 6628585)

In reply to queries from Committee, staff noted that (i) Council will have the opportunity to review the applicants prior to their appointment, and (ii) the vacancies will be advertised to the public.

It was moved and seconded

That the Richmond Gateway Theatre Society be advised that, in response to its letter, three City appointments will be made to its Board of Directors in 2022.

CARRIED

7A. **PARKS AFLOAT AT GARRY POINT**

(File Ref. No. 11-7000-01) (REDMS No. 6628585)

Materials were distributed (attached to and forming part of these Minutes as Schedule 1) and discussion took place on installing floats to encourage and promote fishing.

It was moved and seconded

(1) That staff prepare a revised plan for the Garry Point Legacy Pier, similar to the No. 3 Rd. Pier, (or a transition float) containing it entirely on City owned land and water lot, with the potential for, 1, 2, or 3 floats from Imperial Landing, in front and to the west of the pier only.

(2) That the City immediately invite a ship, or ships, for a tall ship event in 2022, if possible.

CARRIED

8. **MANAGER'S REPORT**

(i) Summer Programs

Staff noted that summer programs registrations begin May 4, 2021 with Aquatics registrations beginning at 8:00 a.m. and 9:00 a.m. for all other programs.

(ii) Pitch and Putt

Staff advised that the West Richmond Pitch and Putt will be open on May 3, 2021 from 12:00 p.m. to 7:00 p.m., 7 days a week, weather dependent.

Parks, Recreation & Cultural Services Committee
Tuesday, April 27, 2021

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (6:07 p.m.).

CARRIED

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, April 27, 2021.

Councillor Harold Steves
Chair

Sarah Goddard
Legislative Services Associate

Schedule 1 to the Minutes of the
Parks, Recreation & Cultural Services
Committee meeting of Richmond City
Council held on Tuesday, April 27, 2021.

TO: Parks, Recreation and Cultural Services

DATE: April 27, 2021

FROM: Councillor Harold Steves

RE: Parks Afloat at Garry Point – Referral to staff

The Parks Afloat Moorage report dated February 23, 2021 states on PRCS – 105 that “If the intended use of the structure is to provide public access from the park for recreational purposes such as fishing, hosting special events, and as a scenic look-out then the most viable option is to build a pier rather than a floating dock.”

After the last tall ship event the floats were left in place for the summer and it became a very popular fishing site with a more varied catch of fish. That was the main reason for the referral. The other reason was the availability of a float “of greater draft” as recommended in the Westmar report, PRCS – 128. As that float is no longer available it follows that a fishing pier should take precedence to building a new float. Another possibility is a “transition float with stoppers”, as shown in the Westmar Report , PRCS – 155. The staff report states, “A pier structure will not accommodate the moorage of boats and tall ships without a floating dock connected to the pier.”

It is unlikely that more than one Class A tall ship will visit in the near future. The No. 3 Rd. pier took the largest Class A ships using shore anchors.

As we come out of the Covid 19 Pandemic we will be facing an even greater Climate Change “Pandemic” It is important to provide facilities and events for people to stay at home.

It is recommended:

- (1) That staff prepare a revised plan for the Garry Point Legacy Pier, similar to the No. 3 Rd. Pier, (or a transition float) containing it entirely on City owned land and water lot, with the potential for, 1, 2, or 3 floats from Imperial Landing, in front and to the west of the pier only.
- (2) That the City immediately invite a ship, or ships, for a tall ship event in 2022, if possible.



General Purposes Committee

Date: Monday, May 3, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

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 General Purposes Committee held on April 19, 2021, be adopted as circulated.

CARRIED

COMMUNITY SERVICES DIVISION

1. **PROPOSED TIDALLY INFLUENCED TERRA NOVA SLOUGH UPDATE**

(File Ref. No. 06-2345-20-TNOV4) (REDMS No. 6656916 v. 8)

Staff provided background information and highlighted the following:

- the existing fresh water pond will connect to the middle arm of the Fraser River;
- the connection will go through the dike and underneath the river and create a culvert that would have a concave structure;

General Purposes Committee
Monday, May 3, 2021

- the structure will maintain the integrity of the flood protection system as well as the integrity of the dike;
- the structure will not prevent the City from raising the dike;
- as the tide goes up and down, the water goes in and out of the slough, making the current fresh water in the pond tidally influenced; and
- as the tide goes in and out, it will fill with juvenile chum salmon.

In reply to queries from Committee, staff noted that (i) option 1 has minimal impact to the surrounding area of the slough, (ii) the timeline will vary depending on the agreement and discussions with the Federal Department of Fisheries, (iii) the slough connects to federal water body and permitting salmon into the slough would mean that it would fall under federal jurisdiction, (iv) to maintain the slough, regular maintenance will be undertaken by staff and any debris coming from outside into the system will be stopped by the tide gate grating system, (v) the slough design will not support salmon spawning, (vi) the slough would be a side channel to the middle arm and would function as a rearing habitat for juvenile salmon, (vii) salmon that are one year old or younger come into the slough to feed and find shade under the overhang of the riparian vegetation and then swim back out with the tide into the middle arm of the river, (viii) a summary of all projects can be provided, (ix) option 1 is recommended as it provides excellent value for the scope, (x) building a dike around the existing slough would impact the existing Terra Nova Area, (xi) certain species of fish are reluctant to enter dark spaces, (xii) mitigation impacts will be required to the existing fresh water pond prior to construction, (xiii) the size and depth of the slough would provide adequate protection for salmon from other animals, and (xiv) all opportunities for funding will be explored.

It was requested that a summary of similar projects, as referenced in report, and a cost estimate of option 5 be provided.

It was moved and seconded

That, as described in the report titled “Proposed Tidally Influenced Terra Nova Slough Update” dated April 13, 2021, from the Director, Parks Services, Option 1 (Floodbox with Self-Regulating Tide Gate) be endorsed for the purposes of design, costing and evaluation of habitat compensation benefit and be submitted for consideration in the 2022 budget process.

CARRIED

Opposed: Cllr. Wolfe

General Purposes Committee

Monday, May 3, 2021

2. **APPLICATION FOR A PERMIT TO ALLOW FOR THE DISCHARGE OF FIREARMS AT 7340 SIDAWAY ROAD, RICHMOND**

(File Ref. No. 11-7000-10-01) (REDMS No. 6654726 v. 12)

It was moved and seconded

- (1) *That the application by the Vancouver Gun Club for a permit to allow for the discharge of firearms under the City of Richmond's Regulating the Discharge of Firearms Bylaw No. 4183 for the property at 7340 Sidaway Road, Richmond be approved in the form and on the terms and conditions set out in APPENDIX "A" of this report, and that said permit be issued; and*
- (2) *That the General Manager, Community Services be authorized to sign and issue the permit.*

The question on the motion was not called as in reply to queries from Committee, Marshall Wirawan, volunteer, Vancouver Gun Club, noted that (i) this is a sport shooting facility, (ii) members and guests are hunters, (iii) a Canadian Firearms Safety Course is required to be completed, (iv) individuals have to bring their own guns, and (v) individuals that don't have a licence can become certified through the Canadian Firearms Safety Course.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:52 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, May 3, 2021.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate

3.



Finance Committee

Date: Monday, May 3, 2021

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty (by teleconference)
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Call to Order: The Chair called the meeting to order at 4:53 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on April 6, 2021, be adopted as circulated.

CARRIED

DELEGATION

1. C.J. James, Engagement Partner, KPMG LLP, and Aanu Adeleye, Senior Manager, KPMG LLP, thanked City staff for their cooperation in completing the audits.

FINANCE AND CORPORATE SERVICES DIVISION

2. 2020 CONSOLIDATED FINANCIAL STATEMENTS

(File Ref. No. 03-0905-01) (REDMS No. 6662721)

It was moved and seconded

- (1) *That the staff report titled, “2020 Consolidated Financial Statements”, dated April 16, 2021 from the Acting Director, Finance be received for information; and*
- (2) *That the 2020 City of Richmond Consolidated Financial Statements as presented in Attachment 2 be approved.*

CARRIED

RICHMOND PUBLIC LIBRARY

3. 2020 FINANCIAL STATEMENTS FOR THE RICHMOND PUBLIC LIBRARY

(File Ref. No. 03-0905-01) (REDMS No. 6657206)

It was moved and seconded

That the 2020 Richmond Public Library audited financial statements for the year ended December 31, 2020, as presented in the attached report from the Chief Librarian, be received for information.

CARRIED

LULU ISLAND ENERGY COMPANY

4. 2020 FINANCIAL STATEMENTS FOR THE LULU ISLAND ENERGY COMPANY

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 6655282)

It was moved and seconded

That the Lulu Island Energy Company report titled “2020 Financial Statements for the Lulu Island Energy Company”, dated March 8, 2021, from the Chief Financial Officer, be received for information.

CARRIED

Finance Committee
Monday, May 3, 2021

RICHMOND OLYMPIC OVAL CORPORATION

5. **RICHMOND OLYMPIC OVAL CORPORATION 2020 AUDITED
FINANCIAL STATEMENTS**

(File Ref. No.) (REDMS No. 6662612)

It was moved and seconded

That the report on the 2020 Audited Financial Statements for the Richmond Olympic Oval Corporation from the Acting Chief Financial Officer and Interim Senior Manager, Finance & Administration, Richmond Olympic Oval Corporation be received for information.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:55 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, May 3, 2021.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate



To: Mayor and Councillors
From: John Woolgar
Manager, Aquatic and Arena Services
Date: May 5, 2021
File: 11-7143-01/2021-Vol
01
Re: **RESPONSE TO REQUEST FOR NEW 2021 SCHEDULE – STEVESTON
OUTDOOR POOL**

The staff report titled “Proposed 2021 Operating Hours for Steveston Outdoor Pool,” was considered at the April 27, 2021, Parks, Recreation and Cultural Services meeting. Staff were asked to provide a revised schedule and costs based on the following;

That a hybrid model for 2021, based on Options 3 and 4 as detailed in Attachments 3 and 4 of the memo titled “Response to Referral – Proposed 2021 Operating Hours for Steveston Outdoor Pool,” dated April 23, 2021, from the Manager, Aquatic and Arena Services, with the following modifications:

- 1) *Kigoos Swim Club have evening swim times of 5:00 p.m. to 10:00 p.m., Monday to Friday and retain their 10 hour combined weekday morning swim times from July 2, 2021, to September 6, 2021; and*
- 2) *The 5:00 p.m. to 5:30 p.m. weekday public time slot totalling two and half weekly hours from July 2, 2021, to September 6, 2021, as outlined in Option 4, to be removed and be added to the weekday morning length swim times to ensure length swimming five (5) mornings per week;*

be approved for the operation of Steveston Outdoor Pool for the summer of 2021.

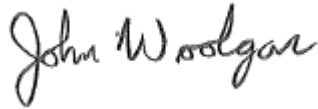
The purpose of this memo is to respond to the request for a new schedule and provide the corresponding financial impact. See Attachment 1 for the 2021 Steveston Outdoor Pool Schedule with Options 3 and 4 combined.

Schedule Changes

This option adds two additional length swimming sessions which results in five morning sessions per week, Monday to Friday, from 6:00 a.m. to 7:00 a.m., during the peak summer season of July 2, 2021 to September 6, 2021. During the same dates public swim sessions will be offered from 1:00 p.m. to 5:00 p.m. Monday to Friday and 1:00 p.m. to 6:00 p.m. on Saturdays and Sundays. Kigoos Swim Club will practice from 7:00 a.m. to 9:00 a.m. and 5:00 p.m. to 10:00 p.m. Monday to Friday.

Financial Impact

This new schedule that combines elements of Option 3 and 4 increases the net operating expense by \$19,245. See Attachment 2 for the projected budget for this new schedule.

A handwritten signature in black ink that reads "John Woolgar". The signature is written in a cursive, flowing style.

John Woolgar
Manager, Aquatic and Arena Services
(604-238-8041)

Att. 1: 2021 Steveston Outdoor Pool Schedule Option 3 and 4 Combined
2: Financial Impact of Options 3 and 4 Combined

Updated - 2021 Steveston Outdoor Pool Schedule of Option 3 and 4 Combined

MAY 1 - JUNE 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00							
6:30	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
7:00	6:00-8:00am	6:00-8:00am	6:00-8:00am	6:00-8:00am	6:00-8:00am		
7:30							
8:00							
8:30						KIGOOS SWIM CLUB	KIGOOS SWIM CLUB
9:00						* May Only	* May Only
9:30	SCHOOL BOARD RENTALS		SCHOOL BOARD RENTALS		SCHOOL BOARD RENTALS	7:00-11:30am	7:00-11:30am
10:00	*June 14 - 25 available to be booked		*June 14 - 25 available to be booked		*June 14 - 25 available to be booked		
10:30	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS			
11:00	9:00-12:00pm	9:00-12:00pm	9:00-12:00pm	9:00-12:00pm			
11:30	*June 14 - 25 available to be booked		*June 14 - 25 available to be booked		*June 14 - 25 available to be booked		
12:00	LENGTH SWIM		LENGTH SWIM		LENGTH SWIM	LENGTH SWIM	LENGTH SWIM
12:30	*Begins May 22		*Begins May 22		*Begins May 22	*Begins May 22	*Begins May 22
1:00	12:00-2:00pm		12:00-2:00pm		12:00-2:00pm	12:00-2:00pm	12:00-2:00pm
1:30							
2:00							
2:30							
3:00						PUBLIC SWIM	PUBLIC SWIM
3:30						*Begins May 22	*Begins May 22
4:00						2:00-5:00pm	2:00-5:00pm
4:30							
5:00							
5:30							
6:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
6:30	4:00-10:00pm	4:00-10:00pm	4:00-10:00pm	4:00-10:00pm	4:00-10:00pm		
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							

Notes:
 *Length and Public Swim begins May 22
 *School Board rentals June 14 - 25 available to be booked
 *Stat hours on May 24
 *Kigoos typically have a swim meet the first weekend in June

JULY 2 - SEPTEMBER 6, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM		
6:30	6:00-7:00am	6:00-7:00am	6:00-7:00am	6:00-7:00am	6:00-7:00am		
7:00							
7:30	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
8:00	7:00-9:00am	7:00-9:00am	7:00-9:00am	7:00-9:00am	7:00-9:00am		
8:30							
9:00							
9:30	LESSONS	LESSONS	LESSONS	LESSONS	LESSONS		
10:00	9:00-11:00am	9:00-11:00am	9:00-11:00am	9:00-11:00am	9:00-11:00am		
10:30							
11:00	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LENGTH SWIM	LENGTH SWIM
11:30	11:00am-1:00pm	11:00am-1:00pm	11:00am-1:00pm	11:00am-1:00pm	11:00am-1:00pm	11:00am-1:00pm	11:00am-1:00pm
12:00							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00	PUBLIC SWIM	PUBLIC SWIM	PUBLIC SWIM	PUBLIC SWIM	PUBLIC SWIM	PUBLIC SWIM	PUBLIC SWIM
3:30	1:00-5:00pm	1:00-5:00pm	1:00-5:00pm	1:00-5:00pm	1:00-5:00pm	1:00-6:00pm	1:00-6:00pm
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
7:30	5:00-10:00pm	5:00-10:00pm	5:00-10:00pm	5:00-10:00pm	5:00-10:00pm		
8:00							
8:30							
9:00							
9:30							

Notes:
 11:00-1:00pm (M-F) Length swim in main pool and lessons in tot pool
 Minimum two length swim lanes available during public swim
 Closed on July 1 as per normal operations
 July 2, August 2 and September 6 based on stat holiday hours
 6:00-7:00am swim may change to 8:00-9:00am contingent on staffing

SEPTEMBER 7 - 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
12:00							
12:30	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM
1:00	12:00-2:00pm	12:00-2:00pm	12:00-2:00pm	12:00-2:00pm	12:00-2:00pm	12:00-2:00pm	12:00-2:00pm
1:30							

Financial Impact of Options 3 and 4 Combined

	Option 3 and 4 Combined
<hr/>	
Operating Activity	
Revenues	
Lessons	23,457
Admissions	10,725
Rentals/Lockers/Sales	20,390
Operating Fund Revenue	54,572
	<hr/>
Total Revenues	54,572
	<hr/>
Expenses	
Salaries and Benefits	99,283
Maintenance Expenses	3,000
Supplies	19,700
Utilities	39,007
Operating Expenses	160,990
	<hr/>
Total Expenses	160,990
	<hr/>
Net Operating Activity	(106,418)
Increased Net Operating Expenses for 2021	(19,245)



To: Parks, Recreation and Cultural Services Committee
Date: April 23, 2021

From: John Woolgar
Manager, Aquatic and Arena Services
File: 11-7143-01/2021-Vol 01

Re: **RESPONSE TO REFERAL – PROPOSED 2021 OPERATING HOURS FOR STEVESTON OUTDOOR POOL**

The staff report titled “Proposed 2021 Operating Hours for Steveston Outdoor Pool,” was considered at the April 12, 2021, Council meeting. Staff received the following referral in relation to the report:

That the “Proposed 2021 Operating Hours for Steveston Outdoor Pool”, dated February 26, 2021, from the Director, Recreation and Sport Services be referred back to staff to:

- 1) *conduct additional consultation with user groups; and*
- 2) *retrieve additional information on the costs and implications of extending the pool season.*

The purpose of this memo is to respond to the referral and to provide the additional information requested at the meeting.

As directed, staff have held additional consultations with the two petitioner representatives, as well as representatives from the Richmond Kigoos Swim Club (Kigoos), one of the primary user groups for the pool. The options were also considered by the Aquatic Advisory Board, whose role is to provide input and advice on scheduling and service levels. Their comments and advice have been included in the options outlined. As a result, staff have outlined four options for Council’s consideration as follows:

- Option 1– Hybrid Model - recommended in the staff report dated February 26, 2021;
- Option 2 – September Extension - recommended in the memo dated March 26, 2021, which includes the addition of length swim sessions from September 7-30, 2021;
- Option 3 – Revised Hybrid Model - a new Hybrid schedule recommended by the Aquatic Advisory Board, created in consultation with the petitioners and supported by the Kigoos. It includes additional weekday length swim sessions in May, June and September; and
- Option 4 – Petitioners Preferred Schedule - a new schedule proposed by the petitioners, by email, on April 21, 2021, which is not supported by the Kigoos.

While staff have met with the petitioners on multiple occasions we have not been able to provide one schedule that can satisfy the requests of all user groups. Each option has advantages and disadvantages depending on the perspective of the user group. The advantages and disadvantages of each option are outlined in detail below, along with the financial impact.

Summary of Schedule Options with Comparison to Budget

	Option #1: Hybrid Model (Recommended in Feb. 26 Report to Committee)	Option #2: September Extension	Option #3: Revised Hybrid Model	Option # 4: Petitioners Preferred Schedule
Total Length Swim Hours	162	210	266	240 (eliminate before work length swim)
Total Public Swim Hours	317	317	330	340
Estimated Length Swimmers	2,916	3,780	4,788	4,320
Estimated Public Swimmers	9,510	9,510	9,900	9,300
Total Revenue	\$53,882	\$53,882	\$54,594	\$54,120
Total Expenses	\$141,055	\$150,762	\$159,624	\$160,475
Net Expenses	\$87,173	\$96,880	\$105,030	\$106,355
Total Additional Expense		\$9,700	\$17,857	\$19,182

*See Attachment 4 for the financial impact for Options 1 - 4

*Maximum 18 users per hour during length swims due to COVID-19 Safety protocols

*Maximum 30 users per hour during public swims due to COVID-19 Safety protocols

*Marginal revenue increase in Option 3 due to majority of users being pass holders

Operating Protocols

COVID-19 operating guidelines will be in effect for the summer 2021 swimming season at the Steveston Outdoor Pool. Sessions will be 55 minutes in length to allow for a five (5) minute transition between swims. Each length swim session can accommodate a maximum of 18 users and each public swim session can accommodate a maximum of 30 users. Users must register for their session in advance online or through the Registration Call Centre prior to their swim. Changeroom access will be limited and swimmers will be asked to come and leave in their swim gear whenever possible.

Option 1 – Hybrid Model - Recommended in Staff Report dated February 26, 2021

This option was presented in the staff report titled “Proposed 2021 Operating Hours for Steveston Outdoor Pool,” dated February 26, 2021, the Hybrid Model for 2021. Please see schedule in Attachment 1. This option provides additional length swim hours, as well as providing weekday, early morning and evening swim options for individuals wanting to use the pool outside of typical weekday business hours. It does not, however, meet the full request of the petitioners of adding additional length swims in May, June and September. An increase of 21 public swim hours would be accomplished by moving some time slots, including those of the Kigoos, to create efficiencies and evening swim times for working length swimmers and families alike. This option would have no financial impact.

Option 2 – September Extension

This option was presented in the memo “Response to Steveston Outdoor Pool Referral Regarding Operating Hours for 2021” dated April 7, 2021. Please see schedule in Attachment 2. In addition to the modifications outlined in Option 1, this option provides daily two (2) hour length swims from September 7 until September 30, providing an additional 48 hours of length swimming. It does not, however, meet the full request of the petitioners of adding additional length swims in May and June. The additional cost for this option is \$9,700. No additional revenues are expected from this option as the majority of users are anticipated to be existing pass holders.

Option 3 – Revised Hybrid Model (recommended by Aquatic Advisory Board)

In addition to the modifications outlined in Option 1 and Option 2 above, this option adds additional two (2) hour length swim sessions on Mondays, Wednesdays and Fridays from May 26 through June 29. Please see schedule in Attachment 3. Length swim sessions would also increase from 90 minutes to two hours on weekends from July 2 - September 6 providing an additional 56 length swim hours. This option also provides an overall increase of 13 public swim hours but eliminates the evening weekday public swim sessions. This schedule was developed in consultation with the petitioners. It is recommended by the Aquatic Advisory Board and is also supported by the Kigoos. The additional cost for this option is \$17,857.

Option 4 – Petitioners Preferred Schedule (recommended by the two petitioner representatives)

This option is a new schedule put forward by the two petitioner representatives by email on April 21, 2021, and is identified by them as their preferred schedule. Please see schedule in Attachment 4. It has the same schedule as Option 3 for May, June and September. In July and August it eliminates the weekday early morning length swim, and extends the afternoon public swimming time to 5:30 pm. It also decreases the Kigoos time by 1.5 hours per week in July and August and changes their evening practice time from 5:00-10:00 pm to 6-10:30 pm. The Kigoos are not in favour of this option as it both reduces their evening swimming times as well as requires children to practice as late as 10:30 pm three nights per week and the Kigoos Masters Swim Club two nights per week. The afternoon public swims proposed (1:00 – 5:30pm) do not align with the one hour swim blocks as outlined in the current COVID-19 booking procedures. As a result, there would not be an increase in numbers of people served each day. The last session could be offered as a 1.5 hr session instead of the 1.0 hr session. This would likely be confusing for the public and create an inequity in the length of service provided. The additional cost for this option is \$19,182.

Financial Impact

Option 1 has no financial impact. Option 2 increases the net operating expense by \$9,700, Option 3 increases the net operating expense by \$17,857 and Option 4 increases the net operating expense by \$19,182.

Attachment 5 outlines the financial impact of each option in comparison to the base budget. Funding is available from the Council Community Initiatives Account. Should Council choose to support an increase in operating hours, Council would need to approve the additional expenditure to be funded from the Council Community Initiatives Account, as well as a motion to amend the Consolidated 5 Year Financial Plan (2021-2025) accordingly.

Marketing and Promotions

Annual promotions for the two outdoor pools include:

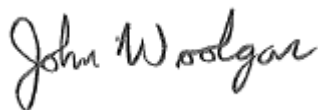
- The City e-newsletter;
- Posters at other city facilities including the libraries;
- Reader boards;
- Social media;
- Requesting the Registration Call Centre to promote when appropriate; and
- A-frame outside of the facility (near the road).

As in past, staff will closely monitor registration and implement additional promotions as required to ensure the pool is being fully utilized.

Aquatic Advisory Board

The Aquatics Advisory Board is recommending Option 3 as the preferred option for this summer subject to funding availability. They would also support Option 1 as it stays within the original budget while providing evening public swims on weekdays to encourage new users to the pool who are unable to attend during the daytime. They are not supportive of Option 4. As per the mandate of the Aquatic Advisory Board staff will review the attendance results of the Steveston Pool with the Board after the summer season to contemplate and make any schedule changes for the 2022 season to maximize usage of the pool in future years.

Please see Attachment 6 for the Terms of Reference of the Aquatic Advisory Board as requested at the Council meeting on April 12, 2021.



John Woolgar
Manager, Aquatic and Arena Services
(604-238-8041)

- Att. 1: Option 1 - Steveston Outdoor Pool – 2021 Proposed Hybrid Model
- 2: Option 2 - Steveston Outdoor Pool – 2021 Proposed Schedule for September Extension
- 3: Option 3 - Steveston Outdoor Pool – 2021 Revised Hybrid Model
- 4: Option 4 - Steveston Outdoor Pool – 2021 Petitioners Preferred Schedule
- 5: Financial Impact for Options 1 - 4
- 6: Aquatic Advisory Board Terms of Reference

Option 1 - Steveston Outdoor Pool – 2021 Proposed Hybrid Model

MAY 1 - JUNE 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00							
6:30	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
7:00							
7:30							
8:00							
8:30						KIGOOS SWIM CLUB	KIGOOS SWIM CLUB
9:00							
9:30							
10:00	SCHOOL BOARD RENTALS *	SCHOOL BOARD RENTALS *	SCHOOL BOARD RENTALS *	SCHOOL BOARD RENTALS *	SCHOOL BOARD RENTALS *		
10:30							
11:00							
11:30	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked		
12:00						LENGTH SWIM *	LENGTH SWIM *
12:30							
1:00							
1:30							
2:00						PUBLIC SWIM * Begins May 22	PUBLIC SWIM * Begins May 22
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							

Notes:

*Length and Public Swim begins May 22

*School Board rentals June 14 - 25 available to be booked

JULY 2 - SEPTEMBER 6, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	PUBLIC SWIM		PUBLIC SWIM		PUBLIC SWIM		
6:30							
7:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
7:30							
8:00							
8:30							
9:00							
9:30							
10:00	LESSONS	LESSONS	LESSONS	LESSONS	LESSONS		
10:30							
11:00	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM	LESSONS AND LENGTH SWIM		
11:30						LENGTH SWIM	LENGTH SWIM
12:00							
12:30							
1:00							
1:30							
2:00	KIGOOS SWIM CLUB	PUBLIC SWIM	KIGOOS SWIM CLUB	PUBLIC SWIM	KIGOOS SWIM CLUB	PUBLIC SWIM	PUBLIC SWIM
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30	PUBLIC SWIM		PUBLIC SWIM		PUBLIC SWIM		
6:00		KIGOOS SWIM CLUB		KIGOOS SWIM CLUB		KIGOOS SWIM CLUB	KIGOOS SWIM CLUB
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							

Notes:

11:00-1:00pm Length swim in main pool and lessons in tot pool

6:00-7:00am swim may change to 8:00-9:00am contingent on staffing

Minimum two length swim lanes available during public swim

Closed on July 1 as per normal operations

Option 2 - Steveston Outdoor Pool – 2021 Proposed September Extension

MAY 1 - JUNE 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
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11:30	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked		
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Notes:

*Length and Public Swim begins May 22

*School Board rentals June 14 - 25 available to be booked

JULY 2 - SEPTEMBER 6, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	PUBLIC SWIM		PUBLIC SWIM		PUBLIC SWIM		
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7:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
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7:00						KIGOOS SWIM CLUB	KIGOOS SWIM CLUB
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Notes:

11:00-1:00pm Length swim in main pool and lessons in tot pool

6:00-7:00am swim may change to 8:00-9:00am contingent on staffing

Minimum two length swim lanes available during public swim

Closed on July 1 as per normal operations

SEPTEMBER 7 - 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
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Option 3 - Steveston Outdoor Pool – 2021 Revised Hybrid Model

MAY 1 - JUNE 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
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8:30						KIGOOS SWIM CLUB	KIGOOS SWIM CLUB
9:00	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	* May Only	* May Only
9:30							
10:00							
10:30	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked		
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12:00	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM
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Notes:

- *Length and Public Swim begins May 22
- *School Board rentals June 14 - 25 available to be booked
- *Stat hours on May 24
- *Kigoos typically have a swim meet the first weekend in June

JULY 2 - SEPTEMBER 6, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
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Notes:

- 11:00-1:00pm (M-F) Length swim in main pool and lessons in tot pool
- 6:00-7:00am swim may change to 8:00-9:00am contingent on staffing
- Minimum two length swim lanes available during public swim
- Closed on July 1 as per normal operations
- July 2, August 2 and September 6 based on stat holiday hours

SEPTEMBER 7 - 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
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Option 4 - Steveston Outdoor Pool – 2021 Petitioners Preferred Schedule

MAY 1 - JUNE 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00							
6:30	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
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8:00							
8:30						KIGOOS SWIM CLUB * May Only	KIGOOS SWIM CLUB * May Only
9:00	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS	SCHOOL BOARD RENTALS		
9:30							
10:00							
10:30	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked	* June 14 - 25 available to be booked		
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12:00	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM	LENGTH SWIM
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Notes:

- *Length and Public Swim begins May 22
- *School Board rentals June 14 - 25 available to be booked
- *Stat hours on May 24
- *Kigoos typically have a swim meet the first weekend in June

JULY 2 - SEPTEMBER 6, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
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6:30	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
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Notes:

- 11:00-1:00pm (M-F) Length swim in main pool and lessons in tot pool
- Minimum two length swim lanes available during public swim
- Closed on July 1 as per normal operations
- July 2, August 2 and September 6 based on stat holiday hours
- Does not provide opportunity to swim before or after typical business hours M-F

SEPTEMBER 7 - 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
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Financial Impact for Options 1 – 4

	Base Budget	Option 1 - Hybrid Model	Option 2 - September Extension	Option 3 - 2021 Revised Hybrid Model	Option 4 - 2021 Petitioners Preferred Schedule
Operating Activity					
Revenues					
Lessons	47,900	23,457	23,457	23,457	23,457
Admissions	19,100	9,728	9,728	10,440	9,966
Rentals/Lockers/Sales	28,100	20,697	20,697	20,697	20,697
Operating Fund Revenue	95,100	53,882	53,882	54,594	54,120
Total Revenues	95,100	53,882	53,882	54,594	54,120
Expenses					
Salaries and Benefits	109,900	81,755	89,055	97,917	98,768
Maintenance Expenses	3,000	3,000	3,000	3,000	3,000
Supplies	22,800	19,700	19,700	19,700	19,700
Utilities	36,600	36,600	39,007	39,007	39,007
Operating Expenses	172,300	141,055	150,762	159,624	160,475
Total Expenses	172,300	141,055	150,762	159,624	160,475
Net Operating Activity	(77,200)	(87,173)	(96,880)	(105,030)	(106,355)

Option 2 - 2 hours added daily Sept 7-30 does not reflect a revenue increase due to majority of users being pass holders

Option 3 - 2 hours added three times a week May 24-June 30 reflects a marginal increase due to majority of users being pass holders

Option - 3 - 4 hours added weekly July 2-Sept 6 reflects marginal increases due to majority of users being pass holders

Option - 4 has minimal impact to the budget and hours, but changes program plan to public significantly

Aquatic Advisory Board Terms of Reference

Terms of Reference
Aquatic Advisory Board



Terms of Reference Aquatic Advisory Board

1. Purpose

These terms of reference shall apply to the “Aquatic Advisory Board” (AAB).

2. Mandate

The purpose of the Aquatic Advisory Board is to act as a resource and provide advice to Council through senior City staff in the planning, development, support and promotion of a range aquatic service opportunities, which are accessible, inclusive and support the needs of a growing and diverse population in Richmond:

- Provide input into setting service standards, including hours of operation and related policies and procedures.
- Set fees and charges.
- Monitor budgeted facility revenues and expenditures and achieving operating budget goals set by Council.
- Provide input into scheduling and allocating facility pool space.
- Provide advice on operational issues which may arise.
- Provide input regarding the marketing and promotion of the facilities to residents of Richmond, residents of neighbouring communities and visitors to the region.

3. Roles and Responsibilities of a Member

An Aquatic Advisory Board Member is appointed by Richmond City Council. It is through the existence of the Board that an interchange of ideas between the public, local government and the staff will be achieved.

Roles

- Provide input into the review of aquatics policies, programs and procedures.
- Determine the goals and objectives of the Aquatic Advisory Board within the framework outlined by Council.
- Cooperate and consult with other community agencies and organizations to develop various partnerships to meet Aquatic Services goals.

Responsibilities

- Attend meetings with regularity and punctuality. Meetings shall be held a minimum of six times a year.
- Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- Abide by decisions duly made by the Board.

- Review with the Manager, Aquatic and Arena Services and/or Coordinator, Aquatic Services any aquatic related concerns which may have been observed.
- Maintain an objective and unbiased approach free of conflict of interest.
- Act in accordance with and uphold the City's Respectful Workplace Policy (Policy 6800).

The Board member who has been elected Chairperson of the Board has the additional responsibility to:

- In consultation with the Manager, Aquatic and Arena Services and/or Coordinator, Aquatic Services, prepare the agenda and any necessary supporting material in time for distribution by City Staff.
- Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, facilitating inclusive discussions, and ensuring that all members have a full and equal opportunity to participate in decision-making.
- Introduce and welcome any visiting staff, community members, guests or others.
- Sign the minutes of the previous meeting presided over, after they have been approved by the Board.

The Vice Chair Shall:

- Assume the duties of the Chair in the absence of the latter and shall perform and assume such other responsibilities and duties as assigned by the chair.

4. Composition

- The Council appointed Board consists of 9 members including, 7 members at large and 2 members who are recommended for appointment by the Richmond Aquatic Users' Association.
- The Board conducts its own vote to designate the Chair and Vice Chair Executive positions.
- The Mayor will appoint one Council member to act as a liaison to the Board.

5. Recruitment, Selection and Appointment

- Recruitment
 - Recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- Selection
 - All members of AAB shall be selected based on one or both of the following criteria:

- Be an individual who has demonstrated an interest in and commitment to improving recreational, instructional and competitive aquatic opportunities Richmond.
- Represents the diversity of the community.
- Appointment
 - All members shall be appointed by Council.

6. Term

- Members shall be appointed for a term of two (2) years.
- To provide for continuity, three (3) members at large and one (1) member recommended by the Richmond Aquatic Users' Association will have their term end on even calendar years. The other four (4) members at large and one (1) member recommended by the Richmond Aquatic Users' Association will have their term end on odd calendar years.
- At the end of a term, members may re-apply to serve for a subsequent term.
- Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years.

7. Operation and Process

Conflict of Interest

- All members are required to disclose their interests and involvement in Richmond to identify any potential conflict of interest.

Decision-Making Process

- Members of AAB shall:
 - Follow Council decision-making policy and procedures;
 - Strive for consensus; and
 - In the absence of consensus, a quorum shall be a simple majority of members present.
- Each member is entitled to one vote.

8. Code of Conduct

Conflict of Interest

- A conflict of interest exists if a Board member is a director, member or employee of an organization seeking to benefit from the City or if the Board member has a direct or indirect pecuniary (financial) interest in the outcome of Board deliberations.
- Board members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.

- Board members are not permitted to directly or indirectly benefit from their participation on the Board during their tenure and for a period of twelve (12) months following their term(s).

Professionalism

- Board members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- Board members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Board's mandate. Any Board member who is absent for three (3) meetings of the Board without reason satisfactory to the Board may be removed from the Board.

Reporting and Social Media

- Board members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Board if referred by Council or staff and the standard process of communication is through staff to Council. Board members may communicate directly to Council or the media, if the Board members identify themselves as an individual, and not as representatives of the Board.
- Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Board member violate the Code of Conduct or act outside the Terms of Reference, the Board member may be removed from the Board.

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



**City of
Richmond**

Memorandum

Community Services Division
Aquatic Services

To: Mayor and Councillors
From: John Woolgar
Manager, Aquatic and Arena Services
Date: April 7, 2021
File: 11-7143-01/2021-Vol 01
Re: **Response to Steveston Outdoor Pool Referral Regarding Operating Hours for 2021**

The report, "Proposed 2021 Operating Hours for Steveston Outdoor Pool", was considered at the March 23, 2021 Parks, Recreation and Cultural Services Committee meeting. Staff received the following referral in relation to the report:

- (1) *That the Committee receive the report for information; and*
- (2) *That staff provide a memo to Council on the annual costs and revenue associated with extending hours for length swimming in September; and*
- (3) *That the following staff recommendation be forwarded to the next Council meeting:*

That the hybrid model for 2021, as detailed in Attachment 5 of the staff report titled "Proposed 2021 Operating Hours for Steveston Outdoor Pool," dated February 26, 2021, from the Director, Recreation and Sport Services, be approved for the operation of Steveston Outdoor Pool for the summer of 2021.

At the meeting staff were also asked to provide the Operating Budget for the Steveston Outdoor Pool. The purpose of this memo is to provide information in response to the referral.

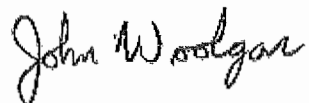
As outlined in the report "Proposed 2021 Operating Hours for Steveston Outdoor Pool" dated February 26, 2021 the proposed schedule would conclude on Labour Day, which is Monday, September 6 this year (Attachment 1). The cost to include daily two (2) hour length swim sessions from September 7 until September 17 would be \$4,440. Although the referral asks for an option until September 15, it is typical to end the schedule at the end of the week, which would be Friday, September 17. The cost to include daily two (2) hour length swim sessions from September 7 until September 30 would be \$9,700.

Funding is available from the Council Community Initiatives Account. Should Council choose to support an increase in operating hours, Council would need to approve the additional expenditure to be funded from the Council Community Initiatives Account as well as a motion to amend the Consolidated 5 Year Financial Plan (2021-2025) accordingly.

Attachment 2 provides the operating budget for the Steveston Outdoor Pool for 2018, 2019 and 2020 as well as the 2021 approved and projected budgets.



Should you have any questions or would like to discuss the information contained in this memo, please contact me directly at 604-238-8041 or 604-323-4475.

A handwritten signature in black ink that reads "John Woolgar". The signature is written in a cursive, slightly slanted style.

John Woolgar
Manager, Aquatic and Arena Services

Att. 2

pc: SMT
Elizabeth Ayers, Director, Recreation Services

Steveston Outdoor Pool Schedule

MAY 1 - JUNE 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB	KIGOOS SWIM CLUB		
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11:30	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked	June 14 - 25 available to be booked		
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Notes:
 *Length and Public Swim begins May 22
 *School Board rentals June 14 - 25 available to be booked

JULY 2 - SEPTEMBER 6, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00	PUBLIC SWIM		PUBLIC SWIM		PUBLIC SWIM		
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Notes:
 11:00-1:00pm Length swim in main pool and lessons in hot pool
 6:00-7:00am swim may change to 8:00-9:00am contingent on staffing
 Minimum two length swim lanes available during public swim
 Closed on July 1 as per normal operations

SEPTEMBER 7 - 30, 2021 - PROPOSED							
	MON	TUES	WED	THURS	FRI	SAT	SUN
12:00							
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Attachment 2

Steveston Outdoor Pool Budget

	2018	2019	2020	2021	2021*	2021
	YTD Actuals	YTD Actuals	YTD Actuals	Annual Base	Projected Budget as Per Report	Hours Increased (Sept 30)
Operating Activity						
Revenues						
Lessons	44,001	40,001		47,000	20,467	20,467
Admissions	18,625	18,377	34,326	19,100	9,728	9,728
Rentals/Lockers/Sales	27,460	27,210	12,328	28,100	20,697	20,697
Operating Fund Revenue	90,746	94,448	46,654	95,100	53,882	53,882
Total Revenues	90,746	94,448	46,654	95,100	53,882	53,882
Expenses						
Salaries and Benefits	95,605	110,565	84,959	109,900	81,755	89,055
Maintenance Expenses	2,707	1,052	1,165	3,000	3,000	3,000
Supplies	13,087	16,165	11,143	22,800	19,700	19,700
Utilities	35,501	36,721	34,900	36,600	36,600	39,007
Operating Expenses	48,588	52,886	46,043	59,400	56,300	58,707
Total Expenses	146,900	164,503	132,168	172,300	141,055	150,762
Net Operating Activity	(56,154)	(70,055)	(85,514)	(77,200)	(87,173)	(96,880)

* Projected budget for the Proposed 2021 Operating Hours for Steveston Outdoor Pool as per Feb. 26/21 Report to Committee



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** February 26, 2021

From: Elizabeth Ayers, Director, Recreation and Sport Services **File:** 11-7143-01/2020-Vol 01

Re: **Proposed 2021 Operating Hours for Steveston Outdoor Pool**

Staff Recommendation

That the hybrid model for 2021, as detailed in Attachment 5 of the staff report titled "Proposed 2021 Operating Hours for Steveston Outdoor Pool," dated February 26, 2021, from the Director, Recreation and Sport Services, be approved for the operation of Steveston Outdoor Pool for the summer of 2021.

EAyers

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

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Facility Services Finance Department	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<i>Sevenc</i>
REVIEWED BY SENIOR STAFF REPORT REVIEW	INITIALS: <i>MA</i>	APPROVED BY CAO <i>[Signature]</i>

Staff Report

Origin

At the November 26, 2019, Parks, Recreation and Cultural Services Committee meeting, a delegation presented a petition requesting additional length swimming hours at the Steveston Outdoor Pool for May through September. Staff responded to the request and received the following referral at the January 28, 2020, Parks, Recreation and Cultural Services Committee meeting:

That the staff report titled "Response to Request to Expand Steveston Outdoor Pool Operating Hours," dated January 2, 2020 from the Director, Recreation and Sport Services, be referred back to staff to:

- (1) examine a hybrid model that incorporates aspects of the proposed Options, as referenced in the staff report;*
- (2) provide data on daily usage rates and analyze the cost of increasing pool operating hours; and*
- (3) consult the community group that submitted the petition and the 2020 Aquatics Services Board on the proposed operating hours; and report back.*

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

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

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

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

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.

This report supports the following focus areas from the City of Richmond Recreation and Sport Strategy 2019-2024:

Focus Area #2: Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population.

Focus Area #3: Richmond residents have the fundamental movement skills, competence, confidence and motivation to move for a lifetime.

This report supports the following focus areas from the Wellness Strategy 2018-2023:

Focus Area #1: Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness.

Focus Area #3: Enhance equitable access to amenities, services and programs within and among neighbourhoods.

Background

The Steveston Outdoor Pool typically operates from May through August with three primary users: swim clubs, public swimmers and children's swimming lessons.

The Richmond Kigoos Swim Club has 230 active members and swim from the beginning of May to mid August each year. Other rental users of the pool include high school swim teams, a synchronized swim club, school groups, and the Richmond Rapids Swim Club that relocates to Steveston when Watermania undergoes its annual three-week shutdown in September. Of the almost 37,000 visits each year, to the Steveston Outdoor Pool, 60 per cent of swims are by swim club members and school groups.

The pool opens for public swimming on the Victoria Day weekend and remains open until late August. In recent years it has remained open into September to accommodate users during Watermania's annual shutdown. Public hours vary depending on the month, with more available hours during the months of July and August when the weather is generally hotter and children are out of school. Total public availability is typically 91 days for a total of 436 hours per season. See Attachment 1 for Steveston Outdoor Pool's typical operating hours in 2018 (base).

Children's swim lessons take place five days a week in July and August. They occupy the entire pool from 9:00 a.m. to 12:00 p.m. and the lessons offered range from Parent and Tot to Red Cross Level Eight.

It should be noted that 2019 attendance data is being used for the purposes of this report as the pool was opened late in 2020 and both the schedule and usage patterns were atypical because of COVID-19 restrictions, as well as the indoor pools being closed. Table 1 below outlines visits and revenue by user type for 2019.

Table 1: Steveston Outdoor Pool – 2019 Visitation and Revenue

User Type	Visits	Percentage of Overall Visits (%)	Total Visits per Hour	Revenue	Revenue %
Public Swimming (including length swimming)	8,355	23	16	\$18,377	19
Lessons	6,119	17	81	\$48,861	52
Kigoos Swim Club	19,353	52	33	\$21,805	23
Other: Groups/Rentals	2,965	8	49	\$5,385	6
Total	36,792			\$94,428	

When analyzing daily usage rates for swimming at the Steveston Outdoor Pool the following themes emerge:

- Swim clubs and groups/rentals make up 60 per cent of the visits throughout the season with a daily average attendance of 324;
- Swim lessons have the highest concentration of use, with approximately 50 visits per hour and a daily average attendance of 150; and
- Overall public attendance, including length swimming, is lower in the shoulder seasons of May, June and September with an average daily attendance of 25; and,
- In the prime season of July and August, public attendance including length swimming has a daily average attendance of 75. This is inclusive of summer day camp use; and,

See Attachment 2 for typical hourly attendance at Steveston Outdoor Pool (by season) for 2019 and Attachment 3 for weekly attendance / daily average public swim attendance at Steveston Outdoor Pool for 2019.

Analysis

In response to previous requests from the community for increased length swimming, an additional 88 hours of length swims were added at a cost of \$13,500 on a trial basis for the 2019 swim season. This was funded from the 2019 Aquatic Services budget due to the delayed opening of the Minoru Centre for Active Living.

The increase in 2019 operating hours represented a 20 per cent increase in public swimming hours and produced an increase of just over one per cent in overall public swim visits, from 8,244 visits in 2018 to 8,355 visits in 2019. The average number of visits per hour declined from 19 per hour to 16 per hour. This showed evidence that attendees remained constant as in previous years, but were either swimming for longer periods of time or attending different schedules rather than coming in more frequently throughout the season.

In addition, many of the length swimmers are pass holders from the indoor pools; and therefore, little additional revenue was generated from these swimmers.

At the Parks, Recreation and Cultural Services Committee meeting held November 26, 2019, a delegation presented a petition signed by 109 individuals that requested the following regarding the Steveston Outdoor Pool:

1. Be open to the public from the beginning of May until the end of September, seven days a week beginning in 2020;
2. Have length swimming hours protected and continued for the duration of the pool opening; and
3. The new hours of operation should be:
 - Weekends and Statutory Holidays: Length swim from 10:00 a.m. to 12:00 p.m., and Public swim from 12:00 to 7:00 p.m.
 - Weekdays: Length swim from 12:00 to 2:00 p.m., and Public swim from 2:00 to 7:00 p.m.

Consultations

As directed by Council, staff consulted with the Aquatic Advisory Board and the community group that submitted the petition. Initial meetings were held with organizers of the petition to examine a potential hybrid model that incorporates both the requests of the petitioners and the recommendations of staff and the Aquatic Advisory Board.

The remaining petitioners were then contacted by telephone and invited to one of three focus group sessions for consultations. A total of 15 of 109 people attended the sessions and completed a survey on usage patterns in which the following was reported:

- 80 per cent of the group uses the Steveston Outdoor Pool for length swimming;
- 53 per cent of the group swims at least six days per week;
- 70 per cent of the group prefers extension of September operating hours instead of May operating hours;
- 47 per cent of the group do not currently use any of Richmond's indoor pools; and
- 80 per cent of the group plans to use the new Minoru Centre for Active Living.

Focus group attendees were then asked for their input on their experience at the Steveston Outdoor Pool. See Attachment 4 for the feedback from the Steveston Outdoor Pool users.

Hybrid Model for 2021

In response to the request for additional hours, and consultations with the petitioners and the Aquatic Advisory Board, staff have prepared a hybrid model, for Council's consideration, for the 2021 season that increases length swim opportunities, meets the needs of the greater community and stays within existing budgets.

This option will maintain the existing number of hours by creating modifications to the typical schedule. See Attachment 5 for the 2021 proposed hybrid model operating hours. Although it does not provide all of the days and time requested by the petitioners, it does offer more length swimming opportunities over the previous base budget schedule. This is accomplished by moving some time slots, including those of the Kigoos swim club, to create efficiencies. Representatives of the Kigoos were supportive of this change.

This option would have a total public availability of 457 hours for the season compared to 436 hours in the base budget schedule. It maintains public swim lesson offerings and swim club usage, as well as allowing the public to access the pool in the early mornings and evenings. This option has no additional financial impact and maintains an operating season that is consistent with other pools in Metro Vancouver. The schedule will complement the Minoru Centre for Active Living swimming pools that opened in 2020 with 60 per cent more pool space available for Richmond residents.

It should be noted that the representatives of the community group that submitted the petition have indicated a strong desire to see the Steveston pool open in September. While not included in the proposed hybrid model, additional times to swim in September may be added if a planned maintenance closure at Minoru Centre for Active Living during August extends into September.

Watermania is not scheduled to have a maintenance closure this year and is expected to be available throughout the summer as well as September.

With the current financial realities and the need to manage COVID-19 restrictions, it is not prudent to request funding for increased operating hours at Steveston Outdoor Pool at this time. Staff estimate that the annual cost to accommodate the petitioners request to increase the operating hours at Steveston Pool would range from a low of \$14,910 to a high of \$54,175. The latter number is the full cost of the petitioner's first request which included opening May 1.

Staff will work with the Aquatic Advisory Board and user groups to implement an extensive marketing plan to help increase participation. This may include special promotions and incentives to entice new users to the facility.

At a special meeting of the Aquatic Advisory Board on February 23, 2021, six of seven Board Members present supported the hybrid model for 2021 with a review of operations in the fall to determine any future changes to the schedule that may be warranted.

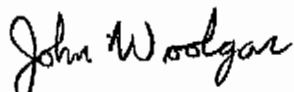
Financial Impact

If Council chooses to support the modified hours as outlined in the recommended hybrid model for 2021, there would be no financial impact as the modified hours fall within the existing operating budgets.

Conclusion

The Steveston Outdoor Pool is utilized by many different groups in the community, some of which may have overlapping demands for time and space. Balancing these demands with the appropriate level of service and corresponding cost to the taxpayer is a challenging task.

Based on the results from the trial increase in operating hours from 2019, consultations with the petitioners and the Aquatic Advisory Board, the opening of the Minoru Centre for Active Living with 60 per cent more space for swimming, staff recommend the hybrid model for 2021, which provides additional length swimming from May through August 2021. If approved, staff will work with the Aquatic Advisory Board and user groups to increase the attendance at the pool and study the potential for a future increase in operating hours at Steveston Outdoor Pool if warranted.



John Woolgar
Manager, Aquatic and Arena Services
(604-238-8041)

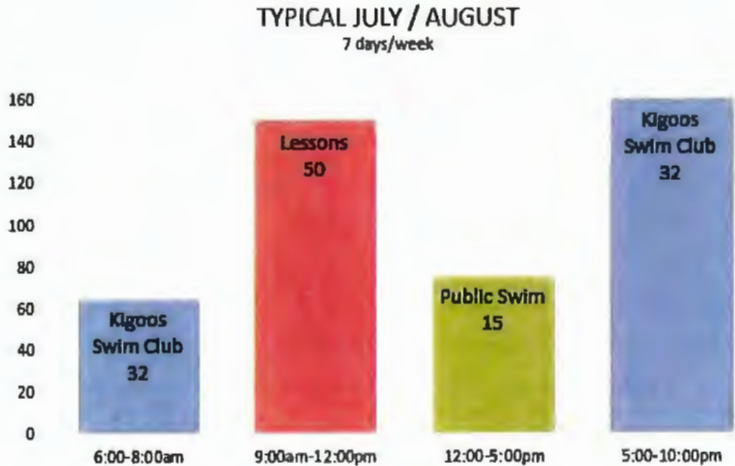
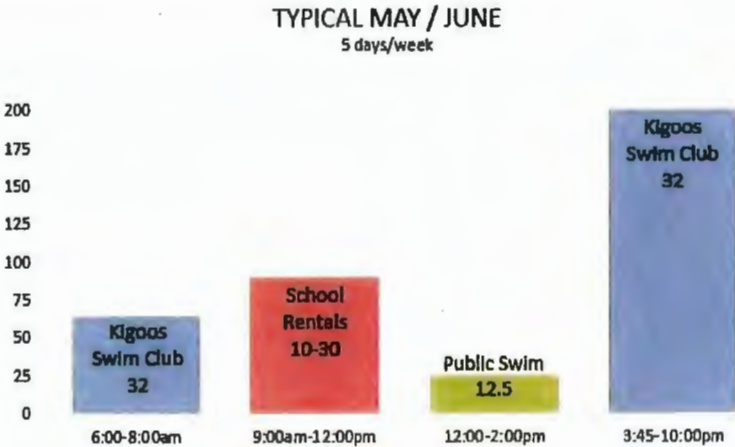
- Att. 1: Steveston Outdoor Pool – 2018 Typical Operating Hours (base)
- 2: Steveston Outdoor Pool – Typical Hourly Attendance 2019 (by season)
- 3: Steveston Outdoor Pool – Weekly Attendance / Daily Average Public Swim Attendance Summer 2019
- 4: Steveston Outdoor Pool – Feedback from Steveston Outdoor Pool Users
- 5: Steveston Outdoor Pool – 2021 Proposed Hybrid Model Operating Hours

Steveston Outdoor Pool – 2018 Typical Operating Hours (base)

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Total Public Swim Hours:	435.5
Total Public Swim Days:	76

Steveston Outdoor Pool – Typical Hourly Attendance 2019 (by season)



Steveston Outdoor Pool – Weekly Attendance / Daily Average Public Swim Attendance Summer 2019

WEEK	TOTAL WEEKLY HOURS	WEEKLY ATTENDANCE	DAILY AVERAGE ATTENDANCE
Sat May 18 – Fri May 24	15	117	17
Sat May 25 – Fri May 31	10	84	12
Sat June 1 – Fri June 7	0	0	0
Sat June 8 – Fri June 14	10	70	10
Sat June 15 – Fri Jun 21	20	283	40
Sat June 22 – Fri June 28	23	188	27
Sat June 29 – Fri July 5	30	301	43
Sat July 6 – Fri July 12	39	424	61
Sat July 13 – Fri July 19	41	712	102
Sat July 20 – Fri July 26	41	929	133
Sat July 27 – Fri Aug 2	41	816	117
Sat Aug 3 – Fri Aug 9	41	961	137
Sat Aug 10 – Fri Aug 16	41	623	89
Sat Aug 17 – Fri Aug 23	41	528	75
Sat Aug 24 – Fri Aug 30	41	852	122
Sat Aug 31 – Fri Sept 6	41	568	81
Sat Sept 7 – Fri Sept 13	10	131	19
Sat Sept 14 – Sat Sept 20	10	124	18

Feedback from Steveston Outdoor Pool Users

There was a wide variety of suggestions to improve user experience that included:

- Paint refresh in changing rooms
- Addition of hair dryers
- Larger pace clocks
- Colourful deck furniture
- New lane ropes
- Canopies/tents to provide shade on deck
- Improved cleanliness

Staff will explore opportunities to work within existing budgets to ensure standards are maintained and amenities added where warranted.

Focus group attendees were also asked for their input on effective marketing and promotion strategies to increase attendance. It was noted that the best source of new customers is through existing customers.

Ideas generated included:

- Increased signage
- Use of social media
- Special promotions (i.e., bring a friend)
- Steveston Insider magazine
- Posters in local condos, businesses, etc.

Staff will work with Bylaws on increased signage options as well as the Aquatic Advisory Board on an enhanced marketing campaign for 2021, including some or all of the recommendations above.

Steveston Outdoor Pool – 2021 Proposed Hybrid Model Operating Hours

MAY / JUNE - Proposed 2021								JULY / AUGUST - Proposed 2021							
	MON	TUES	WED	THURS	FRI	SAT	SUN		MON	TUES	WED	THURS	FRI	SAT	SUN
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Note: School Board Rentals last two weeks of June only

Total Public Swim Hours:	457
Total Public Swim Days:	88



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: March 30, 2021

From: Todd Gross
Director, Parks Services

File: 06-2345-20-MINO1/Vol
01

Re: **Minoru Lakes Renewal Detailed Design Plan and Next Steps**

Staff Recommendation

That the Minoru Park Renewal Detailed Design Plan be received for information and that the Minoru Lakes Renewal project proceed to contract award and construction, as detailed in the staff report titled "Minoru Lakes Renewal Detailed Design Plan and Next Steps," dated March 30, 2021, from the Director, Parks Services.

Todd Gross
Director, Parks Services
(604-247-4942)

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Public Works & Operations	<input checked="" type="checkbox"/>	<i>Sevenson</i>
Project Development	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
Financial Planning & Analysis	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>WG</i>	APPROVED BY CAO

Staff Report

Origin

The Minoru Lakes were designed and constructed in the 1970's and are nearing 50 years of age. Due to their age and general wear-and-tear, the lakes infrastructure including the pump, liner and banks have surpassed the end of their useful life and have failed. As a result, the water quality is poor in terms of health-and-safety and aesthetics. Over the past several years, allocation of City resources towards maintenance of the lakes, including potable water and staff time, have increased.

The neighbourhood areas surrounding the Lakes District have continued to grow and densify since the lakes were constructed. From 2011 to 2016, the population in the City Centre area has increased by 25 per cent and has seen the highest density development in Richmond. The current population within a 400 metre radius (5 minute walking distance) of the Minoru Lakes District is approximately 20,000 and is expected to double by 2041. The existing park infrastructure such as pathway widths, furnishings and landscapes no longer meet the needs of the growing surrounding community.

As part of the Consolidated 5 Year Financial Plan process, Council approved capital funding requests in 2018 towards Minoru Lakes Renewal Detailed Design and in 2019, 2020 and 2021 towards Minoru Lakes Renewal Construction. The purpose of this report is to provide an overview of the Minoru Lakes Renewal Detailed Design Plan and process to date and outlines the next steps towards implementation.

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.

2.2 Policies and practices support Richmond's sustainability goals.

2.4 Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.

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

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

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

4.3 Encourage wellness and connection to nature through a network of open spaces.

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

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

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

Analysis

Background

The Minoru Lakes District (the “Lakes District”) is a multi-faceted site located in Minoru Park that supports recreational, cultural and environmental functions and services. It encompasses the canal and park areas to the north totaling approximately sixteen-acres (see Attachment 1). Due to its central location in the city centre, the multiple amenities it contains, and its close proximity to key services and destinations such as Richmond Hospital, Richmond City Hall, Richmond Centre, several hotels and restaurants, the No 3 Road mixed-use commercial spine, and the Richmond Brighthouse Canada Line Station, the Lakes District attracts visitors from across Richmond and beyond. The Lakes District supports multiple functions including informal recreation and community use, and hosts a variety of facilities, attractions and events such as Minoru Chapel, Pierrefonds Garden, Gateway Theatre, the future Bowling Green Community Activity Centre, and the Harvest Full Moon Celebration. The Lakes District also supports local wildlife such as great blue heron and owls, making it a key component of Richmond’s Ecological Network identified in the Ecological Network Management Strategy.

The Lakes District was originally designed and constructed in the 1970’s and envisioned as a pastoral strolling garden centered around reflecting ponds. While the tree and plant material have matured since then, the area remains largely unchanged in terms of character, and continues to be a key feature of the Lakes District and Minoru Park. Consistent with the goals outlined in the Ecological Network Management Strategy, the site offers opportunities for residents and visitors to connect with nature and seek respite from the surrounding city centre. Input received during the Minoru Park Vision Plan process confirmed that the community highly values the Minoru Lakes District and that there is a strong desire for Minoru Lakes to be retained as a central feature of the area, similar to how they are today.

Current Lakes Condition

Water analysis test results and several studies conducted as part of the Minoru Park Vision Plan and Minoru Lakes Renewal Detailed Design processes revealed that the lakes have declined. The lakes infrastructure including the pump, overflow, liner and banks have surpassed the end of their useful life and are no longer functioning as intended. The water quality has deteriorated from both an aesthetic and health and safety perspective. Allocation of resources towards maintaining the lakes, including staff time, operating budget, and use of potable water has increased.

The following table provides an overview of the key issues contributing to the decline of Minoru Lakes based on test results and studies conducted from 2016 to 2020 as part of the Minoru Park Vision Plan and Minoru Lakes Renewal Detailed Design processes.

Table 1: Overview of Key Minoru Lakes Issues

Key Issues	Overview
Infrastructure Failure	The existing pump, overflow and liner, including the lake edges have failed and are no longer functioning.
Poor Water Quality	The water in the lakes has E.coli and fecal coliform counts above regulatory limits as well as an unpleasant odour during hot summer weather. The poor water quality is attributed to: <ul style="list-style-type: none"> • Poor water circulation due to failed infrastructure; • A large amount of organic build-up due to ducks, geese and vegetation; and • Shallow water depths.
High Allocation of Resources	In 2019, around 23,500 cubic meters of potable water were used to top up Minoru Lakes and approximately \$190,000 was spent on maintenance of the Minoru Lakes District. 5.2 million gallons or 84% of the potable water used was due to the liner leaking.

Minoru Park Vision Plan Process: Minoru Lakes

The Minoru Park Vision Plan process included two phases of public and stakeholder engagement. Gaining community input on values, issues and opportunities for the future renewal of Minoru Lakes was a key component of the engagement process.

The phase one engagement process took place from February to March 2017, and was focused on gathering input on Minoru Park’s existing key features and opportunities for the park’s future renewal. This phase included stakeholder workshops, two public open houses and online engagement via LetsTalkRichmond.

When asked how Minoru Lakes should be renewed in the future, the vast majority of participants (80%) favored keeping the lakes similar to how they are today. A smaller percentage of participants (16%) wanted to see the lakes reduced in size with alternate park uses added to the area, and a small portion of participants (4%) wanted to see the lakes removed entirely and replaced with other park uses.

A detailed overview of the phase one engagement process and results are included in the staff report titled, “Minoru Park Vision and Guiding Principles,” dated April 4, 2017, from the Senior Manager, Parks.

The phase two engagement process took place from June to July 2017 and was focused on receiving feedback on vision plan options for future renewal of Minoru Park. This phase included stakeholder workshops, two public open houses and online engagement via LetsTalkRichmond.

When asked which vision plan option they preferred, the majority of participants supported the concept plan titled Nature in the City (66%) over the concept plan titled Urban Oasis (22%). The Nature in the City concept plan showed the lakes retained as a key feature of the Minoru Lakes District, similar to how they are today. Respondents preferred the more organic and natural character of this concept plan.

A detailed overview of the phase two engagement process and results are included in the staff report titled, “Minoru Park Vision Plan,” dated February 14, 2018, from the General Manager, Community Services.

Feedback received during the Minoru Park Vision Plan process combined with test results, analysis and studies conducted during the Minoru Park Vision Plan and Minoru Lakes Renewal Detailed Design processes underscored the importance of renewing Minoru Lakes, while retaining them as a key feature of the Lakes District and Minoru Park.

Minoru Lakes Renewal Detailed Design Process

As part of the Consolidated 5 Year Financial Plan process (2018-2022 and 2019-2023), Council approved capital funding towards Minoru Lakes Renewal Detailed Design. A Request for Proposals for detailed design services was prepared and posted to BC Bid on March 4, 2019. In early June 2019, the contract was awarded to a team of qualified professionals, led by ISL Land Services Inc. The Minoru Lakes Renewal detailed design consultant team is comprised of Hydrological, Geotechnical, Civil, Structural, Electrical, and Mechanical engineers as well as Hydrogeologists, Qualified Environmental Professionals, Landscape Architects and ISA Certified Arborists.

The Minoru Lakes Renewal detailed design process to date has included site analysis, background research, exploratory testing, City staff interviews, best management practice studies, investigation of integrated rainwater management options, detailed design plans, costing, development of an environmental management plan, and a stormwater management plan. The site analysis, background research and testing included an arborist report, lake water testing, groundwater testing, geotechnical report, environmental inventory, and hydrotechnical report. Investigation of integrated rainwater management options included potential to use alternative water sources to service the lakes such as groundwater, rainwater runoff, water from the Minoru Centre for Active Living cistern, and stormwater from surrounding catchment areas.

Staff presented the detailed design plan to Advisory Committee on the Environment on Wednesday, March 10, 2021 at their regularly scheduled meeting. The Minoru Lakes Renewal

plan was generally well received and staff will address the feedback received as the project progresses. Staff are also scheduled to present the detailed design plan to the Richmond Garden City Conservation Society on Thursday, April 1, 2021 to inform them of the process, answer questions and receive input.

The detailed design process and plans are and will continue to be co-ordinated with the Bowling Green Community Activity Centre project.

Guiding Principles

Guiding principles, goals, objectives and outcomes based on community values and concerns as well as studies conducted during the Minoru Park Vision Plan process, were developed to direct the Minoru Lakes Renewal detailed design process.

The table below was included in the request for proposals for detailed design services and have served as touchstones throughout the detailed design process.

Table 2: Minoru Lakes Renewal Guiding Principles, Goals and Objectives

Guiding Principle	Minoru Lakes will be sustainable.
Goal	Increase the long-term sustainability of Minoru Lakes and reduce reliance on municipal water.
Objectives	<ul style="list-style-type: none"> • Explore options for integrated rainwater management consistent with the City's Integrated Rainwater Resource Management Strategy (IRRMS); • Explore the potential for groundwater to be pumped into Minoru Lakes; and • Employ more efficient infrastructure to reduce water loss and operational requirements.
Desired Outcomes/ Indicators of Success	Increased efficiency and longevity of Minoru Lakes infrastructure; Decreased reliance on municipal water; and Decreased maintenance requirements.
Guiding Principle	Minoru Lakes will support beneficial native wildlife species and provide greater opportunities to connect with nature.
Goal	Enhance opportunities for the community to connect with nature while also increasing habitat value for beneficial native wildlife species.
Objectives	<ul style="list-style-type: none"> • Retain and protect existing large, high value trees; • Replace removed trees; • Use native plant material that support native, beneficial wildlife species, such as songbirds, bats and aquatic insects; • Explore options for enhancing native habitat consistent with the City's Ecological Network Management Strategy (ENMS); and • Protect and enhance opportunities for people to connect with nature

	and seek respite from the surrounding urban environment.
Desired Outcomes/ Indicators of Success	An increase in spaces/opportunities for people to linger in the lakes area and engage with nature; Increased presence of beneficial, native wildlife species; and Decreased maintenance requirements of plant beds as a result of naturalization.
Guiding Principle	Minoru Lakes will be healthy and appealing
Goal	Improve water quality, making it safe for human contact (operational staff) and pleasant to be in close proximity to (public).
Objectives	<ul style="list-style-type: none"> • Reduce water temperatures; • Improve water circulation; • Decrease algae growth; • Reduce/eliminate sedimentation; • Explore methods to discourage waterfowl – education and management; and • Provide more opportunities for people to get close to the water’s edge.
Desired Outcomes/ Indicators of Success	The water quality in Minoru Lakes is safe for human contact and welcomes people to get close to the water’s edge.
Guiding Principle	Minoru Lakes will be Safe and Welcoming
Goal	Improve the overall sense of safety, comfort and arrival of the Minoru Lakes Area
Objectives	<ul style="list-style-type: none"> • Enhance the sense of arrival at the entry points to the Minoru Lakes area; • Improve pathway connections in and around the Minoru Lakes area; • Create a hierarchy of pathways that are reflective of the volume of users; • Better integrate Minoru Lakes with other park areas; • Establish view corridors between key locations to enhance visibility and comfort; and • Explore options for lighting that enhances safety while not detracting from the natural function and character of the Minoru Lakes area. For example, choosing light fixtures that minimize impacts on wildlife while still offering safety for the community.
Desired Outcomes/ Indicators of Success	The community generally feels more welcomed into the Minoru Lakes area and more comfortable while in it; and The pathways in the Minoru Lakes area are easy to navigate and reflective of the volume of users and desired connections to destinations in and around the park.

In addition to the goals outlined above, the Minoru Lakes Renewal project will help meet several Circular Economy objectives as well as goals outlined in the City's Integrated Rainwater Resource Management Strategy (IRRMS) and Ecological Network Management Strategy.

Existing versus Proposed Minoru Lakes Properties

Based on feedback received during the Minoru Park Vision Plan process, the Minoru Lakes Detailed Design Plan (Attachment 2) shows the lakes being retained as a key feature of the Lakes District in the same location, in a similar configuration, and with a similar, organic character as today. The general design approach, including integrated rainwater management, for the detailed design of the lakes is based on the guiding principles, background studies, and testing.

Existing Lakes:

The existing lakes have a surface area of approximately 10,200 square metres and a volume of around 4,500 cubic metres. The liner is bentonite clay and the depth is an average of 0.3 to 0.45 metres, but is as shallow as 0.15 metres in some areas. The edges are comprised mostly of riprap, which has been added over time to help protect and retain the lake embankments from sloughing. There is an overflow to the canal and pump located along the southwest edge of the lakes. The pump used to recirculate water to the upper pond and waterfall, which are located at the north end of the lakes.

Proposed Lakes:

The proposed lakes have a surface area of approximately 7,000 square metres and volume of 9,000 cubic metres. Depending on the extent of damage to the existing liner, which will be investigated prior to construction, the existing bentonite clay liner will either be repaired or replaced with geotextile that has a protective aggregate layer overtop. The proposed depth is 1.4 metres maximum. The deepened water depth will help improve water quality and lower evaporation through reduced solar heat gain and resulting lower water temperatures. The edges of the lakes will be finished in durable stone including boulders, stacked stone and stone-faced concrete retaining walls.

The reduced surface area of the lakes is due to slightly infilling and raising the edges of the lakes to preserve trees and increase the water depth. The existing southeast lobe that is currently filled with aggressive cattails will be converted to a flexible picnic lawn area.

Excavation to increase water depth is not a viable option due to the high water table underneath the lakes. Excavation would require significant dewatering, which has a high associated cost, and encroachment into the water table. Encroachment into the water table could result in seepage of groundwater through the liner over time and would trigger regulatory requirements under the Water Sustainability Act, which could add delays to phase one construction of the project.

Based on the results from rainwater management investigations, it was determined that use of water from the Minoru Centre for Active Living cistern, wastewater from Richmond Hospital, and groundwater are not viable alternative water sources for Minoru Lakes due to provision of inadequate water volumes, water quality and feasibility. Use of rainwater runoff from the catchment area east of Minoru Park offers the closest, cleanest and largest (by volume) alternative water source.

Rainwater runoff from the stormwater catchment area east of Minoru Park, which includes Minoru Boulevard and Richmond Centre, will be diverted to a detention pond located southeast of the lakes, via a box culvert being provided via the development of the site at 6333 Mah Bing. Water in the detention pond will be circulated to a renewed upper pond and waterfall with any excess water in the detention pond overflowing to the adjacent canal, which overflows to the City’s storm system. Water will travel north to south through the lakes with excess water overflowing to the detention pond via a shallow open channel. See Attachment 3 for a diagram of the proposed lakes system.

Table 3: Minoru Lakes: Existing versus Proposed Properties

Properties	Existing Lakes	Proposed Lakes
Surface Area	10,200 square metres	7,000 square metres
Depth	0.3 to 0.45 metres average	1.4 metres average
Volume	4,500 cubic metres	9,000 cubic metres
Water Source	Potable water	Rainwater and stormwater
Liner Treatment	Bentonite Clay	Bentonite clay and/or geotextile with aggregate
Edge Treatment	Riprap	Boulders, stacked stone and stone-faced concrete retaining walls

Construction Phasing:

The detention pond and channel are included in phase two construction (see Attachment 4). In phase one, the existing pump will be retrofitted so it is in working condition and water will be circulated to the waterfall directly from the south end of the lakes. This phased approach will allow additional time for the Provincial permitting process required for the detention pond and canal modifications as part of the Water Sustainability Act, without holding up phase one construction. Various provincial and federal permits will apply to this project and the City will work with Qualified Environment Professionals to secure the applicable permits during construction.

Minoru Lakes District: Detailed Design Plan Features

Based on the guiding principles, community input, need for aging infrastructure replacement, and in response to the growing surrounding neighbourhoods, the detailed design plan includes enhanced entries, bridges, pathways, furnishing, signage, planting, irrigation and lighting. The lake islands will be renewed and become accessible for public enjoyment and maintenance. New seating areas that increase opportunities to view the lakes and be close to the water’s edge will be provided. New flexible open spaces that offer informal recreation and gathering such as picnicking will be added.

Entry and Arrival Areas:

In response to existing and future planned connections to the Lakes District, a hierarchy of entry and arrival areas are included in the detailed design. The primary north entry aligns with Alderbridge Way improving connections to the growing Oval and Lansdowne Village areas north of Westminster Highway. The primary east entry aligns with Gollner Avenue, which

connects to Minoru Boulevard. The primary southeast entry aligns with the future greenway connection being provided through the 6333 Mah Bing Street development. The primary southwest entry aligns with the central north-south pathway running through Minoru Park. The primary arrival areas include plazas with special paving, entry markers with lighting, furnishings and signage. The secondary connections are located near the Gateway Theatre parking lot, the Bowling Green Road parking lot and the central bridge crossing over the canal.

Revitalized minor connections to the Richmond Hospital site will remain in place until the hospital redevelops, at which time, new connections will be co-ordinated. See Attachment 5 for a circulation diagram, which includes entry areas.

Bridge Crossings and Overlook Areas:

The detailed design includes new seating areas of varied scales along the lake edge, a renewed east-west bridge, and improved canal bridge crossings. Two primary seating areas are included along the north and east edges of the lakes. These areas offer expansive views over the lakes, a welcoming lake arrival experience, and seating. There are also two smaller seating areas located on the west edge of the lakes. The proposed central east-west bridge crossing will be shifted further north from its current location to better align with the proposed pathway along the proposed Bowling Green Community Activity Centre. This bridge will be wider and more robust than the existing one. The new canal bridge crossings will also be more robust and will be made more visible and inviting with the introduction of entry markers that include lighting.

Lake Islands:

The Minoru Lakes Renewal Detailed Design Plan includes one north and one south island roughly in the same location as they are today.

The north island will be removed and replaced. The existing north island is lower than the proposed lakes high water level and it contains Willow Trees that are in poor condition. The new island includes a bridge connection and viewing platform for both public and maintenance access. Habitat areas that are located outside of the viewing platform, which will only be accessible to maintenance staff, will include new trees and offer nesting and perching opportunities for local songbirds, great blue herons and raptors, such as owls. Biofiltration beds with native planting located on either side of this island will filter water and deter geese, who require long landing paths, from landing on the lakes.

The existing south island will be retained and enhanced. It is located above the proposed high water level and contains large Atlas Cedars that are in good condition. Island enhancements will include access for public and maintenance staff, a small perimeter pathway and new understory planting.

Flexible Open Space:

Two new flexible open spaces are included on the northeast and southeast sides of the lakes. These areas will offer opportunities to gather, relax, connect with nature, and view the lakes. Both areas will include picnic tables, informal seating, open lawn, and shade trees.

Pathways:

Based on public concerns regarding wayfinding and safety, the pathway network in the Lakes District will be simplified, and include enhanced connections to entry areas and key destinations such as Minoru Chapel. New paths will be paved, accessible and widened. There will be one set of stairs located near the upper pond above the waterfall, with an alternative accessible route provided nearby. Seating areas, serving as rest stops, will be included at regular intervals along all new pathways.

A hierarchy of pathways that reflect anticipated levels of use will be included. Primary pathways will be 3.6 metres width minimum, and secondary pathways will be 2.25 metres wide. All primary pathways and entries will be lit in response to community concerns regarding lack of a sense of safety in the Lakes District.

Bike paths are not proposed at this time in order to preserve the tranquil nature of the Lakes District and to minimize potential conflicts between mobility groups. Bike racks will be provided at key entries to accommodate and encourage cycling to the area.

Existing Facilities:

Minoru Chapel, Pierrefonds Garden, and Gateway Theatre are outside of the Minoru Lakes Renewal scope of work. These facilities and the immediate surrounding areas, including the Gateway Theatre parking will be retained in their current condition. The draft Minoru Park Vision Plan includes proposed changes to the Gateway Theatre parking, which will be reviewed and planned as part of that process.

Tree Impacts

The detailed design plan incorporates multiple measures to reduce tree impacts, including:

- Prioritizing retention of large trees, particularly coniferous species;
- Relocating instead of removing impacted trees as viable;
- Routing pathways around existing trees;
- Building up proposed pathways located close to existing trees over existing grade, instead of excavating; and
- Bringing the edges of the lakes slightly in and up.

Due to the large number and high density of existing trees, however, renewing and enhancing the Lakes District without impacting trees is a great challenge. A summary of tree impacts is provided on the following page.

Table 4: Summary of Tree Impacts

Existing Trees within the Project Scope	649
Phase 1 Construction Tree Removals	27 (*15 in good, 4 in fair, and 8 in poor condition) <i>*note that 12/15 trees in good condition are small Acer circinatum (Vine Maple)</i>
Phase 1 Construction Tree Relocations	30 (16/30 will be relocated within the Minoru Lakes District with 14 being relocated elsewhere within Minoru Park and to other parks such as the Gardens Agricultural Park)
Phase 2 Construction Tree Removals	5 (4 in good and 1 in poor condition)
New Trees (both phases)	61
Total Trees within the Project Scope Post Construction	664

Next Steps

The next step in advancing the Minoru Lakes Renewal process is to finalize the contract documents, which will include detailed design drawings and specifications. A request for proposals for construction services will then be developed, issued to market, and the contract awarded to the successful bidder.

With a contractor onboard and the construction schedule established, staff will employ a communications plan. The plan will include, at a minimum, letters to surrounding residents and businesses, site signage, a news release, and project information on the City Parks webpage. Should COVID-19 protocols allow, in-person information sessions will be offered to stakeholders and the public. Updates will be provided throughout construction via the City’s social media accounts and the City Parks webpage.

Phase 1 construction is estimated to take six months depending on weather and potential unanticipated site conditions. Work areas will be fully fenced for public safety reasons, and alternative pathway connections will be provided for the full duration of construction.

Table 5: Overview of Next Steps

Tentative Dates	Activity
May-July 2021	Finalize Minoru Lakes Renewal contract documents
August-November 2021	RFP and contract award process
February/March 2022	Construction start
Fall 2022	Tentative Phase One Construction completion

The preliminary construction schedule for the Bowling Green Community Activity Centre project is November 2021 to February 2023. Staff will co-ordinate the construction schedules, sequencing, laydown areas, site access and scope of work for the Minoru Lakes Renewal and Bowling Green Community Activity Centre projects.

Financial Impact

None. Funding for Minoru Lakes Renewal construction was previously approved by Council as part of the Consolidated 5 Year Financial Plans (2019-2023, 2020-2024, and 2021-2025).

Conclusion

Minoru Lakes and the surrounding Lakes District are highly valued by Richmond residents and visitors as a place to connect with nature and seek respite from the surrounding city centre. The condition of the lakes and surrounding park amenities have declined and there is a need to renew the lakes and district area so that they are more self-sustaining and better suited to the growing surrounding community. Renewal of the Lakes District will offer new and enhanced amenities for the public to enjoy, ensuring that the area meets the needs of the growing community into the future.



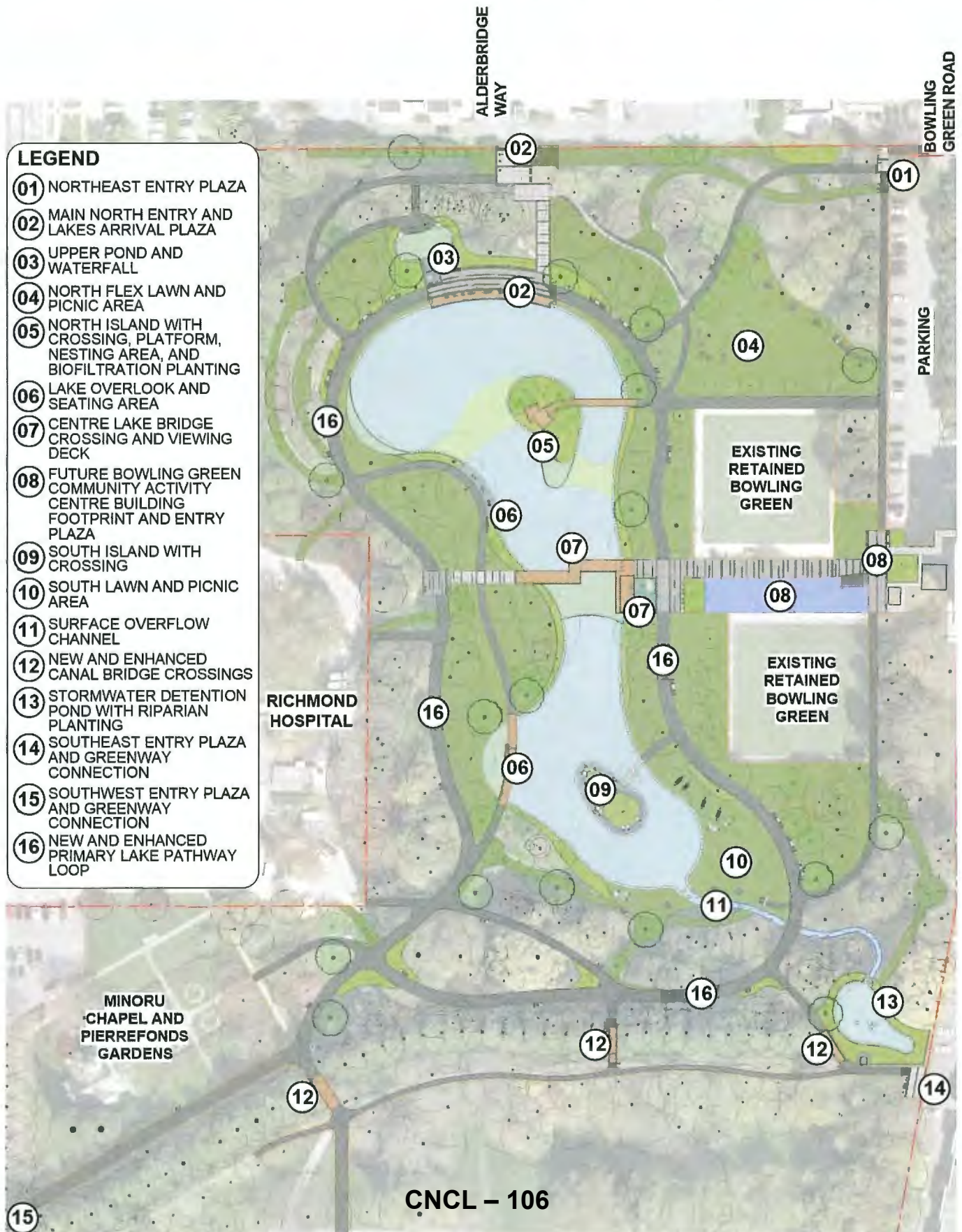
Miriam Plishka, BCSLA, CSLA
Park Planner
(604-233-3310)

- Att. 1: Minoru Lakes District Context Plan
- 2: Minoru Lakes Renewal Detailed Design Plan
- 3: Minoru Lakes Renewal: Proposed Lakes System
- 4: Minoru Lakes Renewal: Phasing Diagram
- 5: Minoru Lakes Renewal: Circulation Diagram

Attachment 1: Minoru Lakes District Context Plan



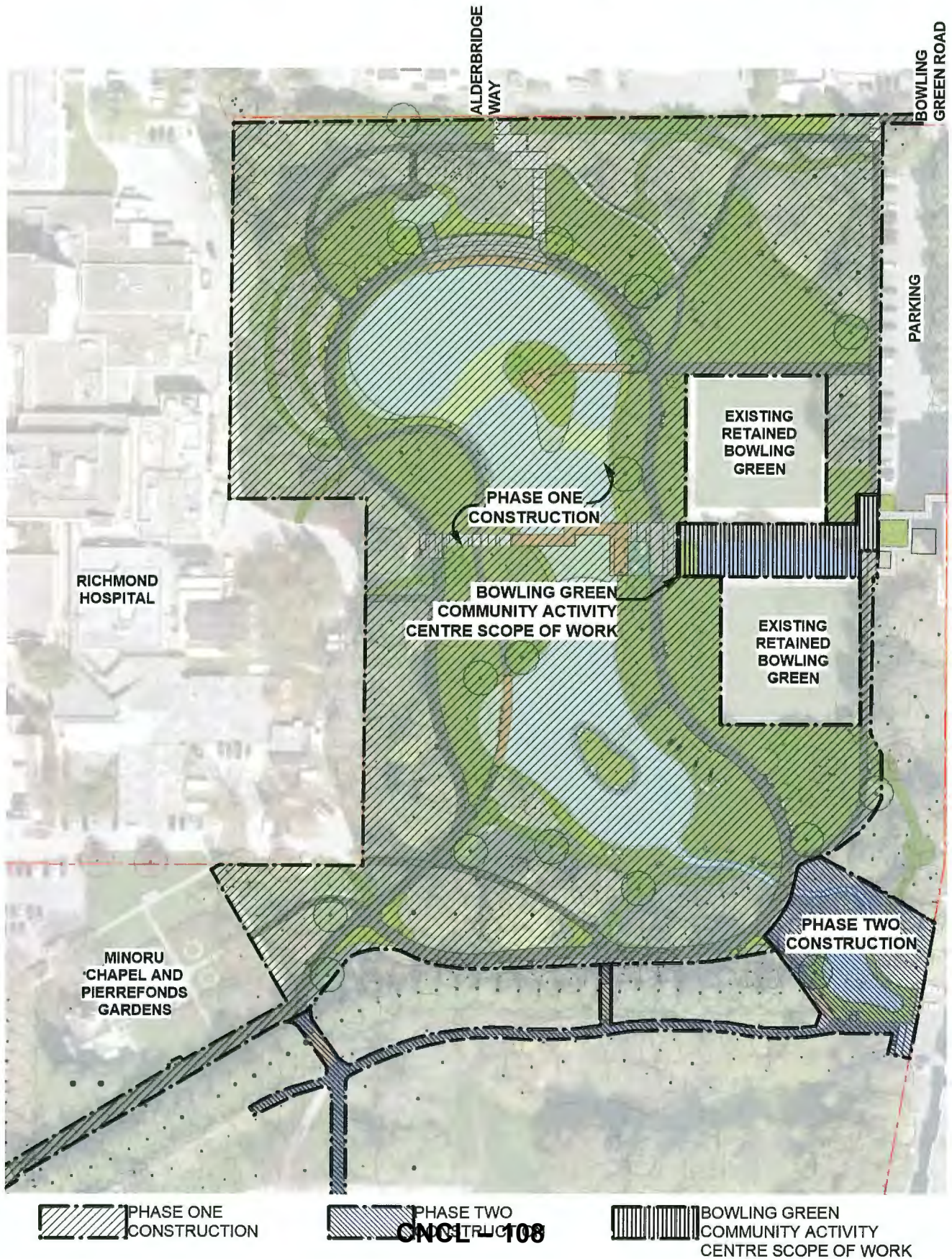
Attachment 2: Minoru Lakes Renewal Detailed Design Plan



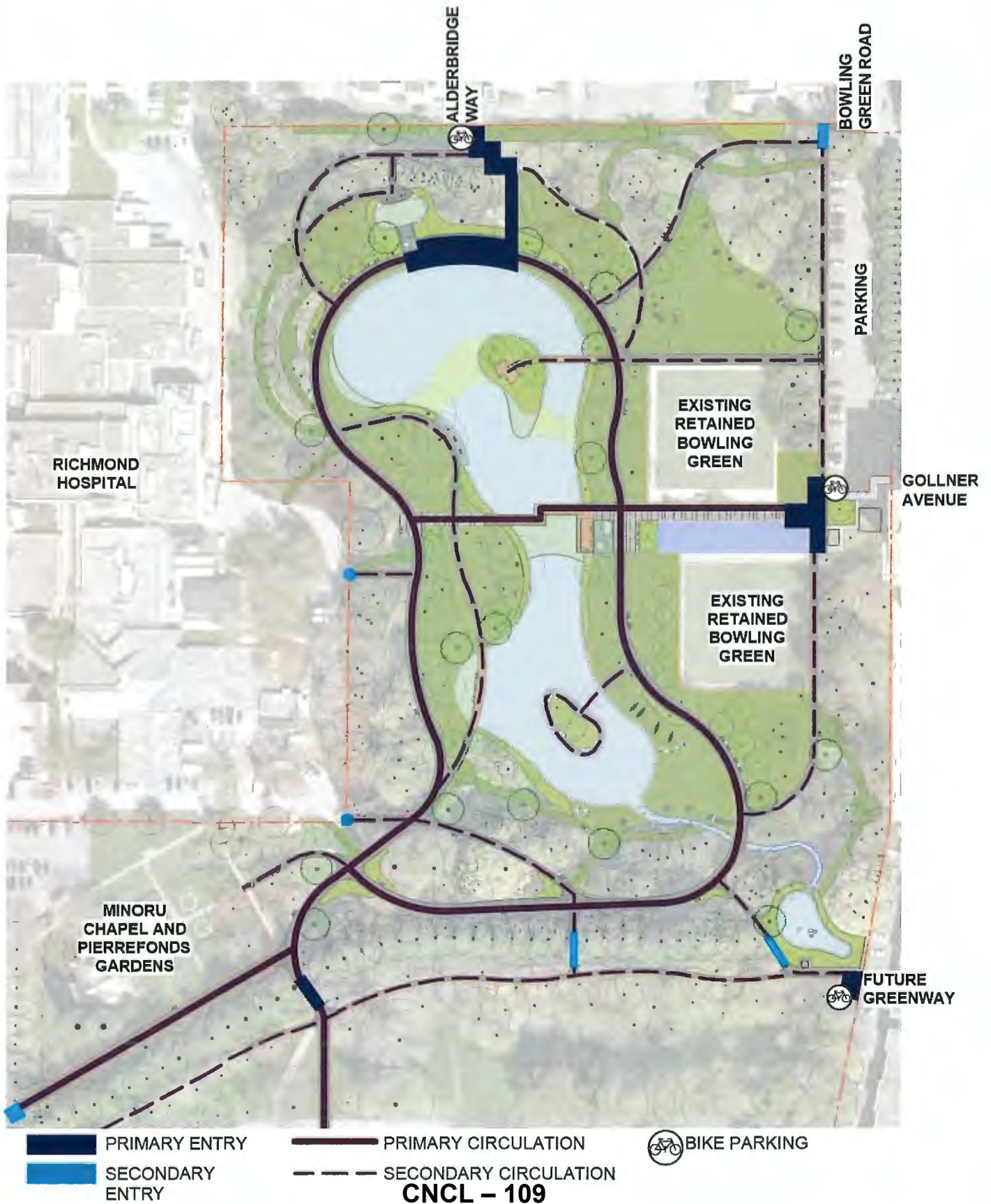
Attachment 3: Minoru Lakes Renewal: Proposed Lakes System



Attachment 4: Minoru Lakes Renewal: Phasing Diagram



Attachment 5: Minoru Lakes Renewal: Circulation Diagram





City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: April 14, 2021

From: Todd Gross
Director, Parks Services

File: 11-7200-01/2021-Vol
01

Marie Fenwick,
Director, Arts, Culture & Heritage

Re: **Options for Imperial Landing and Britannia Shipyards Dock Operations**

Staff Recommendation

That option 1 “Britannia Shipyards National Historic Site Society Pilot” be endorsed as the preferred option for the future operations of the docks at Imperial Landing and Britannia Shipyards as detailed in the staff report titled “Options for Imperial Landing and Britannia Shipyards Dock Operations,” dated April 8, 2021, from the Director, Parks Services and Director, Arts, Cultural and Heritage Services.

Todd Gross
Director, Parks Services
(604-247-4942)

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

On March 23, 2021, staff received the following referrals from Parks, Recreation, and Cultural Services Committee:

1. *That staff:*
 - i. *Investigate options regarding an agreement for the Britannia Shipyards National Historic Site Society to take on the moorage management of both the Britannia Shipyards Dock and the Imperial Landing Dock for a trial period with possible extensions based on mutual benefits;*
 - ii. *Investigate further options of operations of the two docks; and*
 - iii. *Report back to the Committee within 30 days.*

2. *That staff report back with options to address the issues of moorage on the Imperial Landing Wharf regarding management and possible elimination, and options regarding vessel sewage pump outs or regulation of existing sanitary facilities.*

The purpose of this report is to provide a status update on the current operating model and uses of the two docks and outlines three options for Council's consideration for the future operations.

These options are:

1. Britannia Shipyards National Historic Site Society Pilot (Recommended);
2. Procurement Process; and
3. Status Quo.

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

- 3.3 *Utilize an interagency and intercultural approach to service provision.*

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

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

- 4.3 *Encourage wellness and connection to nature through a network of open spaces.*

Analysis

Background

Imperial Landing Dock

The Imperial Landing Floating Dock is a modular 600 ft. long by 20 ft. wide steel and timber float that is accessible by boat from the Steveston Channel and landside from the Imperial Landing Pier by way of two gangways (see Attachment 1 – Dock Locations Map). Both the Imperial Landing Pier and Dock are publically accessible year-round.

Signage is in place along the dock to inform users of dock rules and regulations, with contact information available to direct public inquiries to City Staff and Bylaw Officers. There are also eight power kiosks available on the dock for boaters to use and there is limited access to water depending on the season. Safety measures include four dock ladders in strategic locations, three life rings and eight 10lbs ABC fire extinguishers.

The last dredging cut along the Imperial Landing dock was in 2014, with the last depth sounding in 2020 showing a depth of 9' to 12.5' at zero tide which was an increase of up to 1.7m sedimentation since 2014.

Imperial Landing is a destination on the Pacific West Coast for recreational day boat moorage and other recreational activities in the Steveston Channel. While vessels may moor at the dock overnight, live-aboard moorage is not permitted.

The existing program for Imperial Landing was approved by Council on March 12, 2012. The program is intended to meet multiple objectives and community needs, including transient boat moorage, fishing, non-motorized boat launching, hosting of maritime events, and public sightseeing access to the waterfront. Currently 550 ft. along the outside edge of the main float is designated for transient day moorage, with fishing and public sightseeing activities being designated 25 ft. at each end of the main float. A smaller 33 ft. long by 20 ft. wide floating dock is also accessible from the Imperial Landing Pier via a gated gangway.

Transient Moorage is available on a first come, first served basis for a maximum of three consecutive days within a 14 day period. The moorage rate is \$1.00/ft. per 24 hours and is payable at a parking meter located on the pier. Vessels under 10 ft. are charged a flat rate of \$10.00 per 24 hours. The dock is visited by over 200 vessels each year and has generated an average of \$8,709 annually over the past three years in moorage revenue.

The floating dock has become a popular location for recreational fishing in Richmond. Depending on the season, there can be as many as 50 people at one time casting in the Steveston Channel from the dock.

Imperial Landing is also used to host maritime themed events, such as the Steveston Dragon Boat Festival, Ships to Shore, and the Richmond Maritime Festival. It is also home to community groups like the Steveston Paddle Club and the Steveston Radio Controlled Sailing Club.

As a result of the dock's popularity, conflicts between user groups occasionally arise. These conflicts are primarily between recreational fishing users and transient boat moorage users, and typically occur during the peak boating months of May to September. Challenges around enforcement measures also exist for derelict, liveaboard or abandoned boats that are tied up to the dock.

As marine navigation falls under federal jurisdiction and the dock is located within a Provincial Waterlot that is leased to the City for public recreational use, the City cannot infringe upon certain public rights to access the waterfront. These challenges, which are also faced by other coastal municipalities, make it difficult to vacate liveaboard vessels without a court order.

Vessel Sewage Service Options and Existing Facilities

The following information on vessel sewage services options and existing facilities has been included for information. With Imperial Landing currently offering transient moorage and not operating as a long-term moorage facility as per the current Provincial Waterlot Lease Agreement, no additional facilities are required.

Discharge of untreated wastewater can have detrimental effects on the environment, wildlife, and the local fishing industry. Under federal legislation, it is illegal to dump sewage from boats within three nautical miles of shore, unless pump-outs are not available, and you cannot travel three miles off shore.

Although pump-out facilities or wastewater disposal services are recommended in best management practices for marinas and harbours, there is currently no federal mandate that the operator of a transient moorage facility is required to provide pump-out or black water disposal services for vessels. The onus that black water or waste be disposed of in a designated spot or as directed by a harbour master is placed on the individual vessels.

Due to the low exemption requirements for small vessels and a lack of monitoring and enforcement resources, vessels in the lower mainland are known to discharge waste in open water or near shore areas. This is exacerbated by the dearth of nearby pump-out facilities outside the False Creek or Vancouver Harbour areas.

There are currently two pump-out facilities located in Richmond available for public use:

1. Vancouver Marina – located along the middle-arm of the Fraser River, with services available to marina users and the public at their fuel dock open daily; and
2. Shelter Island Marina – located in East Richmond, with services available to marina users and the public with advance notice required as a mobile land side vendor is brought in to support.

Britannia Shipyards National Historic Site Dock

The floating dock at Britannia Shipyards is 660ft (200m) of linear timber frame construction (see Attachment 1 – Dock Locations Map). It is composed of three modular sections built for other

purposes and brought to the site over the years. A small section of the dock is removable to allow for moorage of vessels on the inside of the floats.

Limited water and power services are available. Potable water access is available on the eastern half of the floats. Installed in 2020, eight power kiosks are broken into two zones each with a maximum draw of 60Amps. Safety measures include four dock ladders in strategic locations and five 10lbs ABC fire extinguishers.

There are two primary gangways allowing for entry/exit from the dock. A gate adjacent to the Seine Net Loft restricts public access on the west side. Access from the east gangway requires going through the Britannia Shipyard building. Once on the dock, persons have unrestricted access to the rear decks of both the Seine Net Loft and the Britannia Shipyard building.

The last dredging cut along the Britannia Shipyards dock was in 2018, with the last depth sounding in 2019 showing a depth of 14.5' at zero tide.

The dock at Britannia Shipyards is part of the experience of the National Historic Site. As such, it is used to support the heritage interpretation of the site through displays and programming. Currently, public moorage at Britannia Shipyards is not permitted and moorage fees are not charged. Occasional temporary moorage is extended at no cost to heritage boats that support interpretive programming. Due to lack of dock security and easy access to Britannia Shipyards building from the docks, this option is only extended to heritage boats with an established relationship to the site.

Long-term vessel moorage is considered on a case-by-case basis. Vessels that moor long-term do so per the terms of an agreement between boat owners(s) and the City. Stipulations in these agreements specify the rules related to insurance coverage, boat maintenance, and live-aboard activities. Current commitments for long-term boat moorage include:

- 35' *Silver Ann* - The City-owned vessel *Silver Ann* is moored at the Britannia Shipyards dock on an on-going basis. This wooden gillnetter was built at Britannia Shipyards in 1968.
- 85' *SS Master* – For over ten years, the City has had an annual agreement with the SS Master Society to provide moorage throughout the year to the 99-year old wooden tugboat in exchange for opening the vessel for public tours during special events.
- 80' *Providence* - In 2020, the City signed a 3-year agreement with the owners of the 118-year old *Providence* sailing ship to serve as the flagship for Britannia Shipyards and support programming at Britannia Shipyards during special events. In addition to providing annual funding to support the vessels operations, this agreement allows the vessel free moorage at the docks during the winter season.

Britannia Shipyards docks are regularly used for public programs and special events. Generally, programming is developed in partnership with the Britannia Shipyard National Historic Site Society. In recent years, dock programming has included:

- Richmond Maritime Festival – This annual weekend event invites families to experience historic wooden boats at the Britannia Shipyard docks and learn about their history and heritage from boat owners or crew.

- Ships to Shore event – Frequently held in conjunction with Canada Day festivities, this event invited vessels from the Canadian Navy, classic yachts, and historic schooners to dock at Imperial Landing and Britannia Shipyards. Visitors could board the vessels to learn about their functions or go for a sail.
- Wooden Boat Rendezvous – Scheduled during the summer months, visitors walk Britannia’s dock and learn about visiting historic vessels and their contributions to BC coastal communities and the environment.
- River tours – River tours have been offered from Britannia Shipyards docks by private operators on an on-going basis and for special events in past years. A new river tour offer is currently in development.
- Water shuttle service – In 2016 and 2017, ferry service in Steveston was offered from the Britannia Shipyards docks to Steveston Harbour Authority’s 3rd Ave Pier.
- Educational tours – Interpretive staff at Britannia Shipyards offer tours of the docks and vessels for public and school groups on an on-going basis.

In recent years, the Society has supported programming the docks for special events by assisting with boat recruitment and providing volunteers to facilitate public interactions with visiting vessels.

Britannia Shipyards is also a frequent location for film productions. The docks are often included in the site rental for production sets.

Current Dock Conditions and Maintenance Requirements

Britannia Shipyards floating docks have been added onto over the years and are now over 20 years of age. Currently maintenance of the assets are conducted on an as-required basis and have cost an average of \$23,000 annually since 2018. Given their age and condition, a conditional assessment report and maintenance plan would be required to assess the current condition of the assets and the potential remaining lifespan of the structures with ongoing maintenance costs. A conditional assessment would cost approximately \$25,000.

Typically, timber structures have a lifespan between 20-25 years depending on how well they are maintained, industrially treated, and the type of usage. The capital costs for replacing all the timber floating docks and ramps at Britannia Shipyards would be between \$ 2.5M and \$ 3.5M depending on market conditions as we are currently experiencing with current lumber costs in 2021.

At Imperial Landing, the float is now 11 years old and its main superstructure is made of marine grade steel with a minimum 35-45 year life span for the main frame, and a 20-25 year on the treated timber decking. Future capital costs for replacing all the timber on the floats would be approximately \$500,000 (in 2021 dollars) and replacing the whole float (steel and timber) would be \$ 2M (in 2021 dollars). The pier and boardwalk constructed in 1999 are now requiring replacement of deck boards and other components.

Annual maintenance has been done on an as-required basis and costs have remained relatively low with an average of \$9,700 annually since 2018. With the proposed additional use and age of

the dock, a conditional assessment and maintenance plan for this site would also be recommended to determine current condition of the structures, potential lifespan, replacement costs and maintenance costs for the pier and boardwalk. A condition assessment would cost approximately \$15,000.

Given the varied age of implementation and management background, there is no formal operating budget in place for either dock.

Programming and Enforcement

In past years, there has been limited programming or promotion of moorage for the docks at Britannia Shipyards and Imperial Landing. Britannia Shipyard docks are open to the public on a very limited basis. As such, there is no formal budget assigned to day-to-day operations of the docks at Britannia Shipyards or Imperial Landing and minimal funding has been allocated to managing moorage. Waterfront programming for festivals and events has been supported by individual event budgets.

With the proposed increased use, technical personnel with dock management experience should be put in place to oversee the enforcement of moorage policies and support the delivery of new interpretive programming. Staff can continue working with the Society to identify potential revenue sources to support this personnel.

Provincial Waterlot Licence of Occupation

Both the float docks at the Britannia Shipyards National Historic Site and Imperial Landing are located within a lot that the City leases from the Province. This waterlot lease went into effect January 1, 2017 and expires in 30 years.

The City is required to have the consent of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development before assigning any of its obligations or permit use of the waterlot lease to a third party. Section 7.1 of the agreement states “You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold”.

Additionally, the terms of this lease dictate the current allowable activities at both these sites. These terms are outlined in the Management Plan for the Britannia Shipyards and Imperial Landing waterlot, which states that the City will use these locations year-round for the following purposes only:

- Heritage displays;
- Rental and community events;
- Boat moorage (no live-aboards);
- Boat repairs in Shipyard building (with proper mitigation measures in place to control the spill of hazardous materials); and
- Community recreational use.

Additionally, the City must adhere to the rules outlined in the *Crown Land Use Operational Policy: Community and Institutional Land Use, Public Wharves*.

Wharves Regulation Bylaw

Staff are bringing forward a draft of a *Wharves Regulation Bylaw* in Fall 2021 to formalize specific rules and regulations relating to fishing, moorage and use of public waterfront amenities. As waterfront amenities are part of Richmond's parks and open spaces system, their use falls under the Public Parks and School Grounds Regulation Bylaw No. 8771. A wharves-centric bylaw will provide crucial tools for City staff or a third party operator to address the challenges unique to waterfront activities.

Options for Operations

1. Britannia Shipyards National Historic Site Society Pilot (Recommended)

This option contemplates entering into negotiations with the Britannia Shipyards National Historic Site Society for the operations of the docks as a pilot program. The Britannia Shipyard National Historic Site Society has an existing operating agreement with the City for the Britannia Shipyards National Historic Site. This 5-year agreement will be extended one year and expires April 21, 2022. As per the terms of the agreement, the Society may operate programs at the Britannia Shipyards site, including the docks.

Recently, the Society has proposed to assume the management of moorage at the docks at Britannia Shipyards and Imperial Landing. The objectives of this proposal are to increase use of these public spaces, support waterfront tourism in Steveston, and further support maritime programming at Britannia Shipyards. The proposal to manage the moorage at these sites would be an opportunity for the Society to extend their responsibilities in operating Britannia Shipyards and expand their activities to include Imperial Landing. The Society has requested the support of City staff in the development of this initiative.

2. Procurement Process

This option contemplates undertaking a process to seek proposals from third party operators. Should Council support this option, staff will initiate a procurement process to solicit bids from experienced companies and organizations to determine the best available operator to manage the docks. This will enable the City to consider proposals from a variety of potential operators prior to entering into negotiations with a one organization. Possible types of third party operators could include private companies, government organizations, or non-profit organizations. Under this option, the Britannia Shipyards National Historic Site Society would be able to submit a formal proposal for operations.

3. Status Quo

City of Richmond staff continue to oversee all aspects of dock management and operations at both Imperial Landing and Britannia Shipyards with continued collaboration with the Britannia Shipyards National Historic Site Society on heritage boat recruitment and programming opportunities.

Terms for an Agreement

Should Council choose to enter into negotiations for a third-party operator, the following considerations would be addressed through the procurement and/or negotiating process and ultimately form the basis of an agreement. In addition to these terms, any agreement would adhere to the terms of the Provincial Waterlot lease as well as other applicable City, Provincial and Federal regulations and laws.

- Length of the Agreement
- Description of Premises
- Required Services and Permitted Uses (ie: boat recruitment, marketing and promotion, fee collection, cleaning, maintenance, site improvements, storage, waste removal, security and enforcement)
- Financial Implications (ie; operating subsidy and/or revenue sharing in consideration of associated operating and capital requirements, permitted use of revenue)
- Designated Representatives and Personnel Roles and Responsibilities
- Discretionary Powers (ie: City access to site and use of site for special events and film production hosting)
- Heritage Presentation and Preservation
- Public Relations and Communications (ie: use of City branding, sponsorships)
- Required Annual Filings
- Insurance and Indemnity
- Legal Compliance
- Termination and Renewal of Agreement

Next Steps

Should Council endorse the recommended option 1 of entering into negotiations with the Britannia Shipyards National Historic Site Society, the City will first need to contact the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to discuss gaining consent for the Provincial Waterlot Lease Agreement to be overseen by a third party.

While awaiting further direction from the Province, staff can continue to discuss the terms of an agreement with the Britannia Shipyards National Historic Site Society. Staff will report back to Council with the Provincial direction, as well as the proposed terms and financial implications of an agreement.

Financial Impact

None.

Conclusion

The Imperial Landing Dock and Britannia Shipyards Dock are popular civic amenities permitting residents and tourists an opportunity to safely access Steveston's historic waterfront. Options for operations for both docks have been presented for consideration, including a pilot with the Britannia Shipyards National Historic Site Society, a procurement process and the status quo.

April 14, 2021

- 10 -

The current provincial waterlot lease agreement dictates the allowable activities at both docks and also helps provide direction around services required and currently provided.




Rebecca Clarke
Manager, Museum & Heritage Services
(604-247-8330)



Emily Sargent
Acting Manager, Parks Programs
(604-244-1250)

Att. 1: Dock Locations Map



	<h2>Dock Locations</h2>	<p>Original Date: 2021 April 14</p> <p>Not to Scale</p>
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City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** March 22, 2021

From: Marie Fenwick, Director, Arts, Culture and Heritage Services **File:** 11-7000-09-20-283/Vol 01

Re: **Bowling Green Community Activity Centre Terms of Reference for Public Art Project**

Staff Recommendation

That the Terms of Reference for the Bowling Green Community Activity Centre public artwork, as presented in the report titled "Bowling Green Community Activity Centre Terms of Reference for Public Art Project" from the Director, Arts, Culture and Heritage Services, dated March 22, 2021, be endorsed.

CM Fenwick

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	<i>Sevenc</i>
Parks Services	<input checked="" type="checkbox"/>	
Facilities & Project Development	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>W</i>	APPROVED BY CAO <i>[Signature]</i>

Staff Report

Origin

On May 27, 2019, Council approved funding of \$5.3 million for the replacement of the Richmond Lawn Bowling Clubhouse.

In accordance with the Public Art Program Policy No. 8703, the project budget includes an allocation of 1 per cent of the construction budget for public art to be integrated with the Bowling Green Community Activity Centre. The 1 per cent public art contribution for this project is \$33,000.

On October 11, 2011 Council formally endorsed the City Centre Public Art Plan as a guiding plan for public art opportunities in the City Centre, including the Civic Precinct in Brighthouse Village. The plan included a civic art trail linking all City-owned buildings from City Hall to Minoru Park to promote the city's cultural identity and the Minoru precinct's significance within the downtown core. It also identified that Public Art opportunities incorporated into future civic upgrades would create continuity throughout the precinct.

This report presents the terms of reference for the public artwork opportunity for Council's consideration.

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.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.3 Utilize an interagency and intercultural approach to service provision.

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

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

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

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

Analysis

City Centre Public Art Plan

The City Centre Public Art Plan identifies guiding principles that create continuity throughout the City Centre and its individual villages. The City Centre is a rapidly growing urban core that includes new businesses, housing, parks, pedestrian precincts as well as arts and entertainment hubs. Public art plays an important part in animating the urban core with artworks that offer visitors and residents intimate and “discovered” artworks. Public art situated in strategic locations also helps to create a sense of place while providing geographic locators and wayfinding signals. The City Centre Public Art Plan’s vision is to enrich Richmond’s urban identity through inspirational and purposeful art in the public realm.

Terms of Reference –Bowling Green Community Activity Centre Public Artwork

The Public Art Terms of Reference for the Bowling Green Community Activity Centre Public Artwork (Attachment 1) was developed in collaboration and consultation with City staff and representatives from the Richmond Lawn Bowling Club. The Terms of Reference describes the art opportunity, themes, site description, scope of work, budget, eligibility criteria, selection process, selection criteria, project schedule and submission requirements.

The Terms of Reference was presented to and endorsed by the Richmond Public Art Advisory Committee (RPAAC) on February 18, 2021.

Bowling Green Community Activity Centre

The new single storey, 4,900 square feet community amenity building located in Minoru Park will feature multipurpose rooms, a kitchen, change rooms and lockers, washrooms, storage and an administration office. A covered viewing area with seating will provide users with a sheltered area to view the greens and gather during events.

Public Artwork Location

City staff met with representatives from the Richmond Lawn Bowling Club to discuss possible locations for the public artwork. A subsequent review process with staff, identified two possible locations for the placement of public artwork to signify entry and arrival and welcome visitors at the north-east Minoru Park entrance. The location opportunities are a) a stand-alone artwork located near the arrival plaza and, b) an integrated artwork as part of the surface paving for the main pedestrian east-west corridor. Shortlisted artists will have the opportunity to propose an artwork for one of the two proposed locations.

Public Artwork Themes, Aims and Objectives

In response to the guiding principles of the City Centre Public Art Plan, the public artwork will have a strong visual presence and signal arrival and welcome to Minoru Park. Shortlisted artists will be invited to respond to the theme “Honouring Yesterday, Celebrating Today, Building Tomorrow” as it relates to creating inclusive and welcoming spaces for all in Minoru Park. Shortlisted artists will be encouraged to explore contemporary forms of artistic expression and approaches to create an engaging and tranquil art experience for the area.

The project will join a growing number of artworks as part of a civic public art trail linking artworks located at Richmond City Hall to Minoru Park, including the Richmond Cultural Centre, Gateway Theatre, Minoru Centre for Active Living and Brighthouse Fire Hall No.1. The new public artwork will contribute to the City Centre's cultural identity and the Minoru Precinct's significance within the downtown core.

Public Art Artist Selection Process

A two-stage artist selection process will be implemented and will follow the Richmond Public Art Program Policy guidelines as outlined in the Public Art Program Administrative Procedures Manual. The Artist Call will be open to artists residing in British Columbia.

A representative from both the Richmond Lawn Bowling Club and the Richmond Fitness and Wellness Association will join professional artists and arts professionals on a five-person artist selection panel. Following the selection process, the preferred artwork concept proposal will be brought forward to the Richmond Public Art Advisory Committee for endorsement and to Council for approval in summer 2021, in order to proceed with the detailed design and installation phases of the artwork in 2021-2022.

Financial Impact

The total public art budget for the Bowling Green Community Activity Centre public artwork is \$33,000, funded from the approved Richmond Lawn Bowling Clubhouse capital project. Any maintenance and repairs required to the artwork will be the responsibility of the Public Art Program and will be funded out of the Public Art Program's annual operating budget.

Conclusion

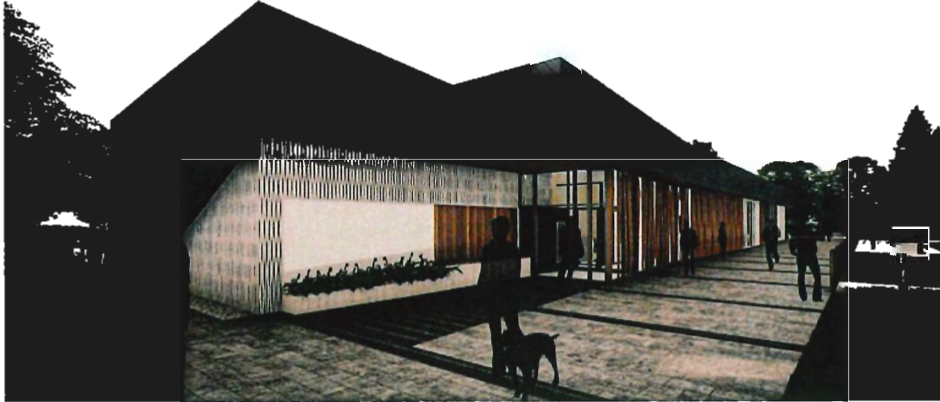
The Richmond Arts Strategy, 2019-2024 recognizes that the arts are integral to vibrant communities. This public art project will play a significant role in creating inclusive spaces for all within Minoru Park and the larger civic public art trail in Richmond's rapidly growing and diverse urban core. By infusing creativity and imagination in our public spaces, residents and visitors alike can experience a greater sense of pride in our communities, which contributes to quality of life, health and wellness, and community building.



Biliana Velkova
Public Art Planner
(604-247-4612)

Att. 1: Bowling Green Community Activity Centre Artist Call Terms of Reference

call to artists



Bowling Green Community Activity Centre Public Art Opportunity

Request for Qualifications, RFQ

OPPORTUNITY

The City of Richmond Public Art Program is seeking an artist or artist team to create a legacy public artwork as part of the construction of the Bowling Green Community Activity Centre. The public artwork will serve to welcome visitors to the north-east entrance to Minoru Park located at 6131 Bowling Green Road.

This is a two-stage open artist call. Following review of the submissions, the Selection Panel will recommend up to three artists to be shortlisted. Shortlisted artists will be invited to develop concept proposals and attend an interview. An artist fee of \$500, plus applicable taxes, will be paid to each of the shortlisted artists or artist teams. All information about the opportunity is contained herein.

- Project Budget:** \$30,000 CAD
- Eligibility:** Professional artists residing in British Columbia
- Deadline:** [month, day], 2021 at 5:00 p.m. PST.
- Completion:** Fall 2022

call to artists

BACKGROUND

The Richmond Lawn Bowling Club was founded in 1966 with a mandate to promote the sport of lawn bowling and operate a social club. One 8-rink lawn bowling green served the club until 1989 when a second green was installed in Minoru Park to serve a growing club membership. In 2018, the club had 250 members and continues to expand. The majority of members compete locally through club tournaments. Approximately 10-15 per cent of its members compete at a provincial, national and international level. 28 club tournaments are organized annually from May to September. Social activities including annual BBQs, club dinners and opening day celebrations play a key role in creating a community-oriented facility for members to enjoy.

The Bowling Green Community Activity Centre will serve as both a clubhouse and community amenity building for use by the larger public. The facility will be well-suited for workshops, programs and meetings.

MINORU PARK

Minoru Park is a vibrant social, cultural, recreational and community gathering place – a signature civic park located in Richmond’s city centre. As one of the oldest parks in Richmond, Minoru Park has a rich history including its beginnings as the Minoru Race Track (1909) and hosting the first airplane flight to take place in British Columbia (1910) by American Charles K. Hamilton.

The park contains several community-oriented cultural facilities including the Gateway Theatre, Minoru Centre for Active Living and the Richmond Cultural Centre, home of the Richmond Art Gallery, Richmond Arts Centre, Richmond Public Library, Richmond Archives and Richmond Museum.

The Bowling Green Community Activity Centre will be located on the existing site of the Richmond Lawn Bowling Clubhouse along the east edge of the Lakes District in Minoru Park, a place of tranquility and respite where visitors can quietly stroll or rest and connect with nature. This area provides environmental benefits and contributes significantly to Richmond’s ecological network. Numerous trails connect the northern, peaceful Lakes District to the active, sporting areas to the south. The District’s amenities can be enjoyed throughout the year, including picturesque walking routes with perennial floral displays and majestic trees (Figure 1).

BOWLING GREEN COMMUNITY ACTIVITY CENTRE

The new single storey, 4,900 sq. ft. Bowling Green Community Activity Centre will feature a multipurpose rooms, kitchen, change rooms with lockers, washrooms, storage and administration office. An arrival plaza located at the northeast corner of the building will connect to a five-metre-wide public promenade to guide and welcome visitors into the park.

call to artists

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The proposed public promenade on the north side of the Centre will have paving comprised of cast-in-place concrete with accent bands of granite stone pavers along its length. The concrete is natural colour with a medium sandblast finish. The granite pavers will be arranged in a basket weave pattern and mortared onto a concrete base. Pavers are 100mm thick x 100mm wide x 400mm length, arranged in a basket weave pattern. (See Figure 4).

ARTIST OPPORTUNITY

The City Centre Public Art Plan aims to instill a sense of place and cultural identity within the urban core. Artists are invited to respond to the theme *“Honouring Yesterday, Celebrating Today, Building Tomorrow”* as it relates to creating inclusive and welcoming spaces for all in Minoru Park. Shortlisted artists will be encouraged to explore contemporary forms of artistic expression and approaches to create an engaging and tranquil art experience for the Lake District.

The project will join a growing number of artworks as part of a civic public art trail linking artworks located at Richmond City Hall to Minoru Park, including the Richmond Cultural Centre, Gateway Theatre, Minoru Centre for Active Living and Brighthouse Fire Hall No.1. The new public artwork will contribute to the City Centre’s cultural identity and the Minoru Precinct’s significance within the downtown core.

Artists proposing functional art elements are required to incorporate accessible design into their proposed work to ensure all residents are able to interact with the artwork.

LOCATION

The artwork will animate one of the main entrances into Minoru Park. Two locations have been identified for the placement of public artwork. Shortlisted artists will be required to select one of the two locations accompanied by a statement to explain approach or rationale. Please refer to Figure 2 for artwork locations.

For artwork integrated into the promenade, the artist can propose activation of the full length of the area, or portion(s) of it.

Artists are encouraged to visit Minoru Park and the Lake District prior to submitting an application.

MATERIALS

Artists will be required to work with long-lasting materials that are low maintenance and durable. Additional information on suitable materials, mediums and other design parameters for both locations will be provided to the shortlisted artists prior to beginning the concept proposal stage.

call to artists

Any proposed artwork for the promenade must work with the proposed paving treatment, bearing in mind constructability, walkability, accessibility, safety and durability. Examples include: elements that can be inserted into the paving such as mosaic on pre-cast concrete slabs, laser-cut metal, custom pre-cast unit pavers; or, paving finishes such as stamped concrete, or patterned sandblasting.

BUDGET

A total budget of \$30,000 CAD, inclusive of all applicable taxes, excluding GST, is available for this project. The budget will include (but is not limited to) artist fees, engineering fees, materials, fabrication, installation*, photography and insurance. Shortlisted artists will be required to provide a detailed budget as part of their second stage submission package.

In the event that the City of Richmond installs the work, the expenses associated with the installation will be identified to the commissioned artist and deducted from the total contract budget. Additional artwork installation-related construction credits may be available, to be explored with the commissioned artist, staff and City-contracted consultants and service providers.

ARTIST ELIGIBILITY

This opportunity is open to artists or artist teams residing in British Columbia. Qualified artists will have proven experience producing artworks for civic projects. City of Richmond staff, Public Art Advisory Committee members, selection panel members, project personnel and artists who are currently contracted by the City Public Art Program are not eligible to apply.

SELECTION PROCESS

A selection panel comprised of artists, arts professionals and community representatives will recommend the artist/artist team through a two-stage process. An artist honorarium of \$500 CAD will be paid to each of the shortlisted artists or artist teams to develop a concept proposal and attend an interview with the selection panel. All interviews will be held remotely using a video conference application.

Concept proposals submitted as part of the Stage 1 application and selection process will not be accepted.

Shortlisted artists will be required to attend an artist orientation session prior to developing a concept proposal.

ARTIST SELECTION CRITERIA

Stage 1

- artist response to the Artist Opportunity cited above;
- artist's demonstrated qualifications, skills and experience of past work;

call to artists

- artist's demonstrated ability to respond to the existing character of the site by taking into account scale, colour, material, texture, content and physical characteristics of the location;
- artist's capacity to work with other design professionals and stakeholders; and;
- appropriateness of the proposal to the Public Art Program goals: www.richmond.ca/culture/publicart/policy.

Stage 2

- artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of Artist Statement of Intent and Conceptual Artist Sketch in response to project theme and goals;
- artist response to any feedback and follow-up questions from Selection Panel regarding ability of the artwork to respond to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics of the location;
- artist response to any feedback and follow-up questions from Selection Panel regarding appropriateness of the proposal to the Public Art Program goals: www.richmond.ca/culture/publicart/policy;
- detailed project budget including, but not limited to: artist fees, materials, fabrication, administration, insurance, installation, documentation, permits and consultant fees;
- 3D artist visualizations and/or models to communicate how the artwork will respond to the site including scale, colour, material, texture, content, installation method and physical characteristics of the location; and
- artwork sensitivity to environmental concerns with respect to artwork materials and method of fabrication and installation.

SUBMISSION REQUIREMENTS

E-mail all documentation as one PDF document, not to exceed a file size of 5 MB to: publicart@richmond.ca

- **INFORMATION FORM** – Please complete the information form attached to this document.
- **STATEMENT OF INTENT** – (one page maximum) a brief artist bio, demonstrated experience and skillsets in past work, proposed medium(s) or material(s) for the artwork. If applying as a team, please address how team members will work together.
- **ARTIST CV** – (one page maximum) current professional CV. Artist teams will include a one page CV for each team member.
- **WORK SAMPLES** – Artists and artist teams can submit up to ten (10) samples of past work that best illustrate their qualifications for this project. One image per page. Please include artist name(s), title, year,

call to artists

PUBLIC ART
RICHMOND

location and medium information.

- **REFERENCES** – Three references who can speak to your abilities, skills and accomplishments. Please provide name, title and contact telephone number and/or email. Reference letters are not required. Teams should include two references for each member.

PROJECT TIMELINE

*Applicants are asked to reserve this date in their calendar.

Submission Deadline:	[Month/Day], 2021, 5:00 p.m. PST
Artist Orientation: (for shortlisted artists)	[Month/Day], 2021, 1:00 p.m. PST*
Finalist Interviews:	[Month/Day], 2021*
Completion:	Fall 2022

SOURCES FOR ADDITIONAL INFORMATION

[Richmond Lawn Bowling Club](#)

[Minoru Park](#)

[City of Richmond](#)

[City of Richmond Archives](#)

[City Centre Public Art Plan](#)

[Richmond Public Art Program Policy](#)

SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to the guidelines and submission requirements or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Past work images and concept sketches would be best formatted to landscape format.
3. Submission files must be a single PDF file that is 5 MB or less.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)
5. All documents must be sent by e-mail to: publicart@richmond.ca

call to artists

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ADDITIONAL INFORMATION

1. The selected artist will enter into contract with the City of Richmond and may be required to show proof of WCB coverage and up to \$5,000,000 general liability insurance.
2. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
4. Extensions to the submission deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

E-mail: publicart@richmond.ca

call to artists

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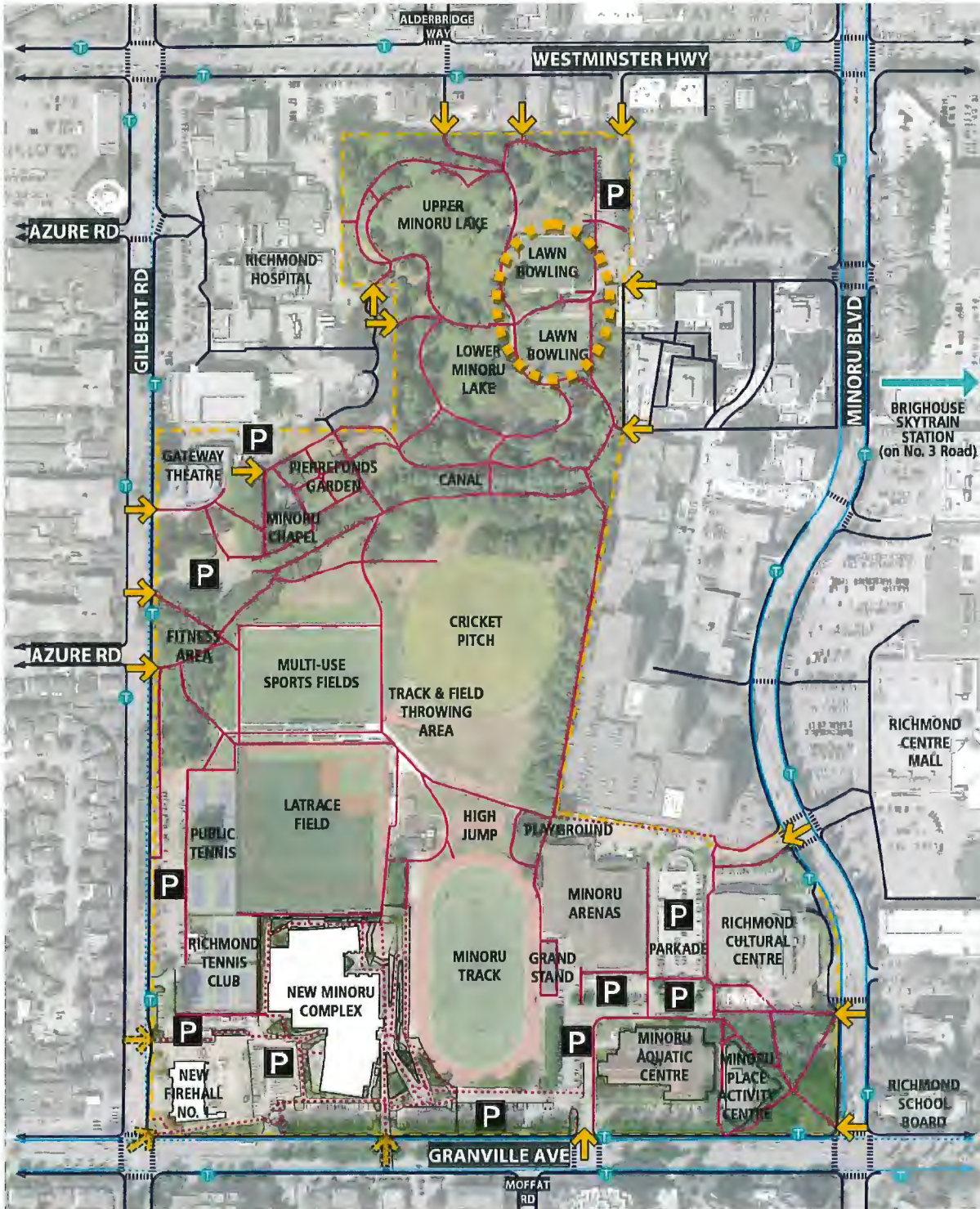


Figure 1. Context site plan showing location of the Richmond Lawn Bowling Club in Minoru Park

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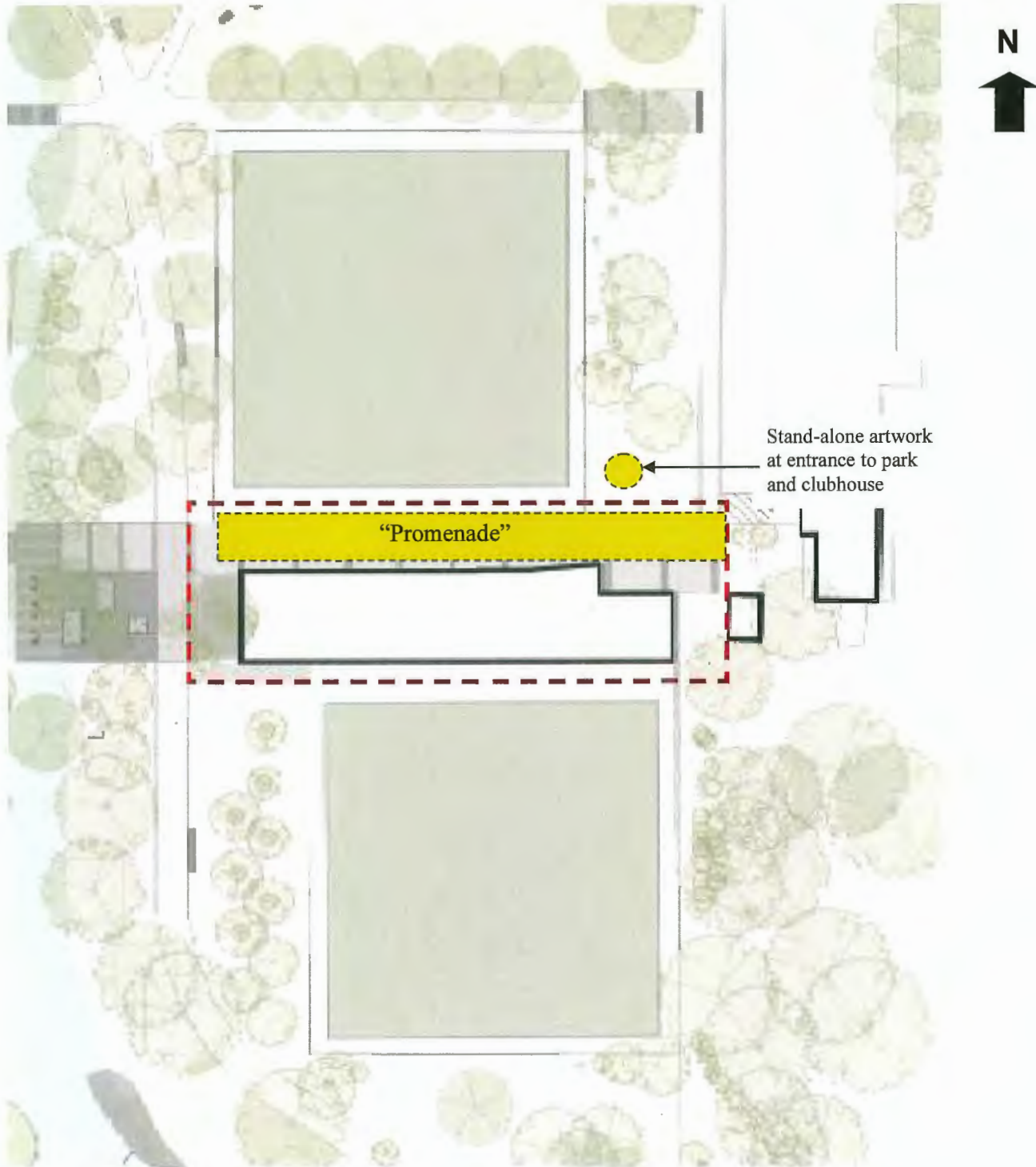


Figure 2. Proposed locations for legacy public artwork. 1) Integrated into the pavement in the "Promenade"
2) Stand-alone artwork at entrance to the park and clubhouse

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Figure 3. View from north-east entrance.



Figure 4. five-metre-wide promenade between Bowling Green Community Activity Centre and greens, view from east.

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RICHMOND



Figure 5. View from north-west (Lake side)

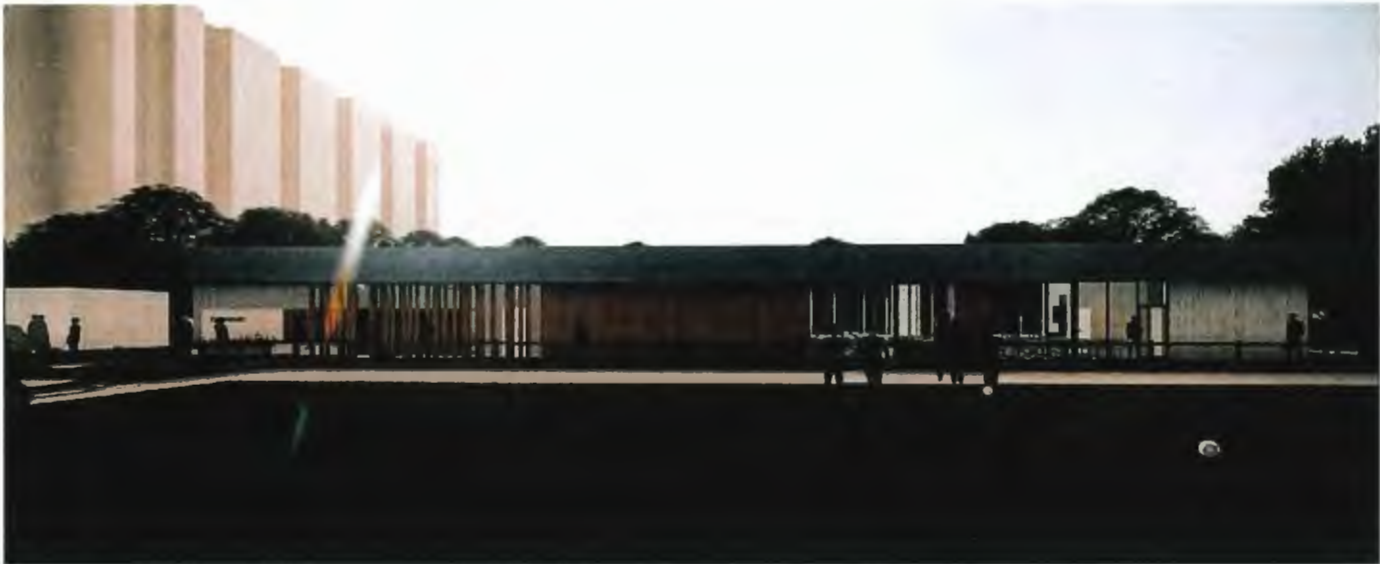


Figure 6. View from north green

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Attach one (1) copy of this form as the first page of the submission.

Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____ Website: _____
(One website or blog only)

Incomplete submissions will not be accepted. E-mailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.

If applicable, please indicate additional members of your artist team:

Please let us know how you found out about this opportunity:

Would you like to receive direct e-mails from the Richmond Public Art Program? Yes No

Signature: _____ Date: _____

Submit applications by e-mail to: publicart@richmond.ca

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI as required. All submissions to this EOI become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
Date: March 16, 2021

From: Marie Fenwick
 Director, Arts, Culture and Heritage Services
File: 11-7000-01/2021-Vol 01

Re: **Arts Services Year in Review 2020**

Staff Recommendation

That the Arts Services Year in Review 2020 as presented in the staff report titled, "Arts Services Year in Review 2020," dated March 16, 2021, from the Director, Arts, Culture and Heritage Services, be circulated to Community Partners and Funders for their information.

CM Fenwick

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation Services Parks Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<i>Sevencia</i>
SENIOR STAFF REPORT REVIEW	INITIALS: <i>MF</i>	APPROVED BY CAO <i>[Signature]</i>

Staff Report

Origin

ArtWorks: Richmond Arts Strategy 2019–2024 was developed through extensive community engagement, guidance and consultation to help guide the City's actions in making Richmond a city with a thriving arts scene that animates the city every day; offers rich arts education and experiences, festivals and events; fosters social connections and wellness; builds arts and culture leadership; and provides creative spaces.

The Strategy provides Five Strategic Directions to guide the City and its stakeholders' involvement in supporting the arts sector and ensuring a thriving and visible arts scene in Richmond:

1. Ensure affordable and accessible arts for all.
2. Promote inclusivity and diversity in the arts.
3. Invest in the arts.
4. Increase awareness and participation in the arts.
5. Activate public spaces through (and for) the arts.

These strategic directions create a foundation and help to ensure the City is purposeful in its continued advancement of the arts in the community and that the arts play a strong role in place making, community building, tourism, health and social well-being, economic development and more. This report presents *Arts Services Year in Review 2020* (Attachment 1), which highlights this last year's achievements in the arts.

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.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.3 Utilize an interagency and intercultural approach to service provision.

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

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.

Analysis

The *Arts Services Year in Review 2020* describes last year's achievements in the arts with particular attention to programs and activities led by Community Cultural Development, Richmond Arts Centre, Richmond Media Lab, Richmond Art Gallery, Richmond Public Art Program and Major Events. It also recognizes arts activities and programs offered beyond the Department of Arts, Culture & Heritage, such as in the Parks Department, Recreation and Sport Department and at the Gateway Theatre.

Across the board, in 2020, many of the City's public programs and services were transitioned to online delivery, reduced, and/or cancelled in response to health order restrictions on gathering. In spite of these limitations (and in some cases, because of them) the arts maintained their vital and sustaining presence in the community. Programming and artist-led themes explored cultural identity, reconciliation, climate change, and Richmond's heritage and local ecology. Throughout the COVID-19 Pandemic residents were invited to discover and share new arts experiences, in the public realm and, of course, online.

Highlights and achievements of 2020 include:

- The 12th annual Children's Arts Festival was Richmond's last major public event before the pandemic was declared. It attracted a combined 6,500 attendees on Family Day and the week after, providing artist-led, hands-on activities for students of 24 schools.
- In direct response to the COVID-19 Pandemic, four community-engaged projects by Richmond artists were commissioned via the #RichmondHasHeart campaign to promote mental health, well-being and creativity while maintaining physical distancing protocols and fostering community connections. The projects ranged from the personal (snail mail postcards and handmade memorial shrines) to the interactive (a mural that invites socially distanced "dancing") to the virtual (an online collection of stories, images and more regarding "Eating in the time of COVID.")
- The Richmond Art Gallery (RAG) began its 40th anniversary year with *Labour's Trace*, an exhibition of works by Karin Jones, an artist of African-Nova Scotian descent living in Vancouver, and Amy Malbeuf, a Métis artist based in Nova Scotia. Although the exhibition was forced to close early due to health protocols, RAG was among the first of Richmond's public amenities to re-open in July. With the exhibition still in place, the works gained particular timeliness during a summer of increased public attention to issues tied to race and cultural identity. A virtual tour was also provided.
- In partnership with the Richmond Arts Coalition and Britannia Shipyards National Historic Site Society, the Richmond Maritime Festival was successfully reimaged with 11 days of online programming delivered by 62 local artists, 18 artisans and 19 heritage performers.
- Ranked No. 1 in B.C. and No. 5 in Canada (for mid-size cities) in 2020, Richmond continued to be a national leader with the 12th annual Culture Days campaign with 58 individual free, in-person and online activities by 28 artists and cultural organizations. A new self-guided Cycling Art Tour Map was successfully launched online, attracting media attention and inspiring a national map-making activity.

- \$116,815 was invested through the 2020 Arts and Culture Grant Program providing operating and project assistance grants to 16 non-profit arts organizations, in order to strengthen the infrastructure of arts and culture organizations, increase funding for arts opportunities, show support for the careers of local artists and support a wide range of artistic and cultural activity.
- The Richmond Youth Media Program (RYMP), a free referral-based program for youth aged 13–24, completed its tenth year as a signature offering of the Richmond Media Lab. In 2020, 30 RYMP members made a natural transition to online programs and marked the 10th Anniversary with a lively online celebration that included both current and former RYMP members.
- The Public Art Program saw three large-scale painted murals completed in 2020: *Ladybug and the Sun* by Laura Kwok at West Richmond Community Centre, *Richmond's Home of Curl'ture & Curl'munity* by Mark Anderson at the Richmond Winter Club and *A Mid-way Point: The Present is an Infinite Moment* by Popo and Lola at the Thompson Community Centre.

The report also highlights the significant value and benefits the arts bring to Richmond by encouraging self-expression, creating a sense of community identity and pride, enhancing understanding of issues in society, providing opportunities to develop and foster new skills and encouraging collaboration and connections. All of these benefits contribute to individual well-being and healthy, sustainable communities.

Financial Impact

None.

Conclusion

The Arts Services Year in Review 2020 highlights activities and achievements in the arts in the community and the importance the arts play in further enhancing Richmond's growth into one of the best places to live, work and play. In good times and challenging times, art in everyday life creates a sense of meaning and sense of place for citizens.



Liesl Hauk
Manager, Arts Services
(604-204-8672)

Att. 1: *Arts Services Year in Review 2020*

City of Richmond

ARTS SERVICES YEAR IN REVIEW 2020

Arts, Culture and
Heritage Services



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Guiding Principles

- Striving for **excellence** among all who participate in and contribute to the artistic life of Richmond from City services to community organizations to individuals of all ages and skill levels.
- **Sustainability** to ‘future-proof’ the arts through funding, education, infrastructure, mentorship and the integration of the arts into the everyday fabric of our city.
- Expressing **creativity** through experimentation and fostering collaboration among diverse voices.
- Providing broad **accessibility** to arts experiences and advancing **inclusivity** to connect people through the arts.
- **Community-building** through creative engagement and dialogue, and honouring the spirit of Reconciliation.
- **Celebration** to showcase and inspire Richmond’s artistic vibrancy.



Vision

Richmond’s thriving arts scene

- animates our city every day;
- offers rich arts education and experiences, festivals and events;
- fosters social connections and wellness;
- builds arts and culture leadership; and
- provides creative spaces



Richmond Cultural Centre entrance

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Introduction

In 2020, Richmond joined the world in responding and adapting to the uncertainties of the COVID-19 pandemic, officially announced by the World Health Organization on March 13. Almost overnight, our performance spaces, studios and galleries were closed and, almost as quickly, our offerings “pivoted” online, and—when health orders permitted—to the outdoors or limited indoor settings with strict safety protocols.

Unprecedented. Destabilizing. Challenging. These oft-repeated descriptors set a tone as much as they sought to describe our shared predicament, as we offered support to those in our communities that were most directly impacted. Early in the year, Arts Services deployed artists to provide four community-engaged programs that promoted mental health, well-being and creativity (#RichmondHasHeart), and provided visual and performing arts outreach classes to the children of essential workers in physically distant classroom settings.

Meanwhile, we quietly continued to recognize community achievements in the arts: the Richmond Arts Awards were announced via social media, Richmond Art Gallery marked its 40th anniversary with an exhibition of works from the permanent collection and Richmond Youth Media Program members and alumni gathered in person and online to celebrate 10 years as a signature offering of the Richmond Media Lab.

While some in-person programs were necessarily suspended or adapted for fewer people, others found new and larger-than-ever audiences in livestream and pre-recorded formats online. Participants from around the world discovered our professional development programs for artists and the Richmond Art Gallery via RAG@Home. The Public Art Program contracted a record 31 Richmond-based artists in 2020, who painted murals, designed face masks, sparked community creativity and adorned utility boxes and No. 3 Road Art Columns with their original designs and depictions of local landscape and heritage.

The 2020 *Arts Services Year in Review* captures this spirit of resilience recording the many ways the City continues to foster vibrant and diverse arts and cultural opportunities for community engagement and connection as a way to achieving the Council Strategic Plan 2018-2022 Goal: One Community Together.

For more about the arts in Richmond, visit www.howartworks.ca



ArtWorks: Richmond Arts Strategy 2019 – 2024

Major Strategic Directions



1. Ensure affordable and accessible arts for all



2. Promote inclusivity and diversity in the arts



3. Invest in the arts



4. Increase awareness and participation in the arts



5. Activate public spaces through (and for) the arts

The Arts Services Year in Review summarizes progress made towards achieving the goals of *ArtWorks: Richmond Arts Strategy 2019–2024*. Throughout the document, you will see coloured icons that show how the year's activities help to advance the Strategy's five strategic directions.



Culture Days activity by Keely O'Brien

Community Cultural Development

Community Cultural Development refers to a wide range of programs, activities and events that support local artists and/or cultural organizations through direct investment, public profile or recognition, professional development and other creative opportunities for collaboration and mentorship.

In addition to the annual programs and events described below, Arts Services staff regularly offer practical professional advice, information and workshops to build capacity in the arts sector, for individual artists as well as non-profit organizations. In 2020, six professional development workshops covered topics that ranged from taxes to copyright to board fundamentals as part of the Art at Work Series (page 10). In addition, staff worked directly with Richmond Music School and Cinevolution Media Arts Society staff providing free organizational development facilitation based on methods developed by the Nonprofit Lifecycles Institute, involving an examination of business models, operational systems and board governance.



Arts & Culture E-Blasts

Since 2009, the Community Cultural Development office has kept Richmond's arts community members informed about City-led and other opportunities and programs for and of interest to them. In 2020, 21 e-blasts were sent to **more than 494 subscribers** including individual artists and organizations who received helpful news of Artist Calls, funding deadlines, promotional opportunities, professional development workshops and more.

2020 RICHMOND ARTS AWARDS RECIPIENTS

Arts Education: Richmond Music School

Artistic Innovation: Direct Theatre Collective/Dawn Lo (tie)

Business and the Arts: Jason Ko, Viva Pharmaceutical

Volunteerism: Ray Chin

Youth Arts: Rotem Levy

Cultural Leadership: Terry Point

“Richmond’s Arts and Culture Grant has allowed the Textile Arts Guild of Richmond (TAGOR) to maintain contact with members and community partners. Most importantly, this support has allowed us to plan for the recovery and return to full operations as soon as possible.”

Richmond Arts Awards

Created in partnership with the Richmond Arts Coalition in 2009, the 12th annual Richmond Arts Awards recognizes artistic achievements and contributions to the cultural community by residents, artists, educators, organizations and business leaders. The purpose is to:

- honour major contributions by individuals, organizations and businesses to the arts;
- cultivate greater visibility and understanding of the value of the arts;
- encourage excellence and build new leadership within arts community; and
- develop patrons for the arts.

This year, **65 nominations** were reviewed by a selection panel comprised of community members and six recipients were selected. The 2020 Richmond Arts Awards ceremony, originally scheduled to take place in Council Chambers on May 12, was cancelled due to COVID-19. In lieu of the ceremony, each recipient was profiled through an online campaign over the summer, highlighting their work and contributions to the Richmond arts community via the @HowArtWorks Instagram account. The honourees will also be invited to join future recipients, in person, when the ceremony can, once again, be held in person.

Arts and Culture Grant Program

The City’s Arts and Culture Grant Program was established in 2011 to strengthen the infrastructure of arts and culture organizations, increase investment in arts opportunities, show support for the careers of local artists and support a wide range of artistic and cultural activity. The program offers two types of grants: Project Assistance and Operating Assistance to registered non-profit arts and culture organizations.

In February, Council approved the distribution of \$116,815. A total of **\$86,385 in Operating Assistance** was distributed to eleven recipients and **\$30,430 in Project Assistance** went to five adjudicated programs and projects (see Appendix 1, page 51). In May of 2020, Council approved a plan that provided flexibility for using the grants in light of the COVID-19 pandemic. Throughout summer and fall, grant recipients met individually with City staff to discuss the progress of their programs and share feedback about the grant application process.

In October, staff also hosted a free online grant writing workshop that was attended by individuals and organizations from the local arts and culture community. The workshop was co-presented with the Richmond Arts Coalition and the Community Arts Council of Richmond.



Culture Days tour with Branscombe House Artist-in-Residence, Lou Sheppard

CULTURE DAYS BY THE NUMBERS

- 28 participating artists and cultural organizations
- 58 free, public activities

Culture Days

The 12th annual Culture Days (September 25 to October 25, 2020) was another highlight of the year with Richmond continuing to be recognized as a national leader in this Canada-wide movement to raise awareness, accessibility, participation and engagement in the arts with free, hands-on and interactive activities. Reimagined to engage and delight despite uncertain times and strict health protocols, Culture Days 2020 was a year unlike any other. Extending beyond the traditional three-day weekend, the festival morphed into an interactive and accessible four-week run taking place indoors, outdoors, and online across Canada. While being safe and respecting regulations on social distancing and staying apart, the community came together to celebrate arts and culture with virtual concerts, live shows, self-guided exhibitions, digital demonstrations, hands-on workshops and more.

Among the Richmond offerings were a Taiko Drumming workshop, online Heritage Fair and gallery exhibitions, interactive online workshops with writers and visual artists, online concerts, physically distant in-person plant workshops at Terra Nova Park, film screenings and public art tours. Despite the pandemic, Richmond played host to 58 individual activities by 28 different artists and cultural organizations. Based on the number of activities, Richmond ranked **Number 1 in British Columbia** and, according to national lists, ranked Number Five for Mid-Sized Cities and was in the Top Ten Overall across Canada.

Culture Days provides beneficial professional development opportunities for local artists beyond the experience of organizing a public activity. The national website offered artists and organizations that participated in Culture Days online tools and instructional videos for planning, implementing and promoting both safe in-person and online events. In a post-event survey of Richmond participants, 88% of respondents reported they felt online programming was a good addition to Culture Days.

Cycling Art Tour Map

Richmond Arts Centre staff, supported by Richmond Public Art, City Centre Community Centre and Thompson Community Centre, produced a self-guided cycling tour of community and public art experiences in Richmond. The project was highlighted on CBC radio, *Richmond News*, *Richmond Sentinel* and *Vancouver Is Awesome*, and inspired a national map-making virtual activity for Culture Days. The free PDF map, viewed 665 times at the time of printing, is published on the City website and was created for residents of all ages to get outdoors and enjoy art in a safe, physically distant, way.





National Indigenous People's Day

Cultural organizations across Richmond worked together to implement a successful week of virtual programming as part of National Indigenous People's Day celebrations. Throughout the week of June 15–21, 15 virtual live and on-demand presentations, talks and films were offered to the public and provided an opportunity for all ages to learn more about local Indigenous heritage and culture. These included the following from Arts Services:

- *Acknowledging our Indigenous Plant Nations* virtual presentation with Lori Snyder, as part of Victory Gardens for Adversity programming presented by Public Art in partnership with Terra Nova Rural Park (Additional information on page 27).
- *Sea to Sky* video interview with Musqueam artist Thomas Cannell and Michael Mayer of Franz Mayer of Munich describing the large-scale glass artwork to be installed as part of the Keltic development in City Centre in 2021.
- *The Birth of a Family* film presented online by the Richmond Media Lab in partnership with the Richmond Public Library, Connections Community Services and the National Film Board. The documentary follows the stories of four siblings as they meet for the first time since they were removed from their Dene mother and adopted into separate families during Canada's infamous 60's Scoop.



Writer-in-Residence

In Fall 2020, Richmond hosted its ninth annual Writer-in-Residence program completely online. Award-winning author Lindsay Wong provided advice to emerging writers through free virtual public workshops, events and conversations.

The Writer-in-Residence program officially kicked off with a virtual Meet & Greet with Lindsay on Sunday, September 27. This free event was presented in conjunction with Culture Days. Through the program, eight writing programs and three special events were presented to the community. Program participation resulted in the compilation of a chapbook, featuring writing from 10 participants of the program.

Lindsay Wong is the best-selling, award-winning author of the memoir *The Woo-Woo: How I Survived Ice Hockey, Drug-Raids, Demons, and My Crazy Chinese Family*. This memoir won the 2019 Hubert-Evans Prize for Nonfiction, was a finalist for the 2018 Hilary Weston Prize for Nonfiction and was featured in on CBC Radio's *Canada Reads* in 2019. She has a Bachelor of Fine Arts in creative writing from the University of British Columbia and a Master of Fine Arts in literary nonfiction from Columbia University. Lindsay is now based in Vancouver.

Richmond's Writer-in-Residence program is presented by the Richmond Arts Centre, Richmond Public Library and the Seniors Centre at the Minoru Centre for Active Living.



ART AT WORK BY THE NUMBERS

- 6** Free professional development workshops
- 179** Participants
- 241** Post-event YouTube views

Art at Work Program   

Presented in collaboration with the Richmond Art Gallery Association and Public Art, Art at Work provides professional development opportunities for local artists and others working in the cultural sector. The goals of the program are to:

- support the growth and development of the arts and cultural sector;
- provide artists and cultural workers with practical, inspiring and career-enhancing programming; and
- encourage networking and sharing within the arts and culture community.

In 2020, Art at Work presented the following free workshops:

- **Taxes for Artists** presented by Jessica Somers. Attendance: 20
- **Copyright for Artists** with Martha Rans, sponsored by CARFAC. Attendance: 35
- **How to Apply to Public Art Submissions** with Biliانا Velkova, Public Art Planner. Attendance: 32 (Plus 78 Youtube views)
- **How to Sell your Artwork** with Jeffrey Boone. Attendance: 42 (Plus 163 Youtube views)
- **The Art of Grant Writing** presented by Camyar Chaichian, Program Manager, Community Cultural Development, in partnership with the Richmond Arts Coalition and Community Arts Council of Richmond. Attendance: 24
- **Board Fundamentals** presented by Vantage Point in partnership with the Richmond Arts Coalition and Community Arts Council of Richmond. Attendance: 26

"Despite the challenges of the pandemic my time at Branscombe House has been incredibly rewarding. I learned so much about what it means to have a community-engaged practice, and what it means for an artist to be in service to a community.

I set out to create work that would allow the Richmond community to come together and reflect on Richmond's changing climate. Instead we began living the effects of climate change, and I saw that my role as an artist-in-residence in Richmond could be to provide space for reflection, comfort, and support through this difficult time."

- Lou Sheppard



Branscombe House Artist-in-Residence



During their 11-month tenure in Steveston, the fifth annual Branscombe House Artist-in-Residence, Lou Sheppard, facilitated an array of free workshops, events and performative walks focused on connecting community through topics of environment, language and embodied experience.

Sheppard is a Canadian artist working in interdisciplinary audio, performance and installation based practice. In their current practice, Sheppard uses processes of translation and metaphor to interrogate structures of power and performativity in data and language. Their work often leads them to collaborate with communities and with musicians, visual artists and performing artists.

Sheppard's experience, care and resilience supported the community-minded residency's successes in spite of the global pandemic. Drawing on their digital expertise, free public programs quickly pivoted to **virtual workshops, online film screenings, self-guided tours with downloadable maps with audio and QR codes, outdoor sensory walks/rolls, a pandemic comfort cookbook, temporary installations at the heritage home and weekly social media art prompts.** Sheppard sought out collaborative opportunities with community groups such as the Richmond Singers who virtually performed and recorded a choral score based on local snow geese migration patterns.

Additionally, Sheppard created a #RichmondHasHeart public artwork at Lansdowne Centre, presented a virtual artist talk with Richmond Art Gallery, co-presented an Earth Day program with Toronto Biennial, and participated in both Culture Days and Richmond Pride Week. In April 2020, Sheppard was announced as a winner of the Sobey Art Award by the National Gallery of Canada.

Residency highlights can be found at lousheppard.com/branscombe.





Sexsmith Artist Studios

In 2013, through the development and rezoning process, the City secured the provision of four affordable work-only artists studios to be part of the Concord Gardens Development at 8833 Hazelbridge Way. Owned and managed by Concord Pacific and located close to 20 affordable Artist Residential Tenancy Studio (ARTS) units that were completed in 2017, these new street level units are rented under the same terms as typical affordable housing units with the added criteria that tenants must meet the definition of "professional artist" as described by the Canada Council for the Arts.

In 2020, the Sexsmith Artists Studios were completed and rented to five artists who met the income and career criteria for this innovative program. These visual artists pursue a range of professional practices including painting, photography, sculpture and mixed media. These tenants join a "village" of artists in the Capstan area, as part of the realization of the Arts District envisioned in the Official Community Plan for City Centre.



Dan Propps, Richmond Maritime Festival



Canada Day at Home

Richmond Maritime Festival

In response to the Provincial Health Authority ban on events with more than 50 people, and in alignment with the Restoring Richmond Plan, the organizers of the Richmond Maritime Festival (Richmond Arts Coalition, Britannia Shipyards National Historic Site Society and City staff) planned and delivered a re-imagined online event over 11 days from August 28 to September 7. Original content delivered by 62 local artists, 18 artisans and 19 heritage performers was premiered daily via social media channels and at richmondmaritimefestival.ca, featuring pre-recorded musical, theatrical and artistic performances, a live digital performance, hands-on activities led by professional artists and storytelling that celebrated local maritime heritage, with the Britannia Shipyards National Historic Site as the backdrop.

Canada Day at Home

With the cancellation of what would have been the 75th annual Steveston Salmon Festival, the organizers collaborated with City staff to develop an online program that reinforced the importance of adhering to provincial health orders while providing opportunities for Richmond residents to get creative in celebrating local and national pride, together but apart. The online program featured videos by local artists, including Uzume Taiko's drumming and drum making demonstration and Arts Centre instructor Mr. Tony's instructional video inspiring viewers to make and decorate a Canada Day hat to wear in the Home Parade contest. More than 16,000 people viewed Richmond's content across all digital platforms.



Richmond Arts Award recipients, Isabel Sanchez and Jill Raymond, Direct Theatre Collective



Emily Neufeld, *Prairie Invasions: A Lullaby*

Richmond Art Gallery

Richmond Art Gallery (RAG) is a nationally recognized municipal gallery featuring Canadian and international artists. It is known for a diverse array of exhibitions, educational programs and events that address issues and ideas of importance to our community and contribute to the growth of a vibrant cultural scene in Richmond. 2020 marked the 40th anniversary of the Gallery.

In response to the Gallery closure from March to July, as well as limited attendance numbers due to public health orders, public programs moved online via RAG@Home, an ongoing series of live digital talks and on-demand video content found on the gallery’s website and YouTube. By having all these sessions recorded, the gallery is now collecting a growing archive of digital content.

2020 GALLERY ATTENDANCE

- 1,991** Karin Jones, Amy Malbeuf
Labour's Trace
- 235** Emily Neufeld
Prairie Invasions: A Lullaby
- 172** Selected Stories: 1980–2020

Exhibitions

Richmond Art Gallery presented three exhibitions in the Gallery, two offsite installations, two at Richmond City Hall Galleria and one digital exhibition in 2020, representing emerging to senior artists from Richmond, the Metro Vancouver region, Canada and beyond. Each exhibition highlights a range of contemporary artistic mediums.

GALLERY

LABOUR'S TRACE

Karin Jones and Amy Malbeuf

February 15–March 16, July 17–August 8, 2020

Karin Jones, an artist of African-Nova Scotian descent living in Vancouver, and Amy Malbeuf, a Métis artist based in Nova Scotia, presented works engaging with traditional and contemporary materials and techniques that encouraged discussions regarding labour, identity, cultural knowledge and cultural legacies. In response to COVID-19 restrictions, a virtual tour was made available online.

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Amy Malbeuf, *Labour's Trace*



[*Selected Stories: 1980-2020*]
Brian Grison, *Three Boats on a Beach*

“The art was deeply powerful and sombre.”
-gallery visitor, *Labour's Trace*

PRAIRIE INVASIONS: A LULLABY

Emily Neufeld
August 21–October 17, 2020

This solo exhibition of photographs and sculptures was a culmination of the artist’s exploration of abandoned farmhouses dotting the Canadian Prairies. Probing for traces of the lives and histories of those who resided there, Neufeld’s actions underpin her desire to understand the powers and influences shaping a place and the incremental changes that occur over time.

A live-streamed panel discussion about the exhibition featured the artist in conversation with herbalist Cease Wyss and soil specialist Amy Norgaard, moderated by Curator, Nan Capogna.

SELECTED STORIES 1980 – 2020

Diyan Achjadi, Gabriele Ailey, Yasuo Araki, Michael Batty, Betty Jean Drummond, Greg Girard, Pnina Granirer, Brian Grison, Shirley Inouye, Evan Lee, Wayne Ngan, Toni Onley, Larry Osland, Susan Point, Arthur Renwick, Jack Shadbolt, Kinichi Shigeno, Arnold Shives, Anna Wong, Alan Wood and Gu Xiong
October 28–January 30, 2021

Highlighting the RAG’s remarkable journey over 40 years, *Selected Stories: 1980–2020* showcased a selection of works from the Gallery’s permanent collection including early works by established B.C. artists such as Wayne Ngan, Susan Point and Gu Xiong. The exhibition was curated by Sofia Stalner.



The Return of Pierre Vassura

In November/December, RAG hosted a special exhibition by senior Richmond artist, Pierre Vassura, who was the subject of a solo exhibition of artworks in 2018. *Flowers*, a new body of work created in isolation during the COVID-19 pandemic, was exhibited in the Cultural Centre Upper Rotunda with 50% of sales proceeds donated to RAGA.



[God in Reverse] Alphabet Collection,
Device for Primitive Accumulation,
A Film in One Frame

ONLINE

GOD IN REVERSE: WHEN WISDOM DEFIES CAPTURE

Curator: Mohammad Salemy
June 3–September 16, 2020

In anticipation of the upcoming in-gallery exhibition *God In Reverse* (in 2021) and in response to the COVID-19 pandemic, Richmond Art Gallery presented the filmic contributions of 15 artists from around the globe in an online platform for public viewing. The platform garnered more than 5,000 views.

OFF-SITE

CAPTURE FESTIVAL ON THE CANADA LINE

Emily Neufeld and Manuel Axel Strain
April 1–September 1, 2020

(In partnership with Richmond Public Art and Capture Festival)

Through the summer, RAG presented photo-based installations at Lansdowne and Aberdeen Canada Line stations and online tours featuring the artists.

Self portrait with mended flesh by two-spirit artist Manuel Axel Strain was installed at Aberdeen Station. The piece was born out of the artist's internalized struggle to accept their own identity. Wrapped in their grandmother's scarf, the artist's arms metaphorically carry a spiritual connection and kinship to their ancestors.

Shilling's House by artist Emily Neufeld was installed at Lansdowne Station. Growing up on the Canadian Prairies, a descendant of Mennonites, Neufeld's interest lies in the relationships between the environment and the people who inhabit it. Over the last two years Neufeld has visited and photographed dozen of empty farmhouses. Installed in urban Richmond, one can visualize the farmlands that once encompassed the area.



Emily Neufeld, *Shilling's House*



Manuel Axel Strain, *Self portrait with mended flesh*



Wade Comer, *Antediluvian*

CITY HALL GALLERIA EXHIBITIONS

The Richmond Art Gallery organizes exhibitions by local artists for display at Richmond City Hall. In 2020, RAG presented the following exhibitions before COVID-19 restrictions:

Visibility by Ya-Wei Lin | January 14–March 3

A series of photographic images that reflect and contemplate the meaning of the word "visibility" in both the artistic and physical sense.

Antediluvian by Wade Comer | March 3–April 21

A collection of images that highlight the still remaining rustic aspects of Richmond.



"Thank you for the Artist Salon. I enjoy meeting with, learning from and being inspired by the stories and experiences of other artists. Please continue to do what you do."
 - Artist Salon participant

2020 ARTIST SALON ATTENDANCE

- 270 Livestream
- 750 Video views

Community Outreach and Programs    

Through 2020, RAG stayed connected with Richmond's artists and art lovers through unique digital and in-person programming.

ARTIST SALON SERIES

Artist Salon is an ongoing program for visual artists supported through the City of Richmond's Arts and Culture Project Assistance grant program. The series connects local emerging and established artists, particularly those who live or work in Richmond, with professional artists and arts workers to provide information, feedback and discussion on career development opportunities. The program moved to an online format in 2020, delivered as monthly livestreams of artist or curator talks followed by Q&A with online participants. All sessions were recorded and now provide a video library of resources for artists, available via the RAG website and YouTube channel. By moving to an online format, the program expanded its audience beyond Richmond to include participants from all over the world.

ARTIST INTERVIEWS ON VIDEO

For each exhibition, RAG produces video interviews of the artists or curators talking about their work. In 2020, there were four exhibition videos: Karin Jones and Amy Malbeuf each speaking about their works in *Labour's Trace*, Emily Neufeld for *Prairie Invasions: A Lullaby*, and Guest Curator Sofia Stalner for *Selected Stories*.

In addition to the video interviews, a virtual exhibition tour was developed for the *Labour's Trace* exhibition while the gallery was closed in the spring of 2020.

PACIFIC CROSSINGS

Pacific Crossings is an ongoing conversation and public presentation series that draws participants from various regions across the Pacific Ocean. Since 2018, the Art Gallery has been part of this collaborative project with other institutions including Nanaimo Art Gallery and Centre A: Vancouver International Centre for Contemporary Asian Art. The series of residencies and talks bring together perspectives in an evolving and dynamic exchange, instigating events and activities that can increase public awareness of the multitude of traditions, histories, and practices, offering potential routes for intersection to take place.

Thinking both metaphorically and ecologically, the series addresses the care and consideration that must emerge for long-term healthy exchange, and the sharing in responsibility as much as resources. In 2020, the series hosted *Triangulations*, three online discussions with artists and curators in Hong Kong, Beijing and Manila, encompassing shared concerns germane to the pandemic and locational contexts. The initiative gathered local and international artist communities in constructive and supportive dialogue.

Youth Programming

SCHOOL ART PROGRAM

The Richmond Art Gallery Association's School Art Program introduces students from Preschool to Grade 12 to the world of contemporary art through interactive gallery tours and exhibition-based, hands-on art activities. The program also provides professional development opportunities for teachers with workshops and resources online to help teachers incorporate contemporary art practices and content on local, regional and national Canadian art and artists into their lessons.

In 2020, the gallery was closed for the entire month of January and was open for regular school field trips from Feb 18–March 12, a total of only 18 school days. During that brief window, the gallery offered **30 school tours and workshops for 599 students**. Youth volunteers and community members served as volunteers by preparing art supplies and assisting with these gallery field trips. Once the gallery reopened to the public in July, although unable to offer art workshops, staff provided **three free gallery tours that involved a total of 26 students**.

Online offerings included lessons on Métis beadwork in response to Amy Malbeuf's exhibition, wearable art in response to Karin Jones' exhibition, and nature collages in response to Emily Neufeld's exhibition.

To provide art-making experiences for schools that were not able to visit the fall exhibition *Prairie Invasions: A Lullaby*, staff created a comprehensive art kit that included a teacher guide, lesson plans, virtual gallery tour, art supplies, and six video art lessons that connected the themes of the exhibition to classroom art-making activities. Teachers remain able to order this kit, pick up the supplies from the gallery, and receive the pedagogical materials digitally. This kit was also adapted for families who are homeschooling their children.



Caribou hair tufting demonstration by Michelle Sound [School Art Program kits]



Summer Youth Program



Summer Youth Program

“This is a great video. You have really polished up the process. It’s very professional and impressive. I will use some of the techniques and parts of the video with my “Art Hive” after-school club in Spring.”

- Sandra Lim, Art Teacher at Crofton House School

SUMMER YOUTH PROGRAM

Over the summer, nine Richmond youth were selected to take part in a three-week art intensive held online and outside in local parks. Participants worked with lead artist facilitator Emily Neufeld, guest artists Holly Schmidt and Laara Cerman, and herbalist Lori Snyder on various art projects that explored their natural environment. Participants worked outdoors to develop drawing studies, collecting plant samples, creating sunprints, and taking photographs. The culmination of their studies led to the development of a panorama photograph for a public artwork, with each photograph printed into a lantern structure installed in the ponds at Minoru Park. The public art installation was installed in Minoru Park from September 19–October 25 as part of Culture Days.

RAG@HOME

While the gallery was closed, staff created three art-making videos related to the gallery exhibitions, in an effort to reach out to families and schools. To date, there have been more than 1,065 views of these offerings on YouTube.

ARTSTARTS IN SCHOOLS PROJECT

At the start of 2020, the School Art Program partnered with artist Hannamari Jalovaara on an ArtStarts in Schools project with two classes at Quilchena Elementary. These classes visited the *Labour’s Trace* exhibition in February and were to have multiple classroom visits by Jalovaara and a guest artist; however, once schools closed, the program was reconfigured into four videos. The students created an “identity box” to reflect understandings of their own cultural identities and each narrated a video describing their artworks.

ECUAD YOUTH ART + CULTURE LAB

Continuing the partnership started in 2018 with Emily Carr University of Art + Design (ECUAD), RAG co-hosted an art course for youth aged 10–14 years. For the 2020–2021 session, the program was hosted online, bi-weekly over seven months. Students received a package of art materials at the start of the course, and met online as a group with either an ECUAD or RAG instructor. Both facilitators shared images and videos from current RAG exhibitions to develop projects that explored the artistic practices of contemporary artists.

Guest artists Diyan Achjadi and Brendan Fernandes were also included via livestream sessions to share their work and practices directly with the students. The online sessions proved very popular, and the course registration reached capacity for this session.

RAGA BOARD OF DIRECTORS

Jas Lally, President
 Simranpreet Anand, Director
 Kristal Hamakawa, Director
 Jenny Ho, Director
 Gina Holliday Jones, Director
 Lei Tian, Director
 Russna Kaur, Director
 Vivian Ching, Director
 Daria Sheina, Director
 Kurt Aydin, Director
 Allision Liu, Director
 Council Liaison: Councillor Carol Day

VIDEO PRODUCTION

In 2020, RAG staff created 14 videos for the following City of Richmond programs and facilities combined: Richmond Public Art, Richmond Aquatics, Richmond Arts Centre and Richmond City Hall.

Richmond Art Gallery Association

The Gallery benefits from financial and in-kind support of many organizations via Richmond Art Gallery Association (RAGA). In 2020, the RAGA received cash and in-kind assistance from three levels of government, businesses, private foundations and individuals. Through the COVID pandemic, RAGA has been supported with emergency funding from BC Arts Council and Canada Council for the Arts, allowing us to retain the majority of RAGA staff and programs.

RAGA is an independent, non-profit society formed to support the Richmond Art Gallery through fundraising, membership and advocacy. In 1987, RAGA was registered as a non-profit society to enable the Gallery to receive donations and issue tax receipts as a charitable organization.

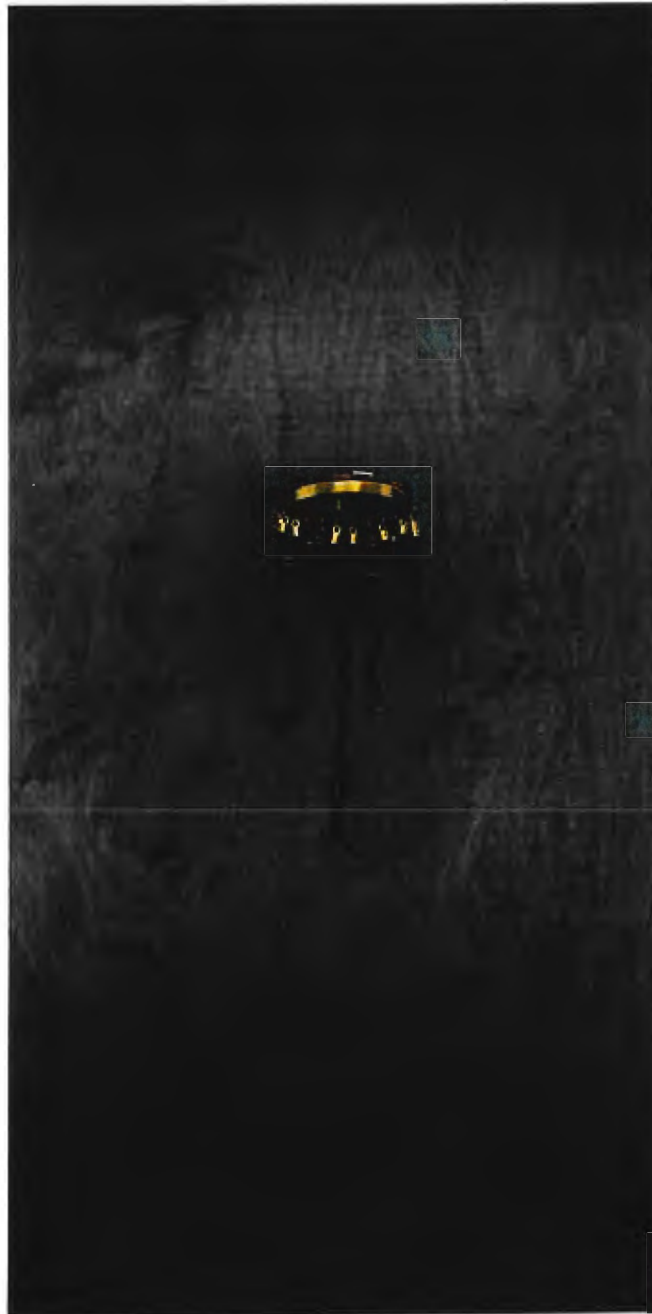
By developing educational and public programming, RAGA provides the community with opportunities to learn about contemporary art and participate in art-making activities. Proceeds from RAGA's fundraising efforts contribute to the Gallery's active program of artist and curator talks, panel discussions, tours, workshops and video interviews as well as brochures and catalogues that serve as interpretive texts accompanying exhibitions.

Partnerships

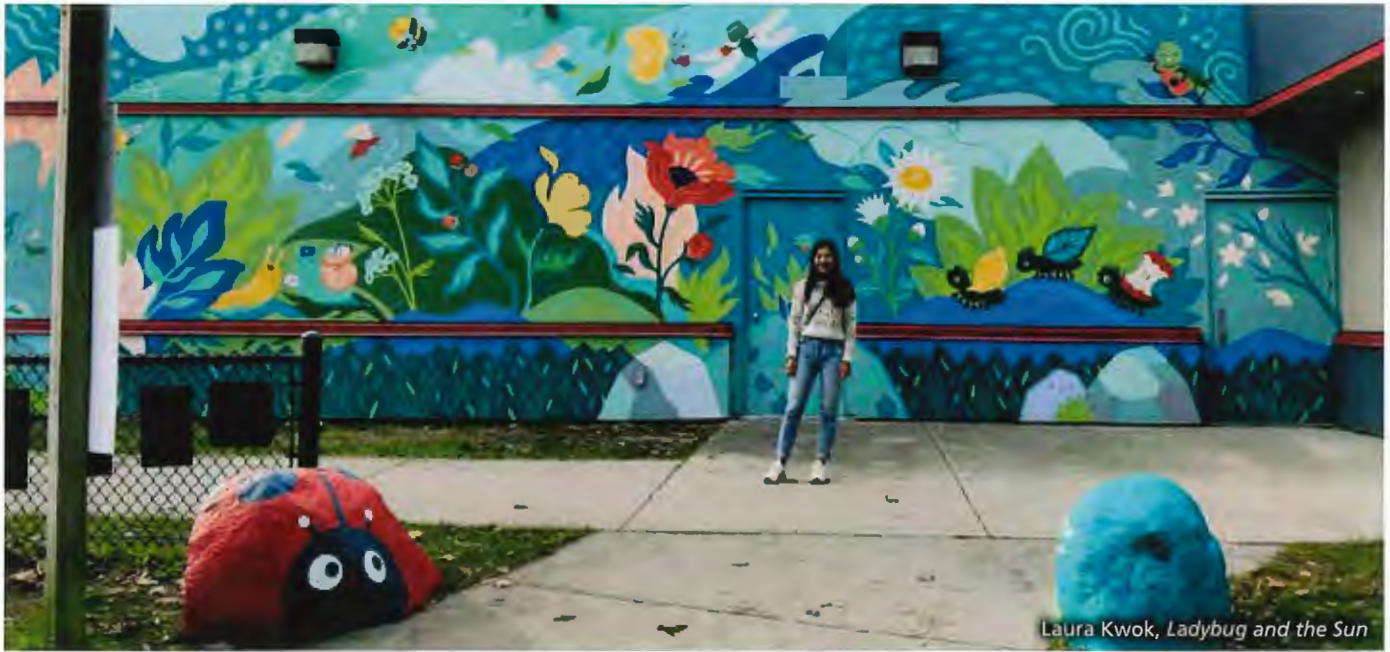
The Richmond Art Gallery has developed and continues to consolidate relationships with numerous community partners such as the Capture Photography Festival, Canadian Artists Representation / Les Front des Artistes Canadiens (CARFAC) BC, Emily Carr University, Mobil Art School, Richmond School District, Richmond Public Library, Richmond Museum Society, Richmond Public Art Program, Richmond Arts Centre, Richmond Media Lab, SUCCESS, UBC Faculty of Education, Cinevolution Media Arts Society and Vancouver Asian Heritage Month Society.

New partnerships in 2020 included those with Centre A, Art Gallery of Greater Victoria, Nanaimo Art Gallery, Quilchena Elementary school, and Wesleyan University.

These partnerships allow the Gallery to create mutually beneficial opportunities for audience crossover, resource sharing and cooperative programming and help to extend the understanding of art's significance in everyday life.



Karin Jones, *Labour's Trace*



PUBLIC ART PROGRAM BY THE NUMBERS

- 308** Total number of artworks
- 185** Permanent artwork installations
- 119** Temporary installations (69 no longer on display)
- 35** New works of art installed in 2020 (28 temporary, 7 permanent)
- 227** Total number of permanent and temporary artworks currently on display
- 15,000+** Hours of community participation in the Artists Engaging Community Program to-date

Richmond Public Art Program

The Richmond Public Art Program provides a means for including art in the creation of a vibrant, healthy and sustainable city. In addition to permanent and temporary artworks, the Public Art Program offers a stimulating program of educational and community engagement activities to increase public awareness of the arts and encourage public dialogue about art and issues of interest and concern to Richmond residents.

Civic Public Art Program

In 2020, public art was commissioned by the City and installed at community centres, parks, civic buildings and along city sidewalks.

FOUR SEASONS OF MOVEMENT

by Janet Wang
Clement Track Fence, Minoru Park

The chain-link pattern on the fence surrounding the Clement Track was designed to depict people participating in activities that commonly take place in Minoru Park. The artists depicted motion on and around the Track through all four seasons of the year, with a cohesive forward direction through figurative movement and linear elements. The pattern begins in the Spring and ends with the Winter, with either an interplay between past and present, or between different sports, in every panel.



Janet Wang, *Four Seasons of Movement*



Atelier Anonymous and Michael Seymour, *Wind Flowers*

WIND FLOWERS

by Atelier Anonymous and Michael Seymour
Gilbert Road Greenway

Wind Flowers is a large-scale public artwork that draws its inspiration from Richmond's natural heritage and landscapes. It is comprised of 13 tall, undulating "wind-catchers" rising out of a field of native plant species. The artwork is located along the Gilbert Road Greenway to mark this important visual gateway to the city.

Private Development Public Art Program



Through the development applications process, private developers continued to provide high quality public art to enrich the public realm. In 2020, the following projects were completed:

285 APPLES

by Gathie Falk
8800 Hazelbridge Way

285 Apples is a pyramid of stacked life-size apples installed on a plinth and situated on the edge of a small public plaza space that includes seating with two areas of vegetable and fruit garden boxes extending east and west on either side of the plaza. The public can walk directly up to this sculpture for a closer look, and its bright red colouration attracts the eyes of passers-by who are walking, jogging or cycling along the southern east-west route. Gathie Falk is a well-known, senior local artist and this is one of her first works of public art.



Gathie Falk, *285 Apples*



Gathie Falk, *2 Half Apples*

2 HALF APPLES

by Gathie Falk
3300 Ketcheson Road

2 Half Apples is based on the celebrated artist’s work entitled *12 Apples* from 1973—a series of twelve life-size ceramic half apples. For this public art project, two of Falk’s half apples were scaled up to approximately five feet in diameter and presented as a ground-oriented sculpture on the edge of the neighbourhood park. There are pedestrian walkways that almost encircle this site making it easy for the audience to view these pieces from all angles. The two halves are situated in “conversation” with each other and are fully accessible for people to interact with directly.



Sara Graham, *Richmond Plats*

RICHMOND PLATS

by Sara Graham
5191 Steveston Hwy

Two rectangular columns represent the shifting landscape and history of Richmond by providing viewers with a historical and contemporary property map. One column depicts a historical map of Richmond from the 1930’s, while the second column shows a present-day map from 2020. By presenting these contrasting images, the artist reminds us that maps are not benign representations of landscapes; they speak to systems of navigation, identification and property ownership. As such, the works encourage the viewer to look beneath the surface of maps and consider the region’s shifting history.

Civic and Private Public art projects commissioned in 2020 for installation in 2021–22 are listed in Appendix 2 (page 52).

Community Mural Program     

The City of Richmond’s Mural Program provides opportunities to add vibrancy to highly visible public spaces, foster community dialogue and cross-cultural exchange, and engage diverse and multi-generational communities. The program is funded through the voluntary contributions of private developers to the City’s Public Art Program Reserve fund and can include partnerships with community associations and societies, businesses and schools.

LADYBUG AND THE SUN

by Laura Kwok
West Richmond Community Centre, 9180 No.1 Rd

Ladybug and the Sun is a vibrant garden utopia of flowing florals and happy little critters that incorporates flowers from the artist’s childhood memories growing up in Richmond such as buttercups, daisies and dandelions. Other local botanicals include cranberries and cherry blossoms to allude to the city’s largest agricultural crop and historical ties to one of Richmond’s sister cities, Wakayama, Japan. The lush tropical tones of the mural were chosen to complement the bright colours of the adjacent playground and park areas where people of all ages enjoy outdoor activities. The artwork design was informed by a series of in-person and virtual community engagements led by the artist in collaboration with the West Richmond Community Association.



Mark Anderson, *Richmond's Home of Curl'ture & Curl'munity*

**#RichmondHasHeart
Face Masks**

Through the #RichmondHasHeart program, Public Art commissioned custom face mask designs by Richmond artists listed on the Art Wrap Artist Roster.

The four local artists—Tara Callaghan, Laura Kwok, Ronn Martin and Megan Yung—created unique designs to be worn by City of Richmond staff across a multitude of facilities and sites.

RICHMOND'S HOME OF CURL'TURE & CURL'MUNITY

by Mark Anderson
Richmond Winter Club, 5540 Hollybridge Way

The Richmond Winter Club mural consists of elements and narratives composed through the guidance and enthusiasm of the curling community. Like a storyboard, the artist depicted various stories along the length of the mural to touch upon important themes including the champion wheelchair athletes that frequent the club, the youth that are creating the future of curling and aspects of local geography and wildlife. The energy of the mural shows the dynamics of the sport and the vibrancy of the people who make up the Richmond Winter Club.

#RichmondHasHeart    

Richmond Public Art launched four artist-initiated projects, as part of the #RichmondHasHeart campaign developed in response to the COVID-19 crisis. The projects promoted **mental health, well-being and creativity while maintaining physical distancing protocols and fostering community connections** during this destabilizing and challenging time. The following programs were funded through the voluntary contributions of private developers to the City's Public Art Program Reserve fund.

DEAREST
by Keely O'Brien

Dearest was a community art project that encourages connection, interpersonal exchange and safe methods of social contact through the lens of creative snail mail. Participants signed up online to receive a pack of three artist-designed, pre-stamped blank postcards in the mail that they could fill out with messages of love and encouragement and mail on to friends and loved ones. The project responded to the experience of loneliness, grief and isolation felt by many in the community.

Keely O'Brien, *Dearest*Lou Sheppard, *Murmurations: A Score for Social Distancing*

"I am grateful for the City of Richmond and the #RichmondHasHeart campaign for supporting and enabling this meaningful work which offered opportunities for connection and creativity to so many community members."

- Keely O'Brien

EATING IN THE TIME OF COVID

by Christy Fong and Denise Fong

Eating in the Time of COVID-19 is an online collection of stories, quotes, photos, poems and illustrations that captures culturally diverse and multigenerational experiences with food during the coronavirus pandemic. The project is ongoing until fall 2021 and will engage The Sharing Farm Society, Richmond Food Security Society, local farmers, grocery store owners, restaurateurs, food bloggers and the general public in Richmond, in answer to the question: How has your relationship with food changed since the pandemic? The website will function as the online exhibition and as a legacy piece to document the voices, feelings, and visual representations of the COVID-19 experience. For more information, visit richmondfoodstories.ca

MURMURATIONS: A SCORE FOR SOCIAL DISTANCING

by Lou Sheppard

5300 No. 3 Rd

Murmurations: A Score for Social Distancing is a choreographic notation for seven dancers. Based on the movements of birds flying in a flock, the choreography invites the dancers to perform an interconnected set of movements while never coming within two metres of each other. The temporary work was installed on the parking lot in front of Lansdowne Mall and referenced the social distancing directions that we now see in public spaces. *Murmurations* invited visitors to follow the directional markings on the pavement, like an interconnected hopscotch, and perform the dance.

LOVING: MEMORIES

by Marina Szijarto

Loving: Memories was a community engagement project to honour those we have lost. Following easy, illustrated instructions and design guidelines, Richmond residents were invited to create secular memorial shrines in memory of loved ones or to honour someone special in the community (or elsewhere.) Displayed in household windows, the shrines were illuminated by electric candles; thus, within neighbourhoods and through these beacons of light, community members expressed and witnessed each other's mourning and humanity, connected through the honouring of those we have lost during these unprecedented times.



Family Fun Day, Victory Gardens for Diversity



Family Fun Day, Victory Gardens for Diversity

2020 PUBLIC ART BY THE NUMBERS

- 67** Submissions received for 5 Public Art Calls
- 31** Richmond artists contracted for Public Art commissions
- 8** Community Groups engaged to inform and create public art projects
- 50+** Volunteer hours served
- 500+** Participants attended Public Art events and programming

Engaging Artists in Community Public Art Program



The following programs were funded through the voluntary contributions of private developers to the City's Public Art Program Reserve fund.

VICTORY GARDENS FOR DIVERSITY: RECIPES FOR COMMUNITY-BASED ECOLOGICAL ENGAGEMENT

by Lori Weidenhammer
Artist-In-Residence, Terra Nova Red Barn
Terra Nova Rural Park

Victory Gardens for Diversity was an artist-initiated project led by Lori Weidenhammer and supported by a collective of artists including Lois Klassen, Crystal Lee, Jenn Pearson, Catherine Shapiro and Indigenous educator + herbalist Lori Snyder.

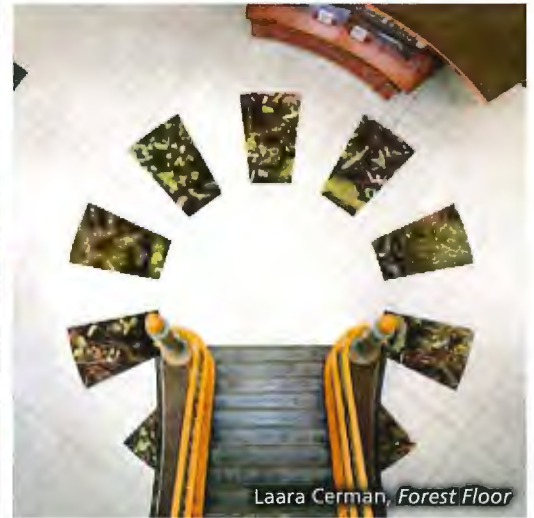
Inspired by the historical WWII Victory Gardens movement and popular slogans such as: "grow your own, can your own," "grow vitamins at your kitchen door," and "make-do and mend," the artists presented a series of in-person and virtual community engagement events from January through to October 2020.

In addition, the artists prepared and planted a variety of native plant species donated by the David Suzuki Foundation in garden beds at the Red Barn. During spring and summer, temporary signage panels were installed in the garden to educate the public on a variety of native plant species. The plants were harvested in late summer and used as materials for artist-led workshops presented during Richmond's Culture Days in September and October 2020.

Project partners include the Richmond Food Security Society, Sharing Farm Society, Terra Nova Nature School, City of Richmond Parks Programs and the David Suzuki Foundation, David Suzuki Butterfly Rangers. For more information about the project, visit victorygardensfordiversity.blogspot.com.



Popo and Lola, *A Mid-way Point: The Present is an Infinite Moment*



Laara Cerman, *Forest Floor*

“This is my first time working on a larger project with Thompson Community Association, but it felt very welcoming since the first meeting, when we first started reviewing the artists’ profiles. After meeting the artists, discussing, and voting, we chose April and Dawn as the artists for this project. We then came up with a plan for public engagement events and meetings. Despite the virus, the artists were able to come up with well thought out drafts and execute it perfectly.”

Clara Fu, Thompson Community Centre Art Committee

A MID-WAY POINT: THE PRESENT IS AN INFINITE MOMENT
 by Popo and Lola (April dela Noche Milne and Dawn Lo)
 Thompson Community Centre, 5151 Granville Ave.

To create this 80 x 20 ft. mural, the artists led a series of participatory activities, including zine-making, social media campaigns and handmade artistic postcards, where community members expressed what was important to them in making the Thompson Community Centre and surrounding neighbourhood their home and a place where they want be. The mural depicts the Centre’s ever-bustling nature as a safe place for connection where people from a variety of cultures and backgrounds can come together to form long-lasting friendships while engaging in their favourite activities and programs. For more information about the project, visit popoandlola.art.blog/thompson-mural-project.

Community Public Art Programs 🗝️ ❤️ 💬 📍

The following programs were funded through the voluntary contributions of private developers to the City’s Public Art Program Reserve fund.

FOREST FLOOR
 by Laara Cerman
 Richmond Cultural Centre, 7700 Minoru Gate

With this temporary installation, the lobby rotunda floor has become a window to what might lie beneath the building now, in an era far into the future or in a long-ago past. The hyper-real imagery was created from digital scans of various composited, magnified elements found in the forests of coastal British Columbia, and gives us the impression of the forest trying to break through. The inner perimeter shows the edges of a nursery stump, with the forest floor and all the new life growing around it. From the centre of the artwork, the visitor might sense new growth sprouting from the remains of a once mighty tree. While there may be feelings of sadness in seeing a fallen tree, it’s important to remember that though it may no longer be living, it still has an important role in allowing life to thrive.

CAPTURE PHOTOGRAPHY FESTIVAL ON CANADA LINE

In partnership with Richmond Art Gallery, two photo-based installations at Aberdeen and Lansdowne Canada Line Stations were installed as part of the Capture Photography Festival: *Schilling's House* by Emily Neufeld and *Self-portrait with mended flesh* by Manuel Axel Strain. (More information about these works on page 16).

ART WRAPS

The Public Art Program partners with Engineering and Public Works, Parks, Transportation, Environmental Programs and Heritage Services to beautify new and existing utility boxes throughout the city. In 2020, twelve traffic cabinets were wrapped at five intersections with works by Andrew Briggs, Desiree Patterson, Nora Monteil, Laara Cerman and Jennifer Heine.

- *Brighthouse*, Andrew Briggs, Fire Hall No.1, 7191 Granville Avenue. A series of historical archival photographs was abstracted and reinterpreted using digital mixed media techniques for this work that highlights the rich history of Richmond's firefighters dating back to the early 1900s.
- *Shifting Times*, Desiree Patterson, Lansdowne Rd. and Kwantlen St. This work is inspired by the history of Lansdowne Park Racetrack and the KPU Chip Wilson School of Design's technical fields of fashion, graphic and interior design.



Andrew Briggs, *Brighthouse*



Jennifer Heine, *Gilded Cage & Sturgeon Banksii*



Laara Cerman, *Golden Rod and Canary Grass*



Nora Monteil, *Compassion*

- *Compassion*, Nora Monteil, 9160 Steveston Hwy. Inspired by the decorative features and details of the International Buddhist Society, this photographic work captures the natural light and ambience of the holy sanctuary. The composition aims to extend the spirit of the temple beyond its inner walls and transform the utility boxes into landmarks.
- *Goldenrod and Canary Grass*, Laara Cerman, Moncton and No.2 Rd. Canada Goldenrod (*Solidago canadensis*) and Canary Grass (*Phalaris*) specimens are printed larger than life, inviting the viewer to take a closer look. Arranged in interlocking spirals, they reflect the interconnectedness of different species in the environment.
- *Gilded Cage & Sturgeon Banksii*, Jennifer Heine, 9271 Maskall Dr. Both the Gilded Cage and Sturgeon Banksii are found close to the artist's home on Richmond's West Dyke. The title is a playful reference to both the area and the many plant species named for the noted naturalist Sir Joseph Banks, who sailed with Captain James Cook aboard the Endeavour on his first voyage to the region.



NO. 3 ROAD ART COLUMNS EXHIBITIONS 15 & 16

This year's exhibitions aimed to celebrate and raise awareness of local Richmond-based community arts groups and their work within communities. The following arts groups were selected by their peers and art professionals through an open call process:

- Richmond Artists Guild,
- Textile Arts Guild of Richmond (TAGOR),
- Men in Hats,
- Danny Chen Art Studio and Gallery and the
- Community Wellness Group.

From February 2020 through February 2021, two six-month exhibitions featured work inspired by Richmond's past, present and future including agricultural heritage, Fraser River, aviation history, Steveston village and contemporary scenes of a rapidly growing city. The Art Columns and ongoing program of exhibitions are located at Aberdeen and Lansdown Canada Line Stations.

ART WRAPS AT WEST RICHMOND COMMUNITY CENTRE

The Richmond Public Art Program in partnership with the West Richmond Community Association commissioned artists Melissa Luk and David Pacholko from the Richmond Art Wrap Artist Roster for a series of three art wraps:

- ***Let's Get Out and Play*, David Pacholko** Intended to inspire those who want to get out, play and have fun in a whimsical way, this illustration is punctuated with myriad colours and set against a lush green backdrop.
- ***Owl and Frog*, Melissa Luk** A series of two art wraps inspired by the community's active lifestyles and natural heritage depicts scenes of flora and fauna, cattails, snow geese, kids in the pond and a parade of people and animals to evoke a sense of peacefulness, grace, humour and irony.

2020 RPAAC MEMBERS:

Bronwyn Bailey

Mackenzie Biggar

Imu Chan

Ceri Chong

Emily De Boer

Paul Dufour—Vice Chair

Rebecca Lin

Vicki Lingle—Chair

Minghui Yu

Council Liaison: Councillor Kelly Greene

Richmond Public Art Advisory Committee

The Richmond Public Art Advisory Committee (RPAAC) is a Council-appointed voluntary advisory committee that provides input on public art policy, planning, education and promotion. At monthly Committee meetings, members receive presentations on new civic, private development and community project proposals and provide feedback and recommendations.



Marina Szijarto, *Loving: Memories*



ARTS EDUCATION PROGRAMS BY THE NUMBERS:

- 200+** Courses
- 1,500+** Registered students
- 20+** Professional instructors
- 9,000+** Visits (virtual & in-person)

Richmond Arts Centre

The Richmond Arts Centre provides high quality arts education opportunities in a wide variety of disciplines, including visual arts, dance and movement, music and theatre. The Centre is also home to 11 local arts organizations known as the Resident Art Groups.

The vision for the Richmond Arts Centre is to be the hub of artistic opportunity within Richmond, activating and inspiring artists and community members to connect through the arts. The creative contributions of Richmond residents, through dance, theatre or visual arts, have a significant positive impact on community health and celebrate the vibrancy of Richmond as a diverse and dynamic city.

The Richmond Arts Centre also produces one of Richmond's signature events, the Children's Arts Festival.

Arts Education Programs

The Richmond Arts Centre continues to develop and diversify its Arts Education offerings to meet community demand for high quality arts education. The programs ensure affordable access to a strong base of introductory and beginner arts education programs as well as higher-level learning opportunities. In 2020, due to the COVID-19 pandemic, Arts Centre in-person offerings were significantly reduced while five studios were adapted to provide a new and growing roster of online programs in visual and performing arts for all ages.

Of particular note, following the cancellation of in-person programs in March, 15% of the 2019/20 School Year Private Music program transitioned to weekly online music sessions held on Zoom. The program grew over the year, servicing up to 35 students weekly, with four instructors teaching piano, guitar, ukulele and singing.

Community Programs and Outreach

“There is not much more we could hope for; our learners experiencing drama while expressing feelings, ideas, and experiences in creative ways. You were also able to so quickly establish a safe learning environment—the kids were so confident and uninhibited!”

- Catherine Ludwig, SD38

ART TRUCK AND SD 38 COVID RESPONSE

In the spirit of the #RichmondHasHeart campaign, School District 38 and the City of Richmond provided an enriching arts education opportunity to children of essential workers who were being taught in three local schools during the early days of the pandemic.

From Monday, April 27 to Friday, May 1, staff from the Richmond Arts Centre and Richmond Art Gallery presented in-school arts education which included visual and performing arts activities to groups of five to 15 children. The drama activities focussed on physical movement and awareness while the visual arts classes allowed students to learn drawing and painting techniques, creating art to take home and share online.

The children whose parents are on the frontline of keeping the community safe and fed were given an opportunity to stretch their imaginations and spark their creativity through activities that nurtured their minds and bodies.

COMMUNITY ART EXHIBITIONS

With the closure of the Richmond Cultural Centre, art exhibitions that are usually enjoyed in the Upper Rotunda Gallery were suspended, so an online gallery was created so that members of the Resident Art Groups could exhibit their works virtually. The gallery link was posted on [Richmond.ca/connect](https://richmond.ca/connect) and on other relevant pages on the City website.

RESIDENT ART GROUPS

The Richmond Arts Centre is home to some of the city's longest running community arts organizations who receive reduced rates on regular room rentals for their activities. Throughout the year, typically, these groups provide workshops, exhibitions and demonstrations for their members as well as participate in community events such as Culture Days.

In 2020, these groups continued to access the studio spaces for limited numbers of members at a time, when permitted by public health orders.

11 RESIDENT ART GROUPS:

- Richmond Artists Guild
- Cathay Photographic Society
- Chinese Artists Association of Richmond
- Richmond Chinese Calligraphy and Painting Club
- Richmond Gem and Mineral Society
- Richmond Photo Club
- Richmond Potters Club
- Richmond Reelers Scottish Country Dance Group
- Richmond Weavers and Spinners Society
- Riverside Arts Circle
- Textile Arts Guild of Richmond



Richmond Potters Club

“Many families told us that your presentation and the information you shared was very useful to them.”

- Annie Leung, Touchstone Family Association

SCHOOL INFORMATION TOUR

In February, Arts Centre staff visited Thompson and Cook elementary schools in Richmond as part of Touchstone Family Association’s Community Action Program for Children. During the visits, staff discussed the importance of arts and arts resources and events available to the community. The audience included 20+ new immigrant parents.

ARTS PROGRAMMER ROUNDTABLE

Initiated by the Richmond Arts Centre, the Inter-municipal Arts Programmer Roundtable unites **20+ programmers representing 12 municipalities**. In light of the pandemic, meetings were held bi-monthly, focusing on identifying successes and challenges, supportive and creative problem solving, and sharing best practices.



Under The Sea, Art Truck



Haunted Mansions, Art Truck



Space Ships, Art Truck

ART TRUCK SUMMER OUTREACH

Over the summer, the Art Truck program worked alongside Community Centres to bring free, engaging art workshops to day camps. The program strived to meet three community needs: 1) provide arts experiences for community members who may not otherwise have access to them, 2) promote public awareness of art within the community, and 3) make arts education readily available to the public.

With support through Human Resources Development Canada, two summer students led **25+ lessons between July and August**, as well as created two online videos to further connect with community members through the Art Truck program.

Sessions were held at the following locations:

- South Arm Community Centre
- City Centre Community Centre
- Steveston Community Centre
- Thompson Community Centre
- West Richmond Community Centre
- Cambie Community Centre
- Richmond Arenas



DIY Easter Egg Workshop



Katherine Somody, Grand Plié

DIY EASTER EGG WORKSHOP BY THE NUMBERS:

- 365 Instagram impressions
- 260 Instagram reach
- 1,828 Facebook reach
- 107 Facebook engagements
- 21 Facebook shares

DIY EASTER EGG WORKSHOP

On April 11, community members were invited to participate in a free, online Easter egg workshop with natural dye recipes highlighting “on-hand” ingredients. Participants were encouraged to share their results via social media. The workshop was published on the Arts Centre’s Facebook and City of Richmond’s @howartworks Instagram accounts, and was shared widely by community centres and others.

Special Events

BLACK HISTORY MONTH EXHIBITION

From February 1 – 15, artist Chrystal Johnson’s exhibition, *Are We*, explored themes of identity and vulnerability through her soapstone sculptures. The exhibition marked Richmond’s fifth Black History Month celebrated by the City and its partners.

GRAND PLIÉ

On April 29, for International Dance Day, the Arts Centre hosted the annual *Grand Plié* event in partnership with the Richmond Art Gallery and Ballegro Music Player. With a free, online introductory barre class, dancers and dance lovers of all ages and abilities were invited to celebrate and move gracefully with Katherine Somody, a long-time ballet instructor at the Arts Centre.

Hosted on YouTube, the uploaded *Grand Plié* video reached 77 views on the day. Participants also shared their participation by taking part in the *Grand Plié* Selfie Challenge by sharing photos of their participation on social media platforms of their choice, using the hashtag #RichmondConnects.

The *Grand Plié* video remains online on the Richmond Arts Centre’s Facebook page, as a way for all to stay engaged with dance from the comfort of home.



Kaylie Lau, Children's Arts Festival



Children's Arts Festival

2020 CHILDREN'S ARTS FESTIVAL BY THE NUMBERS

- 6,500 + Attendees
- 24 Schools
- 40+ Artists
- 60+ Volunteers

CHILDREN'S ARTS FESTIVAL

The 12th annual Children's Arts Festival, Richmond's last major event before the pandemic lockdown, was held from February 17–21, at the Richmond Library/Cultural Centre, and Minoru Plaza.

The event boasted a fun-filled public day of creativity and entertainment on Family Day, February 17. Attendees of all ages wandered through multiple zones, enjoyed fun performances and participated in hands-on arts activities. For the rest of the week, school children and their teachers experienced a tailor-made version of the Festival. For many of the schools, this event has become an annual tradition.

Highlights this year included a new poster and brand design by local Richmond artist, Dawn Lo, feature children's author presentation by Jeff Chiba Stearns and *The Hungry Feast Dish* performance by the award-winning Axis Theatre Company. The event also achieved new goals in sustainability, becoming balloon- and glitter-free, and placed a focus on waste reduction with all arts activities.

Community Partners

In 2020, the Arts Centre partnered with the following community organizations and City departments to increase the community's access to arts opportunities: City Centre Community Association, West Richmond Community Association, Thompson Community Association, Gateway Theatre, South Arm Community Association, East Richmond Community Association, Minoru Seniors Society, Hamilton Community Association, Steveston Community Society, Sea Island Community Association, Resident Art Groups of the Richmond Arts Centre, Vancouver Cantonese Opera Society, Richmond Public Library, Richmond Delta Youth Orchestra, Pathways Clubhouse, Richmond Public Health, School District #38, Richmond Museum, Richmond Art Gallery, Lansdowne Mall, Cowell Auto Group, Made In BC, Lifecycles Non Profit Institute and Finn Slough Artists.





**RICHMOND MEDIA LAB
BY THE NUMBERS:**

- 30** Richmond Youth Media Lab (RYMP) members
- 1,314** Hours RYMP members spent learning media arts skills and building community connections
- 9** Media Lab courses
- 50+** Registrations for Media Lab courses

Richmond Media Lab

Located in the Richmond Cultural Centre and operated in conjunction with the Richmond Arts Centre, the Media Lab is designed to increase technology literacy, accessibility and creativity in our community, particularly among youth. Media Lab participants are taught skills and techniques for applying media and computer technology towards artistic activities and practical marketable skills.

Richmond Youth Media Program (RYMP)



The Richmond Youth Media Program (RYMP), a free referral-based program for youth ages 13–24, completed its tenth year as a signature offering of the Richmond Media Lab. RYMP members gain skills in media arts and build connections in the community, with a focus on asset development. This year saw a continuation of support from presenting sponsor, Viva Pharmaceuticals and Vancouver Coastal Health’s ongoing grant support for the Richmond Youth Media Program in partnership with Richmond Addiction Services Society.

In 2020, RYMP adapted to COVID-19 with such initiatives as **Remote RYMP on Discord and Zoom**, and **RYMP in the Park**, a socially distant outdoor version of the program that ran on Fridays from July to September. As well, the program benefited from the participation of two work placement students from McMath Secondary School who banked 100 hours of volunteer time while maintaining their studies and preparing for post-secondary.

In 2020, 30 program members, 57 guests and 26 adult mentors (including youth workers and professional media artists) spent 1,314 hours at various RYMP skill sessions and events. RYMP members also participated in a variety of community events and initiatives, including the following:



"RYMP 100% changed my life for the better. I've decided to study Recreation Management at Langara. My positive experiences at RYMP really solidified my love for community recreation. I have nothing but great things to say about RYMP and how it benefited my life."

- RYMP Alumnus

AWARD-WINNING RYMP MEMBERS:

2020 U-ROC AWARDS

During Youth Week, two RYMP members were recognized at the annual U-ROC Awards; Nathan Feng (aka DJ Spacey) and photographer Christopher Riaz. Local director, and recent guest of RYMP's CIMA event, James Sprott also won an award as an Asset Champion for his work helping Richmond youth learn more about working in "Hollywood North".

2020 RICHMOND ARTS AWARDS

RYMP member Rotem Levy was the recipient in the Youth Arts category.

YOUTH WEEK—CAREERS IN MEDIA ARTS (CIMA)

Careers in Media Arts is an annual event that introduces youth to professionals working in different areas of media arts. On May 2, CIMA was presented online for the first time, and featured a professional animator (Karen Poon), musician (Joseph Gallant from Dot Mp3) and graphic designer (Mustaali Raj). This year's event reached 15 youth.

RYMP 10TH ANNIVERSARY AND REUNION

On October 10 (aka 10.10.2020) staff hosted an online celebration for up to 10 youth to watch the online party together in the Cultural Centre Performance Hall. This lively event attended by 44 participants included current and alumni RYMP youth now in Richmond, Vancouver, Surrey, Toronto and Halifax, as well as several program staff, volunteers, funders, partners and youth workers. Participants also created collaborative images through Google Jamboard.

CULTURE DAYS: RYMP FM

The annual RYMP FM broadcast created by six youth members was recorded remotely this year and included one interview program recorded over Zoom. The show was broadcast in the Cultural Centre Plaza over a low-power FM signal on Saturday, October 17 and the recording was later published to Mixcloud.com. The recording has had 14 listens to date and 30 community members were engaged with this project.

PRIDE WEEK

Youth Development Coordinators partnered with the Media Lab to present a live, online dance party on July 24 for Pride Week in Richmond. A total of 134 people joined the Mixcloud livestream, and the associated Instagram posts garnered 79 likes and 12 shares.

RICHMOND REMEMBERS IN PLACE LIVE VIDEO SIMULCAST

Under the direction of professional filmmakers Kryshan Randel and Zac Fudge, four RYMP youth provided live coverage of *Richmond Remembers In Place* for a live community webcast. RYMP Youth also edited the video that was shown during the ceremony.

Programs & Activities

MEDIA ARTS EDUCATION COURSES

Throughout 2019, students took classes in a range of topics, including 3D Modelling, Graphic Design, Digital Illustration, and Manga & Comic Building.



AMERICAN RAMADAN FILM SCREENING

Documentary film lovers and those curious to learn about the contemporary Muslim experience of Ramadan were invited to attend a free online event on May 7 presented by the Richmond-based Islamic Art British Columbia (in association with Envoy Films) in partnership with the Richmond Media Lab and Richmond Public Library. The feature film was followed by a live Q&A discussion with the director, Naeem Randhawa, along with some members of the cast and an inter-faith subject specialist. Attendance: 27.

The initiative also supported the City's Cultural Harmony Plan to offer opportunities for deeper understanding of Richmond's diverse cultures while providing educational connections for community members. Viewers encountered an intimate understanding of the meaning behind the holy month of Ramadan and fasting, and were invited to reflect on the universality of the practice of "Fasting for Faith".

MEDIA CREATION SERVICES

Media Lab staff members have worked with partners from a variety of partners from within the City and beyond to support the production of original videos to highlight program achievements, assist with staff training, and provide documentation. In 2020, the list of videos includes: 2019 Children's Arts Festival 2019 video, Olympic Oval *Kristina Groves* video edit, *2019 Arts Services Year in Review* video, IRIS Video Series for Richmond Human Resources Dept, *Let Your Spirit Dance* video with support from VCH Community Investments and VCH Aboriginal Health, *Musical Theatre Showcase* for Richmond Arts Centre, City of Richmond *One Team Challenge* staff video and *O Canada* video edit.

"I am consistently impressed with RYMP's commitment to encouraging youth to really lead the projects they work on, and this shows in the participants' overwhelmingly positive feedback. Through these projects and the Youth Advisory Board, there are many ways in which youth can build their capacity and skills, both technically through the media programs they use, and socially/emotionally with each other and trusted adults."

— Vancouver Coastal Health
Community Grants Coordinator

Partners and Funders

In 2020, the Media Lab confirmed the ongoing support of Richmond Addictions Services Society.

The Media Lab continues to develop relationships with service agencies across the region. RYMP members have been referred to employment, volunteer and workshop opportunities as part of the program benefits.

After the pandemic-related closure of the Richmond Media Lab, RYMP staff successfully applied for an *Adobe Creativity Grant*, allowing them to provide 25 one-year Creative Cloud licenses to program members. Staff also launched a Pandemic Food Security program for RYMP youth, resourced with one-time funding from Vancouver Coastal Health.

The Richmond Youth Media Program (RYMP), presented in partnership with Richmond Addictions Services Society (RASS), has completed one year of its current three-year funding cycle with the Vancouver Coastal Health SMART Fund.





Harvest Full Moon Festival. Photo: Marina Szijarto

Beyond Arts Services

While much of Richmond's arts programs, exhibitions, events and experiences are offered through the Department of Arts, Culture & Heritage, the arts play a vital role in the activities of other areas in the Community Services Division, including Parks, and Recreation and Sport.

COMMUNITY ASSOCIATION ARTS PROGRAMS BY THE NUMBERS:

- 400** Arts courses offered
- 2,100** Registered participants
- 9** Participating community associations

Community Associations

The City of Richmond works with community associations and societies who deliver a wide variety of programs and services at community centres across the city, including the Minoru Centre for Active Living. Program offerings and events include visual arts, dance, music and theatre opportunities which play a vital role in the continuum of arts programming in Richmond. Although the delivery of arts programs was decreased due to the COVID-19 pandemic, more than 400 arts-focused courses were offered in 2020 for 2,100 participants in both virtual and in-person formats. Many of these activities were adapted to take place outdoors to adhere to health and safety protocols. As well, arts activities are regularly embedded into child care programs offered by community associations. A few of the programs are highlighted below.

Participating associations include City Centre Community Association, East Richmond Community Association, Hamilton Community Association, Sea Island Community Association, South Arm Community Association, Steveston Community Society, Thompson Community Association, West Richmond Community Association and Minoru Seniors Society.

OUTDOOR ART IN THE PARK

This outdoor opportunity at South Arm Community Centre's courtyard provided creative opportunities to inspire children to explore a combination of art mediums while developing new skills.



ART CAFÉ

This free, weekly open art studio activity at City Centre Community Centre included free coffee and tea, music and art supplies (including sewing machines). Participants included amateur and professional artists, urban professionals looking for a relaxing outlet, young adults on dates and friends looking for after-dinner fun. Furthermore, Turning Point OARS programs, Richmond Society for Community Living and other social agencies refer their clients to this free “therapeutic” activity. In 2020, Art Café was offered in January, February and March but was suspended thereafter due to the COVID-19 pandemic.

AFTERNOON ART

A partnership between the East Richmond Community Association and the Richmond Art Truck program, these free art-making sessions were held outdoors at King George Park. Participants of all ages engaged their creativity, developed new skills, and had fun making a variety of art projects.

MUSICAL INTERLUDES

The Seniors Centre at Minoru Centre for Active Living launched an online bi-weekly music program for 55+ participants. Community members used Zoom to participate in live sing-a-long style piano and guitar performances, with special guest performers invited at different times of the year. Music enhances mood and improves cognition, and these sessions provided a much needed social opportunity for seniors.

YOUTH ART INITIATIVE

Thompson Community Centre Youth started an “Artist Showcase” that highlighted different artists in the Lower Mainland with the goal to help youth find their spark, and introduce them to new experiences through video interviews and questionnaires. The initiative also allowed the artists to have a creative outlet to inspire and connect with those who are interested, and those who have yet to discover art.

BIRDS OF TERRA NOVA

The Terra Nova Nature School participated in a six-week program learning about the birds that surround them, through creating paintings, imprints and models of areas like "The study of a Chickadee" and "What we know about birds". The highlight was the class creation of an eagles' nest, whereby a model and art pieces were temporarily installed in the Thompson Community Centre lobby.

SPECIAL EVENTS

Throughout the year, arts programming supports themes and special events. For example, in recognition of ERASE Bullying Day in Richmond, recreation facilities used art to demonstrate and reinforce positive behaviours during February of each year. In recognition of Pride Week, West Richmond Community Centre hosted a virtual performance with queer artist, Matthew Presidente, and Hamilton Community Centre, in partnership with the Richmond Public Library, hosted a Drag Queen Storytime that taught children lessons of diversity, self love and an appreciation of others.

City Centre Community Centre's annual Harvest Full Moon Project offered artist-led workshops in lantern making, harvest flower arranging, vegetable lantern carving and moon cake making for all ages. In 2020, the celebration was moved online. Memories and photos were shared leading up to the Harvest Full Moon and local artist Marina Szijarto created a tutorial video on how to create a lantern with household supplies. The community was encouraged to take socially distant walks in their neighbourhoods in lieu of the large procession of previous years.



2020 Street Banner Contest

The 2020 street banner contest, organized and coordinated by Richmond's Parks Department, was launched on August 13, 2019 and concluded with the banner unveiling ceremony on March 9, 2020. The contest attracted more than 400 original submissions consisting of photographs, graphic art, collages and other art medium formats. A community judging panel reviewed the submissions and selected 20 designs as semi-finalists. The public was then invited to vote for their favourite designs on the City's Facebook page. The Top 10 designs with the most "Likes" were chosen as the winners.

The winning artists were Andrea Laing, Brian Phillips, Eugene Hernandez, Glen Andersen, Harris Hui, Regina Cid, Tina Lai, and Victor Jacinto.



Drag Queen Storytime



MISSION

To enrich the quality of life in Richmond and surrounding communities by creating outstanding professional theatre and a dynamic hub for the performing arts.

Gateway Theatre

Gateway Theatre is managed and operated by Richmond Gateway Theatre Society, a registered charity and not-for-profit organization. Supported by the City, the theatre facility is Richmond’s live performing arts hub. Gateway is also an important local rental venue, home to many recitals, events and performances produced by community and professional organisations.

By all accounts, 2020 was a remarkable year: the organization started with a regular season, imagined and tested new programs, responded to building construction, hired new artistic leadership, and adapted to a global pandemic. Thanks in part to the sustaining support of the City of Richmond and other funders, sponsors and donors, Gateway Theatre was able to approach the pandemic as an opportunity—one in which the organization explored new ways to connect with audiences and build relationships in the community.

Artistic Programming

STRAIGHT WHITE MEN

Mainstage, February 6–15, 2020

Hot off its 2018 Broadway premiere, *Straight White Men* by Young Jean Lee made its Western Canadian debut at Gateway Theatre. In this satirical comedy, three brothers are caught off-guard by a shift in their family dynamic, forcing them to examine the effects of traditional masculinity. This presentation attracted 1,545 audience members over 11 performances.

ARTS WHILE APART

Online, August 28–September 11, 2020

Gateway Theatre’s first venture into digital production was a three-episode program hosted by Barbara Tomasic, Director of Artistic Programs, leading spirited conversations with past collaborators covering everything from backstage mishaps to the art of puppet making. **The series attracted 574 views.**

GATEWAY SALON SERIES: BUILDING BRIDGES

Online, September 12–13, 2020

Gateway Salon Series: BUILDING BRIDGES connected emerging artists with fellow creatives in the performing arts sector. Hosted via Zoom in partnership with the Greater Vancouver Professional Theatre Alliance and with support from Rumble Theatre, three events featured artistic leaders from local companies who shared their personal experiences and industry knowledge. **In all, eight arts organizations and nine professional artists engaged with 72 participants through this initiative.**

HALLOWES' EVE PAPER THEATRE KIT

September 28–November 13, 2020

This innovative program meshed visual and performing arts for DIY at-home play. Illustrated by local artist Keely O’Brien (and former Branscombe House Artist-in-Residence), *Hallows’ Eve* paper theatre kits included an enchanting build-your-own miniature theatre, a *Hallows’ Eve* story to act out with its characters and backdrops, and a house program full of fun, family-oriented activities. **The kits reached 129 households in 28 cities across Canada and the U.S.**



Straight White Men



Hallows' Eve Paper Theatre Kit



Hallows' Eve Paper Theatre Kit

**HOME FOR THE HOLIDAYS
BY THE NUMBERS:**

- 934** Views
- 331** Households reached
- 40+** Cities reached across four countries
- 319+** Hours watched

HOME FOR THE HOLIDAYS

Online, December 18, 2020–January 1, 2021

This online musical revue featured performers and songs from the most beloved musicals ever to grace Gateway Theatre’s MainStage. Families gathered safely at home to enjoy musical numbers from *Annie*, *The Wizard of Oz*, *The Sound of Music* and more.

"Such fun! Great to meet Oliver Castillo as a real person. Such a great craft, easy to do at home and with all ages!"

- Arts While Apart Audience Member



Online Engagement

While the theatre doors were closed, digital outreach including newsletters, blogs and social media allowed Gateway to celebrate local artists, share vital resources, and lift other community organizations in need. 2020 saw Gateway attract 13,821 engagements from its followers on various social media platforms and 41,104 visitors to its website.

As Gateway continued to celebrate and connect with their English-speaking audiences, the theatre also worked to create new relationships with Chinese-speaking community members, providing Chinese text on their website and launching an official WeChat account in late 2020.

Gateway Theatre also explored several ways to connect audiences with local theatre artists digitally. The online interview series *Arts While Apart*, hosted by Director of Artistic Programs, Barbara Tomasic, allowed artists to share their behind-the-scenes insights on the craft of theatre. The video series *Offstage: The Best of Richmond from these Gateway Actors*, which highlighted the lives and experiences of actors from Richmond, achieved an engagement rate 266% higher than average on Twitter.

Gateway Academy

This year, Gateway Academy provided theatre arts classes to 223 students, delivering more than 5,400 hours of educational programming to Richmond youth. While classes moved online in early April, by Fall of 2020, classes were held both online and in-person following strict health and safety protocols. The Academy's offerings were as follows:

- Musical Theatre (January–April, July Summer Camp, October–December)
116 students aged 6–18 built confidence as they explored vocal and acting techniques, choreography, and the musical and dramatic expression of lyrics.
- Acting (January–April, October–December)
76 students aged 6–18 developed skills integral to all theatrical disciplines, as well as developed confidence, focus, listening, and trust-building.
- Speech (January–April)
25 students aged 8–13 learned to use their voice with strength and confidence, improving technique and public presence with greater sense of self-awareness.
- Creating in New Spaces (November–December)
6 students aged 18–24 went beyond a typical playwriting class to explore writing and creating in a variety of mediums including projects that are socially distanced or presented through social media.



Community Partners

Gateway Theatre provides a vital service to community partners who present performing arts, dance, concerts, martial arts and band recitals in the facility. During a typical year, Gateway can host up to 40 community partners with approximately 18,000 patrons coming through its doors. Due to COVID-19, the majority of the rental events had to be cancelled in 2020.

In support of these community partners, Gateway took the initiative to celebrate many of them via blogs and social media platforms, including Dance Co, Richmond Academy of Dance, and TMD Martial Arts. On Facebook, posts celebrating rental community partners had an engagement rate 250% higher than average, and through their pre-recorded recital, Dance Co Graduates performed for 1,236 Gateway Theatre followers on this platform alone.

The community partners that we were able to present in 2020 before shutting our doors were the following:

- City of Richmond Engineering and Public Works
- City of Richmond—Community Services
- Richmond School District No. 38 (Jazz Night)
- Pythagoras Academy

Artist & Designer credits:

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Full cast of *Home for the Holidays*. Directed by Barbara Tomasic, Costume & Aesthetic Supervision by Donnie Tejani.

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Daniel Martin, Carlo Marks and Sebastian Archibald in *Straight White Men* by Young Jean Lee. Set Design by Shizuka Kai, Costume Design by Laura Fukumoto, Lighting Design by Sophie Tang. Photograph by Tim Matheson.

Hallows' Eve paper theatre kit. Kit illustrated by Keely O'Brien.

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Gateway Academy. Photography by Natasha Zacher.

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Gateway Academy. Photography by Gateway Academy, Musical Theatre C Class.



APPENDIX 1

2020 Arts and Culture Grant Program

The following 16 organizations received \$116,815 in financial support:

OPERATING ASSISTANCE

Canadian YC Chinese Orchestra Association	\$ 9,400
Cinevolution Media Arts Society.....	\$ 9,550
Community Arts Council of Richmond	\$ 8,800
Richmond Arts Coalition	\$ 9,400
Richmond Community Band Society.....	\$ 3,500
Richmond Community Orchestra and Chorus Association	\$ 8,400
Richmond Delta Youth Orchestra	\$ 9,400
Richmond Music School Society	\$ 9,300
Richmond Potters' Club	\$ 6,500
Richmond Singers	\$ 9,405
Textile Arts Guild of Richmond	\$ 2,730

PROJECT ASSISTANCE

Caravan Stage Society.....	\$2,500
Direct Theatre Collective Society.....	\$ 3,670
Philippine Cultural Arts Society of BC	\$ 4,000
Richmond Art Gallery Association	\$ 4,700
Steveston Historical Society	\$ 1,500
Tickle Me Pickle Theatre Sports Improv Society.....	\$ 4,700
Vancouver Cantonese Opera.....	\$ 4,700
Vancouver Tagore Society.....	\$ 4,660

“We were incredibly grateful for the flexibility in the funding we received from the City. It enabled us to move to a completely different (but related) virtual program and get money into the hands of artists who were struggling. Without this flexibility we would have had to cancel our event entirely.”
 - Steveston Historical Society

APPENDIX 2

Richmond Public Art scheduled for completion in 2021–22

CIVIC PUBLIC ART PROJECTS:

- *Typha*, Charlotte Wall and Puya Khalili
- *Wake*, Tait Waterfront Park, Aaron and Christian Zenga
- *Pergola Garden*, Polymetis

PRIVATE PUBLIC ART PROJECTS:

- *Lily Tree*, Devon Knowles
- *Cascade*, Marie Khouri
- *Water Off a Duck’s Back*, Douglas Coupland



Charlotte Wall & Pua Khalili, *Typha*
[artist rendering]

How Richmond supported and invested in arts and culture in 2020*

The City wears many hats, acting as a supporter, presenter, facilitator, communicator, investor and facility operator

Supporter



COMMUNITY ART EXHIBITIONS

9 exhibitions in **6** locations including Richmond City Hall



RICHMOND ARTS AWARDS

65 nominations
6 awards presented annually



CULTURE DAYS

58 registered activities¹ by **28** local arts groups and individuals

1: Ranked Number 1 in BC, Number 5 Canada for medium-sized cities; in Top 10 overall



RICHMOND ARTS CENTRE

provided **11** arts groups **552** hours of room rentals at a subsidy of **\$27,175**

Facility Operator



RICHMOND CULTURAL CENTRE

121 hours room rentals by cultural organizations at subsidized rates



RICHMOND ARTS CENTRE

200+ arts courses
20+ professional instructors
1,500 students registered



RICHMOND MEDIA LAB

9 media arts courses
30 Richmond Youth Media Lab members spent **1,314** hours at the Media Lab



RICHMOND ART GALLERY

9 exhibitions onsite, offsite and online presenting **41** artists
29 school visits and **612** students
37 free public programs in-person and online with **1,423** participants
6,871 YouTube video views



COMMUNITY CENTRES²

400 visual arts, dance & music courses
2,100 participants

2: Operated by Community Associations Plus: Libraries, Museums and Heritage sites that partner with Arts Services

Communicator



ARTS & CULTURE E-BLASTS

21 e-newsletters
494 subscribers

ART AT WORK PROGRAM

6 free professional development workshops for artists & organizations
179 participants
241 YouTube views

Investor



ARTS & CULTURE GRANTS PROGRAM

\$116,815 to **16** organizations



PUBLIC ART PROGRAM

308 artworks to date
35 new works in 2020
31 Richmond artists contracted for civic art commissions
8 community group partners
15,000 hours of community participation in the Engaging Artists in the Community Program to-date

Presenter



FESTIVALS

4 major events showcasing **145** local artists and arts groups
80 activations & performances
88,500 attendees (in-person & online)



ARTISTS-IN-RESIDENCE

2-month Writer-in-Residence
11-month Branscombe House Artist-in-Residence
3 Artists-in-Residence as part of Engaging Artists in the Community Program

Facilitator



FILM OFFICE

6 purpose-built film studios
759 employed in Richmond
\$22.2 million earned annually by Richmond residents in film sector



ART TRUCK

25 children of essential workers at **2** schools
25 sessions at **7** civic facilities, reaching **225+** participants in summer outreach program



GATEWAY THEATRE³

11 in-person performances attracting **1,545** attendees
8 online presentations attracting **1,580** views

600+ households reached in **68** cities over **4** countries

3: Operated by Richmond Gateway Theatre Society with support of City of Richmond; 2018/2019 Season

CNCL – 193

* 2020 statistics represented unless otherwise noted

“A problem is a chance
for you to do your best.”

-Duke Ellington



City of Richmond

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www.richmond.ca

cover photo: *Murmuration: A Score for
Social Distancing* by Lou Sheppard



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee **Date:** March 22, 2021

From: Marie Fenwick, Director, Arts, Culture and Heritage Services **File:** 11-7000-01/2021-Vol 01

Re: **City Appointees to the Richmond Gateway Theatre Society Board of Directors**

Staff Recommendation

That the Richmond Gateway Theatre Society be advised that, in response to its letter, three City appointments will be made to its Board of Directors in 2022.

CM Fenwick

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

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER <i>Sevener</i>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>W</i>
APPROVED BY CAO <i>[Signature]</i>	

Staff Report

Origin

On March 15, 2021, the City received a letter from the Richmond Gateway Theatre Society (the Society) in regards to the status of its eligibility for a British Columbia Gaming Commission Grant (Attachment 1). The letter indicates that the Society is at risk of losing its eligibility to receive annual funding of \$80,000 from the Gaming Commission due to the number of appointed Board members, as opposed to Board members elected by the Society's membership. The Gaming Commission grant program requires that the Society has a minimum of 2/3 board members elected by its voting membership.

The purpose of this report is to inform Council of a proposed change to the number of City appointees allowed under the terms of the current agreement which will preserve the Society's eligibility for this annual grant and advise the Society accordingly.

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.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.3 Utilize an interagency and intercultural approach to service provision.

Analysis

Richmond Gateway Theatre Society Operating Agreement and Richmond Gateway Theatre Society Bylaws

The City of Richmond entered into a five year operating agreement with the Richmond Gateway Theatre Society in January 2019. Clause 21(a) speaks to Council appointees to the Board of Directors. It states:

The City may, at its sole discretion, appoint up to and including five (5) persons selected by the City to be members of the Board of Directors of the Society.

The Richmond Gateway Theatre Society's Bylaws allow for between 11 and 13 members.

Historically, the City has exercised its right under the terms of the operating agreement to appoint five Board members, with the remainder elected at the Society's Annual General Meeting. The Society is an independent non-profit organization, not a Council-appointed advisory committee. As such, the terms for these appointments are outlined in the City's operating agreement with the Society, as opposed to in a Terms of Reference.

Under the terms of the current agreement, the City has multiple opportunities to maintain oversight of the Gateway's operations. These include required annual reporting on the Society's operations, strategic and business plans, financial statements and budgets. In addition, the City reserves the right to conduct more in-depth financial and operational reviews, and to have a City employee serve as an ex-officio member of the Society's Finance Committee. Should the City have concerns with the Gateway Theatre's operations or finances, the agreement outlines termination options. The relevant sections of the agreement with the Society are found in Attachment 2.

Current Richmond Gateway Theatre Society Board Appointment Process

The considerations for appointed and elected board members are the same, and the process happens concurrently to ensure a diverse board with the range of expertise required. The selection process is led by the Society Board's Governance and Nominating Committee.

Before applicants are considered, the Board Skills Matrix is reviewed to identify current skills, expertise needed, and any existing or upcoming gaps. Attention is also paid to the mix of age, race, gender and sexual orientation. City applications are reviewed to identify individuals who have selected Gateway as their first choice, and any individuals who have skillsets, such as law or accounting, that are required.

Applicants are sent the Board Prospect Package to review. This package explains:

- the nature of the position, which is a board role with fiduciary responsibility;
- the requirements of board members including meeting attendance and committee service; and
- the need to be a society member.

Should the prospective candidate wish to proceed, further screening includes a discussion with the Chair of the Governance and Nominating Committee, and an interview with members of the committee and senior staff.

If the candidate is to be a City appointment, the Governance and Nominating Committee introduces a motion to recommend the candidate to the City as an appointee. If the motion passes, the Director of Arts, Culture and Heritage Services reviews the recommendation and prepares a report for Council's consideration.

If the candidate is to be elected by the membership, the process is the same, except that the recommendation is that the membership elect the proposed candidate at the AGM.

Once a candidate becomes a board member, their fiduciary duty is to the Society, regardless of their status as an elected or appointed incumbent.

Proposed Revision to Number of Appointees

As permitted under the terms of the current agreement, staff propose Council appoint three members to the Society's Board of Directors, which will allow the Society to remain eligible for

March 22, 2021

- 4 -

\$80,000 of Gaming Commission funding annually. This does not require a change to the current operating agreement, which allows for, but does not require, up to five appointments to the Board. The current City appointees would complete their terms and the change would take effect in 2022.

Financial Impact

None

Conclusion

The Richmond Gateway Theatre Society has a robust Board recruitment and selection process. This process, in addition to a positive working relationship and a comprehensive written operating agreement ensures that the interests of Richmond residents are well represented in the operations of the Gateway Theatre. As such, staff propose reducing the number of City appointees to three to ensure that the Gateway Theatre remains eligible for British Columbia Gaming Commission funding. By leaving the current agreement in place, the City also reserves the right to increase its number of appointees back to five in the future.



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

- Att. 1: Letter from the Richmond Gateway Theatre Society dated March 15, 2021
- Att. 2: Richmond Gateway Theatre Society Relevant Operating Agreement Terms



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Marie Fenwick
Director, Arts, Culture & Heritage
City of Richmond
6911 No. 3 Rd
Richmond, BC V6Y 2C1

15 March 2021

Dear Ms Fenwick,

On behalf of the Board of Directors of Richmond Gateway Theatre Society, I am writing with respect to a provision in our Operating Agreement which is currently a stumbling block for Gateway.

In the Agreement, it is stated that the City can appoint *up to* five people to the Society's board, and to date, the City has typically appointed a full five. However, we have recently been notified by the BC Gaming Branch that in future we will be ineligible for a Community Gaming Grant due to the number of appointed board members. The grant program has an eligibility rule that requires that at least 2/3 of a society's board be elected by the membership. Gateway's bylaws state that our board should comprise between 11 and 13 members, a size that functions well for us, and with five appointed members, we do not meet the 2/3 requirement. Gateway staff have had conversations with the leadership at the Gaming Branch and have formally appealed the decision on the grounds that all board members have a fiduciary duty to the Society but the appeal was rejected.

Each year, Gateway receives approximately \$80,000 in Gaming funding. This is the single largest grant annually, second only to the City's funding. The grant is intended to ensure access to arts and culture events for the BC public and helps off-set reduced ticket prices and Academy fees. It would be extremely detrimental to Gateway if we were to lose this funding.

I am writing to request that the City consider appointing three people to the Gateway board on an ongoing basis instead of exercising the entitlement to appoint five. To facilitate this change, Gateway will need to propose a change to our bylaws at our November 2021 AGM, so we request that this change come into effect as of December 31, 2021, when two current appointees' terms end.

Thank you for your consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Diane Purvey', written over a horizontal line.

Diane Purvey
Chair

cc Camilla Tibbs, Executive Director

Richmond Gateway Theatre Society Relevant Operating Agreement Terms

5.2(b) Society Activities. Each year during the Term, the Society shall submit to the City the following information with respect to the Society's operation:

- (i) an annual report reviewing the Society's activities for the previous year including audited Financial Statements and a statement as to how the previous year's programs have fulfilled the Society's Mission and Core Values;
- (ii) a statement of the previous year's use of the facilities by user groups, including those under the Rental Subsidy Program, which statement shall allow the City to monitor the Rental Subsidy Program; and
- (iii) a statement of the anticipated programming budget for the next program year.

(c) Strategic and Business Plans. Each year during the Term, the Society shall submit to the City the Society's strategic plans as available.

(d) Audited Financial Statements. The Society shall have prepared at its expense audited Financial Statements of all its activities for each year of the Term (or such lesser period of time as may be appropriate depending on the timing of the Society's Annual General Meeting) and present them to a regular meeting of the Council of the City within three (3) months of the Society's Annual General Meeting. The Society's auditors are appointed by the members of the Society and report directly to the Society.

(f) City Employee Appointed as Ex-officio member of Society Finance Committee. The City shall have the option of appointing a City employee to be an ex-officio member of the Society's Finance Committee. Such person appointed to this position shall not have voting rights on the Committee but shall be entitled to share with the City all information that the person acquires while on the Committee.

(i) Significant Financial Review. The City reserves the right to conduct a financial review of the Society's operation of the Theatre and the Society's compliance with the terms and conditions of this Agreement relating to such review. Upon delivering 10 days prior written notice to the Society of the City's exercise of its right to require this review, the Society shall provide all documentation requested by the City within two weeks or such other period of time as the City may request, in its sole discretion. The Society shall fully cooperate in such review and shall provide all documentation and information requested by the City at any time throughout the review. Such review shall be undertaken at the City's cost. If based on the results of the review, the City identifies moderate to significant risks to the operation or reputation of the City or the Society, the City may recommend changes. The City shall inform the Society of such changes and the Society shall incorporate such changes to the extent that it is feasible to adopt them or take alternative measures to mitigate the identified risks to an acceptable level.

(j) Operational Review. The City reserves the right to conduct an operational review of the Society's operation of the Theatre and the Society's compliance with the terms and conditions of this Agreement relating to such review. Such review shall include, without limiting the generality of the foregoing, a review of financial, operating and performance indicators, including but not limited to: cost structure, such as levels of administrative, staffing, program

costs and discretionary spending; achievement of earned revenue targets; performance of investments; staff levels; and benchmarking against best practices of similar organizations. The Society shall fully cooperate in such review and shall provide all documentation and information requested by the City, in the City's sole discretion. Such review shall be undertaken no more than annually and shall be at the City's cost. If based on the results of the review, the City identifies moderate to significant risks to the operation or reputation of the City or the Society, the City may recommend changes. The City shall inform the Society of such changes and the Society shall incorporate such changes to the extent that it is feasible to adopt them or take alternative measures to mitigate the identified risks to an acceptable level.

(b) Termination by City. This Agreement may be terminated by the City on 60 days' prior written notice to the Society if any one of the following events occurs:

- (i) the Society is in breach of this Agreement and remains in breach after receipt of 60 days' written notice of that breach by the City; or
- (ii) the Society changes its constitution or bylaws after the date of this Agreement without prior written notice to the City of such change(s) and such change(s) are regarded as being unacceptable by the City; or
- (iii) the Society becomes bankrupt or insolvent or takes any proceedings under the Bankruptcy and Insolvency Act, R.S.C., 1985, c.B-3, as amended or replaced from time to time, or commences any proceeding for winding up; or
- (iv) if the Society has failed in the City's opinion, in its sole discretion, to adequately comply with its obligations contained in subsections 5(h) and/or 5(i) of this Agreement within 30 days (or such other period of time as the City may determine in its sole discretion) from the date that the City has provided the Society with a list of the City's recommended changes.

TO: Parks, Recreation and Cultural Services

DATE: April 27, 2021

FROM: Councillor Harold Steves

RE: Parks Afloat at Garry Point – Referral to staff

The Parks Afloat Moorage report dated February 23, 2021 states on PRCS – 105 that “If the intended use of the structure is to provide public access from the park for recreational purposes such as fishing, hosting special events, and as a scenic look-out then the most viable option is to build a pier rather than a floating dock.”

After the last tall ship event the floats were left in place for the summer and it became a very popular fishing site with a more varied catch of fish. That was the main reason for the referral. The other reason was the availability of a float “of greater draft” as recommended in the Westmar report, PRCS – 128. As that float is no longer available it follows that a fishing pier should take precedence to building a new float. Another possibility is a “transition float with stoppers”, as shown in the Westmar Report , PRCS – 155. The staff report states, “A pier structure will not accommodate the moorage of boats and tall ships without a floating dock connected to the pier.”

It is unlikely that more than one Class A tall ship will visit in the near future. The No. 3 Rd. pier took the largest Class A ships using shore anchors.

As we come out of the Covid 19 Pandemic we will be facing an even greater Climate Change “Pandemic” It is important to provide facilities and events for people to stay at home.

It is recommended:

- (1) That staff prepare a revised plan for the Garry Point Legacy Pier, similar to the No. 3 Rd. Pier, (or a transition float) containing it entirely on City owned land and water lot, with the potential for, 1, 2, or 3 floats from Imperial Landing, in front and to the west of the pier only.
- (2) That the City immediately invite a ship, or ships, for a tall ship event in 2022, if possible.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: April 8, 2021

From: Elizabeth Ayers
Director, Recreation Services

File: 11-7000-10-01/2021-Vol 01

Re: Application for a Permit to Allow for the Discharge of Firearms at 7340 Sidaway Road, Richmond

Staff Recommendation

1. That the application by the Vancouver Gun Club for a permit to allow for the discharge of firearms under the City of Richmond's Regulating the Discharge of Firearms Bylaw No. 4183 for the property at 7340 Sidaway Road, Richmond be approved in the form and on the terms and conditions set out in APPENDIX "A" of this report, and that said permit be issued.
2. That the General Manager, Community Services be authorized to sign and issue the permit.

Elizabeth Ayers

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	<i>Sevens</i>
Community Bylaws	<input checked="" type="checkbox"/>	
Development Approvals	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
REVIEWED BY SMT	INITIALS: <i>JR</i>	APPROVED BY CAO <i>[Signature]</i>

Staff Report

Origin

By letter dated March 26, 2021, Council received an application from the Vancouver Gun Club (Attachment 1) for a permit to allow for the discharge of firearms (the "Permit") under the City of Richmond's Regulating the Discharge of Firearms Bylaw No. 4183 (the "Firearms Bylaw") in respect of certain activities and events associated with its operations at 7340 Sidaway Road in Richmond (the "Property").

A Permit is being sought for those activities and events identified in s.6(1)(a) &(b) of the Firearms Bylaw which include those described in the following excerpt taken from the first page of the March 26, 2021 letter application (Attachment 1) as well activities and events similar to those identified in the excerpt that have been hosted in the past (the "Activities and Events"):

The Vancouver Gun Club is a non-profit society that was incorporated in 1924. The club purchased the 41 acres property at 7340 Sidaway Road in 1950 and we have operated a shotgun shooting facility since then. We currently have approximately 500 club members and we offer various shooting disciplines such as Trap, Skeet, Sporting Clays, 5-stand, Olympic Trap, to our club members and the public. We are the only Olympic training facility for Olympic Trap and Olympic Skeet in Western Canada and we have also hosted a number of events such as trap, skeet and sporting clays events for World Police and Fire Games in 2009, the Annual ALS Shoot for the Cure fundraiser for the Vancouver Firefighter Charities and the ALS Society of BC, the Canadian Olympic Trapshooting Qualifiers, and the Annual BC Provincial Trapshooting Championships. We were scheduled to host the trap and skeet events for the BC Senior Games in 2021 but the event was cancelled due to the COVID-19 pandemic.

The City's *Firearms Bylaw* contemplates Council receiving such an application directly.

Section 6 of the *Firearms Bylaw* reads as follows:

6. (1) A permit to allow the discharge of firearms within the Municipality shall be required:
 - (a) for the operation of a pistol, rifle, trap and/or skeet shooting range, and
 - (b) for an organized trap or skeet shooting event not located on a shooting range permitted to operate under this Bylaw, and
 - (c) when the discharge of firearms is to be conducted by a person who is the holder of a valid resident trapping licence and a resident hunting or firearms licence issued by the Province of British Columbia who has produced written permission from the owner of the lessee of the lands upon which he proposes to operate his trap line.
- (2) A permit for the discharge of firearms may be issued providing the applicant is

covered by an existing public liability and property damage insurance policy in the minimum amount of \$1,000,000.00 validated for the duration of the permit.

- (3) Any person requiring a permit under this section shall make application in writing to the Council of the Municipality setting forth complete details of the activity or event for which the permit is required.
- (4) The Council of the Municipality may, after considering the application referred to in section 6(3) thereof, issue a permit subject to such terms and conditions as the Council deems necessary.

Findings of Fact

The Vancouver Gun Club has been in operation at the Property since 1950. The Property is zoned Agriculture and Golf Zones (AG1) and is located within the Agricultural Land Reserve (ALR).

The Activities and Events for which the Vancouver Gun Club is seeking a permit are associated with its operations at the Property.

This existing use at the Property predates the City's current Richmond Zoning Bylaw 8500 (the "Zoning Bylaw") and based on a review undertaken and based on the information provided by the Applicant, staff is satisfied at this time that the Applicant's use at the Property is permitted in that it benefits from legal non-conforming use status.

Particulars of the Property are set out in Attachment 2.

Staff Comment and Analysis

Staff have reviewed the application and have considered the long history of this use at the Property and the Vancouver Gun Club's good standing with the RCMP and find that the application is in order.

In addition to the requirement to comply with all applicable federal, provincial and municipal laws, regulations, bylaws and orders, staff recommend that those conditions set out in Appendix "A" are included as conditions to any permit that Council may choose to approve.

The Firearms Bylaw does not stipulate a time limit for the duration of the Permit. This being the case, in order to allow for periodic review, staff recommends that duration of the Permit be limited to five (5) years which is consistent with the RCMP five (5) year renewal process for the Vancouver Gun Club's operations at the Property.

Continued operations beyond the five (5) year period recommended would require a new permit application to be made to Richmond City Council in accordance with the Firearms Bylaw.

April 8, 2021

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Financial Impact

None.

Conclusion

Having regard to the long history of this operation and the Applicant's good standing with the RCMP, it is recommended that a Permit be approved and issued to the Applicant for the Activities and Events at the Property in the form and on the conditions set out in Appendix "A" for a period of five (5) years.



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

Att. 1: Letter dated March 26, 2021 from the Vancouver Guns Club
2: Particulars of the Property

APPENDIX "A"



City of
Richmond

Permit to Allow for Discharge of Firearms under City of Richmond's Regulating the Discharge of Firearms Bylaw No. 4183

To the Permit Holder: Vancouver Gun Club (the "Permit Holder")

Property Address: 7340 Sidaway Road, Richmond

TERMS AND CONDITIONS

1. The Permit Holder must comply with all federal, provincial and municipal legislation, regulations, bylaws and orders and with common law.
2. This Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and known and described as **7340 Sidaway Road, Richmond**.
3. The Activities and Events covered by this Permit (the "Activities and Events") are those activities and events identified in s.6(1)(a) &(b) of the City of Richmond's Regulating the Discharge of Firearms Bylaw No. 4183 Bylaw which include those described in the following excerpt taken from the first page of the March 26, 2021 letter application, as well activities and events similar to those identified in the excerpt that have been hosted in the past:

The Vancouver Gun Club is a non-profit society that was incorporated in 1924. The club purchased the 41 acres property at 7340 Sidaway Road in 1950 and we have operated a shotgun shooting facility since then. We currently have approximately 500 club members and we offer various shooting disciplines such as Trap, Skeet, Sporting Clays, 5-stand, Olympic Trap, to our club members and the public. We are the only Olympic training facility for Olympic Trap and Olympic skeet in Western Canada and we have also hosted a number of events such as trap, skeet and sporting clays events for World Police and Fire Games in 2009, the Annual ALS Shoot for the Cure fundraiser for the Vancouver Firefighter Charities and the ALS Society of BC, the Canadian Olympic Trapshooting Qualifiers, and the Annual BC Provincial Trapshooting Championships. We were scheduled to host the trap and skeet events for the BC Senior Games in 2021 but the event was cancelled due to the COVID-19 pandemic.

4. The Permit Holder must maintain for the duration of the Permit a comprehensive commercial general liability policy acceptable to the City in the amount not less \$10,000,000.00 for the duration of the Permit. The Permit Holder will provide proof of said insurance coverage on an annual basis and upon request.

April 8, 2021

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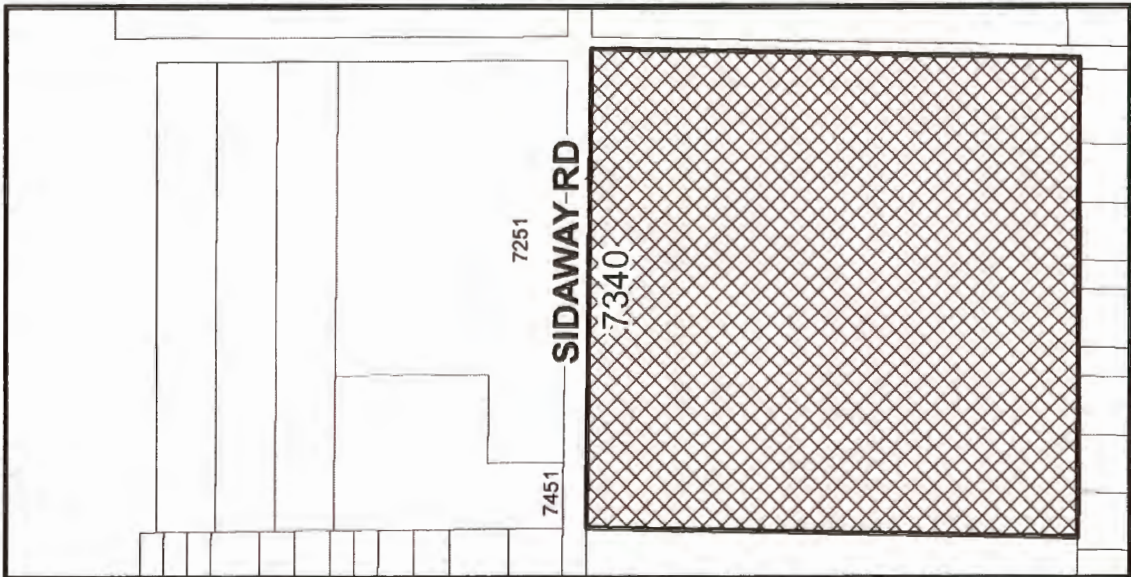
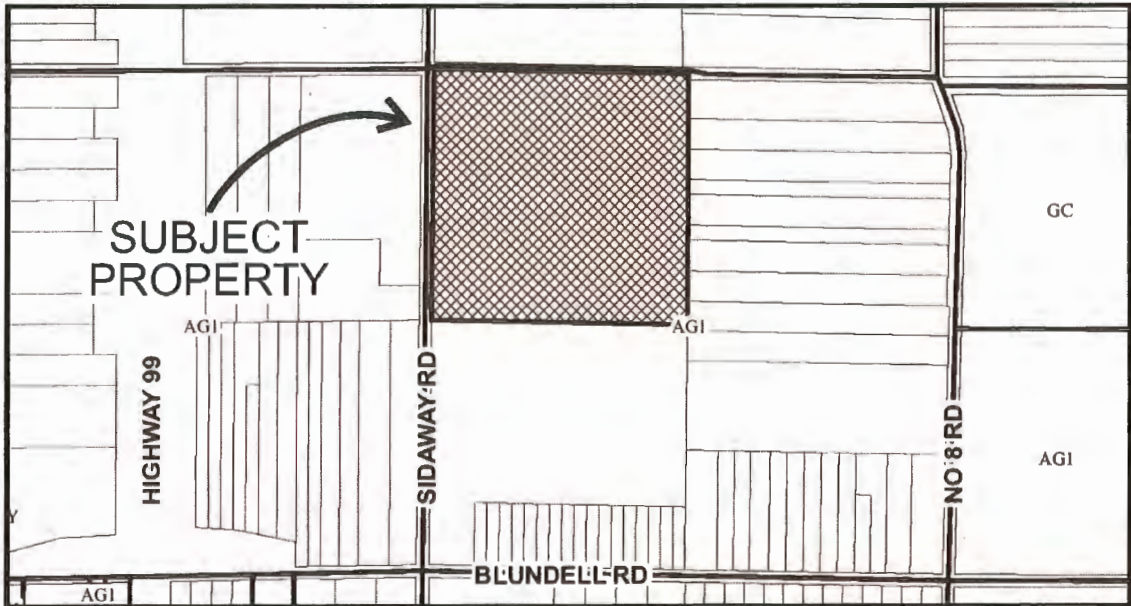
5. Without limiting paragraph 1 of this Permit, the Activities and Events shall be restricted to “daytime” which is defined in the City of Richmond’s Noise Regulation Bylaw No. 8856 as being from 7:00 am to 8:00pm Monday to Saturday, and from 10am to 6pm on Sundays and holidays, unless relaxed in accordance with the provisions of said Bylaw.
6. Unless terminated under paragraph 7, this Permit shall be in effect for a period of 5 years after which time is shall immediately expire.
7. Any breach or non-compliance of any of the above terms and conditions shall result in immediate termination of this Permit.

ISSUED THIS DAY OF _____, _____.

GENERAL MANAGER, COMMUNITY SERVICES



City of
Richmond



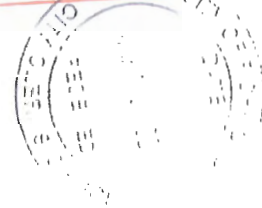
	<p>7340 Sidaway Rd. Schedule "A"</p>	<p>Original Date: 04/09/21</p>
		<p>Revision Date:</p>
		<p>Note: Dimensions are in METRES</p>

ATTACHMENT 1

Letter Dated March 26, 2021 from the Vancouver Guns Club



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



March 26th, 2021

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

Dear Sir/Madam,

My name is Dennis Zentner and I am the President of the Vancouver Gun Club located at 7340 Sidaway Road in Richmond. I am writing to you today to request a permit to discharge a firearm within the City of Richmond in accordance to the *Regulating the Discharge of Firearms Bylaw No. 4183*.

The Vancouver Gun Club is a non-profit society that was incorporated in 1924. The club purchased the 41 acres property at 7340 Sidaway Road in 1950 and we have operated a shotgun shooting facility since then. We currently have approximately 500 club members and we offer various shooting disciplines such as Trap, Skeet, Sporting Clays, 5-stand, Olympic Trap, and Olympic Skeet, to our club members and the public. We are the only Olympic training facility for Olympic Trap and Olympic Skeet in Western Canada and we have also hosted a number of events such as the trap, skeet and sporting clays events for World Police and Fire Games in 2009, the Annual ALS Shoot for the Cure fundraiser for the Vancouver Firefighter Charities and the ALS Society of BC, the Canadian Olympic Trapshooting Qualifiers, and the Annual BC Provincial Trapshooting Championships. We were scheduled to host the trap and skeet events for the BC Senior Games in 2021 but the event was cancelled due to the COVID-19 pandemic.

In 2020, we applied for the renewal of our Federal shooting range approval through the RCMP's Canadian Firearms Program and the Chief Firearms Officer of BC. As part of the application process for the shooting range approval, the RCMP requested the following documents:

8. *Evidence of compliance with applicable zoning laws.*
9. *Copies of, and evidence of compliance with, any operating licences required by federal, provincial or municipal laws.*
10. *Evidence that the shooting range complies with any federal, provincial or municipal legislation that applies to the establishment and operation of such a facility in regard to environmental protection.*

7340 Sidaway Road, Richmond, BC V6W 1B8 | Phone: (604) 278-0832 | www.vancouvergunclub.ca

MAR 26 2021

CITY OF RICHMOND



For points 8, 9 and 10, if no such document exists, you may provide a letter from the government body responsible for the location where the range will operate, stating as much.

Although we have never been asked for these documents in the past, this requirement is listed in subsection 3(2) of the *Shooting Clubs and Shooting Ranges Regulations (SOR/98-212)*.

On November 30th, 2020, we sent an inquiry to the City of Richmond to request the aforementioned documents. On February 5th, 2021, we received a reply from Robert Lum, a Customer Service Manager with the City of Richmond, stating that the City cannot provide the requested documents.

We then looked at the City of Richmond Bylaws surrounding the discharge of firearms and we found the *Regulating the Discharge of Firearms Bylaw No. 4183*. Section 6 of the Bylaw states:

6. (1) A permit to allow the discharge of firearms within the Municipality shall be required:

- (a) for the operation of a pistol, rifle, trap and/or skeet shooting range, and*
- (b) for an organized trap or skeet shooting event not located on a shooting range permitted to operate under this Bylaw, and*
- (c) when the discharge of firearms is to be conducted by a person who is the holder of a valid resident trapping licence and a resident hunting or firearms licence issued by the Province of British Columbia who has produced written permission from the owner or the lessee of the lands upon which he proposes to operate his trap line.*

(2) A permit for the discharge of firearms may be issued providing the applicant is covered by an existing public liability and property damage insurance policy in the minimum amount of \$1,000,000.00 validated for the duration of the permit.

(3) Any person requiring a permit under this section shall make application in writing to the Council of the Municipality setting forth complete details of the activity or event for which the permit is required.

(4) The Council of the Municipality may, after considering the application referred to in section 6(3) hereof, issue a permit subject to such terms and conditions as the Council deems necessary.

On March 1st, 2021, we spoke to Robert Lum who advised us that the only records that existed in the City Archives in relation to the Vancouver Gun Club are:

7340 Sidaway Road, Richmond, BC V6W 1B8 | Phone: (604) 278-0832 | www.vancouvergunclub.ca




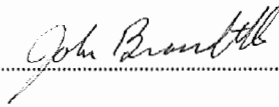
- **October 7th, 1974** – A letter from the Acting Municipal Clerk to the Vancouver Gun Club regarding a newly enacted Bylaw titled "Discharge of Firearms Regulation By-Law No. 3055, 1974" whereby a permit was necessary for the operation of the club.
- **October 28th, 1974** – Council Meeting minutes, paragraph 18, stating "Correspondence making application for a permit to hold and operate a Public Trap and Skeet Shooting Ground on the property at 734 Sidaway Road, which is owned by the Vancouver Gun Club and has, in past years, been the site of a Trap and Skeet shooting ground. Aldermen Gilbertson and Williams RESOLVED 1472 that permission be granted to the Vancouver Gun Club to operate a Public Trap and Skeet Shooting Ground on property at 734 Sidaway Road, legally described as the north west quarter of Section 17, Block 4 North, Range 5 West, N.W.D. CARRIED."
- **September 11th, 1978** – Firearms Permits Committee Meeting Minutes regarding the application for permission/one-year permit to discharge firearms for the purpose of trap and skeet shooting at 7340 Sidaway Road. The permit was granted from September 11th, 1978, to September 11th, 1979.
- **August 11th, 1986** – Memo from Environmental Health Division to the Municipal Clerk dated August 8th, 1986. On August 7th, 1986, noise readings were taken near the Vancouver Gun Club in response to a complaint from a local resident. The Environmental Health Division took noise readings in the vicinity of the property which ranged from 60-63 dBA and would not be in contravention of the Noise By-Law. Records show that a Firearms Permit has not been issued to the Vancouver Gun Club for several years.

I understand that we have not been in compliance with the City Bylaw requirement in regards to the permit for the discharge of firearms for a very long time. Our club is run by a group of volunteers that sits on the Board of Directors which changes from year to year and the issue with the permit for the discharge of firearms was never brought to our attention nor did we realize that such a Bylaw exists. As we are now aware of the current Bylaw and permit requirement, we would like to remedy this deficiency right away. I am attaching our \$10 Million Commercial General Liability Insurance policy and I hope that you will take this permit application for consideration as per subsection 6(4) of the *Regulating the Discharge of Firearms Bylaw No. 4183*.

Sincerely,

Dennis Zentner
President
Vancouver Gun Club

7340 Sidaway Road, Richmond, BC V6W 1B8 | Phone: (604) 278-0832 | www.vancouvergunclub.ca

	COMMERCIAL INSURANCE POLICY HUB International Canada West ULC trading as HUB International Insurance Brokers 8346 Noble Road, Chilliwack, BC V2P 6R5
	INSURER LLOYD'S UNDERWRITERS POLICY NUMBER GC060147 REPLACES NUMBER PURPOSE OF DOCUMENT Policy Renewal
POLICY DECLARATIONS	
Name of Insured	Vancouver Gun Club
Description of Business Operations	Hunting & Fishing Club - With Shooting Range
IBC Code	7936
Mailing Address	7340 Sidaway Rd Richmond BC V6W 1B8
Policy Period	From Dec 31, 2020 To Dec 31, 2021 (12:01 a.m. Standard Time at the Mailing Address of the Insured)
Broker	Hub International - Nanaimo 1551 Estovan Rd Suite 8 Nanaimo, BC V9S 3Y3
Broker No.	BC5
Total Policy Premium	\$3,613
Minimum Retained Premium	\$0
Total Fees (Non-Refundable)	\$0
In consideration of the premium specified and the statements contained in the Policy Declarations and subject to all the terms and conditions of this Policy and the Schedules and Endorsements attached thereto, the insurer agrees to insure the Named Insured, subject to the applicable limits of Insurance or amounts of insurance contained herein, for the specified term.	
In witness whereof, this document has been signed, as authorized by the insurer / Underwriters, by HUB international Insurance Brokers	
Per	
THIS POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE	

Issued: February 16, 2021

Insured Copy

Issued By: LS



COMMERCIAL INSURANCE POLICY
 HUB International Canada West ULC trading as
 HUB International Insurance Brokers
 8346 Noble Road, Chilliwack, BC V2P 6R5

POLICY NUMBER GC060147

Crime				
FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	LIMIT OF INSURANCE	PREMIUM
	Crime Schedule	\$500		Included
	Employee Dishonesty - Form A		\$1,000	Included
	Money and Securities		\$1,000	Included
	Forgery		\$1,000	Included
	Money Orders and Counterfeit Paper Currency		\$1,000	Included
	Credit Card Forgery		\$1,000	Included
	Computer Fraud and Funds Transfer Fraud		\$1,000	Included
Liability				
FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	LIMIT OF INSURANCE	PREMIUM
CGL02	Commercial General Liability	\$1,000	B/PPD	\$2,488
	Each Occurrence	\$1,000	\$10,000,000	Included
	Aggregate Limit		\$10,000,000	Included
	Medical Expense Liability		\$10,000/Person	Included
			\$50,000 Agg	
	Tenants' Legal Liability Coverage Endorsement	\$1,000	\$1,000,000	Included
CGL02	Non-Owned Automobile Liability		\$10,000,000	Included
SEF 94	Legal Liability for Damage to Hired Automobiles	\$1,000	\$50,000	Included
SEF 99	Long Term Leased Vehicles Exclusion			Included
SEF 96	Contractual Liability Endorsement			Included
CGL02	Employee Benefits Errors & Omissions		\$1,000,000	Included
	Per Claim/Aggregate			
CGL02	Personal Injury/Advertising Liability		\$10,000,000	Included
	Data Exclusion Endorsement			
	Terrorism Exclusion Endorsement			
	Mould Exclusion Endorsement			
	Total Asbestos Exclusion			
	Punitive & Exemplary Damages Exclusion Clause			
	Third Party Property Damage Exclusion:			
	Computer & Electronic Hardware, Software & Related Data			
	Data Protection Endorsement			
	Several Liability Notice			
LMA5028A	Service of Suit (Canada)			
	Forest Fire Fighting Extension	\$1,000	\$2,000,000	Included
	Canadian National Sportsmen's Insurance Program			
	This Certificate of Insurance forms part of Master Policy No. CNSIP11127 issued to Canadian National Sportsman and/or All Insured Member Clubs (Certificate Holders) by Certain Underwriters at Lloyds and the coverages outlined are subject to all the terms, conditions and exclusions of the afore-mentioned policy. A copy of the policy is on file at the office of HUB International Canada West ULC dba HUB International Barton Insurance Brokers, 301-17 Church Street, Nanaimo, BC and may be obtained by written request. The terms and conditions of the Master Policy are not modified or amended by this Certificate.			
	Self Defense & Criminal Defense Reimbursement	\$1,000	\$50,000	
	Self Defense Limit = \$50,000, Criminal Defense Reimbursement Limit = \$25,000			
	Aggregate Limit		\$50,000	
	Identity and or Credit Guard	\$1,000	\$2,500	
	Aggregate Limit		\$5,000	
	Directors And Officers Liability	NIL	\$5,000,000	\$200
	Aggregate Limit (D&O)		\$5,000,000	
	Retroactive Date (D&O)			
	Retroactive Date: March 31, 2015			
	Endorsements & Amendatory Endorsements			

Issued: February 16, 2021

Insured Copy

Issued By: LS



COMMERCIAL INSURANCE POLICY
 HUB International Canada West ULC trading as
 HUB International Insurance Brokers
 8346 Noble Road, Chilliwack, BC V2P 6R5

POLICY NUMBER GC060147

Accidental Death & Dismemberment

FORM #	COVERAGE DESCRIPTION	LIMIT (\$)	PREMIUM (\$)
	Business Owners Accident - Principal Sum	\$2,500	Included
	Gun Club Range Accident - Principal Sum Insured Insured persons are all members of the Rod & Gun Club and their guests for injury sustained while using firearms or archery equipment on premises or while attending a club sanctioned event.	\$50,000	\$585
	Volunteer Accident - Principal Sum	\$150,000	\$200
	Weekly Accident Indemnity	\$500	
	Accident Reimbursement Expense	\$10,000	

Legal Expense

FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	LIMIT OF INSURANCE	PREMIUM
	Commercial Legal Expense (Claims Made Basis) - Enhanced Cover Aggregate Limit (Legal Expense)	\$500	\$25,000 \$100,000	\$140
	Telephone Legal Advisory Service			
	Employment Disputes			Included
	Property Disputes			Included
	Criminal Defence			
	Personal Injury (Legal Expense Liability)			
	Contract Disputes			Included
	Retroactive Date (Legal Expense)			Included
	<i>Retroactive Date: December 31, 2020</i>			

Applicable To All Coverages Of This Policy

FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	LIMIT OF INSURANCE	PREMIUM
	Common Policy Conditions - IL0017 (11/98)			
	Declaration of Emergency Endorsement			
	General Provisions-99			
LMA5096	Subscription Policies			
LMA5028A	Service of Suit Clause			
LMA5190A	Canadian Subscription Policy			
LSW1193A	Statutory Conditions and Additional Conditions			
LSW1542F	Lloyd's Complaint Protocol			
LSW1543C	Notice Concerning Personal Information			
LSW1565C	Lloyd's Underwriters Code of Consumer Rights & Responsibilities			
LSW1814	Statutory Conditions Alberta			
LSW1550	Identification of Insurer			
LSW1815	Statutory Conditions BC			
LSW3001	Premium Payment Clause			
MK007	Canadian Privacy Notice			
MK008	Minimum Earned Premium Clause			
NMA1131	Cancellation Clause			
NMA1191	Radioactive Contamination Exclusion Clause - Physical Damage - Direct			
NMA1978A	Nuclear Incident Exclusion Clause			
NMA2802	Electronic Data Recognition Exclusion (EDRE)			
NMA2918	War and Civil War Exclusion Clause			
NMA2920	Terrorism Exclusion			
NMA2962	Biological or Chemical Materials Exclusion			
	Several Liability Notice			
LMA3100	Sanction Limitation and Exclusion Clause			
LMA5185	Made in Canada Clause			

Issued: February 16, 2021

Insured Copy

Issued By: LS



COMMERCIAL INSURANCE POLICY

HUB International Canada West ULC trading as
HUB International Insurance Brokers
8346 Noble Road, Chilliwack, BC V2P 6R5

POLICY NUMBER GC060147

Applicable To All Coverages Of This Policy - Continued

FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	LIMIT OF INSURANCE	PREMIUM
LMA5018	Microorganism Exclusion (Absolute)			
NMA2915A	Electronic Data Endorsement D			
LMA5393	Communicable Disease Exclusion - Property			
LMA5396	Communicable Disease Exclusion - Liability			

Issued: February 16, 2021

Insured Copy

Issued By: LS

April 8, 2021

- 15 -

October 7, 1974
File: B/L 3055

The Vancouver Gun Club
734 Sidaway Road
Richmond, B.C.

Dear Sirs:

I attach for your information copy of By-Law No. 3055, entitled "Discharge of Firearms Regulation By-Law No. 3055, 1974" and would draw your attention to Clause 7 thereof which requires that an application be made in writing to the Council of the Municipality setting forth complete details of the activity conducted by you on property on Sidaway Road.

As will be seen, a permit is now necessary for the operation of your Club.

A copy of the information brochure provided by the Fish and Wildlife Branch pertaining to the 1974 Hunting Programme in the municipalities of Richmond, Surrey, Delta and Langley, is attached for your further information.

Yours very truly,



G. Morris
Acting Municipal Clerk

cc: Recreation Administrator
O.I.C. - R.C.M.P.
By-Law Enforcement Officer

Att.
GM:jf

Council Meeting

- 11 -

October 28, 1974.

18. Vancouver Gun Club

Correspondence making application for a permit to hold and operate a Public Trap and Skeet Shooting Ground on property at 734 Sidaway Road, which property is owned by the Vancouver Gun Club and has, in past years, been the site of a Trap and Skeet Shooting Ground.

Aldermen Gilbertson and Williams 1472
RESOLVED

that permission be granted to the Vancouver Gun Club to operate a Public Trap and Skeet Shooting Ground on property at 734 Sidaway Road, legally described as the north west quarter of Section 17, Block 4 North, Range 5 West, N.W.D.

CARRIED.

19. Union of B.C. Municipalities

Correspondence regarding the brief to the Select Standing Committee on Municipal matters.

Filed for the information of Council.

Minutes and/or Reports Received at the Clerk's Department

1. Building Department report for the month of September, 1974.
2. Fire Department report for the month of September, 1974.
3. Minutes of the meeting of the Sewer Committee held on October 9, 1974.
4. Minutes of the meeting of the Water Committee held on October 9, 1974.
5. Minutes of the meeting of the Sanitation Committee held on October 9, 1974.
6. Minutes of the meeting of the Dykes & Drainage Committee held on October 9, 1974.
7. Minutes of the meeting of the Public Works Committee held on October 9, 1974.
8. Minutes of the meeting of the Planning Committee held on October 15 & 18, 1974.
9. Minutes of an information meeting held on October 10 by the Planning Committee.
10. Minutes of the meeting of the Licence Committee held on October 15, 1974.
11. Minutes of the meeting of the Goals for Shopping Committee held on October 17, 1974.
12. Minutes of the meeting of the G.V.R.D., Planning Committee, held on September 25, 1974.
13. Minutes of the meeting of the G.V.R.D., Park Committee, held on October 2, 1974.
14. B.C. Aviation 'Contact' for September, 1974.
15. Chamber of Commerce newsletter for October, 1974.
16. Richmond Residents' Association, Bridgeport Branch, newsletter for October, 1974.
17. 1973 Annual Report from the B.C. Water Resources Services.
18. Correspondence from the G.V.R.D. regarding 'Funds approved for Psychiatric Day Care facilities at Lions Gate and Royal Columbian Hospitals' and 'G.V.R.D. studies proposed industrial development in Delta'.

A.B.

Minutes of Meeting

FIREARMS PERMITS COMMITTEE

Monday, September 11, 1978, held at 11:00 A.M.

(Mayor's Office)

PRESENT: Mayor G. J. Blair, Chairman
Alderman R. A. McMath
Mr. G. Morris, Municipal Clerk
Mr. R. Drennan, Deputy Municipal Clerk

ALSO PRESENT: Mr. J. Brooks Director of Engineering Services
Mr. A. Hamada, Public Health Inspector

1. APPLICATION TO DISCHARGE FIREARMS

Application of Mr. Wayne Oliver, on behalf of the Vancouver Gun Club, for permission to discharge firearms for the purpose of trap and skeet shooting at 7340 Sidaway Road. The applicant requested a one-year permit.

Proof of the applicant's comprehensive liability insurance in the amount of \$1,000,000, valid until October 13, 1978, is presently on file.

DECISION

Committee directed that a permit be issued in this instance, subject to the usual conditions, as well as the three conditions outlined in a memorandum from the Health Inspector, which are as follows:

1. Operation of the Gun Club be restricted to the "daytime" which is defined in the Richmond Noise Control By-law as being from 7:00 a.m. to 8:00 p.m.
2. Compliance with Sections (7) and (9) of the Richmond Noise Control By-law.
3. Schedule of tournaments for the duration of the permit to be submitted and applications to be made to the "Richmond Noise Control Committee" for a relaxation of the By-law for the tournaments.

The applicant will be required to comply with the provisions of By-Law No. 3055, as amended, and the applicable Provincial and Federal regulations. The permit shall be granted for the period from September 11, 1978, to September 11, 1979.



Mayor G. J. Blair, Chairman.

3926 Vancouver Gun Club, Sidaway
Road. -- 1982-1986.

CITY OF RICHMOND ARCHIVES

TY/SE/FI: MR SE 30 FI 3926
Series: Community clubs and
organizations
Location: 6 7 5 3

PLEASE MAINTAIN ORIGINAL ORDER

April 8, 2021

- 19 -

THE CORPORATION OF THE TOWNSHIP OF RIMMOND

M E M O

TO: Director of Community Services FROM: Municipal Clerk

cc: Chief Public Health
Officer

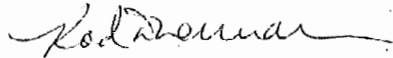
DATE: August 11, 1986

OUR FILE NO. 3926

YOUR FILE NO.

SUBJECT: Vancouver Gun Club - Sidaway Road

The attached report from the Environmental Health division is self-explanatory. Do you feel that improved liaison with the Vancouver Gun Club officials would resolve some of the concerns expressed in the memorandum. It is understood that a number of complaints were received as a result of a recent major tournament which concluded on August 10th. Your comments would be appreciated.



Rod Drennan
Municipal Clerk

RND/sf
Attach.

M E M O R A N D U M

Health Department

MEMO TO: R. Drennan
Municipal Clerk

FROM: K. Higo
Environmental Health Division

DATE: August 8, 1986

SUBJECT: Vancouver Gun Club - 7340 Sidaway Road

On August 7, 1986, noise readings near the Vancouver Gun Club were taken in response to a complaint from a local resident. Noise readings taken just south of the Gun Club ranged from 60 - 63 dBA which would not be in contravention of the Noise By-law.

The Gun Club was contacted and the following information was obtained:

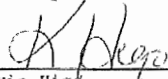
- (a) the tournament will run August 6 - 10.
- (b) there are 900 shooters involved as well as 500 family members attending.
- (c) the range is open for practise at 7 - 7:30 a.m. and stops at 9:00 p.m. (the Club states the R.C.M.P. are by every night to enforce this time limit).

In 1981 a memo to the Clerks Department from A. Hamade recommends that the Gun Club's request to extend the closure time to 9:00 p.m. be denied except for one day per week.

Our records show that a Firearms Permit has not been issued to the Gun Club for several years. Also, the Gun Club has not forwarded a copy of the major shoot dates for the year.

The Gun Club are utilizing the property to the south as a Recreation Vehicle parking area. Waterlines and hose bibs have been installed.

The above information is forwarded to you for whatever action you deem necessary.



 Kelvin Higo
 Chief Public Health Inspector
 Environmental Health Division

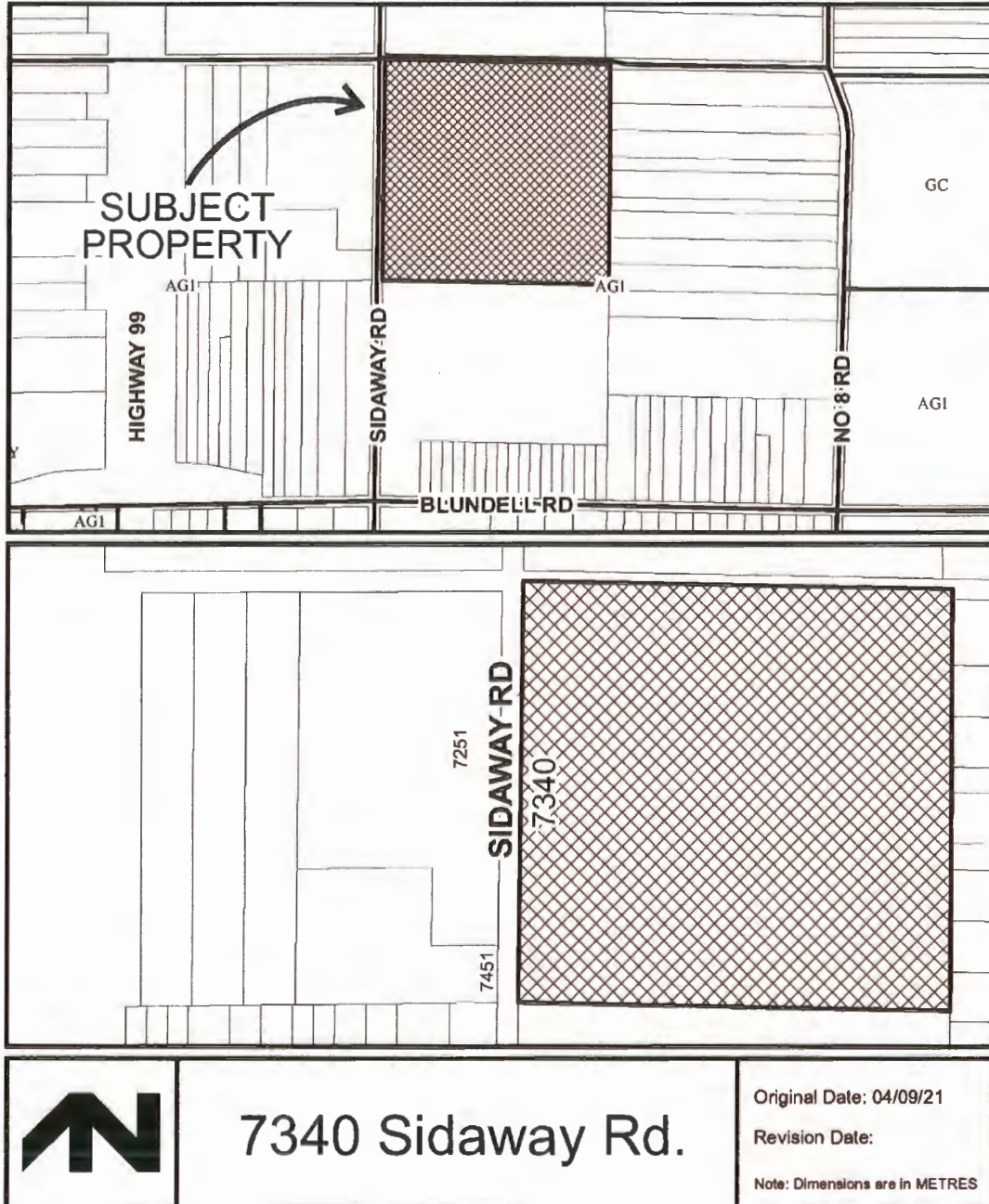
KH/vr
0935r

Particulars of the Property



City of
Richmond

Attachment 2





City of
Richmond

Attachment 2



7340 Sidaway Rd.

Original Date: 04/09/21

Revision Date:

Note: Dimensions are in METRES



City of Richmond

Report to Committee



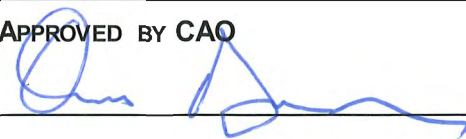
To: Finance Committee **Date:** April 16, 2021
From: Ivy Wong **File:** 03-0905-01/2021-Vol
 Acting Director, Finance, CPA, CMA 01
Re: **2020 Consolidated Financial Statements**

Staff Recommendation

1. That the staff report titled, "2020 Consolidated Financial Statements", dated April 16, 2021 from the Acting Director, Finance be received for information; and
2. That the 2020 City of Richmond Consolidated Financial Statements as presented in Attachment 2 be approved.

Ivy Wong
 Acting Director, Finance, CPA, CMA
 (604-276-4046)

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
 Acting GM, F&CS	
SENIOR STAFF REPORT REVIEW	INITIALS:
	
APPROVED BY CAO	
	

Staff Report

Origin

Sections 98 and 167 of the *Community Charter* require that the City of Richmond (the City) prepare annual audited financial statements. The City's audited consolidated financial statements for 2019 have been prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

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

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

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

Analysis

KPMG LLP (KPMG) has been appointed by City Council to independently audit the City's consolidated financial statements. They have expressed an opinion, that the City's consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2020, and its consolidated results of operation, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards. The complete Audit Findings Report is attached as Appendix 1.

The annual financial statements and the auditor's report for the year ended December 31, 2020 are attached as Appendix 2.

The consolidated financial statements combine the accounts of the City of Richmond, Richmond Olympic Oval and Richmond Public Library. The City's investment in Lulu Island Energy Company (LIEC), a wholly owned government business enterprise (GBE), is accounted for using the modified equity method. Further information about the basis of consolidation is listed in Note 2 to the consolidated financial statements.

An analysis of the consolidated financial statements as prepared by management is provided in the Financial Statement Discussion and Analysis (FSD&A) included in Attachment 3. The FSD&A explains the significant differences in the financial statements between the reported year and the previous year as well as between budgeted and actual results. This analysis is intended to be read in conjunction with the 2020 audited consolidated financial statements.

Financial Impact

None.

Conclusion

The City's audited consolidated financial statements for 2020 have been prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. As noted in the Auditors' Report, it is the Auditors' opinion that these consolidated financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2020, and its consolidated results of operation, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.



Cindy Gilfillan
Manager, Financial Reporting, CPA, CMA
(604-276-4077)

CG:cg

- Att. 1: Audit Findings Report for the year ended December 31, 2020
- 2: 2020 City of Richmond Consolidated Financial Statements
- 3: 2020 Financial Statement Discussion and Analysis



City of Richmond

Audit Findings Report for the year ended
December 31, 2020

CNCL - 228



Dated April 15, 2021 for the Finance Committee meeting
on May 3, 2021

kpmg.ca/audit

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Control and other observations	13
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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours**.



The contacts at KPMG in connection with this report are:

C.J. James, CPA, CA
Engagement Partner
Tel: 604-527-3635
cijames@kpmg.ca

Aanu Adeleye, CPA (Illinois), MBA
Engagement Senior Manager
Tel: 604-527-3746
aadeleye@kpmg.ca

This Audit Findings Report is intended solely for the information and use of the Richmond City Council and Management of the City of Richmond and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Executive summary

Purpose of this report

The purpose of this Audit Findings Report is to assist you, as a member of the Richmond City Council ("Council") in your review of the results of our audit of the consolidated financial statements (hereinafter referred to as the "financial statements") of the City of Richmond (the "City") as at and for the year ended December 31, 2020. This Audit Findings Report builds on the Audit Plan we provided dated November 4, 2020.

What's new in fiscal 2020 impacting financial reporting

There have been significant changes in fiscal 2020 which impacted financial reporting and our audit:

- COVID-19 pandemic; and
- New auditing standard for estimates.

See pages 5 to 6 further details

Changes from the audit plan

There have been no significant changes regarding our audit from the Audit Planning Report previously provided to you.

Finalizing the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include:

- Completing our discussions with Council;
- Obtaining the signed management representation letter;
- Obtaining evidence of Council's acceptance of the financial statements; and,
- Completing subsequent event review procedures up to the date of Council's acceptance of the financial statements.

We will update Council on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures. Our auditors' report, a draft of which is attached to the draft financial statements, will be dated upon the completion of any remaining procedures.

Executive summary (continued)

Areas of audit focus

Our audit is risk-focused. We have not identified any significant risks. However, as part of our audit, we identified areas of audit focus which include:

- Tangible capital assets;
- Deferred revenue and development cost charges;
- Valuation of post-employment benefits; and
- Management override of controls.

See pages 7 to 10 for further details.

Adjustments and differences

Adjustments and differences include disclosure and presentation items. Professional standards require that we request of management and Council that all identified differences be corrected.

Uncorrected differences

We did not identify differences that remain uncorrected.

Corrected adjustments

We did not identify any adjustments that were communicated to management and subsequently corrected in the financial statements.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

See page 12 for further details.

Control and other observations

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

See page 13 for further details.

Independence

We confirm that we are independent with respect to the City within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any applicable legislation or regulation from January 1, 2020 up to the date of this report.

Current developments

There have been no significant updates to the current developments materials which were provided to you in our Audit Planning Report.

What's new in 2020 impacting financial reporting

COVID-19 pandemic

Area of impact

Key observations

Risk assessment - We performed a thorough risk assessment specifically targeted at the impacts of the COVID-19 pandemic as described in our audit plan, which also, included an assessment of fraud risk factors. No issues or additional areas were identified.

Working remotely

- We used virtual work rooms, video conferencing, and internally-shared team sites to collaborate in real-time, both amongst the audit team as well as with management.

- We used secure technologies to conduct walkthroughs, perform tests of controls and substantive tests.

Financial reporting

- We obtained an understanding of any changes to process activities and controls that have been implemented due to remote working arrangements. We noted that there were no significant changes to financial processes or controls of the City with respect to financial reporting.

- We reviewed management's assessment of the implications of COVID-19 to the City's operations and the financial effects. The impacts on financial reporting included: reductions in sales of services revenue, investment income, gaming revenue, other revenues, community services expenses, general government expenses, and planning and development expenses. These impacts have been reflected in the financial statements. We noted that there were no other items of significant impact to the financial statements.

- We inquired with management about the performance of the investments held by the City and evaluated whether any indicators of permanent impairment have been identified. We noted there were no indicators of permanent impairment identified. We reviewed investment statements and other information received from the investment manager to determine the impact on portfolio values.

- We reviewed the accounting treatment for the COVID-19 Safe Restart grant received by the City and noted that it was appropriately recognized as revenue. We agreed the amount received to the cash received and the grant letter from the Province of BC.

- Management has included additional disclosure in the notes to the financial statements (within note 1) with respect to the effect of the COVID-19 pandemic for fiscal year 2020 and the nature of any potential future impact to the City. We reviewed the note disclosure and concur that management has appropriately disclosed the impact of COVID-19 on the City's operations.

What's new in 2020 impacting financial reporting (continued)

New auditing standard

Standard	Key observations
CAS 540, Auditing Accounting Estimates and Related Disclosures	<ul style="list-style-type: none">- This new audit standard was applied on all estimates within the financial statements that had a risk of material misstatement due to estimation uncertainty and not just “key estimates”, “critical accounting estimates”, or “estimates with significant risk”.- The granularity and complexity of the new standard along with our interpretation of the application of that standard necessitated more planning and discussion and increased involvement of more senior members of the engagement team.- We performed more granular risk assessments based on the elements making up each accounting estimate such as the method, the assumptions used, the data used and the application of the method.- We considered the potential for management bias.- We assessed the degree of uncertainty, complexity, and subjectivity involved in making each accounting estimate to determine the level of audit response. The higher the level of response, the more persuasive the audit evidence was needed.- We performed a retrospective review of the estimate used to determine the prior year valuation of post-employment benefits balance to assess whether the estimation methodology remains appropriate for the 2020 year-end. There were no issues noted in our audit of the estimate of the valuation of post-employment benefits.

Areas of audit focus

Area of audit focus	New or changed from Audit Planning Report?	Estimate?
Tangible capital assets	No	Yes – the established useful lives of tangible capital assets for purposes of depreciation and valuation of contributed assets. No estimation uncertainty with a risk of material misstatement that was more than remote was identified.
Our audit approach		
We performed the following procedures:		
<ul style="list-style-type: none">- We updated our understanding of the process activities and controls over tangible capital assets, including the year-end process around identifying assets for impairment.- We obtained the tangible capital assets continuity schedule, verified its mathematical accuracy, and performed substantive procedures over additions, disposals, reclassifications, and other adjustments.- We tested asset additions including inspection of supporting documentation to determine if additions are capital in nature and amounts recorded are accurate.- We selected a sample of contributed assets and agreed the fair value on the date the assets were received recorded on the financial statements to supporting documentation.- We tested asset dispositions including inspection of supporting documentation and assessed appropriateness of the gain or loss recorded.- We reviewed the reasonableness of estimated useful lives and amortization recognized.- We reviewed the financial statement note disclosure to ensure it is complete and accurate.		
Significant findings		
<ul style="list-style-type: none">- No issues were noted in the audit testing completed.		

Areas of audit focus (continued)

Area of audit focus	New or changed from Audit Planning Report?	Estimate?
Deferred revenue and development cost charges	No	No
Our audit approach		
Our procedures included:		
<ul style="list-style-type: none"> - We updated our understanding of the process activities and controls over deferred revenue and development cost charges. - We reconciled a sample of permits to new development cost charges recorded in the year and inspected bylaws showing appropriation for the specified purpose. - We inspected specific contracts to determine whether there are stipulations or restrictions impacting revenue recognition. We assessed whether revenue was appropriately recognized or the amount was appropriately deferred. - We assessed whether the appropriate stipulations have been met by inspecting and recalculating expenses incurred for certain projects. 		
Significant findings		
<ul style="list-style-type: none"> - No issues were noted in the audit testing completed. 		

Areas of audit focus (continued)

Area of audit focus	New or changed from Audit Planning Report?	Estimate?
Valuation of post-employment benefits	No	Yes – the actuarial valuation of post-employment benefits. Estimation uncertainty with a risk of material misstatement that was more than remote was identified.

Our audit approach

In addition to the additional procedures noted in the section “What’s new in 2020 impacting financial reporting”, we performed the following procedures:

- We obtained the actuarial report prepared by Mercer (Canada) Limited and agreed the amount recorded in the general ledger to the actuarial report.
- We performed an analytical review over the amounts recorded.
- We assessed the reasonableness of the significant assumptions used in the valuation, including changes in assumptions from the prior year.
- We reviewed the financial statement note disclosure for accuracy and completeness.

Significant findings

- No issues were noted in the audit testing completed.

Audit risks

Professional requirements

Fraud risk from management override of controls

Why is this significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Our audit approach

Our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Testing of journal entries and other adjustments.
- Performing a retrospective review of significant estimates.
- Evaluating the business rationale of significant unusual transactions.

Significant findings

There were no significant issues noted in our testing.

Data & Analytics in the audit

We have integrated Data & Analytics (“D&A”) into our audit approach. Use of innovative D&A allows us to analyze greater quantities of data, dig deeper and deliver more value from our audit. We believe that D&A improves both the quality and effectiveness of our audit by allowing us to analyze large volumes of financial information quickly, enhancing our understanding of your business as well as enabling us to design procedures that better target risks. We have summarized our use of D&A in the audit as follows:

Area of audit focus	D&A tools and routines	Our results
Duplicate payroll testing	<ul style="list-style-type: none"> - We used KPMG data analytics software (IDEA) to identify any duplicate payroll payments that may have been made during the year. 	We did not identify any instances of duplicate payments in 2020.
Payroll payments processed on weekends	<ul style="list-style-type: none"> - We used KPMG data analytics software (IDEA) to identify payroll payments processed on weekends. 	We did not identify any instances of payroll payments processed on the weekends in 2020.
Journal entry testing	<ul style="list-style-type: none"> - We used KPMG data analytics software (IDEA) to analyze journal entries and apply certain criteria to identify potential high-risk journal entries for further testing. 	There were no issues noted in our testing.

Significant accounting policies and practices



Significant accounting policies

- There were no initial selections of or changes to the new significant accounting policies and practices.
- There were no significant accounting policies in controversial or emerging areas.
- There were no issues noted with the timing of the City's transactions in relation to the period in which they were recorded.
- There were no issues noted with the extent to which the financial statements are affected by a significant unusual transaction and extent of disclosure of such transactions.
- There were no issues noted with the extent to which the financial statements are affected by non-recurring amounts recognized during the period and extent of disclosure of such transactions.



Significant accounting estimates

- There were no issues noted with management's identification of accounting estimates.
- There were no issues noted with management's process for making accounting estimates.
- There were no indicators of possible management bias.
- There were no significant factors affecting the City's asset and liability carrying values.



Financial statement presentation and disclosure

- There were no issues noted with the judgments made, in formulating particularly sensitive financial statement disclosures.
- There were no issues noted with the overall neutrality, consistency, and clarity of the disclosures in the financial statements.
- There were no significant potential effects on the financial statements of significant risks, exposures and uncertainties.
- As requested by the Ministry of Municipal Affairs and Housing, the supplementary information contained within the 2020 Annual Financial Report includes an unaudited schedule for the COVID-19 Safe Restart Grant received by the City in 2020. The schedule shows the amount of funding received, the eligible costs incurred, and the remaining grant balance at December 31, 2020.

Control and other observations

In accordance with professional standards, we are required to communicate to Council significant deficiencies in internal control over financial reporting ("ICFR") that we identified during our audit.

The purpose of our audit is to express an opinion on the financial statements. Our audit included consideration of ICFR in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of ICFR.

The matters being reported are limited to those deficiencies that we have identified during our audit and that we have concluded are of sufficient importance to merit being reported to Council and to meet professional standards.

We did not note any significant deficiencies in internal controls.

Appendices

Appendix 1: Required communications

Appendix 2: Management representation letter

CNCL – 241



Appendix 1: Required communications

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter provided to management.

Draft auditors' report

The conclusion of our audit is set out in our draft auditors' report attached to the draft financial statements.

Independence

In accordance with professional standards, we have confirmed our independence.

Management representation letter

In accordance with professional standards, a copy of the management representation letter is included in Appendix 2.

Audit findings report

Represented by this report.

Appendix 2: Management representation letter

CNCL – 243

MANAGEMENT REPRESENTATION LETTER

KPMG LLP
PO Box 10426 777 Dunsmuir Street
Vancouver BC, V57Y 1K3
Canada

May __, 2021

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of the City of Richmond ("the Entity") as at and for the period ended December 31, 2020.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated October 26, 2017, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council and committees of Council that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - others
 where such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Other information:

- 11) We confirm that the final version of the 2020 annual report will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your audit procedures in accordance with professional standards.

Non-SEC registrants or non-reporting issuers:

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Employee future benefits:

- 14) The employee future benefits costs, assets and obligation have been determined, accounted for and disclosed in accordance with the financial reporting framework.

- 15) The information provided by us to Mercer (Canada) Limited (the "Expert") and used in the work and findings of the Expert are complete and accurate. We agree with the findings of the Expert in evaluating post-employment future benefits and have adequately considered the qualifications of the Expert in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give nor cause any instructions to be given to the Expert with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence and objectivity of the Expert.

Yours very truly,

Mr. Jerry Chong, Director of Finance

Ms. Cindy Gilfillan, Manager, Financial Reporting

cc: Richmond City Council

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Information is obscured if it is communicated in a way that would have a similar effect for users of financial statements to omitting or misstating that information. The following are examples of circumstances that may result in material information being obscured:

- a) information regarding a material item, transaction or other event is disclosed in the financial statements but the language used is vague or unclear;
- b) information regarding a material item, transaction or other event is scattered throughout the financial statements;
- c) dissimilar items, transactions or other events are inappropriately aggregated;
- d) similar items, transactions or other events are inappropriately disaggregated; and
- e) the understandability of the financial statements is reduced as a result of material information being hidden by immaterial information to the extent that a primary user is unable to determine what information is material.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.



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KPMG member firms around the world have 227,000 professionals, in 146 countries.



Consolidated Financial Statements of

CITY OF RICHMOND

And Independent Auditors' Report thereon

Year ended December 31, 2020



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INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the City of Richmond

Opinion

We have audited the consolidated financial statements of the City of Richmond (the "City"), which comprise:

- the consolidated statement of financial position as at December 31, 2020;
- the consolidated statement of operations for the year then ended;
- the consolidated statement of changes in net financial assets for the year then ended;
- the consolidated statement of cash flows for the year then ended; and
- notes to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2020, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants

Vancouver, Canada

May __, 2021

CITY OF RICHMOND

Consolidated Statement of Financial Position
(Expressed in thousands of dollars)

December 31, 2020, with comparative information for 2019

	2020	2019
Financial Assets		
Cash and cash equivalents	\$ 530,034	\$ 389,564
Investments (note 3)	834,010	830,896
Investment in Lulu Island Energy Company ("LIEC") (note 4)	32,736	31,414
Accrued interest receivable	9,697	7,781
Accounts receivable (note 5)	21,521	28,407
Taxes receivable	14,419	11,033
Development fees receivable	28,517	21,144
Debt reserve fund - deposits (note 6)	508	508
	<u>1,471,442</u>	<u>1,320,747</u>
Liabilities		
Accounts payable and accrued liabilities (note 7)	192,096	107,590
Development cost charges (note 8)	221,151	197,671
Deposits and holdbacks (note 9)	97,445	117,364
Deferred revenue (note 10)	49,024	64,362
Debt, net of MFA sinking fund deposits (note 11)	22,741	27,891
	<u>582,457</u>	<u>514,878</u>
Net financial assets	888,985	805,869
Non-Financial Assets		
Tangible capital assets (note 12)	2,488,139	2,427,798
Inventory of materials and supplies	4,285	2,961
Prepaid expenses	2,797	2,714
	<u>2,495,221</u>	<u>2,433,473</u>
Accumulated surplus (note 13)	<u>\$ 3,384,206</u>	<u>\$ 3,239,342</u>

Contingent demand notes (note 6)
Commitments and contingencies (note 18)

See accompanying notes to consolidated financial statements.

General Manager, Finance and Corporate Services

CITY OF RICHMOND

Consolidated Statement of Operations
(Expressed in thousands of dollars)

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (notes 2(p) and 24)	2020	2019
Revenue:			
Taxation and levies (note 20)	\$ 239,357	\$ 239,991	\$ 230,198
Utility fees	115,210	114,335	111,472
Sales of services	43,876	29,090	42,747
Payments-in-lieu of taxes	14,841	16,820	16,277
Provincial and federal grants	9,988	16,953	10,687
Development cost charges (note 8)	29,111	16,737	13,802
Other capital funding sources	66,274	71,051	39,028
Other revenue:			
Investment income	18,562	20,175	25,142
Gaming revenue	14,500	2,705	15,140
Licenses and permits	11,435	19,407	13,030
Other (note 21)	12,764	30,466	62,785
Equity income in LIEC (note 4)	1,311	1,322	1,634
	577,229	579,052	581,942
Expenses:			
Community safety	118,205	112,895	106,209
Utilities: water, sewer and sanitation	104,763	102,824	98,653
Engineering, public works and project development	78,618	75,314	80,940
Community services	71,936	50,833	67,522
General government	63,786	51,495	55,689
Planning and development	24,342	19,201	48,104
Richmond Olympic Oval	17,120	12,586	15,972
Richmond Public Library	11,095	9,040	10,601
	489,865	434,188	483,690
Annual surplus	87,364	144,864	98,252
Accumulated surplus, beginning of year	3,239,342	3,239,342	3,141,090
Accumulated surplus, end of year	\$ 3,326,706	\$ 3,384,206	\$ 3,239,342

See accompanying notes to consolidated financial statements.

CITY OF RICHMOND

Consolidated Statement of Changes in Net Financial Assets
(Expressed in thousands of dollars)

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (notes 2(p) and 24)	2020	2019
Annual surplus for the year	\$ 87,364	\$ 144,864	\$ 98,252
Acquisition of tangible capital assets	(169,105)	(70,726)	(93,154)
Contributed tangible capital assets	(50,000)	(58,240)	(28,867)
Amortization of tangible capital assets	63,236	66,254	64,228
Net gain on disposal of tangible capital assets	-	(6,136)	(17,637)
Proceeds on sale of tangible capital assets	-	8,507	19,326
	(68,505)	84,523	42,148
Acquisition of inventory of materials and supplies	-	(4,285)	(2,961)
Acquisition of prepaid expenses	-	(2,797)	(2,714)
Consumption of inventory of materials and supplies	-	2,961	3,602
Use of prepaid expenses	-	2,714	2,673
Change in net financial assets	(68,505)	83,116	42,748
Net financial assets, beginning of year	805,869	805,869	763,121
Net financial assets, end of year	\$ 737,364	\$ 888,985	\$ 805,869

See accompanying notes to consolidated financial statements.

CITY OF RICHMOND

Consolidated Statement of Cash Flows
(Expressed in thousands of dollars)

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 144,864	\$ 98,252
Items not involving cash:		
Amortization of tangible capital assets	66,254	64,228
Net gain on disposal of tangible capital assets	(6,136)	(17,637)
Contributions of tangible capital assets	(58,240)	(28,867)
Equity income in LIEC	(1,322)	(1,634)
Change in non-cash operating working capital:		
Accrued interest receivable	(1,916)	(338)
Accounts receivable	6,886	744
Taxes receivable	(3,386)	811
Development fees receivable	(7,373)	4,401
Inventory of materials and supplies	(1,324)	641
Prepaid expenses	(83)	(41)
Accounts payable and accrued liabilities	84,506	12,359
Development cost charges	23,480	38,789
Deposits and holdbacks	(19,919)	3,744
Deferred revenue	(15,338)	(3,002)
Net change in cash from operating activities	210,953	172,450
Capital activities:		
Cash used to acquire tangible capital assets	(70,726)	(93,154)
Proceeds on disposal of tangible capital assets	8,507	19,326
Net change in cash from capital activities	(62,219)	(73,828)
Financing activities:		
Repayments of debt	(5,150)	(4,951)
Investing activities:		
Net sale (purchase) of investments	(3,114)	174,032
Net change in cash	140,470	267,703
Cash and cash equivalents, beginning of year	389,564	121,861
Cash and cash equivalents, end of year	\$ 530,034	\$ 389,564

See accompanying notes to consolidated financial statements.

CITY OF RICHMOND

Notes to Consolidated Financial Statements
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

1. Operations:

The City of Richmond (the "City") is incorporated under the Local Government Act of British Columbia. The City's principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, infrastructure, environmental, recreational, water, sewer, and drainage.

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This resulted in governments worldwide, including the Canadian federal and provincial governments enacting emergency measures to combat the spread of the virus. The economic conditions and the City's response to the pandemic had a material impact on the City's operating results and financial position in 2020. The City temporarily closed civic facilities, including recreation and community centres, managed workforce challenges, including the implementation of systems and processes to facilitate remote work, and workforce adjustments, such as delayed hiring, reallocation of staff resources and temporary layoffs. This affected both revenues and expenses for the City and included mitigation measures to reduce the overall financial impact. The primary impact was on parks, recreation and facilities as well as corporate services, bylaw enforcement and fire/rescue. The situation is still dynamic and the ultimate duration and magnitude of the impact on the economy and the financial effect on the City is not known at this time.

2. Significant accounting policies:

The consolidated financial statements of the City have been prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants Canada.

(a) Basis of consolidation:

The consolidated financial statements reflect a combination of the City's General Revenue, General Capital and Loan, Waterworks and Sewerworks, and Reserve Funds consolidated with the Richmond Public Library (the "Library") and the Richmond Olympic Oval (the "Oval"). The Library is consolidated as the Library Board is appointed by the City. The Oval is consolidated as they are a wholly owned municipal corporation of the City. Interfund transactions, fund balances and activities have been eliminated on consolidation. The City's investment in Lulu Island Energy Company ("LIEC"), a wholly owned government business enterprise ("GBE"), is accounted for using the modified equity method.

(i) General Revenue Fund:

This fund is used to account for the current operations of the City as provided for in the Annual Budget, including collection of taxes, administering operations, policing, and servicing general debt.

(ii) General Capital and Loan Fund:

This fund is used to record the City's tangible capital assets and work-in-progress, including engineering structures such as roads and bridges, and the related debt.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(a) Basis of consolidation (continued):

(iii) Waterworks and Sewerworks Funds:

These funds have been established to cover the costs of operating these utilities, with related capital and loan funds to record the related tangible capital assets and debt.

(iv) Reserve Funds:

Certain funds are established by bylaws for specific purposes. They are funded primarily by budgeted contributions from the General Revenue Fund and developer contributions plus interest earned on fund balances.

(b) Basis of accounting:

The City follows the accrual method of accounting for revenue and expenses. Revenue is recognized in the year in which it is earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods and services and/or the creation of a legal obligation to pay.

(c) Government transfers:

Restricted transfers from governments are deferred and recognized as revenue as the related expenditures are incurred or the stipulations in the related agreement are met. Unrestricted transfers are recognized as revenue when received or if the amount to be received can be reasonably estimated and collection is reasonably assured.

(d) Cash and cash equivalents:

Cash and cash equivalents consist of cash, highly liquid money market investments and short-term investments with maturities of less than 90 days from date of acquisition.

(e) Investments:

Investments are recorded at cost, adjusted for amortization of premiums or discounts. Provisions for losses are recorded when they are considered to be other than temporary.

(f) Investment in government business enterprises:

Government business enterprises are recorded using the modified equity method of accounting. The City's investment in the GBE is recorded as the value of the GBE's shareholder's equity. The investment's income or loss is recognized by the City when it is earned by the GBE. Inter-organizational transactions and balances are not eliminated, except for any gains or losses on assets remaining within the City.

(g) Accounts receivable:

Accounts receivable are net of an allowance for doubtful accounts and therefore represent amounts expected to be collected.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(h) Development cost charges:

Development cost charges are restricted by legislation to expenditures on capital infrastructure. These amounts are deferred upon receipt and recognized as revenue when the expenditures are incurred in accordance with the restrictions.

(i) Post-employment benefits:

The City and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employee plan, contributions are expensed as incurred.

Post-employment benefits also accrue to the City's employees. The liabilities related to these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The liabilities under these benefits plans are accrued based on projected benefits prorated as employees render services necessary to earn the future benefits.

(j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are initially recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development, or betterment of the assets. The cost, less estimated residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings and building improvements	10 - 75
Infrastructure	5 - 100
Vehicles, machinery and equipment	3 - 40
Library's collections, furniture and equipment	4 - 20

Amortization is charged over the asset's useful life commencing when the asset is acquired. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(j) Non-financial assets (continued):

(iii) Natural resources, works of art, and cultural and historic assets:

Natural resources, works of art, and cultural and historic assets are not recorded as assets in the consolidated financial statements.

(iv) Interest capitalization:

The City does not capitalize interest costs associated with the construction of a tangible capital asset.

(v) Labour capitalization:

Internal labour directly attributable to the construction, development or implementation of a tangible capital asset is capitalized.

(vi) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(vii) Impairment of tangible capital assets:

Tangible capital assets are written down when conditions indicate that they no longer contribute to the City's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the consolidated statement of operations.

(viii) Inventory of materials and supplies:

Inventory is recorded at cost, net of an allowance for obsolete stock. Cost is determined on a weighted average basis.

(k) Revenue recognition:

Revenue is recognized in the period in which the transactions or events occurred that gave rise to the revenue. All revenue is recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impractical.

The City is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the City's taxation revenue.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(l) Property taxes:

The City establishes property tax rates based on assessed market values provided by the British Columbia Assessment Authority (BCA). Market values are determined as of July 1st of each year. The City records taxation revenue at the time the property tax bills are issued. The City is entitled to collect interest and penalties on overdue taxes.

(m) Deferred revenue:

The City defers a portion of the revenue collected from permits, licenses and other fees and recognizes this revenue in the year in which related inspections are performed, other related expenses are incurred or services are provided.

Deferred revenue also represents funds received from external parties for specified purposes. This revenue is recognized in the period in which the related expenses are incurred.

(n) Deposits:

Receipts restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as deposits and are refundable under certain circumstances. When qualifying expenses are incurred, deposits are recognized as revenue at amounts equal to the qualifying expenses.

(o) Debt:

Debt is recorded net of related sinking fund balances.

(p) Budget information:

Budget information, presented on a basis consistent with that used for actual results, was included in the City's Consolidated 5 Year Financial Plan (2020-2024) ("Consolidated Financial Plan") and was adopted through Bylaw No. 10183 on May 11, 2020.

(q) Contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water, or sediment of a chemical, organic or radioactive material of live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The City is directly responsible or accepts responsibility;

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

2. Significant accounting policies (continued):

(q) Contaminated sites:

- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(r) Use of accounting estimates:

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amount of revenue and expenditures during the reporting period. Areas requiring the use of management estimates relate to performing the actuarial valuation of employee future benefits, the value of contributed tangible capital assets, value of developer contributions, useful lives for amortization, determination of provisions for accrued liabilities, performing the actuarial valuation of employee future benefits, allowance for doubtful accounts, and provision for contingencies. Actual results could differ from those estimates. Adjustments, if any, will be reflected in the consolidated financial statements in the period that the change in estimate is made, as well as in the period of settlement if the amount is different.

(s) Segment disclosures:

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. The City has provided definitions of segments as well as presented financial information in segment format.

3. Investments:

	2020		2019	
	Cost	Market value	Cost	Market value
Short-term notes and deposits	\$ 339,607	\$ 339,695	\$ 409,759	\$ 409,874
Government and government guaranteed bonds	326,838	334,579	192,314	194,229
Municipal Finance Authority pooled investment fund	-	-	47,306	46,123
Other bonds	167,565	171,729	181,517	182,039
	<u>\$ 834,010</u>	<u>\$ 846,003</u>	<u>\$ 830,896</u>	<u>\$ 832,265</u>

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

4. Investment in Lulu Island Energy Company Ltd:

The City owns 100% of the issued and outstanding shares of LIEC, which was incorporated under the British Columbia Business Corporations Act on August 19, 2013. LIEC develops, manages and operates district energy utilities in the City of Richmond, on the City's behalf, including but not limited to energy production, generation or exchange, transmission, distribution, maintenance, marketing and sales to customers, customer service, profit generation, financial management and advisory services for energy and infrastructure.

Summarized financial information relating to LIEC is as follows:

	2020	2019
Cash, cash equivalents, and investments	\$ 12,619	\$ 11,826
Accounts receivable	3,034	1,303
Tangible capital assets	37,360	33,412
Total assets	53,013	46,541
Accounts payable and accrued liabilities	1,792	778
Deferred contributions	7,352	6,183
Concession liability	11,133	8,166
Total liabilities	20,277	15,127
Shareholder's equity	\$ 32,736	\$ 31,414
Total revenue	\$ 5,591	\$ 5,295
Total expenses	4,269	3,661
Net income	\$ 1,322	\$ 1,634

Included in accounts payable and accrued liabilities in the City's consolidated statement of financial position are payables to LIEC in the amount of \$323,020 (2019 - \$136,168).

On October 30, 2014, LIEC and the Oval Village district energy utility developer ("the Concessionaire") entered into a 30-year Concession Agreement, which is a public-private partnership project ("P3"), where the Concessionaire will design, construct, finance, operate, and maintain the infrastructure for the district energy utility at the Oval Village community. As part of the Agreement, the infrastructure will be owned by LIEC.

On October 30, 2014, the Concessionaire and the City entered into a Limited Guarantee Agreement. The City is the Guarantor and guarantees the performance of some of LIEC's obligations under the Concession Agreement to a maximum of \$18.2 million (2019 - \$18.2 million).

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

5. Accounts receivable:

	2020	2019
Water and sewer utilities	\$ 11,760	\$ 13,671
Casino revenue	-	3,903
Capital grants	4,278	1,291
Other trade receivables	5,483	9,542
	\$ 21,521	\$ 28,407

6. Debt reserve fund deposits and contingent demand notes:

The City issues its debt instruments through the Municipal Finance Authority (the "MFA"). As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA in a Debt Reserve Fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the City's accounts. The details of the cash deposits and contingent demand notes at December 31, 2020 are as follows:

	Cash deposits	Contingent demand notes
General Revenue Fund	\$ 508	\$ 2,447

7. Accounts payable and accrued liabilities:

	2020	2019
Trade and other liabilities	\$ 156,975	\$ 73,403
Post-employment benefits (note 15)	35,121	34,187
	\$ 192,096	\$ 107,590

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
 (Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

8. Development cost charges:

	2020	2019
Balance, beginning of year	\$ 197,671	\$ 158,882
Contributions	36,800	48,740
Interest	3,417	3,851
Revenue recognized	(16,737)	(13,802)
Balance, end of year	\$ 221,151	\$ 197,671

9. Deposits and holdbacks:

	Balance December 31, 2019	Deposit contributions/ interest earned	Refund/ expenditures	Balance December 31, 2020
Security deposits	\$ 94,164	\$ 16,981	\$ (36,168)	\$ 74,977
Developer contributions	7,535	262	-	7,797
Contract holdbacks	5,417	2,525	(2,675)	5,267
Other	10,248	5,049	(5,893)	9,404
	\$ 117,364	\$ 24,817	\$ (44,736)	\$ 97,445

10. Deferred revenue:

	Balance December 31, 2019	Externally restricted inflows	Revenue earned	Balance December 31, 2020
Taxes and utilities	\$ 22,836	\$ 23,221	\$ (22,836)	\$ 23,221
Building permits/development	19,845	6,879	(12,607)	14,117
Oval	1,434	4,868	(5,086)	1,216
Capital grants	10,852	4,489	(13,122)	2,219
Business licenses	2,651	2,211	(2,259)	2,603
Parking easement/leased land	2,441	43	(53)	2,431
Other	4,303	2,267	(3,353)	3,217
	\$ 64,362	\$ 43,978	\$ (59,316)	\$ 49,024

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

11. Debt, net of MFA sinking fund deposits:

The interest rate for the year ended December 31, 2020 on the principal amount of the MFA debenture was 3.30% (2019 - 3.30%) per annum. Interest expense incurred for the year on the long-term debt was \$1,676,895 (2019 - \$1,676,895). The maturity date of the MFA debt is April 7, 2024.

The City obtains debt instruments through the MFA pursuant to security issuing bylaws under authority of the Community Charter to finance certain capital expenditures.

Gross amount for the debt less principal payments and actuarial adjustments to date are as follows:

	Gross amount borrowed	Repayments and actuarial adjustments	Net debt 2020	Net debt 2019
General Fund	\$ 50,815	\$ 28,074	\$ 22,741	\$ 27,891

Repayments on net outstanding debt over the next four years are as follows:

2021	\$ 5,355
2022	5,570
2023	5,792
2024	6,024
	<hr/>
	\$ 22,741

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
 (Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

12. Tangible capital assets:

Cost	Balance December 31, 2019	Additions and transfers	Disposals	Balance December 31, 2020
Land	\$ 1,017,563	\$ 44,263	\$ (1,646)	\$ 1,060,180
Building and building improvements	487,241	68,925	(3,542)	552,624
Infrastructure	1,800,891	36,128	(2,531)	1,834,488
Vehicles, machinery and equipment	149,885	10,742	(2,463)	158,164
Library's collections, furniture and equipment	9,938	748	(741)	9,945
Assets under construction	115,432	(31,840)	-	83,592
	\$ 3,580,950	\$ 128,966	\$ (10,923)	\$ 3,698,993

Accumulated amortization	Balance December 31, 2019	Disposals	Amortization expense	Balance December 31, 2020
Building and building improvements	\$ 202,309	\$ (3,039)	\$ 18,072	\$ 217,342
Infrastructure	849,992	(2,417)	36,694	884,269
Vehicles, machinery and equipment	94,088	(2,355)	10,426	102,159
Library's collections, furniture and equipment	6,763	(741)	1,062	7,084
	\$ 1,153,152	\$ (8,552)	\$ 66,254	\$ 1,210,854

Net book value	December 31, 2020	December 31, 2019
Land	\$ 1,060,180	\$ 1,017,563
Buildings and building improvements	335,282	284,932
Infrastructure	950,219	950,899
Vehicles, machinery and equipment	56,005	55,797
Library's collection, furniture and equipment	2,861	3,175
Assets under construction	83,592	115,432
Balance, end of year	\$ 2,488,139	\$ 2,427,798

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
 (Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

12. Tangible capital assets (continued):

(a) Assets under construction:

Assets under construction having a value of \$83,592,534 (2019 - \$115,432,086) have not been amortized. Amortization of these assets will commence when the asset is put into service.

(b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed assets received during the year is \$58,239,544 (2019 - \$28,866,769) comprised of land in the amount of \$38,682,057 (2019 - \$14,665,393), infrastructure in the amount of \$16,979,272 (2019 - \$14,191,349), buildings in the amount of \$2,578,215 (2019 - nil), and no library collections in 2020 (2019 - \$10,027).

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value.

(d) Works of art and historical treasures:

The City manages and controls various works of art and non-operational historical cultural assets including building, artifacts, paintings, and sculptures located at City sites and public display areas. The assets are not recorded as tangible capital assets and are not amortized.

(e) Write-down of tangible capital assets:

There were no write-down of tangible capital assets in 2020 (2019 - \$1,754,513).

13. Accumulated surplus:

	General and Reserve Funds	Waterworks Utility Fund	Sewerworks Utility Fund	Richmond Olympic Oval	Library	2020 Total	2019 Total
Investment in tangible capital assets	\$ 2,450,559	\$ -	\$ -	\$ 8,621	\$ 2,862	\$ 2,462,042	\$ 2,397,476
Reserves (note 14)	601,723	-	-	7,810	-	609,533	557,576
Appropriated surplus	222,156	18,800	10,182	1,617	1,035	253,790	224,052
Investment in LIEC	32,736	-	-	-	-	32,736	31,414
Surplus	12,529	407	6,293	605	2,140	21,974	25,994
Other equity	4,131	-	-	-	-	4,131	2,830
Balance, end of year	\$ 3,323,834	\$ 19,207	\$ 16,475	\$ 18,653	\$ 6,037	\$ 3,384,206	\$ 3,239,342

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
 (Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

14. Reserves:

	Balance, December 31, 2019	Change during year	Balance, December 31, 2020
Affordable housing	\$ 11,705	\$ 545	\$ 12,250
Arts, culture and heritage	3,726	(5)	3,721
Capital building and infrastructure	100,686	10,842	111,528
Capital reserve	171,976	50,802	222,778
Capstan station	32,318	(20,841)	11,477
Child care development	8,922	1,133	10,055
Community legacy and land replacement	1,310	77	1,387
Drainage improvement	55,645	4,952	60,597
Equipment replacement	20,203	2,374	22,577
Hamilton area plan community amenity	1,720	1,042	2,762
Leisure facilities	17,676	421	18,097
Local improvements	7,327	132	7,459
Neighborhood improvement	7,860	59	7,919
Oval	8,856	(1,046)	7,810
Public art program	4,858	(276)	4,582
Sanitary sewer	47,731	1,172	48,903
Steveston off-street parking	325	6	331
Steveston road ends	150	3	153
Waterfront improvement	202	(7)	195
Watermain replacement	54,380	572	54,952
	\$ 557,576	\$ 51,957	\$ 609,533

15. Post-employment benefits:

The City provides certain post-employment benefits, non-vested sick leave, compensated absences, and termination benefits to its employees.

	2020	2019
Accrued benefit obligation, beginning of year	\$ 35,184	\$ 28,423
Current service cost	2,446	1,881
Interest cost	853	954
Past service cost	-	3,155
Benefits paid	(2,262)	(1,953)
Actuarial loss (gain)	(807)	2,724
Accrued benefit obligation, end of year	\$ 35,414	\$ 35,184

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

15. Post-employment benefits (continued):

An actuarial valuation for these benefits was performed to determine the City's accrued benefit obligation as at December 31, 2019 and has been extrapolated by the actuary to December 31, 2020. This actuarial loss is being amortized over a period equal to the employees' expected average remaining service lifetime of 10 years.

	2020	2019
Accrued benefit obligation, end of year	\$ 35,414	\$ 35,184
Unamortized net actuarial loss	(293)	(997)
Accrued benefit liability, end of year	\$ 35,121	\$ 34,187

Actuarial assumptions used to determine the City's accrued benefit obligation are as follows:

	2020	2019
Discount rate	2.00%	2.40%
Expected future inflation rate	2.00%	2.00%
Expected wage and salary range increases	2.50% to 3.00%	2.50% to 3.00%

16. Pension plan:

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

16. Pension plan (continued):

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The City paid \$13,343,310 (2019 - \$13,251,994) for employer contributions while employees contributed \$11,199,779 (2019 - \$11,120,458) to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

17. Contingent assets and contractual rights:

(a) Contingent assets:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the City's control occurs or fails to occur.

The City has legal claims, service agreements, and land dedications that may qualify as contingent assets. Amounts cannot be estimated as of December 31, 2020. Contingent assets are not recorded in the consolidated financial statements.

In 2019, the City had requested payment from the Office of the Minister of Public Services and Procurement Canada, for outstanding payments-in-lieu of taxes in the amount of \$11,139,593. As of December 31, 2020 and 2019, collectability of the requested amount is not determinable and has not been accrued for in the City's consolidated financial statements.

(b) Contractual rights:

The City has entered into contracts or agreements in the normal course of operations that it expects will result in revenue and assets in future fiscal years. The City's contractual rights are comprised of leases, licenses, grants and various other agreements, including the provision of police services with the Vancouver Airport Authority. The following table summarizes the expected revenue from the City's contractual rights:

2021	\$ 16,229
2022	12,957
2023	4,613
2024	3,639
2025	2,335
Thereafter	8,325

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

17. Contingent assets and contractual rights (continued):

(b) Contractual rights (continued):

The City is entitled to receive revenue from certain other agreements. The revenue from these agreements cannot be quantified and has not been included in the amounts noted above.

18. Commitments and contingencies:

(a) Joint and several liabilities:

The City has a contingent liability with respect to debentures of the Greater Vancouver Water District, Greater Vancouver Sewerage and Drainage District and Greater Vancouver Regional District, to the extent provided for in their respective Enabling Acts, Acts of Incorporation and Amending Acts. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

(b) Lease payments:

The City is committed to operating lease payments for premises and equipment in the following approximate amounts:

2021	\$ 2,736
2022	2,587
2023	2,574
2024	2,389
2025	2,084
Thereafter	3,385

(c) Litigation:

As at December 31, 2020, there were a number of claims or risk exposures in various stages of resolution. The City has made no specific provision for those where the outcome is presently not determinable.

(d) Municipal Insurance Association of British Columbia ("Association"):

The City is a participant in the Association. Should the Association pay out claims in excess of premiums received, it is possible that the City, along with other participants, would be required to contribute towards the deficit. Management does not consider external payment under this contingency to be likely and therefore, no amounts have been accrued.

(e) Contractual obligation:

The City has entered into various contracts for services and construction with periods ranging beyond one year. These commitments are in accordance with budgets passed by Council.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

18. Commitments and contingencies (continued):

- (f) E-Comm Emergency Communications for Southwest British Columbia Incorporated ("E-Comm"):

The City is a shareholder of the E-Comm whose services provided include: regional 9-1-1 call centre for the Greater Vancouver Regional District; Wide Area Radio network; dispatch operations; and records management. The City has 2 Class A shares and 1 Class B share (of a total of 35 Class A and 20 Class B shares issued and outstanding as at December 31, 2020). As a Class A shareholder, the City shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.

- (g) Community associations:

The City has agreements with the various community associations which operate the community centers throughout the City. The City generally provides the buildings and grounds, pays the operating costs of the facilities, and provides certain staff and other services such as information technology. Typically the community associations are responsible for providing programming and services to the community. The community associations retain all revenue which they receive.

19. Trust funds:

Certain assets have been conveyed or assigned to the City to be administered as directed by agreement or statute. The City holds the assets for the benefit of and stands in fiduciary relationship to the beneficiary. The following trust fund is excluded from the City's consolidated financial statements.

	2020	2019
Richmond Community Associations	\$ 1,909	\$ 1,877

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

20. Taxation and levies:

	2020	2019
Taxes collected:		
Property taxes	\$ 413,302	\$ 463,679
Payment-in-lieu of taxes and grants	22,375	27,597
Local improvement levies	88	88
	435,765	491,364
Less transfers to other authorities:		
Province of British Columbia – School taxes	(123,333)	(190,650)
TransLink	(41,992)	(40,800)
Metro Vancouver	(7,267)	(7,224)
BC Assessment Authority	(6,286)	(6,185)
Other	(29)	(30)
	(178,907)	(244,889)
Less payment-in-lieu of taxes retained by the City	(16,867)	(16,277)
	\$ 239,991	\$ 230,198

21. Other revenue:

	2020	2019
Developer contributions	\$ 9,044	\$ 27,394
Tangible capital assets gain on sale of land	6,513	18,205
Penalties and fines	3,180	4,303
Parking program	1,204	2,091
Other	10,525	10,792
	\$ 30,466	\$ 62,785

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

22. Government transfers:

Government transfers are received for operating and capital activities. The operating transfers consist of gaming revenue and provincial and federal grants. Capital transfers are included in other capital funding sources revenue. The source of the government transfers are as follows:

	2020	2019
Operating		
Province of British Columbia	\$ 17,534	\$ 20,602
TransLink	546	3,666
Government of Canada	1,579	1,560
Capital		
Province of British Columbia	9,965	3,968
TransLink	2,125	1,010
Government of Canada	-	4,056
	\$ 31,749	\$ 34,862

23. Segmented reporting:

The City provides a wide variety of services to its residents. For segment disclosure, these services are grouped and reported under service areas/departments that are responsible for providing such services. They are as follows:

- Community Safety** brings together the City's public safety providers such as Police (RCMP), Fire-Rescue, Emergency Programs, and Community Bylaws. It is responsible for ensuring safe communities by providing protection services with a focus on law enforcement, crime prevention, emergency response, and protection of life and properties.
- Utilities** provide such services as planning, designing, constructing, operating, and maintaining the City's infrastructure of water, sewer, drainage and diking networks and sanitation and recycling.
- Engineering, Public Works and Project Development** comprises of General Public Works, Roads and Construction, Storm Drainage, Fleet Operations, Engineering, Project Development, and Facility Management. The services provided are construction and maintenance of the City's infrastructure and all City owned buildings, maintenance of the City's road networks, managing and operating a mixed fleet of vehicles, heavy equipment and an assortment of specialized work units for the City operations, development of current and long-range engineering planning and construction of major projects.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

23. Segmented reporting (continued):

- (d) **Community Services** comprises of Parks, Recreation, Arts, and Culture and Heritage Services. These departments ensure recreation opportunities in Richmond by maintaining a variety of facilities such as arenas, community centres, pools, etc. It designs, constructs and maintains parks and sports fields to ensure there is adequate open green space and sports fields available for Richmond residents. It also addresses the economic, arts, culture, and community issues that the City encounters.
- (e) **General Government** comprises of Mayor and Council, Corporate Administration, and Finance and Corporate Services. It is responsible for adopting bylaws, effectively administering city operations, levying taxes, legal services, providing sound management of human resources, information technology, City finance, and ensuring high quality services to Richmond residents.
- (f) **Planning and Development** is responsible for land use plans, developing bylaws and policies for sustainable development in the City including the City's transportation systems, and community social development.
- (g) **Richmond Olympic Oval Corporation** is formed as a wholly owned subsidiary of the City. The City uses the Richmond Olympic Oval facility as a venue for a wide range of sports, business and community activities.
- (h) **Richmond Public Library** provides public access to information by maintaining 5 branches throughout the City.

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
 (Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

23. Segmented reporting (continued):

	Community safety	Utilities	Engineering, public works and project development	Community services	General government	Planning and development	Total City subtotal
Revenue:							
Taxation and levies	\$ -	\$ -	\$ -	\$ -	\$ 239,991	\$ -	\$ 239,991
User fees	-	101,246	13,089	-	-	-	114,335
Sales of services	6,255	1,956	2,718	4,113	8,032	2,280	25,354
Payments-in-lieu of taxes	-	-	-	-	16,820	-	16,820
Provincial and federal grants	125	-	546	100	12,717	131	13,619
Development cost charges	-	1,657	1,932	3,346	2,202	7,600	16,737
Other capital funding sources	11	3,510	22,973	162	38,682	5,713	71,051
Other revenue:							
Investment income	-	427	-	-	19,727	-	20,154
Gaming revenue	-	-	-	-	2,705	-	2,705
Licenses and permits	4,539	30	566	-	15	14,257	19,407
Other	1,812	3,555	774	488	22,114	165	28,908
Equity income	-	-	-	-	1,322	-	1,322
	12,742	112,381	42,598	8,209	364,327	30,146	570,403
Expenses:							
Wages and salaries	47,927	12,928	26,114	25,612	26,471	11,963	151,015
Public works maintenance	34	6,585	5,571	1,984	(1,453)	618	13,339
Contract services	58,771	9,658	5,086	2,339	3,798	1,619	81,271
Supplies and materials	2,943	35,076	1,096	9,827	9,665	886	59,493
Interest and finance	73	26,894	4	74	2,729	2	29,776
Transfer from (to) capital for tangible capital assets	(46)	2,612	6,990	1,864	459	1,883	13,762
Amortization of tangible capital assets	3,190	9,061	30,327	8,987	9,761	2,197	63,523
Loss (gain) on disposal of tangible capital assets	3	10	126	146	65	33	383
	112,895	102,824	75,314	50,833	51,495	19,201	412,562
Annual surplus (deficit)	\$ (100,153)	\$ 9,557	\$ (32,716)	\$ (42,624)	\$ 312,832	\$ 10,945	\$ 157,841

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
 (Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

23. Segmented reporting (continued):

	Total City subtotal	Richmond Olympic Oval	Richmond Public Library	2020 Consolidated	2019 Consolidated
Revenue:					
Taxation and levies	\$ 239,991	\$ -	\$ -	\$ 239,991	\$ 230,198
User fees	114,335	-	-	114,335	111,472
Sales of services	25,354	3,724	12	29,090	42,747
Payments-in-lieu of taxes	16,820	-	-	16,820	16,277
Provincial and federal grants	13,619	2,957	377	16,953	10,687
Development cost charges	16,737	-	-	16,737	13,802
Other capital funding sources	71,051	-	-	71,051	39,028
Other revenue:					
Investment income	20,154	-	21	20,175	25,142
Gaming revenue	2,705	-	-	2,705	15,140
Licenses and permits	19,407	-	-	19,407	13,030
Other	28,908	1,475	83	30,466	62,785
Equity income	1,322	-	-	1,322	1,634
	570,403	8,156	493	579,052	581,942
Expenses:					
Wages and salaries	151,015	7,430	6,343	164,788	177,363
Public works maintenance	13,339	-	4	13,343	15,299
Contract services	81,271	-	371	81,642	79,098
Supplies and materials	59,493	3,487	1,457	64,437	68,801
Interest and finance	29,776	-	3	29,779	26,089
Transfer from (to) capital for tangible capital assets	13,762	-	(194)	13,568	52,244
Amortization of tangible capital assets	63,523	1,669	1,062	66,254	64,228
Loss (gain) on disposal of tangible capital assets	383	-	(6)	377	568
	412,562	12,586	9,040	434,188	483,690
Annual surplus (deficit)	\$ 157,841	\$ (4,430)	\$ (8,547)	\$ 144,864	\$ 98,252

CITY OF RICHMOND

Notes to Consolidated Financial Statements (continued)
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

24. Budget data:

The budget data presented in these consolidated financial statements is based on the Consolidated Financial Plan adopted by Council on May 11, 2020. The table below reconciles the adopted Consolidated Financial Plan to the budget amounts reported in these consolidated financial statements.

	Financial plan Bylaw No. 10183	Financial statement budget
Consolidated financial plan:		
Revenue	\$ 577,229	\$ 577,229
Expenses	489,865	489,865
	87,364	87,364
Annual surplus	-	-
Less:		
Acquisition of tangible capital assets	(477,714)	-
Contributed tangible capital assets	(50,000)	-
Transfer to reserves	(74,424)	-
Debt principal	(5,149)	-
Add:		
Capital funding	499,513	-
Transfer from surplus	20,410	-
Annual surplus	\$ -	\$ 87,364

CITY OF RICHMOND

Unaudited Statement of Safe Restart Grant
(Tabular amounts expressed in thousands of dollars)

Year ended December 31, 2020

The Safe Restart Grant was received November 2020 from the Province of British Columbia. A requirement of the Safe Restart Grant is to include a schedule to the financial statements presenting the amount of funding received, use of funds and year end balance of unused funds. A schedule will continue to be reported annually until funds are fully drawn down.

	2020
Safe Restart Grant received	\$ 9,331
Total eligible costs incurred	-
Balance December 31, 2020	\$ 9,331

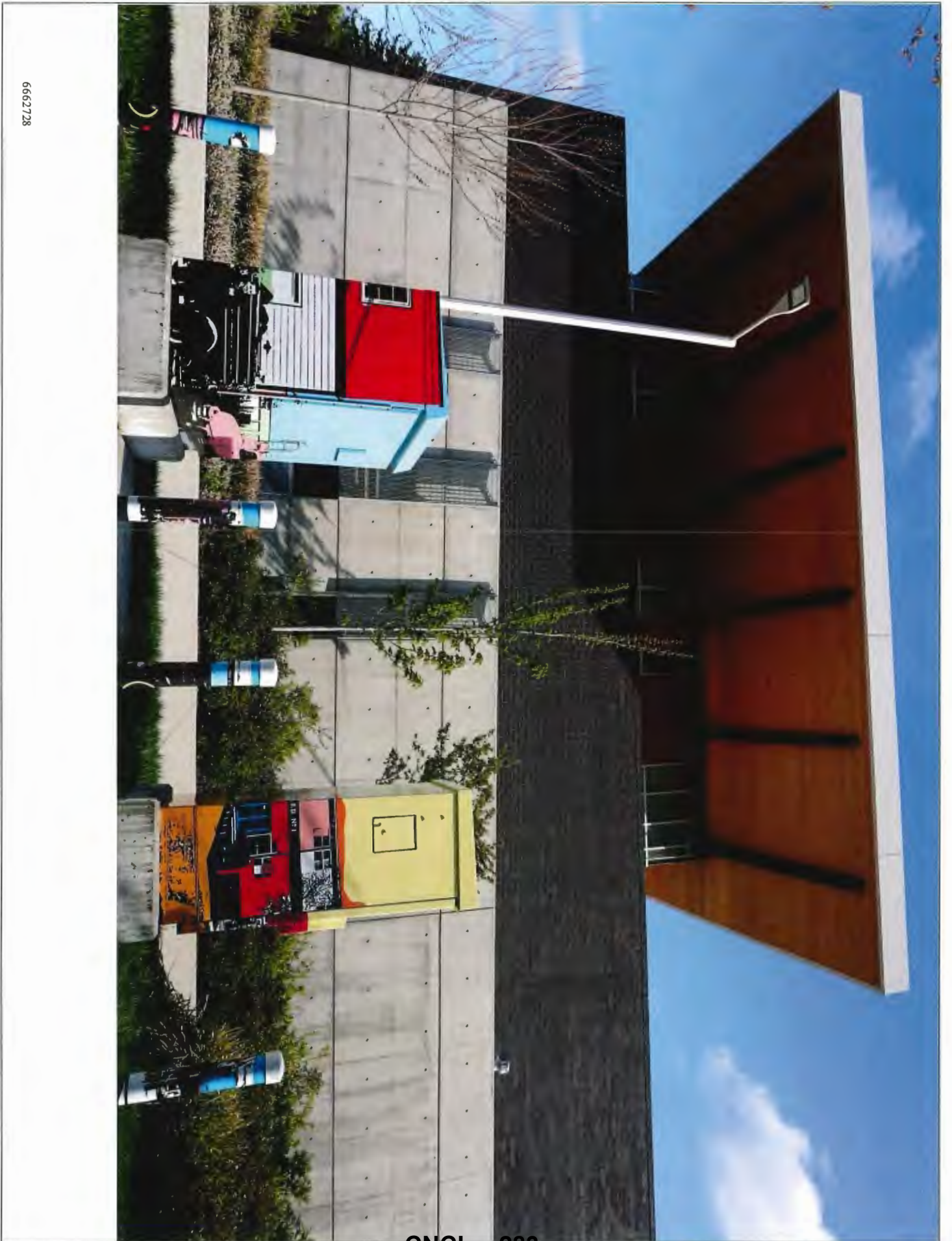
2020 | City of Richmond

FINANCIAL STATEMENT DISCUSSION & ANALYSIS

Prepared by Management

To be read in conjunction with the 2020
Financial Statements





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Introduction

The Community Charter requires that annual audited financial statements be prepared and presented to Council. The City's audited consolidated financial statements for the year ended December 31st, 2020 have been prepared in accordance with Canadian public sector accounting standards.

The Financial Statement Discussion and Analysis (FSD&A) provides a detailed analysis of the Consolidated Financial Statements. The FSD&A explains the significant differences in the financial statements between the reported year and the previous year as well as between budgeted and actual results. This analysis has been prepared by management and is intended to be read in conjunction with the 2020 audited consolidated financial statements.

The consolidated financial statements combine the accounts of the City of Richmond, Richmond Olympic Oval (Oval), and Richmond Public Library (Library). All future references to the "City" reflect the financial results for all entities.

Lulu Island Energy Company (LIEC) is classified as a government business entity (GBE). The City's investment in LIEC as a GBE is accounted for using the modified equity method.

Further information about the basis of consolidation is listed in Note 2 to the Consolidated Financial Statements.

The consolidated financial statements include the following statements:

- **Consolidated Statement of Financial Position** summarizes the assets (financial and non-financial), liabilities, net debt, and accumulated surplus as at December 31st, 2020 and 2019.
- **Consolidated Statement of Operations** outlines revenues, expenses, surplus for the year and accumulated surplus at year end. This statement reflects the combined operations of the general, utility, capital, and reserve funds for the City and its consolidated entities.
- **Consolidated Statement of Changes in Net Financial Assets** outlines the changes in net financial assets as a result of annual operations, tangible capital asset transactions, as well as changes in other non-financial assets.
- **Consolidated Statement of Cash Flows** summarizes the City's cash position and changes during the year by outlining the City's sources and uses of cash.

Consolidated Statement of Financial Position

The Consolidated Statement of Financial Position shows the City's assets (financial and non-financial), liabilities and accumulated surplus. The difference between the financial assets and liabilities is the City's net financial assets, which represents the amount available for a later date.

The City maintained its strong financial position in 2020 allowing for flexibility and financial sustainability into the future.

- Financial Assets increased by \$150.7M to \$1.5B
- Liabilities increased by \$67.6M to \$582.5M
- Net financial assets increased by \$83.1M to \$889.0M
- Non-financial assets increased by \$61.7M to \$2.5B
- Accumulated surplus increased by \$144.9M to \$3.4B

The accumulated surplus includes investment in tangible capital assets, reserves, appropriated surplus, surplus, investment in LIEC and other equity. The change in accumulated surplus is referred to as annual surplus and is included on the Consolidated Statement of Operations.

Financial Assets

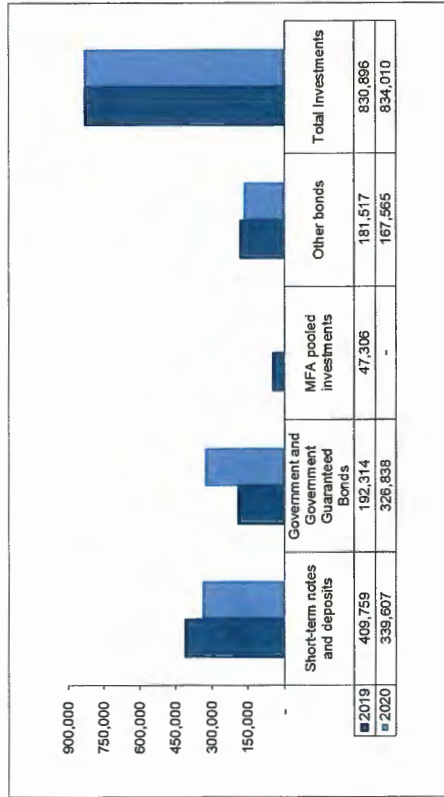
Cash and cash equivalents

Cash increased by \$140.5M to \$530.0M mainly due to the increased balances in liabilities and reserves. The residual in cash was invested in short-term products to optimize the overall interest yields due to the inversion of the yield curve.

Investments

Investments increased slightly by \$3.1M to \$834.0M due to the City's yield enhancement strategy by investing in short-term products, which are classified as cash and cash equivalents.

Investment Portfolio by Type (\$000's)



Investment in LIEC

Effective January 1, 2017, LIEC was classified as a GBE. The City uses the modified equity method to account for this investment of \$32.7M (2019 – \$31.4M).

Accrued interest receivable

Accrued interest receivable increased by \$1.9M to \$9.7M due to the increase in the City's cash and investment balances.

Accounts receivable

Accounts receivable decreased by \$6.9M to \$21.5M primarily due to reduced casino revenues and reduced Public Works receivable activity.

Accounts Receivable (\$000's)	2020	2019	Change
Water and sewer utilities	\$ 11,760	\$ 13,671	\$(1,911)
Casino revenues	0	3,903	(3,903)
Capital grants	4,277	1,291	2,986
Other trade receivables	5,484	9,542	(4,058)
Total	\$ 21,521	\$ 28,407	\$ (6,886)

Taxes receivable

Taxes receivable increased by \$3.3M to \$14.4M due to the timing of collections, likely impacted by the COVID-19 pandemic.

Financial Assets

Development fees receivable

Development fees receivable increased by \$7.4M to \$28.5M due to development activity and the timing of collection during the year.

Developers have the option to pay DCCs upfront, or in installments over a 2 year period. When paying in installments, 1/3 of the total DCC is paid upfront, the next 1/3 installment is paid one year after the originating date, and the final 1/3 installment is paid at the 2 year anniversary date. The second and third payment amounts are secured by a letter of credit.

The net DCC contributions received by the City in 2020 was \$11.9M less than 2019. The increase in 2019 was a result of large multi-family developments.

Debt reserve fund - deposits

The debt reserve fund balance of \$0.5M did not change from 2019, as the City did not receive payments from the Municipal Finance Authority (MFA) during 2020.



Liabilities

Accounts payable and accrued liabilities

Accounts payable and accrued liabilities increased by \$84.5M to \$192.1M. The increase is mainly attributable to the timing of the payment for the RCMP contract and the extension granted by the Province for the school tax remittance.

Development cost charges

The DCC balance of \$221.1M (2019 - \$197.7M) is restricted by Section 559 of the *Local Government Act* and may only be used on authorized capital expenditures.

Net contributions of \$36.8M and interest earned of \$3.4M were received in 2020. The balance was offset by \$12.8M for capital project expenses funded by DCC during the year.

Development Cost Charges (\$000's)	2020	2019	Change
Balance, beginning of year	\$ 197,671	\$ 158,882	\$ 38,789
Contributions	36,800	48,740	(11,940)
Interest	3,417	3,851	(434)
Revenue recognized	(16,737)	(13,802)	(2,935)
Balance, end of year	\$ 221,151	\$ 197,671	\$ 23,480

The \$221.1M balance includes amounts that have been allocated to active capital projects but that remain unspent. At December 31st, 2020 there is \$63.7M (2019 - \$55.4M) committed to active capital projects. Additional DCC funding of \$24.7M was approved as part of the 2021 Capital Budget included in the Consolidated 5 Year Financial Plan (2021-2025) Bylaw No. 10239.

Deposits and holdbacks

Deposits and holdbacks decreased by \$19.9M to \$97.4M mainly due to a decrease in security deposits for development related servicing agreements of \$19.2M.

Deposits and Holdbacks (\$000's)	2020	2019	Change
Security deposits	\$ 74,976	\$ 94,164	\$(19,188)
Developer contribution	7,797	7,535	262
Contract holdbacks	5,267	5,417	(150)
Other	9,405	10,248	(843)
Total deposits and holdbacks	\$ 97,445	\$ 117,364	\$(19,919)

Deferred revenue

Deferred revenues are funds that are set aside for specific purposes by legislation, regulation or agreement, and may only be used for the specified work. These amounts are recognized as liabilities in the year the funds are deposited and recognized into revenue in the year the related expenditures are incurred.

Deferred Revenue (\$000's)	2020	2019	Change
Taxes and utilities	\$ 23,221	\$ 22,836	\$ 385
Building permits / development	14,117	19,845	(5,728)
Oval	1,216	1,434	(218)
Capital grants	2,219	10,852	(8,633)
Other	8,251	9,395	(1,144)
Total deferred revenue	\$ 49,024	\$ 64,362	\$(15,338)

Liabilities

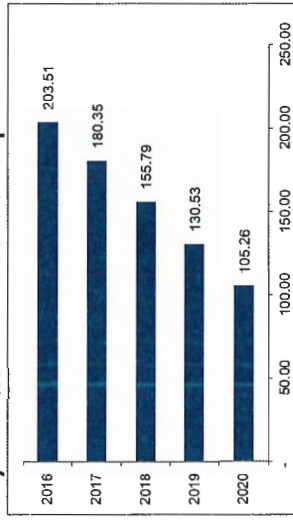
Deferred revenues decreased due to capital grants, building permits/developments and other revenues, resulting in an overall \$15.3M decrease compared to 2019.

Debt, net of MFA sinking fund deposits

Debt decreased by \$5.2M to \$22.7M as a result of the annual repayment made in 2020 towards the borrowing for the construction of the Minoru Center for Active Living facility. The debt has a 10 year term and was obtained in 2014 at a rate of 3.30% for the duration of the term.

The debt per capita decreased to \$105.26 per person in 2020 from \$130.53 as of December 31, 2019. The decrease in debt per capita is the combined result of principal payments reducing the outstanding balance along with an increase in population.

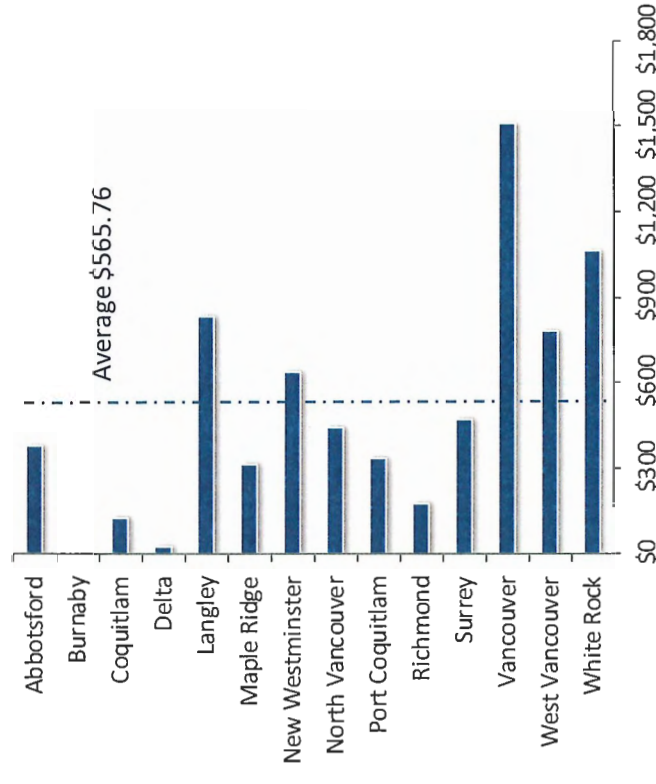
City of Richmond Debt Per Capita 2016-2020



Graph has been updated with population estimates from BC Stats, Demographic Analysis Section, Jan 2021.

The 2019 values for the other municipalities are the most current figures available from the Local Government Statistics. For comparative purposes, Richmond's 2019 debt per capita of \$130.53 is included below and is well below the 2019 regional average of \$565.76.

Debt Per Capita by City (2019)



Long-Term debt data obtained from the Ministry of Municipal Affairs and Housing - 2019 Local Government Statistics. Population estimates for 2019 obtained from BC Stats, Demographic Section, Jan 2021.

Tangible Capital Assets

Tangible capital assets (TCA) are recorded at original cost and are amortized over their useful life. The net book value (original cost less accumulated amortization) is presented below. Additional information can be obtained in Note 12 of the consolidated financial statements.

TCA increased by \$60.3M to \$2.5B. The change is a result of \$129.0M of asset additions and current year amortization expense of \$66.3M.

Tangible Capital Assets (\$000's)	2020	2019	Change
Land	\$1,060,180	\$1,017,563	\$ 42,617
Buildings and building improvements	335,282	284,932	50,350
Infrastructure	950,219	950,899	(680)
Vehicles, machinery and equipment	56,005	55,797	208
Library's collections, furniture and equipment	2,861	3,175	(314)
Assets under construction	83,592	115,432	(31,840)
Total	\$2,488,139	\$2,427,798	\$ 60,341

Land increased by \$42.62M mainly due to \$44.3M increase in additions. Net disposal in 2020 was \$1.6M. The additions in 2020 included \$38.7M of contributed assets received through development.

Buildings increased by \$50.4M mainly due to \$68.9M increase in additions offset by \$18.1M of amortization expenses. Net disposal in 2020 was \$0.1M. The additions in 2020 included \$49.0M for Minoru Centre for Active Living Aquatics and Fitness Centre.

Infrastructure decreased by \$0.7M mainly due to \$36.0M increase in additions offset by \$36.7M of amortization expenses. Net disposal in 2020 was \$0.1M. The additions in 2020 included \$16.8M of contributed assets received through development and \$6.6M for dike upgrades.

Vehicles, machinery and equipment increased by \$0.2M mainly due to \$10.7M increase in additions offset by \$10.5M of amortization expenses. The additions in 2020 include \$2.8M for various vehicle purchases and \$1.6M of traffic and pedestrian signals at various locations.

Library's collections, furniture and equipment decreased by \$0.3M mainly due to \$1.0M of amortization expenses offset by \$0.7M additions.

Assets under construction decreased by \$31.8M mainly due to the completion and capitalization of Minoru Centre for Active Living.

Non-Financial Assets

Inventory of materials and supplies

Inventory increased by \$1.3M to \$4.3M based on timing of materials issued and stocking of personal protective equipment.

Prepaid expenses

Prepaid expenses increased by \$83K to \$2.8M due to timing of expense utilization and increases to insurance premium costs.



Accumulated Surplus

The accumulated surplus increased by \$144.9M to \$3.4B. The annual increase is presented on the Consolidated Statement of Operations.

Accumulated Surplus (\$000's)	2020	2019	Change
Investment in TCA	\$ 2,462,042	\$ 2,397,476	\$ 64,566
Reserves	609,533	557,576	51,957
Appropriated surplus	253,790	224,052	29,738
Investment in LIEC	32,736	31,414	1,322
Surplus	21,974	25,994	(4,020)
Other equity	4,131	2,830	1,301
Total	\$ 3,384,206	\$ 3,239,342	\$ 144,864

Investment in TCA

Investment in TCA represents the equity held in assets. This balance is equal to the net book value of tangible capital assets less any outstanding debt relating to capital and restricted capital deferred revenue (for Oval).

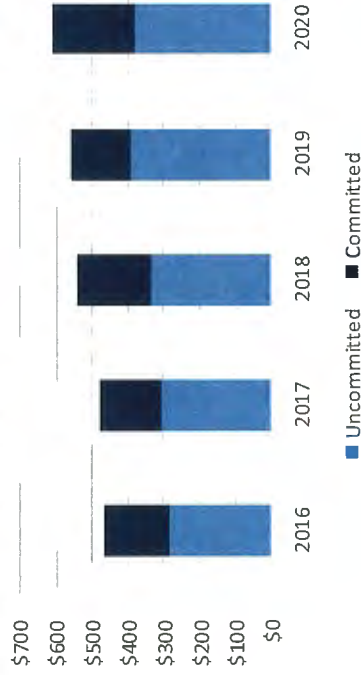
In accordance with accounting standards, this balance is accounted for using the cost method, net of accumulated amortization. It does not reflect market value or replacement value of the assets.

The investment in TCA balance increased by \$64.6M. This is the net activity of asset additions, amortization, disposals and debt reduction.

Reserves

Reserves are established by Bylaw for specific purposes, mainly capital expenditures. The balance of \$609.5M includes amounts that have been approved for expenditure but remain unspent as at December 31st. The uncommitted reserve balance is \$382.7M (2019 - \$391.7M).

Reserve Balance 2016-2020



The increase in the reserve balance is mainly attributable to the timing of capital expenditures. There are several facility construction projects approved including the Animal Shelter, strategic land acquisitions and the Phoenix Net Loft that have reserve funds allocated towards the project but have not been spent as of the reporting date December 31st, 2020.

From the available \$382.7M at December 31st, 2020, \$48.9M has been approved for the City's 2021 Capital Budget included in the Consolidated 5 Year Financial Plan (2021-2025) Bylaw

Accumulated Surplus

No. 10239. An additional \$392.9M is estimated for the remaining 4 years (2022-2025) of the 5 Year Capital Plan.

Appropriated Surplus

Appropriated surplus is internally restricted for future commitments and potential liabilities. The balance increased by \$29.7M to \$253.8M partially due to expected future costs with respect to contracts including the RCMP and amounts received for the COVID 19 Safe Restart Grant.

Investment in LIEC

The City's investment in LIEC is recorded under the modified equity method. The balance reflects the City's share equity in LIEC on December 31st, 2020 at \$32.7M, an increase of \$1.3M from the 2019 balance of \$31.4M.

Surplus

The consolidated surplus decreased by \$4.0M to \$22.0M in 2020. The decrease is mainly attributed to:

- (\$6.9M) transfer of the City's 2019 operating surplus to the Rate Stabilization Account
- \$0.1M 2020 operating surplus for the City
- \$2.1M internal repayments

Other Equity

Other equity relates to the City's inventory. The balance increased by \$1.3M to \$4.1M in 2020.



Consolidated Statement of Operations

The Consolidated Statement of Operations provides a summary of the revenues, expenses, and surplus throughout the reporting period and outlines the change in accumulated surplus.

The 2020 budget amounts presented in this statement have been adjusted to reflect the differences between amounts as budgeted at the City on a modified 'cash requirement' basis and amounts recorded in these financial statements on a 'full accrual' basis.

Note 24 outlines the adjustments to the approved budget, particularly the exclusion of transfers to reserves and other funds, and tangible capital asset acquisitions. These adjustments to budgeted values are required to provide comparative budget values based on the full accrual basis of accounting. As the accrual based budget does not include transfers to reserves, investment in assets and other items, the budget presented on the financial statements can show a surplus or deficit while the budget as approved by Council is a balanced budget.

Revenues

2020 Budget to Actual Comparison

Total consolidated revenues are \$579.1M compared to the budgeted revenues of \$577.2M. Certain revenues will always be difficult to accurately budget due to the unpredictability of the source, development timing and use of funds for capital. Budget to actual variance explanations are below.

	2020 Budget	2020 Actual	Variance
Revenues (\$000's)			
Taxation and levies	\$ 239,357	\$ 239,991	\$ 634
Utility fees	115,210	114,335	(875)
Sales of services	43,876	29,090	(14,786)
Payments-in-lieu of taxes	14,841	16,820	1,979
Provincial and federal grants	9,988	16,953	6,965
Development cost charges	29,111	16,737	(12,374)
Other capital funding sources	66,274	71,051	4,777
Investment income	18,562	20,175	1,613
Gaming revenue	14,500	2,705	(11,795)
Licences and permits	11,435	19,407	7,972
Other	12,764	30,466	17,702
Equity income	1,311	1,322	11
Total	\$ 577,229	\$ 579,052	\$ 1,823

Taxation and levies had a favourable variance of \$0.6M mainly due to slightly higher than expected new growth.

Utility Fees had an unfavourable variance of \$0.9M mainly due to lower than budgeted meter billings due to decline in usage

due to COVID 19 pandemic offset by higher than budgeted garbage utility and recycling revenues and unbudgeted construction flat rate utility prepayments.

Sales of services had an unfavourable variance of \$14.8M mainly due to the decrease in facility and program revenues as impacted by the COVID 19 pandemic and significantly lower receivable income.

Payments in lieu of taxes had a favourable variance of \$2.0M due to higher than expected payments from various authorities.

Provincial and federal grants were favourable by \$7.0M mainly due to one-time unbudgeted COVID-19 Safe Restart Grant for Local Government offset by temporary discontinuation of the TransLink grant for the Major Road Network due to COVID-19 pandemic.

Development cost charges had an unfavourable variance of \$12.4M due to the timing of capital expenditures. DCC revenue is recognized when the amounts are spent, while the budget represents the 2020 allocation of DCC's towards capital projects that can be spent over multiple years.

The other capital funding favourable variance of \$4.8M is due to \$8.2M higher than budgeted amounts relating to contributed assets received through development offset by the timing of the capital expenditures. The revenue recognition relating to these contributed assets is based on

Revenues

the timing of the development and when the ownership of assets are transferred to the City

Investment income had a favourable variance due to the timing of capital expenditures as committed reserves were not spent, which resulted in a higher than projected investment balance and higher than projected investment income.

Gaming revenue had an unfavourable variance of \$11.8M due to closure of the River Rock Casino since the Attorney General ordered the temporary closure of all gambling facilities in British Columbia in consultation with and on the advice of the Provincial Health Officer in March 2020.

Licences and permits had a favourable variance of \$8.0M due to the completion of multi-phased projects, building permits, underpinning fees and engineering planning permits for municipal agreements.

Other revenue had a favourable variance of \$17.7M due to the unbudgeted external developer contributions and miscellaneous revenues.

Equity income relates to the City's investment in LIEC and represents LIEC's net income for the year. LIEC's net income for 2020 is \$1.3M (2019 - \$1.6M).



Revenues

2020 to 2019 Actual Comparison

Total 2020 consolidated revenues were \$579.1M compared to \$581.9M in 2019.

Revenues (\$000's)	2020 Actual	2019 Actual	Change
Taxation and levies	\$239,991	\$230,198	\$ 9,793
Utility fees	114,335	111,472	2,863
Sales of services	29,090	42,747	(13,657)
Payments-in-lieu of taxes	16,820	16,277	543
Provincial and federal grants	16,953	10,687	6,266
Development cost charges	16,737	13,802	2,935
Other capital funding sources	71,051	39,028	32,023
Investment income	20,175	25,142	(4,967)
Gaming revenue	2,705	15,140	(12,435)
Licences and permits	19,407	13,030	6,377
Other	30,466	62,785	(32,319)
Equity income	1,322	1,634	(312)
Total	\$579,052	\$581,942	\$(2,890)

Taxation and levies increased by \$9.8M due to the 2.97% tax rate increase and new growth.

Utility Fees increased by \$2.9M due to Council approved rate increases, higher Greater Vancouver Sewerage & Drainage District debt levy offset by decline in metered utility revenue from businesses as a result of the COVID-19 pandemic.

Sales of services decreased by \$13.7M due mainly due to the decrease in facility and program revenues due to the COVID 19 pandemic and significantly lower receivable income.

Payments in lieu of taxes increased by \$0.5M due to increases in assessment values for certain properties.

Grant revenues increased by \$6.3M mainly due to the onetime \$9.3M COVID-19 Safe Restart Grant for offset by a \$3.1M decrease in the TransLink grant for the Major Road Network due to the COVID-19 pandemic.

Development cost charges increased by \$2.9M due to timing of capital expenditures as DCC revenue is recognized when the amounts are spent.

The other capital funding increased by \$32.0M mainly due to \$29.4M increase in donated assets by developers primarily relating to a \$24.0M increase of land donated assets.

Investment income decreased by \$5.0M due to reduced market yield as a result of the decrease in the overnight interest rate relating to the Bank of Canada's fiscal policy in response to the economic impact of the Covid-19 pandemic.

Gaming revenue decreased by \$12.4M due to closure of the River Rock Casino by Provincial order in March 2020.

Revenues

Licences and permits increased by \$6.4M mainly due to building permits revenue recognized due to inspection progress made on large scale development construction.

Other revenue decreased by \$32.3M due to lower gain on sale of land and lower developer reserve contributions.

Equity income relates to the City's investment in LIEC and represents LIEC's net income for the year. LIEC's net income for 2020 decreased by \$0.3M.

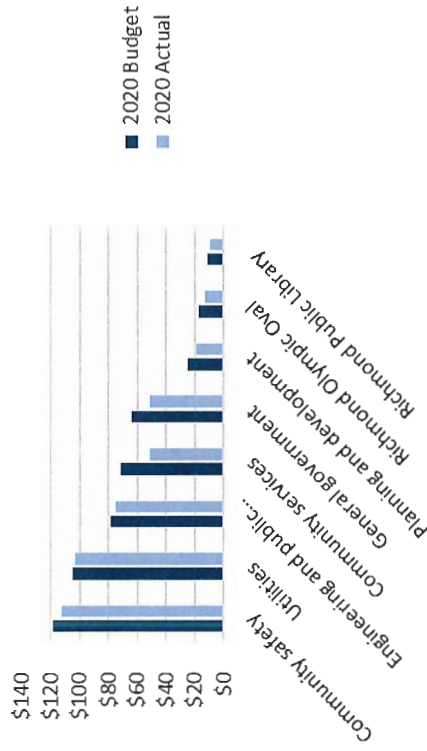


Expenses

2020 Budget to Actual Comparison

Total consolidated expenses are \$434.2M compared to the budget of \$489.9M.

2020 Expenses by Function



pandemic, offset by higher than budgeted amortization expense and non-capital expenditures.

Engineering and public works has a favourable variance of \$3.3M mainly due to uncompleted public works expenses for roads and building maintenance projects and lower operating expenses offset by higher than budgeted capital expenditures, which do not meet the criteria for capitalization.

Community Services had a favourable variance of \$21.1M mainly due to facilities closure resulting from the COVID-19 pandemic and lower than budgeted capital expenditures that do not meet criteria for capitalization.

General Government had a favourable variance of \$12.3M mainly due to unfilled vacancies and staff redeployment for the temporary Community Ambassador Program and lower supplies and materials due to decline in activities because of the COVID-19 pandemic.

Planning and Development had a favourable variance of \$5.1M mainly due to staff vacancies and lower than budgeted capital expenses not meeting the criteria for capitalization.

Richmond Olympic Oval had a favourable variance of \$4.5M mainly due to lower than expected general and administration and amortization costs.

Richmond Public Library had a favourable variance of \$2.1M mainly due to facilities closure because of the COVID 19 pandemic.

The following comparisons are before transfers to provisions and/or reserves:

Community Safety had a favourable variance of \$5.3M mainly due to RCMP contract savings from lower than budgeted complement and salary savings due to vacancies and the time required to fill new fire fighters positions approved in 2020.

Utilities had a favourable variance of \$1.9M mainly due to budgeted public works maintenance projects not yet completed and less water purchases because of COVID-19

Expenses

2020 to 2019 Actual Comparison

Total 2020 consolidated expenses were \$434.2M compared to \$483.7M in 2019.

	2020 Actual	2019 Actual	Change
Expenses (\$000's)			
Community safety	\$ 112,895	\$ 106,209	\$ 6,686
Utilities: water, sewer and sanitation	102,824	98,653	4,171
Engineering, public works and project development	75,314	80,940	(5,626)
Community services	50,833	67,522	(16,689)
General government	51,495	55,689	(4,194)
Planning and development	19,201	48,104	(28,903)
Richmond Olympic Oval	12,586	15,972	(3,386)
Richmond Public Library	9,040	10,601	(1,561)
Total	\$ 434,188	\$ 483,690	(49,502)

Community Safety expenses increased by \$6.7M mainly due to the temporary Community Ambassador program in 2020, hiring of 12 new firefighters as approved by Council in 2020, and higher RCMP contract expense due to severance obligation liability, base contract costs, retroactive salary accrual.

Utilities expenses increased by \$4.2M mainly due to increased debt levy from the GVSDD and higher processing fees.

Engineering, Public Works and Project Development expenses decreased by \$5.6M mainly due to the \$3.1M in box culverts repair for the Major Road Network and \$1.8M in pool damage in the Minoru Centre for Active Living in 2019 and lower public works expenses.

Community services decreased by \$16.7M mainly due to facilities closure resulting from the COVID 19 pandemic, reduced lease expense for Richmond Ice Center acquired in 2019, and lower capital expenditures related to Parks capital projects that do not meet criteria for capitalization.

General government expenses decreased by \$4.2M mainly due to unfilled vacancies and staff redeployment for the temporary Community Ambassador Program and lower supplies and materials due to decline in activities as a result of the COVID-19 pandemic.

Planning and development costs decreased by \$28.9M mainly due to the release of funds to TransLink for the construction of the Canada Line Capstan Station in 2019.

Richmond Olympic Oval expenses decreased by \$3.4M mainly due to facility closure and subsequent limited reopening because of the COVID-19 pandemic.

Richmond Public Library services expenses decreased by \$1.6M mainly due to facilities closure in 2020 because of the COVID-19 pandemic

Expenses

Expenses by Object

	2020	2019	Change
Expenses (\$000's)	Actual	Actual	
Wages and salaries	\$164,788	\$ 177,363	\$(12,575)
Public works maintenance	\$13,343	15,299	(1,956)
Contract services	\$81,642	79,098	2,544
Supplies and materials	\$64,437	68,801	(4,364)
Interest and finance	\$29,779	26,089	3,690
Transfer from (to) capital for tangible capital assets	\$13,568	52,244	(38,676)
Amortization of tangible capital assets	\$66,254	64,228	2,026
Loss on disposal of tangible capital assets	\$377	568	(191)
Total	\$ 434,188	\$ 483,690	\$(49,502)

Wages and salaries decreased by \$12.6M mainly due to vacant positions and auxiliary staff layoffs as facilities were closed resulting from the impact of the COVID-19 pandemic.

Public Works non-salary decreased by \$2.0M mainly due to less receivable works.

Contract services increased by \$2.5M mainly due to higher policing costs offset by lower consulting and contracts expenses. Other operating expenses decreased by \$1.8M mainly due to cancellation of major events in 2020 and a decrease in lease expenses because of the acquisition of the Richmond Ice Centre in 2019.

Supplies and materials decreased by \$4.4M mainly due to lower consumption of supplies and property expenses because of facilities closure and reduced operational activities.

Interest and finance increased by \$3.7M mainly due to increased debt payment to Greater Vancouver Sewerage & Drainage District.

Transfer from (to) capital for tangible capital assets decreased by \$38.7M mainly due to non-capital costs relating to the contribution towards construction of the Canada Line Capstan Station made in 2019 and capital expenses incurred last year that did not meet the capitalization criteria.

Amortization of tangible capital assets increased by \$2.0M due to new asset additions.

Loss on disposal of tangible capital assets decreased by \$0.2M due to timing of asset disposal.

Annual Surplus

The 2020 consolidated annual surplus of \$144.9M is calculated as the difference between revenues and expenses and is reflected in the change in the accumulated surplus.

Annual Surplus Distribution

The largest driver of the \$144.9M annual surplus is the change in investment in capital assets of \$64.6M. This is the net activity of asset additions \$128.9M offset by amortization expense of \$66.3M, disposals and debt reduction.

Investment in LIEC increased by \$1.3M.

Appropriated surplus increased by \$29.7M partially due to expected future costs with respect to contracts including the RCMP and amounts received for the COVID 19 Safe Restart Grant.

Reserves increased by \$52.0M due to the timing of capital expenditures. Included in the total reserve balance is \$226.8M committed towards active capital projects.

Surplus decreased by \$4.0M due to transferring 2019 operating surplus to the Rate Stabilization Account, minimal operating surplus in 2020 offset by repayments for internal borrowing.

Other surplus increased by \$1.3M.



Consolidated Statement of Changes in Net Financial Assets

The Consolidated Statement of Changes in Net Financial Assets focuses on the net assets of the City, adjusting the annual surplus for the impact of tangible capital assets: mainly deducting the costs to acquire assets, and adding back amortization charged during the year.

An important measure of any government's financial condition is its net financial assets: calculated as financial assets (e.g. cash, receivables, and investments) less liabilities (e.g. trade and employment payables, deposits and debt).

The City's net financial assets as at December 31st, 2020 increased by \$83.1M to \$889.0M (2019 - \$805.9M).

Consolidated Statement of Cash Flows

The Consolidated Statement of Cash Flows is a summary of how the City's cash position changed during the year, highlighting sources and uses of cash, including the use of cash to acquire capital assets.

The City's cash increased by \$140.5M to \$530.0M and investments increased by \$3.1M to \$834.0M. The increases are mainly due to the increase in liabilities and reserves.

In 2020, cash provided by operating activities was \$211.0M, compared to \$172.4M in 2019.

Cash used in capital activities was \$62.2M, compared to \$73.8M in 2019.

Cash used in financing activities was \$5.2M compared to \$5.0M in 2019, and was used to pay down MFA debentures.

Cash spent on investing activities was \$3.1M, compared to cash provided from investing activities was \$174.0M in 2019.

Ratio Analysis

The Public Sector Accounting Board (PSAB) encourages the Government sector to conduct ratio analysis as per the Statement of Recommended Practice (SORP) 4: Indicators of Financial Condition. The analysis enables the readers of financial reports to use the indicators to assess the City's ability to respond to changes in the economic climate. It also allows readers to interpret the financial reports and assess the quality of financial management.

The analysis addresses the following three key areas:

- **Assessment of sustainability** measures and demonstrates the ability of a government entity to carry out its service commitments, settles financial commitments to creditors, employees and others without increasing the debt or tax burden in the economy that it operates.
- **Assessment of flexibility** measures and demonstrates the degree to which a government entity can change the level of debt and tax burden in order to meet its service commitments or settle financial commitments.
- **Assessment of vulnerability** measures and demonstrates the degree by which a government entity is dependent on sources of funding outside its control or influence or is exposed to risk that could impair its ability to meet its service and financial commitments.

The following table presents the ratio analysis for the three-year period 2018-2020:

Assessment of sustainability				
	2020	2019	2018	
Sustainability ratios:				
Assets to liabilities (times)	6.8	7.3	7.7	• Assets to liabilities, indicates sustainability by the extent to which the government entity finances its operations by issuing debt. A ratio higher than one indicates that a government has accumulated surplus and has assets greater than liabilities. Included in the City's liabilities are DCCs and deferred revenue, which represent an obligation to perform future works.
Financial assets to liabilities (times)	2.5	2.6	2.6	
Net debt to total revenues	3.9%	4.8%	5.5%	
Net debt to the total assessment	0.02%	0.03%	0.03%	
Expenses to the total assessment	0.6%	0.5%	0.4%	
Flexibility ratios:				
Debt charges to revenues	2020 0.3%	2019 0.3%	2018 0.3%	
Net book value of capital assets to cost	67.3%	67.8%	68.3%	• Financial assets to liabilities, indicates sustainability by the degree that future revenues are required to pay for past transactions and events. A higher ratio indicates a greater ability to cover liabilities.
Net book value of capital assets (excluding land) to cost	54.1%	55.0%	55.8%	
Own source revenue to the assessment	0.5%	0.5%	0.5%	• Net debt to total revenue, indicates the financial burden over the earning capacity and indicates how future revenues will be needed for financing of past transactions and events. A lower percentage indicates a lesser reliance on future revenues to finance existing debt.
Vulnerability ratios:				
Government transfers to total revenues	2020 3.4%	2019 4.4%	2018 4.5%	
Government transfers (excluding gaming revenue) to total revenues	2.9%	1.8%	1.7%	• Net debt to total assessment, indicates the relationship between the level of debt and the state of the local economy. A lower percentage indicates a lesser reliance on the current assessment base to finance existing debt.

An explanation of each of the ratios is provided below.

- Expenses to total assessment, indicates the trend of the government spending in connection to the state of the local economy. A lower percentage indicates a lesser reliance on the current assessment base to finance existing expenses.

Assessment of flexibility

- Debt charges to revenues, indicates the extent to which past borrowing decisions present a constraint on a government's ability to meet its financial commitments. A lower ratio indicates a lesser reliance on existing revenues to finance debt charges.
- Net book value of capital assets to cost, indicates the estimated useful life of the capital assets to provide services. A higher ratio indicates a newer asset inventory.

- Net book value of capital assets (excluding land) to cost, indicates the estimated useful life remaining of depreciable capital assets. Land is not a depreciable asset and its inclusion can distort the net book value to cost ratio. A higher ratio indicates a newer asset inventory.

- Own source revenue to assessment, indicates the degree to which represents the percentage of taxes taken from its own tax base. A lower ratio indicates a

lesser proportion of existing revenues from own sources on the current assessment base.

Assessment of vulnerability

- Government transfers to total revenue, indicates the degree to which the local government is dependent on provincial or federal grants. A higher ratio indicates a higher proportion of grants.



Environmental Analysis

The City provides a wide array of services to residents, businesses and visitors. The Council Strategic Plan help guide the development and implementation of the City's work programs and operations.

The following section highlights:

- Council Strategic Plan 2018-2022
- Environment
 - Business Licences
 - Housing Activity
 - Population
- City Services

Strategic Focus

Council decisions guide and influence the City's social and physical development, the quality of life and lifestyle choices available to residents, the relative safety and protection of residents and businesses, and the role the City plays within the region. To help Council manage this important agenda, the "Council Strategic Plan" process is undertaken at the start of each new term of office to determine Council's desired focus and priorities in order to ensure City work programs are appropriately aligned. This process forms an integral part of City operations, and helps to ensure a focused and productive workforce that makes the most effective use of public resources. In alphabetical order, the eight strategic focus areas for the Council Strategic Plan 2018-2022 include:

- 1. A Safe and Resilient City**
Continue enhancing and protecting the safety and well-being of Richmond.
- 2. A Supported Economic Sector**
Continue facilitation of diversified economic growth through innovative and sustainable policies, practices, and partnership.
- 3. A Sustainable and Environmentally Conscious City**
Adapt environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

4. An Active and Thriving Richmond

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

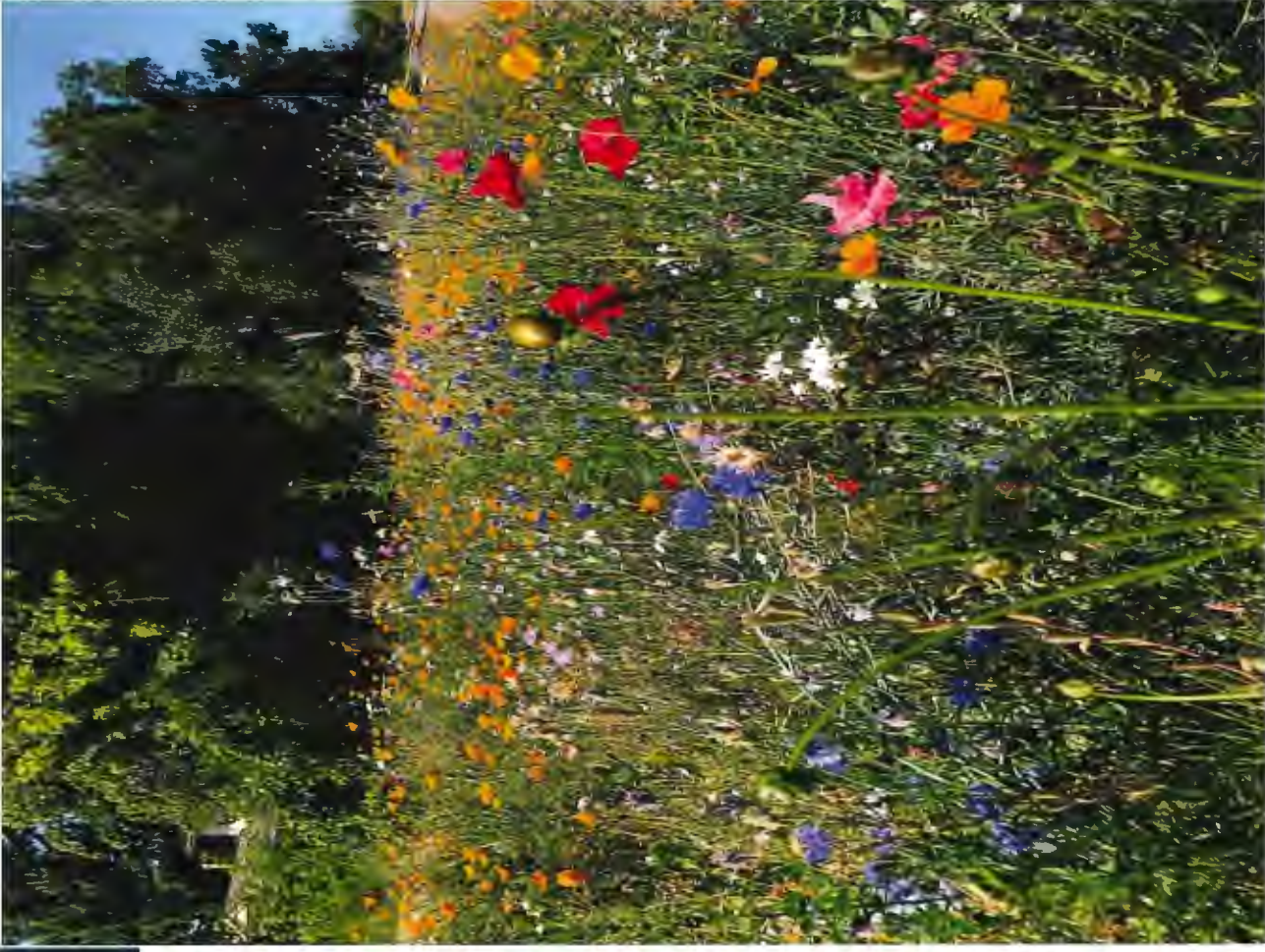
5. An Engaged and Informed Community

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.



Strategic Focus

- 6. One Community Together**
Continue support on vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.
- 7. Sound Financial Management**
Maintain the City's strong financial position with clear accountability through transparent budgeting practices and effective public communication that supports the needs of the community into the future.
- 8. Strategic and Well-Planned Growth**
Continue leadership in effective and sustainable growth that supports the City's physical and social needs.

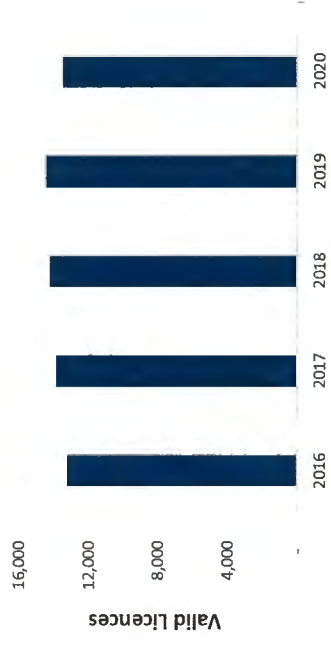


Environment

Business Licences

The total number of business licences issued decreased to 13,253 in 2020 compared to 14,487 licences issued in 2019.

Business Licences 2016-2020



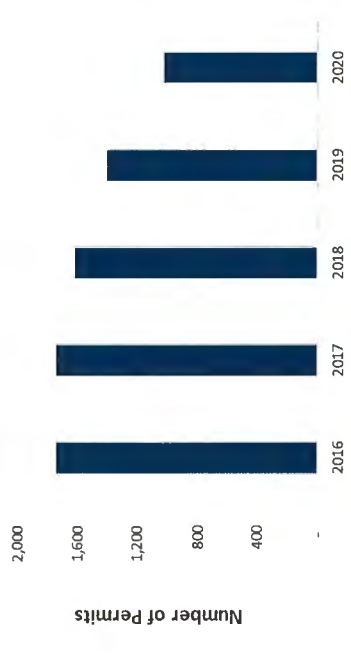
Housing Activity

Richmond house prices increased by 6.7%, with a 2020 detached median house price of \$1,575,000. The total number of sales increased year-over-year by 21.4% to 3,512.

In 2020, the total number of building permits issued was 1,024, which was a 26.9% decrease from 2019. The year-over-year decline is a result of decreases in all types of permits issued including single-family dwellings, multi-family developments,

commercial and industrial. The actual permit fees collected for 2020 was \$9.0M.

Building Permits 2016-2020



The construction value of building permits issued in 2020 was \$717M, however, the construction value approved during 2020 was approximately \$1B as approximately \$330M of large value applications ready for issuance were requested by applicants to be issued in the first quarter of 2021. 2019 at \$981M was a near record year, and years following record years tend to be much lower such as 40% less in 2016 following the record \$997M in 2015. \$717M in 2020 is the third highest for construction value on record.

The number of development applications received in 2020 decreased by 8.81% to 145 applications from 159 applications in 2019. Total fees collected in 2020 decreased by 10.9%.

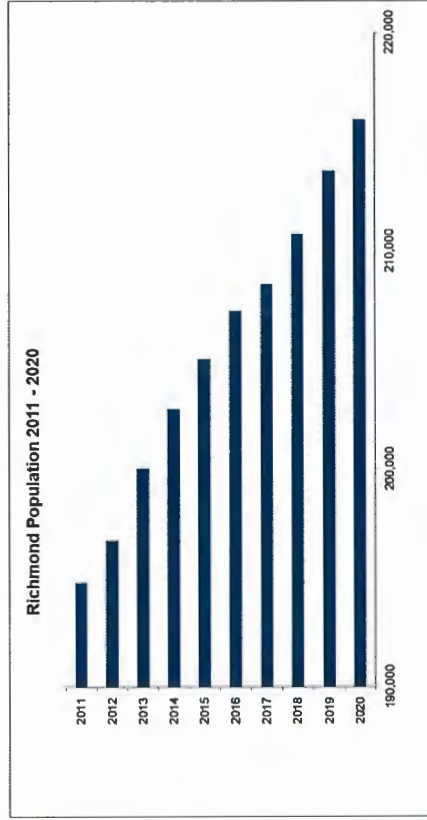


CNCL – 313

Population

Richmond’s current population is estimated at 216,046, which is a 1.1% increase from 2019. According to the 2016 Census, Richmond is the fourth most populous municipality in the Greater Vancouver region.

Richmond Population 2011-2020



Graph has been updated with population figures from BC Stats, Demographic Analysis Section, updated Jan 2021.

Services

The City of Richmond provides a wide array of services to residents, businesses and visitors. The City is responsible for delivering the following services in Richmond:

- Performing land use and transportation planning, building approvals, property use and zoning.
- Providing and maintaining roads, dikes, water and sewerage systems, drainage and irrigation systems.
- Providing sanitation and recycling services.
- Providing for the safety and protection of citizens by maintaining policing, fire-rescue services, bylaw enforcement, emergency and environmental programs.
- Providing for the recreational and cultural needs of citizens by: funding library services; building and maintaining recreational and cultural facilities, including pools, arenas, community centres, art centres, theatre and numerous heritage sites.
- Designing, constructing, and maintaining a recreational trail system and a system of parks with playing fields, playgrounds, and various amenities including tennis courts and basketball courts.
- Developing a sustainable community through: affordable housing, child care programs, wellness and outreach programs, tree protection, pesticide use restrictions, waste reduction programs, pollution prevention, district energy utility, energy management programs, purchasing policies and high performance building programs.

- Providing business licences and economic development initiatives.
- Administering property taxes and utility bills.
- Working to safeguard the financial well-being of the City through the provision of effective and reliable financial services and information to Council, staff and the public.
- Working to safeguard and enhance the livability and social, financial, and environmental sustainability of our community and surrounding environment.
- Representing the interests of our citizens on various regional bodies responsible for providing services such as transit, drinking water, waste disposal, and air quality monitoring and reporting.

These services are provided through the use of funds as approved by Council in the 2020 operating, capital and utility budgets.

	2018	2019	2020
Population growth (per annum) ¹	1.02%	0.93%	1.10%
Capital construction costs (\$mil) ²	\$156.6	\$97.59	\$158.88
City Grants Program (\$mil)	\$0.82	\$0.84	\$0.82
Other grants (\$mil) ³	\$1.65	\$1.64	\$1.59
Registration in recreation programs	145,841	145,435	128,464
RCMP calls for services	69,312	75,573	55,085
Fire Rescue responses	9,805	9,491	6,412

¹ Annual growth based on updated population figures from BC Stats, Demographic Analysis Section, Jan 2020.

² This is the amended capital budget excluding internal transfers, debt repayment and contributions.

³ Other grants include contributions to wards Gateway Theatre, Richmond Center for Disability, Richmond Therapeutic Equestrian Society, various youth grants and Provision Transfer.

Conclusion

The City's financial management has positioned Richmond well to continue to carry out and meet Council's Strategic Plan and service commitments to provide a safe and desirable community to live, work and play in, while providing value for taxpayers.

2020 saw new challenges with the COVID-19 pandemic including reduction in revenues, as well as increased cleaning and other costs incurred to prevent the spread of the coronavirus. Wherever possible, these impacts have been mitigated by senior management through reduced expenditures such as implementing a tactical hiring freeze, staff redeployments, reduced seasonal staff, cancellation of special events and projects, and general operating costs reductions

The FSD&A provides a detailed analysis of the Consolidated Financial Statements and explains the significant differences in the financial statements between the reported year and the previous year as well as between budgeted and actual results.

The Consolidated Financial Statements and FSD&A provide details about past activity and the balances at December 31st of the fiscal year. This information, in conjunction with planning documents, provides a comprehensive depiction of the future financial viability of the City.

In 2003, Council adopted the Long Term Financial Management Strategy (LTFMS) to ensure prudent fiscal

practices while maintaining the City's high service standards and balancing current and long term financial needs. The effects of this policy can be seen in the current financial health of the organization.

The LTFMS policy forms the foundation for the City's financial planning, including the preparation of the Five Year Financial Plan Bylaws.

The 2021 – 2025 Five Year Financial Plan combines the Operating, Utility and Capital Budgets. It provides details on the services provided, anticipated revenues and expenses, and planned capital projects.

Additional information about the current financial plan can be found at:

<http://www.richmond.ca/cityhall/finance/reporting/fiveyear.htm>





City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: April 1, 2021
File: 08-4105-00/Vol 1

Re: Referral on Rental and Age Restrictions in Future Development

Staff Recommendation

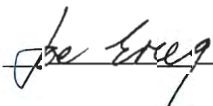


1. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, which would restrict a strata corporation from imposing rental and age restrictions in future rezoning applications for multiple family residential developments, be introduced and given first reading.
2. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, 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 10257, having been considered in accordance with Section 475 of the *Local Government Act* and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation.


Wayne Craig
Director, Development
(604-247-4625)

WC:jdr

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning Affordable Housing Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

On February 2, 2021, Planning Committee passed the following referral:

That staff create a policy that would allow for all future developments to require no rental restrictions or age restrictions, in perpetuity.

This report responds to the referral motion and presents a policy for Committee and Council's consideration.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 and Well Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.1 Ensure and effective OCP and ensure development aligns with it.

Background

On February 2, 2021, Planning Committee considered a site-specific rezoning and Official Community Plan (OCP) amendment application by Polygon Talisman Park Ltd. for a mixed-use mid-rise and high-rise development including 156 affordable rental units, 120 market rental, 1,014 strata unit residential units and limited commercial within the Capstan Village area of the City Centre (RZ 18-836123). As part of its consideration of the application, Planning Committee resolved that the application be revised to "include registration of a legal agreement to ensure no strata bylaws may be adopted that would restrict the ability to rent any of the strata units or the imposition of age restriction on occupants of any strata unit on title in perpetuity on this development".

As a result of the discussion on February 2, 2021, with regard to rental availability, Planning Committee then passed the above noted referral motion to direct staff to create a policy to secure these commitments in all future developments.

Analysis

Proposed OCP Policy

The City of Richmond's OCP provides an overarching framework for future growth and development.

Official Community Plan Bylaw 9000, Amendment Bylaw No. 10257, would introduce a new policy to the OCP that would require as a condition of a multiple family rezoning that the developer register a legal agreement, under Section 219 of the *Land Title Act*, on title that would prohibit future strata corporations from imposing a bylaw that would restrict the ability for an owner of the strata unit to rent out their unit or imposing a bylaw that would set an age restriction

on owners and/or tenants of the building in perpetuity. The required legal agreement would be registered on title prior to rezoning bylaw amendment adoption. Staff note that the above referenced legal agreement would not be required for units secured as Low End of Market Rental (LEMR) or market rental, as these units are subject to their own separate housing agreements, legal agreements, and in many cases rental tenure zoning.

The proposed policy would be incorporated into Section 3.3 (Diverse Range of Housing Types, Tenure and Affordability) of the City's OCP and would apply to all rezoning applications for townhouse or multiple family dwellings, in all areas of the City.

Form J Rental Disclosure Statements

During the February 8, 2021 Council meeting there was some discussion about the filing of a Form J Rental Disclosure Statement by a developer and whether a legal agreement prohibiting a strata corporation from imposing rental restrictions was needed.

A "Form J Rental Disclosure Statement" ("Form J") forms part of the developer's disclosure to potential purchasers where the developer intends to rent (or preserve the right to rent) any number or all of the residential strata lots for a specified period of time. The "Form J" is typically filed as part of the initial disclosure statement to the Provincial Superintendent of Real Estate in accordance with the *Strata Property Act*. The City is not party to a developer's Disclosure Statements and does not have the ability to enforce a Strata Corporation's compliance.

The "Form J" effectively exempts the application of strata rental bylaws to the units specified in the form for the specified period of time. For those that were filed after January 1, 2010, the "Form J" applies to the developer, the initial purchasers, and the successive unit owners, regarding the rental of the units. The "Form J" however does not prohibit a Strata Council from passing a rental bylaw, and if so passed, the onus would be on the individual owner to know that if their unit was listed on the "Form J" that the Strata Corporation's Bylaw would not apply.

Staff note that there is no equivalent disclosure statement or form respecting age restrictions within residential strata developments.

The registration of a legal agreement is in staff's view a more transparent and effective mechanism of ensuring that a strata corporation does not impose rental restrictions than the "Form J". The legal agreement would be registered on the Title of all residential strata units for property owners to see. If the property is transferred, legal agreements registered on Title should be disclosed as part of the property transfer, such that all owners (including subsequent owners of any unit) will be aware of their ability to rent their unit. In addition, the City would be a party to the agreement and would therefore be able to take action in the event that the City is advised that a strata corporation has taken action to impose a rental or age restriction contrary to the legal agreement.

Age Restrictions

Under the *Strata Property Act* a Strata Corporation may pass a bylaw that restricts the age of persons who reside in a strata lot. In order to ensure that a Strata Corporation does not pass such a bylaw, a legal agreement registered on title through the rezoning process would be required. The proposed OCP amendment incorporates Council’s direction to prohibit age restrictions in typical multiple-family rezoning applications while also retaining Council’s discretion to waive the requirement for applications proposing age specific development (i.e. seniors independent living) should they wish.

Public Consultation

The provision of rental housing is a fundamental component in meeting the City’s housing objectives. City Council has also expressed a desire to see rental housing policies advanced in a timely manner. Accordingly, staff recommend that public consultation regarding the policy change contemplated in this report occur as part of Council’s consideration of the proposed OCP bylaw. This approach will provide interested stakeholders with multiple opportunities to provide their views to City Council as part of the statutory bylaw amendment process.

Should Planning Committee endorse this bylaw, the bylaw will be forwarded to the next open Council Meeting for City Council’s consideration. Should City Council grant first reading to the OCP amendment bylaw, the bylaw will be forwarded to a Public Hearing. The Council Meeting and Public Hearing will provide any interested party with an opportunity to provide comments directly to City Council.

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.

OCP Consultation Summary

Stakeholder	Referral Comment (No Referral necessary)
Agricultural Land Commission (ALC)	No referral necessary, as they are not affected.
Richmond School Board	No referral necessary, as the proposed amendment does not increase the amount of school aged children.
The Board of Metro Vancouver	No referral necessary, as they are not affected.
The Councils of adjacent Municipalities	No referral necessary, as they are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as they are not affected.
TransLink	No referral necessary, as no transportation road network changes are proposed.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary, as they are not affected.

Stakeholder	Referral Comment (No Referral necessary)
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary, as they are not affected.
Vancouver Coastal Health Authority	No referral necessary, as they are not affected.
Community Groups and Neighbours	Community Groups including the Urban Development Institute and Richmond Community Services Advisory Committee will be notified when this report is made public and will have the opportunity to comment on the proposed OCP amendment at Planning Committee and at a Public Hearing.
All relevant Federal and Provincial Government Agencies	No referral necessary, as they are not affected.

Official Community Plan Bylaw 9000, Amendment Bylaw 10257, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

Staff Comments

Proposed Official Community Plan Bylaw 9000, Amendment Bylaw 10257, ensures the ability for any future residential strata unit to be rented. It also prohibits a Strata Council from passing a bylaw to restrict the age of occupants within any future strata unit.

Census data indicates that approximately 30% of condominium units in Richmond are occupied by renter households. This policy would ensure that new residential strata units continue to be made available to renter households. Rental units secured in this manner are an important component of the rental inventory in Richmond. These units also support the City objective of encouraging a range of housing and tenure options for Richmond residents.

Financial Impact or Economic Impact

None.

Conclusion

In response to the referral direction from Planning Committee, staff have prepared a policy for inclusion in the City’s Official Community Plan to prohibit Strata Corporations from imposing rental and age restrictions on strata units, for Committee and Council’s consideration. It is therefore recommended that Official Community Plan Bylaw 9000, Amendment Bylaw 10257 be introduced and given first reading.



Joshua Reis, MCIP, RPP, AICP
 Program Manager, Development

(604-204-8653)
 JDR:blg



Richmond Official Community Plan Bylaw 9000
Amendment Bylaw 10257
(Prohibiting Rental and Age Restrictions
in Multiple Family Residential Rezoning Applications)

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 at Section 3.3: Diverse Range of Housing Types, Tenure and Affordability, Objective 1: Encourage a variety of housing types, mixes and densities to accommodate the diverse needs of residents, by inserting the following policy immediately after policy c) and renumbering the remaining sections accordingly:
'd) As a condition of rezoning for all townhouse or multiple family housing development projects, to require that no residential dwelling unit shall be restricted from being rented and that the future strata may not impose restrictions on the age of occupants within any residential strata lot, unless otherwise determined by Council.'
2. This Bylaw may be cited as 'Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257'.

FIRST READING

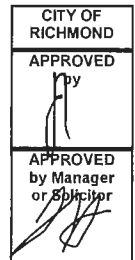
PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** April 13, 2021
From: Todd Gross **File:** 06-2345-20-
 Director, Parks Services TNOV4/Vol 01
Re: **Proposed Tidally Influenced Terra Nova Slough Update**

Staff Recommendation

That, as described in the report titled “Proposed Tidally Influenced Terra Nova Slough Update” dated April 13, 2021, from the Director, Parks Services, Option 1 (Floodbox with Self-Regulating Tide Gate) be endorsed for the purposes of design, costing and evaluation of habitat compensation benefit and be submitted for consideration in the 2022 budget process.

Todd Gross
 Director, Park Services
 (604-247-4942)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering Sustainability & District Energy Finance	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Parks, Recreation and Cultural Services Committee meeting on May 28, 2019, staff received the following referral:

(1) That Option 2: Create a Tidally Influenced Terra Nova Slough, as outlined in the staff report titled "Proposed Tidally Influenced Terra Nova Slough Update" dated April 5, 2019 for the Director, Parks Services, be endorsed; and

(2) That staff be directed to explore (i) design options for the tidally influenced Terra Nova slough, including the original plan, and (ii) additional funding sources.

Staff presented information regarding the functional requirements which would see the existing freshwater pond habitat converted into a tidally influenced habitat supporting migrating Fraser River salmonids. In the ensuing discussion, staff advised Committee that any water control structure in the dike would need to meet the seismic and flood protection equivalent of a standard pump station.

The purpose of this report is to update Council, provide technical information to evaluate options and seek Council's direction on a preferred design option for consideration in a future capital budget process.

Background

In 2004, the Terra Nova Rural Park Plan called for development of a functional estuary slough with an outlet to the Middle Arm of the Fraser River to support salmonids within the park and potentially offset future impacts to fish habitat from City projects including diking. The first phase of the project was implemented in 2007 with the construction of the slough channel.

The second phase entailed engineering design and costing for a flood control gate and connecting pipe to link the slough to the Fraser River. Conceptual cost estimates to breach the dike and install an outlet structure were assessed in 2009; at that time, cost estimates exceeded the City's budget, and the project was put on hold. The slough has been functioning as a freshwater pond since 2007.

A technical review of the project, including assessing possible offsetting credits, was conducted in 2018 and options were presented to Committee in May, 2019. In response to the referral stemming from that meeting, staff commissioned a technical study by Kerr Wood Leidal (KWL) Engineering (Attachment 1: Terra Nova Slough Environmental and Engineering Design - Final Report (March, 2021), which included evaluating possible project options that may accrue offsetting credits for the City under federal authorization.

Analysis

The overall Slough project can be summarized as a conversion of the existing approximately 7,000 m² of freshwater aquatic and riparian habitat (the pond) into an estuarine marsh habitat (a tidally influenced slough). It would involve:

- Construction of a culvert connecting the pond to the Fraser River;
- Installation of a seismically resilient tide gate to regulate the flow of water;
- Creation of a channel from the mouth of the tide gate to the Fraser River;
- Upgrades to the dike and a portion of River Road;
- Crown land lease from the Province; and
- Modifications to the existing pond to convert it to a functional tidally influenced slough.

The City retained a consultant team to look at various design options as well as funding sources which are outlined in the KWL report. The scope of the study was to:

1. Re-evaluate the options to connect the slough to the Fraser River;
2. Identify key environmental, engineering, park, costing and permitting considerations for a tidal connection;
3. Identify conceptual options which maintain dike integrity and flood protection for the City;
4. Evaluate concept options based on a number of feasibility criteria; and
5. Recommend a preferred option and suggest next steps towards implementation.

This proposed project would impact portions of the existing park and freshwater pond. There are a number benefits as well as challenges with this project. These impacts were also part of the study's scope.

The focus of this report is to respond to the council referral and provide options for the slough to be connected to the Fraser River. An enhanced slough would diversify the habitat in Terra Nova Park, provide park visitors interpretative and public education opportunities and address the present challenges of the existing fresh water body. It will not necessarily provide the best habitat enhancement nor compensation opportunity when compared against other potential projects in the City.

This staff report was informed by and written with input from the KWL report.

Proposed Terra Nova Tidal Slough

The original 2007 design proposes a single entry and exit point between the Fraser River and the existing pond. The proposed tide gate structure would regulate the slough's water level, changing with the natural tide cycle. The tide gate structure would be designed to protect the slough during king tide and storm surge events and would be designed to the same engineering standards as the City's pump stations. If a tide gate structure is not used, a secondary dike would need to be constructed around the slough and connected to the existing City dike to isolate the slough from its surrounding context.

The purpose of the tidally influenced slough is to provide habitat for juvenile salmonids and other fish species that utilize estuarine habitats. In particular, the KWL report identifies the Chum Salmon as the most likely (of the Salmonid species) to use the tidally connected slough

due to the duration it spends in estuarine habitats as compared to the other major salmonids. Salmonid species would not use this habitat for spawning purposes nor would Sturgeon access the proposed system.

Environmental and Regulatory Setting

Terra Nova Rural Park functions as a hub in the City's Ecological Network. The slough has been functioning as a freshwater pond since 2007 and assists in maintaining wildlife movement along the West Dike and Fraser River Estuary. The level of salinity, nutrients and sediments suspended in the water, and biodiversity of the plants growing in the riparian zone all contribute to making the estuary a unique environment which supports juvenile salmon as they transition from the freshwater environment to the salt water stage in their life cycle. A slough connected to the Fraser River would become a part of this ecosystem.

The Federal Government: the Department of Fisheries and Oceans Canada (DFO), pursuant to the federal *Fisheries Act*. DFO assesses most activities occurring in or near water to determine risks to fish and fish habitat. Federal *Airport Zoning Regulations* restrict development such as natural vegetation growth and building heights near airports to ensure clear flight paths. The Province of BC: Protection of BC's freshwater resources are regulated by the Province under the *Water Sustainability Act*. Various elements of flood infrastructure, including the upgrade of the City's diking system is subject to requirements of the provincial *Dike Maintenance Act* and the *Water Sustainability Act*.

Fish Habitat Banking and Enhancements

Fish habitat banking was established federally by DFO as a tool for fish habitat compensation. Legislated under the *Fisheries Act*, project proponents can acquire credit, in the form of area, by creating or improving fish habitat that can be banked to offset future impacts on different projects. DFO approval is required before a habitat banking project can proceed. There is no habitat offsetting program that is currently available with the Province.

There have been various habitat offsetting and/or enhancement projects in the Lower Fraser River which Council has been previously updated, including:

- Port of Vancouver: The Port actively pursues potential projects to offset their land development activities including the Fraser River Estuary Enhancement Project and the proposed Finn Slough Enhancement Project, intended to offset the Robert's Bank Terminal 2 Project (subject to approval by the Federal Government).
- Fraser River South Jetty and Sturgeon Banks: The Raincoast Conservation Foundation has been working on increasing fish passage along the Fraser's South Jetty and Council endorsed an application in 2020 from the South Coast Conservation Land Management Program, which proposed three habitat enhancement projects in the Lower Fraser, including one on Sturgeon Bank.
- Iona Island Wastewater Treatment Plant: Staff also been involved in the engagement process for this Metro Vancouver-led proposed upgrade project. Metro Vancouver is currently proposing a comprehensive habitat enhancement plan as part of the upgrades to will maintain and enhance the biodiversity of the island.

- Other: A forthcoming staff report on this matter is coming for Council's consideration in 2021 related to offsetting requirements for future upgrades.

Flood Protection

The Council endorsed 2019 *Richmond Flood Protection Strategy* identifies the perimeter dike system as the primary flood protection system to protect the community against climate change induced sea level rise and seasonal flooding. Dike Master Plan Phases 1, 2, 3, and 5 have been endorsed and Dike Master Plan Phase 4, focusing on the North Dike, is under consideration.

Flood protection maintenance works and upgrades, include raising dikes approximately 1 metre in height, are required and impact the City's Ecological Network. Dike improvements require an expanded footprint when constructed and dike design and construction best management practices no longer allow for channelized watercourses or ditches adjacent to dikes. The proposed dike footprint in each planning phase has been conceptually designed to avoid high-value fish habitat along the Fraser River. Where it cannot be avoided, a loss of existing riparian and aquatic habitat on the land-side is projected and must be offset under provincial and federal regulations.

As detailed in the City's Flood Protection Management Strategy, Richmond is situated approximately 1.0 m above sea level and flood protection is integral to protecting the health, safety, and economic viability of the City. Richmond is protected from flooding by infrastructure that includes 49 km of dikes. The City's Flood Protection Management Strategy and Dike Master Plans are the guiding framework for continual upgrades and improvements to address climate change induced sea level rise.

Flood protection integrity, and alignment with the City's Dike Master Plans and Flood Protection Management Strategy, are critical components that all options proposed in this report were evaluated against. All proposed options and associated structures were required to maintain or enhance the current flood protection system and be built to be seismically resilient. Associated structures have the ability to be designed to the same engineering standard as existing City drainage pump stations and all proposed options support future upgrading of the existing dike to 4.7 m geodetic in the near term with the ability to be raised to 5.5 m geodetic in the future.

Further details on flood protection have been included with each option evaluation identified later on in this report.

Options for Consideration

The result of the study was the creation of seven options which were examined and evaluated in detail. The options are grouped into the following three categories:

1. Connect the slough to the Fraser River:
 - Option 1: Floodbox with Self-Regulating Tide Gate (Recommended)
 - Option 2: Open Culvert and Ring Dike
 - Option 3: Tide Gate and Flood Berm
2. Intertidal connection elsewhere in Terra Nova Park:

- Option 4: Alternate Intertidal Marsh Slough in the Northeast corner of Terra Nova Rural Park
 - Option 5: Connect and Enhance Existing Wetlands in Terra Nova Nature Area
3. Alternate options for Slough:
- Option 6: Convert to Ephemeral Marsh
 - Option 7: Fill Slough

For a summary of all seven options, please see Attachment 2 (Terra Nova Slough Evaluation of Concept Options).

The seven options were evaluated using the following feasibility criteria:

1. Cost: What is the approximate capital cost for design and implementation of the option? What is the per unit area cost in terms of the habitat created?
2. Flood Risk: What is the potential impact on flood risk to the Park and broader City?
3. Habitat and Ecological Value: What is the habitat type to be created and relative value of the habitat being connected to?
4. Park User Experience: How will the park visitor experience be affected? What opportunities might exist to enhance the visitor experience as a result of the option?
5. Operations and Maintenance: What are the operations and maintenance (O&M) requirements created by implementation of the option?
6. Fish Passability: What is the qualitative rating of fish passage into the slough or other habitat created that will be provided by the option?
7. Other Considerations: Permitting requirements, regulatory approvals process, and climate change resilience.

The following is a brief evaluation of the options proposed for Council's consideration. For additional information, please refer to Attachment 1 and specifically to *Table 1: Terra Nova Slough Engineering and Environmental Design – Evaluation of Concept Options* on page 27 of the KWL Report.

Existing Slough Conversion Options

The following three options look at converting the existing slough from its present form as a self-sustaining and hydrologically isolated freshwater pond to a tidally influenced, brackish channel connected to the Middle Arm of the Fraser River with water levels regulated with a tide-gate structure and integrated with existing City flood protection infrastructure.

Option 1: Floodbox with Self-Regulating Tide Gate (RECOMMENDED)

Estimated total cost: \$2.5M + \$250K for slough enhancements plus operating budget impact (OBI) (to be determined)

Brief Description: The staff recommendation for this option is subject to the City obtaining habitat offsetting credits in a defined agreement with DFO. Additional discussion and assessment is required to define these terms and staff will seek Council endorsement as appropriate. Creation of a culvert under River Road terminating in a self-regulating tide gate on the river-side. This is

essentially an update to the original 2007 design which was updated in 2018. The slough would be hydraulically connected to the River while the tide gate would limit flow in and out of the system at high tide (design elevation) to protect the City. Based on current sea levels, this would result in the tide gate being open approximately 72% of the time. Based on current climate change science, sea level is expected to rise by 1 m by 2100. In the 2100 scenario, the tide gates will reduce to being open 34% of the time. This is due to an increased probability that the river water levels will be above the design elevation of the slough.

The slough would be connected to the river via the existing ditch running along the south side of River Road. Two gates would be installed to completely isolate the water in the slough system from the area's drainage system. A culvert would be installed under the existing dike and River Road, with a self-regulating, seismically resilient tide gate installed at the end. The slough system is then connected to the Middle Arm of the Fraser River via a newly created channel. This new channel will be graded to permit the required volume of inflow and outflow from the River and slough system and will extend out to the main channel of the Middle Arm. The challenge with a culvert is that juvenile salmonids are generally reluctant to enter dark tunnels. See Figure 1 below for more information on the proposed slough system configuration.

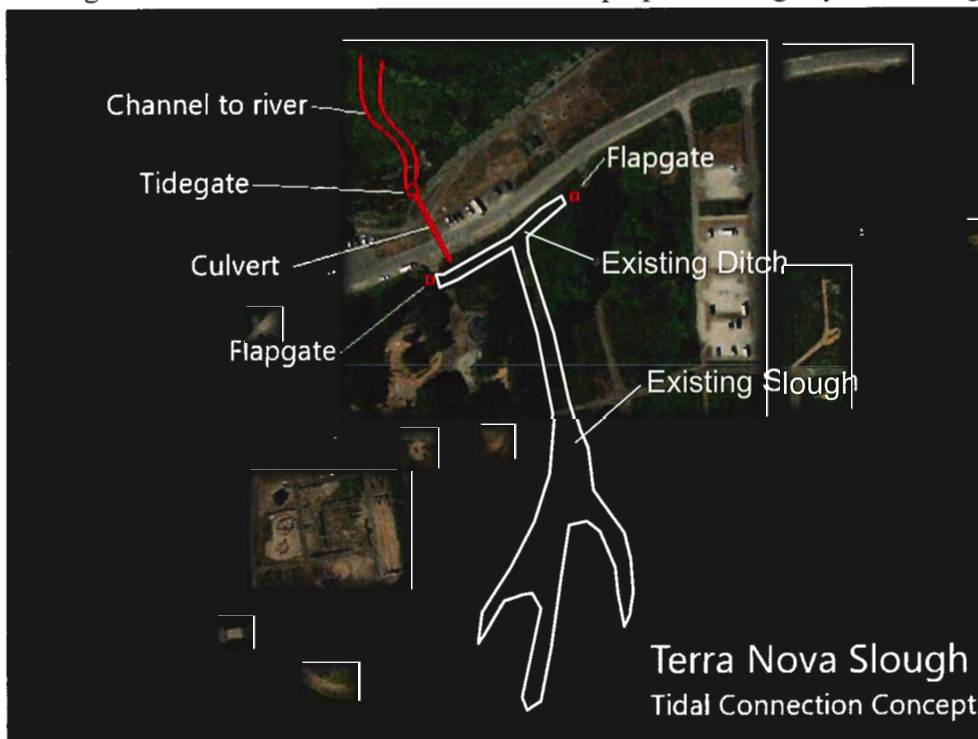


Figure 1: Conceptual Diagram of Option 1: Floodbox with Self-Regulating Gate.

The process to convert the existing slough from a freshwater pond habitat to a tidally influenced, saltwater riparian fish habitat will involve the following slough enhancements. (The following steps would also apply to Options 2 and 3):

1. **Sludge Removal:** The bottom of the existing slough has a significant volume of semi-decomposed organic sludge. This will need to be removed as part of the construction process. The slough would be drained, sludge dredged and potentially composted for re-use in Terra Nova Park.

2. **Slough Regrading:** Once the sludge is removed, the bottom of the slough will need to be re-graded to permit positive water flow north towards the river. This will ensure regular flushing of the slough and reduce the possibility of fish stranded at low tide. Fraser River silts would be used to fill in any low points and create tidal benches at optimum tidal elevations for low marsh vegetation. Habitat benches would be created using vertically placed untreated wood planks embedded into the bottom of the slough. Importation of silts would be over the existing 50 cm rock blanket presently lining the bottom of the slough and would mimic the types of sediments found in naturally occurring estuarine habitats.

3. **Riparian and Intertidal Planting:** Intertidal vegetation will need to be planted from native plant nursery stock. Dense planting will be necessary to limit invasive species establishment. Plantings would include additional native trees (outside of the dike footprint) and shrubs to provide shade and nutrients for the slough system.

Table 1: Option 1 Concept Evaluation

Evaluation Criteria	Evaluation Summary
Cost	\$2.5M + \$250K for slough enhancements plus OBI (to be determined).
Flood Risk	Very low; river debris may clog the gate preventing closure, risk can be mitigated through regular maintenance, automated sensors, a stop log structure and gates with fish screens along the existing ditch that can assist with park drainage if required. Tide gate structure will be seismically resilient and built to 4.7 m geodetic.
Habitat Value	New habitat for Fraser River fish species, including juvenile salmonids.
Park User Experience	Similar to existing although a change of aesthetics due to tidal variation.
Operations and Maintenance (O&M)	Increase over present (minimal). Regular monitoring and debris clearing per pump station maintenance practices. Tide gate maintenance will be required. Ongoing maintenance of the slough for invasive species.
Fish Passability	Moderate; decreasing with time due to sea level rise.
Regulator and Other Considerations	Slough would become subject to regulation of the federal <i>Fisheries Act</i> when connected to the Fraser River.

Option 2: Open Culvert and Ring Dike

Estimated total cost: \$5M + \$250K for slough enhancements plus OBI (to be determined)

Brief Description: This option sees the slough extended to the Fraser River with an open channel except for the portion running under River Road via a bridge structure. A standard dike would be built around the slough. This would further isolate the slough, increase the design elevation and create increased opportunities for fish passage throughout tide cycle. The standard dike would be built to provincial and City standards and be built to 4.7 m geodetic and have a base of approximately 20 m width. This would significantly impact existing features in the park, including the removal of very mature trees, existing paths and portions of the Terra Nova Adventure Play Environment (playground). The final routing of the standard dike would need to consider mitigating the impacts on these existing park features. The above referenced estimated

cost does not include expenses related to modifications to the surrounding Terra Nova Park area as specific impacts have not yet been determined.

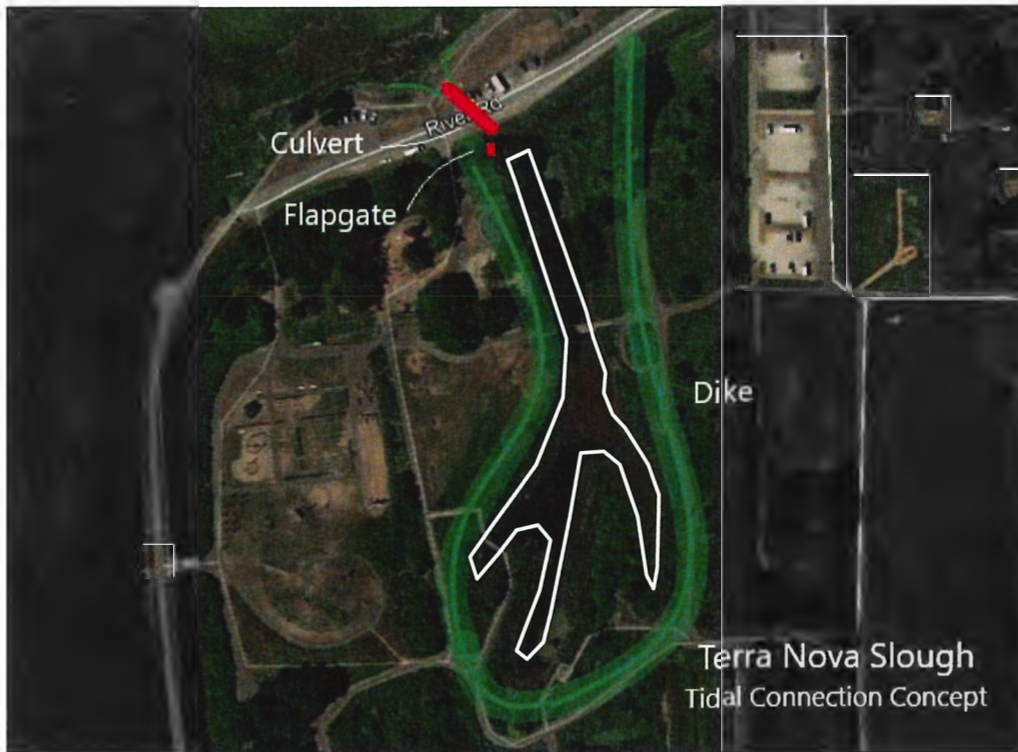


Figure 2: Conceptual Diagram of Option 2: Open Culvert and Ring Dike

Table 2: Option 2 Concept Evaluation

Evaluation Criteria	Evaluation Summary
Cost	\$5M + \$250K for slough enhancements plus OBI (to be determined).
Flood Risk	Very low; standard dike would isolate the slough from the rest of Lulu Island, providing the same level of flood protection for the City that currently exists. New standard dike would be built to 4.7 m geodetic with the ability to be raised to 5.5 m in the future.
Habitat Value	New habitat for juvenile salmonids. Significant negative impacts to upland vegetation, including mature trees.
Park User Experience	Significant impact to existing paths, trees and playground. New standard dike will provide the opportunity for a new path system and interface with new slough.
Operations and Maintenance (O&M)	Increased over present (minimal). No tide gates to maintain. Mowing of new standard dike and regular inspection required.
Fish Passability	Excellent; open to fish passage throughout the tide cycle.
Regulator and Other Considerations:	Slough would be subject to regulation of the federal <i>Fisheries Act</i> , provincial <i>Water Sustainability Act</i> and provincial <i>Dike Maintenance Act</i> would apply to new standard dike.

Option 3: Tide Gate and Flood Berm

Estimated total cost: \$4.5M + \$250K for slough enhancements plus OBI (to be determined)

Brief Description: This option is a hybrid of Options 1 and 2; the addition of a flood berm around the slough to increase the design elevation and extend the period of time the flood gate can remain open during a given tide cycle adding sea level rise resilience. The addition of the flood berm, in the 2100 sea level rise scenario, would increase the amount of time the flood gate is open from 34% in Option 1 to 58% in Option 3. The flood berm would not be constructed to the same flood protection standard as the standard dike outlined in Option 2 as it is only serving as an additional flood protection measure to the tide gate. Thus the flood berm would be built to 2 m geodetic (as opposed to 4.7 m geodetic for the standard dike) and considerably narrower at the base therefore the impact to the park is reduced in comparison to Option 2. The flood berm could be constructed after the tide gate is installed and the slough is connected to the Fraser River as it serves as an additional flood protection measure in response to sea level rise. The characteristics are otherwise the same as those outlined in Option 1.

Table 3: Option 3 Concept Evaluation

Evaluation Criteria	Evaluation Summary
Cost	\$4.5M + \$250K for slough enhancements plus OBI (to be determined).
Flood Risk	Very low; the area within the flood berm could flood should the tide gate fail. Risk can be mitigated through regular maintenance, automated sensors, a stop log structure and gates along the existing ditch. Tide gate structure will be seismically resilient and built to 4.7 m geodetic. Flood berm will be built to 2 m geodetic and can be constructed when sea level rise is realized. It will functionally act as flood protection for the park, but the existing dike alignment along River Road would remain as the City’s standard dike and primary source of flood protection. This would allow for greater flexibility for the structure and landscaped form of the flood berm.
Habitat Value	New habitat for juvenile salmonids. Significant negative impacts to upland vegetation, including mature trees through the construction of the flood berm. Impact can be mitigated through careful site design and flood berm placement.
Park User Experience	Significant impact to existing paths, trees and playground. Flood berm to be integrated with existing park as new feature.
Operations and Maintenance (O&M)	Increased over present (minimal) with regular tide gate maintenance.
Fish Passability	Moderate; similar to Option 1 with an increase in the amount of time the flood gate is open to 58% in 2100 with sea level rise.
Regulator and Other Considerations	Slough would be subject to regulation of the federal <i>Fisheries Act</i> , the provincial <i>Water Sustainability Act</i> and Crown land tenure for required connecting channel.

Alternative Options within Terra Nova

City Staff also considered two other options which might have larger impacts and potential habitat and ecological benefits due to their large size over the existing slough. This would involve two separate areas of existing ‘old field’ habitat in the Terra Nova Park area.

Option 4: Alternative Intertidal Marsh Slough in the Northeast Corner of Terra Nova

Estimated total cost: Unknown at this time (based on size and complexity of final configuration)

Brief Description: To mitigate the impacts on existing park features such as the Terra Nova Adventure Play Environment, existing mature trees, heritage structures and existing park infrastructure (parking lot, trails, etc.) this concept sees a new slough system created in the northeast area of the site. This area, formerly cultivated farm fields, is currently managed as old field and seasonal wetland habitat and hosts open field, a few mature trees and shrubs along the perimeter. An opening and channel under River Road would be regulated by a tide gate (similar to Option 1), however, a more extensive slough system could be created in the open field areas near River Road and to the south near the fields currently managed by the Richmond Sharing Farm (see Figure 3 below). Though the existing slough would not be included as part of this intertidal system, the area available in this proposed quadrant of the park could allow for a very extensive and complex system with potentially more ecological benefits than the existing system (depending on the scale of the final project). The system could include benefits to terrestrial and avian species as well as Fraser River fish species. See Figure 2 below for additional information.



Figure 3: Option 4: Conceptual Diagram of the Alternative Intertidal Marsh Slough in the Northeast Corner of Terra Nova

Table 4: Option 4 Concept Evaluation

Evaluation Criteria	Evaluation Summary
Cost	Undetermined at this time.
Flood Risk	Very low; tide gate regulated system built to similar specifications as Option 1 and Option 3.
Habitat Value	New habitat for juvenile salmonids potentially more extensive than the existing slough (depending on scale), minimized impact to mature trees and old field habitat and seasonal wetland converted to intertidal marsh and slough system.
Park User Experience	Significant impact to existing paths, trees and playground. Flood Berm to be integrated with existing Park as new feature. Overall design allows for integration with Park to be fully optimized.
Operations and Maintenance (O&M)	Increased over present (minimal) with regular tide gate maintenance and maintenance of a potentially larger and more complex slough system.
Fish Passability	Moderate; similar to Option 3.
Regulator and Other Considerations	Slough would be subject to regulation of the federal <i>Fisheries Act</i> , provincial <i>Water Sustainability Act</i> and Crown land tenure for connecting channel required.

Option 5: Connect and Enhance Existing Wetlands in Terra Nova Natural Area

Estimated total cost: Estimated at \$10M (based on size and complexity of final configuration) plus OBI (to be determined)

Brief Description: Similar to Option 4, this option sees the creation of a tidally influenced marsh and slough system independent of the existing slough. As per Figure 4, the proposed system is only shown occupying the area south of Westminster Highway in the Terra Nova Natural Area. The area is currently occupied by a large freshwater pond, some forested areas and segments of old field habitat. Barn Owls frequent the area and are supported by rearing boxes erected by City staff. The proposal is to create a complex marsh and slough system connected by up to three oversized culverts in the existing perimeter dike. In turn, because there would be no tide gates installed in the dike openings, a new inland dike would be constructed to isolate this tidally influenced system and would be integrated with the existing dike system. A complex system of sloughs, marshes, riparian habitat and open grass areas lined with hedgerows could be created in this area.



Figure 4: Option 5 - Connect and Enhance Existing Wetlands in Terra Nova Nature Area

The openings in the existing perimeter dike would be connected by new channels extending west into the Grauer Lands. With documented occurrences of juvenile salmonid species already using the Grauer Lands as rearing habitat, this new intertidal complex seeks to leverage this existing natural system in the Fraser River estuary. Some old field habitat and Barn Owl enhancement projects would be displaced by the creation of this proposed system and the existing Terra Nova Slough would remain in its current state.

This conceptual design presents an opportunity to offset future habitat impacts that are expected as part of Richmond’s future dike upgrades. A staff report from Engineering and Public Works related to the City’s future habitat offsetting requirements is forthcoming for Council’s consideration. If this concept was to be considered, a significant planning and regulatory processes would be required to best optimize the benefits to both the environment and the City, including Council endorsement through future reports on the matter.

Table 5: Option 5 Concept Evaluation

Evaluation Criteria	Evaluation Summary
Cost	Estimated at \$10M (could vary greatly based on size and complexity of final configuration).
Flood Risk	Very low; a new inland dike would be constructed to isolate this tidally influenced system and would be integrated with the existing dike system.

Habitat Value	New high-quality habitat connected to the Grauer Lands system. Existing pond would be removed. Impact to mature trees and old field habitat which would be converted to intertidal marsh and slough system.
Park User Experience	This area can only be accessed via a perimeter trail; no access within this area exists. A new inland dike could offer park visitors an opportunity to interact with this new Park feature.
Operations and Maintenance (O&M)	Increased over present (minimal) with regular maintenance of a potentially larger and more complex slough system and inland dike.
Fish Passability	Excellent; up to three open culverts provides many opportunities.
Regulator and Other Considerations	Habitat banking advantages to offset other City projects (dike upgrades) as well as sea level rise resiliency advantages. Would involve approvals from various Federal and Provincial authorities.

Alternative Options for the Existing Slough

The following two options would be considered if the decision is made not to proceed with converting the existing slough to a tidally influenced fish habitat connected to the Fraser River. While maintaining the existing slough in its present form (that is, as a hydrologically isolated, fresh water pond) is possible, the following two options present other potential directions for consideration. Should a status quo approach be taken with the existing slough, prudent habitat management efforts would be recommended such as invasive species removal and dredging the partially decomposed material along the bottom. Each option will also be subject to environmental permitting requirements and Option 7 would require that the City offset the loss of freshwater habitat with replacement works to meet provincial requirements.

Option 6: Conversion to Ephemeral Marsh

Estimated total cost: Approximately \$500K plus OBI (to be determined)

Brief Description: This option would see the existing slough, which presently functions as an underperforming freshwater pond system, partially filled in to create a seasonal wetland. This would involve the de-watering of the present pond, partial removal of the partially decomposed organic material on the bottom of the pond and importation of mineral-based soils to be mixed in with the remaining organic material. The former slough area would be re-graded to create a shallow depression which would hold surface water during the wetter seasons of the year and substantially dry out in the summer months. The benefits of this system include the curtailment (and potential elimination) of the invasive, non-native American -Bullfrog which currently inhabits the existing slough. Furthermore, invasive plants presently in the slough would also be eliminated. The existing beaver population would also be displaced. There are no indications that there are significant populations of fish in the current slough system.

Option 7: Fill-in the Slough

Estimated total cost: Approximately \$750K plus OBI (to be determined)

Brief Description: This option would see the conversion of the slough back to terrestrial habitat with the filling of the existing freshwater pond habitat. Existing riparian habitat would be removed, new mineral soil as fill would be imported and the site graded to create a flat area which could be integrated with the existing park context. Fill could be secured through

development sites seeking soil deposit sites thus creating an opportunity for the City to offset costs through soil deposit fees. Once the site is graded and filling completed, old field habitat and hedgerows could be integrated with the existing habitat south of the slough as an option to consider. Other park programming opportunities could be explored by staff and presented back to Council.

External Funding Opportunities and Partnerships

The following potential external funding sources have been identified for the City in the consultant's report (Attachment 1). These organizations and funds could be used to assist with the implementation of the preferred option:

- Environmental Damages Fund (EDF): The Environmental Damages Fund (EDF) is a specified purpose account administered by Environment and Climate Change Canada (ECCC) to direct funds received from fines, court orders and voluntary payments to priority projects that will benefit Canada's natural environment.

There are also environmental organizations working on salmon restoration projects related to tidal marshes and flood or river management infrastructure. It may be possible to partner with one of the following organizations to share resources and project costs or pursue funding opportunities jointly:

- The Resilient Waters project (which is part of the MakeWay.org platform);
- Raincoast Conservation Foundation's Lower Fraser River Salmon Conservation Program; and
- Ducks Unlimited Canada (The City previously worked with Ducks Unlimited on projects in the Grauer Lands).

Not all projects would qualify for habitat banking depending on the funding agency; this would need to be considered as part a project *pro forma* process.

If a slough connection is pursued by the City as a pure enhancement measure and funding is sought through grants such as the EDF, an application to a competitive process will be required. It is unlikely that any grant amount would exceed \$1 Million.

Financial Impact

Subject to Council's direction, staff will proceed with a capital project submission, corresponding OBI and external funding applications to be considered in the 2022 budget process.

Conclusion

Further analysis of the original tidally influenced slough design took into account measures required to maintain the City's flood protection standards. This includes allowing for the impacts of climate change induced sea level rise and ensuring that the proposed tidal gate has the ability to be seismically resilient similar to existing drainage pump stations throughout the City.

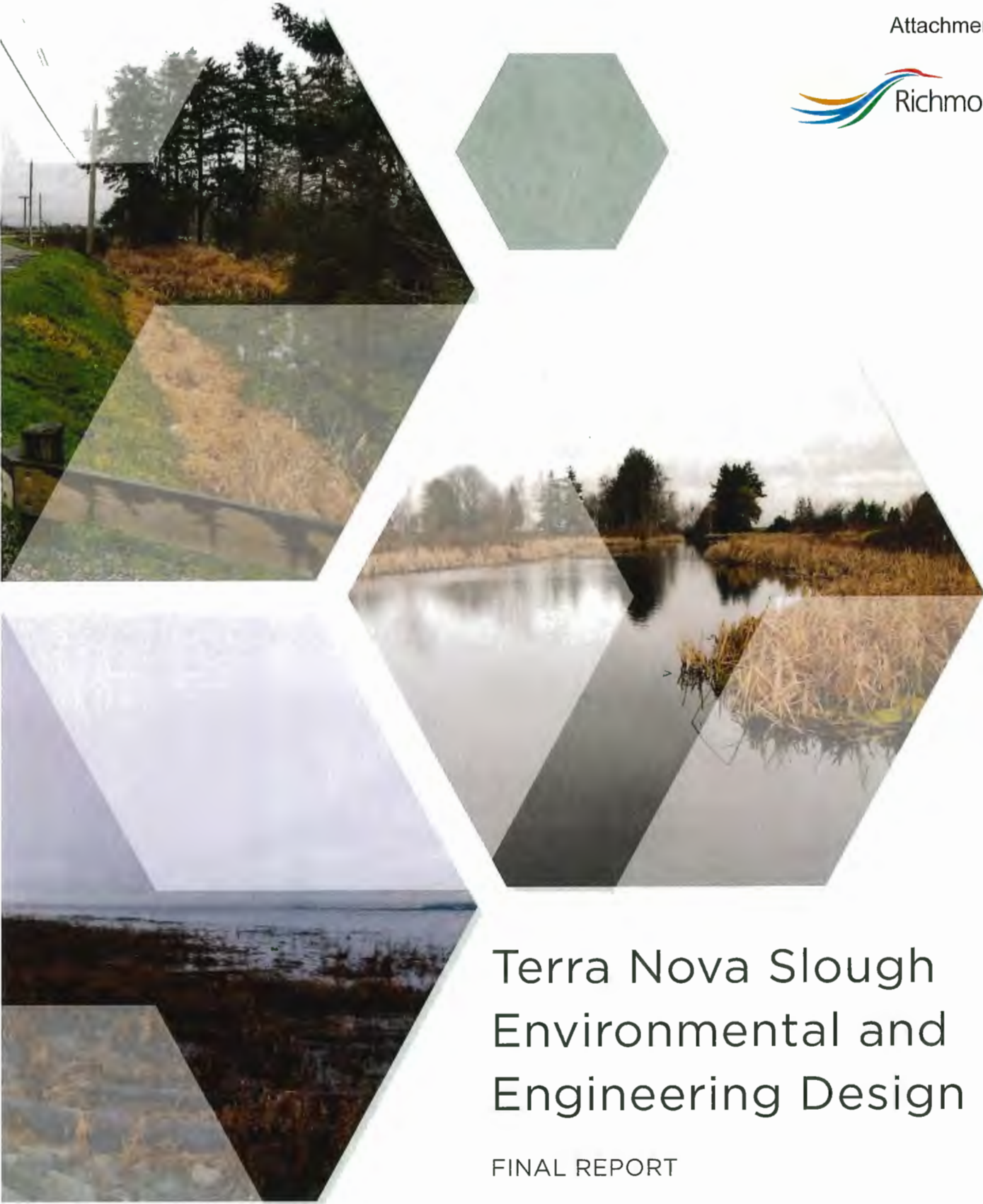
Staff recommend Option 1: Floodbox with Self-Regulating Tide Gate which responds to Council's direction to convert the existing pond into a tidally influenced slough connected to the Middle Arm of the Fraser River with water levels regulated by tide gate structure. This structure would be constructed to City engineering standards equivalent to the City's pump station infrastructure network. This option would need to be considered in coordination with all other potential City-initiated projects requiring habitat compensation including the need to offset future fish habitat impacts from flood improvement works.

Should Option 1 be endorsed, staff will continue to explore grant funding opportunities, habitat banking opportunities and partnerships with potential funding partners who are interested in supporting similar projects supporting salmonid species in the Fraser River.



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Att. 1: Terra Nova Slough Environmental and Engineering Design - Final Report (March 2021)
2: Table: Terra Nova Slough Evaluation of Concept Options



Terra Nova Slough Environmental and Engineering Design

FINAL REPORT



KERR WOOD LEIDAL
consulting engineers

CNCL – 338

March 2021
KWL File No. 651.153-300



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Executive Summary

This report summarizes the results of work to identify, develop, and evaluate options to convert the current freshwater slough in Terra Nova Rural Park to a tidal, fish-accessible slough connected to the Middle Arm of the Fraser River. The primary objectives of this report are to:

1. Re-assess the feasibility of converting Terra Nova Slough (the Slough) to a tidally-influenced system connected to the Fraser River.
2. Identify key environmental, engineering, park, costing, and permitting related considerations for connecting the Slough to the Fraser River.
3. Identify conceptual options to connect the Slough to the Fraser while maintaining dike integrity and flood protection.
4. Evaluate concept options based on a number of feasibility criteria, including but not limited to:
 - a. Costs, including one-time capital costs and ongoing operations & maintenance costs;
 - b. Regulatory aspects and requirements; and
 - c. Impacts to the existing park.
5. Recommend preferred options and next steps towards implementation.

The following options were examined and evaluated:

- Connect the Slough to the Fraser River:
 - **Option 1** – Floodbox with Self-Regulating Tide Gate
 - **Option 2** – Open Culvert and Ring Dike
 - **Option 3** – Tide Gate and Flood Berm
- Intertidal connection elsewhere in Terra Nova Area:
 - **Option 4** – Alternate Intertidal Marsh Slough in the Northeast Corner of Terra Nova Rural Park
 - **Option 5** – Connect and Enhance Existing Wetlands in Terra Nova Nature Area
- Alternate options for the Slough
 - **Option 6** – Convert to Ephemeral Marsh
 - **Option 7** – Fill Slough

The seven options were evaluated using the following criteria:

- **Cost:** What is the approximate capital cost for design and implementation of the option? What is the per unit area cost in terms of the habitat created?
- **Flood Risk:** What is the potential impact to flooding risk to the Park and broader City of the option?
- **Habitat / Ecological Value:** What is the habitat type to be created and relative value of the habitat connected/created?
- **Park User Experience:** How will the experience of visitors to the Park be affected? What opportunities might exist to enhance the visitor experience as a result of the option?
- **Operations and Maintenance:** What are the operations and maintenance requirements that will be created by implementation of the option?



- **Fish Passability:** What is the qualitative rating of fish passage into the Slough or other habitat created that will be provided by the option?
- **Other Considerations:** Are there other considerations that should be included as part of the evaluation (e.g., regulatory approvals, climate change resilience, etc.)?

On June 23, 2020, KWL and City of Richmond staff convened to discuss preliminary findings by KWL and review options for Terra Nova Slough. Three connection options for the Slough were presented (Options 1–3) along with a fourth offsite option for Terra Nova Nature Area (Option 5). (Options 4, 6 and 7 were developed after the workshop.) Each option was reviewed and discussed based on the above screening criteria, in addition to each project's consistency with Council direction. City staff identified their preferences and requested development of additional options. Staff feedback informed the evaluation and this report.

Based on the results of the screening criteria, evaluation process, and additional feedback from City staff, KWL recommends **near-term implementation of Option 1** (Floodbox with Self-regulating Tide Gate), and **long-term implementation of the flood berm in Option 3** (Tide Gate and Flood Berm) for adaptation to climate change. Looking just beyond the Terra Nova Slough and in terms of **optimal tidal fish habitat**, however, **Option 5** (Connect and Enhance Existing Wetlands in Terra Nova Nature Area) is preferred among all project options. Option 5 offers a large area of habitat, low unit cost, habitat banking potential, alignment with existing park uses, and received strong City staff support.



1. Introduction

This report summarizes the results of work to identify, develop, and evaluate options to convert the current freshwater slough in Terra Nova Rural Park to a tidal, fish-accessible slough connected to the Middle Arm of the Fraser River. The City of Richmond (the City) retained Kerr Wood Leidal Associates Ltd. (KWL) to complete the assessment and provide information and recommendations to help inform City planning and decision-making regarding this potential environmental enhancement project. The report follows previous phases of work by KWL which involved design and construction of the existing Terra Nova Slough (known herein as 'Terra Nova Slough' or 'the Slough') in 2007, development of a preliminary outlet structure design in 2009, and a review of the previously developed design in 2018.

1.1 Project Objectives

The following objectives were identified for this project prior to initiation:

- Re-assess the feasibility of converting Terra Nova Slough to a tidally-influenced system connected to the Fraser River.
- Identify key environmental, engineering, park, costing, and permitting related considerations for connecting the Slough to the Fraser River.
- Identify conceptual options to connect the Slough to the Fraser, including pump station options for safe fish passage; while maintaining dike integrity and flood protection.
- Conduct a workshop to review and discuss various options with City staff.
- Evaluate concept options based on a number of feasibility criteria, including but not limited to:
 - Costs, including one-time capital costs and ongoing operations & maintenance costs;
 - Regulatory aspects and requirements; and
 - Impacts to the existing park.
- Recommend preferred options and next steps towards implementation.
- Explore funding partnerships/sources from senior levels of government & not-for-profit organizations.
- Provide the results of the assessment in a summary report.

1.2 Flood Protection Requirements

Flood protection is a critical criterion against which all options for the Slough tidal connection or salmonid habitat enhancement are assessed. Changes to existing infrastructure, recommendations for new infrastructure, and any required operations and maintenance activities considered within this report shall maintain or enhance the current City flood protection.



1.3 Project Team

The following key KWL team members provided input into the project:

- Patrick Lilley, M.Sc., R.P.Bio., BC-CESCL - Senior Biologist and Project Manager
- Colin Kristiansen, P.Eng. - Senior Civil Engineer and Technical Reviewer
- Alan Jonsson, B.A.Sc. - Ichthyo-Fluvial Specialist
- Craig Sutherland, P.Eng. - Senior Engineer and Tide Gate Specialist
- Daniel Brown, R.P.Bio. - Project Biologist
- Sonya Oetterich, M.Sc., B.I.T. - Junior Biologist

In addition, the following City staff also provided important input to the project and/or participated in the July 23 options review workshop:

- Alex Kurnicki, BCSLA, CSLA– Research Planner, Parks Planning, Design & Construction (City Project Lead)
- Chad Paulin, M.Sc., P.Ag. – Environment Manager, Engineering & Public Works
- Corrine Haer, P.Eng. – Project Manager, Engineering Planning
- Chris Chan, EIT, PMP – Project Manager, Engineering Planning
- Pratima Milaire, P.Eng., PMP – Project Manager, Engineering Design & Construction
- AJ Morris – Project Manager, Engineering Design & Construction
- Miriam Pishka – BCSLA, CSLA - Park Planner, Parks Planning, Design and Construction
- Matthew Discusso, B.Sc. – Environmental Coordinator, Engineering & Public Works
- Jason Chan – Manager, Parks Planning, Design & Construction



2. Project Background and Context

2.1 Project History

The Terra Nova Rural Park Plan, developed in 2004, includes development of a functional estuary slough with an outlet to the Middle Arm of the Fraser River to support salmonids. The first phase of the project was implemented in 2007 with the construction of the Slough channel.

The second phase entailed engineering design and costing for a flood control gate and connecting pipe to link the Slough to the Fraser River. Costs to connect the Slough to the river through the dike and install an outlet structure were assessed in 2009. At that time, cost estimates exceeded the City's expectations and budget, and the project was put on hold. The Slough has been functioning as a freshwater pond since 2007.

Since the Slough was constructed, Terra Nova Rural Park has been developed and site improvements around in the vicinity of the pond include paths, viewpoints with seating, natural plantings, signage, and a floating bridge.

In 2018, KWL was retained to conduct a review of the existing connection design. The scope of the review included:

- A technical review of the design drawings to connect the Slough to the estuary;
- Reviewing the ecological value and function of the existing freshwater pond compared to the potential value and function of a tidally-influenced slough;
- Updating the risk assessment for placing an opening in the dike at this location in the context of the City's Dike Master Plan; and
- Developing an updated project cost estimate.

In May 2019, City staff were directed by Council to further explore design options that would connect Terra Nova Slough to the Fraser River and identify provincial and federal funding and partnership opportunities with regional stakeholders.

In May 2020, KWL was once again retained by the City. The content of this report constitutes the results of the scope of work outlined in Section 1.1.

2.2 Site Context and Existing Conditions

Terra Nova Rural Park (the Park) is a unique heritage destination that offers a range of immersive ecological, recreational, and agricultural experiences. The vision for the Park is to preserve its unique rural character while catering to diverse user groups and appropriately balancing competing uses. Site vegetation includes remnant woodlots, orchards, hedgerows, and windbreaks from early settlers, as well as mature grasslands (a.k.a. old field habitat) and forest and shrub environments. Active agricultural areas in the Park include community gardens, demonstration gardens, and the Sharing Farm fields. The Park also contains wetland environments other than the Slough.

The Slough is located in the northwest area of the Park along with trails, an extensive adventure playground, landscape mound and a picnic area to the west; trails, public art, and forest and shrub vegetation to the south and east, and; a perimeter drainage ditch, dike, River Road, parking area and the Middle Arm of the Fraser River to the north. The Slough includes boardwalks, viewing platforms, furnishings, and a floating bridge.



The Slough, built in 2007, is predominantly surrounded by a fringe of shrubs adjacent to mowed fields and walking paths. Riparian trees are limited with most occurring at the northern end of the Slough. Cattail (*Typha latifolia*) growth is dense and monotypic along the marsh bench that forms much of the Slough perimeter. Perennial aquatic plants of unknown species were observed rooted in shallow zones.

Most of the Slough is subject to full sun exposure, with warm water temperatures in summer. In addition, nutrient loading from the surrounding agricultural lands and low dissolved oxygen limit the habitat quality in the Slough. Key challenges include invasive aquatic plant encroachment over large areas of the Slough surface and beavers, which have colonized the Slough and removed unprotected riparian trees.

2.3 Estuaries and Ecological Value of Estuarine Habitats

Connection of Terra Nova Slough to the Fraser River and tidal action is intended to benefit Pacific salmon and restore some of the former ecological function of this part of Richmond. To achieve this, an understanding of the biophysical nature of estuaries and their linkage to salmon is important.

Estuaries are widely regarded as some of the most biologically productive landscapes on earth. Seasonally varied river flows meet twice daily changing tidal flows to create ever-changing variations in water level, salinity, and currents. Tidal level variations, in particular, are critical to the organization of vegetation and biophysical conditions that characterize estuaries. As water levels move up and down, intertidal areas experience alternating periods of flooding and drainage. This has a profound effect on sediment oxygen levels, which in turn affects processes such as iron reduction and oxidation, biological production of hydrogen sulfide, and accumulation of organic carbon. The duration of inundation, and conversely drainage, is largely a function of elevation relative to tides. Inundation effects can be seen in the distinct vegetation communities that segregate by elevation in estuaries.

Salinity is very influential on the character of estuaries. Freshwater inflows from rivers and terrestrial groundwater affect the zonation of plants and animals within and beyond estuaries. Although mixing of the waters to create brackish conditions is typical, saline and fresh waters may segregate by density, with lighter fresh water remaining in a layer on top. This is common when river flows are high.

Much of the biological activity within an estuary occurs at the microscopic level (Figure 1). Bacteria, single-celled organisms, algae, and multicellular plankton thrive due to the high levels of fine organic particulates and dissolved nutrients. Rivers with large watersheds can transport immense quantities of organic matter to the ocean. The uptake and processing of nutrients and organic matter provide the base of a highly productive food chain. In some cases, the single-celled organisms and their byproducts are consumed directly by higher-order vertebrates. Diatoms and their biofilm have been discovered to be an essential food source for migrant shorebirds.

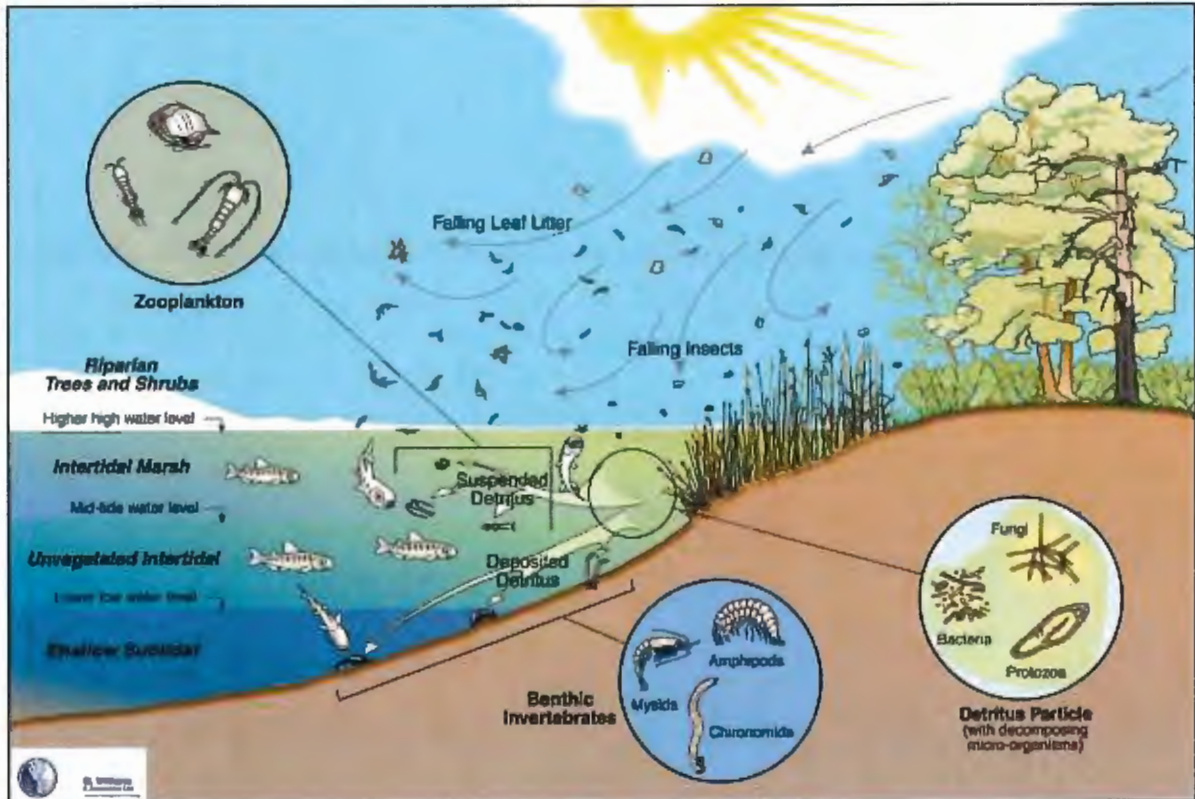


Figure 1: Schematic of Energy Flows in an Estuary
 (Figure courtesy of Gary Williams, G.L. Williams and Associates Ltd.)

Tidal Channels

Connected channels and blind channels (sloughs) are a ubiquitous landscape feature in estuaries. They can range in size from less than a metre to several kilometres wide. Their formation and persistence are a product of tidal flows scouring on both tidal ebb and flow. Channels are dynamic and will grow or shrink as sediment, vegetation, and biological conditions change.

Tidal channels are immensely important to the plants and animals that are found in estuaries. For plants, channels provide vital drainage, improving oxygenation and decreasing toxic hydrogen sulfide levels. Plants living on the edge of channels are frequently healthier than those located some distance away. Improved plant health, in turn, can create stronger root systems reinforcing the channel slopes and binding otherwise unstable fine-grained silts and clays.

For animals, particularly fish, channels are both travel routes and prey concentrators. Drainage from an area of estuarine marsh, and all of the detritus and invertebrate drift contained within it, will be concentrated in the channel during certain periods of the tidal cycle. Fish will position themselves in the channel and feed on the abundant prey being carried past.



Tidal Channels and Salmon

Pacific salmon are present in West Coast estuaries twice in their lives: as juveniles on their way to the sea and as adults returning to spawn upriver. Their time as adults in estuaries is typically insignificant and rarely away from the main channel that is the migratory corridor. However, time in the estuaries for juveniles may last months (for some species) and utilize many diverse habitats within estuaries.

Estuarine residence serves two vital functions for juvenile salmonids: it allows time for physiologic changes required to transition from fresh to saline water environments and it provides a high prey/low predator environment for growth. Juvenile salmon are highly vulnerable to predation upon entering the open ocean and bigger body size is correlated with higher survival.

The importance of estuaries to Pacific salmon varies with species due to their diverse life histories and strategies. Those that have had a year or more of rearing time in fresh water, such as Coho salmon (*Oncorhynchus kisutch*) and Sockeye salmon (*Oncorhynchus nerka*), will spend minimal time in estuaries. Pink (*Oncorhynchus gorbuscha*) and Chum salmon (*Oncorhynchus keta*), that have weeks in freshwater but are abundant and school for safety, will also spend minimal time in estuaries. However, "ocean type" Chinook (*Oncorhynchus tshawytscha*), that spend only 90 days in freshwater, rely on estuaries for growth and may be resident there for months. At present, many threatened and endangered salmon Conservation Units are ocean type Chinook. Estuarine habitat loss may be a contributing factor to some Chinook stock declines.

Juvenile salmon are typically present in the estuary between March and August, with low numbers of Coho, cutthroat trout (*Oncorhynchus clarkii*) and char (*Salvelinus spp.*) present year-round. Other types of fish, such as starry flounder (*Platichthys stellatus*), eulachon (*Thaleichthys pacificus*), herring (*Clupea pallasii*), stickleback (*Gasterosteidae spp.*), sculpin (*Cottoidea spp.*), and native cyprinids utilize the estuary as well. Recent work by the Raincoast Conservation Foundation recorded 19 species of fish utilizing Fraser River estuary marshes (D. Scott, pers. comm.).

Chum, with their gregarious schooling behavior, are the most likely and numerous salmonids to utilize a connected Terra Nova Slough. They can often be observed in schools throughout March and April along Fraser River and marine shorelines.

It is important to note that the reversing flow and fine-grained sediments that characterize estuaries do not provide conditions suitable for salmonid spawning. The conditions lack the porous gravel and steady flow of water required for egg burial, incubation, and survival.

Tidal Channels within the City of Richmond

Prior to agricultural development and diking, many tidal channels penetrated deep into the islands that comprise present-day Richmond. As shown in the map below based on Royal Engineers vegetation surveys (1858–1877), a channel was present in the vicinity of the Park. The channel was approximately 1 km in length and would have provided tidal flooding and drainage to a vast area. Many, if not most, of these channels were either filled or incorporated into linear dug drainage networks.



Figure 2: Royal Engineers Vegetation Survey Map (1858–1877)
 (Source: North, Decker, and Teversham 1979)



3. Key Considerations

Evaluating the feasibility of converting the existing freshwater system of Terra Nova Slough to a brackish tidally-influenced system connected to the Fraser River requires examination of four primary factors used to gauge feasibility:

1. Biophysical considerations;
2. Park use and park user experience;
3. Park management;
4. Engineering requirements;
5. Capital and operating cost; and
6. Permitting requirements.

3.1 Biophysical Considerations

For the Slough to function as a tidal slough and provide quality habitat for juvenile salmon, the following factors must be considered:

- hydraulic connectivity;
- fish passage;
- water quality;
- type and extent of vegetation; and
- morphology.

Hydraulic Connectivity

The hydraulic connection between the Slough and North Arm is foundational to all other considerations. Water must flow in and out of the Slough with minimal restriction to maintain the rate and timing of tidal fluctuations. A connection with limited cross-sectional area would impair the rate of water exchange, create high flow velocities through the connection, and potentially act as a partial barrier to fish passage. In an extreme case of restricted tidal exchange, the Slough would neither completely fill nor empty creating an artificially damped tidal range. If tidal inflows are restricted substantially below the natural high tide, this may also create a tide cycle with an artificially long high slack period that can alter plant communities. An extended high slack period would not cause harm to juvenile salmonids. However, salmonids trapped in a low slack period, as may be caused by ponded water, may be subject to high water temperatures, lower dissolved oxygen, and predation. For fish passage and slough biological function, a restored slough should drain completely during low tides.

Fish Passage

The configuration of the hydraulic connection also defines fish passage potential into the Slough. Juvenile salmonids are often wary of entering areas where predator ambush may occur. This often results in them staying in shallow water along margin edges, adjacent to vegetation that can provide cover and away from shadows and darkness. In most cases, juvenile entry into sloughs is volitional – the fish will not enter unless they are sufficiently motivated. A long, dark culvert, especially one below the water surface, may be sufficient to deter solitary or risk-averse schools of salmonids. Mitigative measures for such culverts have not been developed.



Water Quality

Water quality, suitable for salmonids, will be maintained by daily tidal flushing. Ideally, flushing and water exchange within the Slough would be sufficient that water quality parameters would be virtually identical to the North Arm. Water quality may be problematic if the Slough cannot fully drain or is prevented from emptying at all. Without enough water exchange, solar heating and biological oxygen demand from plant decomposition could result in water conditions that are impaired compared with the North Arm and possibly even beyond the temperature and dissolved oxygen thresholds for salmonids.

Vegetation

Vegetation within and around the Slough will affect its fish habitat productivity. Many aquatic and terrestrial invertebrates, that are prey for salmon, live on plants for all or a portion of their life cycle. In the case of terrestrial vegetation (such as trees and shrubs), growing conditions in the Park are not limiting. However, emergent marsh species have specific substrate and elevation requirements. Vegetation will not grow below -0.5 m geodetic elevation (where soils are continuously inundated) and many species require a well-drained, mineral-based soil. Vegetated marsh areas also typically have very little slope to them. In contrast to this, the Slough has a coarse rock substrate topped with accumulated organic muck. This rock was placed to counteract the instability of the side slopes caused by groundwater emergence from the saturated soils beneath the Park.

Morphology

It is important to note that, morphologically, Terra Nova Slough does not mimic a natural tidal channel. Even with full tidal connection, it cannot achieve salmon habitat productivity seen in natural channels. The constructed Slough was designed with an emphasis on volume and depth, rather than edge and vegetated intertidal area. As previously described, natural tidal channels are created and maintained by the local area they drain. The contributing drainage area to the channel is analogous to a “watershed”. The size of the watershed for a tidal channel determines the volume of nutrients, detritus, and invertebrates that will drain through that channel on each tidal cycle. A natural channel with the cross-sectional area of Terra Nova Slough would typically drain up to 10 ha of intertidal flats. However, due to the Slough design and limitations on the height of tidal inundation within the Park, the contributing “watershed” for Terra Nova Slough is limited to the Slough itself, an area of about 0.6 ha. This is a very simplified comparison but suggests that even under ideal conditions, the Slough may only achieve a fraction of the fish habitat productivity that a natural channel of similar cross section.

For habitat comparison purposes, Terra Nova Slough is more analogous to 650 m of Fraser River shoreline wrapped back on itself. Vegetated shoreline is valuable for juvenile salmonids and does contribute to fish habitat. However, the aspirations for salmon habitat value at Terra Nova Slough should be tempered by this observation. Achieving optimal fish habitat productivity within Terra Nova Slough would require a substantial expansion (up to 10 ha) of the intertidal marsh area around the Slough.



3.2 Impacts to Existing Park Features and User Experience

Terra Nova Park provides a diverse range of experiences to park users. As described by the City of Richmond, the Park offers “*immersive natural experiences, walks among farms and gardens, and gorgeous views of the Salish Sea*” as well as a “*network of trails, unique adventure playground, and many tranquil rest areas*”¹. Specific mention is made of proximity to Sturgeon Bank and abundant migratory birds.

Modification of the Slough by habitat enhancement works and tidal connection will change the physical characteristics and aesthetic qualities. If the Slough is connected, Slough water will vary in level and turbidity and marsh vegetation will diversify. Slough variation may evoke different responses from park users, depending upon their values and preferences. If the Slough is to be used as a habitat banking location and/or become fish habitat, permanent delineation of the vegetated perimeter of the Slough may be required to minimize public access and potential disturbance of the riparian vegetation.

Slough modification options involving berming or diking around the perimeter of the Slough would have significant impacts to existing park features and user experiences. For example, berming or diking would result in obstructed sightlines across the Slough and park, require realignment of existing trails and boardwalks, removal of vegetation and trees, and potential replacement of play equipment. Based on restrictions that are in place to protect dikes from structural damage, should a dike be added around the perimeter of the Slough, trees would not be permitted within the dike crest and planting would be limited to grass and small shrubs.

Public consultation and education before, during, and after any Slough modification is highly recommended. If the Slough is tidally connected and becomes salmon habitat, educational signage explaining the ecological function of the Slough and tidal marshlands would be a beneficial addition to the Park.

3.3 Park Operations and Maintenance Impacts

The proposed change from a static, freshwater body to a brackish, tidally-influenced slough will have a myriad of effects on this part of the Park. Existing public access to the Slough and City Park Services management practices will need to be adjusted should the Terra Nova Slough be connected to the Fraser River. Conversion to a tidally-influenced slough should be accompanied by fish habitat enhancement measures such as dense riparian planting, dredging of the existing pond, and removal of non-native plant species.

Once completed, public access to the Slough area will need to be limited to key points in order to protect habitat. Existing public access points to the Slough and new/alternative opportunities for visitors to experience enhanced habitat areas, require further exploration. Additional study will be required on the effects of a change in water elevations and quality in the Slough on the surrounding landscape, including mature trees, existing biota in the pond and heritage structures. Although the Slough connection will be engineered to limit flood heights and allow complete drainage, resident beavers may build dams that interfere with these objectives and will need to be managed.

Existing operations and maintenance practices will need to be modified following the construction of the Slough. The flood protection infrastructure will need to be maintained per current City practices on similar structures. This includes the removal of debris and regular maintenance of mechanical components. Maintenance of the enhanced landscape and riparian habitat area around the Slough may

¹ City of Richmond. 2020. Terra Nova Rural Park. URL <https://www.richmond.ca/parks/parks/SigParks/parkinfo/park.aspx?ID=80>.



include care of riparian vegetation, additional mowing, on-going invasive plant management, and management of public access to restored riparian areas.

Regular dredging or maintenance in the Slough is not anticipated. Due to the tidal connection, sediment accretion and erosion in the Slough will be self-regulating. The flow will likely scour a channel through the substrate that carries most of the flow, like a tidal channel. There may be slow deposition of sediment in some areas of the Slough, but not enough to impact function or warrant maintenance.

3.4 Engineering Requirements

The following engineering requirements have been identified for the project:

- Connection of Terra Nova Slough to the Fraser River must adhere to all standards and practices for flood protection, seismic stability, and public safety within the Province of British Columbia.
- City Engineering staff has stipulated that any connection must not reduce the level of flood protection to Lulu Island, i.e., the project design must meet the same standards that apply to other flood control infrastructure and drainage projects within the City, including level of service and seismic stability.
- The connection must be able to accommodate future flood protection upgrades in the area. The current Dike Master Plan for the area (Lulu Island Dike Master Plan Phase 2) requires that the dike be upgraded to a +4.7 m geodetic minimum dike crest height with an allowance for future upgrades to +5.5 m geodetic. Current dike crest elevations within the Park vary from +3.2 to 3.3 m geodetic with the land within the dike at +1.0 m geodetic.
- If a lower standard for flood protection for a portion of the Park were to be deemed acceptable by Richmond City Council, the rest of the City would still need to be protected to the above standard. This could potentially be achieved through construction of a secondary dike to isolate the Park as a separate flood cell.

3.5 Summary of Key Considerations

Connection of the existing Terra Nova Slough to the Fraser River presents a number of potential challenges. The following key considerations have been identified:

- The current Slough morphology does not mimic a natural tidal channel and significant interventions would be required to prepare it for tidal connection and increase in value as salmonid habitat.
- The appearance of the Slough should be a key consideration as this will impact the park user experience. This includes impacts to existing park features such as trails, boardwalks, furnishings, sightlines, trees, and potentially playground equipment in the Terra Nova Adventure Play Environment.
- Parks Operations resources and impacts should be considered in terms of the extent of habitat enhancement measures that can be feasibly maintained after implementation
- Ongoing flood protection of the Park and the integrity of the Lulu Island perimeter dike system is essential and limits the type of slough connection options that can be considered.



4. Salmon Habitat Enhancement Options

Several options for modification of Terra Nova Slough have been developed. Broadly, three enhancement options were explored:

1. **Connect the existing Terra Nova Slough to the Fraser River**, allowing fish access and tidal cycling;
2. Undertake an **alternative salmon habitat enhancement project** in the Terra Nova Area; and/or
3. **Do not connect the Slough** but modify its freshwater function.

4.1 Connect Existing Slough to the Fraser River

General Slough Habitat Enhancements

Regardless of the tidal connection method chosen, the Slough requires remediation and upgrades to ensure functional fish habitat. Several measures are required:

- **Sludge Removal:** The Slough is currently a nutrient-rich freshwater body with large amounts of semi-decomposed organic sludge. Although currently settled, the sludge will be suspended when the Slough is subjected to tidal action. Upon suspension, the sludge will create a substantial biological oxygen demand and turbidity, both of which are detrimental to aquatic habitat and particularly salmonids. Removal of the sludge will require dewatering of the pond and suction dredging. After dewatering, the organic sludge may be beneficially reused as a soil amendment or composted.
- **Slough Regrading:** Following dredging and while the water level is held low, portions the Slough should be filled with Fraser River silts to eliminate low sumps and allow full drainage of the pond from south to north. This will eliminate potential for fish stranding and improve drainage and oxygenation of sediments. Based on the pond bathymetry of the original design, fill depths may be up to 1.5 m in the lowest parts of the Slough. Additional sediments should be placed to create benches (or terraces) at optimal tidal elevations for low marsh vegetation. The benches may be placed on top of the 50 cm thick rock blanket that presently lines the Slough. Benches will require some form of initial structural reinforcement as the edges will be near vertical. Staked coniferous planks would be suitable, providing support until root structures have fully established and provide structural support.
- **Riparian and Intertidal Planting:** Intertidal vegetation may naturally colonize the Slough through floating seeds. However, planting of wild gathered or nursery-grown stock will accelerate marsh establishment and deter invasive species establishment. Additional planting of trees and shrubs around the Slough perimeter would also be beneficial to provide shade, nutrients, and filtering of overland flow.

A cross-section of the enhanced Slough is shown in Figure 3.

The recommended actions will be challenging due to factors such as dewatering, sludge handling, and limitations associated with working in and about a public park. It is estimated that these enhancement works, which include dewatering, dredging, sludge treatment/remediation, terracing, lining, edging, and riparian planting, will require a budget of approximately \$250,000.

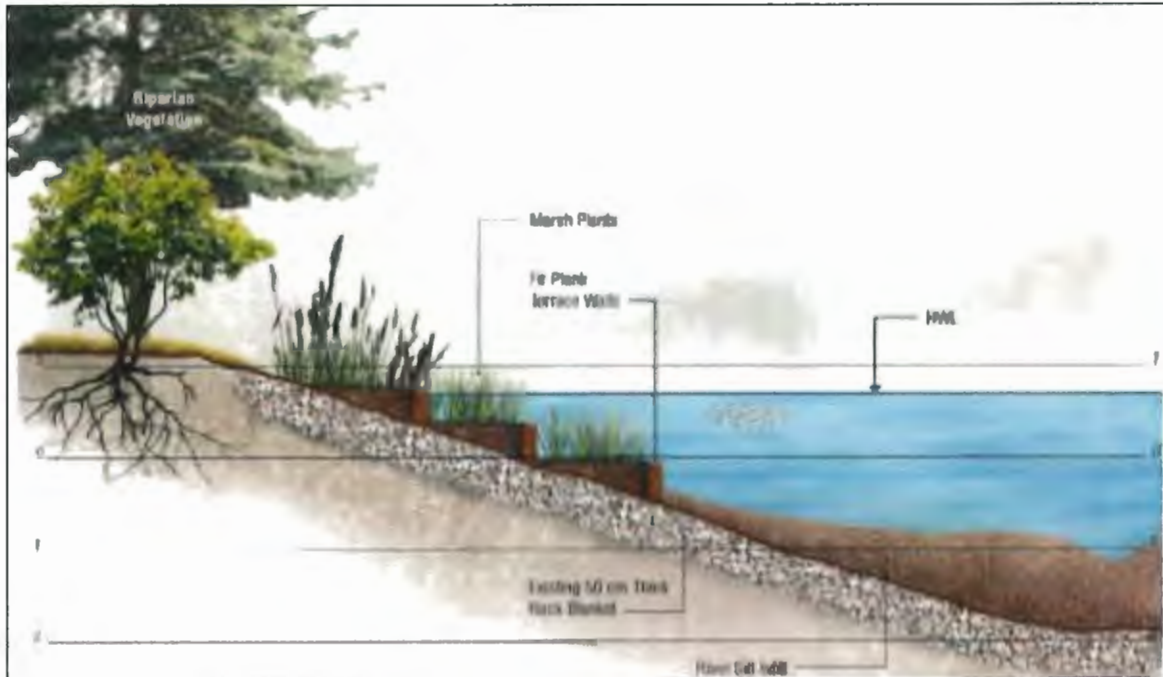


Figure 3: Cross-section of Enhanced Slough

Option 1 – Floodbox with Self-regulating Tide Gate

Design – Option 1 consists of a culvert under River Road terminating in a self-regulating tide gate (Figure 4). This is the original connection option that was designed in 2007 and reviewed in 2018. The floodbox would hydraulically connect the Slough to the North Arm while the gate would limit inflow during high tides. This would be achieved by utilizing a float switch or power controls that keep the gate open at low and mid tides and close the gate at tidal elevations approximately +0.75 m geodetic and above to protect the Park from flooding. As the tide falls, the gate would again open at +0.75 m geodetic and allow the Slough to drain. This would give the Slough a depth range of approximately 1.75 m. Based on hourly recorded and predicted tide levels from Point Atkinson between 1914-2020, the tide gate would be closed 28% of the time under current conditions. Assuming a 1 m sea level rise (SLR) from current tide levels, the tide gate would be closed 66% of the time in the year 2100 (Figure 5).

The connection from the Slough to the floodbox would utilize a portion of the River Road ditch, necessitating hydraulic isolation of this segment from the regional drainage system. Flap gates would be required to prevent tidal inflows from travelling east up the ditch to the No. 1 Road North Drainage Pump Station. A channel through the existing low marsh would be cut to connect the tide gate invert to the North Arm channel.

The risk of flooding from runoff if the tide gate fails to the “closed” position is small. Currently, the drainage from the Slough area flows east to the No. 1 Road pump station. This would be restricted by a flap gate that could be opened up to drain the park if needed. If not, the park would get flooded, not any homes.

Biophysical Requirements / Fish Passability – Fish access into the culvert may be limited at tidal heights above +0.5 m geodetic since that is the elevation of the top of the culvert. As previously discussed, a fully submerged pipe may be perceived by juvenile salmonids as an area with high predation risk. The maximum water elevation limitation creates an artificially extended “high slack” period. This extended inundation may affect the health of marsh plants in the Slough at low elevations. The lower elevational limit for marsh inside the Slough may be higher than in the estuary. However, the exact effects of longer duration high slack periods are uncertain.



Figure 4: Option 1 – Floodbox with Self-Regulating Tide Gate

Maintenance/Operational Considerations – All infrastructure would be built to current flood and seismic standards and require regular inspection and maintenance. Floodboxes can be vulnerable to jamming with floating debris such as logs. Grillage or a floating boom could be used to keep debris from entering the gate and floodbox. However, ongoing monitoring and maintenance will be required. Automated sensors to detect jammed gates and/or water level is advisable. The design of the debris barrier must address whether it could act as an unintentional deterrent to juvenile salmonid passage.

The addition of a tide gate into the dike structure is comparable to adding a new pump station. It includes a pipe and automatically closing gate within a seismically stabilized structure. The pipe and gate will operate similarly to flap gates that exist in many of the City’s 41 drainage pump stations. These existing flap gates let internal drainage water flow out through them by gravity during low tides, and close automatically due to hydraulic back pressure during tides above the height of the gate. The only difference with a tide gate is that it can be set to close at a higher tide than the elevation of the gate.



Both systems can be jammed open and require inspection and maintenance to keep them working correctly. Both should be backed up by a slide gate or stop log structure that permit hard closures for maintenance or as a backup.

The automatic closure mechanisms are more complex on a tide gate than a flap gate, but they are not as complex as pump stations. They may be unfamiliar to City Operations Staff at first, but won't take long to gain familiarity.

Impacts to Existing Park –The connection of the Slough to the Fraser would subtly change the Park user experience, principally through the visual change in Slough water level and vegetation. Paths, bridges and viewsapes would not be affected.

Permitting – A significant regulatory and management change would occur with the connection. The Slough and fringing riparian areas would become subject to regulation of the federal *Fisheries Act* and provincial *Water Sustainability Act* as a result of reconnecting the Slough to the river. Activities such as bridge repairs, path construction, and tree management would require notification or possibly review by Provincial and Federal government agencies. The existing Slough is subject to the Provincial *Water Sustainability Act* as it is connected to the groundwater network.

Cost Estimate – Based on the 2018 review of this proposal, the current estimate for implementation of this connection is \$2.5 million.

Additional Considerations – Future sea level rise would decrease the open time for the flap gate as tidal elevations rise. This would gradually increase the duration of the artificial “high slack”, decreasing fish access periods and potentially affecting Slough marsh plants. Uncertainty regarding the rate of sea level rise prevents prediction of when these effects may occur.

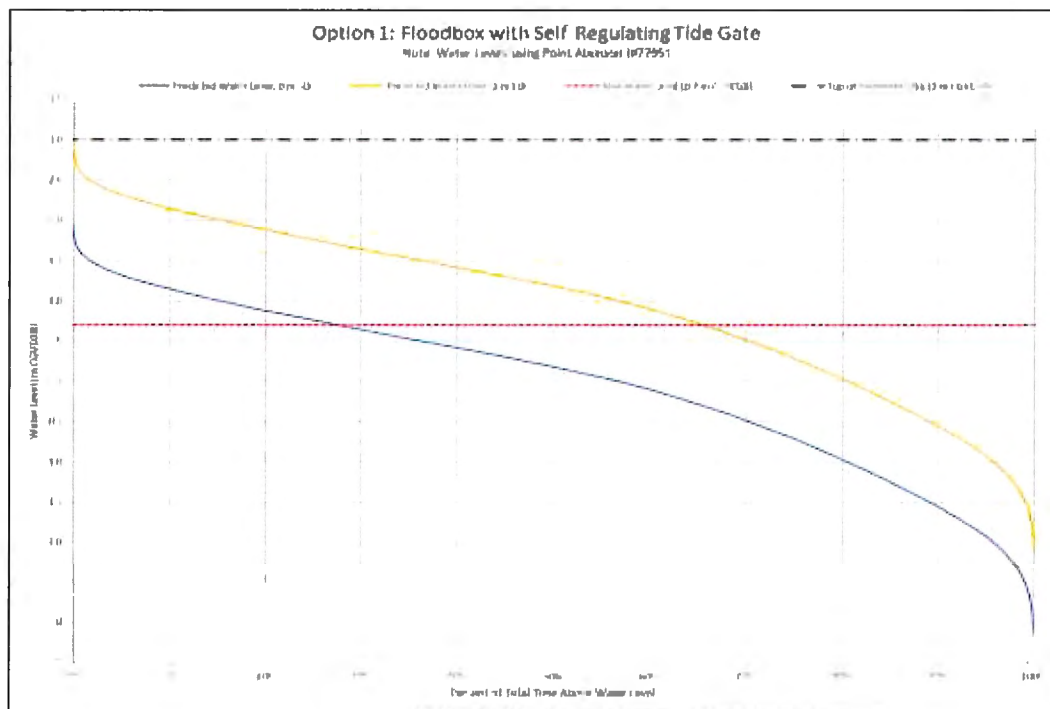


Figure 5: Option 1 – Tide Level Analysis and Gate Utilization

Option 2 – Open Culvert and Ring Dike

Design – A legal standard dike would be built to encircle the Slough and an open culvert or bridge would connect the Slough to the North Arm (Figure 6). This would allow an increased vertical tidal cycle within the Slough as the level could exceed the +1.0 m geodetic ground elevation of the Park without flooding the larger region. As with Option 1, the Slough would be required to be hydraulically isolated from adjacent drainage infrastructure and pumps by disconnection of this segment of the River Road ditch from drainage systems to the east.

Biophysical Requirements / Fish Passability – Fish access would be greatly enhanced through the longer duration connection, especially at high tide, and the ability to maintain a bridged open channel or oversized culvert connection. Establishment of riparian trees or shrubs adjacent to the Slough would be negated by requirements for low mowed grass on the dike and within 15 m of the dike toe.



Figure 6: Option 2 – Open Culvert and Ring Dike

Maintenance/Operational Considerations – A legal standard dike would be approximately 20 m wide toe to toe and 3 m tall. The side slopes and crest would need to be maintained with mowed grass with no tolerance for trees or shrub growth that could compromise the integrity of the dike and limit inspection access during high water events. Furthermore, unless set back 15 m from the Slough wetted edge, there would be no room for trees for riparian benefits. Alternative alignments for the dike away from the Slough are possible; however, any part of the Park between the Slough and dike would be subject to flooding at tides that exceed +1 m geodetic.



Impacts to Existing Park – Dike construction would substantially change the landscape and appearance of the Park. Play structures located in the Terra Nova Adventure Play Environment and heritage trees located to the west of the Slough would be in conflict with a perimeter dike alignment. Dike avoidance of the area would place the trees and structures inside the flood zone, but a dike could not be placed between the Slough and playground without significant tree loss. Parks may consider placing replacement playground equipment and other assets on fill to avoid regular inundation, which would result in additional costs.

Permitting – A significant regulatory and management change would occur with the connection. The Slough and fringing riparian areas would become subject to regulation of the federal *Fisheries Act* and provincial *Water Sustainability Act* as a result of reconnecting the Slough to the river. Activities such as bridge repairs, path construction, and tree management would require notification or possibly review by Provincial or Federal government agencies. Additional permits and limitations would be imposed by the provincial *Dike Maintenance Act*.

Cost Estimate – The current estimate for implementation of this connection is \$4.75 million, including the cost of the ring dike. This does not include the potential relocation or raising of the adventure playground or other assets.

Additional Considerations – Future requirements for dike crest raising will increase the width of the dike by several metres, thus the dike should be sufficiently setback from the slough to accommodate the dike raising to 5.5 m in the future.

Option 3 – Tide Gate and Flood Berm

Design – This option is a hybrid that adds a flood protection berm to Option 1 in order to increase culvert connection time and add sea level rise resilience. The berm could be constructed concurrent with, or sometime after, the connection of the Slough (Figure 7). The primary purpose of the berm would be to extend the open period for the tide gate to tidal levels above +1.0 m geodetic. However, it would be required to close at a lower level than Option 2 as the berm would be lower than the standard dike proposed for Option 2.

The maximum design water level of the berm would be +1.4 m geodetic. This allows for 0.6 m of freeboard, as the crest of the berm would be +2.0 m geodetic. Based on hourly recorded and predicted tide levels from Point Atkinson between 1914–2020, the water level in the Slough would reach the design elevation and be closed 4% of the time under current conditions. Assuming 1 m SLR from current tide levels, the water level in the Slough would reach the design elevation and be closed 42% of the time in the year 2100 (Figure 8). In both cases, this is less time that the gate is closed than for Option 1.

An inundation analysis was undertaken to assess the flooding risk to the Park and surrounding land if the berm were to breach. The analysis assumes the Slough is filled to the maximum design elevation (+1.4 m geodetic) at the time of the breach; the current ground elevation surrounding the Slough is +1.0 m geodetic. The inundation analysis used GIS to project extent of inundation of the volume of water between +1.0 m and +1.4 m geodetic² contained in the berm at the time of the breach (Figure 9).

Although the berm would functionally act as flood protection, it would not be the primary protection and thus would not be a legal dike subject to the provincial *Dike Maintenance Act*. This would allow much greater flexibility in its structure and landscaped form. There would be no impediments to trees or

² Please note that the tidal level and gate utilization analysis provided in Figure 8 was conducted using CGVD28, whereas the inundation analysis provided in Figure 9 was conducted in CGVD2013.



shrubs growing on it, allowing unimpeded riparian enhancement or landscape features. Side slopes could be varied and could even incorporate steep walls to create sunny alcoves or sloped seating areas on the outer faces.

Flexibility in design may relieve some conflicts between flood protection and the adventure playground. A narrow floodwall, rather than a wide berm, may be able to be threaded between the playground and the trees on the west side of the Slough.

Biophysical Requirements / Fish Passability – Similar to Option 1.

Maintenance/Operational Considerations – Similar to Option 1.

Impacts to Existing Park – Similar to Option 1 with the addition of changes to landscaping associated with the berm.

Permitting – Similar to Option 1.

Cost Estimate – Current cost is estimated to be \$4.5 million.

Additional Considerations – The berm component of this option could be completed after completion of the Slough connection component as a response to sea level rise.



Figure 7: Option 3 – Tide Gate and Flood Berm

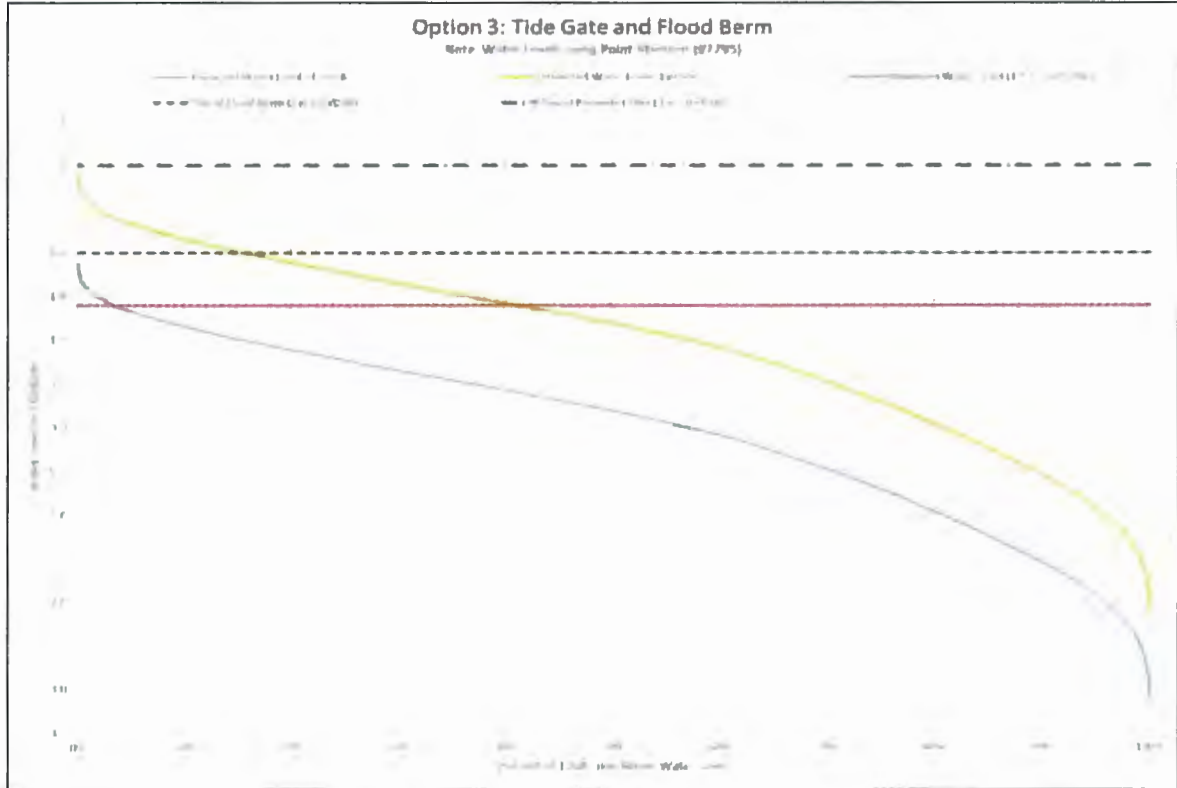


Figure 8: Option 3 – Tide Level Analysis and Gate Utilization



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Project No. 651.193
 Date February 2021
 Scale 1:2,500
 0 25 50 100 m

Option 3 – Inundation Analysis

Figure 9



4.2 Alternative Options Within the Terra Nova Area

Examination of the challenges, opportunities, and limitations suggest that the Slough may not be an ideal candidate for connection to the Fraser and conversion to fish habitat. Therefore, two alternative salmon habitat enhancement opportunities were also identified within Terra Nova Park (Rural and Natural Area) that do not involve connection of the Slough:

- Construct and connect a new intertidal marsh in the northeast corner of Terra Nova Rural Park; and/or
- Connect and enhance the existing wetlands in Terra Nova Natural Area.

Either of these projects could be pursued instead of, or in addition to, connecting the existing Slough to the Fraser River.

Option 4 – Alternate Intertidal Marsh Slough in Northeast Corner of Terra Nova Rural Park

Design – In order to avoid conflict with heritage landscaping, play structures, and other park assets, a dedicated salmon habitat feature could be constructed in a relatively unencumbered area of the Park. Connection to the Fraser River would pass through a park panhandle flanked by private residential properties to the east and west.

Constructing a new fish habitat feature in this area would allow optimization of the new wetted and riparian areas. This option would consist of an intertidal channel with dendritic branches and extensive marsh at preferred elevations (Figure 10). The alternative slough would be located in approximately 5.8 ha of existing heritage agricultural fields, which currently experience seasonal flooding. The new slough would include an open channel located along the east side of the park, which would connect to the Fraser River via a tide gate similar to Option 1 or 3. With this option, River Road would continue to serve as the dike and no additional flood protection around the slough would be required.

Biophysical Requirements / Fish Passability – Similar to Option 1.

Maintenance/Operational Considerations – Similar to Option 1, as a regulated tide gate and culvert would form the connection.

Impacts to Existing Park – The area of the Park proposed to marsh construction is an old field that seasonally floods and that does not contain any structures, heritage features, or park amenities. However, if this option is pursued, further investigation is needed into the existing habitat value for barn owl and bat and how these components can be incorporated into the fish habitat design.

Permitting – Similar to Option 1.

Cost Estimate – Estimated cost would be equivalent to Option 1, plus excavation of channels and marsh. Excavation would be proportionally lower cost than the original Terra Nova Slough as lower slopes and less depth would reduce the geotechnical measures required. The size of the new wetted complex would determine the final cost.

Additional Considerations - Excavated sediment could be reused, if suitable, as dike fill elsewhere in Richmond. Alternatively, a portion could be used as fill for Options 6 or 7.



Figure 10: Option 4 – Alternate Intertidal Marsh Slough in Northeast Corner of Terra Nova Rural Park

Option 5 – Connect and Enhance Existing Wetlands in Terra Nova Natural Area

Design – Terra Nova Natural Area has significant potential for restoration of intertidal marsh by reconnecting the existing wetlands within the Park to tidewater through the current perimeter sea dike on the west side of the Park. Flood protection for Richmond would be moved inland with construction of a new dike on the North, East and South park perimeter (Figure 11). The area has several attributes that lend themselves to a large-scale marsh restoration. Principal among these is the relatively unencumbered nature of the area with a lack of infrastructure or active park uses. The area is primarily old field habitat with a 0.7 ha freshwater pond and perimeter ditch. A perimeter trail could be relocated to on top of the new dike. The existing dike would remain as a breakwater and trail but have 3 openings spanned by bridges or oversized culverts.

Biophysical Requirements / Fish Passability – A purpose-built marsh could be optimized for ecological productivity and biodiversity. Excavation would create channels and variable height benches required for optimal intertidal marsh development. Lands could be shaped to support a variety of habitats ranging from low marsh intertidal through to elevated refuge islands that would be permanently dry and terrestrial in nature.

Maintenance/Operational Considerations – There would be an increase in linear dike length to be mowed, inspected, and maintained. Wave born logs may seasonally need to be removed at the seaward dike breaches.

Impacts to Existing Park – The area is relatively unencumbered with a lack of infrastructure or active park uses. The area is primarily old agricultural pasture with a 0.7 ha freshwater pond and perimeter ditch. The perimeter trail could be relocated to on top of the new dike.



This area was protected and enhanced decades ago specifically for bird habitat of the “Old Field” ecotype. The area is also home to a protected Barn Owl (*Tyto alba*) population, a federally-listed species at risk. The habitat has been maintained since with periodic plowing and reseeding with grasses to suppress tree and shrub growth. Significant study will be required to assess possible impacts from marsh construction and restoration of tidal flooding in this area. However, tidal influence may favor a grass-dominated ecosystem with suppression of woody species. Also, it is expected only about 50% of land would be tidally-influenced on a daily basis. This would provide significant land for owl foraging and prey species habitat. Historic vegetation mapping (Figure 2) shows the area as “grassland” prior to dike construction.



Figure 11: Option 5 – Connect and Enhance Existing Wetlands in Terra Nova Nature Area



Permitting – Construction of new dike would trigger a provincial *Dike Maintenance Act* review. Alteration of the existing freshwater pond would likely require a provincial *Water Sustainability Act* Change Approval.

Cost Estimate – There is significant uncertainty about cost for this option. Very high-level estimates suggest at least \$10 million, with most of that allocated to dike construction. Cost may be offset if soils excavated for channels and marsh could be re-purposed for dike construction.

Additional Considerations – Terra Nova Natural Area adjoins the Grauer Lands, a conservation property jointly owned by the City of Richmond and Ducks Unlimited Canada where a large-scale log cleanup and enhancement project was undertaken in 2013. Breaching of the existing foreshore dike that separates these parcels would not only allow inflow into the Terra Nova Area but would increase tidal exchange through the existing channels with the Grauer Lands that are oversized for their respective drainage areas

Marsh restoration in this area may potentially be used for habitat banking to offset fish habitat impacts from future City projects (e.g., dike raising). Marsh restoration in this area also offers a pilot project site to test structural and ecosystem-based responses to sea level rise. The setback location of the new dike, fronted by restored marsh and portions of the existing dike, may offer substantial protection against wave energy and wave-borne debris.

4.3 Alternative Options for Existing Slough

In the event that connection of the Slough to the Fraser River is not pursued, there remains the question of how best to manage the Slough as freshwater habitat. The Slough in its present configuration is a habitat type exploited by invasive species and is filling with organic sludge. The following options have been identified to improve or alter the current condition without connection to the Fraser:

- Convert the existing Slough to ephemeral marsh without a Fraser River connection; or
- Fill in the existing Slough.

Option 6 – Convert to Ephemeral Marsh

Design – One means of addressing the existing suboptimal condition of the Slough is to partially infill it to reduce water depth and promote seasonal drying. Dry-out will address several of the existing environmental deficits of the pond: interruption of invasive frog life cycles, interruption of invasive aquatic plant growth, and potentially aerobic decomposition of organic sediments.

The existing pond would be drained and partially filled with clean mineral sediments to achieve water depths of no more than 50 cm. During filling, mineral sediments could likely be used to displace and concentrate accumulated organic sludge towards one end. A suction dredge would be required but the operation would be easier than if carried out in preparation for tidal connection.

Achieving full seasonal dewatering for aerobic decomposition of future organic sediments may be challenging. The local area water table may restrict water level fall within the pond. However, even incomplete dewatering would facilitate densification of organic matter sufficient for it to be removed by excavator. Beneficial re-use of this sediment as an organic soil amendment within the Park is possible and would reduce trucking and disposal fees.

Biophysical Requirements / Fish Passability – Invasive American bullfrog (*Lithobates catesbeianus*) and green frog (*Lithobates clamitans*) both rely on permanent water bodies for reproduction and tadpole and adult habitat. Drying in summers will be highly disruptive or lethal to all life stages. It is important to note that the drainage ditches in close proximity to the Slough will always serve as a refuge and



breeding source for these frogs to re-colonize the Slough. However, annual drying will suppress populations. Unlike the invasive frog species, native amphibian species are adapted to ponds that seasonally dry. Only the eggs and tadpoles require standing water and most tadpoles metamorphose into terrestrial adults prior to the average summer dry period. Fish are not a consideration as there is not likely an existing population as there is no surface flow connection to the Slough.

The effects of pond infill on resident or transient beavers is uncertain. The proposed depth of 50 cm would be sufficient for their needs but may decrease the attractiveness of the site. They may resort to digging canals within the substrate if depths are insufficient.

Maintenance/Operational Considerations – Same as existing maintenance, nothing additional.

Impacts to Existing Park – The partial infill would have some effect on park user experience, with the aesthetic seasonal change. Information signage to explain that drying is intentional may be beneficial.

Permitting – Conversion of the Slough to freshwater ephemeral marsh would likely require a provincial Water Sustainability Act Change Approval.

Cost Estimate – The estimated cost to convert the Slough into an ephemeral freshwater marsh is \$500,000.

Additional Considerations – None.

Option 7 – Fill Slough

Design – To address freshwater habitat management issues, the Slough could also be completely filled and returned to terrestrial park use.

Biophysical Requirements / Fish Passability – As with Option 6, this would address the invasive plant and amphibian populations but would also displace native species, such as beavers, waterfowl, and wading birds. Fish are not a consideration.

Maintenance/Operational Considerations – Park management would be simplified, and the area could be used to expand existing park areas, add new programming, and/or additional terrestrial planting to the Park. However, filling the Slough would not align with current park concept plan and likely conflicts with public expectations and values.

Impacts to Existing Park – The Park would appear significantly different, although alternative planting schemes could occupy the pond footprint to frame the existing pathways.

Permitting – Filling the Slough would likely require a Provincial *Water Sustainability Act* Change Approval and may require habitat offsetting for the loss of aquatic and riparian habitat.

Cost Estimate – The estimated cost to fill the Slough is \$750,000. This may be offset through tipping fees charged for import of approved fill from development sites. Alternatively, savings may be realized if sediment from Options 4 or 5 is used for fill.

Additional Considerations – Filling would require a significant volume of sediment. The existing hill of sediments excavated from the pond (located to the west) may be appropriate if the slide can be appropriately relocated.



5. Evaluation and Selection of Preferred Option(s)

5.1 Screening Criteria and Evaluation Process

To evaluate and compare the options identified, a list of screening criteria was developed:

- **Cost:** What is the approximate capital cost for design and implementation of the option? What is the per unit area cost in terms of the habitat created?
- **Flood Risk:** What is the potential impact to flooding risk to the Park and broader City of the option?
- **Habitat / Ecological Value:** What is the habitat type to be created and relative value of the habitat connected/created?
- **Park User Experience:** How will the experience of visitors to the Park be affected? What opportunities might exist to enhance the visitor experience as a result of the option?
- **Operations and Maintenance:** What are the operations and maintenance requirements that will be created by implementation of the option?
- **Fish Passability:** What is the qualitative rating of fish passage into the Slough or other habitat created that will be provided by the option?
- **Other Considerations:** Are there other considerations that should be included as part of the evaluation (e.g., regulatory approvals, climate change resilience, etc.)?

To assist with identifying a preferred option(s), each project was evaluated qualitatively against the above screening criteria. Results of the evaluation can be found in Table 1.



Table 1: Terra Nova Slough Engineering and Environmental Design – Evaluation of Concept Options

Option	Cost	Flood Risk	Habitat / Ecological Value	Park User Experience	Operations and Maintenance	Fish Passability	Other Considerations
Connect Existing Slough to the Fraser River							
1. Floodbox with Self-regulating Tide Gate	\$2.5 M + \$250k for slough enhancements \$809/sq. m. wetted	<ul style="list-style-type: none"> Some risk if debris clogs gate, thus preventing closure Very low risk with regular O&M 	<ul style="list-style-type: none"> New habitat for fish No habitat for amphibians (invasive spp.) 	<ul style="list-style-type: none"> Similar to present but tidal nature of slough will change aesthetics 	<ul style="list-style-type: none"> Increase Regular debris cleaning Tide gate mechanical O&M 	Moderate	<ul style="list-style-type: none"> Slough would become subject to regulation of the Fisheries Act (Water Sustainability Act currently applies) Future SLR will decrease the duration of flap gate open
2. Open Culvert and Ring Dike	\$5.0 M + \$250k for slough enhancements \$1544/sq. m. wetted ¹	<ul style="list-style-type: none"> Park inside dike flooded on high tide / City outside protected Very low risk 	<ul style="list-style-type: none"> New habitat for fish No habitat for amphibians (invasive spp.) Change of upland habitat to floodplain (heritage tree loss?) 	<ul style="list-style-type: none"> Pond area access / use restricted when flooding Modified sight lines and limitations to landscaping Likely loss of trees Playground displacement 	<ul style="list-style-type: none"> Increase Dike mowing and inspection 	Excellent	<ul style="list-style-type: none"> Dike Management Act applies Slough would become subject to regulation of the Fisheries Act and Water Sustainability Act
Tide Gate and Flood Berm	\$4.5 M + \$250k for slough enhancements \$1397/sq. m. wetted	<ul style="list-style-type: none"> Similar to tide gate only but additional protection from berm if debris does impair gate 	<ul style="list-style-type: none"> New habitat for fish No change to terrestrial habitat (heritage tree loss?) 	<ul style="list-style-type: none"> Modified sight lines Berm can be integrated into landscaping Likely some loss of trees 	<ul style="list-style-type: none"> Increase Regular debris cleaning Tide gate mechanical O&M 	Moderate	<ul style="list-style-type: none"> Not subject to Dike Management Act
Alternative Options Within the Terra Nova Area							
Alternate Intertidal Marsh Slough in Northeast Corner of Terra Nova Rural Park	Depends on the size of the wetted complex	<ul style="list-style-type: none"> Very low risk 	<ul style="list-style-type: none"> New habitat for fish No heritage tree loss Conversion of old field to intertidal 	<ul style="list-style-type: none"> No impacts to existing slough, heritage trees, or play structures 	<ul style="list-style-type: none"> Increase Regular debris cleaning Tide gate mechanical O&M 	Moderate	<ul style="list-style-type: none"> Allows for landscape design to be optimized
5. Connect and Enhance Existing Wetlands in Terra Nova Nature Area	\$10.0 M \$185/sq. m. wetted (50% of zone to be tidal)	<ul style="list-style-type: none"> Very low risk 	<ul style="list-style-type: none"> New high-quality habitat for fish and improvement of fish habitat to west Conversion of old field to intertidal Conversion of freshwater pond to intertidal No significant tree loss 	<ul style="list-style-type: none"> Similar to present but tidal nature of area will change aesthetics Opportunities for new trails and viewing sites 	<ul style="list-style-type: none"> Increase Dike mowing and inspection 	Excellent	<ul style="list-style-type: none"> Habitat banking advantages SLR resiliency advantages
Alternative Options for Existing Slough							
6. Convert to Ephemeral Marsh	\$500k	<ul style="list-style-type: none"> No change in flood risk from existing conditions 	<ul style="list-style-type: none"> New habitat for native amphibians No habitat for invasive amphibians (interruption of life cycle) Effects on beavers are unclear 	<ul style="list-style-type: none"> Similar to present but ephemeral nature of area will change aesthetics 	<ul style="list-style-type: none"> No change On-going management of invasive plants 	None	<ul style="list-style-type: none"> None at this time
7. Fill Slough	\$750k	<ul style="list-style-type: none"> No change in flood risk from existing conditions 	<ul style="list-style-type: none"> No habitat for invasive amphibians Would displace beavers, waterfowl, and wading birds 	<ul style="list-style-type: none"> Opportunity for additional terrestrial park use (e.g., play structure, community agriculture) 	<ul style="list-style-type: none"> Decrease Regular park maintenance 	None	<ul style="list-style-type: none"> None at this time

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5.2 Summary of Options Review Workshop

On June 23, 2020, KWL and City of Richmond staff convened to discuss preliminary findings by KWL and review options for Terra Nova Slough. Three connection options for the Slough were presented (Options 1–3) along with a fourth offsite option for Terra Nova Nature Area (Option 5) (Options 4, 6 and 7 were developed after the workshop.). Each option was reviewed and discussed based on the above screening criteria including cost, ecological benefits, effects on Park operations and use, in addition to each project’s consistency with Council direction. City staff identified their preferences and requested development of additional options. Staff feedback informed the evaluation and this report.

5.3 Preferred Options

Draft options were presented for discussion with a group of City Staff on July 23, 2020 (See Section 1.3 for names). KWL received the following verbal feedback regarding some of the options contained within this report:

- Option 1 - generally supportive with concerns about cost and management impacts.
- Option 2 - not supportive due to impacts on Park and play structures, and costs.
- Option 3 – generally supportive, with concerns about cost and management impacts.
- Option 4 – not presented in detail at meeting.
- Option 5 - strongly supportive for habitat banking, climate change resilience, and environmental benefits.
- Option 6 – not presented at meeting.
- Option 7 – not presented at meeting.

5.4 Regulatory Approvals

The federal *Fisheries Act* (FA), provincial *Water Sustainability Act* (WSA), and provincial *Dike Maintenance Act* (DMA) are the primary governing legislation applicable to the project. The federal *Species at Risk Act* (SARA) and federal *Migratory Birds Convention Act* (MBCA) have applicability but are not likely to be a significant factor in obtaining project approvals by senior government agencies. A high-level assessment of project components has identified the regulatory requirements for each option (Table 2).

Table 2: Regulatory Requirements Under Applicable Legislation for Each Option

Option	<i>Fisheries Act</i>	<i>Water Sustainability Act</i>	<i>Dike Maintenance Act</i>	<i>Species at Risk Act</i>	<i>Migratory Birds Convention Act</i>
1	X	X	X	dd	dd
2	X	X	X	dd	dd
3	X	X	X	dd	dd
4	X	X	X	dd	dd
5	X	X	X	dd	dd
6	-	X	-	dd	dd
7	-	X	-	dd	dd

X – Full regulatory review or approval

o – Notification / information submission as restoration is exempt from s35(2)

dd – Due diligence measures recommended



Enhancement and connection of the existing Slough could be used as fish habitat offsetting for another City project that involves impacts to fish and fish habitat under the *Fisheries Act* as long as the connection does not precede the acquisition of the related Section 35 Authorization. Obtaining credit for Slough connection and applying it to offset future projects would require establishing a Habitat Bank. Habitat banks are enabled by Section 42 of the *Fisheries Act* but are not common. Option 5, in particular, should be considered for inclusion in a proponent-led habitat bank.

5.5 External Funding Opportunities and Partnerships

The following potential external funding sources have been identified which could be used to assist with the implementation of the preferred option(s):

- **Environmental Damages Fund (EDF):** The Environmental Damages Fund (EDF) is a specified purpose account administered by Environment and Climate Change Canada (ECCC) to direct funds received from fines, court orders and voluntary payments to priority projects that will benefit Canada's natural environment. Available funding varies according to the number of court awards and voluntary contributions directed to the EDF. In its sentencing decision, the court may recommend the recipient, location and scope of a project funded by the fine. Funding deadlines take place twice annually.
- **Community Salmon Program (CSP): Habitat Offsetting by an External Partner:** Proponents of projects in the Lower Fraser River (e.g., Vancouver Fraser Port Authority, Metro Vancouver) that have impacts that require offsetting may be looking for sites to implement offsetting or habitat banking projects and would be willing to partner on project implementation if the habitat credit accrued from the project could be allocated towards their projects or habitat banks.
- **British Columbia Salmon Restoration and Innovation Fund (BCSRIF):** Jointly funded by the federal and provincial government, this fund support protection and restoration activities for priority wild fish stocks, including salmon, as well as projects that will ensure the fish and seafood sector in BC is positioned for long-term environmental and economic sustainability. The application deadline has passed and additional application rounds for this fund are not expected, thus this funding source may no longer be relevant.

In addition, several environmental organizations are currently working on salmon restoration projects related to tidal marshes and flood or river management infrastructure. This includes the **Resilient Waters** project on MakeWay's shared platform, **Raincoast Conservation Foundation's Lower Fraser River salmon conservation program**, and **Ducks Unlimited Canada**. It may be possible to partner with one of these organizations to share resources and project costs or pursue funding jointly.

It should be noted that habitat works financed by federal grants, such as the British Columbia Salmon Restoration and Innovation Fund and the Environmental Damages Fund do not qualify for habitat banking. Grants may not be used to fund any legally required works such as *Fisheries Act* Section 35 offsetting, Section 38(7.1) corrective measures, or works arising from enforcement actions.

Funding or co-funding with Vancouver Fraser Port Authority or another partner organization may be possible but the allocation of any realized habitat offsetting and/or banking credits would need to be negotiated with that entity.

If Slough connection is pursued by the City as a pure enhancement measure and funding is sought through grants such as BCSRIF or the EDF, an application to a competitive process will be required. It is unlikely that any grant amount would exceed \$1 million.



Regardless of the funding source, the cost per unit area of Slough habitat will be comparatively high. If the Slough is connected “as is” and intensive planting of its riparian zone is not undertaken, the maximum wetted area for credit is 6000 m². With the most economical connection Option 1 and recommended Slough enhancement measures, unit costs are \$809/m². This cost is likely much higher than most other offsetting/banking projects in the region. Although not entirely analogous, a 2019 estimate for freshwater salmon habitat enhancement in Port Coquitlam was estimated at \$98–150/m², excluding any land costs.



6. Recommendations for Next Steps

Based on the results of the screening criteria, evaluation process, and additional feedback from City staff, KWL recommends near-term implementation of Option 1 (Floodbox with Self-regulating Tide Gate) and long-term implementation of the flood berm in Option 3 (Tide Gate and Flood Berm) for adaptation to climate change. In terms of optimal tidal fish habitat, however, Option 5 (Connect and Enhance Existing Wetlands in Terra Nova Nature Area) is preferred among all project options. Option 5 offers a large area of habitat, low unit cost, habitat banking potential, alignment with existing park uses, and received strong City staff support.

Once a preferred option is confirmed by Council, the following next steps are recommended to proceed to toward implementation:

1. Conduct feasibility studies to support project design including, but not limited to:
 - water level/hydraulic modelling,
 - water quality assessment and/or modelling, and
 - invasive plant surveys.
2. Produce, or in the case of Option 1 review and update, preliminary and detailed engineering design drawings based on additional biophysical considerations noted in this memo, as well as current engineering, seismic stability, and public safety standards.
3. If the existing Slough is to be connected:
 - Develop designs and plans for the Slough habitat enhancements including the partial pond filling, benching, and invasive species management, and
 - Further development of Option 3 berm design based on 2100 scenario and beyond to ensure Richmond remains protected from sea level rise.
4. Develop a detailed (Class A) cost estimate for the project.
5. Pursue regulatory approvals from senior government agencies.
6. If the project is not being pursued as a habitat offsetting or banking project, pursue funding and/or external partnerships to support project implementation.



Report Submission

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Statement of Limitations

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Revision History

Revision #	Date	Status	Revision	Author
1	March 24, 2021	REVISED	Revised report issued to client	PL
0	February 10, 2021	FINAL	Final report issued to client	ARJ/SBO



Attachment 2

Terra Nova Slough Evaluation of Concept Options

Option	Cost	Flood Risk	Habitat / Ecological Value	Park User Experience	Operations and Maintenance	Fish Passability	Other Considerations
Connect Existing Slough to the Fraser River							
1. Floodbox with Self-regulating Tide Gate (Recommended)	\$2.5 M + \$250k for slough enhancements \$809/sq. m. wetted	<ul style="list-style-type: none"> Some risk if debris clogs gate, thus preventing closure Very low risk with regular O&M 	<ul style="list-style-type: none"> New habitat for fish No habitat for amphibians (invasive spp.) 	<ul style="list-style-type: none"> Similar to present but tidal nature of slough will change aesthetics 	<ul style="list-style-type: none"> Increase Regular debris cleaning Tide gate mechanical O&M 	Moderate	<ul style="list-style-type: none"> Slough would become subject to regulation of the Fisheries Act (Water Sustainability Act currently applies) Future SLR will decrease the duration of flap gate open
2. Open Culvert and Ring Dike	\$5.0 M + \$250k for slough enhancements \$1544/sq. m. wetted	<ul style="list-style-type: none"> Park inside dike flooded on high tide / City outside protected Very low risk 	<ul style="list-style-type: none"> New habitat for fish No habitat for amphibians (invasive spp.) Change of upland habitat to floodplain (heritage tree loss?) 	<ul style="list-style-type: none"> Pond area access / use restricted when flooding Modified sight lines and limitations to landscaping Likely loss of trees Playground displacement 	<ul style="list-style-type: none"> Increase Dike mowing and inspection 	Excellent	<ul style="list-style-type: none"> Dike Management Act applies Slough would become subject to regulation of the Fisheries Act and Water Sustainability Act
3. Tide Gate and Flood Berm	\$4.5 M + \$250k for slough enhancements \$1397/sq. m. wetted	<ul style="list-style-type: none"> Similar to tide gate only but additional protection from berm if debris does impair gate 	<ul style="list-style-type: none"> New habitat for fish No change to terrestrial habitat (heritage tree loss?) 	<ul style="list-style-type: none"> Modified sight lines Berm can be integrated into landscaping Likely some loss of trees 	<ul style="list-style-type: none"> Increase Regular debris cleaning Tide gate mechanical O&M 	Moderate	<ul style="list-style-type: none"> Not subject to Dike Management Act
Alternative Options Within the Terra Nova Area							
4. Alternate Intertidal Marsh Slough in Northeast Corner of Terra Nova Rural Park	Depends on the size of the wetted complex	<ul style="list-style-type: none"> Very low risk 	<ul style="list-style-type: none"> New habitat for fish No heritage tree loss Conversion of old field to intertidal 	<ul style="list-style-type: none"> No impacts to existing slough, heritage trees, or play structures 	<ul style="list-style-type: none"> Increase Regular debris cleaning Tide gate mechanical O&M 	Moderate	<ul style="list-style-type: none"> Allows for landscape design to be optimized
5. Connect and Enhance Existing Wetlands in Terra Nova Nature Area	\$10.0 M \$185/sq. m. wetted (50% of zone to be tidal)	<ul style="list-style-type: none"> Very low risk 	<ul style="list-style-type: none"> New high-quality habitat for fish and improvement of fish habitat to west Conversion of old field to intertidal Conversion of freshwater pond to intertidal No significant tree loss 	<ul style="list-style-type: none"> Similar to present but tidal nature of area will change aesthetics Opportunities for new trails and viewing sites 	<ul style="list-style-type: none"> Increase Dike mowing and inspection 	Excellent	<ul style="list-style-type: none"> Habitat banking advantages SLR resiliency advantages
Alternative Options for Existing Slough							
6. Convert to Ephemeral Marsh	\$500k	<ul style="list-style-type: none"> No change in flood risk from existing conditions 	<ul style="list-style-type: none"> New habitat for native amphibians No habitat for invasive amphibians (interruption of life cycle) Effects on beavers are unclear 	<ul style="list-style-type: none"> Similar to present but ephemeral nature of area will change aesthetics 	<ul style="list-style-type: none"> No change On-going management of invasive plants 	None	<ul style="list-style-type: none"> None at this time
7. Fill Slough	\$750k	<ul style="list-style-type: none"> No change in flood risk from existing conditions 	<ul style="list-style-type: none"> No habitat for invasive amphibians Would displace beavers, waterfowl, and wading birds 	<ul style="list-style-type: none"> Opportunity for additional terrestrial park use (e.g., play structure, community agriculture) 	<ul style="list-style-type: none"> Decrease Regular park maintenance 	None	<ul style="list-style-type: none"> None at this time



**DEVELOPMENT COST CHARGES IMPOSITION BYLAW NO. 9499,
AMENDMENT BYLAW NO. 10161**

The Council of the City of Richmond enacts as follows:

1. Schedule B of the **Development Cost Charges Imposition Bylaw No. 9499** be deleted and be replaced with Schedule A attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as “**Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10161**”.

FIRST READING

APR 12 2021

SECOND READING

APR 26 2021

THIRD READING

APR 26 2021

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE B City-Wide Development Cost Charge

Richmond Zoning Bylaw 8500												
Description	Standard Zones	Site Specific Zones	Site Specific Mixed Use Zones (1)	Road Works	Drainage Works	Water Works	Sanitary Sewer	Parks Acquisition	Parks Development	Total DCC	Units for each column	
Agricultural	AG, CR, GC	ZA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Marina (2)	MA											
Single Family	RS, RC, RCH, RD, RI, RE, RCC	ZS, ZD		\$16,601.81	\$ 7,491.05	\$ 1,132.17	\$ 2,663.75	\$ 8,037.72	\$ 5,939.27	\$ 41,865.77	per lot	
Townhouse	RTL, RTM, RTH, RTP	ZT		\$ 7.95	\$ 3.23	\$ 0.74	\$ 1.74	\$ 5.24	\$ 3.87	\$ 22.77	per sq. ft. of DU	
Apartment	RAL, RAM, RAH	ZLR, ZHR	ZR, RCL, ZMU, CS, ZC	\$ 9.77	\$ 2.30	\$ 0.77	\$ 1.78	\$ 5.38	\$ 3.97	\$ 23.97	per sq. ft. of DU	
Commercial (3)	CL, CC, CA, CDT, CEA, CG, CN, CP, CV	ZC	ZR, RCL, ZMU, CS, ZC	\$ 11.85	\$ 2.23	\$ 0.29	\$ 0.68	\$ 0.20	\$ 0.14	\$ 15.39	per sq. ft. of BA	
	IB, IL, IR, IS	ZI										
Light Industrial (4)	IB, IL, IR, IS	ZI		\$ 8.48	\$ 2.23	\$ 0.29	\$ 0.68	\$ 0.20	\$ 0.14	\$ 12.02	per sq. ft. of BA	
Major Industrial	I			\$44,262.33	\$ 44,335.18	\$ 4,060.99	\$ 9,554.68	\$ 788.53	\$ 582.66	\$103,584.37	per acre of gross site area	
Institutional	AIR, SI, ASY, HC	ZIS		\$ 11.85	\$ 2.23	\$ 0.29	\$ 0.68	\$ 0.20	\$ 0.14	\$ 15.39	per sq. ft. of BA	

(1) For site specific mixed-use residential and commercial zones, the development cost charge (DCC) payable shall be calculated separately for each portion of the development. DCC for residential uses are charged at the appropriate multi-family residential rate, and any commercial space is charged at the appropriate commercial rate.

(2) Waterborne residential development permitted under MA zone is exempt from DCC. Any upland buildings in this zone are required to pay the Commercial DCC Rate.

(3) Commercial rate is applicable to all uses permitted in these zones, except for the following, which will be charged the industrial rate: (i) general industrial, (ii) custom indoor manufacturing, (iii) minor utility, (iv) transportation depot, and (v) truck or railroad terminal.

(4) For industrial developments with a mix of commercial and industrial permitted uses (including site-specific industrial zones), the DCC payable shall be calculated separately for each portion of development contained in the building permit or subdivision application in accordance with actual uses. The total payable will be the sum of the DCC for each portion of the development at the applicable DCC rates.



**Works and Services Cost Recovery Bylaw No. 8752,
Amendment Bylaw No. 10215**

The Council of the City of Richmond enacts as follows:

1. The **Works and Services Cost Recovery Bylaw No. 8752**, as amended, is further amended by:

(a) Deleting Section 1 and replacing it with the following:

“1. There is imposed on every person obtaining approval of a subdivision of a parcel of land identified as benefiting land in Item 9 in any numbered Schedule to this bylaw, a charge in the amount specified in Item 7 of that Schedule, to be applied on the basis of the **frontage** of the parcel or area of the parcel indicated in Item 9 of the Schedule, plus interest as specified in Section 9 of this bylaw.”;

(b) Inserting the following as new Sections 9 and 10 and renumbering subsequent sections accordingly:

“9. Interest shall accrue and be paid on any and all charges payable pursuant to this bylaw at the applicable **interest rate**, calculated annually and on the basis of days elapsed in a three hundred and sixty five (365) day year, for the period beginning on the completion date of the **improvement project** specified in Item 3 of the Schedule pertaining to that project, and concluding on the date that the charge is imposed by the City, and such interest shall be paid in accordance with Section 6.”

10. Notwithstanding section 9 above, for **improvement projects** with a completion date, as specified in Item 3 of the Schedule pertaining to that project, prior to July 1, 2015, interest shall accrue and be paid on any and all charges payable pursuant to this bylaw at the applicable **interest rate**, calculated annually and on the basis of days elapsed in a three hundred and sixty five (365) day year, for the period beginning April 30, 2021, and concluding on the date that the charge is imposed by the City, and such interest shall be paid in accordance with Section 6.”;

(c) Adding the following definitions to Section 11 in alphabetical order:

“**INTEREST RATE** means, in respect of each Schedule hereto, the rate specified in Item 8 of each Schedule of this bylaw, calculated as the Prime Rate as of the completion date for the applicable **improvement project** (as specified in Item 3 of each Schedule), plus three percent (3%) per annum;

PRIME RATE means the rate of interest equal to the floating interest rate established from time to time by the Scotiabank, 6300 No. 3 Road, Richmond, British Columbia, as the base rate that will be used to determine rates of interest charged by it for Canadian dollar loans to customers in Canada and designated by the Scotiabank as its prime rate;”;

- (d) Deleting Schedule 3;
 - (e) Deleting Schedules 1 through 2 and 4 through 7 and replacing them with Schedules 1 through 6 attached to and forming part of this Bylaw; and
 - (b) Adding, as new Schedules 7 through 8, the Schedules 7 and 8 attached to and forming part of this Bylaw.
2. This Bylaw is cited as **“Works and Services Cost Recovery Bylaw No. 8752, Amendment Bylaw No. 10215”**.

FIRST READING

APR 26 2021

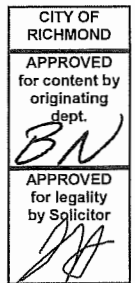
SECOND READING

APR 26 2021

THIRD READING

APR 26 2021

ADOPTED



MAYOR

CORPORATE OFFICER

SCHEDULE TO BYLAW 10215

SCHEDULE 1 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: No. 1 Rd lane (between Francis Rd. & Williams Rd) – CR40289
2. CERTIFIED COST OF PROJECT: \$ 1,068,005.96
3. COMPLETION DATE OF PROJECT: September 19th, 2007
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$ 393,929.66
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$ 201,126.70
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 726.91
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$ 838.00
8. INTEREST RATE: 9.25%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITTING LAND ON PROJECT (m)	COST FOR RECOVERY
Lot: 27 SEC: 27-4-7 PL; 18367	20.126	\$16,865.59
Lot: 1 SEC: 27-4-7 PL: BCP3505	10.060	\$8,430.28
Lot: 1 SEC: 27-4-7 PL: BCP3505	10.060	\$8,430.28
Lot: 12 SEC: 27-4-7 PL: 19282	20.117	\$16,858.05
Lot: 11 SEC: 27-4-7 PL: 19282	20.117	\$16,858.05
Lot: 8 SEC: 27-4-7 PL: 19428	20.117	\$16,858.05
Lot: 3 SEC: 27-4-7 PL: 19428	20.117	\$16,858.05
Lot: 2 SEC: 27-4-7 PL: 19428	20.117	\$16,858.05
Lot: 1 SEC: 27-4-7 PL: 19428	20.117	\$16,858.05
Lot: 22 SEC: 27-4-7 PL: 19428	20.117	\$16,858.05
Lot: 1 SEC: 27-4-7 PL: LMP38234	16.725	\$14,015.55
Lot: 2 SEC: 27-4-7 PL: LMP38234	17.691	\$14,825.06
Lot: 3 SEC: 27-4-7 PL: LMP38234	24.527	\$20,553.63

SCHEDULE TO BYLAW 10215

SCHEDULE 2 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: Williams Rd lane (between No. 4 Rd. & Shell Rd) – CR41284
2. CERTIFIED COST OF PROJECT: \$ 1,042,399.13
3. COMPLETION DATE OF PROJECT: October 20th, 2010
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$ 344,571.94
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$ 265,212.75
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 745.86
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$ 838.00
8. INTEREST RATE: 6.00%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITING LAND ON PROJECT (m)	COST FOR RECOVERY
Lot: 3 SEC: 26-4-6 PL: 15456	6.10	\$5,108.45
Lot: 4 SEC: 26-4-6 PL: 18549	31.22	\$26,158.17
Lot: 7 SEC: 26-4-6 PL: 18549	20.12	\$16,858.05
Lot: 10 SEC: 26-4-6 PL: 18549	20.12	\$16,858.05
Lot: 11 SEC: 26-4-6 PL: 18549	20.12	\$16,858.05
Lot: 13 SEC: 26-4-6 PL: 18549	20.12	\$16,858.05
Lot: 17 SEC: 26-4-6 PL: 18549	20.12	\$16,858.05
Lot: 1 BCP: 18548	22.25	\$18,645.50
Lot: 25 SEC: 26-4-6 PL: 18548	20.12	\$16,858.05
Lot: 24 SEC: 26-4-6 PL: 18548	20.12	\$16,858.05
Lot: 23 BCP3637	20.12	\$16,858.05
Lot: 22 SEC: 26-4-6 PL: 18548	20.12	\$16,858.05
Lot: 19 SEC: 26-4-6 PL: 18548	21.64	\$18,135.16
Lot: 1 BCP67429	6.07	\$5,085.82
Lot: 17 SEC: 26-4-6 PL: 18548	23.17	\$19,412.27
Lot: 16	24.99	\$20,944.97

SCHEDULE TO BYLAW 10215

SCHEDULE 3 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: Laneway Upgrade South of Williams Road between Aragon Road and Shell Road – CR41271
2. CERTIFIED COST OF PROJECT: \$ 725,615.00
3. COMPLETION DATE OF PROJECT: November 5th, 2012
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$ 205,360.93
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$ 386,152.26
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 621.21
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$ 1,168.07
8. INTEREST RATE: 6.00%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITTING LAND ON PROJECT (m)	COST FOR RECOVERY
Lot: 42 Sec:36-4-6 PL:28788	18.29	\$21,364.00
Lot: 47 Sec:36-4-6 PL:28788	20.12	\$23,501.57
Lot: 48 Sec:36-4-6 PL:28788	20.12	\$23,501.57
Lot: 49 Sec:36-4-6 PL:28788	18.29	\$21,364.00
Lot: 50 Sec:36-4-6 PL:28788	18.29	\$21,364.00
Lot: 51 Sec:36-4-6 PL:28788	18.29	\$21,364.00
Lot: 52 Sec:36-4-6 PL:28788	18.29	\$21,364.00
Lot: 54 Sec:36-4-6 PL:28788	18.29	\$21,364.00
Lot: 55 Sec:36-4-6 PL:28788	21.83	\$25,498.97
Lot: 295 Sec:36-4-6 PL:35779	19.52	\$22,800.73
Lot: 296 Sec:36-4-6 PL:35779	24.85	\$29,026.54
Lot: 17 Sec:35-4-6 PL:18551	24.08	\$28,127.13
Lot: 18 Sec:35-4-6 PL:18551	24.44	\$28,547.63
Lot: 19 Sec:35-4-6 PL:18551	24.44	\$28,547.63
Lot: 22 Sec:35-4-6 PL:18551	20.42	\$23,851.99
Lot: 27 Sec:35-4-6 PL:18551	21.03	\$24,564.51

SCHEDULE TO BYLAW 10215

SCHEDULE 4 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: 10000 Block Williams Road Laneway (South of Williams Road) – CD40385
2. CERTIFIED COST OF PROJECT: \$ 424,470.00
3. COMPLETION DATE OF PROJECT: September 19th 2012
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$ 132,229.72
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$ 105,238.15
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 329.45
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$ 1,288.42
8. INTEREST RATE: 6.00%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITING LAND ON PROJECT (m)	COST FOR RECOVERY
Lot: 28 Sec:35-4-6 PL:18549	20.42	\$26,309.54
Lot: 26 Sec:35-4-6 PL:18549	20.42	\$26,309.54
Lot: 25 Sec:35-4-6 PL:18549	20.42	\$26,309.54
Lot: 19 Sec:35-4-6 PL:18549	20.42	\$26,309.54

SCHEDULE TO BYLAW 10215

SCHEDULE 5 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: Seaton Road Laneway Upgrade (Laneway south of Seaton Road) – CD40396
2. CERTIFIED COST OF PROJECT: \$ 568,560.00
3. COMPLETION DATE OF PROJECT: October 15th, 2012
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$ 209,284.67
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$ 118,024.50
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 649.18
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$ 875.81
8. INTEREST RATE: 6.00%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITING LAND ON PROJECT (m)	COST FOR RECOVERY
Lot: 1 Sec: 25-4-6 PL:18935	38.64	\$33,841.30
Lot: 14 Sec: 25-4-6 PL:18935	20.15	\$17,647.57
Lot: 10 Sec: 25-4-6 PL:18935	20.15	\$17,647.57
Lot: 8 Sec: 25-4-6 PL:18935	20.15	\$17,647.57
Lot: 345 Sec: 25-4-6 PL:44475	35.67	\$31,240.14

SCHEDULE TO BYLAW 10215

SCHEDULE 6 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: 11000 Block Williams Road (From 11020 to Seacote) – CD41318
2. CERTIFIED COST OF PROJECT: \$ 238,697.00
3. COMPLETION DATE OF PROJECT: April 15th, 2015
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$ 33,721.14
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$ 175,467.67
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 151.91
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$ 1,571.31
8. INTEREST RATE: 5.85%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITING LAND ON PROJECT (m)	COST FOR RECOVERY
Lot: 31 Sec: 36-4-6 PL:25887	24.69	\$38,795.53
Lot: 33 Sec: 36-4-6 PL:25887	20.12	\$31,614.66
Lot: 34 Sec: 36-4-6 PL:25887	20.12	\$31,614.66
Lot: 35 Sec: 36-4-6 PL:25887	20.12	\$31,614.66
Lot: 12 Sec: 36-4-6 PL:23314	26.62	\$41,828.15

SCHEDULE TO BYLAW 10215

SCHEDULE 7 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: Laneway Drainage and Asphalt Upgrade - Seabrook Crescent (East) – CD00003
2. CERTIFIED COST OF PROJECT: \$335,210.48
3. COMPLETION DATE OF PROJECT: July 25, 2015
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$38,774.80
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$93,224.99
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 503.79
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$665.37
8. INTEREST RATE: 5.70%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITTING LAND ON PROJECT (m)	COST FOR RECOVERY
LOT B SEC 36 BLK 4N RG 6W PL NWS424	31.78	\$21,145.46
LOT 5 SEC 36 BLK 4N RG 6W PL NWP10636 Except Plan 25649, 53892	22.58	\$15,024.05
LOT 17 SEC 36 BLK 4N RG 6W PL NWP25649 Except Plan 53892	20.09	\$13,367.28
LOT 6 SEC 36 BLK 4N RG 6W PL NWP10636 Except Plan 25649, 53872	20.81	\$13,846.35
LOT 222 SEC 36 BLK 4N RG 6W PL NWP32915	18.83	\$12,528.92
LOT 292 SEC 36 BLK 4N RG 6W PL NWP35777	26.02	\$17,312.93

SCHEDULE TO BYLAW 10215

SCHEDULE 8 to BYLAW NO. 8752

1. NAME OF IMPROVEMENT PROJECT: Marrington Area Water, Sanitary and Drainage Upgrade – CW41402
2. CERTIFIED COST OF PROJECT: \$1,666,361.54
3. COMPLETION DATE OF PROJECT: May 31, 2017
4. COST PREPAID UNDER WORKS AND SERVICES BYLAW: \$516,485.84
5. NET COST FOR RECOVERY UNDER BYLAW No. 8752: \$278,995.38
6. TOTAL FRONTAGE OF BENEFITING LAND IN METRES: 1,444.80 m
7. COST FOR RECOVERY PER METRE OF FRONTAGE: \$1,153.35
8. INTEREST RATE: 5.70%
9. BENEFITING LAND AND FRONTAGE IN METRES:

LEGAL DESCRIPTION OF PARCEL	FRONTAGE OF BENEFITTING LAND ON PROJECT (m)	COST FOR RECOVERY
LOT 58 SEC 15 BLK 4N RG 7W PL NWP15447	23.77	\$27,415.15
LOT 56 SEC 15 BLK 4N RG 7W PL NWP15447	23.77	\$27,415.15
LOT 55 SEC 15 BLK 4N RG 7W PL NWP15447	23.70	\$27,334.39
LOT 54 SEC 15 BLK 4N RG 7W PL NWP15447	24.38	\$28,118.67
(LOT 1 and LOT 2) SEC 15 BLK 4N RG 7W PL NWS937	24.38	\$28,118.67
(LOT 1 and LOT 2) SEC 15 BLK 4N RG 7W PL NWS721	24.38	\$28,118.67
(LOT 1 and LOT 2) SEC 15 BLK 4N RG 7W PL NWS1463	24.38	\$28,118.67
LOT 36 SEC 15 BLK 4N RG 7W PL NWP15447	24.38	\$28,118.67
LOT 46 SEC 15 BLK 4N RG 7W PL NWP15447	24.38	\$28,118.67
LOT 49 SEC 15 BLK 4N RG 7W PL NWP15447	24.38	\$28,118.67



CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10262

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended at "SCHEDULE – DEVELOPMENT APPLICATION FEES" by adding Schedule A to this Bylaw to the end of "Temporary Use Permits No. 8951".
2. This Bylaw is cited as "Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10262".

FIRST READING

APR 26 2021

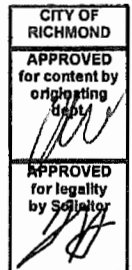
SECOND READING

APR 26 2021

THIRD READING

APR 26 2021

ADOPTED



MAYOR

CORPORATE OFFICER

SCHEDULE – DEVELOPMENT APPLICATION FEES

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit for Mobile Food Vendor	\$100	Not Applicable
	Temporary Use Permit Renewal for Mobile Food Vendor	\$100	Not Applicable



**Development Permit, Development Variance Permit and Temporary
Commercial and Industrial Use Permit Procedure Bylaw No. 7273,
Amendment Bylaw No. 10264**

The Council of the City of Richmond enacts as follows:

1. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended:

- a) at Section 1.1 [Duties of an Applicant] by adding the following as a new subsection 1.1.7:

“1.1.7 Notwithstanding subsection 1.1.5 above, an **applicant** for a **temporary use permit** for a **mobile food vendor** is not required to provide the undertakings set out in subsection 1.1.5.”;

- b) at Section 1.2 [Sign Posting Requirements] by adding the following as a new subsection 1.2.3:

“1.2.3 Notwithstanding subsection 1.2.1 above, an **applicant** for a **temporary use permit** for a **mobile food vendor** is not required to provide signage as set out in subsections 1.2.1 and 1.2.2.”;

- c) at Section 2.4 [Processing Temporary Use Permit Applications] by adding the following as a new subsection 2.4.3:

“2.4.3 Notwithstanding subsections 2.1.1, 2.4.1 and 2.4.2 above:

- (a) the **General Manager, Community Safety** is responsible for processing and reviewing applications for **temporary use permits** for **mobile food vendors**;

- (b) where a request for a renewal of a **temporary use permit** for a **mobile food vendor** has been made, the **General Manager, Community Safety** must process and review such application generally in the same manner as an application for a new permit under subsection 2.4.3(a).”;

- d) at Part Five: Consideration of Applications by Council by adding the following as a new Section 5.3:

5.3 Delegation of Temporary Use Permits for Mobile Food Vendors

- 5.3.1 Notwithstanding Section 5.2 above, **Council** delegates to the **General Manager, Community Safety** the authority to:

- (a) approve, issue, and renew **temporary use permits** for **mobile food vendors**;
- (b) reject applications for **temporary use permits** for **mobile food vendors**;
- (c) vary, and supplement **temporary use permits** for **mobile food vendors**, and impose conditions and requirements on said permits; and
- (d) cancel **temporary use permits** for **mobile food vendors** if a permit holder fails to comply with a term or condition of the permit.

5.3.2 The **General Manager, Community Safety** must send a notice of their decision in writing to the **applicant**, which notice shall be deemed to have been received by the **applicant** 10 days after the notice is mailed by the **City**.

5.3.3 An **applicant** for a **temporary use permit** for a **mobile food vendor** is entitled to have **Council** reconsider the decision of the **General Manager, Community Safety** in accordance with the following process:

- (a) the **applicant** must apply for the reconsideration by delivering to the **City Clerk**, and providing a copy to the **General Manager, Community Safety**, within 30 days after the decision of the **General Manager, Community Safety** is deemed to be received by the **applicant**, a reconsideration application in writing setting out the following:
 - (i) the date of the decision of the **General Manager, Community Safety** and the nature of the decision;
 - (ii) reasons why the **applicant** wishes the decision to be reconsidered by **Council**;
 - (iii) a request from the **applicant** that the decision be made by **Council**, with brief reasons in support of the request; and
 - (iv) a copy of any materials the **applicant** considers to be relevant to the reconsideration by **Council**.
- (b) the **General Manager, Community Safety** must present to **Council**, a report on the application and decision to be reconsidered, consisting of a recommendation, and any other information the **General Manager, Community Safety** considers to be relevant;
- (c) reconsiderations must occur at a regular meeting of **Council** held at least two weeks after the date on which the reconsideration application

is delivered to the **City Clerk** and notice shall be provided in accordance with Section 3.2 of this Bylaw;

- (d) the **applicant** may delegate to **Council** in accordance with Council Procedure Bylaw No. 7560 at the regular meeting of **Council** at which the **General Manager, Community Safety**'s report is on the agenda;
- (e) upon receipt of the recommendation from the **General Manager, Community Safety** and the delegation from the **applicant**, and **Council**'s reconsideration of the **General Manager, Community Safety**'s decision, **Council** must:
 - (i) confirm the decision of the **General Manager, Community Safety**; or
 - (ii) vary, or set aside the decision of the **General Manager, Community Safety** and substitute the decision of **Council**, and either:
 - (A) issue the **temporary use permit** for a **mobile food vendor**, or approve the renewal of the **temporary use permit**; or
 - (B) reject the application for a **temporary use permit** for a **mobile food vendor**, or the renewal of a **temporary use permit**."
- e) at Section 8.1 [Responsibilities of the City Clerk] by adding the following as a new subsection 8.1.2:

"8.1.2 Where the **General Manager, Community Safety** issues a **temporary use permit** for a **mobile food vendor** the **City Clerk** must ensure that such permit is properly executed and must mail or otherwise deliver such permit to the **applicant**, and cause the appropriate "Notice of Permit" to be filed in the Provincial Land Title Office.";
- f) at Section 10.1 [Establishment of Security – All Permits] by deleting subsection 10.1.2(c) and replacing it with the following:
 - "(b) prior to consideration by **Council** at a **public hearing** on the issuance of a **temporary use permit**; and
 - (c) prior to issuance by the **General Manger, Community Safety** of a **temporary use permit** for a **mobile food vendor**.";
- g) at Section 10.3 [Failure to Provide Security – Temporary Use Permits] by deleting subsection 10.3.1 and replacing it with the following:

“10.3.1 Where, prior to the notification required under the provisions of section 3.2, an applicant for a temporary use permit fails to provide the full amount of the security specified in subsection 10.1.1,

(a) the Director, Development must report to Council that the temporary use permit is deficient and that such application should be deleted from the agenda of that Council meeting; or

(b) the General Manager, Community Safety must refrain from issuing the temporary use permit,

as applicable.”; and

h) at Section 12.1 by adding the following as a new definition in alphabetical order:

“General Manager, Community Safety means the General Manager, Community Safety of the City and his or her respective designates and authorized agents.

Mobile Food Vendor

means a business that sells, offers or attempts to sell, takes orders for, or solicits orders for prepared food and/or beverages, from a vehicle, cart, trailer, or stand and not from a permanent building or structure.”;

2. This Bylaw is cited as “Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 10264”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

APR 26 2021

APR 26 2021

APR 26 2021



MAYOR

CORPORATE OFFICER



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9532 (ZT 13-639146)
18399 Blundell Road**

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

1. Richmond Zoning Bylaw 8500 is amended by:
 - a. Inserting the following permitted use in Section 12.1.3.B Additional Uses in the Industrial (I) zone:

“Restaurant, drive-through”
 - b. Inserting the following clauses and renumbering Section 12.1.11 Other Regulations in the Industrial (I) zone accordingly:

“7. Restaurant, drive-through is only permitted on the following site(s):

18399 Blundell Road
 P.I.D. 028-009-941
 Lot 7 Section 18 Block 4 North Range 4 West New Westminster District
 Plan BCP42067”

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9532”**.

FIRST READING

MAR 14 2016

PUBLIC HEARING

APR 18 2016

SECOND READING

APR 18 2016

THIRD READING

APR 18 2016

OTHER CONDITIONS SATISFIED

APR 26 2021

ADOPTED

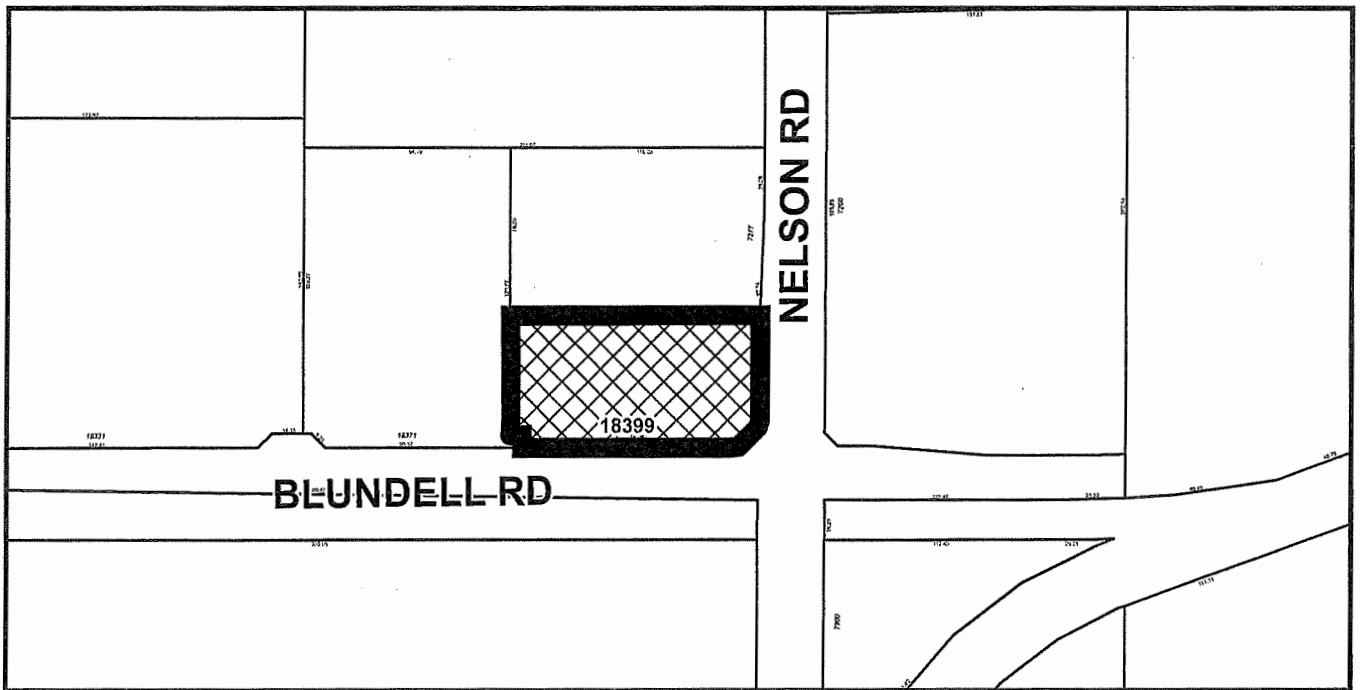
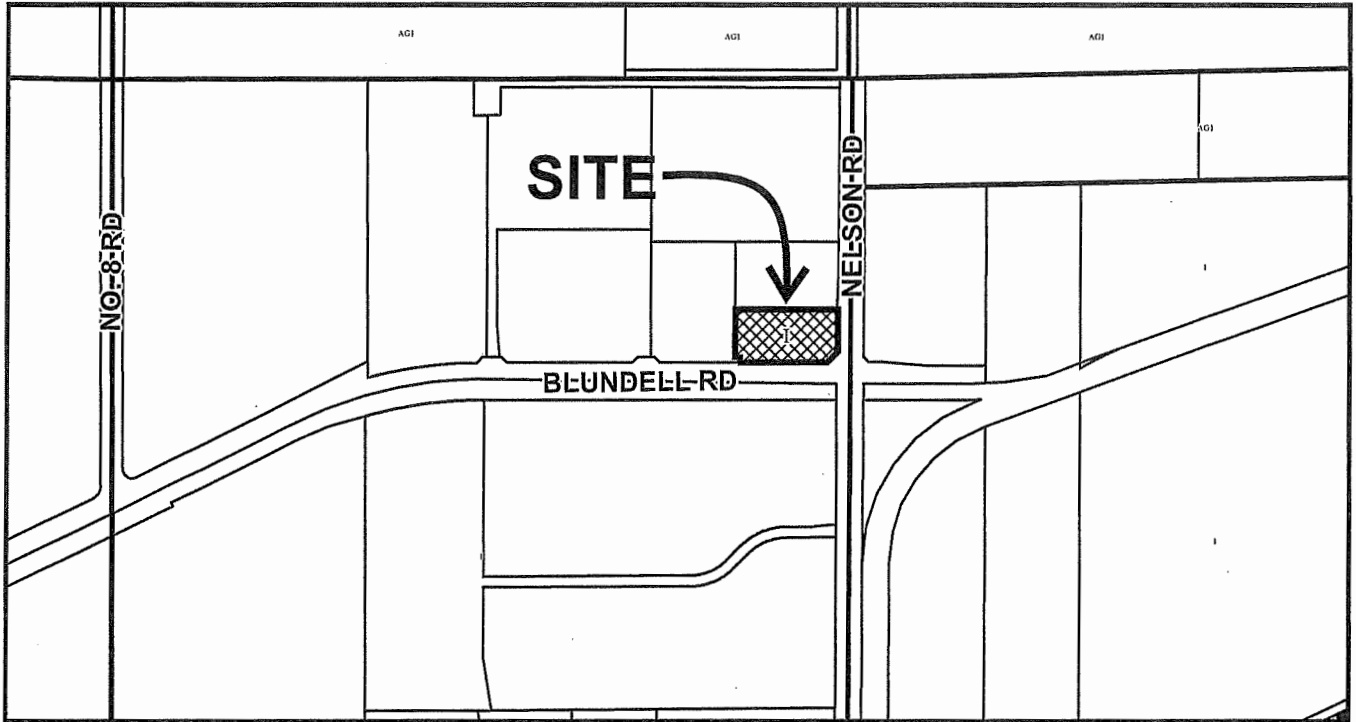
CITY OF RICHMOND
APPROVED by BK
APPROVED by Director or Solicitor ll

MAYOR

CORPORATE OFFICER



City of Richmond



ZT 13-639146

Original Date: 02/18/16

Revision Date: 02/25/16

Note: Dimensions are in METRES

GNCL - 396



Richmond Zoning Bylaw 8500
Amendment Bylaw 9880 (RZ 16-754046)
9091 & 9111 No. 2 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 "LOW DENSITY TOWNHOUSES (RTL4)".

P.I.D. 004-234-499

Lot 1 Section 25 Block 4 North Range 7 West New Westminster District Plan 17904

P.I.D. 004-062-477

Lot 2 Section 25 Block 4 North Range 7 West New Westminster District Plan 17904

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9880".

FIRST READING

JUL 23 2018

A PUBLIC HEARING WAS HELD ON

SEP 04 2018

SECOND READING

SEP 04 2018

THIRD READING

SEP 04 2018

OTHER CONDITIONS SATISFIED

APR 28 2021

ADOPTED

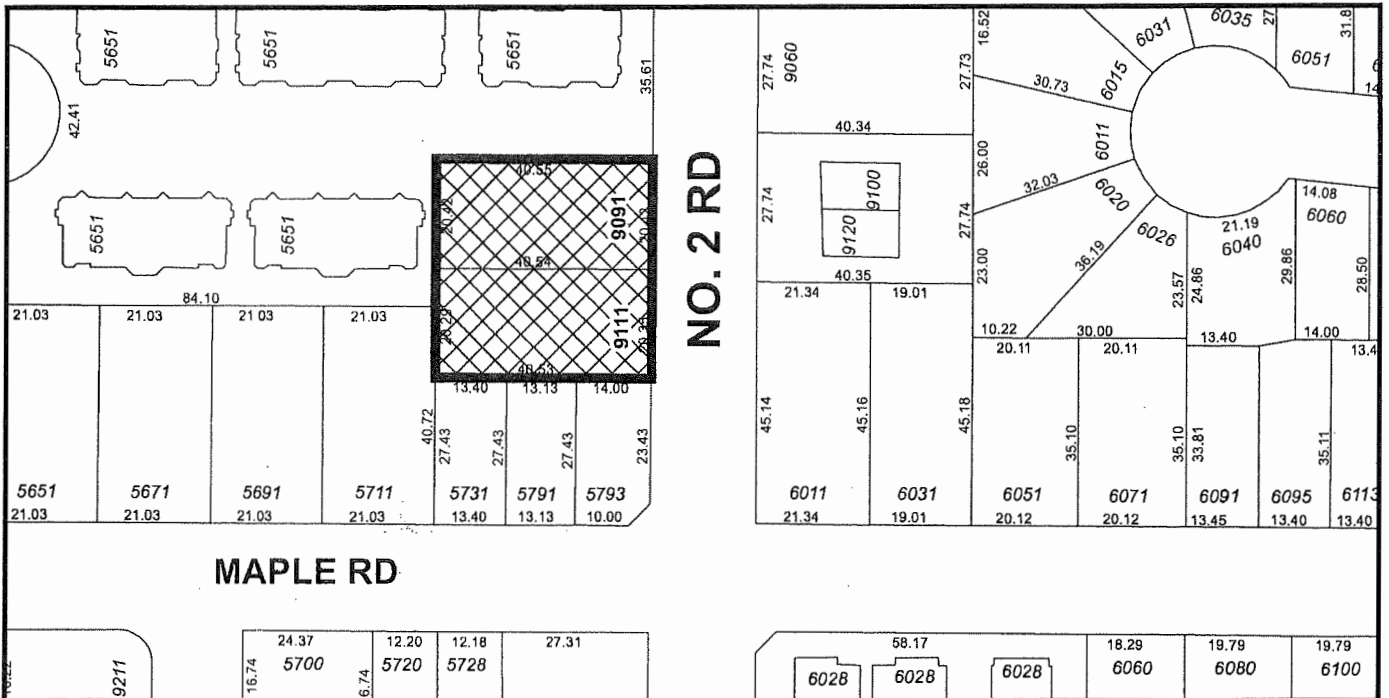
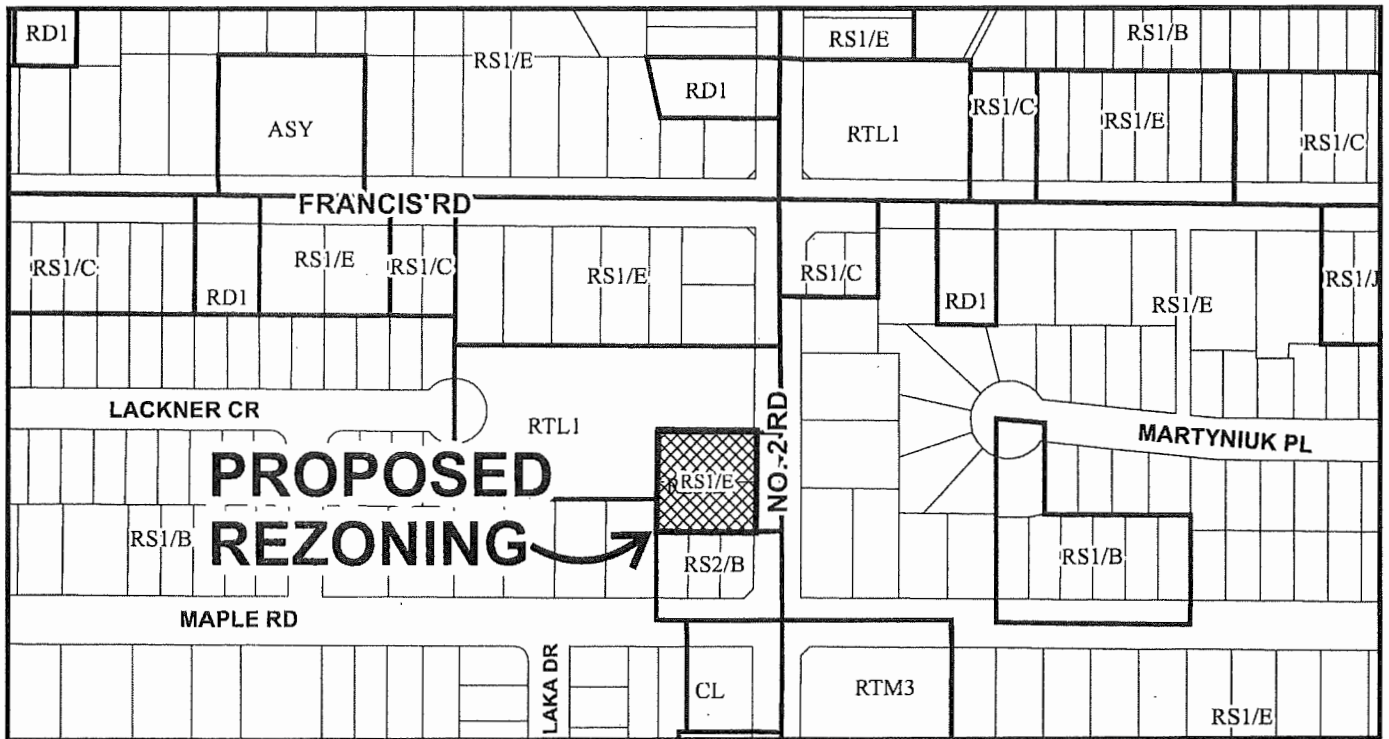


MAYOR

CORPORATE OFFICER



City of Richmond



	<h2>RZ 16-754046</h2>	Original Date: 01/03/17
		Revision Date:
		Note: Dimensions are in METRES



**Development Permit Panel
Wednesday, April 28, 2021**

Time: 3:30 p.m.
Place: Remote (Zoom) Meeting
Present: Cecilia Achiam, Chair
John Irving, General Manager, Engineering and Public Works
Milton Chan, 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 April 14, 2021 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 15-699652
(REDMS No. 6044330 v. 4)

APPLICANT: GBL Architects
PROPERTY LOCATION: 8091 Capstan Way

Development Permit Panel
Wednesday, April 28, 2021

INTENT OF PERMIT:

1. Permit the construction of a two-tower, mixed use development consisting of ground floor retail, a 72-room hotel, and 137 dwelling units, including nine affordable low-end-of-market rental housing units and 128 market ownership units, at 8091 Capstan Way on a site zoned “Residential/Limited Commercial (RCL5)”; and
2. Vary the provisions of Richmond Zoning Bylaw 8500, as amended by zoning amendment Bylaw 9677, to:
 - (a) reduce the minimum building setback along the site’s north Corvette Way frontage from 3.0 m to 2.0 m and the minimum setback for balcony and porch projections from 2.0 m to 0.3 m; and
 - (b) reduce the minimum required number of medium truck loading spaces from three to two.

Applicant’s Comments

Zora Katic, GBL Architects, with the aid of a visual presentation (copy on file, City Clerk’s office), provided background information on the proposed development, including among others, its site context, design rationale, site plan, building elevations, façade treatments, floor plans, sections, and building materials, highlighting the following:

- the proposed development includes a three-storey podium and two towers;
- the above grade parkade is wrapped by hotel, residential and commercial-retail uses;
- balconies on residential towers have a staggered appearance to provide variation and visual interest;
- the shared residential outdoor amenity area and indoor amenity area are located on the podium level (Level 4);
- a hotel restaurant with outdoor seating is located on the podium level;
- the project includes nine affordable low-end-of market rental housing units;
- townhouses are strategically located on the north side to respond to neighbouring townhouses in nearby mixed-used developments;
- entrances for different uses in the mixed use development have distinctive designs; and
- the focal point for the project is the weather-protected public plaza at the corner of Capstan Way and Corvette Way which includes, among others, an illuminated soffit with an art component, a public art piece, landscaping, public seating and private outdoor dining space.

Development Permit Panel Wednesday, April 28, 2021

Logan Cairns, PWL Partnership Landscape Architects, provided an overview of the main landscape features of the project, noting that (i) the three ground level edges of the subject site have been softened with planting as well as articulated with varied concrete and feature paving treatments, (ii) native and adapted species and drought-tolerant planting are proposed for the site, (iii) seating opportunities are provided on ground level, including public and outdoor dining seating adjacent to the public plaza, (iv) the podium level shared residential outdoor amenity area includes, among others, urban agriculture, barbeque area, a children's play area, a large lawn space, and walkways, (v) landscaped patios are provided on Levels 5 and 7, and on penthouse levels, (vi) green roofs will be installed over inaccessible roofs, and (vii) green screen trellis with climbing vines is proposed on podium level to provide screening to the adjacent development to the east.

In reply to queries from the Panel, Ms. Katic and Mr. Cairns acknowledged that (i) the street trees proposed to be installed would be irrigated, (ii) trees will be installed on the podium level to provide separation between hotel and residential uses, (iii) the walkway along the eastern edge of the podium is limited to residential use and will allow pedestrian access to the indoor swimming pool, and (iv) the project's proposed lighting design and orientation will minimize light pollution to neighbouring residential developments.

Staff Comments

Wayne Craig, Director, Development, noted that (i) the proposed setback variances to the building were identified at rezoning stage, (ii) the balconies provide private outdoor spaces for residential units as well as provide articulation to the building, (iii) the proposed variance to the required number of medium truck loading spaces for the proposed development is consistent with similar variances granted to other projects of similar scale, (iv) the project has been designed to achieve Leadership in Energy and Environment Design (LEED) Silver equivalent, allow future connection to a City's District Energy Utility (DEU) system, and achieve the City's Aircraft Noise Policy and Canada Mortgage and Housing Corporation (CMHC) interior noise standards.

Mr. Craig further noted that (i) the project provides 65 Basic Universal Housing (BUH) units including all of the nine affordable housing units, (ii) there is a significant Servicing Agreement associated with the project for road and frontage improvements along the site's Capstan Way and Corvette Way frontages, (iii) extensive green roofs are proposed for the project, and (iv) the applicant is required to provide a Construction Parking and Traffic Management Plan prior to Building Permit issuance.

Gallery Comments

David Brind, representing Strata BCS 3718 of the neighbouring Wall Centre development at 3099, 3111 and 3333 Corvette Way, expressed appreciation for the design of the proposed development; however, he expressed concerns related to (i) the proposed building setback variance as it would adversely impact the sightline of motorists turning at the corner of east-west and north-south Corvette Way, and (ii) on-street parking and loading issues and traffic congestion in the area that could occur due to the proposed reduction of required medium truck loading spaces for the proposed development.

Development Permit Panel

Wednesday, April 28, 2021

In addition, Mr. Brind noted the unsightly premises on some properties along River Road and requested that the City's By-Law Officers conduct inspections in the area.

In reply to queries from the Panel, Mr. Craig confirmed that (i) the proposed setback variances were dealt at the rezoning stage, and (ii) the proposed setback at the corner of north-south and east-west Corvette Way was reviewed by the City's Transportation staff and was found to comply with the City's Traffic Safety By-Law.

In reply to a query from the Panel, Fred Lin, Senior Transportation Engineer, advised that Transportation staff support the proposed truck loading variance as a study has been submitted by a professional traffic consultant which showed that the proposed number of medium truck loading spaces for the proposed development would be adequate for its uses.

In reply to a further query from the Panel, Mr. Lin noted that (i) there is currently no stop sign at the corner of east-west and north-south Corvette Way, (ii) frontage works for the proposed development include traffic calming measures such as the provision of curb extensions to narrow down the street and slow down the vehicles at the Corvette Way intersection, and (iii) there will be a parking restriction on the inside corner of the Corvette Way bend to address sightline concerns of motorists.

Correspondence

Mimi Ho, 1306-3111 Corvette Way ([Schedule 1](#))

Mr. Craig noted that Ms. Ho raised concerns with regard to the proposed building setback and separation of the proposed development from the neighbouring Wall Centre development.

In response to the building separation concern, Mr. Craig advised that the project complies with the City's guidelines with respect to separation of buildings within the proposed development as well as the separation of buildings on the subject site from adjacent existing and proposed developments.

Panel Discussion

The Panel expressed support for the project, noting that (i) the project and surrounding public realm are well designed, (ii) the provision of public amenities in the project is appreciated, (iii) the project fits well with the neighbourhood, and (iv) the Panel looks forward to the completion the of proposed development including the public amenities to be provided.

Development Permit Panel
Wednesday, April 28, 2021

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *permit the construction of a two-tower, mixed use development consisting of ground floor retail, a 72-room hotel, and 137 dwelling units, including nine affordable low-end-of-market rental housing units and 128 market ownership units, at 8091 Capstan Way on a site zoned "Residential/Limited Commercial (RCL5)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500, as amended by zoning amendment Bylaw 9677, to:*
 - (a) *reduce the minimum building setback along the site's north Corvette Way frontage from 3.0 m to 2.0 m and the minimum setback for balcony and porch projections from 2.0 m to 0.3 m; and*
 - (b) *reduce the minimum required number of medium truck loading spaces from three to two.*

CARRIED

2. **Date of Next Meeting: May 12, 2021**

3. **Adjournment**

It was moved and seconded

That the meeting be adjourned at 4:27 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, April 28, 2021.

Cecilia Achiam
Chair

Rustico Agawin
Committee Clerk

Schedule 1 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
April 28, 2021.

To Development Permit Panel

Date: APRIL 28, 2021

Item # 1

Re: DP 15-699652

From: Mimi Ho
Sent: April 27, 2021 9:56 PM
To: CityClerk
Subject: Comments for Permit Panel Meeting for File DP 15-699652 (April 28, 3:30pm)

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

To whom it may concern,

I am a resident of Wall Centre Richmond, at #1306-3111 Corvette way, an owner of the unit with a view of the site in question.

I have the following concerns regarding the request from this project in regards to item a:

a) reduce the minimum building setback along the site's north Corvette Way frontage from 3.0m to 2.0m and the minimum setback for balcony and porch projections from 2.0m to 0.3m

To date, the Yuan Heng project across from our towers have already caused a huge deal of visual obstruction in terms of light filtration into my unit and blockage of view from the unit. Approval of the new Yuan Heng towers will cause further visual obstruction of the river and mountain views that all owners looking at these towers will face.

With the above-quoted modification being approved, not only that it will cause a safety issue for the close proximity to the existing Yuan Heng towers and Tower A (3333 Corvette Way), this will cause a smaller visual gap between buildings on our end, and completely changing the light filtration and view we have since we have purchased our units.

Needless to say, the construction of these new towers has already caused a great deal of distress to Wall Center Residences and owners, and with the crowded visual presentation, after all these towers are built, this will surely affect the value and comfort of the owners in Wall Center. Should these projects be approved and built maximizing the small amount of land they have, those of us in the existing 3111 and 3333 Corvette towers are forced to be visually boxed-in, as if we open our windows to lego models of buildings right in front of our faces every day.

Please kindly consider the repercussions to existing residences, to keep visual pollution and light blockages to the minimum.

Regards,
Mimi Ho

Owner of #1306-3111 Corvette Way



CNCL - 404



To: Richmond City Council
From: Joe Erceg
Chair, Development Permit Panel
Date: April 27, 2021
File: DP 16-750045
DP 19-853070
Re: Development Permit Panel Meetings Held on July 26, 2017 and May 13, 2020

Staff Recommendation

1. That the recommendation of the Panel to authorize issuance of:
 - a) a Development Permit (DP 16-750045) for the property at 18399 Blundell Road; and
 - b) a Development Permit (DP 19-853070) for the property at 9091 and 9111 No 2 Road;be endorsed and the Permit so issued.

Joe Erceg
Chair, Development Permit Panel
(604-276-4083)

SB:js/blg

Panel Report

The Development Permit Panel considered the following items at its meetings held on July 26, 2017 and May 13, 2020.

DP 16-750045 – BONTEBOK HOLDINGS LTD. – 18399 BLUNDELL ROAD
(July 26, 2017)

The Panel considered a Development Permit (DP) application to permit the construction of two single-storey buildings with drive-through restaurant uses on a site zoned “Industrial (I)”. No variances are included in the proposal.

Ron Emerson, of Emerson Real Estate Group, Architect John Kristianson, of CTA Design Group, and Elsteph Reddish, of Jonathan Losee Ltd. Landscape Architecture, provided a brief presentation, including:

- The proposed development is sited within an overall industrial park and consists of two one-storey buildings and parking with five commercial units, including two drive-through restaurants.
- The development will provide food services to employees in the surrounding industrial area.
- A Zoning Text Amendment to allow for the use of the subject property for drive-through restaurants is associated with the proposal.
- The proposed layout of the site accommodates the two drive-through restaurants.
- Vehicular access to the site are provided off the two streets fronting the site.
- Proposed design and materials for the two buildings are consistent with the surrounding industrial area.
- The number of proposed vehicle parking stalls exceeds the minimum Zoning Bylaw requirement.
- Three pedestrian walkways are proposed to provide direct access to the site from the street.
- Three Class 1 and four Class 2 bicycle parking spaces will be provided.
- An outdoor plaza between the two buildings has benches, picnic tables, and planters.
- Permeable pavers are proposed in the outdoor plaza and pedestrian walkway areas.
- Deciduous and coniferous trees are proposed to be installed on site, and structural soil trenches will be provided to ensure adequate soil volume for trees.

In reply to Panel queries, Elsteph Reddish advised that: (i) bicycle parking is accessible to and has clear sightlines from the two buildings; (ii) additional locations for bicycle parking could be identified if needed; and (iii) solar shading could be installed in the outdoor plaza.

Staff noted that: (i) Transportation staff have reviewed the proposal to ensure adequate drive aisle circulation and drive-through vehicle queuing areas; and (ii) there is a Servicing Agreement for frontage improvements along Blundell Road and Nelson Road associated with the proposal.

No correspondence was submitted to the meeting regarding the application.

Subsequent to the Panel meeting, a sun shade awning was added to the outdoor plaza.

The Panel recommends the Permit be issued.

DP 19-853070 – ERIC LAW ARCHITECT INC. – 9091 AND 9111 NO. 2 ROAD
(May 13, 2020)

The Panel considered a Development Permit (DP) application to permit the construction of eight townhouse units on a site zoned "Low Density Townhouses (RTL4)". Variances are included in the proposal for reduced lot width, reduced front yard setback, and to allow small car parking spaces.

Architect Eric Law, of Eric Law Architect, Inc., and Landscape Architect Denitsa Dimitrova, of PMG Landscape Architects, provided a brief presentation, including:

- The proposed form and character of the proposed development has been designed to fit into its site context.
- The drive aisle provides barrier-free access to the common outdoor amenity area.
- The proposed development includes a secondary unit and one convertible unit designed to accommodate a future vertical lift.
- The existing grade along the west property line will be maintained to enable the retention of 10 on-site trees.
- The common outdoor amenity area at the rear of the site includes natural play elements, a small play structure, open lawn space and a bench.
- Permeable surface paving treatment is proposed for the vehicle entrance, visitor parking, and at the ends of the drive aisle.

In reply to Panel queries, the project design team advised that: (i) existing grade will be maintained in the critical root zone of trees proposed to be retained; and (ii) the two duplex buildings on the north side front onto a road which provides separation to the townhouse units across.

Staff noted that: (i) there is a Servicing Agreement for frontage works and site services including upgrades to the existing bus pad on No. 2 Road; and (ii) staff support the three proposed variances related to site assembly size, decreased front yard setback to increase rear yard setback, and provision of small car parking spaces.

No correspondence was submitted to the meeting regarding the application.

The Panel recommends the Permit be issued.



Planning Committee

Date: Tuesday, May 4, 2021

Place: Council Chambers
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Alexa Loo (by teleconference)
Councillor Carol Day (by teleconference)
Councillor Bill McNulty
Councillor Harold Steves (by teleconference)

Also Present: Councillor Chak Au (by teleconference)
Councillor Michael Wolfe (by teleconference)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on April 21, 2021, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

May 19, 2021, (tentative date) at 4:00 p.m. in Council Chambers

PLANNING AND DEVELOPMENT DIVISION

- 1. OPTIONS TO SECURE MARKET RENTAL HOUSING IN NEW DEVELOPMENT AND OPTIONS TO INCREASE LOW END MARKET RENTAL (LEMR) CONTRIBUTIONS**
(File Ref. No. 08-4057-08) (REDMS No. 6650441 v. 10)

Planning Committee

Tuesday, May 4, 2021

The Chair noted the following pieces of correspondence were distributed on-table:

- John Roston, Richmond Rental Housing Advocacy Group (attached to and forming part of these minutes as Schedule 1);
- David Hutniak, Landlord BC (attached to and forming part of these minutes as Schedule 2);
- Michelle Li, Richmond resident (attached to and forming part of these minutes as Schedule 3);
- Neil Chrystal, Polygon Homes Ltd. (attached to and forming part of these minutes as Schedule 4);
- Anne McMullin, Urban Development Institute (attached to and forming part of these minutes as Schedule 5); and
- Kim McInnes, Vanprop Investments Ltd. (attached to and forming part of these minutes as Schedule 6).

The Chair advised that Item No. 1 - Options to Secure Market Rental Housing in New Development and Options to Increase Low End Market Rental (LEMR) Contributions and Item No. 2 - Low End Market Rental Contribution Rate Review, are related reports and can be considered together.

Staff reviewed the proposed market rental housing policies and Low End Market Rental Contribution Rates, noting the following:

- staff have examined other market rental housing policies in other municipalities;
- proposed recommendations include (i) a new 10% market rental requirement for multi-family apartment developments with more than 60 units with an associated density bonus, (ii) increasing the Low-End Market Rental (LEMR) requirement from 10% to 15% for sites that are inside the City Centre Area Plan, (iii) updates to the LEMR cash-in-lieu rates, and (iv) a recommended community amenity contribution for townhouse development with 5 or more units and apartment developments with 5 to 60 units in lieu of constructing market rental units;
- staff are recommending that the current requirements apply to instream applications for a one-year ‘grandfathering’ period provided that the application achieves first reading within one year of adoption of the amendment bylaws and any new development applications received after Council’s adoption of amendment bylaws is subject to the updated requirements;
- opportunities for public consultation would be available during both the open Council meeting and the Public Hearing process; and

Planning Committee

Tuesday, May 4, 2021

- staff will report back to Council in two years after the program's implementation.

Discussion ensued with regard to (i) comparing the potential advantages of a variable floor area ratio (FAR) density bonus to incentivize market rental housing, (ii) reviewing the 60 unit threshold rate for market rental developer contributions, (iii) reviewing options to introduce a city-wide LEMR requirement for new developments, (iv) reviewing resident income qualification thresholds for LEMRs, (v) conducting additional consultation with community stakeholders, and (vi) calculating the potential price increases for regular market housing.

Gerry Mulholland, Rollo and Associates, project consultant, spoke on the economic analysis of the city's market rental housing, noting that residential densities and land values vary throughout the city, and as such, the analysis includes variable LEMR contribution rates, especially in higher density areas such as in the city centre.

In reply to queries from Committee, staff noted that (i) developments under the 60 unit threshold may opt to provide a cash-in-lieu contribution, however these developments will not qualify for the FAR density bonus, (ii) consultation with community stakeholders and developers were conducted, (iii) the City uses the aggregate floor area of a development as a metric for developer contributions and the LEMR and proposed market rental floor area includes only the habitable unit floor area, (iv) the proposed requirements would be the minimum contributions and developers would have the option to provide additional market rental units, (v) the proposed one-year 'grandfathering' period for instream applications would provide developers time to make appropriate adjustments, (vi) Richmond has constraints to densification such as maximum building height and water table considerations, and (vii) the City is not considering a conversion of industrial or commercial land for residential use.

John Roston, Richmond resident, referred to his submission and spoke on the economic viability of market rental development and options to incentivize such developments. Also, he expressed concern that the proposed 'grandfathering' provisions would spur a spike in development applications.

Michelle Li, Richmond resident, referred to her submission expressing that there is a high demand for affordable housing in the city and that the proposed requirements could be improved and the number of market rental developments optimized.

Planning Committee

Tuesday, May 4, 2021

Robin Glover, Polygon Homes, spoke on the proposed requirements, expressing that land prices and other variable costs such as construction costs play a significant role in determining the economic viability of a development. He expressed support for the ‘grandfathering’ provisions and that a gradual introduction of the proposed requirements would allow developers to make appropriate adjustments. He added that proposed density incentives may not offset the potential costs of the proposed requirements and there are constraints to densification such as maximum building height and water table considerations.

Discussion ensued with regard to reviewing the proposed requirements, and as a result it was directed that staff:

- provide information on the number of instream development applications;
- review a sliding-scale or variable FAR density bonus approach to market rental contributions and associated feasibility;
- examine areas in city where increasing building height and density is feasible;
- review opportunities to conduct additional consultation with community partners, developers, and residential rental groups; and
- review options to further enhance incentives to increase the supply of market rental housing.

Staff distributed a memorandum titled, “Status of Housing Referrals and Potential 2022 OCP Update”, dated April 29, 2021, from the Director, Policy Planning (attached to and forming part of these minutes as Schedule 7), and a graph of Market Rental and LEMR composition (attached to and forming part of these minutes as Schedule 8).

As a result of the discussion, it was suggested that consideration of the proposed market rental housing requirements be tabled to a future Planning Committee meeting, and the following **motion** was introduced:

It was moved and seconded

- (1) *That the staff report titled “Options to Secure Market Rental Housing in New Development and Options to Increase Low End Market Rental (LEMR) Contributions”, dated April 19, 2021, from the Director, Policy Planning; and*

Planning Committee
Tuesday, May 4, 2021

- (2) *That the staff report titled “Low End Market Rental Contribution Rate Review”, dated April 19, 2021, from the Director, Community Social Development;*

be tabled to the June 23, 2021 Special Planning Committee.

The question on the motion was not called as discussion ensued with regard to enhanced development incentives such as reduction of parking requirements and options to freeze the intake of applications during consideration of the proposed policy.

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

2. **LOW END MARKET RENTAL CONTRIBUTION RATE REVIEW**

(File Ref. No. 08-4057-08) (REDMS No. 6623911 v. 7)

Please see pages 2 and 5 for action on this item.

3. **REFERRAL ON RENTAL AND AGE RESTRICTIONS IN FUTURE DEVELOPMENT**

(File Ref. No. 08-4105-00) (REDMS No. 6641008 v. 4)

Staff reviewed the proposed policy, noting that should it proceed, the policy would only apply to future rezoning applications of townhouse and multi-family residential developments. Staff added that no consultations has occurred with existing strata corporations as they are not subject to the policy. Staff further noted that the proposed policy will not impact the City’s regulations on short-term rentals.

It was moved and seconded

- (1) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, which would restrict a strata corporation from imposing rental and age restrictions in future rezoning applications for multiple family residential developments, be introduced and given first reading;*

- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, having been considered in conjunction with:*

- (a) *the City’s Financial Plan and Capital Program; and*
- (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*

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

Planning Committee
Tuesday, May 4, 2021

- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10257, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation.*

CARRIED

4. **MANAGER'S REPORT**

(i) *Non-Farm Use Application – Choice School*

Staff noted that the Non-Farm Use Application for Choice School has been approved by the Agricultural Land Commission. Staff added that the related rezoning application for the subject site will be presented to Council at a future date.

(ii) *Office Stratification*

Staff have conducted initial research on the matter and will proceed to public consultation with stakeholders and the public. It is anticipated that staff will report back to Council in the third quarter this year.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:18 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, May 4, 2021.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Associate

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

Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, May 4, 2021.

Submission by the Richmond Rental Housing Advocacy Group to the Richmond Planning Committee Meeting on May 4, 2021.

Agenda Item 1: OPTIONS TO SECURE MARKET RENTAL HOUSING IN NEW DEVELOPMENT AND OPTIONS TO INCREASE LOW END MARKET RENTAL (LEMR) CONTRIBUTIONS

Summary

We urge councillors to refer the market rental housing policy back to staff to address the following critical issues not adequately discussed in the staff report:

- We only have the executive summary from the consultant's report which does not include the land costs used in the calculations. As the report states, "Land costs are a key variable in the analysis."
- A higher rental housing requirement in the redevelopment of existing commercial or housing developments to add new housing on the existing land involving no additional land cost.
- Economies of scale in both construction cost and rental housing management cost that make larger percentages of rental housing financially feasible in larger developments.
- Ongoing municipal property tax reduction incentives that would make rental housing significantly more profitable using provincial legislation specifically designed for that purpose.
- Grandfathering of existing applications which would include Polygon Talisman Park and other large developments when the referral was intended to include such applications.

Land Cost in Determining the Financial Profitability of Rental Housing

The basic question in establishing requirements for market and below market rental housing in new developments is whether imposing those requirements would still allow the project to be profitable. As the report states, "Land costs are a key variable in the analysis," and "Recent developments that secure a high percent of rental housing are characterized as partnerships that acquired land at low or no cost, which is consistent with the findings in the consultant's analysis."

We only have the executive summary from the consultant's report which does not include the land costs used in the calculations. The consultant relied on land costs supplied by City staff and staff say only that they "reflect recent land sale transactions, and land lift for a range of building density and construction types." **In other words, the consultant used the current value of land zoned for the type of housing proposed, not the actual cost of the land to the developer which determines the actual profitability of the project.**

Staff raise the possibility that the developer paid more than the current land value, "owners who purchased land at values that are significantly higher than the base values would face less financially feasible redevelopment conditions." **However, no mention is made of the possibility that the developer paid less than the current land value making the project more financially feasible, exactly the situation for many potential housing development sites in the City Centre.**

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Land Cost for Projects Adding New Housing to Existing Commercial or Housing Developments

There should be **considerably more market rental housing required** for existing commercial or housing developments where there will be new housing above and/or beside the existing commercial or housing space on the existing land. The land cost for the new housing is zero. There are no calculations in the staff report on the profitability of rental housing where land cost is zero.

Construction Cost and Rental Housing Management Cost Economies of Scale

The consultant report contemplates only “a hypothetical two acre site in City Centre,” when the sites providing the most potential for rental housing are much larger. For example, the Polygon Talisman Park site is 9.6 acres. Economies of scale in both construction cost and rental housing management cost make larger percentages of rental housing financially feasible in such larger developments. There should be a sliding scale of rental housing requirements according to the size of the development.

Property Tax Reduction Incentives for Rental Housing

There is no discussion of the Revitalization Tax Exemption Incentives provided for in Section 226 of the Community Charter (documentation attached). This allows for a reduction lasting up to ten years in the municipal property tax of a particular new development providing affordable housing and/or residential “intensification.” This intensification is exactly what we referred to above where the project is adding new housing above and/or beside existing commercial or housing space on existing land. A reduction in property tax would be a significant incentive since it is a major component of ongoing rental housing cost.

Grandfathering of Existing Applications

The staff report recommends that, “Rezoning applications that are received prior to Council's adoption of the proposed amendment bylaws may be processed under the existing OCP Market Rental Housing Policy and the existing LEMR program.” The referral was initiated to formulate a policy that would apply to Polygon Talisman Park and other large developments. Any grandfathering should only apply to existing applications that involve fewer than 60 housing units.

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

ON TABLE ITEM

Date: May 4, 2021
Meeting: Planning
Item: #1

Subject: FW: Rental Housing Policy - Planning Committee May 4, 2021
Attachments: Planning Committee Comments Supplement May 4 2021 Rental Housing Advocacy Group.pdf

From: John Roston, Mr <john.roston@mcgill.ca>
Sent: May 3, 2021 6:13 PM
To: Hopkins,John <JHopkins@richmond.ca>; McPhail,Linda <LMcPhail@richmond.ca>
Cc: Brodie, Malcolm <MBrodie@richmond.ca>; Steves,Harold <hsteves@richmond.ca>; Erceg,Joe <JErceg@richmond.ca>; Wolfe,Michael <MWolfe@richmond.ca>; McNulty,Bill <BMcNulty@richmond.ca>; Powell, Jo Anne <JPowell@richmond.ca>; Au,Chak <CAu@richmond.ca>; Michelle Li (michelleli@shaw.ca) <michelleli@shaw.ca>; Laura Gillanders (lauragillanders@gmail.com) <lauragillanders@gmail.com>; CityClerk <CityClerk@richmond.ca>; Day,Carol <CDay@richmond.ca>; Loo,Alexa <ALoo@richmond.ca>; Maria Rantanen <mrantanen@richmond-news.com>
Subject: RE: Rental Housing Policy - Planning Committee May 4, 2021

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Hi John,
Thanks again for sending the Rollo Report this morning. We don't have time to go over it in detail before Planning Committee tomorrow, but we are submitting a supplement (attached) to our previous submission that uses the assumptions in the Report to show what we think is missing and necessary to know before arriving at a rental housing policy that maximizes the rental housing we so desperately need while ensuring that the project will be profitable to the developer.

Best,
John

From: John Roston, Mr
Sent: Saturday, May 1, 2021 8:39 AM
To: McPhail,Linda <LMcPhail@richmond.ca>; Loo,Alexa <ALoo@richmond.ca>; Day,Carol <CDay@richmond.ca>; McNulty,Bill <BMcNulty@richmond.ca>; Steves,Harold <hsteves@richmond.ca>
Cc: Brodie, Malcolm <MBrodie@richmond.ca>; Wolfe, Michael <MWolfe@richmond.ca>; Au,Chak <CAu@richmond.ca>; Michelle Li (michelleli@shaw.ca) <michelleli@shaw.ca>; Laura Gillanders (lauragillanders@gmail.com) <lauragillanders@gmail.com>; CityClerk <CityClerk@richmond.ca>; Hopkins,John <JHopkins@richmond.ca>; Maria Rantanen <mrantanen@richmond-news.com>
Subject: Rental Housing Policy - Planning Committee May 4, 2021.

Dear Councillor McPhail,
Submission attached from the Richmond Rental Housing Advocacy Group on Agenda Item 1, **OPTIONS TO SECURE MARKET RENTAL HOUSING IN NEW DEVELOPMENT AND OPTIONS TO INCREASE LOW END MARKET RENTAL CONTRIBUTIONS**, Planning Committee meeting on May 4, 2021.

We urge councillors to refer the market rental housing policy back to staff to address five critical issues not adequately discussed in the staff report as outlined in our attached submission.

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We also ask that the Committee order the release of the full Rollo Report in addition to the executive summary included in the staff report. We have not received a reply to my email request to John Hopkins dated April 25th (below). Presumably this report was paid for with public funds. The public has a right to know how the consultant arrived at its conclusions and the data provided by the City on which it relied.

Thank you for your consideration.

Richmond Rental Housing Advocacy Group
John Roston, Coordinator

john.roston@mcgill.ca
12262 Ewen Avenue
Richmond, BC V7E 6S8
Phone: 604-274-2726

From: John Roston, Mr

Sent: Sunday, April 25, 2021 11:12 AM

To: Hopkins, John JHopkins@richmond.ca

Cc: 'Brodie, Malcolm' MBrodie@richmond.ca; 'McPhail, Linda' LMcPhail@richmond.ca; 'McNulty, Bill' BMcNulty@richmond.ca; 'Loo, Alexa' ALoo@richmond.ca; 'Steves, Harold' hsteves@richmond.ca; 'Au, Chak' CAu@richmond.ca; 'Day, Carol' CDay@richmond.ca; 'Wolfe, Michael' MWolfe@richmond.ca; Michelle Li (michelleli@shaw.ca) michelleli@shaw.ca; Laura Gillanders (lauragillanders@gmail.com) lauragillanders@gmail.com; 'Maria Rantanen' mrantanen@richmond-news.com

Subject: Market Rental Housing Report for General Purposes Committee

Hello John,

Congratulations on your recent appointment. I appreciate that you and your staff have been able to come up with detailed market rental and below market rental reports in record time for the General Purposes Committee meeting on May 4th. As you know, our Richmond Rental Housing Advocacy Group is devoted to maximizing the amount of rental housing, particularly in the City Centre close to mass transit.

The market rental report attaches the executive summary of the Rollo housing financial review report, but not the full report. Could you provide us with the full report so that we can understand exactly how Rollo arrives at its conclusions on the profitability of housing developments?

In particular, we all know that profitability largely depends on the cost of the land. In fact the executive summary states: "Although the analysis does indicate that projects could be viable with a stacked contribution of 15% market rental and 15% LEMR GPRA has based its viability on being able to support the lowest of land value ranges provided by the City's real estate staff."

We would like to know the land values that you provided to Rollo. Land value should be distinguished from land cost. Large landholdings in the City Centre with the highest potential for building the greatest number of rental housing units have in most cases been owned by the developer for many years and the land cost was far below the land value today. Where there are currently commercial structures on that land and the potential is to redevelop the property to add housing above and/or beside the commercial structures then the land cost of building the housing is zero. There are many such sites in the City Centre.

Given that scenario, would it not make sense to have a different market rental policy for the redevelopment of commercial properties to add housing?

Best.

John

john.roston@mcgill.ca

John Roston

12262 Ewen Avenue

Richmond, BC V7E 6S8

Phone: 604-274-2726

Fax: 604-241-4254

Submission by the Richmond Rental Housing Advocacy Group to the Richmond Planning Committee Meeting on May 4, 2021 - Supplement re Rollo Report

While reserving the option to verify the assumptions in the Rollo Report, we would like to know how the blanks in the chart below would be filled in using those assumptions.

1. We are adding projects where new housing is being added to existing developments on existing land so the additional land cost for the new units is zero.
2. We are also adding projects larger than 2 acres where there would be economies of scale in both construction and rental unit management cost increasing profitability.
3. Presumably there would be a lower land cost per acre for projects larger than the 2 acres specified in the report.
4. We would like to know the total number of housing units using an average unit size of 2 bedrooms @ 855 sq.ft.
5. We would like to know the maximum % of market rental units, in addition to the LEMR units, that would be supported by the land cost.

City Centre (Concrete 3.0 FSR)	Land Area	Land Cost \$Millions	# Housing Units	Below Market LEMR	Max. Market Rental	Strata Condo
Existing Development	2 acres	\$0.00		15%	%	%
Existing Development	4 acres	\$0.00		15%		
Existing Development	6 acres	\$0.00		15%		
Vacant Land	2 acres	\$20.97		15%		
Vacant Land	4 acres			15%		
Vacant Land	6 acres			15%		
Elsewhere (Wood 1.2 FSR)						
Existing Development	2 acres	\$0.00		10%		
Existing Development	4 acres	\$0.00		10%		
Existing Development	6 acres	\$0.00		10%		
Vacant Land	2 acres	\$17.00		10%		
Vacant Land	4 acres			10%		
Vacant Land	6 acres			10%		

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

Schedule 2 to the Minutes of the
Planning Committee meeting of
Richmond City Council held on
Tuesday, May 4, 2021.

May 3, 2021

Councillor Linda McPhail
Chair, Planning Committee
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

Dear Ms. McPhail:

RE: Draft Low End Market Rental and Secured Market Rental Policies

LandlordBC is the leading organization representing owners and managers of rental housing in BC. Our mandate is to ensure that British Columbians have access to safe, secure, and sustainable rental housing with an emphasis on private sector solutions. Copies of the City of Richmond's *Options to Secure Market Rental Housing in New Development and Options to Increase Low End Market Rental (LEMR) Contributions* and the *Low End Market Rental Contribution Rate Review* reports were recently shared with us, and we felt compelled to provide some input to support your decision-making process. Our goal is to help ensure that we create an environment that will encourage rental developers, many of whom are members of our organization, to create affordable housing for your residents.

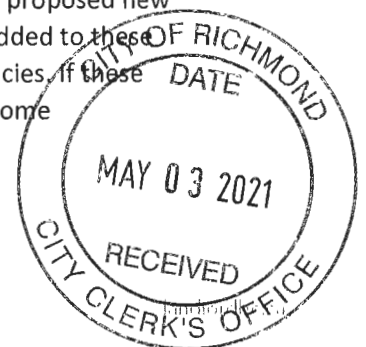
Before we begin, we wish to applaud Council's leadership in addressing the housing crisis and staff's efforts in advancing an approach to deliver more secure rental housing

Density Bonus and Other Incentives

We would like to see greater densities while recognizing that staff did include a 0.1 FAR density bonus for the provision of market rental units. These projects have a life span of 60-100 years. It would be a missed opportunity to not provide higher density bonusing now or consider providing the ability for projects to transfer an enhanced FAR density bonus to other sites where it could be fully utilized. We would also encourage you to consider additional offsets. Parking spaces are a huge cost burden and negatively impact affordable construction of rental housing. It is well-documented that transit use is generally higher for renters.

Need for Certainty

Certainty is critical for rental builders to deliver the homes that the community needs. If the proposed new rental requirements are adopted, it will be important that additional requirements not be added to these projects, after the fact. Sites are acquired based upon stated and approved government policies. If these policies fluctuate it becomes difficult to move forward with projects as initial proformas become



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redundant. This is particularly important for projects already contemplated where grandfathering would be the appropriate course of action, in our view.

Allowing Builders to Combine Mandated Units into Stand-alone PBR Buildings

We have seen this approach in other municipalities with great outcomes and would recommend that the City of Richmond consider allowing builders with several projects to combine and accumulate their obligated market rental and LEMR units under the proposed bylaw, so they can build a stand-alone purpose-built rental (PBR) building. This would allow more efficiencies in managing the rental and LEMR units.

Incentives for Additional PBR Units

We are pleased that staff are proposing to retain incentives for 100% market PBR buildings and encourage the City to consider allowing additional incentives for situations where rental developers are prepared to provide more homes for the community. As noted earlier, these projects are built with a 60-100 time-horizon. We should not miss the opportunity to encourage the construction of more homes today.

We thank you for the opportunity to present these comments and for your serious consideration therein. And again, we applaud your continued efforts to deliver badly needed secure rental housing in the City of Richmond.

Yours truly,



David Hutniak
CEO
LandlordBC

Subject: FW: Rental Housing Policy

From: Michelle Li
Sent: Monday, May 3, 2021 7:22 PM
To: McPhail,Linda
Subject: Rental Housing Policy

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

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Dear Ms. McPhail,

After reading the staff report on increasing rental housing, I was surprised by a few things. First, at the last meeting on the policy, Bill McNulty pointedly asked staff if the change in policy would apply for Lansdowne and Talisman Park and they replied in the affirmative yet the report states that it may not apply to developments "in-stream" as they will be grandfathered. Can you confirm if this is the case for these two developments?

As well, the report states that "Land costs are a key variable", yet fails to address the very real possibility that there is no or low cost lands being utilized in major developments such as Lansdowne and thus, the profitability of more rental housing is not addressed in these calculations. There is potential for many redevelopments in city centre where housing can be built on top or beside commercial spaces and this would also be the case where land values are nil or negligible.

We would like to see a sliding scale based on the number of units (as the profitability of rentals in a 200 unit development vs. 2,000 unit development is a very different scenario). 60-70% rental housing in very large developments such as Lansdowne could certainly be very profitable while also serving the community with substantial rental housing stock.

Please refer this back to staff to ensure that the report considers these issues and has more opportunity for consultation and provides a better picture of what numbers work for further increasing rental housing and ensuring profitability for the developers in these scenarios.

Thank you,

Michelle Li

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



May 3, 2021

Councillor Linda McPhail
Chair, Planning Committee
City of Richmond
6911 No.3 Road
Richmond, BC
V6Y 2C1

Attention: Councillor Linda McPhail

Dear Councillor McPhail

**Re: Proposed Policy to Secure Market Rental Housing and Increase Low End
Market Rental (LEMR) Contributions**

I am writing to comment on the recently proposed policies to secure new market rental housing and increase the number of low-end market rental (LEMR) homes in the City of Richmond.

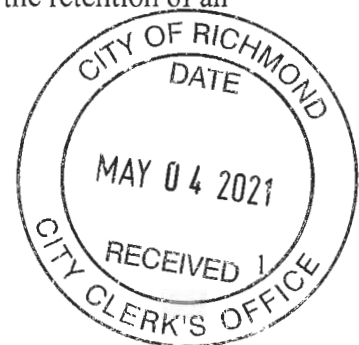
Since 1981 Polygon has successfully completed 46 projects, providing 6,682 homes within the City of Richmond. Many of these homes have been delivered as LEMR units through successful partnerships with organizations such as Richmond Kiwanis Senior Citizens Housing Society, SUCCESS, and More Than a Roof. A key factor in our decision to continue our investment in Richmond is the clear policy framework that has existed here for decades. It is with optimism in the continuation of that framework that I write to you today.

Housing affordability continues to be a critical challenge for many households in Richmond. Council's desire to explore an increase in the amount of secured market rental and LEMR housing to address the housing affordability issue is laudable. Staff are to be commended for the expedition of thorough policy proposals and for the retention of an economic consultant to provide input.

DATE

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CITY CLERK'S OFFICE



Unquestionably, the proposed policies for more secured market rental and LEMR housing supply will contribute to the overall availability of housing options within the City and help to respond to the City's low vacancy rate. It is our belief that an increased supply of all types of housing across Greater Vancouver will help to address the affordability crisis we are in today. The recommendation for a mandatory approach to secured rental housing would be one of the first in our region and demonstrate Richmond's continued leadership in innovative new ideas to address this issue.

The proposed increase of secured market rental to 10% of FAR and LEMR to 15% of FAR in the City Centre Area Plan is achievable provided that:

1. Implementation is incremental and phased in over a few years.
2. Incentives or offsets are included.
3. Grandfathering of in-stream applications is provided.

Every major policy change in the City of Richmond that has impacted the development community, such as Step Code or the original LEMR policy, has always included these three mechanisms which have encouraged, rather than stymied, advancement toward Richmond's housing goals.

Incremental Approach

The proposed leap from a voluntary secured market rental housing policy to a mandatory rate of 10% of FAR is significant and will impact the feasibility of many in-stream applications. Instead of a significant single jump we would recommend that these changes be phased in over time. A gradual approach may include four annual interim increases of 2.5% before arriving at the 10% target. This would provide the development industry with an opportunity to adjust to the change over time.

Incentives

The recommendation of a density bonus to offset the provision of secured market rental is appreciated; however, 0.1 FAR is an inadequate offset given the different valuations of rental and condominium product. Furthermore, the City of Richmond has specific challenges in accommodating increased density due to restrictions on building height. A more substantial density bonus, when put in the hands of planning staff and design professionals, would likely lead to more creative urban design solutions.

The GP Rollo report dismisses other incentives such as parking reductions, amenity relaxations, municipal fee and/or property tax reductions/waivers, reduced servicing requirements, unit size relaxations, and design relaxations as insignificant cost savings. While that may be true if each of these incentives is considered separately, but when taken collectively, they can become quite meaningful to the viability of a project.

Grandfathering of “In-Stream” Applications

Of particular importance is the recommendation to grandfather in-stream applications.

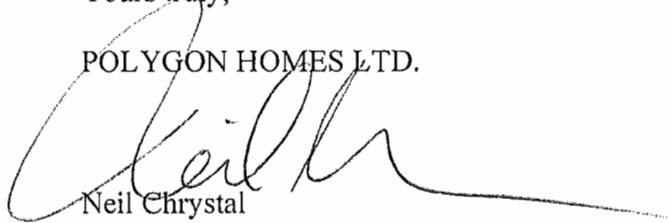
The rezoning process of any new development can take many years with land acquisition occurring at project inception. To calculate a fair purchase price at acquisition stage, it is critical to itemize all anticipated costs and deduct them from revenue to determine a project’s viability. While the development community is prepared to accept the market risks of increased construction costs or market pricing fluctuations, the cost of new policies introduced after a project makes its initial application is not reasonable, especially when the changes will have a significant negative impact on the financial outcome of the project.

The Province, the City of Richmond and many other municipalities have a long track record of grandfathering in-stream applications when significant policy changes are proposed. The grandfathering policy allows the development community to incorporate upcoming changes into their analysis of future projects and provides certainty and the transparency necessary for making significant investment decisions. We hope that Richmond Council will recognize this in evaluating the proposed policies.

Polygon shares a common goal with Council, to provide more diverse housing options to residents of Richmond. My comments are intended as constructive feedback to help achieve this goal.

Yours truly,

POLYGON HOMES LTD.



Neil Chrystal
President & Chief Executive Officer

cc: Robin Glover, Vice President Development

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

Schedule 5 to the Minutes of the
Planning Committee meeting of
Richmond City Council held on
Tuesday, May 4, 2021.

Subject: FW: UDI Letter - Draft Market Rental and LEMR Policies
Attachments: UDI Letter - Proposed Market Rental and LEMR Requirements - Richmond Planning
Committee, May 4, 2021.pdf

From: Cassandra McColman <cmccolman@udi.org>
Sent: May 3, 2021 5:20 PM
To: McPhail,Linda <LMcPhail@richmond.ca>; Loo,Alexa <ALoo@richmond.ca>; Day,Carol <CDay@richmond.ca>;
McNulty,Bill <BMcNulty@richmond.ca>; Steves,Harold <hsteves@richmond.ca>
Cc: Anne McMullin <AMcMullin@udi.org>; Hopkins,John <JHopkins@richmond.ca>; Spencer,Cody
<CSpencer@richmond.ca>; Craig,Wayne <WCraig@richmond.ca>; CityClerk <CityClerk@richmond.ca>
Subject: UDI Letter - Draft Market Rental and LEMR Policies

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open
attachments unless you recognize the source of this email and the content is safe.

Good afternoon Councillor McPhail,

On behalf of UDI and its members, please find attached a letter regarding the following reports on the agenda for
tomorrow's Planning Committee meeting:

- *Options to Secure Market Rental Housing in New Developments and Options to Increase Low End Market Rental
(LEMUR) Contributions;* and the
- *Low End Market Rental Contribution Rate Review.*

We appreciate the leadership that the City of Richmond has taken regarding rental housing and hope that you will
consider our comments as you review these reports.

Regards,

Cassandra McColman | Manager, Policy and Research
Urban Development Institute
cmccolman@udi.org Direct: 604.661.3032
udi.bc.ca



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www.udl.bc.ca

May 3, 2021

Councillor Linda McPhail
Chair, Planning Committee
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

Dear Cllr. McPhail:

RE: Draft Low End Market Rental and Secured Market Rental Policies

The Urban Development Institute – Pacific Region (UDI) has had the opportunity to review the *Options to Secure Market Rental Housing in New Development and Options to Increase Low End Market Rental (LEMR) Contributions* and the *Low End Market Rental Contribution Rate Review* reports. We commend Council's leadership in addressing the housing crisis and recognize staff efforts in providing an approach to deliver more LEMR homes and market rental housing in new projects. UDI does have several recommendations in the implementation of the policy that would assist our members in delivering the affordable housing that Richmond needs.

Proposed Density Bonus and Additional Offsets

With regard to the recommendations provided by staff to include a 0.1 FAR density bonus for the provision of market rental units, UDI appreciates the recognition that the new requirements will impact projects and that offsets are critical to allowing projects to proceed. Other local governments have offered density increases that fully offset the additional costs of inclusionary zoning policies. However, we fully understand that due to soil conditions and the YVR flight path, it is much more difficult for Richmond to provide these additional densities - although we ask that Richmond consider providing a higher density bonus. This would require more flexibility in setbacks. In addition, the City could consider providing the ability for projects to transfer the additional FAR space to other sites where it could be fully utilized.

We also recommend that the City consider additional offsets, including parking reductions to support the viability of projects. In the Metro Vancouver *2018 Regional Parking Study*, it was found that there was a substantial surplus of parking spaces in projects. In fact, the parking supply exceeded utilization by over 35%. Further, it was reported that "*Transit use is generally higher where apartment parking use is lower, especially for rental buildings.*" Parking spaces cost \$50,000 per stall. Some of our members have found that reducing parking by a reasonable number of stalls, can result in substantial savings if parkades do not require additional below-grade floors.

Grandfathering/Phasing

We were pleased that staff sought an economic analysis of the policy from G. P. Rollo & Associates (GPRA), which was included in the reports. The impact of the recommended new rental requirements will be pivotal for many builders who have already purchased land based on the existing policy. It is difficult to adjust pro-formas and financial arrangements after sites have been purchased; projects may have to be deferred, or prices increased - all of which will to hinder affordability. This outcome can be avoided if projects already contemplated, can be grandfathered, and UDI supports the recommended grandfathering approach.

We ask that Council consider the advice in the GPRA Executive Summary to phase-in the policy. They suggest allowing "... *developers to make adjustments in their decision-making processes. The graduated rollout is recommended specifically because there is a wide range of land values reported by the City's real estate staff and this would allow time for expectations at the higher end of pricing to be curtailed.*" This could be accomplished by phasing-in the policy over three years.

Certainty and Predictability

Regardless of the offsets provided, certainty is critical for builders to deliver the homes that Richmond needs. If the proposed new rental requirements are adopted, it will be paramount that additional rental requirements not be added to projects. Our members and non-profit builders purchase sites based on stated and approved government policies. If these policies fluctuate and there is no certainty, it becomes difficult to move forward with projects because builders will not know what their costs will be, which makes it difficult to determine what an appropriate price is for redevelopment sites.

UDI is pleased that staff will be issuing an updated bulletin should the proposal be approved by Council. There are a number of issues that require clarification - especially with regard to how the space requirements for the LEMR and market rental housing units will be calculated. UDI would be pleased to work with staff on this through our Liaison Committee. Because of the need for certainty and predictability, UDI also supports staff's recommendations to increase the annual in-lieu contributions to reflect inflation to avoid substantial and surprise future increases in the rates.

Allowing Builders to Combine Mandated Units into Stand-alone PBR Buildings

UDI also recommends that the City consider allowing builders with several projects to combine and accumulate their obligated market rental and LEMR units under the proposed By-law, so they can build a stand-alone purpose-built rental (PBR) building. This would allow more efficiencies in managing the rental and LEMR units. In the staff reports, they note one of the achievements of the City's affordable housing policy is "*More than 600 affordable housing units in standalone affordable housing buildings. Examples of this approach include Storeys, Kiwanis Towers ...*"

Other PBR Incentives

We are pleased that the proposal intends to retain the incentives for 100% market PBR buildings. There may also be projects where builders would be prepared to substantially increase the number of market rental units in a project. We ask that the City consider allowing additional incentives for those units. For example, there was a provision for an

"undefined amount of bonus density on a site specific basis for projects that provide additional rental housing to address community need." We ask that this continues as well.

Although UDI is supportive of several elements in the recommended approach, it would be difficult for our members to meet the higher inclusionary zoning targets of the other options outlined in the reports – without substantially increasing the incentives, grandfathering and phasing of the policy. As noted by GPRA if the inclusionary zoning rates increased to 15% market rental and 15% (Option 3) LEMR, viability would be compromised for *"... significant number of properties in the City that may trade for well above the lowest values indicated and as such our recommendation is intended to reflect this reality."* The other Option that was reviewed would be even more challenging.

This is especially true because the policy is also being introduced in the context of other potential requirements. It's noted in reports to Council that *"... there are other referrals that staff are reviewing which relate to nonresidential space (e.g. , non-profit space needs) that may also impact the financial feasibility for multiple-family development."*

We ask that Planning Committee consider the implementation recommendations provided in this letter while evaluating the proposed market rental and LEMR policy. UDI looks forward to working collaboratively with Richmond in delivering more affordable homes for City residents as well as other issues.

Yours sincerely,



Anne McMullin
President and CEO

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

Schedule 6 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, May 4, 2021.

Subject: FW: May 4th Planning Committee Agenda Item #1 Draft Policies - Options to Secure Market Rental Housing and Options to Increase LEMR Contributions
Attachments: 210503 Vanprop letter to Planning Ctte FINAL.pdf

From: Pansy <pansy@vanpropinvestments.com>
Sent: May 3, 2021 1:18 PM
To: CityClerk <CityClerk@richmond.ca>
Subject: May 4th Planning Committee Agenda Item #1 Draft Policies - Options to Secure Market Rental Housing and Options to Increase LEMR Contributions

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Good afternoon,

Please find attached Vanprop's letter to the Mayor and Councilors in response to the proposed draft policies to secure Market Rental Housing and options to increase LEMR contributions to be presented at the May 4th Planning Committee as part of Agenda item #1.

Sincerely,

PANSY HUI
Communications & Office Manager

VANPROP

355 – 601 W Cordova Street
Vancouver, BC V6B 1G1
Office: 604 398 6033
Cell: 604 809 4946
lansdownedistrict.com

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CITY CLERK'S OFFICE



VANPROP

May 3rd, 2021

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

Dear Planning Committee and Richmond City Council,

RE: Draft Policies - Options to Secure Market Rental Housing and Options to Increase Low End Market Rental Contributions (Agenda Item #1)

Vanprop Investments (“Vanprop”), as long-time owners, operators, and now the master planner of the redevelopment of Lansdowne Centre recognizes the importance of creating a complete and inclusive community, and how these vital components are integral to the ongoing success and health of our growing a vibrant City Centre.

Over the past number of years that we have been progressing the design for Lansdowne District, through our engagement with the public, staff, and Council, we have worked to highlight the numerous community benefits, such as parks, community space, shops, offices, and infrastructure our project will deliver. All of which will be accompanied by a host of new homes in various sizes and tenures – suitable for all Richmond residents to live, work, and play.

Vanprop understands the City’s desire to create more affordable housing options in Richmond and we recognize the development community’s role in supporting this objective. However, without support the development industry cannot solely bear this responsibility on our own. The challenge we have with the City of Richmond’s newly suggested policy to secure market rental housing and increase low end market rental housing (“LEMRR”), is that we as the development community, are being asked to do more without having been given the necessary tools by local government to deliver on the policy objectives being proposed.

During your consideration of the proposed policy amendments, Vanprop would ask Planning Committee and Council to also consider the potential implications these amendments could have on the ultimate delivery of complex projects such as Lansdowne District.

Vanprop agrees that there is a need to address Richmond’s current housing pressures. We ask that Council consider revising the proposed policy amendment to include more supportive measures to help facilitate the delivery of more affordable housing so this objective can be

VANPROP

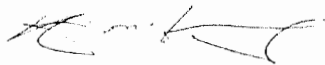
realized. Without significant incentives, the ability to deliver other much needed community amenities will be negatively impacted.

Considering this, Vanprop would recommend that the City revise its policy to include more supportive measures to help facilitate the delivery of more affordable housing. Most importantly, a more meaningful density bonus provision to offset the financial impacts of the increased LEMR and Market Rental requirements.

Other ways to support the development of Market Rental and LEMR housing would be to encourage the consolidation of affordable housing in a single building facilitating more efficient delivery and operations, allow for increased design flexibility, relax height restrictions, and consider reducing fees for Affordable and Market Rental housing components. Ultimately a smooth transition to a successful affordable housing policy should be supported by strong grandfathering provisions.

Vanprop has been and will continue to be an active and engaged member of the Richmond community. Over the past 30 years, we have had a long history working with both the City and serving the community. We look forward to continuing our work together towards building a stronger, more vibrant Richmond City Centre.

Sincerely,



Kim McInnes
CEO, Vanprop Investments Ltd.

Schedule 7 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, May 4, 2021.



City of Richmond



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

Memorandum

Planning and Development Division
Policy Planning

To: Mayor and Councillors **Date:** April 29, 2021
From: John Hopkins, MCIP, RPP **File:** 08-4057-08/2021-Vol 01
Director, Policy Planning
Re: **Status of Housing Referrals and Potential 2022 OCP update**

The purpose of this memorandum is to provide Council with a copy of the full report from G.P. Rollo on the financial feasibility analysis for the Low End Market Rental (LEMR) program and a proposed market rental housing program.

A 1-page executive summary of this report is attached to a staff report entitled "Options to Secure Market Rental Housing in New Development and Options to Increase Low End Market Rental (LEMR) Contributions", dated April 19, 2021, from the Director, Policy Planning which is on the May 4, 2021 Planning Committee agenda.

Some members of the public have requested copies of the full report from G.P. Rollo. As a result, staff intend to release the full report from G.P. Rollo to those who request it beginning Monday, May 3, 2021.

If you have any questions related to this memorandum, please contact me at 604-276-4279.

John Hopkins, MCIP, RPP
Director, Policy Planning

JH:cas

Att. 1: Housing Program Financial Review dated April 27, 2021 by G.P. Rollo & Associates

cc: Joe Erceg, General Manager, Planning & Development
Wayne Craig, Director, Development
Kim Somerville, Director, Community Social Development
Diana Nikolic, Senior Planner/Urban Design
Cody Spencer, Program Manager, Affordable Housing

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City of Richmond Housing Program Financial Review, Executive Summary

G. P. Rollo & Associates (GPRA) has been retained by the City of Richmond (the City) to prepare an analysis to complete a financial review of two City Housing programs:

- The Low End Market Rental (LEMR) housing program; and
- A proposed market rental housing program, which would require a minimum floor area allocation for market rental as part of private market condominium developments.

Specifically, the City has requested assistance in ensuring the program parameters are financially feasible and appropriate relative to current market conditions and needs.

GPRA has completed this analysis and has the following to report:

1. **Rental Survey**: We found that the median rental rate for units listed for rent were around \$2.70 per square foot, with that translating to an average monthly rent of \$2,300 for a two bedroom 855 square foot unit and require a household income of at least \$88,200 a year to meet CMHC guidelines for affordability. Purpose built rental buildings only had Studio to two bedroom units which were smaller on average than the listings on the web and thus resulted in smaller monthly rents for tenants, and we note that there is generally an inverse relationship between unit size and rent per square foot (i.e. as units increase in size the rental rate per square foot goes down and vice versa). This in part explains the lower rental rate outside City Centre as units in wood frame tend to be somewhat larger than concrete units.
2. **Economic Analysis of Variable Mixes of Market Rental and LEMR**: GPRA prepared proforma analysis to determine the land values that could be supported by a hypothetical two acre site in City Centre developed in concrete at 3.0 FSR and in wood frame at 2.0 FSR, and townhouse at 1.2 FSR, as well as outside City Centre in wood frame at 1.2 FSR with 10%, 15%, 20%, 50%, and 100% of the residential floor area rented at the median market rent identified through our survey. Our analysis indicates that the City could require 15% of the gross building area for market rentals if LEMR requirements do not change. With an increase in built LEMR requirements to 15% GPRA recommends requiring no more than 10% of the gross building area for market rentals. Although the analysis does indicate that projects could be viable with a stacked contribution of 15% market rental and 15% LEMR GPRA has based its viability on being able to support the lowest of land value ranges provided by the City's real estate staff. As such we have concerns that there are a significant number of properties in the City that may trade for well above the lowest values indicated and as such our recommendation is intended to reflect this reality. To recommend otherwise would risk pushing many developments into being economically unfeasible at this time.
3. **Impact Mitigation**: In general, best practices would be to inform builders and developers early in advance of proposed changes and to grandfather in-stream applications and consider a graduated roll out to allow for developers to make adjustments in their decision making processes. The graduated rollout is recommended specifically because there is a wide range of land values reported by the City's real estate staff and this would allow time for expectations at the higher end of pricing to be curtailed. GPRA is of the opinion that there is little the City can do to significantly improve the economics of private developments through fees waivers or reductions.
4. **Potential to Increase LEMR Cash-In-Lieu Rates, introduce MR CIL**: GPRA prepared economic analysis using current market revenues and costs to determine the Cash-In-Lieu rate for LEMR that would be the equivalent to providing built LEMR units. GPRA suggests that the City consider increasing rates to \$12 per square foot for townhouses and \$15 per square foot for apartments. These increases are close to a 50% increase over current rates for townhouses and wood frame apartments and thus we suggest that the single family rate be increased from \$4 to \$6 per square foot. Additional analyses have been prepared to estimate the equivalent CIL rates should the City increase built LEMR requirements from 10% to either 15% or 20%. GPRA has also prepared analysis for a CIL for a 10% market rental requirement with recommended rates of \$3.50 for wood frame apartments and \$1.75 per square foot buildable for townhouses in City Centre, and \$2.00 for wood frame apartments and \$1.75 per square foot buildable for townhouses Outside City Centre.

April 27, 2021

Cody Spencer
Program Manager, Affordable Housing
City of Richmond
6911 No. 3 Road Richmond, BC, V6Y 2C1

Re: Housing Program Financial Review

G. P. Rollo & Associates (GPRA) has been retained by the City of Richmond (the City) to prepare an analysis to complete a financial review of two City Housing programs:

- The Low End Market Rental (LEMR) housing program; and
- A proposed market rental housing program, which would require a minimum floor area allocation for market rental as part of private market condominium developments.

Specifically, the City has requested assistance in ensuring the program parameters are financially feasible and appropriate relative to current market conditions and needs.

GPRA has completed this analysis and has the following to report:

1) Rental market survey:

GPRA conducted research to identify the current median rental rates for private market rental units and rented condominium units less than 10 years old in the City, both within City Centre and outside City Centre. Our research consisted of interviews with the building managers of 3 purpose built rental building completed within the last 10 years as well as a web search of current listings of apartments for rent in the City.

TABLE 1: Survey of Rental Rates per Square Foot in Richmond

	Park Residences	Camelia	Riverport Flats	Web Search
Studio (low)	\$2.44	\$3.05	\$2.13	-
Studio (high)	\$2.89	\$3.14	\$2.82	-
One Bed (low)	\$2.70	\$2.28	\$2.96	\$2.57
One Bed (high)	\$2.91	\$2.70	\$3.04	\$4.18
Two Bed (low)	\$2.50	\$2.26	\$2.50	\$2.11
Two Bed (high)	\$2.70	\$2.26	\$2.50	\$3.01
Three Bed (low)	-	-	-	\$2.32
Three Bed (high)	-	-	-	\$2.85

We found that the median rental rate for units listed for rent were around \$2.70 per square foot, with that translating to an average monthly rent of \$2,300 for a two bedroom 855 square foot unit and require a household income of at least \$88,200 a year to meet CMHC guidelines for affordability. The purpose built rental buildings only had Studio to two bedroom units which were smaller on average than the listings on the web and thus resulted in smaller monthly rents for tenants, with the lowest being Riverport Flats that had studio units renting for \$800 per month and would require an annual income of \$34,200. Rents were lower outside City Centre (closer to \$2.50 per square foot) and we note that there is generally an inverse relationship between unit size and rent per square foot (i.e. as units increase in size the rental

rate per square foot goes down and vice versa). This in part explains the lower rental rate outside City Centre as units in wood frame tend to be somewhat larger than concrete units.

2) Economic Analysis of wood frame and concrete developments with variable components of market rental and LEMR:

The analysis is focused on determining the maximum a developer could pay for the hypothetical site to be developed at the density indicated with requirements that they provide varying portions of the built area for market rentals and still contribute built Low End Market Rentals (LEMR) or a cash-in-lieu (CIL) for projects smaller than 60 units and still achieve an acceptable return on their investment. The analysis takes revenues as a given, based on market research into current pricing for strata units in the City that are comparable to that being modeled and the rental pricing indicated by the research and the City's LEMR rental rates. Hard costs have been taken from published information from Altus¹ while soft costs are derived from research into consultant cost, municipal and other regulatory agency fees and charges, and standard development costs. Interest costs are based on current costs for financing projects and estimated duration of development and marketing. An allowance is made for a profit on all project costs (15% for the strata portion of the project weighted to reflect the proportionate share of the building represented by strata, while the rental components contribute to the overall revenue based on a valuation estimated using a 3.5% Cap Rate for disposition). The land value supported is the maximum which allows the project to achieve that minimum return on costs and thus keeps the project viable to investors and financiers.

GPRA were asked to identify the potential lift in land value compared to a base land value for development sites. This required an estimate of that "base value," which we requested the City's real estate department to provide based on recent land sales transactions. What they indicated was that lands for development at:

- higher densities (concrete high rise) ranged from \$241 per square foot of land to \$710, or \$20.97 million to \$61.89 million for a 2 acre parcel;
- medium densities (wood frame low rise) ranged from \$195 to \$350, or \$17 million to \$30.46 million for a 2 acre parcel;
- lower densities (townhouse) ranged from \$59.50 to \$289.50, or \$5.18 million to \$25.22 million.

Land Lift conceptually is an estimate of how the value of a parcel of land changes with an increase in density or a change in zoning which permits a change from one use to (presumably) a more profitable use. To estimate this GPRA takes the land value supported by the proforma exercise (methodology indicated above) for a specific density and mix us uses/tenures in the development specified for that scenario and subtracts the base land value estimate provided by the City's real estate staff. Ostensibly these base values indicate the minimum land value one could potentially acquire a parcel for that already has zoning/density in place. In order to understand the actual lift for a specific project one would need to make an assessment of what the base value is, either through a proforma exercise, and appraisal, or through the assessed value from the BC Assessment Authority (BCAA). This value can vary depending on a variety of factors, including current zoning and conditions, and whether assumptions are made about the likelihood of rezoning or redevelopment in the case of BCAA.

¹ GPRA requested comment from Altus on costs for wood frame construction higher than 6 storeys but had not received an answer at the time this report was prepared.

GPRA was also asked to assess each of the scenarios analyzed in terms of the financial difficulty to investors, ranked on a scale of 1 to 5:

1. indicates that the project is very challenging, generally not supporting any land value;
2. indicates that the project is challenging, supporting a land value lower than base values for land for that density reported by the City's real estate staff;
3. indicates that a developer is likely neutral, largely due to the land value supported being very close to the base reported by City real estate staff;
4. indicates most developers would view the project as feasible, with land value sufficiently higher than the base value reported by the City's real estate staff;
5. indicates a high degree of feasibility, with a supported land value beyond the median value reported by the City's real estate staff.

Market Rental Analysis:

GPRA prepared proforma analysis to determine the land values that could be supported by a hypothetical two acre site in City Centre developed in concrete at 3.0 FSR and in wood frame at 2.0 FSR, as well as outside City Centre in wood frame at 1.2 FSR with 10%, 15%, 20%, 50%, and 100% of the residential floor area rented at the median market rent identified in the previous Task as \$2.70 per square foot for concrete units and \$2.65 per square foot for wood frame units in City Centre and \$2.60 per square foot for wood frame units outside City Centre. An analysis of townhouse at a density of 1.2 FSR in City Centre under the same parameters has also been prepared with the one difference that LEMR contributions are modeled as a CIL at current City rates rather than built units. Please note that all analysis of market rentals utilizes both the City's current policy providing a 0.1 FSR bonus in density for market rentals (applied to the entire site, but the entirety of the bonus must be utilized as market rental space) as well as the policy requiring built LEMR units at 10% of GBA or a CIL payment for projects less than 60 units unless otherwise indicated.

City Centre, Concrete: The analysis indicates that there is potential to request up to 20% market rental from developments at 3.0 FSR (plus 0.1 FSR bonus density yielding an effective density of 3.1 FSR) in City Centre before it becomes entirely unfeasible for developers to achieve returns that would enable them to finance projects. This density yields 316 total apartment units based on our assumptions of average unit size. The breakdown of strata, market, and LEMR units varies with the composition required by each scenario.

TABLE 2: Market Rental Analysis, Concrete Construction in City Centre at 3.0 FSR

	10% MR	15% MR	20% MR	50% MR	100% MR
Concrete	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5
Supported Land Value	\$30,318,198	\$28,103,840	\$25,790,416	\$9,565,048	-\$7,605,916
Value per sq.ft. of land	\$348.01	\$322.59	\$296.03	\$109.79	-\$87.30
Financial Difficulty (1 -5)	4	4	3	1	1
Lift (to base City Reported Value)	\$9,345,800	\$7,131,443	\$4,818,018	-\$11,407,350	-\$28,578,314

Financial difficulty scale (1: very challenging, 2: challenging, 3: neutral, 4: feasible, 5: very feasible)

Base land value used for comparison = \$20.97 million for a 2 acre parcel

Scenarios 1 and 2 with 10% and 15% market rentals support a land value of \$348 and \$323 per square foot of land which are well above the base value of \$241 the City's real estate department has indicated land trades at (resulting in the ranking of 4 for each of these on the financial difficulty scale). However, Scenario 3 is moderately close to that base value at \$296 which is why it has been ranked at 3, indicating neutral difficulty, and Scenarios 4 and 5 support a land value significantly below that base and as such are

considered to be unviable. It is important to keep in mind that the base value reported does not represent the continuum of land sales in City Centre for development of residential and to be cognizant that there may be developers who have acquired land for values significantly higher than this base value and for them it may not be financially feasible to provide 20% market rentals, or perhaps even 10%. We will discuss this more later in the report.

City Centre, Wood Frame: The analysis indicates that there is potential to request up to 20% market rental from developments at 2.0 FSR (plus 0.1 FSR in bonus density in return for market rental, yielding an overall density of 2.1 FSR) in wood frame in City Centre before it becomes entirely unfeasible for developers to achieve returns that would enable them to finance projects. This density yields 201 total apartment units based on our assumptions of average unit size. The breakdown of strata, market, and LEMR units varies with the composition required by each scenario.

TABLE 3: Market Rental Analysis, Wood Frame Construction City Centre at 2.0 FSR

	10% MR Scenario 6	15% MR Scenario 7	20% MR Scenario 8	50% MR Scenario 9	100% MR Scenario 10
Wood Frame, City Centre Supported Land Value	\$21,722,791	\$20,847,469	\$19,933,669	\$13,645,631	\$7,107,949
Value per sq.ft. of land	\$249.34	\$239.30	\$228.81	\$156.63	\$81.59
Financial Difficulty (1 -5)	4	4	3	1	1
Lift (to base City Reported Value)	\$4,723,936	\$3,848,615	\$2,934,815	-\$3,353,223	-\$9,890,906

Financial difficulty scale (1: very challenging, 2: challenging, 3: neutral, 4: feasible, 5: very feasible)
Base land value used for comparison = \$17 million for a 2 acre parcel

As with the concrete scenario the land values supported with 10% and 15% market rentals is sufficiently higher than the base value from real estate that GPRA considers them feasible, while 20% is much closer to that base value which leads to the neutral score on development feasibility. As with the concrete example the viability disappears at higher concentrations of market rental in a project.

Outside City Centre, Wood Frame: The analysis indicates that there is potential to request up to 10% market rental from developments at 1.2 FSR (plus 0.1 FSR in bonus density in return for market rental, yielding an overall density of 1.3 FSR) in wood frame outside City Centre before it becomes entirely unfeasible for developers to achieve returns that would enable them to finance projects. This density yields 130 total apartment units based on our assumptions of average unit size. The breakdown of strata, market, and LEMR units varies with the composition required by each scenario. GPRA has been asked to specifically comment on the breakdown at this density, however, and notes that only viable scenario (Scenario 6a) yields 100 strata units, 15 market rentals and 15 LEMR units (the 15 LEMR units remain constant for this specific set of scenarios), while Scenario 7a has 22 market rentals, Scenario 8a 30 market rentals, Scenario 9a 75 market rentals, and Scenario 10a 115 market rentals.

TABLE 4: Market Rental Analysis, Wood Frame Construction outside City Centre at 1.2 FSR

	10% MR Scenario 6a	15% MR Scenario 7a	20% MR Scenario 8a	50% MR Scenario 9a	100% MR Scenario 10a
Wood Frame, Outside City Centre Supported Land Value	\$17,345,954	\$16,722,974	\$16,084,653	\$11,776,684	\$7,420,181
Value per sq.ft. of land	\$199.10	\$191.95	\$184.63	\$135.18	\$85.17
Financial Difficulty (1 -5)	3	2	2	1	1
Lift (to base City Reported Value)	\$347,100	-\$275,880	-\$914,202	-\$5,222,171	-\$9,578,674

Financial difficulty scale (1: very challenging, 2: challenging, 3: neutral, 4: feasible, 5: very feasible)
Base land value used for comparison = \$17 million for a 2 acre parcel

Unlike the other scenarios the supported land value for 10% market rentals is relatively close to the base value from real estate that GPRA considers this scenario feasible, while viability disappears at higher

concentrations of market rental in a project. It is our belief that this is primarily because a density of 1.2 FSR is lower than developers would most likely seek in order to consider pursuing an apartment project outside City Centre. In support of this, GPRA conducted sensitivity analysis looking at wood frame outside City Centre at a 2.0 FSR and found that the viability was very similar to that of wood frame in City Centre and we speculate that this would be true for densities between 1.5 and 2.0 FSR that GPRA believes are more likely densities developers would seek for new wood frame developments outside City Centre.

City Centre, Townhouse: The analysis indicates that there is potential to request up to 50% market rental from developments at 1.2 FSR (plus 0.1 FSR in bonus density in return for market rental yielding an overall density of 1.3 FSR) townhouse in City Centre before it becomes entirely unfeasible for developers to achieve returns that would enable them to finance projects. However, in GPRA's opinion there is a great deal of uncertainty regarding the amount of land that would trade at the low end base value of \$59.50 and would suggest consistency with other analysis indicating 20% as a target.

TABLE 5: Market Rental Analysis, Townhouse Construction, City Centre at 1.2 FSR

	10% MR	15% MR	20% MR	50% MR	100% MR
Townhouse Scenario	Scenario 11	Scenario 12	Scenario 13	Scenario 14	Scenario 15
Supported Land Value	\$16,264,700	\$15,738,599	\$15,003,008	\$10,285,091	\$1,249,420
Value per sq.ft. of land	\$186.69	\$180.65	\$172.21	\$118.06	\$14.34
Financial Difficulty (1 -5)	4	4	4	3	1
Lift (to base City Reported Value)	\$11,081,931	\$10,555,831	\$9,820,239	\$5,102,322	-\$3,933,349

Financial difficulty scale (1: very challenging, 2: challenging, 3: neutral, 4: feasible, 5: very feasible)

Base land value used for comparison = \$5.18 million for a 2 acre parcel

Low End Market Rental Analysis:

GPRA has prepared proforma analysis to determine the land values that could be supported by a hypothetical two acre site in City Centre developed in concrete at 3.0 FSR and outside City Centre in wood frame at 2.0 FSR with the current 10% requirement and then 15% and 20% of the residential floor area rented at current LEMR rates:

- Bachelor LEMR: \$811/month
- One Bedroom LEMR: \$975/month
- Two Bedroom LEMR: \$1,218/month
- Three Bedroom LEMR: \$1,480/month

TABLE 6: LEMR Analysis, Concrete and Wood Frame In City Centre and Wood Frame Outside City Centre

	10% LEMR	15% LEMR	20% LEMR
Concrete	Scenario 16a	Scenario 16c	Scenario 16d
Supported Land Value	\$32,731,196	\$28,942,303	\$24,979,751
Value per sq.ft. of land	\$375.70	\$332.21	\$286.73
Financial Difficulty (1 -5)	4	4	3
Lift (to base City Reported Value)	\$11,758,799	\$7,969,906	\$4,007,353
Wood Frame	Scenario 17a	Scenario 17c	Scenario 17d
Supported Land Value	\$21,626,298	\$19,556,948	\$17,495,516
Value per sq.ft. of land	\$248.24	\$224.48	\$200.82
Financial Difficulty (1 -5)	4	4	3
Lift (to base City Reported Value)	\$4,627,444	\$2,558,094	\$496,662
Wood Frame, Outside City Centre	Scenario 6b	Scenario 6b (2)	Scenario 6b (3)
Supported Land Value	\$17,128,619	\$15,844,807	\$14,524,152
Value per sq.ft. of land	\$196.61	\$181.87	\$166.71
Financial Difficulty (1 -5)	3	1	1
Lift (to base City Reported Value)	\$129,764	-\$1,154,047	-\$2,474,702

Financial difficulty scale (1: very challenging, 2: challenging, 3: neutral, 4: feasible, 5: very feasible)

Base land value used for comparison: Concrete = \$20.97 million for a 2 acre parcel; Wood Frame = \$17 million for a 2 acre parcel

City Centre, Concrete & Wood Frame: The analysis indicates that could be potential to request up to 20% LEMR units as an in-kind contribution from concrete developments at 3.0 FSR in City Centre and wood frame at 2.0 FSR before it becomes unfeasible for developers to achieve returns that would enable them to finance projects.

However, at 20% with updated LEMR rental rates the supported land value is very close to the base value for land in City Centre and likely would push many developers and land holders into deeming it unfeasible.

Outside City Centre, Wood Frame: The analysis indicates that there is not potential to request more than the current 10% LEMR units from developments at 1.2 FSR in wood frame outside City Centre without it being unfeasible for developers to achieve returns that would enable them to finance projects.

At that, the 10% built LEMR the supported land value is very close to the base value for land outside City Centre for wood frame development, and likely would challenge many developers to try and make it economically viable. It is our opinion that the reasons for this are twofold: first, the density of 1.2 FSR is likely lower than required for developers and a more likely density we would expect developers to seek would be between 1.5 and 2.0 FSR; second, it is possible that land might be acquired outside City Centre for values less than the base indicated by the City’s real estate staff, perhaps more in line with the values that were assigned to townhouse lands.

Stacked Contribution Analysis:

GPRA has prepared proforma analysis to determine the land values that could be supported by a hypothetical two acre site in City Centre developed in concrete at 3.0 FSR and wood frame at 2.0 FSR (plus the 0.1 FSR bonus density) and outside City Centre in wood frame at 1.2 FSR (plus the 0.1 FSR bonus density) with a mix of “stacked” contributions ranging from a mix of market and LEMR from 20% to 30% of the GBA. Scenarios analyzed were:

- comprised of 10% of floor area rented at median market rents identified previously and an additional 20% of floor area rented at current LEMR rents (at 1.2 FSR = 130 total units with 84 strata/15 MR/31 LEMR);
- comprised of 10% of floor area rented at median market rents identified previously and an additional 15% of floor area rented at current LEMR rents (at 1.2 FSR = 130 total units with 92 strata/15 MR/23 LEMR);
- comprised of 15% of floor area rented at median market rents identified previously and an additional 15% of floor area rented at current LEMR rents (at 1.2 FSR = 130 total units with 84 strata/23 MR/23 LEMR);
- comprised of 5% of floor area rented at median market rents identified previously and an additional 15% of floor area rented at current LEMR rents (at 1.2 FSR = 130 total units with 99 strata/8 MR/23 LEMR);
- comprised of 5% of floor area rented at median market rents identified previously and an additional 20% of floor area rented at current LEMR rents (at 1.2 FSR = 130 total units with 91 strata/8 MR/31 LEMR)

This analysis indicates that this “stacked” contribution is marginally feasible in either concrete or wood frame in City Centre, but unfeasible outside City Centre:

TABLE 7: Stacked Analysis

	10%MR + 20%LEMR	10%MR + 15%LEMR	15%MR + 15%LEMR	5%MR + 15%LEMR	5%MR + 20%LEMR
Concrete	Scenario 18a	Scenario 18b	Scenario 18c	Scenario 18d	Scenario 18e
Supported Land Value	\$21,657,003	\$26,076,707	\$23,730,424	\$28,307,905	\$24,034,623
Value per sq.ft. of land	\$248.59	\$299.32	\$272.39	\$324.93	\$275.88
Financial Difficulty (1 -5)	3	4	3	4	3
Lift (to base City Reported Value)	\$684,605	\$5,104,309	\$2,758,026	\$7,335,507	\$3,062,226
	10%MR + 20%LEMR	10%MR + 15%LEMR	15%MR + 15%LEMR	5%MR + 15%LEMR	5%MR + 20%LEMR
Wood Frame	Scenario 19a	Scenario 19b	Scenario 19c	Scenario 19d	Scenario 19i
Supported Land Value	\$17,102,483	\$19,426,806	\$18,508,826	\$18,508,826	\$18,047,655
Value per sq.ft. of land	\$196.31	\$222.99	\$212.45	\$212.45	\$207.16
Financial Difficulty (1 -5)	3	3	3	3	3
Lift (to base City Reported Value)	\$103,629	\$2,427,952	\$1,509,972	\$1,509,972	\$1,048,800
	10%MR + 20%LEMR	10%MR + 15%LEMR	15%MR + 15%LEMR	5%MR + 15%LEMR	5%MR + 20%LEMR
Wood Frame, Outside City Centre	Scenario 19e	Scenario 19f	Scenario 19g	Scenario 19h	Scenario 19j
Supported Land Value	\$14,467,321	\$15,927,447	\$15,278,959	\$16,560,477	\$15,131,596
Value per sq.ft. of land	\$166.06	\$182.82	\$175.38	\$190.09	\$173.69
Financial Difficulty (1 -5)	1	1	1	1	1
Lift (to base City Reported Value)	-\$2,531,533	-\$1,071,408	-\$1,719,895	-\$438,377	-\$1,867,258

Financial difficulty scale (1: very challenging, 2: challenging, 3: neutral, 4: feasible, 5: very feasible)

Base land value used for comparison: Concrete = \$20.97 million for a 2 acre parcel; Wood Frame = \$17 million for a 2 acre parcel

The supported land values for the wood frame outside City Centre are lower than the base value indicated by the City for land for development. As indicated above, GPRA believes that the density of 1.2 FSR is likely too low to support land values indicated by the City's real estate staff for wood frame development. However, if we assume that land could be acquired for values closer to that indicated for townhouses the wood frame scenarios outside City Centre would demonstrate similar viability to the wood frame in City Centre. As with the initial Market Rental analysis GPRA also believes that a density of 1.2 FSR used in the analysis for wood frame outside City Centre may be lower than developers would seek and that higher densities between 1.5 and 2.0 FSR in wood frame would deliver results comparable to the wood frame analysis in City Centre at 2.0 FSR.

3) Impact Mitigation:

GPRA has been asked to comment on potential approaches to mitigating the impacts from greater rental housing contribution requirements on in-stream and future developments. In general, best practices would be to inform builders and developers early in advance of proposed changes and to grandfather in-stream applications. Additional considerations would be to consider a phased increase approach, wherein over a period of time to be determined new requirements would be introduced at reduced rates for a period of time before rising to either an intermediate rate or to the final new rate. These measures allow for developers to plan accordingly and to adjust their internal financial analysis of projects to reflect the City's new requirements. It will also allow time for land owners to be educated on how this would impact the speculative value of their property and potentially curb rises in the values that land trades at in the City.

An example of a potential phased rollout might be if Council were to adopt changes in requirements for LEMR and Market Rental by mid 2021, the City might target these new requirements to take effect January 1, 2022. All applications received prior to January 1, 2022 would be subject to current requirements. Any applications received after January 1, 2022 might be required to contribute 50% of whatever the increase in requirements is currently (i.e. if LEMR were currently 10% going to 20%, a developer applying January 1, 2022 would be required to provide 15% built units). This intermediate period could continue for 6 months so that by June 1, 2022 any new applications would be required to meet either another intermediate requirement, or the entirety of the new requirement adopted mid-2021, giving them a full year to make adjustments as required.

Often there is pressure from the development community to seek aid from the City to offset requirements for rental housing, with requests ranging from tax abatement, to permit fee waivers, to DCC waivers. The reality, however, is that none of these items are likely to make a substantial impact to project viability on their own. An analysis of the baseline proformas for townhouse, wood frame apartments, and concrete apartments used in this exercise shows that while City DCCs make up the second largest component of soft cost items (behind management and overhead costs for development), they account for only 15% to 21% of all soft costs.

FIGURES 1-3: Soft Cost Breakdown; Townhouse, Wood Frame, Concrete Construction



Moreover, in relation to total project costs the entire City DCC requirement amounts to \$2.36 million to \$5.35 million (2.4% to 3.5% of total costs), depending on the built form. Again, not insignificant, but unless the City were to offer to entirely waive DCCs for the entire project it would likely have little to no impact on viability and in reality most jurisdictions who do offer DCC relief it is only applicable to units that are required for market rental or non-market units.

Similarly, tax abatement offers little help to developers as their property taxes during development are a negligible portion (less than 0.2%) of total project costs. There is a material benefit from tax abatement, however, to the party that owns and operates these rental units after project completion that could aid in making LEMR units less of a financial drain on operators².

Other City fees and permits account for roughly 0.7% of total project costs, so are also unlikely to significantly impact project viability on their own.

The mechanism that could improve the financial feasibility of projects with little cost to the City would be streamlining development and approval wait times, but again this would only have marginal impact financially.

It is GPRA's opinion that there are limited opportunities available to the City to more than marginally improve the financial viability of private sector projects, and these merely shift the burden to other funding options, such as general revenue. The only other option would be a form of bonus density in return for market rental and increased LEMR requirements, but the City is constrained in height by its proximity to the airport.

4) Analysis of Potential to increase current LEMR cash-in-lieu rates:

GPRA has prepared proforma analysis to assess the potential to increase LEMR contribution rates. We employed a hypothetical case study analysis looking at the supported land value from a development with in-kind (i.e. built units to be rented out at current LEMR rates) contribution and crafting an equivalent proforma analysis to determine the cash-in-lieu contribution that supports an equivalent land value. This analysis was undertaken for townhouse, wood frame, and concrete apartments at the densities used for other analyses in this project. For single family development, as there is not an in-kind requirement, we propose an increase at a rate equivalent to that indicated by the analysis of the townhouse and apartments.

² Although no analysis of tax abatement for ongoing operations has been part of this project GPRA is expressing lessons learned from previous work that has sought to answer this question.

TABLE 8: New CIL Analysis

	10% LEMR	Indicated CIL	Current CIL	Recommended
Townhouse @ 1.2 FSR	Scenario 20a	Scenario 20b		
Supported Land Value	\$14,859,692	14,861,135		
Value per sq.ft. of land	\$170.57	\$170.58		
CIL per Sq.Ft. GBA		\$15.79	\$8.50	\$12.00
Wood Frame	Scenario 17a	Scenario 21		
Supported Land Value	\$21,626,298	\$21,627,376		
Value per sq.ft. of land	\$248.24	\$248.25		
CIL per Sq.Ft. GBA		\$22.92	\$10.00	\$15.00
Wood Frame, Outside City Centre	Scenario 6b	Scenario 6c		
Supported Land Value	\$17,128,619	\$17,129,173		
Value per sq.ft. of land	\$196.61	\$196.62		
CIL per Sq.Ft. GBA		\$24.58	\$10.00	\$15.00
Concrete	Scenario 16a	Scenario 22		
Supported Land Value	\$32,731,196	\$32,733,217		
Value per sq.ft. of land	\$375.70	\$375.73		
CIL per Sq.Ft. GBA		\$16.69	\$14.00	\$15.00

- When using current revenue and cost information the indicated CIL rates for townhouse, wood frame, and concrete apartments are all significantly higher than current rates, although this is less pronounced for concrete apartments with current LEMR requirements. However, we fully recognize that there is a high degree of variability in developments and in the values for which land is acquired. As such GPRA suggests that the City consider increasing rates to \$12 per square foot for townhouses and \$15 per square foot for apartments. These increases are close to a 50% increase over current rates for townhouses and wood frame apartments and thus we suggest that the single family rate be increased from \$4 to \$6 per square foot. GPRA has also prepared analysis for a CIL for a 10% market rental requirement with recommended rates of \$3.50 for wood frame apartments and \$1.75 per square foot buildable for townhouses in City Centre, and \$2.00 for wood frame apartments and \$1.75 per square foot buildable for townhouses Outside City Centre.

We have also prepared analysis for potential CIL rates should the City increase the built LEMR requirements to either 15% of GBA or 20% of GBA:

TABLE 9: New CIL Analysis, 15% & 20% LEMR

	15% LEMR	Indicated CIL	Current CIL	Recommended
Townhouse @ 1.2 FSR	Scenario 20c	Scenario 20d		
Supported Land Value	\$14,056,050	14,056,227		
Value per sq.ft. of land	\$161.34	\$161.34		
CIL per Sq.Ft. GBA		\$23.96	\$8.50	\$18.00
Wood Frame	Scenario 21a	Scenario 21b		
Supported Land Value	\$19,556,948	\$19,557,646		
Value per sq.ft. of land	\$224.48	\$224.49		
CIL per Sq.Ft. GBA		\$35.57	\$10.00	\$25.00
Wood Frame, Outside City Centre	Scenario 6d	Scenario 6e		
Supported Land Value	\$15,844,807	\$15,844,923		
Value per sq.ft. of land	\$181.87	\$181.87		
CIL per Sq.Ft. GBA		\$37.43	\$10.00	\$25.00
Concrete	Scenario 22a	Scenario 22b		
Supported Land Value	\$28,942,303	\$28,942,805		
Value per sq.ft. of land	\$332.21	\$332.22		
CIL per Sq.Ft. GBA		\$32.57	\$14.00	\$25.00

	20% LEMR	Indicated CIL	Current CIL	Recommended
Townhouse @ 1.2 FSR	Scenario 20e	Scenario 20f		
Supported Land Value	\$13,235,675	13,236,540		
Value per sq.ft. of land	\$151.92	\$151.93		
CIL per Sq.Ft. GBA		\$32.28	\$8.50	\$25.00
Wood Frame	Scenario 21c	Scenario 21d		
Supported Land Value	\$17,495,516	\$17,496,097		
Value per sq.ft. of land	\$200.82	\$200.83		
CIL per Sq.Ft. GBA		\$48.17	\$10.00	\$40.00
Wood Frame, Outside City Centre	Scenario 6f	Scenario 6g		
Supported Land Value	\$14,524,152	\$14,524,695		
Value per sq.ft. of land	\$166.71	\$166.72		
CIL per Sq.Ft. GBA		\$50.64	\$10.00	\$40.00
Concrete	Scenario 22c	Scenario 22d		
Supported Land Value	\$24,979,751	\$24,980,537		
Value per sq.ft. of land	\$286.73	\$286.74		
CIL per Sq.Ft. GBA		\$49.17	\$14.00	\$40.00

As one can see, the recommended CIL rates would be significantly increased with an increase of required built LEMR to either 15% or 20%, with single family being recommended to increase to \$8 per square foot if the City increased requirements to 15% built LEMR and to \$12 per square foot were requirements increased to 20%.

5) Conclusions and Recommendations

Having completed the analyses requested by the City GPRA recommends that the City do the following:

- Increase current CIL rates for LEMR as follows:
 - Single Family: \$6.00/square foot
 - Townhouse: \$12.00/square foot
 - Wood Frame Apartment: \$15.00/square foot
 - Concrete Apartment: \$15.00/square foot

- Should the City increase built LEMR requirements, please refer to the schedule indicated in the report above;

- Consider introducing requirements for 15% of gross area be required for market rentals so long as there is not any increase in the required built LEMR areas as well;

- If the City wishes to instead focus on increasing built LEMR requirements GPRA recommends 10% market rental along with a 15% requirement for LEMR. Although the analysis does indicate that projects could be viable with a stacked contribution of 15% market rental and 15% LEMR GPRA has based its viability on being able to support the lowest of land value ranges provided by the City's real estate staff. As such we have concerns that there are a significant number of properties in the City that may trade for well above the lowest values indicated and as such our recommendation is intended to reflect this reality. To recommend otherwise would risk pushing many developments into being economically unfeasible at this time;

- Any changes the City decides to make should employ best practices of providing sufficient advance notice to developers and landholders of changes and consideration of both grandfathering in-stream applications and potentially a graduated rollout. The graduated rollout is recommended specifically because there is a wide range of land values reported by the City's real estate staff and only the lowest values have been considered in preparation for this analysis. It is our opinion that a graduated rollout would allow time for expectations at the higher end of pricing to be curtailed and avoid tipping a number projects into becoming economically unviable in the short term;

- Finally, GPRA is of the opinion that there is little the City can do to significantly improve the economics of private developments through fees waivers or reductions.

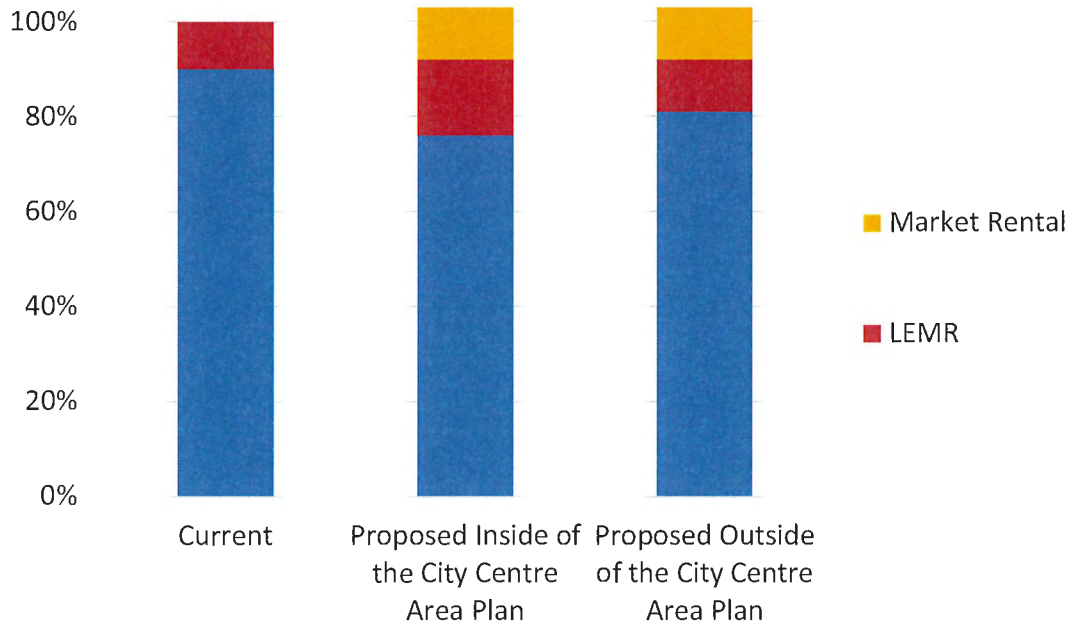
I trust that these analyses and recommendations will assist the City in answering their questions regarding the potential to increase LEMR CIL rates as well as the potential to secure market rentals as part of strata developments or to increase the amount of built LEMR units required.

Yours truly,



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May 4, 2021 Planning Committee Agenda:
Additional Graphics for the Market Rental and LEMR Reports



	Current	Proposed Inside of the City Centre Area Plan (0.1 FAR density bonus applied to the site)	Proposed Outside of the City Centre Area Plan
LEMUR unit area	10%	15%	10%
Market Rental unit area	Voluntary Incentive Based	10%	10%
Saleable Condo area	90% minus the common circulation areas within the building	75% minus the common circulation areas within the building	80% minus the common circulation areas within the building