



City Council

**Council Chambers, City Hall
6911 No. 3 Road
Monday, May 27, 2019
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- | | | |
|--------------------------|-----|---|
| CNCL-9 | (1) | <i>adopt the minutes of the Regular Council meeting held on May 13, 2019;</i> |
| ADDED
CNCL-114 | (2) | <i>adopt the minutes of the Special Council meeting held on May 21, 2019; and</i> |
| CNCL-118 | (3) | <i>adopt the minutes of the Regular Council meeting for Public Hearings held on May 21, 2019.</i> |



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



Council Agenda – Monday, May 27, 2019

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3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED.

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
- Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties
- 2019 – 2020 Richmond RCMP Detachment Annual Performance Plan – Community Priorities
- 2018 Climate Action Revenue Incentive Program and Corporate Carbon Neutral Progress Report
- Integrating Circular Economy Criteria Into City Procurements
- Speculation and Vacancy Tax
- Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review
- Land use applications for first reading (to be further considered at the Public Hearing on June 17, 2019):
 - 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road – Rezone from RS1/E and RD1 to RTM2 (1132865 BC Ltd. – applicant)
 - 5428 Chemainus Drive – Rezone from RS1/E to RS2/B (Gursher S. Randhawa – applicant)
- Vancouver Fraser Port Authority Applications to National Trade Corridors Fund

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- Amendment To Parking (Off-Street) Regulation Bylaw No. 7403 to Revise Definition Of City Property

5. *Motion to adopt Items No. 6 through No. 17 by general consent.*

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Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

CNCL-21 (1) *the Community Safety Committee meeting held on May 14, 2019;*

ADDED (2) *the General Purposes Committee meeting held on May 21, 2019;*

CNCL-132 (3) *the Special Finance Committee meeting held on May 21, 2019;*

CNCL-145 (4) *the Planning Committee meeting held on May 22, 2019; and*

CNCL-148 (5) *the Public Works and Transportation Committee meeting held on May 23, 2019;*

be received for information.

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Consent
Agenda
Item

7. **POTENTIAL FOR RICHMOND FIRE-RESCUE PERSONNEL TO PERFORM BASIC PARAMEDIC DUTIES**

(File Ref. No.) (REDMS No. 6156213 v. 3)

CNCL-29

See Page CNCL-29 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

- (1) *That the staff report titled “Potential for Richmond Fire-Rescue Personnel to Perform Basic Paramedic Duties” dated April 23, 2019 be received for information; and*
- (2) *That a letter be written to the Province, requesting an update be provided on the Auditor General’s audit regarding “Access to Emergency Health Services Within the Province of British Columbia.”*

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Consent
Agenda
Item

8. **2019 – 2020 RICHMOND RCMP DETACHMENT ANNUAL PERFORMANCE PLAN – COMMUNITY PRIORITIES**

(File Ref. No. 09-5000-01) (REDMS No. 6154208 v. 3)

CNCL-33

See Page **CNCL-33** for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

That the priorities listed in the staff report titled “2019-2020 Richmond RCMP Detachment Annual Performance Plan – Community Priorities”, dated April 11, 2019, from the Officer in Charge, Richmond RCMP, be endorsed for inclusion in the Richmond Detachment Fiscal Year 2019-2020 (April 1, 2019 to March 31, 2020) RCMP Annual Performance Plan.



Consent
Agenda
Item

9. **2018 CLIMATE ACTION REVENUE INCENTIVE PROGRAM AND CORPORATE CARBON NEUTRAL PROGRESS REPORT**

(File Ref. No. 10-6125-01) (REDMS No. 6171365 v. 2)

CNCL-40

See Page **CNCL-40** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That, in accordance with Provincial requirements, the Climate Action Revenue Incentive Program Report and Carbon Neutral Progress Report be posted on the City’s website for public information.



Consent
Agenda
Item

10. **INTEGRATING CIRCULAR ECONOMY CRITERIA INTO CITY PROCUREMENTS**

(File Ref. No. 10-6000-00) (REDMS No. 6167654 v.6)

CNCL-69

See Page **CNCL-69** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the work plan outlined in the staff report titled, “Integrating Circular Economy Criteria into City Procurements”, dated March 20, 2019 from the Senior Manager, Sustainability and District Energy, be endorsed; and*
- (2) *That expenditures in the amount of \$150,000 be approved, with funding from the Carbon Tax provision, and that the 5-Year Financial Plan (2019-2023) be amended accordingly.*



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Consent
Agenda
Item

11. SPECULATION AND VACANCY TAX

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

CNCL-80

See Page **CNCL-80** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That a letter be written to the Premier, appropriate ministers, Leader of the Opposition, Leader of the Third Party and local MLAs, requesting that the Province remit the money collected from the Speculation and Vacancy Tax to the cities for the sole purpose of affordable housing.



Consent
Agenda
Item

REVISED

**12. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE
NON-PROFIT SOCIAL SERVICE AGENCY SPACE NEEDS REVIEW**

(File Ref. No. 01-0100-30-RCSA1-03) (REDMS No. 6126961 v. 5)

CNCL-160

See Page **CNCL-160** for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That support be extended for the RCSAC to develop a database on space needs of non-profit social service agencies, to be updated and maintained biannually through surveys of agencies; and*
- (2) *That staff investigate potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations and report back.*



Consent
Agenda
Item

REVISED

13. APPLICATION BY 1132865 BC LTD FOR REZONING AT 7464, 7480, 7500, 7520, 7540, 7560/7580 AND 7600 NO. 1 ROAD FROM “SINGLE FAMILY DETACHED (RS1/E)” AND “TWO UNIT DWELLING (RD1)” TO “MEDIUM DENSITY TOWNHOUSE (RTM2)”

(File Ref. No. RZ 17-794287; 12-8060-20-009983) (REDMS No. 6065565 v. 3; 6067594)

CNCL-269

See Page **CNCL-269** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, for the rezoning of 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from “Single Family Detached (RS1/E)” and “Two Unit Dwelling (RD1)” to “Medium Density Townhouse (RTM2)” to permit the development of 30 townhouse units, be introduced and given first reading.



Consent
Agenda
Item

- REVISED** 14. **APPLICATION BY GURSHER S. RANDHAWA FOR REZONING AT 5428 CHEMAINUS DRIVE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**
(File Ref. No. RZ 19-850544; 12-8060-20-010028) (REDMS No. 6159780)
- CNCL-303** **See Page CNCL-303 for full report**
- PLANNING COMMITTEE RECOMMENDATION**
- That Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, for the rezoning of 5428 Chemainus Drive from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, be introduced and given First Reading.*



Consent
Agenda
Item

- REVISED** 15. **VANCOUVER FRASER PORT AUTHORITY APPLICATIONS TO NATIONAL TRADE CORRIDORS FUND**
(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 6148884 v. 3)
- CNCL-323** **See Page CNCL-323 for full report**
- PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION**
- That the City provide a letter of support for the Vancouver Fraser Port Authority’s submission of the following three projects for consideration of cost-share funding from the Government of Canada’s National Trade Corridors Fund, as described in the report titled “Vancouver Fraser Port Authority Applications to National Trade Corridors Fund” dated April 12, 2019 from the Director, Transportation:*
- (1) *Supply chain visibility program;*
 - (2) *Short sea shipping concept development; and*
 - (3) *Portside Road-Blundell Road overpass and upgrade, subject to:*
 - (a) *No capital costs to be borne by the City of Richmond;*
 - (b) *No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;*
 - (c) *Continued City involvement in all aspects of the design process including adherence to the City’s design standards; and*

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- (d) *Retention and accommodation of local community access for motorists, pedestrians and cyclists.*



Consent
Agenda
Item

- REVISED** 16. **AMENDMENT TO PARKING (OFF-STREET) REGULATION BYLAW NO. 7403 TO REVISE DEFINITION OF CITY PROPERTY**
(File Ref. No. 10-6455-00) (REDMS No. 6157470 v. 4; 6139378)

CNCL-348

See Page CNCL-348 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

That Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10002, to revise the definition of City property, be introduced and given first, second and third readings.



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

COMMUNITY SAFETY COMMITTEE

Councillor Bill McNulty, Chair

17. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – MARCH 2019**
(File Ref. No. 12-8060-01) (REDMS No. 6165081)

CNCL-81

See Page CNCL-81 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

Opposed to Parts (2) and (3): Cllr. Loo

- (1) *That the staff report titled “Community Bylaws Monthly Activity Report – March 2019”, dated April 18, 2019, from the General Manager, Community Safety, be received for information;*

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



GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

18. **RICHMOND LAWN BOWLING CLUBHOUSE PROGRAM OPTIONS**
(File Ref. No. 06-2052-25-LBOW1) (REDMS No. 6168707 v. 41)

CNCL-88

See Page **CNCL-88** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day, Greene, Steves, and Wolfe

- (1) *That Program Option 3 be approved, as outlined in the staff report titled “Richmond Lawn Bowling Clubhouse Program Options,” dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities;*
- (2) *That the additional amount of \$1.30 million, as described in the staff report titled “Richmond Lawn Bowling Clubhouse Program Options,” dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities, be funded by the Rate Stabilization Fund (\$1.21 million) and the Richmond Lawn Bowling Club (\$90,000), and the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly; and*
- (3) *That staff be directed to work with the Richmond Lawn Bowling Club to discuss arrangements with other groups for community needs for the new building.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-103 Unsightly Premises Regulation Bylaw No. 7162, Amendment
Bylaw No. 9819
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-107 Municipal Ticket Information Authorization Bylaw No. 7321, Amendment
Bylaw No. 9820
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-109 Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment **Bylaw No. 9821**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-112 Development Permit, Development Variance Permit and Temporary
Commercial and Industrial Use Permit Procedure Bylaw No. 7273,
Amendment **Bylaw No. 10031**
Opposed at 1st/2nd/3rd Readings – None.

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ADJOURNMENT

☐



**Special Council
Tuesday, May 21, 2019**

Place: Anderson Room
Richmond City Hall

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

Acting Corporate Officer – Claudia Jesson

Call to Order: Mayor Brodie called the meeting to order at 4:00 p.m.

RES NO. ITEM

Mayor Brodie recessed the meeting at 4:01 p.m. for the General Purposes Committee and Special Finance Committee meetings.

The meeting reconvened at 6:34 p.m. with all members of Council present.

GENERAL PURPOSES COMMITTEE

**1. SINGLE-USE PLASTIC ITEMS – CITY OF VANCOUVER
PROPOSALS**

(File Ref. No. 10-6370-01) (REDMS No. 6172192 v. 9)



Special Council
Tuesday, May 21, 2019

RES NO. ITEM

SP19/6-1

It was moved and seconded

(1) *That:*

- (a) *staff be directed to bring forward appropriate bylaw amendments to the Business Regulation Bylaw No. 7360 to ban the commercial use or commercial distribution of foam cups, foam plates and foam take-out containers effective January 1, 2020, with exceptions provided for charitable organizations and hospital/care facilities;*
 - (b) *staff be directed to bring forward appropriate bylaw amendments to the Municipal Ticket Information Bylaw No. 7321 to incorporate a ticketing provision for those businesses who violate Business Regulation Bylaw 7360 as amended per item (a) above, effective January 1, 2020; and*
 - (c) *staff be directed to bring forward appropriate bylaw amendments to the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 to incorporate a fine of \$250 for each instance where a business violates Business Regulation Bylaw No. 7360 as amended per item (a) above, effective January 1, 2020;*
- (2) *That the implementation plan, as outlined in Attachment 2, with funding in the amount of \$300,000, from the Sanitation and Recycling provision, to support implementation of a foam cups, foam plates and foam take-out containers ban, be approved;*
- (3) *That funding for ongoing support, education and bylaw enforcement, for item (a) above, be included for Council's consideration in the 2020 and future Sanitation and Recycling utility budget and rates;*
- (4) *That staff bring forward two resolutions for the 2019 Union of British Columbia Municipalities convention requesting the provincial government's support to address single-use items by:*
- (a) *adopting a comprehensive provincial single-use item reduction strategy; and*



Special Council
Tuesday, May 21, 2019

RES NO. ITEM

- (b) *developing provincial standards for compostable single-use items ensuring they are designed to fully biodegrade if littered in the natural environment, that any standards and certifications for compostability are aligned with provincial composting infrastructure, and that compostable single-use items are collected and managed through an extended producer responsibility program that covers the residential and commercial sectors as well as materials from the public realm;*
- (5) *That the Mayor write the Chair of the Greater Vancouver Sewerage and Drainage District Board and the Ministry of Environment and Climate Change Strategy to develop a provincial single-use item reduction strategy;*
- (6) *That staff be directed to bring forward appropriate bylaw amendments to ban straws, similar to the City of Vancouver's approach, together with an implementation plan and budget effective January 1, 2020, and also report back on the City of Vancouver's research being undertaken regarding the ban on straws;*
- (7) *That staff be directed to examine the issue of single-use food utensils, and report back;*
- (8) *That staff be directed to bring forward appropriate bylaw amendments to prohibit the commercial use or commercial distribution of plastic checkout bags and regulate paper and reusable bags with incremental fees, effective January 1, 2020, with appropriate exemptions listed in Table 2, in the staff report titled "Single-Use Plastic Items – City of Vancouver Proposals", dated May 12, 2019 from the Director, Public Works, with a six-month grace period to permit the use of existing plastic bag stock that was purchased by a business prior to the first reading of the bylaw; and*
- (9) *That staff be directed to bring forward an implementation plan and budget to prohibit plastic checkout bags, for item (8) above.*

CARRIED



Special Council
Tuesday, May 21, 2019

RES NO. ITEM

2. **SINGLE-USE PLASTIC ITEMS – PRELIMINARY RESEARCH SCAN**
(File Ref. No. 10-6370-01) (REDMS No. 6176240 v. 4)

SP19/6-2

It was moved and seconded

That the staff report dated May 2, 2019 titled “Single-Use Plastic Items – Preliminary Research Scan” from the Director, Public Works Operations, be received for information.

CARRIED

ADJOURNMENT

SP19/6-3

It was moved and seconded

That the meeting adjourn (6:35 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Tuesday, May 21, 2019.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer (Claudia Jesson)



**Regular Council meeting for Public Hearings
Tuesday, May 21, 2019**

Place: Council Chambers
Richmond City Hall

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

Claudia Jesson, Acting Corporate Officer

Call to Order: Mayor Brodie opened the proceedings at 7:00 p.m.

**1. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10007
(RZ 18-841000)**

(Location: 11640 Williams Road; Applicant: Maryem Ahbib)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

Discussion:

In response to a question from Council, staff advised that the Transportation Division will be requested to undertake an assessment regarding whether traffic calming measures are warranted as a result of the rezoning.



Regular Council meeting for Public Hearings
Tuesday, May 21, 2019

PH19/5-1

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10007 be given second and third readings.

CARRIED

2. **TEMPORARY COMMERCIAL USE PERMIT (TU 18-841880)**

(Location: 8620 and 8660 Beckwith Road; Applicant: City of Richmond)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH19/5-2

It was moved and seconded

That a Temporary Commercial Use Permit be issued to the City of Richmond to allow "Parking, non-accessory" as a permitted use at 8620 and 8660 Beckwith Road, to permit the operation of a pay parking lot for a period of three years from the date of issuance.

CARRIED

3. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAWS 9987, 9988, 9989, 9990, 9991, 9992, 9993 AND 9994**

(Location: 25 properties located east of No. 4 Road; Specifically: 11160 Kingsgrove Avenue, 9151 No. 5 Road, 6440 No. 5 Road and 6511 Sidaway Road, 9071 No. 5 Road, 11491 River Road, 11300, 11320 Bridgeport Road, 11420, 11460, 11520, 11560, 11720, 11751, 11800 Voyageur Way, 6511, 6631, 6660, 6720/6740, 6751/6753/6755, 6760, 6831, 6911 Graybar Road, and 4511, 4631/4651 Shell Road; Applicant: City of Richmond)



**Regular Council meeting for Public Hearings
Tuesday, May 21, 2019**

Applicant's Comments:

Wayne Craig, Director, Development, reported that the proposed bylaws are required to bring forward underlying zoning bylaws for eight of the 29 remaining Land Use Contracts (LUCs). The City is required by the *Local Government Act* to adopt underlying zoning bylaws for all LUC properties by June 30, 2022, and to provide for the termination of all LUCs on June 30, 2024. The proposed bylaws aim to reflect the specific provisions contained in each LUC, as well as certain standard provisions contained within Richmond Zoning Bylaw 8500 for aspects not anticipated by the LUC.

In response to a question from Council, Mr. Craig advised that landowners will not notice any difference in the use of their land under the proposed bylaws.

Written Submissions:

None.

Submissions from the floor:

Kerel Siu, 4651 Shell Road, questioned whether the current zoning restrictions on rentals would be removed under the LUC.

Mr. Craig advised that the landowner would be required to initiate a rezoning application in order to change the rental restrictions.

PH19/5-3

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9987 be given second and third readings.

CARRIED

PH19/5-4

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9988 be given second and third readings.

CARRIED



**Regular Council meeting for Public Hearings
Tuesday, May 21, 2019**

PH19/5-5 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9989 be given
second and third readings.*

CARRIED

PH19/5-6 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9990 be given
second and third readings.*

CARRIED

PH19/5-7 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9991 be given
second and third readings.*

CARRIED

PH19/5-8 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9992 be given
second and third readings.*

CARRIED

PH19/5-9 It was moved and seconded
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9994 be given
second and third readings.*

CARRIED

PH19/5-10 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9987 be adopted.

CARRIED

PH19/5-11 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9988 be adopted.

CARRIED

PH19/5-12 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9990 be adopted.

CARRIED



**Regular Council meeting for Public Hearings
Tuesday, May 21, 2019**

- PH19/5-13 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9991 be adopted.
CARRIED
- PH19/5-14 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9992 be adopted.
CARRIED
- PH19/5-15 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9993 be given second and third readings.
CARRIED
- PH19/5-16 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9993 be adopted.
CARRIED

4. OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT BYLAW 10020 AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10021 (VANCOUVER AIRPORT AUTHORITY'S PROPOSED AIRPORT ZONING REGULATIONS TO THE CITY CENTRE AREA PLAN AND ZONING BYLAW)

(Location: Existing and proposed Airport Zoning Regulation areas, and: 7100 River Road, 5400 Minoru Boulevard, 7880 & 7900 Alderbridge Way, 7851 Alderbridge Way, 7931 & 7991 Alderbridge Way, 7960 Alderbridge Way, 5333 No. 3 Road, and 5411 No. 3 Road, 5300 No. 3 Road; Applicant: City of Richmond)

Applicant's Comments:

Mr. Craig advised that Vancouver Airport Authority's (VAA) new Airport Zoning Regulations (AZR) will limit the maximum height of buildings and structures in specific areas of Richmond's City Centre. The AZR application that has been submitted to Transport Canada will require amendments to the City Centre Area Plan (CCAP) and Zoning Bylaw to protect the airspace for a possible new future south runway, and some housekeeping amendments to the CCAP regarding the protection of the airspace for the existing north and south runways.



**Regular Council meeting for Public Hearings
Tuesday, May 21, 2019**

Written Submissions:

Ebco Industries Ltd., 7851 Alderbridge Way (Schedule 1)

Julie Lees (Schedule 2)

Submissions from the floor:

None.

Discussion:

In response to questions from Council, staff advised that:

- The City successfully negotiated with VAA for a higher building height for selected parcels that would be negatively impacted by the new AZR;
- The VAA has filed the new AZR application with Transport Canada (TC) and it is expected that VAA will be required to conduct public consultation upon TC's completion of the technical review of the application;
- The proposed height reduction will not impact the density currently permitted on the Ebco site; and
- The landowner has been advised that future rezoning may permit increased density on the Ebco site.

PH19/5-17

It was moved and seconded

That Official Community Plan Bylaw 7100, Amendment Bylaw 10020 be given second and third readings.

CARRIED

PH19/5-18

It was moved and seconded

That Official Community Plan Bylaw 7100, Amendment Bylaw 10021 be given second and third readings.

CARRIED



City of Richmond

Minutes

Regular Council meeting for Public Hearings Tuesday, May 21, 2019

PH19/5-19 It was moved and seconded
That Official Community Plan Bylaw 7100, Amendment Bylaw 10020 be adopted.

CARRIED

PH19/5-20 It was moved and seconded
That Official Community Plan Bylaw 7100, Amendment Bylaw 10021 be adopted.

CARRIED

ADJOURNMENT

PH19/5-21 It was moved and seconded
That the meeting adjourn (7:18 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular meeting for Public
Hearings of the City of Richmond held on
Tuesday May 21, 2019.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer
(Claudia Jesson)

Schedule 1 to the Minutes of the
Public Hearing meeting of
Richmond City Council held on
Tuesday, May 21, 2019.



EBCO INDUSTRIES LTD. • EST. 1956
QUALITY • CAPABILITY • EXPERIENCE

To Public Hearing
Date: <u>May 21, 2019</u>
Item # <u>40</u>
Re: <u>Bylaws 10020 +</u>
<u>10021</u>

May 17, 2019

Mayor and Council

City of Richmond,

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

Attention: Director, City Clerk's office ; Fax: 604-278-5139

Email: wcraig@richmond.ca

Your Worship Mayor Brodie and Respected Councillors:

RE: May 21, 2019 Notice of Public Hearing regarding Agenda Item # 4: Official Community Plan Bylaw 7100
Amendment Bylaw 10020 and Richmond Zoning Bylaw 8500, Amendment Bylaw 10021 (Vancouver Airport
Authority's Proposed Airport Zoning Regulations to the City Center Area Plan and Zoning Bylaw)

We write to express our concerns related to the reduction of Building heights for the property at 7851 Alderbridge Way. We do understand the Vancouver Airport Authority's (VAA) needs to seek reduction in heights on the part of affected properties to plan for future run ways. To this end, the above Bylaw proposes to decrease the building heights of the property at 7851 Alderbridge way to comply with the VAA's proposed decreased heights.

May we respectfully request that the city amend its City Center Area Plan (CCAP) to more fully comply with the VAA's proposed building heights for the property at 7851 Alderbridge Way, given that VAA allows greater building heights than that allowed in the CCAP for some portion of 7851 Alderbrisse Way and decreased building heights on some other portion than that allowed in the CCAP.

More specifically, City of Richmond Report to the Planning Committee dated April 10, 2019 (see page 2 of the attached) for Site 1A : 7851 Alderbridge Way states:

" --- The proposed AZR would restrict the portion of the property facing Alderbridge Way to a maximum building height ranging from 31 m to 34 m GSC. VAA has agreed to allow the southwest portion of the site facing Alderbridge Way to have a maximum building height of 35 m GSC, and the northeast portion of the site facing Alderbridge Way to have a maximum building height of 37 m , GSC. ---"

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However, the above Bylaw amendment only proposes to decrease the building heights on portion of 7851 Alderbridge Way where such building heights are greater than that allowed in the CCAP but does NOT increase the building heights where the VAA so allows. (see page 3 of the attached)

Your Worship Mayor Brodie and Respected councillors, there is a significant negative financial impact on the property at 7851 Alderbridge Way caused by VAA's reduction in the building heights. We respectfully request that the above amendment then should also increase the building heights in the CAAP on all other portions of 7851 Alderbridge Way where VAA so permits.

In summary, our request is to grant exactly the same building heights for all portions of the 7851 Alderbridge Way in the CAAP as that included in the VAA's proposed AZR for future South Runway (7851 Alderbridge Way (see page 4 of the attached)

We thank the City for the opportunity to submit our concerns and our resolution for the above Bylaw amendment.

Respectfully submitted,

Sincerely,

Umendra Mital, M.A.Sc., P.Eng.

Executive Vice President and General Manager,

EBCO Industries Ltd.

See Attached

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GNCL-126






City of Richmond

Report to Committee

To: Planning Committee **Date:** April 10, 2019
From: Barry Konkin **File:** 01-0153-01/2019-Vol
Manager, Policy Planning 01
Re: **Vancouver Airport Authority's Proposed Airport Zoning Regulations:
Proposed Amendments to the City Centre Area Plan and Zoning Bylaw**

Staff Recommendation

1. That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 10020, be introduced and given first reading;
2. That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 10020, having been considered in conjunction with:
 - a. the City's Consolidated 5 Year 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*;
3. That Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 10020, 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; and
4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10021, be introduced and given first reading.


for Barry Konkin
Manager, Policy Planning
(604-276-4139)

Att. 3

outs” have been proposed by VAA as part of their application for a new AZR to Transport Canada. Those “cut-outs” would allow a slightly higher building height than what would be permitted under the proposed new AZR.

Attachment 3 indicates the proposed AZR area along with the four specific “cut-out” areas (labeled Site 1A, 2A, 3A and 4A). Attachment 3 also indicates three additional sites that would be impacted by the new AZR (labeled Site 1B, 2B, and 3B) that do not have an approved “cut-out” by VAA.

The four approved “cut-out” areas include the following properties:

Site 1A: 7851 Alderbridge Way

This property is designated in the CCAP for a maximum building height of 35 m (37 m geodetic or GSC) along the Alderbridge Way frontage and a maximum building height of 25 m (27 m GSC) for the remainder of the property. The site is zoned Industrial Retail (IR1) and permits a maximum building height of up to 25 m (27 m GSC) in the City Centre.

The proposed AZR would restrict the portion of the property facing Alderbridge Way to a maximum building height ranging from 31 m to 34 m GSC. VAA has agreed to allow the southwest portion of the site facing Alderbridge Way to have a maximum building height of 35 m GSC, and the northeast portion of the site facing Alderbridge Way to have a maximum building height of 37 m GSC.

Proposed CCAP Amendment: In order to reflect this “cut-out”, proposed Bylaw 10020 would amend the Specific Land Use Map for Aberdeen Village (2031) to reflect the 35 m GSC maximum allowable height.

Zoning: The property is currently zoned Industrial Retail (IR1) and permits building heights up to 25 m (27 m GSC) in the City Centre which is less than the proposed approach surface of the new AZR. No amendments to the Zoning Bylaw are required for this site.

Site 2A: 7960 Alderbridge Way, 5333 No. 3 Road, and 5411 No. 3 Road

This property is designated in the CCAP for a maximum building height of 45 m (47 m GSC) and was recently rezoned to City Centre High Density Mixed Use (ZMU34) – Lansdowne Village. The ZMU34 zone has a maximum building height of 41.5 m GSC. This reflects the agreed upon proposed “cut-out” for this property at 41.5 m GSC with VAA.

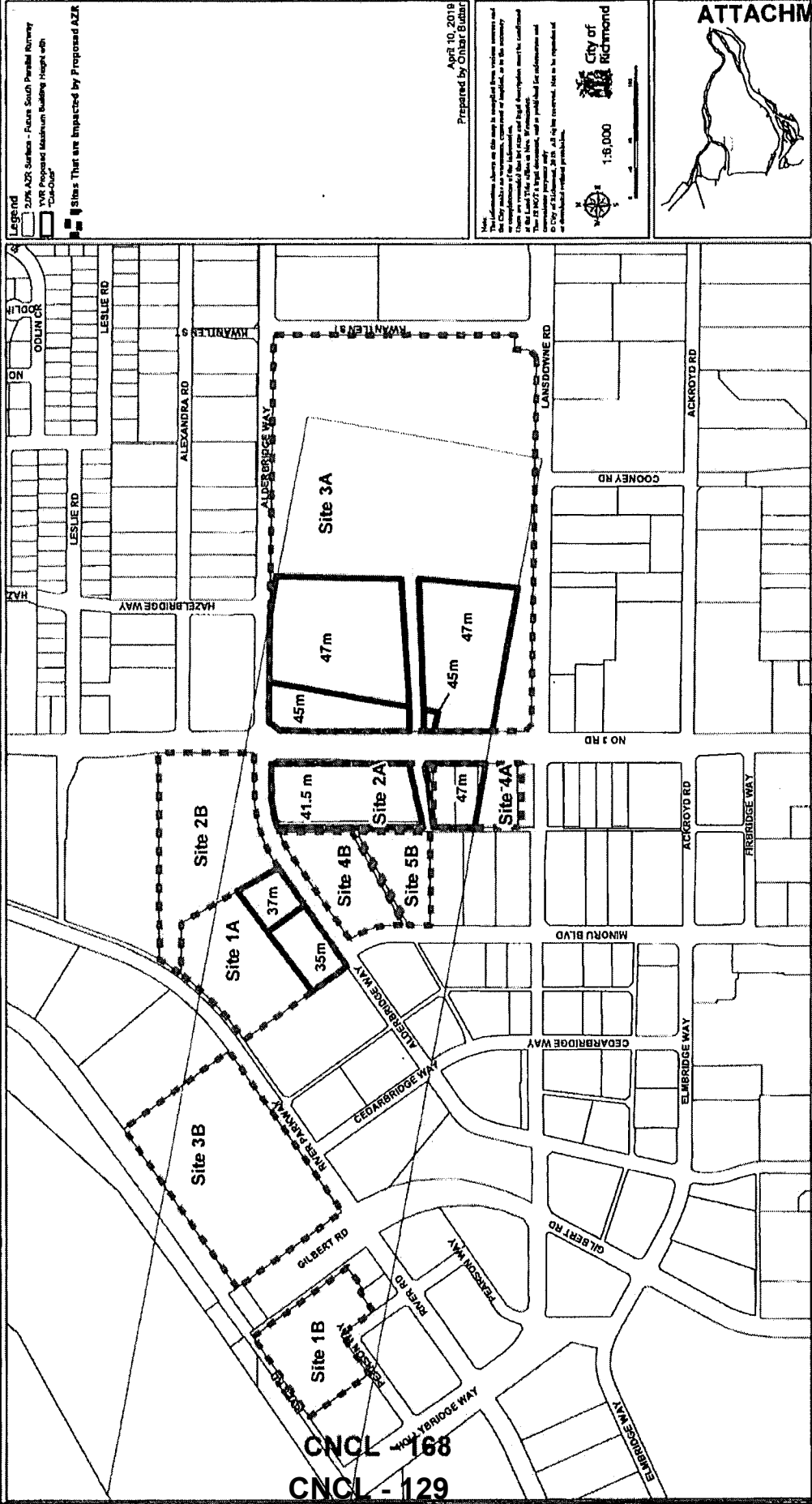
CCAP: In order to reflect this “cut-out”, proposed Bylaw 10020 would amend the Specific Land Use Map for Lansdowne Village (2031) to reflect that the maximum building height is 41.5 m GSC.

Zoning: As the ZMU34 zone already has a maximum building height of 41.5 m GSC, no further amendment to the Zoning Bylaw would be required.

Site 3A: 5300 No. 3 Road

This site, which includes Lansdowne Mall, has two land use designations that regulate building height. These height limits range from 45 m (47 m GSC) between No. 3 Road and the future Hazelbridge Way extension, and 25 m (27 m GSC) between the future Hazelbridge Way

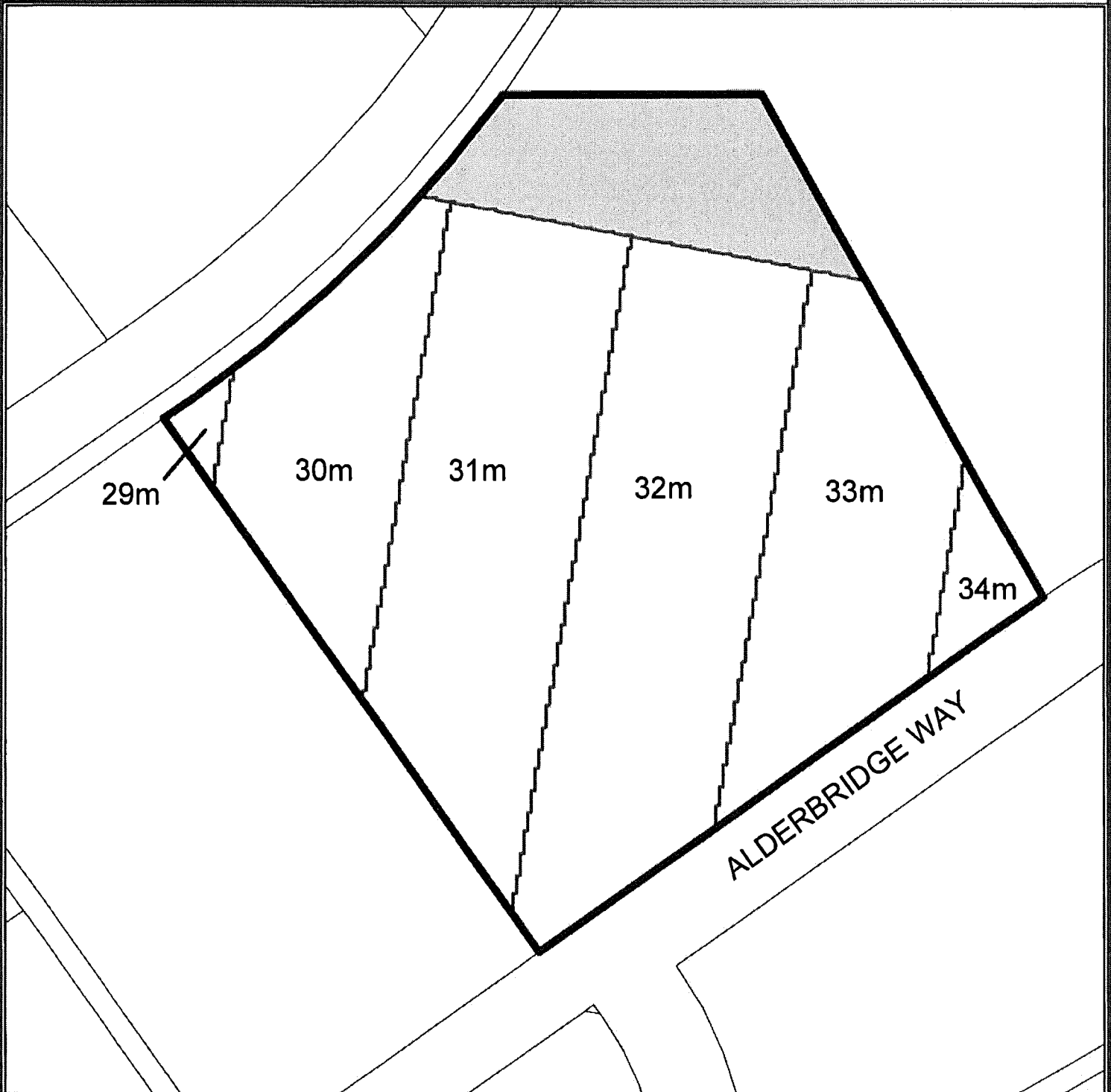
Proposed AZR For Future South Runway






ATTACHMENT 3

3

CNCL - 168
CNCL - 129



Legend

-  7851 Alderbridge Way
-  2.0% AZR Surface - Future South Parallel Runway
-  Area Subject to Existing AZR

Note: Heights on the map are geodetic or GSC.

May 3, 2019

Prepared by Onkar Buttar

Note
The information shown on this map is compiled from various sources and the City makes no warranties, expressed or implied, as to the accuracy or completeness of the information.
Users are reminded that lot sizes and legal description must be confirmed at the Land Title office in New Westminster.
This IS NOT a legal document, and is published for information and convenience purposes only.
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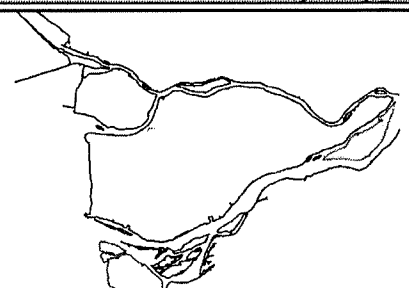


1:1,465



City of
Richmond

CNCL - 130



CityClerk

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

Schedule 2 to the Minutes of the Public Hearing meeting of Richmond City Council held on Tuesday, May 21, 2019.

From: Julie Lees <jllhon88@yahoo.ca>
Sent: Monday, 20 May 2019 10:24
To: CityClerk
Subject: May 21, 2019 7 pm Public Hearing

Been trying to use the Online Survey link but always comes not available. Thus using this method through city clerk email to relay our concern. Thanks.

The current South Runway runs over the area from Alderbridge to Lansdowne are mostly residential and the in progress Atmosphere complex and the Lansdowne Mall project is also turning to residential buildings, then why does the council still considers this area to be the ideal South Runway. Think of the impact it will cause to the people living under a constant airplanes bombarded noise overhead, their health and mental state of mind. Any consideration using the Sea Island and Bridgeport which is more of a commercial industrial area as the South Runway instead?

From concerned residents





General Purposes Committee

Date: Tuesday, May 21, 2019

Place: Anderson Room
Richmond City Hall

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

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on May 6, 2019, be adopted as circulated.

CARRIED

General Purposes Committee
Tuesday, May 21, 2019

COMMUNITY SERVICES DIVISION

1. RICHMOND MUSEUM DEVELOPMENT OPTIONS

(File Ref. No. 11-7000-01) (REDMS No. 6155447 v. 4)

Discussion took place with regard to (i) the proposed museum models, (ii) museum size options, (iii) strengthening the City's current network of museum and heritage sites, (iv) incorporating various aspects of Richmond's history, (v) museum models developed in other cities, (vi) utilizing static or rotating museum exhibits, (vii) the timeline to develop the proposed museum, (viii) opportunities to acquire senior government funding, (ix) the potential locations of the proposed museum, and (x) transportation options between the City's museum and heritage sites.

In reply to queries from Committee, Marie Fenwick, Senior Manager, Arts, Culture and Heritage Services, noted that the Richmond Museum Society has expressed support for a city museum model and details on budget, business models, museum design and museum programming will be explored in future planning phases.

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

It was moved and seconded

That staff be directed to examine a plan for a strengthened network of heritage sites, other City facilities and rotating displays before the related museum building is considered further, and report back in the Fall.

The question on the motion was not called as discussion ensued with regard to (i) developing a hub and spoke model for the proposed museum and the City's other museum and heritage sites, (ii) encouraging visits to the City's museum and heritage sites, and (iii) installing exhibits that focus on Richmond's history.

The question on the motion was then called and it was **CARRIED** with Cllr. Loo opposed.

It was moved and seconded

That staff be directed to consider the size for the museum to be between 20,000 ft² and 60,000 ft².

The question on the motion was not called as discussion ensued on community partnership opportunities and the public consultation process.

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

General Purposes Committee
Tuesday, May 21, 2019

2. **RICHMOND LAWN BOWLING CLUBHOUSE PROGRAM OPTIONS**

(File Ref. No. 06-2052-25-LBOW1) (REDMS No. 6168707 v. 41)

Discussion ensued with regard to (i) the number of Richmond Lawn Bowling Club members, (ii) the estimated cost of the proposed replacement facility, (iii) options to rent the proposed facility to community groups, (iv) future Minoru Park vision and planning, and (v) utilizing the proposed replacement facility to host large tournaments.

A site layout of Minoru Park from an earlier staff report was distributed, and it was suggested that the site for the lawn bowling clubhouse and an adjacent parking lot be combined to accommodate the replacement facility. The Chair noted that Council has previously considered and decided on the site layout of the lawn bowling grounds and clubhouse location.

Kion Wong, President, Richmond Lawn Bowling Club (RLBC), spoke on the proposed replacement facility, noting that the RLBC is willing to extend use of the facility to other community groups, but would prefer that the RLBC maintain primary use.

It was moved and seconded

- (1) *That Program Option 3 be approved, as outlined in the staff report titled "Richmond Lawn Bowling Clubhouse Program Options," dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities;*
- (2) *That the additional amount of \$1.30 million, as described in the staff report titled "Richmond Lawn Bowling Clubhouse Program Options," dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities, be funded by the Rate Stabilization Fund (\$1.21 million) and the Richmond Lawn Bowling Club (\$90,000), and the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly; and*
- (3) *That staff be directed to work with the Richmond Lawn Bowling Club to discuss arrangements with other groups for community needs for the new building.*

The question on the motion was not called as discussion ensued with regard to options to construct additional storeys and establishing community partnerships.

In reply to queries from Committee, staff noted that the City pays for some of the utility costs associated with the RLBC's clubhouse; however RLBC pays for the daily operating costs of the facility. Staff added that the estimated net revenues generated from facility rentals would be negligible.

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

General Purposes Committee
Tuesday, May 21, 2019

ENGINEERING AND PUBLIC WORKS DIVISION

3. **2018 CLIMATE ACTION REVENUE INCENTIVE PROGRAM AND CORPORATE CARBON NEUTRAL PROGRESS REPORT**

(File Ref. No. 10-6125-01) (REDMS No. 6171365 v. 2)

Peter Russell, Senior Manager, Sustainability and District Energy, reviewed the 2018 Climate Action Revenue Incentive Program, noting that the updated estimated emission credits surplus to be carried forward has increased to 9,071 credits and that the City will look for additional opportunities to conserve bog forests. Also, Mr. Russell noted that the City's emissions data can be presented using graphic visuals in future reporting.

It was moved and seconded

That, in accordance with Provincial requirements, the Climate Action Revenue Incentive Program Report and Carbon Neutral Progress Report be posted on the City's website for public information.

CARRIED

4. **INTEGRATING CIRCULAR ECONOMY CRITERIA INTO CITY PROCUREMENTS**

(File Ref. No. 10-6000-00) (REDMS No. 6167654 v.6)

It was moved and seconded

- (1) *That the work plan outlined in the staff report titled, "Integrating Circular Economy Criteria into City Procurements", dated March 20, 2019 from the Senior Manager, Sustainability and District Energy, be endorsed; and*
- (2) *That expenditures in the amount of \$150,000 be approved, with funding from the Carbon Tax provision, and that the 5-Year Financial Plan (2019-2023) be amended accordingly.*

The question on the motion was not called as discussion ensued with regard to the cost of the proposed approach and examining best practices from other jurisdictions.

It was suggested that staff provide a memorandum to Committee that itemizes the proposed \$150,000 expenditures.

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

General Purposes Committee
Tuesday, May 21, 2019

5. SINGLE-USE PLASTIC ITEMS – CITY OF VANCOUVER PROPOSALS

(File Ref. No. 10-6370-01) (REDMS No. 6172192 v. 9)

Discussion ensued with regard to (i) regional initiatives to restrict use of single-use plastic items, (ii) potential alternatives that can be used instead of single-use plastics, (iii) single-use plastic restrictions in other jurisdictions, (iv) the levels of fines imposed on offenders, (v) the public consultation process, and (vi) restricting the commercial distribution of single-use plastics.

A resolution on single-use item reduction strategy that was submitted to Union of British Columbia Municipalities (UBCM) was distributed (attached to and forming part of these minutes as Schedule 1).

In reply to queries from Committee, Suzanne Bycraft, Manager, Fleet and Environmental Programs, noted that Metro Vancouver is developing a tool kit that can be used by local governments to develop policies on single-use plastics and that the City of Vancouver has not proceeded with a ban on plastic bags to give local businesses an opportunity to explore potential alternatives.

It was moved and seconded

(1) That:

- (a) staff be directed to bring forward appropriate bylaw amendments to the Business Regulation Bylaw No. 7360 to ban the commercial use or commercial distribution of foam cups, foam plates and foam take-out containers effective January 1, 2020, with exceptions provided for charitable organizations and hospital/care facilities;*
- (b) staff be directed to bring forward appropriate bylaw amendments to the Municipal Ticket Information Bylaw No. 7321 to incorporate a ticketing provision for those businesses who violate Business Regulation Bylaw 7360 as amended per item (a) above, effective January 1, 2020; and*
- (c) staff be directed to bring forward appropriate bylaw amendments to the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 to incorporate a fine of \$250 for each instance where a business violates Business Regulation Bylaw No. 7360 as amended per item (a) above, effective January 1, 2020;*

General Purposes Committee
Tuesday, May 21, 2019

- (2) *That the implementation plan, as outlined in Attachment 2, with funding in the amount of \$300,000, from the Sanitation and Recycling provision, to support implementation of a foam cups, foam plates and foam take-out containers ban, be approved;*
- (3) *That funding for ongoing support, education and bylaw enforcement, for item (a) above, be included for Council's consideration in the 2020 and future Sanitation and Recycling utility budget and rates;*
- (4) *That staff bring forward two resolutions for the 2019 Union of British Columbia Municipalities convention requesting the provincial government's support to address single-use items by:*
 - (a) *adopting a comprehensive provincial single-use item reduction strategy; and*
 - (b) *developing provincial standards for compostable single-use items ensuring they are designed to fully biodegrade if littered in the natural environment, that any standards and certifications for compostability are aligned with provincial composting infrastructure, and that compostable single-use items are collected and managed through an extended producer responsibility program that covers the residential and commercial sectors as well as materials from the public realm;*
- (5) *That the Mayor write the Chair of the Greater Vancouver Sewerage and Drainage District Board and the Ministry of Environment and Climate Change Strategy to develop a provincial single-use item reduction strategy;*
- (6) *That staff be directed to bring forward appropriate bylaw amendments to ban straws, similar to the City of Vancouver's approach, together with an implementation plan and budget effective January 1, 2020, and also report back on the City of Vancouver's research being undertaken regarding the ban on straws;*
- (7) *That staff be directed to examine the issue of single-use food utensils, and report back;*
- (8) *That staff be directed to bring forward appropriate bylaw amendments to prohibit the commercial use or commercial distribution of plastic checkout bags and regulate paper and reusable bags with incremental fees, effective January 1, 2020, with appropriate exemptions listed in Table 2, in the staff report titled "Single-Use Plastic Items – City of Vancouver Proposals", dated May 12, 2019 from the Director, Public Works, with a six-month grace period to permit the use of existing plastic bag stock that was purchased by a business prior to the first reading of the bylaw; and*

General Purposes Committee
Tuesday, May 21, 2019

- (9) *That staff be directed to bring forward an implementation plan and budget to prohibit plastic checkout bags, for item (8) above.*

The question on the motion was not called as discussion ensued with regard to (i) business costs to recover the use of reusable bags, (ii) public awareness and education on the restriction of single-use plastic products, (iii) restricting other single-use utensils and foam products such plates, lids, meat trays and chop sticks.

In reply to queries from Committee, Ms. Bycraft noted that staff can examine options to restrict compostable plastic bags and research definitions of single-use plastics and foam containers.

Cllr. Steves left the meeting (5:50 p.m.) and returned (5:54 p.m.).

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

6. **SINGLE-USE PLASTIC ITEMS – PRELIMINARY RESEARCH SCAN**
(File Ref. No. 10-6370-01) (REDMS No. 6176240 v. 4)

Ms. Bycraft noted that in Page 8 of the staff report under “A Summary of Potential Options” Part (1), the date should read May 12, 2019 instead of April 25, 2019.

It was moved and seconded

That the staff report dated May 2, 2019 titled “Single-Use Plastic Items – Preliminary Research Scan” from the Director, Public Works Operations, be received for information.

CARRIED

COUNCILLOR KELLY GREENE

7. **HOUSE BOARDING FEE**
(File Ref. No.)

Discussion ensued with regard to (i) the potential advantages of the fee to increase the availability of affordable housing and reduce the number of vacant homes, (ii) current tax initiatives established provincially, such as the Speculation and Vacancy Tax which is designed to target foreign speculation and increase housing supply, and (iii) establishing incentives to encourage development of affordable housing.

It was noted that the City of Port Moody has submitted a similar motion to UBCM (attached to and forming part of these minutes as Schedule 2).

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

General Purposes Committee
Tuesday, May 21, 2019

It was moved and seconded

Therefore be it resolved that the UBCM call on the Province of British Columbia to extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

The question on the motion was not called as discussion ensued with regard to establishing a separate vacancy tax for Richmond

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

Discussion ensued with regard to Richmond remitting the tax revenues generated from the Provincial Speculation and Vacancy Tax for properties within the city.

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

It was moved and seconded

That a letter be written to the Premier, appropriate ministers, Leader of the Opposition, Leader of the Third Party and local MLAs, requesting that the Province remit the money collected from the Speculation and Vacancy Tax to the cities for the sole purpose of affordable housing.

CARRIED

Discussion ensued with regard to the proposed house boarding fee and staff noted that should a property owner be non-compliant in the boarding up of a building, the City, in coordination with Richmond Fire-Rescue (RFR), can proceed with the boarding up of the building at the owner's expense. Staff added that the City can issue inspection and re-inspection fees should the property owner remain non-compliant.

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

It was moved and seconded

That staff explore bylaw enforcement provisions for nuisance homes and report back.

The question on the motion was not called as discussion ensued with regard to ticketing provisions in other municipalities and cost recover options for return inspections and site visits.

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

General Purposes Committee
Tuesday, May 21, 2019

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (6:24 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 Tuesday, May
21, 2019.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator

From UBCM Resolutions data base

<https://www.ubcm.ca/resolutions/ResolutionDetail.aspx?id=5520&index=0&year=&no=&resTitle=&spo ns=&res=single%20use&prov=&fed=&other=&conv=&exec=&comm=&sortCol=year&sortDir=asc>

Year

2018

Number

B126

Resolution Title

Provincial Single-Use Item Reduction Strategy

Sponsor

Vancouver

Resolution Text

Therefore be it resolved that the Province of British Columbia engage the packaging industry to develop a provincial Single-Use Item Reduction Strategy as part of a provincial Zero Waste Strategy, which would include but not necessarily be limited to plastic and paper shopping bags, polystyrene foam cups and polystyrene foam containers, other hot and cold drink cups and take-out containers, straws and utensils, but would exclude all single use items needed for medical use or for people with disabilities.

Provincial Response

Ministry of Environment and Climate Change Strategy

The Ministry greatly appreciates local government interest in addressing disposable plastic packaging.

Disposable packaging from the residential sector is currently regulated through Extended Producer Responsibility (EPR) programs. B.C. is proud to be a leader in North America with more EPR programs with higher capture rates than any other North American jurisdiction.

The Ministry has been focused on pursuing continuous improvement with our 22 existing EPR programs, and will consider expanding B.C.'s EPR programs as part of our commitment to the Canadian Council of Ministers of Environment Canada-Wide Action Plan for Extended Producer Responsibility.

The Ministry will continue to engage with local government as ministry staff work towards further strengthening current policies and programs. Plastics and single-use items are an area of concerted Ministry focus over the coming months. The Ministry commends the actions taken by local governments to develop single-use item strategies and other related initiatives to reduce plastic in the environment.

From the Lower Mainland LGA 2019 Annual Report

<http://www.lmlga.ca/media/2019%20AGM/2019%20Annual%20Report.pdf>

Pg. 56 TAXATION

R25 Extension of Vacancy Taxation Authority to Local Government

Port Moody

Whereas the Province of British Columbia responded to a housing affordability crisis in 2016 with legislation empowering the City of Vancouver to introduce a surtax on vacant residential properties, resulting in \$38 million in revenues for that community in 2018 and creating a strong disincentive to leaving properties vacant;

And whereas communities across British Columbia face housing affordability pressures, while a portion of the housing supply in all communities remains vacant;

Therefore be it resolved that the UBCM call on the Province of British Columbia to extend the authority to introduce a surtax on vacant residential properties to local governments across British Columbia, providing communities with the discretion to decide whether to introduce an additional tax to discourage vacant and derelict buildings, and encourage the occupancy, maintenance, and improvement of buildings to address housing affordability and public safety.

Comments:

The Resolutions Committee notes that the UBCM membership has endorsed a similar resolution (2017-B91) asking the Province to extend authority to other local governments to introduce a surtax on vacant properties to encourage occupancy, maintenance, affordability and public safety. In addition, membership has endorsed resolution 2018-A3, which requested local government authority to collect a levy on vacant residential properties, with the requirement that local governments imposing such a levy invest the revenues in non- market housing.

The Committee also notes that membership has passed other resolutions requesting alternate mechanisms to support additional taxation of vacant properties (2017-B14, 2016-B13).

Recommendation: Endorse

Conference Decision: Carried on Consent Agenda

From UBCM Resolutions Database

Year

2018

Number

A3

Resolution Title

Modify Speculation Tax: Local Government Vacancy Levy

Sponsor

Oak Bay

Resolution Text

Whereas vacant residential properties are not in the best interests of BC communities;

And whereas local governments are best placed to determine the nature and extent of the adverse impacts of vacant residential properties and to administer exemptions based on local needs;

And whereas a levy administered and retained by local government on vacant residential properties can be a way to encourage the availability of more rental accommodations;

And whereas revenues from such a levy on vacant residential properties would assist a local government directly or through regional pooling to create and encourage non-market housing;

Therefore be it resolved that UBCM urge the Province to replace the approach in the current proposed Speculation Tax with a provision to empower local governments to collect a levy on vacant residential properties and to require local governments that choose to impose such a levy to invest the revenues in non-market housing.

Provincial Response

Ministry of Finance and Ministry of Municipal Affairs and Housing

B.C.'s housing crisis has spiralled out of control, hurting people, businesses and communities. As a government, we have a responsibility to tackle housing affordability so that families, renters, students, seniors and others have an affordable place to live. Government created a 30-point housing plan to help people find a home where they work.

One part of that plan is a speculation tax that targets foreign owners, satellite families, and those with homes that sit empty. It is focused on the largest urban centres, facing the most serious housing affordability crises, and addresses the issue of property owners who do not pay taxes here and take housing stock out of the market.

The speculation tax is best administered at the provincial level as the Province has the most appropriate audit and compliance tools for administering the tax. This is especially important when it comes to the satellite family and foreign owner components of the tax. Revenue from the speculation tax will help to fund important housing affordability initiatives in B.C.

The Province will monitor the speculation tax closely to ensure it meets the needs of British Columbians and will make adjustments as necessary.

Convention Decision

Endorsed as Amended

Year

2017

Number

B91

Resolution Title

Tax on Vacant & Derelict Residential Properties

Sponsor

Nelson

Resolution Text

Whereas the Government of British Columbia and Legislative Assembly responded to a housing affordability crisis by proceeding with legislation that empowered the City of Vancouver to introduce a surtax on vacant residential properties;

And whereas communities across British Columbia face housing affordability pressures while a portion of the housing supply in all communities remains vacant, including properties that have remained derelict for years and, these derelict vacant buildings pose substantial risks in terms of public safety as well as liveability and desirability for adjoining/nearby neighbourhoods and properties:

Therefore be it resolved that UBCM request the Province of British Columbia to extend the authority to introduce a surtax on vacant and derelict residential properties to local governments across British Columbia and encourage the occupancy, maintenance and improvement of buildings to address housing affordability and public safety.

Provincial Response

Ministry of Municipal Affairs & Housing

One of the Province's top priorities is supporting our local governments in addressing housing affordability for British Columbians (both renters and buyers). To help address this goal, the Minister of Municipal Affairs and

Housing, has met with several mayors to discuss comprehensive housing solutions. The Ministry has received UBCM's Housing Strategy and looks forward to continuing to work together on recommendations included in the report.

In addition, ministry staff worked with the federal government, and other provinces and territories to help develop a new National Housing Strategy. This includes possible ways to promote affordability through increasing housing stock.

Regarding a surtax on derelict properties, the Province has reservations about creating this authority for municipalities as they already have the authority to regulate, prohibit, and impose requirements on unsightly premises. Included in this authority is the ability to establish a fine for violation of municipal bylaws and impose fees for municipal works done on the property.

Convention Decision

Endorsed

Year

2016

Number

B13

Resolution Title

Vacant Land Taxation

Sponsor

Penticton

Resolution Text

Whereas vacant lands detract from the vibrancy of communities;

And whereas vacant lands contribute less property tax and utility billing revenues, no employment or other value to their community:

Therefore be it resolved that UBCM advocate on behalf of all local governments for an amendment to the Prescribed Classes of Property Regulation 438/81 to include prescribed classes for vacant land and vacant contaminated land that allows for a higher tax rate and/or flat taxes.

Provincial Response

Ministry of Community, Sport and Cultural Development

The prescribed classes of property for the BC assessment and tax system are based on the distinct use and assessment methodology applied to properties in each class (e.g. residential, business, industrial, utilities, and farmland). Vacant property does not yet have a distinct use, and by default is assigned to Class 6 (Business and Other) until the potential use of the property can be refined through the municipal planning and zoning process.

It is important to remember that Class 6 (Business and Other) properties are taxed at a higher rate than Class 1 (Residential) properties. Also, vacant land is assessed based on its highest and best potential use. Thus, there is significant tax already levied on vacant land.

To create a vacant class for the specific intent of levying a higher rate of taxation would be inequitable because the municipality would be using the assessment and tax system to essentially levy a vacancy penalty. The Province is not prepared to do that.

Instead, the Province recommends that municipalities consider incentives to expedite development, such as the revitalization tax exemption in section 226 of the Community Charter

Convention Decision

Endorsed



Special Finance Committee

Date: Tuesday, May 21, 2019

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 6:25 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the Finance Committee held on May 6, 2019, be adopted as circulated.

CARRIED

RICHMOND OLYMPIC OVAL CORPORATION

1. **RICHMOND OLYMPIC OVAL CORPORATION – 1ST QUARTER 2019 FINANCIAL INFORMATION**
(File Ref. No.) (REDMS No. 6185587)

Special Finance Committee
Tuesday, May 21, 2019

It was moved and seconded

That the report on financial information for the first quarter ended March 31, 2019 for the Richmond Olympic Oval Corporation from the Controller of the Richmond Olympic Oval Corporation be received for information.

The question on the motion was not called as discussion ensued with regard to usage of the facility by Richmond residents.

In reply to queries from Committee, Rick Dusanj, Controller, Richmond Olympic Oval Corporation, noted that portions of capital reserve balance have been committed to capital projects.

As a result of the discussion, staff were directed to provide a memorandum to Committee on the allocation of the surplus.

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

LULU ISLAND ENERGY COMPANY

2. **LULU ISLAND ENERGY COMPANY – 1ST QUARTER FINANCIAL INFORMATION**

(File Ref. No. 10-6600-10-01) (REDMS No. 6171538)

It was moved and seconded

That the Lulu Island Energy Company report titled “Lulu Island Energy Company – 1st Quarter Financial Information” dated April 18, 2019 from the Chief Executive Officer and Chief Financial Officer, Lulu Island Energy Company be received for information.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

3. **ACTIVE CAPITAL PROJECTS INFORMATION – 1ST QUARTER MARCH 31, 2019**

(File Ref. No. 03-1200-05) (REDMS No. 6163029 v. 7)

It was moved and seconded

That the staff report titled, “Active Capital Projects Information – 1st Quarter March 31, 2019”, dated April 9, 2019 from the Director, Finance be received for information.

The question on the motion was not called as discussion ensued with regard to the opening date of the Garden City Lands.

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

Special Finance Committee
Tuesday, May 21, 2019

4. **FINANCIAL INFORMATION – 1ST QUARTER MARCH 31, 2019**
(File Ref. No. 03-0970-09-01) (REDMS No. 6164011 v. 9)

It was moved and seconded

That the staff report titled, “Financial Information – 1st Quarter March 31, 2019”, dated May 15, 2019 from the Director, Finance be received for information.

The question on the motion was not called as discussion ensued with regard to trends in housing starts and gaming revenue.

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

5. **2018 ANNUAL REPORT AND 2018 ANNUAL REPORT – HIGHLIGHTS**
(File Ref. No.) (REDMS No. 6169653)

It was moved and seconded

That the reports titled, “2018 Annual Report” and the “2018 Annual Report – Highlights” be approved.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (6:33 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 Tuesday, May 21, 2019.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator



Planning Committee

Date: Wednesday, May 22, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Carol Day – entered at 4:02 p.m.
Councillor Alexa Loo
Councillor Harold Steves

Also Present: Councillor Michael Wolfe

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on May 7, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

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

AGENDA ADDITION

It was moved and seconded

That a referral on Non-Profit Organizations' Current and Future Space Needs be added to the agenda.

CARRIED

COMMUNITY SERVICES DIVISION

1. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE
NON-PROFIT SOCIAL SERVICE AGENCY SPACE NEEDS REVIEW**
(File Ref. No. 01-0100-30-RCSA1-03) (REDMS No. 6126961 v. 5)

Councillor Day entered the meeting (4:02 p.m.).

In reply to queries from Committee, Kim Somerville, Manager, Community Social Development, advised that (i) one of the recommendations of the Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review is to examine the biannual review and analyze in what manner the data and questions from this survey can be refined in order to move forward, (ii) there will be opportunities for Non-Profit Social Service Agencies (NPOs) to examine co-location of common services, and (iii) staff recommend working with the current policies in place and examining opportunities as community amenities are acquired.

Rick Dubras and Janice Barr, Richmond Community Services Advisory Committee (RCSAC), Representatives, spoke to the NPO Space Needs Brief dated May 17, 2019 (attached to and forming part of these minutes as Schedule 1) and noted the following:

- co-location is important in combining services to create easier access to numerous services;
- discussions are continually taking place with community partners to examine where resources can be shared and funding can be obtained;
- co-locating is feasible and encouraged; however it does not alleviate the issues of availability and affordability of space in Richmond's City Centre as well as discrimination from landlords with regard to NPOs;
- RCSAC has had discussions with regard to examining bylaws similar to that of Affordable Housing to support NPO space needs; and
- the early childhood development hubs will allow for some multipurpose and meeting room space for other NPOs; however they require permanency and stability to provide beneficial services.

Discussion took place with regard to providing a current list of agencies, the current list of space, what is required for the future in the City Centre area and using community space acquired through development for NPOs. Discussion further ensued regarding a specific policy for space allocation for NPOs.

Planning Committee
Wednesday, May 22, 2019

In reply to queries from Committee, Mr. Dubras and Ms. Barr advised that (i) the second version of the survey will be posted on Let's Talk Richmond, (ii) should a working committee be formed to address these issues, representatives from NPOs should be involved to ensure their concerns and needs are addressed, (iii) creating an inventory of all the space needs for every NPO that operates in Richmond would not be feasible and would be difficult to maintain, however a working committee that could vet issues for agencies that put their information forward for current or future space needs would be beneficial, and (iv) a mix of space is beneficial to ensure all aspects of the service delivery are considered.

It was moved and seconded

- (1) *That support be extended for the RCSAC to develop a database on space needs of non-profit social service agencies, to be updated and maintained biannually through surveys of agencies; and*
- (2) *That staff investigate potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations and report back.*

CARRIED

Discussion then took place on NPOs current space allocation and future space requirements to ensure Committee better understands current and future space needs and a staff memorandum dated May 21, 2019, was referenced with regard to a referral on a Replacement/Accommodation Policy for commercial, recreational, non-profit, and industrial businesses.

In reply to questions from Committee regarding the referral, Joe Erceg, General Manager, Planning and Development, advised that Planning staff would provide input with Community Services to ensure that all aspects of the referral have been addressed in the report back to Committee. He noted that there is a limit to how far density bonuses can be taken and should Council wish to add requirements to the list, staff would need to examine whether it is physically and economically feasible.

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

It was moved and seconded

That staff work with the Richmond Community Services Advisory Committee to provide a list of members' current and future space needs and report back.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. APPLICATION BY 1132865 BC LTD FOR REZONING AT 7464, 7480, 7500, 7520, 7540, 7560/7580 AND 7600 NO. 1 ROAD FROM “SINGLE FAMILY DETACHED (RS1/E)” AND “TWO UNIT DWELLING (RD1)” TO “MEDIUM DENSITY TOWNHOUSE (RTM2)”

(File Ref. No. RZ 17-794287; 12-8060-20-009983) (REDMS No. 6065565 v. 3; 6067594)

David Brownlee, Planner 2, highlighted the following information:

- the application is a consolidation of seven properties to accommodate future development of 30 townhouse units, with 18 three-storey units fronting on No. 1 Road and 12 two-storey units.
- the project proposes to include three convertible units and three lock-off suites;
- the applicant will be seeking a variance to reduce the front yard setback from 6.0 m to 4.5 m;
- the project will include over 2000 square feet of outdoor amenity space and in lieu of indoor amenity space the applicant will provide a cash contribution.
- other contributions include: affordable housing, public art, and traffic and pedestrian signal upgrades;
- due to poor the condition of some trees they will not be retained; however one tree will be relocated if possible.

In reply to queries from Committee, Mr. Brownlee advised that all the units on the east side are two-storey.

In reply to further queries from Committee, Wayne Craig, Director, Development, advised that convertible units are not registered on title, however staff are working internally to create a long-term database. He then noted that as the application was received prior to July 2018, and they are able to meet the pre-step code energy compliance path if a Building Permit is issued before December 31, 2019.

Committee encouraged staff to work with the applicant to ensure that the proposed children's play area be of a high quality.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, for the rezoning of 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from “Single Family Detached (RS1/E)” and “Two Unit Dwelling (RD1)” to “Medium Density Townhouse (RTM2)” to permit the development of 30 townhouse units, be introduced and given first reading.

CARRIED

Planning Committee
Wednesday, May 22, 2019

3. **APPLICATION BY GURSHER S. RANDHAWA FOR REZONING AT 5428 CHEMAINUS DRIVE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. RZ 19-850544; 12-8060-20-010028) (REDMS No. 6159780)

The applicant, Grusher Randhawa, spoke to Committee regarding the application and frontage improvements.

Discussion took place regarding referring the application back to staff for further analysis.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, for the rezoning of 5428 Chemainus Drive from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, be introduced and given First Reading.

CARRIED

4. **MANAGER’S REPORT**

(i) Community Information Sessions

Mr. Craig highlighted that the second of four Community Information Sessions was held on May 16, 2019. He advised that attendance was not as robust as hoped and that staff are working with Corporate Communications on initiatives to improve attendance at the meeting in June 13, 2019.

(ii) Draft Homelessness Strategy Consultation

Ms. Somerville highlighted that the consultation will begin May 27, 2019, and the public engagement session open house will take place on June 5, 2019 at the Richmond Cultural Centre from 4 p.m. to 8 p.m.

(iii) Residential Rental Tenure Zoning Consultation

Barry Konkin, Manager, Policy Planning, highlighted that the Residential Rental Tenure Zoning Public and Stakeholder consultation is currently underway.

ADJOURNMENT

It was moved and seconded

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

CARRIED

Planning Committee
Wednesday, May 22, 2019

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Wednesday, May 22, 2019.

Councillor Linda McPhail
Chair

Sarah Goddard
Recording Secretary

NPO Space Needs Brief on Primary Issues and Possible Misconceptions
May 17, 2019

In order to address the NPO Space Needs problem in Richmond, it is important to understand the primary issues and commonly held misconceptions regarding this matter. Therefore, the comments below are intended to offer clarification and augment the information contained in the NPO Space Needs Report.

Affordability – Most social service agencies receive some core funding from municipal, provincial or federal governments. This funding is often augmented by other revenue sources from fundraising activities and grants. Consequently, ***social service agencies are not seeking free space but need to be able to acquire affordable space.*** The cost of commercial space in Richmond has steadily increased over the years and is now unaffordable for many non-profit organizations. Non-profit organizations need assistance to obtain affordable leased space or purchase cost effective space.

Accessibility – Social service agencies need to acquire space that is accessible to the people they serve. ***City centre is the preferred location*** by most organizations because it is well serviced by transit and close to other amenities. In addition to the geographical location, many organizations need ***physically accessible*** locations with ground floor access and wheelchair accessible facilities, such as washroom. Lastly, ***non-profit organizations face discrimination*** by landlords concerned about the clients served by social service organizations. Although, these concerns may not be realized and may be based in misunderstandings and lack of information, discrimination has increasingly become an issue for some non-profit organizations.

Permanency and Sustainability – Social service organizations require ***permanent location*** to delivery service and conduct their business. Although intermittent use of meeting space and recreational facilities are, at times, useful, they do not meet core needs of most organizations. Social service agencies need ***long-term sustainable office/commercial space.*** Temporary arrangements or space with demolition clauses cause instability for non-profit organizations and the people they serve. As many non-profit agencies are not funded for capital expenditures, leasehold improvements or relocations costs coupled with short term lease arrangements are problematic.

Richmond Community Services Advisory Committee





Public Works and Transportation Committee

Date: Thursday, May 23, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Chak Au, Chair
Councillor Linda McPhail
Councillor Kelly Greene
Councillor Alexa Loo
Councillor Michael Wolfe

Also Present: Councillor Carol Day – entered at 4:05 p.m.

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 Public Works and Transportation Committee held on April 17, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

June 19, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. VANCOUVER FRASER PORT AUTHORITY APPLICATIONS TO NATIONAL TRADE CORRIDORS FUND

(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 6148884 v. 3)

In reply to queries from Committee, Donna Chan, Manager, Transportation Planning, advised that the six-laning of Highway 91 project was an option presented by the Vancouver Fraser Port Authority and is not being considered at this time. She then noted that should the project proceed in the future, funding would be determined at that time.

It was moved and seconded

That the City provide a letter of support for the Vancouver Fraser Port Authority's submission of the following three projects for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund, as described in the report titled "Vancouver Fraser Port Authority Applications to National Trade Corridors Fund" dated April 12, 2019 from the Director, Transportation:

- (1) Supply chain visibility program;*
- (2) Short sea shipping concept development; and*
- (3) Portside Road-Blundell Road overpass and upgrade, subject to:*
 - (a) No capital costs to be borne by the City of Richmond;*
 - (b) No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;*
 - (c) Continued City involvement in all aspects of the design process including adherence to the City's design standards; and*
 - (d) Retention and accommodation of local community access for motorists, pedestrians and cyclists.*

CARRIED

Public Works & Transportation Committee
Thursday, May 23, 2019

2. **AMENDMENT TO PARKING (OFF-STREET) REGULATION BYLAW NO. 7403 TO REVISE DEFINITION OF CITY PROPERTY**

(File Ref. No. 10-6455-00) (REDMS No. 6157470 v. 4; 6139378)

In reply to queries from Committee, Sonali Hingorani, Transportation Engineer, advised that there is a property in Steveston Village that has parking for public use secured through a right-of-way on private property and that this amendment allows for the expansion of the existing definition of City property to include that type of tenure. She then noted there is currently only one property that has a right of way secured on the site; however there could be more sites in the future.

In reply to further queries from Committee, Lloyd Bie, Director, Transportation, advised that staff are not certain whether the private parking lot operator in Steveston Village has moved their pay machine; however more information can be provided in a staff memorandum.

It was moved and seconded

That Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10002, to revise the definition of City property, be introduced and given first, second and third readings.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

3. **WORKS AND SERVICES COST RECOVERY BYLAW AMENDMENT**

(File Ref. No. 10-6000-01) (REDMS No. 6142786 v. 4)

Discussion took place regarding adjusting the recovery costs to include inflation.

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

It was moved and seconded

That the Works and Services Cost Recovery Bylaw No. 8752 be adjusted to include inflation.

Councillor Day entered the meeting (4:05 p.m.).

The question on the motion was not called as discussion ensued regarding (i) inclusion of inflation for cost recovery for all future projects, (ii) lack of cost recovery practices in past years, (iii) current Richmond practices for cost recovery, and (iv) cost recovery practices in other municipalities.

3.

Public Works & Transportation Committee
Thursday, May 23, 2019

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

It was moved and seconded

That the staff report titled “Works and Services Cost Recovery Bylaw Amendment” be referred back to staff for more information and options with regard to inflation.

CARRIED

COMMUNITY SAFETY DIVISION

4. **INFORMATION ON KATER CABS OPERATED BY RICHMOND TAXI**

(File Ref. No. 12-8275-02) (REDMS No. 6168947 v. 2)

In reply to queries from Committee, Carli Williams, Manager, Community Bylaws and Licencing, advised that (i) there are other taxi companies operating under this type of ride-hailing system in other municipalities, (ii) this model will be reviewed in a year or such time as new legislation is introduced, (iii) should a new taxi cab company wish to operate in Richmond, approval from the Passenger Transportation Board and Council is required, (iv) taxi cab companies are allowed to drop-off anywhere; however require approval from each municipality in order to pick-up in that city.

It was moved and seconded

That the staff report titled “Information on Kater Cabs Operated by Richmond Taxi”, dated April 16, 2019, from the General Manager Community Safety be received for information.

CARRIED

5. **MANAGER’S REPORT**

Public Works Open House

Tom Stewart, Director, Public Works Operations, highlighted that the Annual Public Works Open House on May 11, 2019, was a success with excellent attendance by the public.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:24 p.m.).

CARRIED

Public Works & Transportation Committee
Thursday, May 23, 2019

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Thursday, May 23, 2019.

Councillor Chak Au
Chair

Sarah Goddard
Recording Secretary



City of Richmond

Report to Committee

To: Planning Committee **Date:** April 25, 2019
From: Kim Somerville
Manager, Community Social Development **File:** 01-0100-30-RCSA1-03/2019-Vol 01
Re: **Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review**

Staff Recommendations

1. That support be extended for the RCSAC to develop a database on space needs of non-profit social service agencies, to be updated and maintained biannually through surveys of agencies; and
2. That staff investigate potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations and report back.

Kim Somerville
Manager, Community Social Development
(604-247-4671)

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Real Estate Services	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Facilities	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the January 22, 2019 Planning Committee Meeting, following discussion of the Richmond Community Services Advisory Committee (RCSAC) Non-Profit Space Needs Survey and Report, the following referral was made:

- (1) That the Non-Profit Space Needs Survey and Report, from the Richmond Community Services Advisory Committee, dated November 8, 2018, be received for information; and*
- (2) That the report be referred to staff for analysis and report back.*

This report supports the following Council-adopted Social Development Strategy Actions:

29.1 Developing an administrative structure (e.g. senior staff review team) and criteria for assessing community amenity options for recommendation to Council on specific rezoning applications. Short Term (0–3 years)

30 Develop and maintain a database on space needs of non-profit social service agencies to be updated annually through surveys of agencies. Short Term (0–3 years)

Findings of Fact

Background

The Richmond Community Services Advisory Committee (RCSAC) has been monitoring the space needs of Richmond non-profit community social service agencies (hereafter referred to as “NPOs” or “agencies”) for a number of years, including conducting intermittent surveys and providing the results to Richmond City Council. However, the lack of a well-designed survey instrument and process was an impediment to communicating agencies’ infrastructure needs. Recognizing that the lack of adequate information was presenting challenges in seeking solutions, the RCSAC sought funding from the Richmond Community Foundation (RCF) to prepare an effective and replicable space needs survey instrument, process and analysis.

The RCF awarded a seed grant to the RCSAC to prepare a “Phase 1” document demonstrating the need for and anticipated benefits of the proposed survey. The RCF subsequently awarded the RCSAC with a grant of \$10,000 to support the survey development and analysis. The City contributed the remainder of the budget by providing a 2018 Council Community Initiatives One-Time Expenditures grant of \$13,000 to prepare the Phase 2 report, “Richmond Non-Profit Social Purpose Space Needs Review” (Attachment 1). The City further supported the project by hosting the survey on Let’s Talk Richmond and providing the data, charts and graphs to the RCSAC for analysis and inclusion in the report.

The attached RCSAC report conveys the results of the 2018 NPO survey as well as an environmental scan of policies and circumstances impacting their office and program space needs.

RCSAC Communication Tool Proposed Actions

The RCSAC provides information and advice to Council through Communication Tools which summarize the purpose, key issues, possible impacts and proposed actions to address the topic at hand. In November 2018, the RCSAC sent a Communication Tool regarding “Non-Profit Space Needs Survey and Report” to Council as a cover document for the NPO Space Needs Review proposing that the City:

- develop a strategy to assist NPOs to secure sustainable, affordable and centrally located space, including concrete options and definitive timelines;
- develop a NPO Space Needs Working Committee including NPO representatives and dedicated City of Richmond staff to develop concrete, actionable strategies to address the NPO space needs issue;
- work with the RCSAC to repeat the NPO Space Needs Survey on a biannual basis to track trends and develop comparative data; and
- present the report findings to Richmond City Council.

RCSAC Report Contents

The RCSAC presented the Communication Tool and NPO Space Needs Review report to the January 22, 2019 Planning Committee. The report includes four key sections, reflected in the following content summaries.

1. Real Estate Market Overview

The RCSAC explored the availability and pricing of both office and industrial space in Richmond to understand market forces impacting agencies’ ability to access space at affordable rates. In 2018, office space vacancy in Richmond was at its lowest point since mid-2002, particularly affordable Class B and C office space (4.6 per cent and 0.4 per cent vacancy respectively). Industrial space vacancy was 2.0 per cent in the first quarter of 2018. This review highlighted the challenges faced by social purpose agencies seeking appropriate facilities due to limited availability, unaffordable rates and significant competition for space.

2. Policy and Regulatory Scan

The RCSAC report includes a review of municipal plans and policies impacting non-profit space needs, including social development plans; development plans and regulations; and community amenity contribution or density bonusing policies. The purpose of this review was to provide a policy context for RCSAC recommendations stemming from survey results. The City’s Social Development Strategy, Official Community Plan and City Centre Area Plan are highlighted. Policies from other municipalities are also reviewed, including a City of Vancouver bylaw allowing social uses in residential districts (e.g. neighbourhood houses) and the City of Burnaby’s Community Benefit Bonus Policy including non-profit social services as beneficiaries of negotiated office and program space (see review of other municipal practices below). Property

tax exemptions, municipal grant programs and leasing or renting City-owned space to non-profits were also identified as commonly held municipal policies supporting NPO space needs.

3. Survey Findings

A total of 39 NPOs completed the survey. The largest group of respondents operate facilities only in Richmond (39%) and most operate one site only (46%). Nearly half (47%) share space with other organizations. Premises range from under 999 sq. ft. (34%) to over 10,000 sq. ft. (9%). In the next five to 10 years, over one-quarter (28%) plan to expand, with the same percentage (28%) planning to maintain their current size. Some (13%) plan to add a location in Richmond.

Over one-third of respondents (35%) are experiencing uncertainty about their tenure and may need to relocate. Reasons include rental/lease expiration (26%), adding or expanding programs and services (26%), and other challenges including temporary space use and demolition clauses (26%) as well as financial uncertainty (5%).

The majority of agencies surveyed consider their space affordable (72%), with the average rent being \$18.03 per square foot. Nearly one-quarter (23%) indicated relying on donated or nominal-fee space as a significant factor in balancing their budgets. Key challenges identified by agencies in seeking new premises include finding affordable space that is accessible and well-served by transit.

In response to how much additional space is needed, nine agencies indicated needing an average of 4,078 sq. ft. in the next five to 10 years, for a total of approximately 36,700 sq. ft. of dedicated space, comprising multi-purpose activity rooms, workshop/training rooms, offices and meeting space among other uses. This total would exclude common areas in multi-tenant sites (e.g. entrance, hallways). As most respondents (53%) indicated that they would consider some form of co-location in a future move, space needs may be aggregated to serve multiple agencies at specific sites.

4. Recommendations

The RCSAC presented a total of 15 recommendations for three sectors in the Space Needs Review Report; non-profits, the City of Richmond and the private sector. Attachment 2 summarizes these recommendations and identifies related actions, as well as staff comments. The following analysis focuses on the overarching RCSAC recommendations proposed in the RCSAC Communications Tool, as listed above and found in Attachment 1.

Analysis

The following analysis describes: (1) City Roles, (2) Other Richmond Initiatives and (3) Other Municipal Approaches with respect to supporting NPO facility needs as proposed by the RCSAC.

1. City Roles

Traditionally, social services have been supported by senior levels of government, granting bodies and individual agencies' own fundraising and fund development initiatives. No federal or provincial funding or mandate has been transferred to municipalities for this purpose. However, senior governments do not generally provide NPOs with capital funding to support facility development or acquisition, or sufficient operating budgets to lease appropriate space at current market rates. Furthermore, philanthropic donations and fundraising efforts are not providing adequate resources to support such endeavours. Consequently, municipalities are increasingly being approached by non-profit social service agencies to support their space needs.

1.1 City Initiatives

The City has provided a range of supports for NPO space needs over the years as opportunities have become available. City-owned premises have been leased (e.g. Richmond Family Place, Richmond Centre for Disability, Turning Point Recovery Society), City land has been provided (e.g. Richmond Caring Place, Nova Transition House) and meeting space has been provided to a number of agencies. Permissive tax exemption has also been approved by Council on a case-by-case basis (e.g. Richmond Society for Community Living, Girl Guides of Canada and Developmental Disabilities Association).

City policies supporting the development of affordable housing and child care centres operated by non-profit societies (Attachment 5) have facilitated the development of significant facilities in Richmond, including Storeys, Kiwanis Towers, The Salvation Army Emergency Shelter and two Early Childhood Development hubs. While primarily providing affordable supportive housing, the Storeys development also houses Pathways Clubhouse and Richmond Addiction Services by way of sublease. In addition, two City-owned Early Childhood Development Hubs may include NPO sublease opportunities for agencies providing child and family support services in addition to the child care programs that will be offered.

Recently, the Minoru Place Activity Centre became available for community use and Council determined that the space would best be used as an expansion of the Arts Centre. Staff are also exploring possible community uses of the de-commissioned Minoru Aquatic Centre based on filling in one tank, which would provide a concrete floor area for program use. The RCSAC will be included in the list of those to receive information about the request for an expression of interest process when it becomes available.

Staff continue to seek opportunities to help accommodate non-profit agencies in City-owned properties but as these are often designated for future parks, roadways or other City uses, long-term occupancy is not usually an option. The RCSAC will continue to be kept informed about any suitable opportunities that may arise.

1.2 City Policies

As noted in the RCSAC report (Attachment 1), non-profit services are recognized in City policies as essential components of a livable City. As stated in the Official Community Plan section on Social Inclusion and Accessibility, "as the population grows and physical development proceeds, it is important that the City's social fabric be maintained and enhanced –

with all groups sharing in the benefits and none being excluded or left behind”, including the objective of facilitating the provision of space for community agencies.

RCSAC Survey results demonstrated respondent support for agency co-location as a way to improve service delivery, client outcomes, partnerships and efficiencies. As noted in the City Centre Area Plan (CCAP), the establishment of community service hubs would support the diverse needs of citizens by enhancing access to services and resources (Attachment 3). The CCAP includes a policy to encourage the establishment of community service hubs in each of the six village centres (Attachment 4).

As previously noted, the CCAP includes policies to secure affordable housing units and child care facilities through density bonusing (Attachment 5, items n and o). The CCAP also includes two implementation policies that allow for the discretionary use of developer amenity contributions, which may include NPO space (Attachment 5):

- (p) “Density Bonusing – Community Facility Instead of Child Care” allows density bonusing for community facilities as an alternative to child care space under specific circumstances, to be identified by Community Services staff and approved by Council as opportunities arise.
- (q) “Density Bonusing – Community Benefit Items” allows for the negotiation of community benefits determined by the City in areas where aircraft noise sensitive land uses are prohibited when of benefit to both the City and the developer.

The RCSAC recommends that the Official Community Plan and neighbourhood plans (e.g. the CCAP) be updated to proactively create space for non-profits including updating community amenity and density bonusing policies (Attachment 2). As indicated, allocating amenities for non-profit social service agency facilities is possible under the existing CCAP Bylaw. However, it has not been implemented due to the lack of specific policies such as those that exist for affordable housing and child care. Alternative amenity uses have also not been explored due to the increasing community need for child care and civic facilities. Other opportunities to accommodate NPOs in the City Centre may be possible and need to be further explored. For example, agencies may be located with affordable housing and in early childhood development hubs. Developers may also be approached regarding increasing the supply of office and program space at affordable rates. The lease of City-owned properties when available may also provide an opportunity, although the suitability for NPO use is often limited.

1.3 Social Development Strategy Actions

Consistently with the Official Community Plan and the City Centre Area Plan, the Council-adopted Social Development Strategy (SDS) indicates that “it is essential that social services, and the facilities used for delivering those services (i.e. social infrastructure) keep pace with Richmond’s growth”. The SDS contains four actions related to non-profit space needs, of which two will be addressed below (Actions 29.1 and 30):

29.1 Developing an administrative structure (e.g. senior staff review team) and criteria for assessing community amenity options for recommendation to Council on specific rezoning applications. Short Term (0–3 years)

As indicated, SDS Action 29.1 proposes the development of an administrative structure, such as a senior staff review team, to guide the review of community amenity options on specific rezoning applications. It also proposes the development of assessment criteria for recommendations to Council regarding such amenity use, which would provide rationale and support transparency of process.

Additional Social Development Strategy actions pertaining to non-profit community service space needs may be considered within an administrative structure and criteria should this be pursued. If implemented, such action would then inform the development of an enhanced policy framework for securing community amenities as proposed in SDS Action 29. SDS Action 29.2, to establish a Community Amenity Reserve Policy and Fund, would be reliant on Policy Framework results as specific Reserve Fund terms would be governed by the adopted Framework.

SDS Action 29.1 would also be an important precursor to the consideration of a replacement/accommodation policy for non-profits displaced by development, as suggested in a June 19, 2018 Planning Committee referral “that staff explore the introduction of a Replacement/Accommodation Policy for commercial, recreational, non-profit and industrial businesses for properties undergoing development and report back”. A separate report addressing this referral with respect to commercial, recreational and industrial businesses is anticipated in the second quarter of 2019.

However, an essential first step, prior to considering Action 29.1 is to explore agency space opportunities under existing policies as previously identified (e.g. CCAP policies, voluntary developer agreements, opportunities in affordable housing and early childhood development hubs, lease in City-owned properties). As described below, community initiatives such as the possible Richmond Caring Place expansion and Foundry Youth Services Centre may also provide needed space for some NPOs.

The following Social Development Strategy Action, to develop and maintain a database on space needs, will assist agencies in seeking and securing space.

Action 30—Develop and maintain a database on space needs of non-profit social service agencies to be updated annually through surveys of agencies. Short Term (0–3 years)

In their Communication Tool, the RCSAC modified this request from annual to biannual surveys as RCSAC members also need time to further their recommendations. As the proposed database will be a valuable tool in monitoring and conveying space needs, staff recommend that this Action be implemented.

2. Other Richmond Initiatives

2.1 Richmond Caring Place Expansion Business Plan

Richmond Caring Place Society (RCPS) is developing plans to increase the space available for current and prospective tenants, last conveyed to Council through its 2012 Expansion Business Plan. The 2012 Plan proposed supplementing the existing 25,000 sq. ft. facility by adding a second building of 35,000 sq. ft. for use by both current and future tenants. Potential new tenants identified included the Richmond Food Bank Society, Richmond Chinese Community Services Society and the Touchstone Family Association. City staff are liaising with RCPS as their proposal undergoes refinement. Further information will be provided to Council once RCPS plans have been consolidated.

2.2 Foundry Youth Services Centre

A location is currently being sought for a Foundry Youth Services Centre that would co-locate a number of youth services supporting mental and physical health. The Richmond Addiction Services Society has a contract with the Ministry of Health to coordinate this initiative and Vancouver Coastal Health is playing a key role in securing a site for this facility. Council will be informed once a location has been confirmed, including information about possible space for non-profit social service agencies.

2.3 School District Opportunities

The Richmond School District's (RSD) Long Range Facilities Plan (LRFP) is currently under development. In Chapter 5.4, "Optimizing the Utilization of School Assets", the draft Plan proposes "to provide a framework for aligning the use of school assets with future educational space needs while maximizing community and school use opportunities". To optimize the use of under-utilized space, the draft LRFP proposes to:

Consider including various community health and social services, preschools and child care initiatives in schools that may be considered essential to the community and complementary to schools and encourage the Province to provide exemption from operating capacity for classrooms utilized exclusively during school hours for these community uses.

The community and stakeholder engagement process for reviewing the draft LRFP continues until the end of May 2019, with a final report anticipated in June 2019. RCSAC members will be encouraged to participate. However, non-profit societies have identified challenges to using school space, particularly the cost of retrofitting classrooms for office and program use compared with leasing typical office space, and the lack of transit to many school locations.

3. Other Municipal Approaches

Similarly to Richmond, a review of comparable MetroVancouver municipalities revealed that none have overarching strategies for assisting community social service agencies to secure space. However, some do have specific policies in place, namely regarding negotiated amenities and lease grants. The following analysis describes approaches taken in some comparable municipalities, including Richmond approaches and initiatives.

3.1 Negotiated Amenities

City of Burnaby:

The City of Burnaby's Community Benefit Bonus Policy, as indicated on their website, describes community benefits as uses that "contribute to the quality of life and general livability" of the City, including "space for community or non-profit groups that serve the community", in addition to a number of other uses including parks, public gathering places, civic facilities, affordable housing, cultural facilities, child care centres, and public realm or environmental enhancements. Cash-in-lieu contributions are also accepted for the future development of such amenities.

Since 1997, the City of Burnaby has used the Community Benefit Bonus Policy to construct six City-owned non-profit office and program spaces in Burnaby Town Centre locations (e.g. Metrotown, Brentwood, Edmonds) for a total of 46,811 sq. ft. of usable space excluding common areas such as hallways, stairwells and elevator shafts.

City of North Vancouver:

The City of North Vancouver's Density Bonus and Community Benefits Policy describes "Community Amenity" as a physical space that provides direct or indirect benefits to the community and includes, but is not limited to, "recreation facilities, child care facilities, museum, library, offices for non-profit organizations, cultural facilities, heritage conservation, civic and institutional uses, district heating utility, community meeting space and employment-generating offices". The policy was endorsed in May 2015 and most recently updated in 2018. North Vancouver staff indicated that the City has a long history of securing community amenity spaces for non-profit agencies including the North Shore Women's Centre. Cash-in-lieu of built facilities is also accepted for non-profit purposes and is held in the Civic Amenity Reserve Fund.

City of Vancouver:

The City of Vancouver document "Community Benefits from Development: Improving Neighbourhoods & Enabling Affordable Housing" provides examples of community benefits provided through development contributions. The list includes social facilities (e.g. Neighbourhood Houses, Family Places) as well as parks; libraries; child care facilities; transportation infrastructure including bikeways, greenways and streets; cultural facilities; recreation and sport facilities; non-profit and social housing; police stations and fire halls; heritage preservation; and basic infrastructure. In addition to Neighbourhood Houses and Family Places, the City has also provided land and reduced development fees to social service agencies (e.g. Immigrant Services Society Welcome House, MOSAIC).

Cash-in-lieu is also accepted for these purposes. Through using cash contributions, the City of Vancouver provided \$7.95 million for the construction of the Vancouver Technology and Social Innovation Centre, as well as a three-year start-up occupancy grant.

City of Richmond:

As previously described, the City Centre Area Plan (CCAP) embodies a “development-led approach” to provide a number of amenities and includes provisions for securing built space, or cash-in-lieu, in return for density bonusing for affordable housing, child care and community facilities. The latter, identified by the Community Services Division, are typically civic facilities (e.g., community centres, cultural facilities) although this provision may also be applied to purposes determined by the City to be of community benefit. As indicated above, the Storeys affordable supportive housing, Kiwanis Towers and two Early Childhood Development Hubs have been financed through CCAP policies.

3.2 Lease Grants

Some communities have policies whereby below-market lease rates are provided to non-profit societies in the form of grants.

City of Burnaby:

Non-profit societies occupying negotiated amenities or other City-owned facilities may apply for a City of Burnaby Lease Grant. There are two categories of lease available: (1) 50 per cent reduction to market lease rate for agencies whose clientele is at least 75 per cent Burnaby residents, and (2) 25 per cent reduction to market lease rate for agencies whose clientele consists of between 25 per cent and 75 per cent Burnaby residents.

City of Surrey:

The City of Surrey has a policy whereby non-profit recreational organizations leasing City-owned property may apply for a grant to cover lease costs and provided seven such lease grants in 2019. This policy does not extend to social service organizations.

While outside of the lease grant policy, the City has leased one City-owned property to a social service agency, Options Community Services Society, for a 40-year term at a nominal rate.

City of North Vancouver:

For non-profits occupying amenity or other City-owned space, the City of North Vancouver offers the opportunity to apply for a Community Facility Grant to cover the full cost of the lease. Of the eight non-profit organizations receiving these grants, two provide social services; the North Shore Neighbourhood House and the North Shore Women’s Centre.

City of Vancouver:

The City of Vancouver provides a mix of below-market and nominal lease payments for non-profit organizations in City facilities, including social service agencies. The City also provides Rent Subsidy Grants as part of their Community Services Grant Program to assist organizations paying market rates in City-owned facilities.

City of Richmond:

While the City does not define below-market rents offered to non-profit societies as lease grants, the City does provide nominal and below-market rates to non-profit social and community services. These decisions have been made on a case-by-case basis. Examples include Richmond Family Place, Turning Point Recovery Society and the Richmond Caring Place.

This review of other Metro Vancouver municipalities illustrates that some jurisdictions have adopted policies allowing the use of community amenity contributions to support social purpose real estate, as well as policies regarding lease grants to non-profit societies. The RCSAC is recommending that the City adopt such policies.

4. Summary

The City has provided space for lease at nominal or below-market rates to several non-profit social service agencies as opportunities have arisen and has also provided permissive tax exemptions. The Richmond Caring Place, situated on City land, is seeking to expand and is exploring opportunities about how to finance this growth and the Foundry Youth Services Centre is seeking a location. The Richmond School District is exploring how to best use excess capacity in schools outside the City Centre, which may include leasing to community social services although suitability challenges exist.

The City recognizes in the Official Community Plan, the City Centre Area Plan and the Social Development Strategy that the availability of community social services is fundamental to a livable community and, while not explicitly identified in policy tools, includes the possibility for community service agency space to be identified as a negotiated amenity use. A review of other municipalities indicates that some include NPO space needs among identified uses of negotiated amenities. Lease grants are also provided by other municipalities, as Richmond does through nominal and below-market rates.

The RCSAC recommendations of developing a City strategy to assist NPOs to secure space and to establish a working committee to develop actionable strategies would best begin with an exploration of possible opportunities within existing policy tools such as exist in the City Centre Area Plan. The RCSAC Space Needs Action Group will be kept apprised of such opportunities and appropriate opportunities for RCSAC advice will be sought.

Financial Impact

There is no financial impact at this time.

Conclusion

As articulated in the RCSAC Space Needs Review, current population growth and rapid development have accentuated the existing need for, as well as opportunities to accommodate non-profit social service agencies. Services provided are essential to ensuring quality of life for Richmond residents, and demand for such services has been escalating with a growing population. However, current market conditions have made it increasingly challenging for them to find appropriately located, affordable, accessible accommodations and some facilities are faced with imminent displacement due to redevelopment. As existing policy tools exist to support NPO space needs, staff recommend that opportunities to increase the supply of affordable agency space in the City Centre and other appropriate locations be explored.

Staff will continue collaborating with the RCSAC Space Needs Subcommittee in developing the Space Needs Database, as recommended in SDS Action 30, as well as furthering sector capacity through resource and information sharing, including inviting relevant City staff to discuss City policies and practices. Staff will also continue to seek opportunities in existing community and City-owned properties and will advise Council regarding RCPS expansion plans, the future Foundry Youth Services Centre site, and possible co-locations in early childhood development hubs and affordable supportive housing developments. Any other opportunities to assist NPOs with space needs will also be pursued.



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- Att. 1: RCSAC Non-Profit Space Needs Survey and Report
2: RCSAC Recommendations Summary Tables
3: City Centre Area Plan Community Service Hubs
4: City Centre Area Plan Policies 2.8
5: City Centre Area Plan Implementation Strategy



RCSAC | Richmond Community Services Advisory Committee

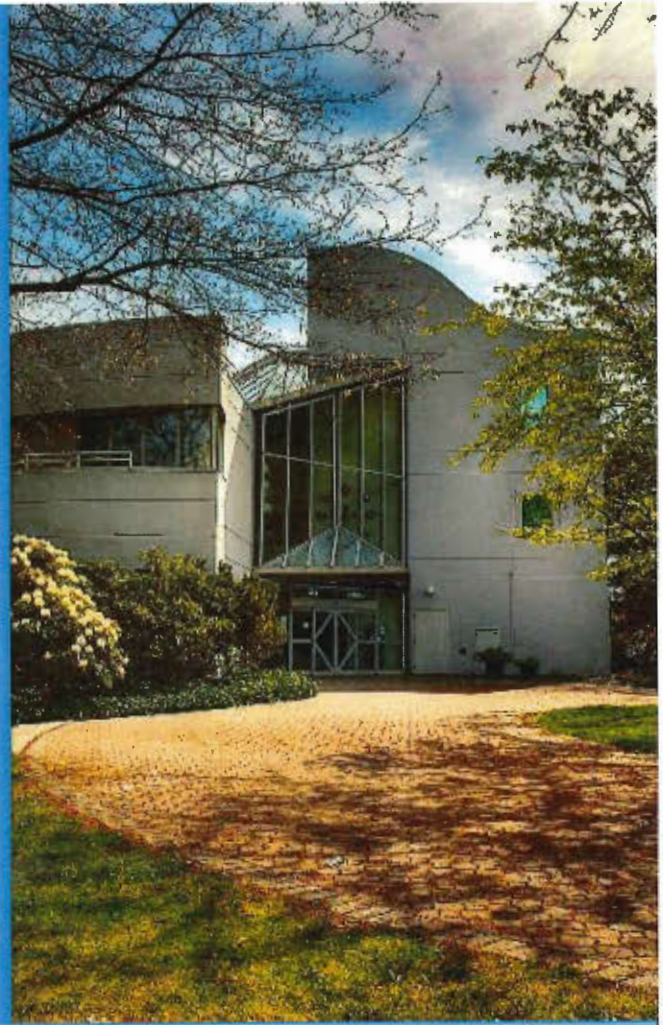
To: Mayor Brodie and Councillors
 From: Kathie Chiu (Salvation Army) & Lonnie Belfer (AVIA Employment Centre)
 CC: Kim Somerville, Lesley Sherlock
 Date: November 8, 2018
 Re: **Non-Profit Space Needs Survey and Report**

Purpose

The purpose of this Communication Tool is to inform Richmond City Council about the **Phase 2 Richmond Non-Profit Social Purpose Needs Review**. This Communication Tool reflects:

- Richmond City Centre Area Plan (2009) Section 2.8 Social Equity and Community Services
- Richmond Official Community Plan (2012) Section 11: Social Inclusion and Accessibility, Objective 2
- Council Term Goals (2014-2018) Goal 5: Partnerships and Collaboration
- Building Our Future: A Social Development Strategy for Richmond (2013)

Issue	Potential impact	Agency or individuals affected	Suggested actions
<p>To advise City Council of the work occurring in the community that highlights the space needs challenges for Non-Profit organizations (NPOs) in Richmond.</p> <p>The rapid development in Richmond (specifically in City Centre) coupled with the very low vacancy rate for office space (2018 - 5.4%) is negatively impacting Non-Profit organizations.</p> <p>Of the 39 Non-Profit organizations that responded to the survey, 19% reported that they were not secure in their current location.</p>	<p>As the population of Richmond increases, the demand for community and social services also rises. Nearly half of the NPO's that responded to the survey said they plan to expand their services in the next year.</p> <p>If NPO's are not able to secure sustainable, affordable space, their ability to deliver essential community and social service will be impacted.</p> <p>69% of Survey respondents indicated that City Centre was the ideal location for their service. However, City Centre is also the area experiencing the most development which is severely limiting opportunities for NPOs.</p>	<p>All Richmond citizens that use community or social services provided by NPOs will be impacted if NPOs are not able to secure sustainable, centrally located and affordable space.</p>	<p>The City of Richmond develop a strategy to assist NPOs to secure sustainable, affordable and centrally located space. This strategy should contain a menu of concrete options and definitive timelines.</p> <p>The City of Richmond develop a NPO Space Needs Working Committee including NPO representatives and dedicated City of Richmond staff to develop concrete, actionable strategies to address the NPO space needs issue.</p> <p>The City of Richmond and RCSAC consider repeating the NPO Space Needs Survey bi-annually to track trends and develop comparative data.</p> <p>The RCSAC NPO Space Needs Committee presents the report findings to City Council.</p>



PHASE 2 RICHMOND NON-PROFIT SOCIAL PURPOSE SPACE NEEDS REVIEW

Understanding the Real Estate Challenges and Opportunities Affecting
the Non-Profit, Social Purpose Sector in Richmond

Prepared for:
The Richmond Community Services Advisory Committee

Prepared by:
Krystie Babalos and Theo Finseth

August 9, 2018

CNCL - 173

This report was made possible because of the generous contributions from the Richmond Community Foundation and the City of Richmond.



EXECUTIVE SUMMARY

The City of Richmond is the fourth largest community in Metro Vancouver. It is a diverse city focused on building a modern urban centre and regional hub surrounded by compact communities, green spaces, parks, recreation, farmland and the Fraser River.

Richmond's population is growing and demands for social services are rising. The City has a long history of working with social purpose non-profit organizations (NPOs) to provide social services to realize its vision of being the most appealing, liveable, well-managed community in Canada.

In Richmond, there are over 344 groups, clubs, associations, and NPOs that provide essential social services.¹ However, securing land, buildings, and tenancy for social purpose organizations has been increasingly challenging in Richmond due to issues of affordability, funding uncertainty and availability of suitable and appropriately located space. Also challenging is the ability of governments, funders, investors and developers to assist organizations in their pursuit of space due to the lack of comprehensive data on the full scope of the issues in Richmond.

The Richmond Community Services Advisory Committee (RCSAC) recognizes this data gap and have launched a multi-phase review of commercial and industrial space needs to gain a better understanding of the real estate situation facing social purpose non-profit organizations in Richmond.

In Phase 1, RCSAC conducted a preliminary review of relevant policy and work done to date in Richmond and began to identify the problem. Now in Phase 2, RCSAC seeks to better understand the space needs of social purpose non-profit organizations and to identify strategies that increase access to secure, affordable and appropriate commercial and industrial space.

The Phase 2 Richmond Non-Profit Social Purpose Space Needs Review report summarizes what was done and learned in Phase 2 with respect to space needs, challenges, opportunities and recommendations for moving forward.

PROJECT SUPPORTERS

The Richmond Non-Profit Social Purpose Space Needs Review is a study by the Richmond Community Services Advisory Committee (RCSAC), an advisory body to Richmond City Council on social, health and community matters. RCSAC has served the City since 1979 and is composed of more than 30 local non-profit organizations and government, community and agency representatives working collectively on community issues of mutual concern. The Review was also generously supported by the City of Richmond and the Richmond Community Foundation.

RESEARCH METHODS

The Richmond Non-Profit Social Purpose Space Needs Review is a comprehensive review of current and emerging real estate factors affecting social purpose non-profit organizations in Richmond. A detailed work plan was developed during the planning phase of the project which determined the purpose, topics and research questions to address and the methodologies that would be used to collect data.

The methodologies included:

1. **A review of the real estate market** to gain an understanding of the overall market context and trends in Richmond and the supply and demand for commercial and industrial space.

¹ City of Richmond. About Community Organizations. <https://www.richmond.ca/discover/com-resources/organizations/about.htm>. Retrieved March 20, 2018

2. **A policy and regulatory scan** of relevant local government plans, policies and regulations that guide, regulate and support the non-profit sector on a variety of real estate, financial and non-financial matters.
3. **Development of a database of non-profit social service organizations in Richmond.** To understand the space needs of non-profit social purpose organizations in Richmond, RCSAC defined, prioritized and developed a list of target non-profit social service organizations based in Richmond to consult in the process. Through this process, it was determined that there were over 344 organizations active in Richmond in 2018, of which 163 are non-profit organizations in general and 65 are social purpose organizations.
4. **A survey of non-profit social purpose organizations** to provide a robust and up-to-date review of commercial and industrial space needs that will form a baseline of NPO space-related information that can be tracked, monitored and evaluated over time.
5. **A review of recommendations for moving forward** that outline key opportunities and strategies for government, NPOs, and the private sector to explore to overcome barriers to social purpose real estate.

RESEARCH FINDINGS

BACKGROUND

The Background is summarized below, and outlined in detail in Section 3: Background.

In Richmond, the non-profit sector plays an important role in addressing the communities' social needs. There is a long history of not-for-profit delivery of essential social services. Services provided are widespread, serving all household types, interests, and needs. NPOs also offer opportunities for the 'community to support community' and to contribute to the local economy, where people give and receive services, through direct engagement as board members, employees, contract workers and volunteers.

There are many space-related challenges that affect emerging and established NPOs. According to the *Vancity Housing Affordability Report*, the City of Richmond is ranked in the top ten least affordable markets in BC in all categories of housing.² Part of the affordability issue for NPOs can be attributed to the high demand for land for housing and high property costs, which impact prices for all space typologies including commercial, institutional, and industrial space. Hence, NPOs are experiencing higher purchase and rent prices for commercial and industrial space than before. They also face an inventory that may not fit their needs, and low vacancy rates that make it difficult to shop for the right space. They face inequitable access to the right financial tools, cost imbalance issues, and risky lease or mortgage terms. They may have knowledge or skills gaps that limit their ability to navigate real estate markets. Some of the newest developments are also not concentrated in the city centre, where many NPOs prefer to be located to best serve residents. There are also gaps in City planning process, where NPO space is often not considered a critical amenity contribution in the development of key urban areas.

MARKET ANALYSIS

The Market Analysis is summarized below, and outlined in detail in Section 5: Real Estate Market Overview.

OFFICE SPACE MARKET SUMMARY

Richmond has the third highest office space supply in Metro Vancouver, at 5.39 million square feet of office space or 8.4% of total office supply in Metro Vancouver. Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier - and is at its lowest point since mid-year 2002. Specifically, Richmond is experiencing low vacancy rates for Class B and Class C office space, at 4.6% and 0.4% respectively. The main reasons for the decrease are due to the completion of developments in 2017 and the relocation of tenants, which resulted in space being occupied towards the end of 2017. Office space

² Vancity. Home Stretch: Comparing housing affordability in B.C.'s hottest markets.

<https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf>

Retrieved April 6th, 2018

vacancy rates may remain low and NPOs looking for new or additional office space may find it difficult to find and secure appropriate office space in different sizes and key locations.³

INDUSTRIAL SPACE MARKET SUMMARY

Richmond has the second highest inventory of industrial space, with 34.63 million square feet of industrial space or 24.2% of the total supply in Metro Vancouver. Vacancy in Richmond's industrial market declined to 2.0% in the first quarter of 2018, down from 2.7% in the first quarter of 2016 due to strong leasing activity and limited new construction. This is slightly the average industrial space vacancy rate (1.8%) in Metro Vancouver. Richmond does have lower than average asking net rental rates for industrial space but pricing has and is anticipated to continue to rise as new supply for lease may be unable to keep up with demand and may have a negligible impact on vacancy in the future. Industrial space vacancy rates may remain low, and could put increasing pressure on prices. NPOs looking for new or additional industrial space may find it difficult to find and secure increasingly rare industrial space, either for lease or purchase options.⁴

SURVEY

The Survey is summarized below, and outlined in detail in Section 7: Survey Findings.

ORGANIZATION PROFILES

A key objective of the survey is to better understand social purpose NPOs in Richmond. Highlights from the survey findings show that respondents are both registered not-for-profits and charities that serve a diversity of populations that live and commute to their programs and services from across the city. The majority (49%) of respondent NPOs serve between 1000-5000+ community members. To serve these users, the majority of respondents have 10 or more full-time employees (22%), part-time employees (14%) and volunteers (19%) per week while others have 21 to 100 full-time employees (12%) and 51 to 100 volunteers (14%). With almost 80% of NPO staff working on site, most NPOs projected they will continue to increase all worker types in the future to accommodate growing program and service needs. NPOs will need significant commercial and industrial space to accommodate growing programs, services and personnel.

CURRENT SPACE & NEEDS

A key objective of the survey is to understand NPOs current space needs. Highlights from the survey findings show the majority of respondents have one site (40%) in Richmond that is their sole location (39%) or primary / head office (32%) and mainly consists of a public or community facility (44%), office building (33%) or multi-use building (28%). Nearly half (47%) of all respondents share space with other organizations in some capacity. In terms of location, 85% of respondents serve people from across the City of Richmond and 69% would like to relocate or have a new space located in Richmond City Centre to conveniently serve these clients.

Nearly half of all survey respondents have or plan to add or expand existing programs and services this fiscal year while the other half plan to maintain current programs and services. This translates into 41% of survey respondents planning to expand, increase or add an additional location to their space in Richmond. Overall, most survey respondents perceive that it is very important to remain located in the City of Richmond (90%) while most are somewhat or very satisfied (72%) with their current space. Nevertheless, 62% of survey respondents indicated that their current space has inhibited their ability to provide programs or services.

TENURE & STABILITY

A key objective of the survey is to understand NPOs space tenure, stability and future needs.

Highlights from the survey findings show respondents relationship to their commercial and industrial space varies: 26% lease or rent space from the private sector, 23% use space that is donated to them at no cost, 10% lease or rent space from government and 8% sub-lease space from another organization. The length

³ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC. http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

⁴ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

of lease/rental terms vary, with 55% of survey respondents having a lease or rental term of 1 to 5 years and 14% having a term of 5 or more years. 70% of survey respondents are very or somewhat secure in their space while 19% are not, or not very, secure in their space.

In looking to the future, respondent NPOs have identified a need to and interest in expanding their space. Within the next 5 to 10 years, 28% of respondents plan to expand space, 28% plan to maintain their space, and 13% plan to add a location in Richmond. 56% of the respondents who own space would like to redevelop their property. However, there is still a high level of uncertainty amongst NPOs who lease/rent space, with 35% not knowing if they need to move in the coming years. In the event that a respondent has to move, the top reasons for moving include rental / lease expiration, adding / expanding / growing programs and services, donated space being removed, demolition clauses being executed, a reduction in available space, financial uncertainty, changing location and needs of clients and reducing / removing programs or services. In a future move, respondents indicated the top factors to consider in a new space are location, proximity to clients / users, the features of the space and proximity to transit.

AFFORDABILITY

A key objective of the survey is to better understand the issues of affordability that NPOs in Richmond may be experiencing. Highlights from the survey findings show that the majority of respondents (63%) have small operating budgets of less than \$500,000 per year, while 29% have budgets between \$1 and \$5 million per year and 13% have budgets of more than \$7.5 million per year. Of the organizations who own property, 40% have significant space-related costs of \$20,000 or more per month. Of the organizations who lease or rent space, 23% use space donated at no cost, 22% spend \$1,000 - \$1,999 per month, 21% spend \$5,000 - \$9,999 per month and 21% spend \$10,000 or more per month on space-related costs.

In terms of affordability, 72% of survey respondents said they are paying the right amount for space relative to what they can afford while 18% are paying more for space relative to what they can afford. The high response to "right amount" could reflect that many respondent NPOs (23%) use space donated at no cost, 10% lease or rent space from government and 8% pay below market rents. Among NPOs that pay market rents / lease rates, the average rent is \$18.03 per square foot, similar to the \$18.37 per square foot average lease / rental rate of office space in Richmond. Many organizations identified free donated space, space paid for at a nominal price and subsidized space as key to their survival and operations.

CHALLENGES & OPPORTUNITIES

A key objective of the survey is to understand NPO's key space-related challenges and opportunities. Highlights from the survey findings show that the main challenges related to social purpose real estate are the ability of NPOs to find and access suitably located space, the affordability of space, the limited supply and increasing demand for space and obtaining reliable and stable funding for space.

Survey respondents also identified numerous strategies to respond to these challenges including diversifying their organization's revenue streams, creating Fund Development Plans, growing the organization's operations and partnering with other social purpose organizations. Survey respondents are also interested in exploring opportunities to network with planners, space providers, developers and other NPOs (64%), to generate more revenue for space by finding new donors, fundraising and improving capital campaigning (51%), to seek financing and funding through grants, property tax exemptions, low interest loans and assistance (46%) and to plan to co-locate with other organizations (46%). The top suggestions respondents recommended for funders, advocacy groups and/or governments to assist them in achieving affordable, suitable and secure space are to increase government funding, increase the supply of accessible, affordable and shared spaces, improve property tax exemptions, engage in NPO space-related policy development, funding decisions and update zoning bylaws.

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1. INTRODUCTION

The City of Richmond is the fourth largest community in Metro Vancouver. With the population growing and demands for social services rising, the City has a long history of working with social purpose non-profit organizations (NPOs) to provide services that help to realize its vision of being the most appealing, liveable, well-managed community in Canada.

At the same time, the rapid pace of growth has coincided with commercial and industrial affordability challenges for NPOs. NPOs are struggling to find social purpose real estate space close to the communities they serve, which impacts their ability to deliver services that keep pace with growth and that maintain or improve residents quality of life. Affordable, centrally located, accessible and secure space is needed, but it is difficult to acquire due to market conditions, limited funding, competing land and development opportunities and so on.

The Richmond Community Services Advisory Committee (RCSAC), an advisory body to Richmond City Council on social, health and community matters, launched a review of Richmond Non-Profit Social Purpose Space Needs to understand the state of social purpose real estate in Richmond and to guide planning and action for the future.

In Phase 1, RCSAC conducted a preliminary review of relevant policy and work done to date in Richmond and began to identify the problem. Now in Phase 2, RCSAC seeks to assess the commercial and industrial space needs of non-profit organizations so that they can have a clearer picture of social purpose real estate in Richmond and put forward recommendations for how the public and private sector can help to advance affordable, centrally located, accessible and secure space for the non-profit sector.

Through this Review, the Committee is working to create an equitable sense of place that honors both Richmond's history and its future.

SCOPE OF STUDY

The Richmond Community Services Advisory Committee (RCSAC) aims to understand the state of social purpose real estate in Richmond and to guide planning and action for the future.

NPOs depend on commercial and industrial space to operate their programs and services. The RCSAC therefore, focused on a selection of social purpose non-profit organizations operating in Richmond, that have and/or need commercial and industrial space. This excludes parking, housing sites and child care facilities.

SOCIAL PURPOSE REAL ESTATE DEFINED

The Social Purpose Real Estate Collaborative (SPRE), an informal consortium of funders and investors who develop a collective understanding of the use of social purpose real estate as a sustainability strategy for not-for-profit partners and investees and help secure real estate assets for community purposes, define social purpose real estate in two parts⁵:

1. Social purpose: organizations with a mission to provide community benefits
2. Real estate: the property and/or facilities rented, leased, or owned and operated by social purpose organizations

Together, SPRE refers to social purpose real estate as "property and facilities owned and operated by organizations and investors for the purpose of community benefit, and to achieve blended value of returns".

⁵ Real Estate Institute of BC and the Social Purpose Real Estate Collaborative. RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver. Retrieved March 28, 2018

For the purpose of this review, social purpose (SP) non-profit organizations were categorized by the following activities:

1. Advocacy;
2. Arts and Culture;
3. Childcare;
4. Youth;
5. Women;
6. Seniors;
7. Families;
8. People with Disabilities;
9. Community Development;
10. Settlement Services;
11. Education;
12. Employment and Training;
13. Animal rights;
14. Energy;
15. Environment;
16. Food Security;
17. Health Services;
18. Mental Health / Addictions;
19. Housing;
20. Homelessness;
21. Poverty Reduction;
22. Human Rights;
23. Legal Services;
24. Religion / Faith;
25. Recreation / Sport;
26. Transportation / Mobility;
27. Waste Management; and
28. Other.

For the survey, respondents were asked to self-identify their primary activity (with an opportunity to list other activities they are involved in, if applicable).

2. PURPOSE

The Richmond Non-Profit Social Purpose Space Needs Review aims to assess social purpose non-profit organizations' space needs and to improve access to affordable, appropriate and secure commercial and industrial space.

The review is intended to:

- Inform, involve and consult social purpose non-profit organizations on current and projected future real estate needs
- Increase understanding of the reality of social purpose real estate in Richmond, specifically commercial and industrial space, and establish baseline data that can be tracked over time
- Outline policies and regulations that support social purpose real estate in Richmond
- Identify strategies to:
 - Resolve NPO real estate barriers
 - Renew, replace and increase space for NPOs to provide essential social services
 - Strengthen and reduce displacement of existing and legacy NPOs in Richmond
 - Make it more viable for new and emerging NPOs in Richmond to thrive
- Inform government policy and private sector practices with appropriate information and tools that address barriers to and opportunities for social purpose real estate.

3. BACKGROUND

Commercial and industrial affordability involves a complex and interrelated set of issues and strengths that affect NPOs in a variety of ways.

Both financial and environmental pressures can affect emerging NPOs and contribute to the displacement of established organizations. Not only are Richmond NPOs experiencing higher purchase and rent prices for commercial and industrial space than before, they are also facing an inventory that may not fit their needs, low vacancy rates that make it difficult to shop for the right space, funding uncertainty, inequitable access to the right financial tools and risky lease or mortgage terms.

Here is a summary of the importance of NPOs in Richmond as well as the challenges they face as they engage with the real estate market.

THE IMPORTANCE OF THE NON-PROFIT SOCIAL PURPOSE SECTOR

DIVERSE SCALE & RANGE OF SERVICES DELIVERED ON NON-PROFIT BASIS

The nonprofit sector plays an important role in addressing many of the social deficits in Canada -- with NPO missions often in alignment with a future residents want - one that is more equitable, inclusive and environmentally responsible. In Richmond, there is a long history of not-for-profit delivery of essential social services. Services provided are widespread, serving all incomes, ages, household types, interests, and needs. Social services include infant care, the provision of housing, education, emergency, medical and health services, parenting and family services, child and youth programming, arts and culture, food security, and sport, fitness and recreation. In Richmond, there are over 344 groups, clubs, committees, associations, and NPOs that provide social services.⁶ Of these, an estimated 27 groups provide special interest services, 78 provide sports, fitness and recreation services, 76 provide arts, heritage and culture services and 163 provide social and community services.⁷

COMMUNITY SUPPORTING COMMUNITY

The nonprofit sector provides many opportunities for 'community to support community' and for people to both provide and receive services, especially through direct engagement in the delivery of social services as board members, employees, contract workers and volunteers. In BC, almost 2.3 million people volunteer in the sector with an average of 145 annual hours volunteered.⁸ In Richmond, there are over 200 volunteer community organizations and over 50 advisory committees and task forces that provide residents with opportunities to support each other.⁹

FINANCIAL CONTRIBUTIONS

The nonprofit sector is financed by income earned from the sale of memberships and services, from government funding and donations from individuals.¹⁰ British Columbians in particular are charitable: nine-in-ten people donated money to a charitable or non-profit organization in the past year (2016 - 2017).¹¹ In

⁶ City of Richmond. About Community Organizations. <https://www.richmond.ca/discover/com-resources/organizations/about.htm>. Retrieved March 20, 2018

⁷ City of Richmond. About Community Organizations. <https://www.richmond.ca/discover/com-resources/organizations/about.htm>. Retrieved March 20, 2018

⁸ Statistics Canada. Volunteering and Charitable Giving in Canada. <http://www.statcan.gc.ca/pub/89-652-x/89-652-x2015001-eng.pdf> Retrieved April 22, 2018

⁹ City of Richmond. Fast Facts About Richmond. https://www.richmond.ca/_shared/assets/FastFacts6257.pdf Retrieved April 13, 2018.

¹⁰ Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. Retrieved April 22, 2018 http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf. Retrieved April 13, 2018.

¹¹ Insights West. Charitable Giving Insights. https://insightswest.com/wp-content/uploads/2017/09/RPT_InsightsWest_2017BCCharitableGivingInsightsReport_20Sept2017.pdf. Retrieved April 13, 2018

2016, a total of \$1.478 billion charitable donations were made in BC.¹² In Metro Vancouver, the value of charitable donations was \$868,590,000 with the median donation per taxfiler \$460.¹³

CONTRIBUTION TO ECONOMY

The nonprofit sector has expanded in the last two decades and is now a major sector, supporting jobs and creating significant economic growth. This growth is driven by demand for services and the value services produce.¹⁴ The sector is in many ways similar to the small business sector and makes a similar contribution to jobs and growth. The jobs created are good ones, requiring skills and higher education levels. The sector is also a good first employer for graduates and new Canadians. In Canada, the total charitable sector contributed 8.1% of GDP in 2008, with the nonprofit sector employing nearly as many people as manufacturing, and more people than construction, agriculture, forestry and utilities.¹⁵

In Richmond, full-time and part-time employees accounted for some 126,000 in 2011.¹⁶ Richmond has the second highest jobs to employed labour ratio (1.36) in the region, with 7.2% of occupations in education, law and social, community and government services (7,915 jobs), 3.6% in health occupations (3,985), and 2.5% in art, culture, recreation and sport (2,790 jobs).¹⁷ Specific information on Richmond's social purpose sector does not exist.

THE CHALLENGES WITH SOCIAL PURPOSE REAL ESTATE

SPACE IS BECOMING MORE EXPENSIVE

In the City of Richmond, land values and lease rates have been rising. Asking office rents have increased by 27% since 2013 and asking rents for industrial spaces have increased by 11% since 2013.¹⁸ Several factors contribute to industrial and commercial affordability issues, including the speculative market, property tax increases, limited tenant rights, and a lack of representative bodies to advocate for industrial and commercial NPO tenants.

SPACE IS HARDER TO FIND

In the City of Richmond, commercial and industrial space for NPOs is becoming harder to find. Decreased availability of commercial space is challenging with Richmond's low vacancy rates. The office vacancy rate was low at 5.4% and the industrial vacancy rate was very low at 2%, both in the first quarter of 2018. Some landowners also prefer to lease space to businesses rather than NPOs as they are seen as less risky and more stable tenants. Some NPOs have difficulty finding space in the City Centre that is suitable for NPO use, and space that is available has experienced price / rent increases.

AVAILABLE SPACE IS INCREASING ON THE OUTSKIRTS OF THE CITY

¹² Statistics Canada. 2016. <http://www.statcan.gc.ca/daily-quotidien/180214/t001a-eng.htm> Retrieved April 23, 2018

¹³ Statistics Canada. 2016. Table 2 Charitable Donations - Census Metropolitan Areas. <https://www.statcan.gc.ca/daily-quotidien/180214/t002a-eng.htm>. Retrieved May 31, 2018

¹⁴ Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf. Retrieved April 13, 2018

¹⁵ Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf. Retrieved April 13, 2018

¹⁶ Statistics Canada, 2011 National Household Survey. Retrieved April 13, 2018.

¹⁷ City of Richmond. Jobs in Richmond Hot Facts. <https://www.richmond.ca/shared/assets/Jobs6260.pdf> Retrieved April 13, 2018.

¹⁸ Vancity. Home Stretch: Comparing housing affordability in B.C.'s hottest markets. <https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf> Retrieved April 6th, 2018

Some of the newest developments in Richmond are not concentrated within the city centre, where many NPOs prefer to be located to best serve residents. An added challenge for NPOs is that businesses are often selected as ideal tenants in larger spaces that could be suitable for NPOs.

THE AMOUNT OF NEW CONSTRUCTION

Neighborhoods experiencing concentrated redevelopment and construction are an indicator of Richmond's growing economy. However, the volume of development can affect and displace NPOs by putting pressure on their existing spaces to be demolished, driving up neighborhood rents and creating indirect challenges, including street closures and shifts in foot traffic.

COMPETITION FOR LAND & HIGH PROPERTY COSTS

According to the *Vancity Housing Affordability Report*, Richmond is ranked in the top ten least affordable markets in BC in all categories of housing.¹⁹ Part of the affordability issue can be attributed to the high demand for land for housing and high associated property costs, which ultimately impacts prices for all space typologies including commercial, institutional, and industrial. NPOs must maneuver within the real estate market in order to serve their communities (who are also facing the same affordability and space availability challenges in their own respect).

FUNDING CONSTRAINTS FOR SPACE

NPOs struggle with cost imbalance issues. These include limited access to financial tools generally available for affordable housing but not available for commercial affordability, lack of negotiating power to deal with unfavorable lease terms, lack of adequate funding to lease or own appropriately sized space, the high cost of necessary improvements (either for the NPO or the property owner), and difficulty in raising credit for space needed (unreasonable terms, insufficient collateral, etc.).

KNOWLEDGE & SKILLS GAPS

NPOs can be disproportionately affected by knowledge or skills gaps in social purpose real estate. NPOs can have greater difficulty adapting to a rapidly changing market, negotiating fair and/ or favorable lease terms, or actively pursuing new real estate opportunities. They can have limited access to relevant networks (loan officers, real estate brokers, equity sources, real estate assistance and consulting etc.). Language barriers on real estate can create another layer of access issues. Finally, NPOs may be challenged to ensure space design that supports their services.

CITY PLANNING

Gaps in City permitting and planning processes whereby NPO space is not considered as a community amenity contribution in the development of key urban areas and buildings can have adverse effects on NPOs. Land-use planning is not necessarily able to influence building design and tenant selection (for example, selecting a large scale established business over a needed NPO). NPOs that wish to re-develop or re-design a building may be challenged by the City's permitting process as it can be timely and costly. Policy amongst various departments can be uncoordinated, resulting in inconsistent support for NPO space in any rezoning, development permit or building permit process.

¹⁹ Vancity. Home Stretch: Comparing housing affordability in B.C.'s hottest markets.
<https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf>
Retrieved April 6th, 2018

4. RESEARCH METHODS

While the nonprofit sector in Richmond plays an important role in the social and economic fabric of society, there is limited data on the real estate scenarios under which they operate. It is within this context that the Richmond Community Services Advisory Committee launched a comprehensive review of current and emerging real estate factors affecting social purpose NPOs in Richmond. A detailed work plan was developed during the planning phase of the project which determined the purpose, topics and research questions to address and the methodologies that would be used to collect data.

METHODOLOGIES

The methodologies included:

1. A REVIEW OF THE REAL ESTATE MARKET

The availability, suitability, and affordability of real estate is essential for NPO program and service delivery. The review of the real estate market looked at the overall market context and trends in Richmond, with a focus on the demand for and supply of commercial and industrial space. This serves as a benchmark to compare the costs NPOs are currently paying and the availability and suitability of space.

2. A POLICY AND REGULATORY SCAN

A literature review was conducted to understand at a high level local government plans, policies and regulations that guide, inform, regulate and support the nonprofit sector on a variety of real estate, financial, and non-financial matters.

3. DEVELOPMENT OF DATABASE OF NON PROFIT SOCIAL SERVICE ORGANIZATIONS

The team defined, prioritized and developed a list of target social purpose non-profit organizations to consult in the process. RCSAC defined non-profit social purpose organizations as organizations that are voluntary, organized, not-for-profit, self-governing and non-governmental. For the purpose of this project, several sub-sectors of social purpose were specifically excluded, such as business and professional associations, unions, student associations, clubs, committees, task forces, hospitals and health authorities, universities and colleges, municipal libraries and environmental organizations. A variety of different sources were used to compile the database of social purpose non-profit organizations in Richmond including the names and addresses of non-profit organizations listed on the City of Richmond's Community Resources and Services website, organizations obtained from the Richmond Cares Richmond Gives Society, the BC Registry and Canada Revenue Agency (CRA) and a list of organizations that are members of RCSAC. Through this process, it was determined that there were over 344 organizations active in Richmond in 2018, of which over 65 are non-profit social purpose organizations.

4. A SURVEY OF NONPROFIT SOCIAL PURPOSE ORGANIZATIONS

To provide a robust review of NPO commercial and industrial space needs in Richmond that will form a baseline to be tracked and monitored over time, a survey of social purpose nonprofit organizations was developed.

In the lead up to the development of the survey questions, research was undertaken to identify other reports and surveys from comparable markets. There are a few similar studies completed in Canada, including the Social Purpose Real Estate Collaborative's RENT-LEASE-OWN study.²⁰

Based on comparable surveys and a high-level real estate market overview, the following topic areas were focused on in the survey (the full list of survey questions can be found in Appendix B Survey Questions):

1. **Organization Profiles** -- The purpose of this topic area was to understand the types of organizations who responded to the survey to provide a richer understanding of the data and to

²⁰ Real Estate Institute of BC and the Social Purpose Real Estate Collaborative. RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver. Retrieved March 28, 2018.

identify the extent to which they represent the social purpose sector as a whole. Information collected comprised of contact information, incorporation status, primary activities, and staff composition.

2. **Current Space & Needs** -- The purpose of this topic area is to understand NPOs current space and needs. Information collected included site locations, current space size, additional space needed, and building components / features needed to be effective in service delivery. Space typology was also obtained to understand space suitability. Typology classifications included retail, office, commercial, institutional, community facilities, light and heavy industrial, and residential/home-based. Specific location data was recorded as it affects a multitude of issues including accessibility for staff, proximity to clients, compatibility of clients with neighbours, and proximity to businesses, services, amenities, and other not-for-profits.
3. **Tenure & Stability** -- The purpose of this topic area is to understand the level of risk NPOs have when it comes to tenure stability or displacement relative to their future space needs, including lease / rental term expiration, confidence in their ability to renew space agreements, and percentage of operating budget directed to space-related costs. Information collected included tenure status, lease / rental agreement expiration timeframes and restrictions, redevelopment potential, and perceived and known security / stability of space. This section also explored NPOs consideration of relocating as a consequence of instability, with questions pertaining to reasons for moving and future space needs.
4. **Affordability** -- Understanding the real estate costs of space for NPOs and how they compare with current market rate costs is essential. Information collected included monthly costs, total cost of base rent per square foot, maximum monthly cost per square foot that an organization would be willing to spend on space-related costs and NPO annual operating costs that go towards lease, rent, mortgage and other building expenditures.
5. **Challenges & Opportunities** -- The purpose of this topic area is to understand the major barriers NPOs face in securing appropriate space and strategies they and their supporters could explore to overcome these real estate challenges.

The survey was designed and administered using Let'sTalkRichmond, an interactive discussion forum and community engagement website run by the City of Richmond where people can give input and feedback on projects. Once the questionnaire was field tested, email invitations were sent to 64 non-profit organizations in the organization database for which email addresses were obtained. The invitations provided NPOs with a link to an online survey and described other options for completing the survey questionnaire, including by telephone with a representative of the team.

The e-mail addresses were obtained through a mixture of secondary sources (e.g. a search of organization websites) as well as by telephoning non-profits for which telephone numbers were available but no email address could be obtained. Out of the 65 NPOs invited to participate in this survey, 39 fully completed the survey (59% completion rate and the respondent may have skipped questions or sections which were not relevant to their organization or for which they did not have data readily accessible).

4. A REVIEW OF RECOMMENDATIONS

Considering findings from the survey results, literature reviews, case studies and stakeholder meetings and conversations, high-level opportunities and strategies to overcome barriers to social purpose real estate were identified for NPOs and their supporters (funders, agencies and government officials).

CHALLENGES AND LIMITATIONS

The major challenges faced in this review and the steps taken to mitigate the impact of these challenges are as follows:

- **Timeline.** The project was implemented under a very short timeline. The first invitation to the survey was distributed on March 26, 2018 and the fourth and final reminder was sent on April 26, 2018. The survey started somewhat later than anticipated because of a delay in adapting the survey to the TalkRichmond Platform and obtaining relevant approvals.

- No up-to-date list of organizations in the Richmond non-profit sector was available at the start of this phase. A variety of sources were used to compile the database of organizations, including the City of Richmond Community Resources Services list and the RCSAC. To increase the number of non-profit organizations who could be contacted by e-mail, an extensive review of websites was undertaken complemented by telephone calls to NPOs to identify appropriate contact people and contact information.
- The completion rate for the survey varies somewhat across questions. The response rate tends to be lower for the questions that require a breakdown of detailed financial information and open-ended questions. To reflect the level of response, the number of organizations responding to any particular question is included in tables in this report.
- The information shared by respondent NPOs was sensitive and any responses given were requested to be kept confidential, meaning that the City, RCSAC and consultant team will have access to information about who took the survey, but this information will not be made available to the public. This report will not directly associate an organization with their survey responses.



5. REAL ESTATE MARKET OVERVIEW

The availability, suitability, and affordability of real estate is essential for the program and service delivery of NPOs in Richmond. To understand how the real estate situation is unfolding for NPOs, it is important to compare the survey data with the overall real estate context and trends in Richmond and Metro Vancouver.

OFFICE SPACE

The results from the Richmond NPO Space Needs survey indicated that most NPOs occupy office space for their primary space (79%). As such, this study compares the availability (vacancy rate and square footage) and affordability (cost per square foot) of the Richmond and Metro Vancouver office real estate market to provide a baseline of information on the real estate situation faced by NPOs.

While Richmond has the third highest total office space supply in Metro Vancouver (8.4%), Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier - and is at its lowest point since mid-year 2002.²¹ This trend indicates that office space vacancy rates may remain low for NPOs looking for new or additional office space in 2019.

OFFICE SPACE SUPPLY

The supply or availability of inventory is an important driving factor of NPO space needs. Further, the availability of Class types is important as the more affordable office spaces typically range in the lower end (Class C and B). Office classifications can be defined as follows²²:

- Class A Office Space: Prestigious buildings competing for premier office users with rents above average for the area.
- Class AAA Office Space: A subset of Class A buildings which are locally recognized as being the top tier, most prestigious buildings that command the highest rental rates.
- Class B Office Space: Buildings competing for a wide range of users with rents in the average range for the area. Building finishes are fair to good for the area and systems are adequate.
- Class C Office Space: Buildings competing for tenants requiring functional space at rents below the average for the area.

Metro Vancouver has 63.967 million square feet of office inventory and 4.8 million square feet (8.4%) is located within Richmond. Metro Vancouver has 3.709 million square feet of vacant office space and over 259,067 of that is located within the City of Richmond. For Metro Vancouver as a whole, the majority of vacant office space is Class A and Class B.

Richmond has the second lowest average net rental rate at \$18.37 per square foot in Metro Vancouver. Class A space is offered at net \$19.47 per square foot in Richmond (second lowest), Class B space is offered at net \$14.46 per square feet in Richmond (lowest), and Class C is offered at net \$14.00 per square foot (third lowest). Nevertheless, rental rates have steadily increased over the past five years. In 2013, the net rental rate was \$14.30 per square foot which has since increased to \$18.37 per square foot in 2018.²³ The limited availability of office space and the increasing cost of office space creates difficulties for new, emerging or relocating NPOs competing with other organizations and businesses to find and secure affordable and appropriate office space.

The Richmond office market remains stable with moderate positive absorption for the sixth straight quarter.²⁴ Much of this was driven by existing tenant expansion. Table 1.1 illustrates Richmond's office

²¹ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.
http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

²² Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

²³ Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

²⁴ Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

space inventory in the first quarter of 2018 and how Richmond's office space supply compares with other Metro Vancouver municipalities.

Table 1.1 Office Supply Inventory in Metro Vancouver

Concentration of Office Space Inventory in Metro Vancouver [Square Footage]						
	Class C	Class B	Class A	Class AAA	Total Office Inventory by Municipality	% of Total Office Inventory by Municipality
Burnaby	650,362	3,292,211	7,350,318	-	11,292,891	18%
Langley	278,589	334,568	825,436	-	1,438,593	2%
New Westminster	512,159	823,029	645,966	-	1,981,154	3%
North Shore	287,834	1,363,305	909,015	-	2,560,154	4%
Richmond	405,318	1,999,140	2,397,279	-	4,801,737	8%
Surrey	1,015,157	1,629,386	1,550,605	1,098,230	5,293,378	8%
Vancouver Proper Total	7,067,571	15,725,096	10,884,327	2,923,058	36,600,052	57%
Metro Vancouver Total by Class Type	10,216,990	25,166,735	24,562,946	4,021,288	63,967,959	100%

OFFICE SPACE VACANCY

As illustrated in Table 1.2, the City of Richmond is experiencing low vacancy rates for Class B and Class C space, at 4.6% and 0.4% respectively, and at 7% of total Metro Vancouver vacancy across all Class types, in the first quarter of 2018. The limited availability of office space in Richmond creates difficulties for new, emerging or relocating NPOs competing to secure appropriate office space.

Table 1.2: Office Supply Vacancy in Metro Vancouver

Concentration of Office Space Vacancy in Metro Vancouver [Square Footage]						
	Class C	Class B	Class A	Class AAA	Total Office Vacancy by Municipality	% of Total Office Vacancy by Municipality
Burnaby	39,352	200,031	543,682		783,065	22%
Langley	12,605	17,670	39,700		69,975	2%
New Westminster	11,254	48,347	152,898		137,607	4%
North Shore	2,349	39,258	96,000		137,607	4%
Richmond	1,440	91,356	166,271		259,067	7%
Surrey	26,287	133,218	80,673	88,904	329,082	9%
Vancouver Proper Total	321,406	570,686	758,762	273,929	1,924,783	53%
Metro Vancouver Total Vacancy by Class Type	414,693	1,100,566	1,837,986	362,833	3,641,186	100%
Vacancy Rate by Class Type	4.1%	4.4%	7.5%	9.0%	5.7%	

OFFICE SPACE MARKET RATES

Richmond has the second lowest weighted average asking net rental rate at \$18.37 per square foot in the Metro Vancouver region, as illustrated in Table 1.3. For Metro Vancouver as a whole, Class A office space

ranges from \$19.47 per square foot in Richmond (second lowest), to \$23.55 per square foot on the North Shore (about average), to \$33.85 in Vancouver proper (highest). Class B office space ranges from \$14.46 per square feet in Richmond (lowest), to \$20.08 per square foot on the North Shore (about average), to \$27.49 per square foot in Vancouver Proper (highest). Class C office space ranges from \$12.90 per square foot in Langley, to \$14.00 per square foot in Richmond as the third lowest, to \$17.00 per square foot on the North Shore (about average) and \$21.98 per square foot in Vancouver Proper (highest).

Table 1.3: Office Supply Net Market Rates in Metro Vancouver

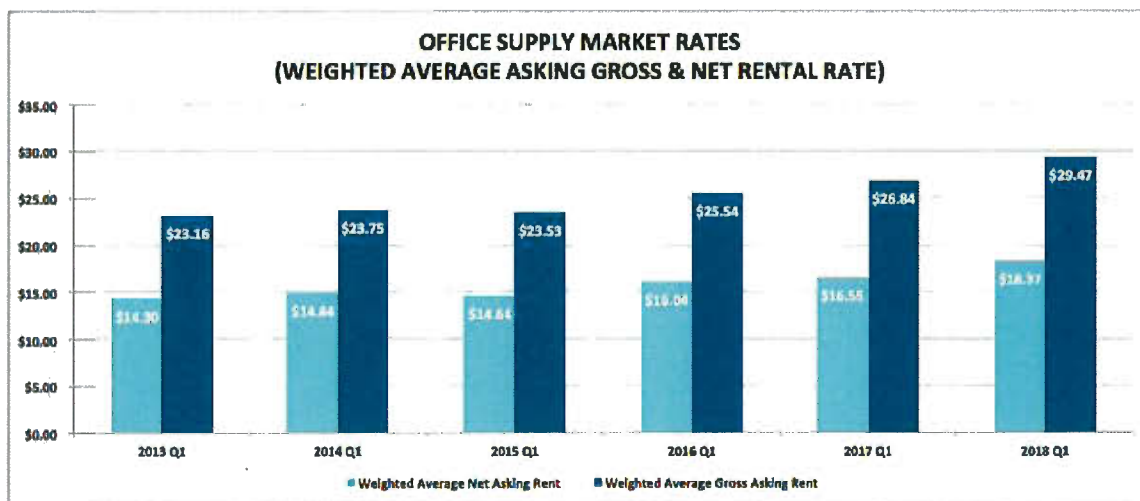
Office Supply Market Rates in Metro: Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).					
	Class C	Class B	Class A	Class AAA	Average Market Rate by Municipality
Burnaby	\$13.04	\$18.26	\$25.05	-	\$22.25
Langley	\$12.90	\$16.58	\$19.17	-	\$17.36
New Westminster	\$16.68	\$17.58	\$25.77	-	\$20.77
North Shore	\$17.00	\$20.23	\$23.55	-	\$21.09
Richmond	\$14.00	\$14.38	\$19.47	-	\$18.37
Surrey	\$16.55	\$20.86	\$23.44	\$31.10	\$24.03
Vancouver Proper Total	\$21.98	\$30.59	\$33.85	\$44.61	\$32.64
Average Rate by Class Type	\$16.02	\$19.78	\$24.33	\$37.86	\$22.36

Table 1.4 illustrates Richmond's office supply weighted average asking gross rental rates in the first quarter of 2018.

Table 1.4: Office Supply Gross Rental Market Rates in Metro Vancouver

Office Supply Market Rates in Metro: Weighted Average Asking GROSS Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Gross Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).					
	Class C	Class B	Class A	Class AAA	Average Market Rate by Municipality
Burnaby	\$22.99	\$32.18	\$40.57	-	\$36.97
Langley	\$20.88	\$25.06	\$29.57	-	\$26.94
New Westminster	\$30.70	\$30.73	\$39.59	-	\$34.33
North Shore	\$26.98	\$35.01	\$37.80	-	\$35.59
Richmond	\$28.50	\$25.27	\$30.59	-	\$29.47
Surrey	\$26.76	\$34.17	\$29.92	\$46.68	\$34.53
Vancouver Proper Total	\$39.21	\$50.59	\$52.10	\$66.46	\$51.79
Average Rate by Class Type	\$28.00	\$33.29	\$37.16	\$56.57	\$35.66

While the City of Richmond has had low weighted average asking gross and net rental rates, they have steadily increased over the past five years. As illustrated in the graph below, in 2013, the net rental rate was \$14.30 per square foot which has since increased to \$18.37 per square foot in 2018.²⁵



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Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement)

Additional Rent: All monetary obligations of Tenant to Landlord under the terms of this Lease, including, but not limited to, Base Rent, Tenant's Monthly Operating Expense Payment, Tenant's Percentage Share of Insurance Costs and Real Property Taxes

OFFICE SPACE DEMAND

Demand for office space in the City of Richmond is a function of many factors including macroeconomic trends (the national and international economic climate); growth and policies of the City of Richmond; cost of space; availability and character of developments; and, importantly, the overall "package" that Richmond presents to prospective users.

Demand for office space emanates from several key sources:

- Education and universities: Kwantlen Polytechnic University is in the process of expanding its Richmond campus that will create further class, studio and office space.
- Health-care and medical: The Richmond Hospital and many medical, dental and counselling clinics are housed in Richmond or require new commercial space in Richmond.
- Non-profit organizations: There are hundreds of non-profit organizations located in Richmond, with the majority requiring office space to run their programs and services.
- Research and technology: Richmond is home to 12 of the 100 top high-tech companies in BC, a list prepared annually by Business in Vancouver.²⁷
- Professional: There is high office space demand from legal, accounting, real estate, engineering, architecture, advertising, marketing, consulting and other professional service providers.
- Business and financial services: There is high office space demand from professional services related to the financial sector (consumer banking, etc).
- Sales and service occupations
- Natural and applied sciences and related occupations
- Government services
- Occupations in art, culture, recreation and sport

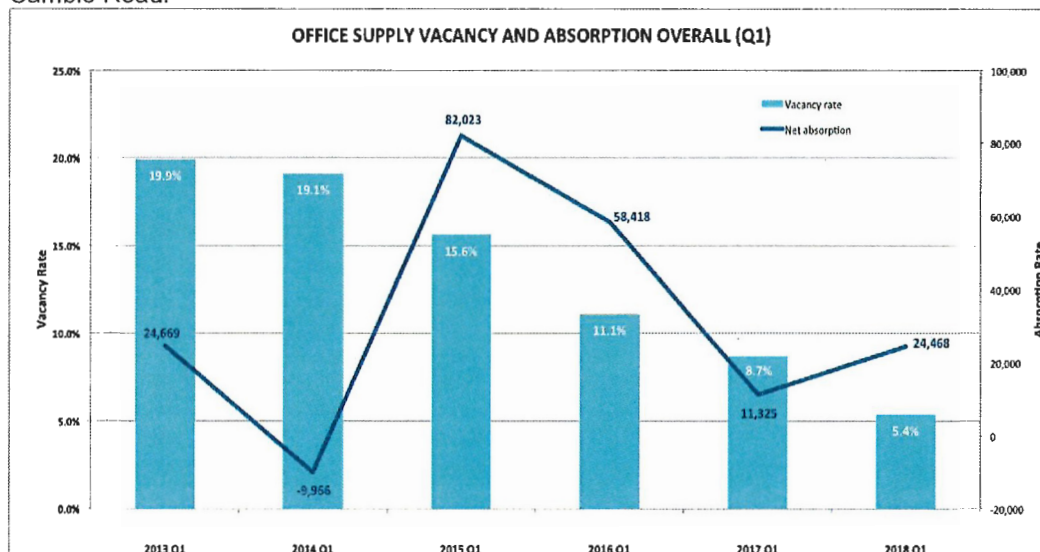
OFFICE SPACE MARKET SUMMARY

²⁵ Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

²⁶ Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

²⁷ City of Richmond. Biggest High-Tech Companies in Richmond. https://www.richmond.ca/_shared/assets/pp_hf_246258.pdf. Retrieved April 13, 2018.

Richmond has the third highest office space supply in Metro Vancouver, at 5.4 million square feet of office space or 8.4% of total office supply in Metro Vancouver. Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier and is at its lowest point since mid-year 2002, as illustrated in the graph below.²⁸ The main reasons for the decrease were due to the completion of new developments in 2017, which resulted in space being occupied towards the end of 2017. Most of the absorption recorded in 2017 was from tenants who relocated within the market. Despite the decline in vacancy, large blocks of space remain available at Airport Executive Park and Crestwood Corporate Centre, both located on East Cambie Road.



Absorption rate: Net absorption is a measurement of the net change of the supply of space in a given real estate market over a specific period of time, measured in square feet.²⁹

New office space for lease in Richmond is scheduled for completion by the end of 2020. Yuanheng Holdings' three phase mixed-use ViewStar development will include a 205,141 square foot office tower in its second phase. iFortune Homes' is waiting for the issuance of its development permit for its mixed-use project, the iFortune Centre, which includes an 105,420 square foot office tower at 6860 No. 3 Road. New projects from Bene (No. 3) Road Development, New Continental Properties Inc. and Beckwith Development are expected to add another 240,000 square feet of office space in the coming years.³⁰ However, the resulting Class A office space will lease for rates beyond the reach of many NPOs.

The supply of new office space, below average rents (relative to other municipalities), proximity to rapid transit and other quality of life amenities in Richmond make it attractive to organizations to locate in Richmond, but the cost and competition for space make it difficult for NPOs to find suitable space.

INDUSTRIAL SPACE

The results from the Richmond NPO Space Needs Survey indicate that a small number of NPOs in the study occupy industrial space (3%). As such, this study compares the availability (vacancy rate and square

²⁸ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.
http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

²⁹ Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

³⁰ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.
http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

footage), and affordability (cost per square foot) of the Richmond and Metro Vancouver industrial real estate market to form a baseline for the real estate situation faced by some NPOs.³¹

Richmond has the second highest inventory of industrial space, with 24.2% of the total supply in Metro Vancouver. Vacancy in Richmond went to 2.0% in the first quarter of 2018, down from 2.7% in the first quarter of 2016. This is a slightly above average industrial space vacancy rate (1.8%) relative to other municipalities in Metro Vancouver. Richmond has lower than average net rental rates for industrial space but pricing has and is anticipated to rise with increasing demand. The limited availability and increasing costs of industrial space creates difficulties for new, emerging or relocating NPOs competing with businesses and other organizations to secure affordable and appropriate space.

INDUSTRIAL SPACE SUPPLY

Metro Vancouver has 144.174 million square feet of industrial inventory, of which 34.6 million square feet (24%) is located within the the City of Richmond, as illustrated in Table 1.5.

Table 1.5 Industrial Supply Inventory in Metro Vancouver

Concentration of Industrial Space Inventory in Metro Vancouver [Square Footage]		
	Total Industrial Inventory by Municipality	% of Total Industrial Inventory by Municipality Across the Region
Burnaby	26,232,257	18.2%
Langley	19,388,367	13.4%
North Shore	4,734,111	3.3%
New Westminster	3,499,038	2.4%
Richmond	34,630,155	24.0%
Surrey	35,350,606	24.5%
Vancouver Proper Total	20,339,497	14.1%
Metro Vancouver Total	144,174,031	100%

INDUSTRIAL SPACE VACANCY

Metro Vancouver has 2.685 million square feet of vacant industrial space, of which 695,103 square feet (22.7%) of regional vacant space is located within the City of Richmond, as illustrated in Table 1.6. Richmond is experiencing a low industrial space vacancy rate (2.0%) but higher than other municipalities in the region; which may put some pressure on landlords to ask lower rental rates in Richmond compared to other municipalities.

³¹ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

Table 1.6: Industrial Supply Vacancy in Metro Vancouver³²

Concentration of Industrial Space Vacancy in Metro Vancouver [Square Footage]			
	Total Industrial Vacancy by Municipality	% of Total Industrial Vacancy by Municipality Across Region	Vacancy Rate (%)
Burnaby	440,183	32.6%	1.7%
Langley	279,633	11.7%	1.4%
North Shore	43,434	1.7%	0.9%
New Westminster	0	0.0%	0.0%
Richmond	695,103	22.7%	2.0%
Surrey	269,901	16.3%	0.8%
Vancouver Proper Total	452,142	14.3%	2.2%
Metro Vancouver Total Vacancy	2,685,234	100.0%	1.5%

INDUSTRIAL SPACE MARKET RATES

The City of Richmond has the third lowest average asking rental rate at \$8.87 per square foot in the Metro Vancouver region. For Metro Vancouver as a whole, industrial space ranges from \$6.75 per square foot in New Westminster (lowest), to \$8.87 per square foot in Richmond (third lowest), to \$11.45 per square foot in Burnaby (about average) and \$17.09 per square foot in Vancouver Proper (highest).³³

Table 1.7: Industrial Supply Market Rates in Metro Vancouver³⁴

Industrial Supply Market Rates in Metro: Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).	
Weighted Average Asking Rent by Municipality	
Burnaby	\$11.43
Langley	\$11.65
North Shore	\$16.30
New Westminster	\$6.75 (previous quarter)
Richmond	\$8.87
Surrey	\$8.42
Vancouver Proper Total	\$17.09
Average Market Rate	\$11.10

³² Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

³³ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

³⁴ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

While the City of Richmond has had low weighted average asking net rental rates, they have increased over the past five years from \$7.99 per square foot in 2013 to \$8.87 per square foot in 2018, as illustrated in the graph below.³⁵



Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement)³⁶

Additional Rent: All monetary obligations of Tenant to Landlord under the terms of this Lease, including, but not limited to, Base Rent, Tenant's Monthly Operating Expense Payment, Tenant's Percentage Share of Insurance Costs and Real Property Taxes

INDUSTRIAL SPACE DEMAND

Demand for industrial space in Richmond is a function of many factors including macroeconomic trends; local economic growth; policies; cost of space; availability and character of developments; and the overall "package" that Richmond presents to prospective users.

In 2017, more than 3.1 million square feet of new industrial space has been proposed or is under construction to be completed by 2020.³⁷ Demand for this industrial space emanates from several sources:

- Trades, transport and equipment operators and related occupations
- Manufacturing and utilities
- Natural resources, agriculture and related production
- Storage and distribution spaces
- Flex industrial and office space
- Research and technology: Richmond is home to 12 of the 100 top high-tech companies in BC, a list prepared annually by Business in Vancouver, many of whom require industrial warehouse and manufacturing space.³⁸

INDUSTRIAL SPACE MARKET SUMMARY

Richmond has the second highest inventory of industrial space, with 34.630 million square feet of industrial space or 24.2% of the total supply in Metro Vancouver. Vacancy in Richmond's 34.6 million square foot industrial market went to 2.0% in the first quarter of 2018 from 2.0% in the first quarter of 2017 and 2.7% a

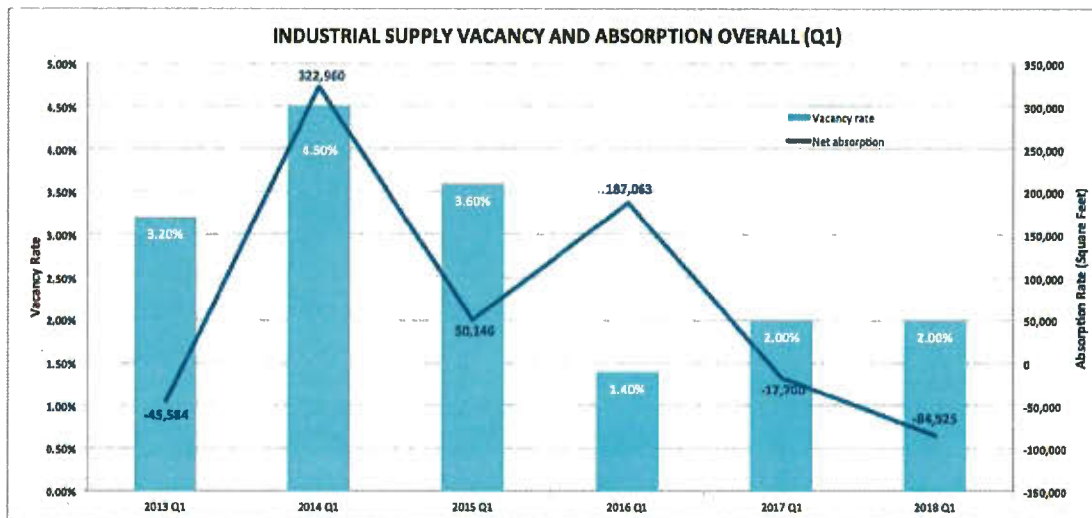
³⁵ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

³⁶ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

³⁷ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

³⁸ City of Richmond. Biggest High-Tech Companies in Richmond. https://www.richmond.ca/shared/assets/pp_hf_246258.pdf. Retrieved April 13, 2018.

year earlier, due to strong leasing activity and limited new construction.³⁹ This is a slightly above average industrial space vacancy rate (1.8%) relative to other municipalities in Metro Vancouver. Richmond does have lower than average asking net rental rates for industrial space but pricing has and is anticipated to rise as new supply for lease may be unable to keep up with demand and have a negligible impact on vacancy in the future. Lease or purchase options in all size ranges remain highly limited. Industrial strata development has become more prevalent in Richmond due to strong demand from owner-occupiers and the ability to make strata pricing work to accommodate the rising cost of acquiring increasingly rare industrial land.⁴⁰



Absorption rate: Net absorption is a measurement of the net change of the supply of space in a given real estate market over a specific period of time, measured in square feet.⁴¹

Ongoing demand for industrial space in Richmond has fuelled increases in purchase prices and rental rates as limited supply and land available for development, and tight vacancy has shifted the market. The higher industrial space inventory, low vacancy and below average rents (relative to other municipalities in the region) in Richmond is a positive for NPOs seeking space. However, NPOs still face the challenge of finding affordable space, according to their operating budgets.

³⁹ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

⁴⁰ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

⁴¹ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

6. POLICY AND REGULATORY SCAN

Metro Vancouver municipalities have introduced plans and policies that foster and support the not-for-profit sector in a variety of real estate, financial, and non-financial means. This section briefly describes a scan of local policies, regulations and approaches to provide a local backdrop for the survey results.

The City of Richmond has many plans and policies that address the real estate needs of NPOs, including the Richmond Official Community Plan, the City of Richmond's Social Development Strategy, the Zoning Bylaw, the Property Tax Exemption Policy, City Grant Programs and the provision of City-owned land and property. Most plans focus on the space and funding needs of NPOs that provide child care, family support, housing and health services. The space needs of more general social purpose NPOs are often not considered in area plans and rezonings and in the development of key areas like Richmond City Centre. There is an opportunity to expand plans and programs to address the space needs of all social purpose NPOs in Richmond and to ensure NPO program and administrative space needs are amenities considered in the development of the city centre.

SOCIAL DEVELOPMENT PLANS

Some municipalities have developed plans that support the social sector of their community. Typically, these plans are part of a broader social or cultural plan and often present a set of goals or directions towards a segment of the nonprofit sector, such as child care or arts and culture, and facilitate the development of detailed policies and regulations. Few plans specifically address the space needs of the nonprofit sector. Despite this, these plans provide a framework by which other policy and regulatory decisions can be made, including decisions to support the space needs of the nonprofit sector.⁴²

- The City of Richmond's Social Development Strategy outlines a vision, goals, strategic directions and actions to improve opportunities for social development in Richmond. The City strategy articulates key community needs that will require a variety of spaces, and strategies to improve opportunities for community service space development, operation, and maintenance.⁴³

Social Development Strategy Framework



⁴² Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013

⁴³ Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013

DEVELOPMENT PLANS & REGULATIONS

Zoning and development bylaws define and regulate the types of uses permitted in different zoning districts. The availability of and access to commercial, industrial or other program space for NPOs can be facilitated by zoning and other regulations.

- The Richmond City Centre Area Plan (2009) is a land use plan that outlines objectives and strategic directions that pertain to community services. Section 2.8, 'Social Equity and Community Services' sets an objective for creating an 'inclusive community', outlining how access to services will be facilitated by locating complementary services with, adjacent to or nearby existing and future City Centre public facilities; and by establishing "Community Service Hubs", multi-use, multi-agency community service "hubs" in each of the City Centre's six village centres, so NPOs can be located close to the communities they serve and offer a variety and continuum of services.
- Richmond Official Community Plan (City of Richmond, 2012) is a city-wide plan that outlines objectives and strategic directions that pertain to social purpose real estate. In Chapter 11, Social Inclusion and Accessibility, Objective 2 is to facilitate the provision of space for community agencies and includes policies to assist community groups in securing office and program space and funding (e.g., through senior governments, NGOs, the lease of any surplus City space, negotiation with developers in the rezoning process); to establish clear, transparent guidelines for the securing and allocating of City-owned or negotiated community agency space (e.g., eligibility criteria, cost factors, timing, roles and responsibilities); and to support community partners to develop and maintain an inventory of space for community agencies in Richmond.
- The City of Richmond's Social Development Strategy outlines opportunities to negotiate space for family-oriented community service hubs through rezoning (e.g. co-location of child care, family support and health services).⁴⁴
- The City of Richmond's Zoning Bylaw defines and regulates what uses can go in each zoning district and allows minor community care facilities and childcare uses in residential districts.
- The City of Vancouver's Zoning and Development Bylaw allows a variety of social, cultural, or recreational uses in residential districts on a conditional basis. For example, in Mount Pleasant, the RM-4, RT-5, and RT-6 residential zones conditionally permit "Cultural and Recreational" uses. In RT-6 and RM-4 districts, for example, clubs are allowed provided that no commercial activities are carried on and the use does not adversely impact residential uses. The Mount Pleasant Neighbourhood House is located in an RT-5 zone and two Boys and Girls clubs are located in residential zones.⁴⁵

COMMUNITY AMENITY CONTRIBUTIONS OR DENSITY BONUSING POLICIES

Community amenity contributions or density bonusing are policies or practices that can support NPO access to space. As part of major projects that involve rezonings, many municipalities require or negotiate a community benefit contribution in return for the increase in land value that the developer gains from the rezoning. Community amenities may include public art, community centres, parks, affordable housing or other facilities that benefit a neighbourhood. When spaces are made available through a major re-zoning for an NPO purpose, these facilities are leased to not-for-profit operators at below-market or nominal rents.⁴⁶

- The City of Richmond's Child Care Development Policy describes how developer cash contributions and child care density bonus contributions from major project rezonings can be allocated to the City's Child Care Reserve Funds: 90% of the amount is deposited to a capital development reserve fund and 10% is deposited to an operating reserve fund, which provides financial assistance for non-capital

⁴⁴ Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013. Retrieved April 20, 2018.

⁴⁵ City of Vancouver Zoning & Development. Bylaw No. 3575. <http://vancouver.ca/your-government/zoning-development-bylaw.aspx>. Retrieved April 19, 2018.

⁴⁶ Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013. Retrieved April 20, 2018.

expenses related to childcare within the City. These reserve funds assist with establishing childcare facilities and spaces in private or public developments and in acquiring sites for lease.⁴⁷

- The City of Burnaby's Community Benefit Bonus Policy and rezoning process for major developments can help secure community amenity contributions from developers. Contributions can include office space that is leased or otherwise allocated to NPOs. Cash contributions can be allocated to the City's Housing Fund to be used toward City-initiated or community-sponsored affordable housing projects which are generally used to off-set City-related costs such as application and permit fees, development cost charges and off-site servicing requirements.⁴⁸

PROPERTY TAX EXEMPTIONS

Municipalities can offer property tax exemptions to NPOs that own property in a variety of ways.

- The City of Richmond's Property Tax Exemption Policy allows the City to provide property tax exemptions to churches, private schools, hospitals, and charities that own property. Charitable property tax exemption is also allowed for properties where an NPO is using a municipal building as a licensee or tenant.⁴⁹
- The City of Coquitlam's Community Charter section 224 allows the City to provide property tax exemptions to local organizations that enhance the wellbeing of the community. Exemptions are considered for a period of up to five years for certain types of land and which are understood to provide some general benefit to residents of Coquitlam.⁵⁰

MUNICIPAL GRANT PROGRAMS

Some municipalities offer grant programs to NPOs that provide funding for a range of purposes, including for annual operations, organizational development and training or projects.

- The City of Richmond's Grant Programs aim to assist Richmond-based community groups in providing programs to residents, in building community and organizational capacity, and in promoting partnerships and financial cost sharing. Groups can now receive grants in the program areas of child care; health, social and safety; parks, recreation, and community events; and arts and culture.⁵¹
- The City of North Vancouver provides annual grants to NPOs that deliver a range of community social and cultural services to residents. Specifically, grants are provided for community services, outreach youth services, arts assistance, children and youth initiatives and core funding (general operating expenses and/or specific services).⁵²
- The City of Coquitlam provides annual grants to NPOs to help fulfill the City's strategic goals. The grant programs include an active grant category (\$5,000) for sport and active recreation services for children and youth, and the Spirit of Coquitlam grant, which assists community organizations to work collaboratively and to combine their efforts and resources.⁵³
- The City of Port Coquitlam's "Self-Help Matching Grant Program" supports projects that involve new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental habitat, community recreation, indoor sports area, arts/culture and streetscapes. Since

⁴⁷ City of Richmond Bylaw 8877. https://www.richmond.ca/_shared/assets/Bylaw_8877_CNCL_5-14-201232920.pdf. Retrieved April 20, 2018.

⁴⁸ City of Burnaby Community Benefit Policy can be found at <http://www.burnaby.ca/Assets/city+services/planning/Community+Benefit+Bonus+Policy.pdf>. Retrieved April 26, 2018.

⁴⁹ City of Richmond. Building Our Social Future – A Social Development Strategy for Richmond 2013-2022, 2013. Retrieved April 20 2018.

⁵⁰ The City of Coquitlam. Property tax exemption. <https://www.coquitlam.ca/city-services/taxes-utilities/property-taxes/property-taxes.aspx>. Retrieved May 24, 2018.

⁵¹ City of Richmond. Grant Program. <https://www.richmond.ca/plandev/socialplan/citygrant.htm>. Retrieved May 24, 2018.

⁵² City of North Vancouver. Community Grant program. <http://www.cnv.org/city-services/planning-and-policies/grants-and-funding/community-grants> Retrieved May 24, 2018.

⁵³ The City of Coquitlam. Community Grants. Available <https://www.coquitlam.ca/parks-recreation-and-culture/community-grants> Retrieved May 24, 2018.

its launch in 2002, the Program has provided matching funds for community projects such as audio-visual theatre equipment, playgrounds, building upgrades and specialized equipment.⁵⁴

MUNICIPAL FACILITIES & PROPERTIES

A common way of supporting NPOs is by making public facilities such as community centres, schools and other civic facilities and properties available to groups for free or rent/leased at nominal or reduced rental rates.⁵⁵ Few municipalities have written policies on the selling and leasing of municipal properties to NPOs; however, there are examples of municipalities leasing city-owned properties to NPOs as this is one of the most direct methods of assisting NPOs with their space needs.⁵⁶

- The City of Richmond has also planned and developed many City-owned child care facilities for lease at nominal rates to not-for-profit service providers.
- “Richmond Caring Place” is a commercial building situated on centrally located City-owned land and leased to the Caring Place Society at a nominal rental rate.⁵⁷ Richmond Caring Place is a community hub leased and operated by the Caring Place Society for the benefit of renting to other non-profit agencies. The community hub model has proven to be an effective solution for agencies to deliver services in a convenient one-stop location.⁵⁸
- The City of Burnaby owns two buildings that serve as community resource centres. These centres are leased to NPOs which provide services and programs primarily intended for Burnaby residents. Through a lease grant program, agencies are eligible for significant reductions in rent. For example, the City leased Burnaby Heights School as a resource centre between 1990 and 2009.⁵⁹
- The District of North Vancouver leases community facilities on an ongoing basis to societies or groups that provide social, cultural, educational, and recreational benefits. Community facility leases have a maximum term of five years at a fee of \$1.00 per annum.⁶⁰

⁵⁴ The City of Port Coquitlam. Self-Help Matching Program. <https://www.portcoquitlam.ca/recreation/administration/self-help-matching-grant-program/> Retrieved May 24, 2018.

⁵⁵ Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013. Retrieved April 20 2018.

⁵⁶ Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013. Retrieved April 20 2018.

⁵⁷ City of Richmond’s Development of City-owned Child Care Facilities.

https://www.richmond.ca/_shared/assets/PoliciesandProceduresforCity-ownedchildcarefacilities45413.pdf. Retrieved May 24, 2018

⁵⁸ Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013. Retrieved April 20 2018.

⁵⁹ City of Burnaby’s Lease Grants. <https://www.burnaby.ca/Assets/city+services/planning/Lease+Grant+Guidelines.pdf>. Retrieved May 24, 2018

⁶⁰ City of North Vancouver’s Community Facility Leases. app.dnv.org/OpenDocument/Default.aspx?docNum=2611238. Retrieved May 24, 2018

7. SURVEY FINDINGS

From March to April 2018, the Richmond NPO Space Needs Review Survey was designed and deployed using the Let'sTalkRichmond platform to gather input and ideas from Richmond's social purpose organizations on their space needs, challenges and opportunities. The survey was designed as convenience-based ("opt-in") with a blend of open and closed ended questions.

A total of 39 social purpose non-profit organizations completed the survey and over 16 pages worth of cross-tabulation data and over 110 open-ended comments were captured and 'coded' during analysis.

Based on a number of comparable surveys and a high-level real estate market overview, the following topic areas were focused on in the survey (the full list of survey questions can be found in Appendix B: Survey Questions).

1. Organization Profiles
2. Current Space and Needs
3. Tenure and Stability
4. Affordability
5. Challenges and Opportunities

All input gathered was analyzed. Where applicable, open-ended responses were read and assigned a 'code' or a theme to allow for grouping of similar ideas. Answers that were off-topic, vulgar or illegible were given a code of "Other" and not included in the results.

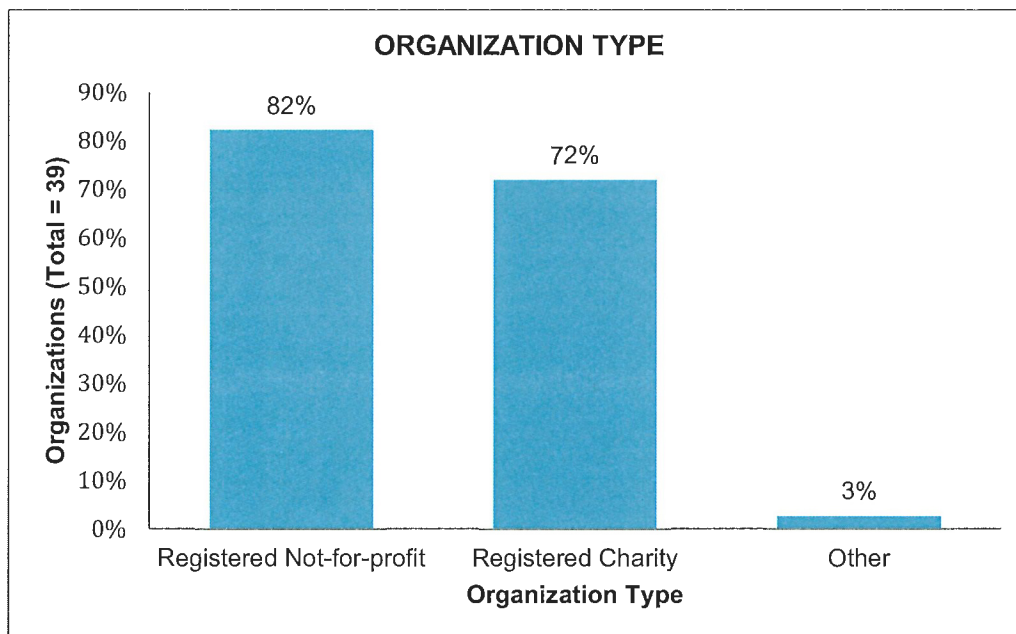
7.1 ORGANIZATION PROFILES

A key objective of the survey was to better understand social purpose NPOs in Richmond. Highlights from the survey findings show that respondents are both registered not-for-profits and charities that serve a diversity of populations in Richmond that live and/or commute to their programs and services from across the city. 49% of all respondent NPOs serve between 1000-5000+ community members. To serve these populations, the majority of respondents have 11-20 full-time employees (22%), part-time employees (14%) and volunteers (19%) per week while others have 21 to 100 full-time employees (12%) and 51 to 100 volunteers (14%). With almost 80% of NPO staff working on site, most NPOs projected that they will continue to increase all worker types in the future to accommodate growing program and service needs. This means that NPOs will need significant commercial and industrial space in Richmond in the future to accommodate growing programs, services and personnel.

ORGANIZATION STATUS

Highlights from the responses to Q: What type of organization do you have? Check all that apply.

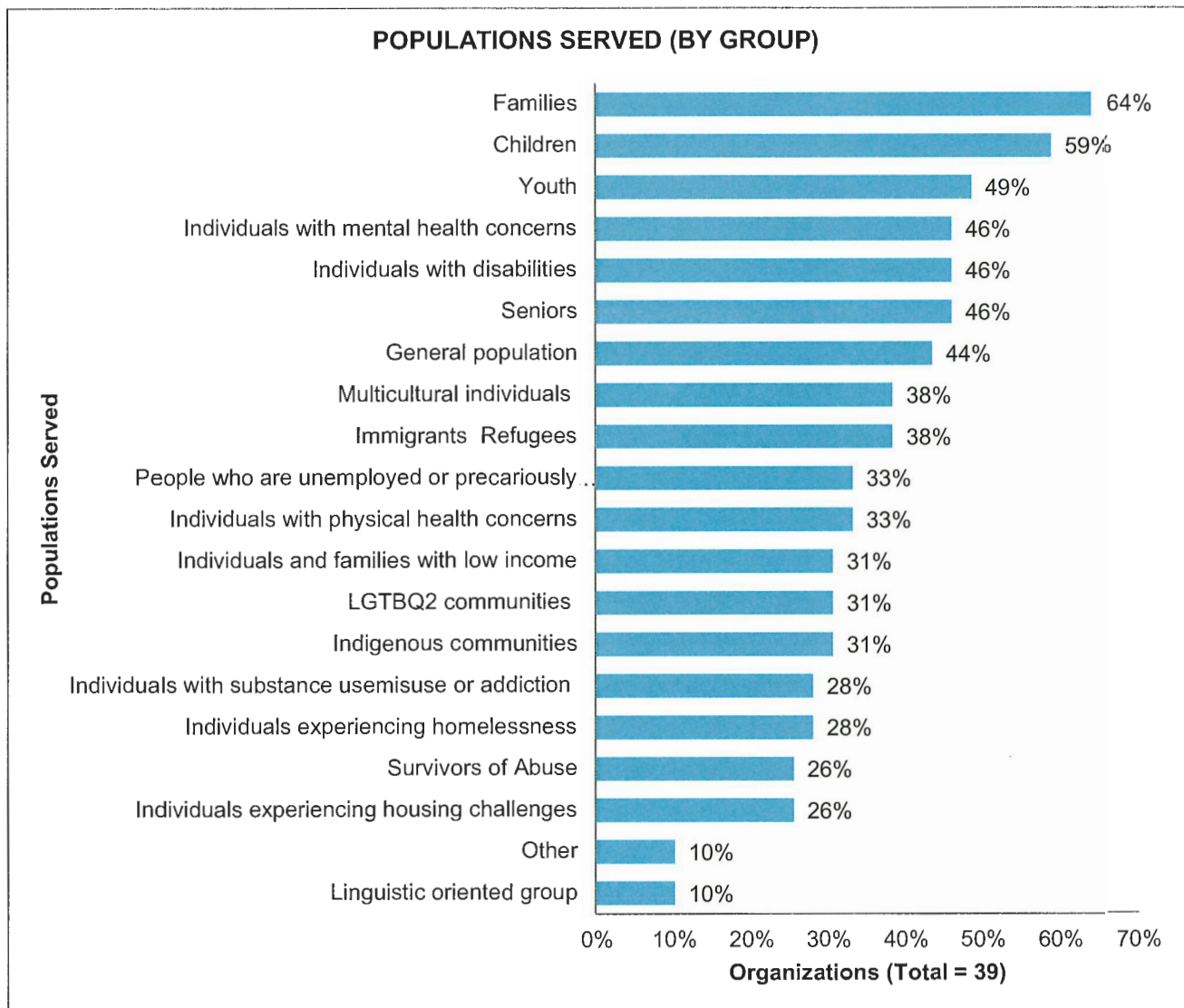
- 82% of respondent NPOs identify as registered not-for-profits.
- 72% of respondent NPOs identify as registered charities.
- 56% of respondent NPOs identify as both a registered not-for-profit and a registered charity.
- 3% of respondent NPOs identify as other (such as a coalition of non-profit services).



POPULATIONS SERVED

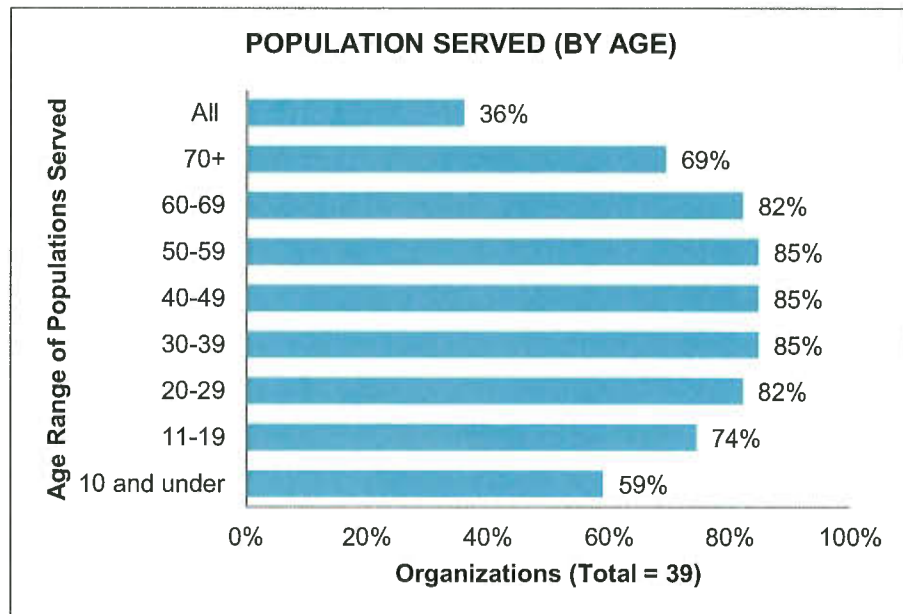
Highlights from the responses to Q: My organization primarily serves the following population(s) in Richmond? Check all that apply.

- The top five populations served by group by respondent NPOs are families (64%), children (59%), youth (49%), individuals with mental health concerns (46%) and individuals with disabilities (46%).
- The lowest five populations served by group by respondent NPOs are linguistic oriented groups (10%), 'other' groups (10%) (described by respondents as breastfeeding and expectant mothers, artists, the broader chinese community and homeless animals), individuals experiencing housing challenges (26%), survivors of abuse (26%) and individuals experiencing homelessness (28%).



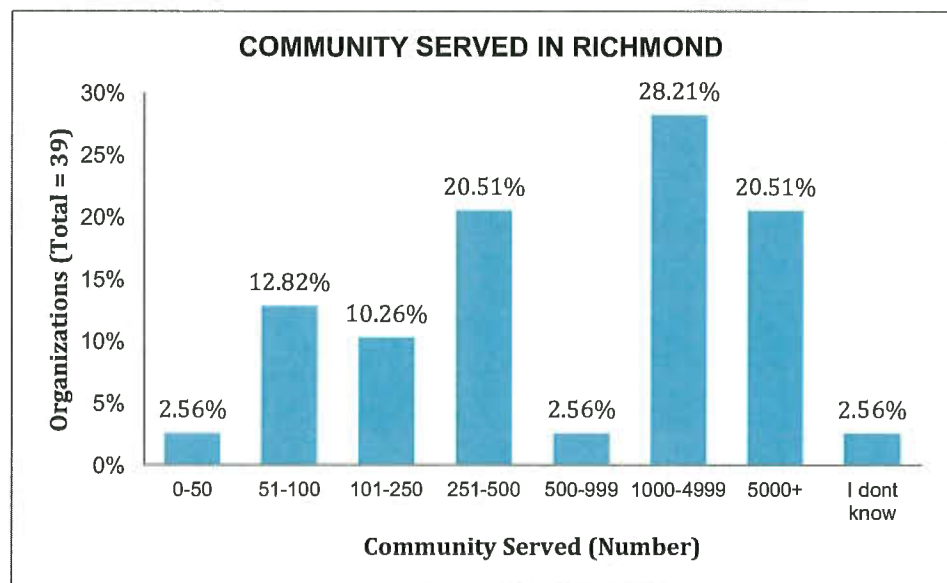
Highlights from the responses to Q: My organization primarily serves the following age range(s) of people in Richmond? Check all that apply.

- Most respondent NPOs serve a broad range of ages of people in the community.
- 36% of respondent NPOs serve all age groups
- 85% of respondent NPOs serve people 30 - 59 years old.
- 59% of respondent NPO's serve children 10 years and under.



Highlights from the responses to Q: This fiscal year (April 1, 2017 through to March 31, 2018), my organization has/will serve the following number of clients or users in Richmond?

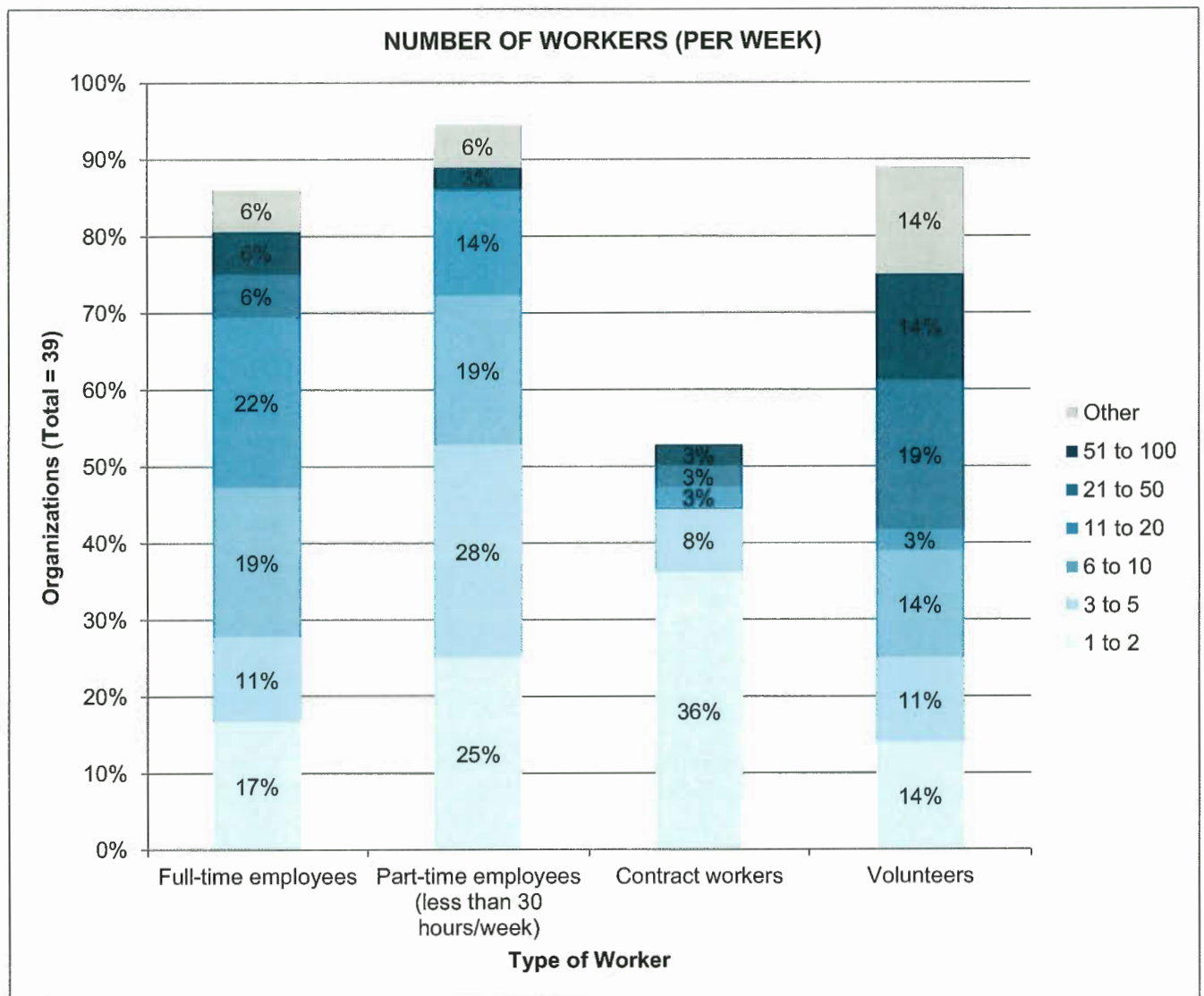
- 49% of all respondent NPOs serve between 1000-5000+ community members.
- 21% of respondent NPOs serve 251-500 people.
- 50% of respondent NPOs serve 0-999 people.
- This indicates that many of NPOs operating in Richmond reach large numbers of community members who require a broad scope of social services.



HUMAN RESOURCES

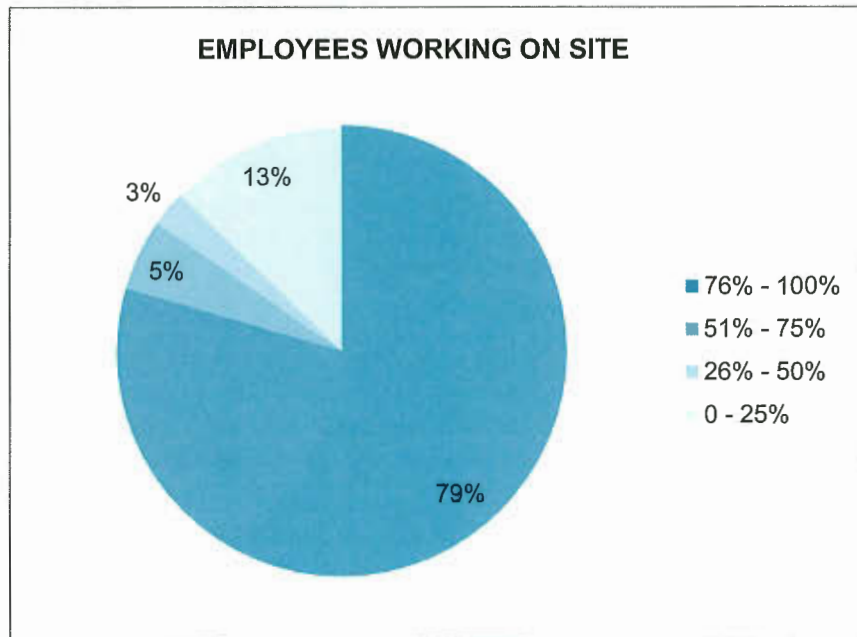
Highlights from the responses to Q: How many people work in all of your organizations community, office, retail and industrial spaces in an average week?

- Many respondent NPOs rely on volunteers to provide services and programs to their target communities.
- 12% of NPOs have 21 to 100 full-time employees per week, 22% have 11 to 20 full-time employees per week, 19% have 6 to 10 per week, 11% have 3 to 5 per week and 17% have 1 to 2 per week.
- Most NPOs rely on part-time employees with 25% having 1 to 2 part-time employees per week, 28% having 3 to 5 per week, 19% having 6 to 10 per week and 14% having 11 to 20 per week.
- Some NPOs do not have contract workers (18%) while 36% have between 1 to 2 contract workers per week at their organization.
- 14% of respondent NPOs have 6 to 10 volunteers per week, 19% have 21 to 50 volunteers per week and 14% have 51 to 100 volunteers per week.



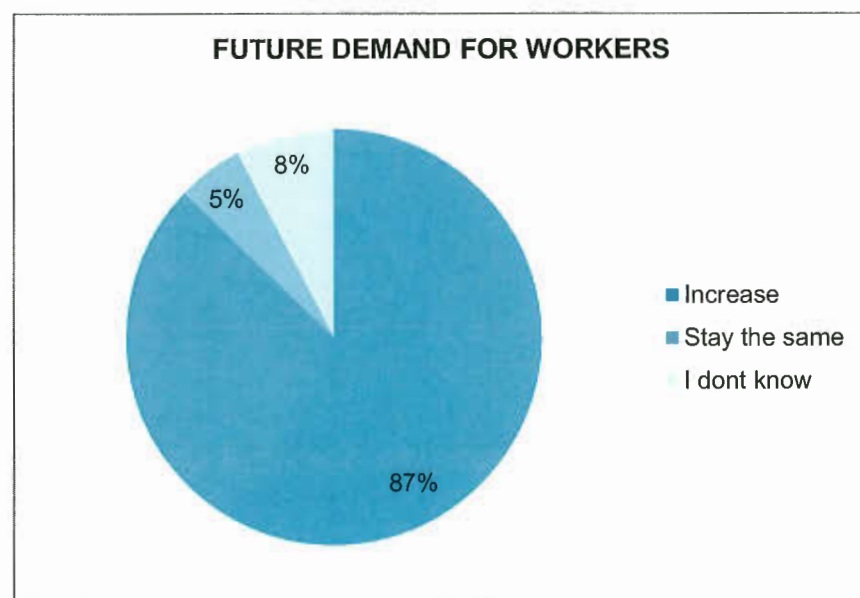
Highlights from the responses to Q: How many employees work on site?

- 79% of respondent NPOs identified that 76%-100% of employees work on site.
- 13% of respondent NPOs identified that 26%-50% of employees work on site.
- Effective workspaces are integral to NPO's providing programs and services.
- Despite the notion that many tasks will move to the virtual environment and people will increasingly work from remote locations, the physical place of work still matters.
- NPO's space footprints may grow, not shrink, over time.



Highlights from the responses to Q: The number of employees and volunteers who may be working with my organization over the next 5 to 10 years will:

- The majority of respondent NPOs (87%) project an increase in future demand for workers including contract workers, part-time and full-time employees.



7.2 CURRENT SPACE & NEEDS

A key objective of the survey is to understand NPOs current space and needs.

The majority of survey respondents have one site (40%) in Richmond that is their sole location (39%) or primary / head office (32%) and mainly a public or community facility (44%), office building (33%) or multi-use building (28%). Nearly half (47%) of all survey respondents share space with other organizations in Richmond. In terms of location, 85% of survey respondents serve people from across the City of Richmond and 69% would like to relocate or have a new space located in Richmond City Centre to conveniently serve these clients.

Nearly half of all survey respondents have or plan to add or expand existing programs and services this fiscal year while the other half plan to maintain current programs and services. This translates into 41% of survey respondents planning to expand, increase or add an additional location to their space in Richmond.

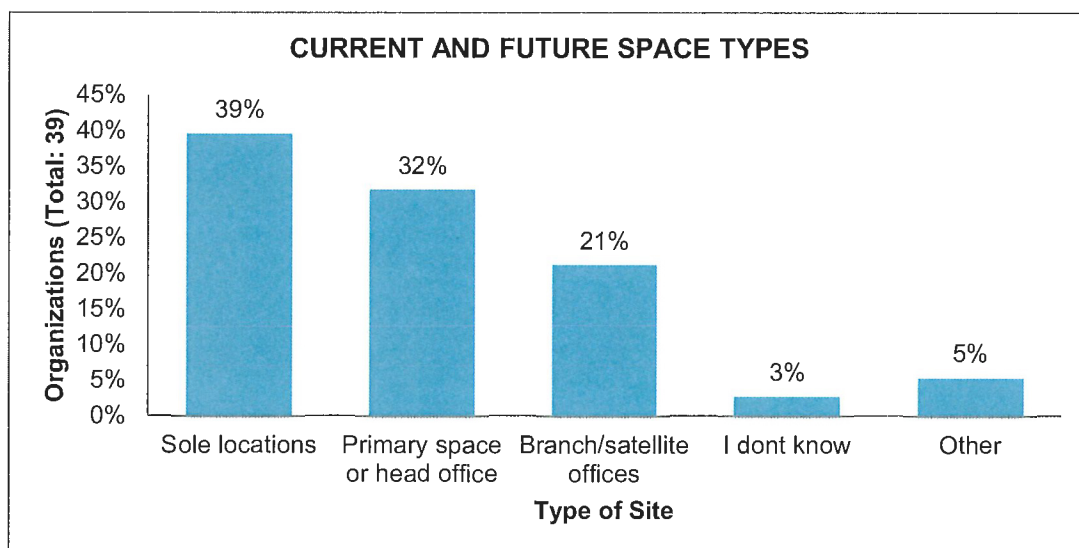
Most survey respondents perceive it is very important to remain located in the City of Richmond (90%) while most are somewhat or very satisfied (72%) with their current space. Nevertheless, 62% of survey respondents indicated that their current space has inhibited their ability to provide programs or services.

These findings indicate that the majority of respondent NPOs primarily need one to two spaces in Richmond, that are larger than their current 1,000 or 2,000 – 3,000 square foot space, in a diversity of typologies (community, office, multi-unit residential, shared), mainly located in Richmond City Centre.

SPACE TYPES

Highlights from the response to Q: What are or will be my organization's current or future Richmond premises?

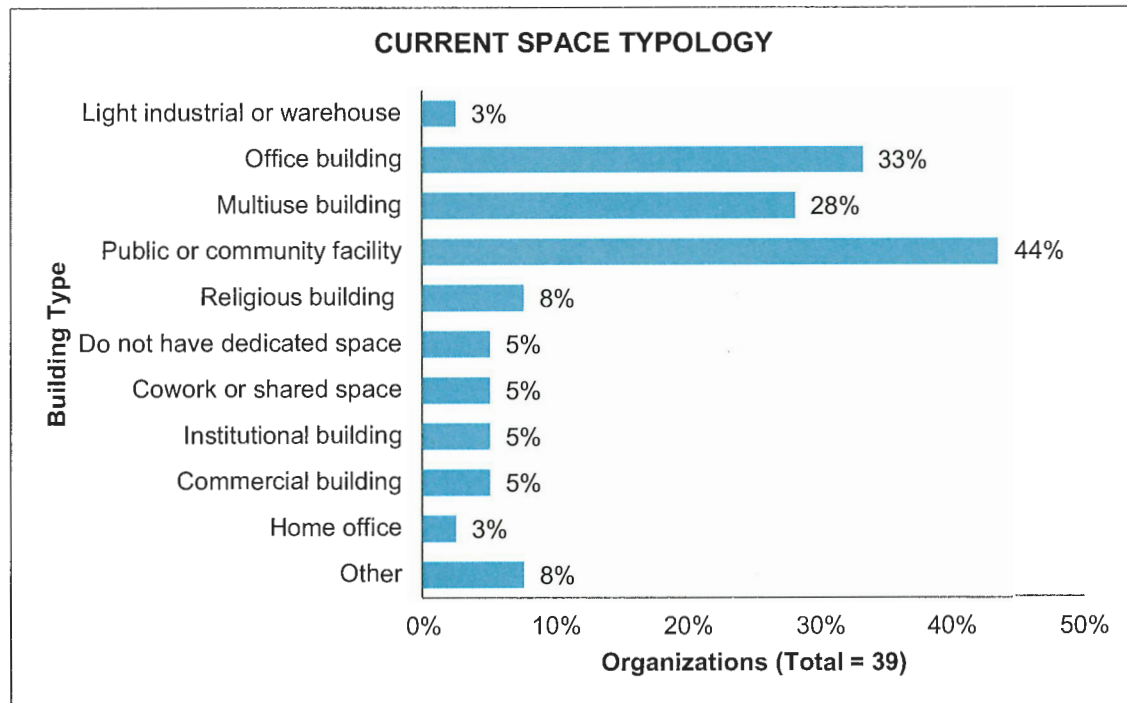
- 39% of respondent NPOs operate sole locations in Richmond.
- 32% of respondent NPOs have a primary space or head office in Richmond.
- 21% of respondent NPOs have a branch or satellite offices in Richmond.
- 5% of respondent NPOs have 'other' sites such as home offices or both a head office and satellite spaces in Richmond.



CURRENT SPACE TYPOLOGY

Highlights from the responses to Q: How would my organization describe this space?

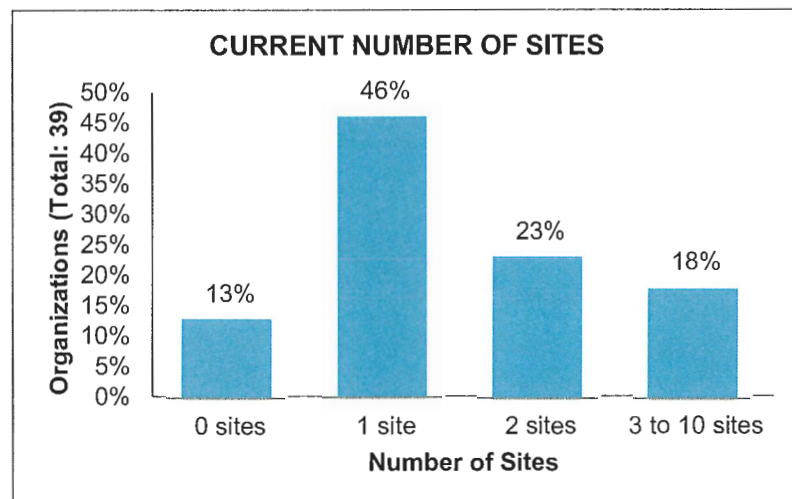
- 44% of respondent NPOs space is public or community facilities.
- 33% of respondent NPOs space is office buildings.
- 28% of respondent NPOs space is multi-use buildings.
- The respondents that described their space as 'other' included farmland barns, non-profit organization and residential property.



CURRENT NUMBER OF SITES

Highlights from the responses to Q: My organization operates the following number of sites (properties/units) in Richmond?

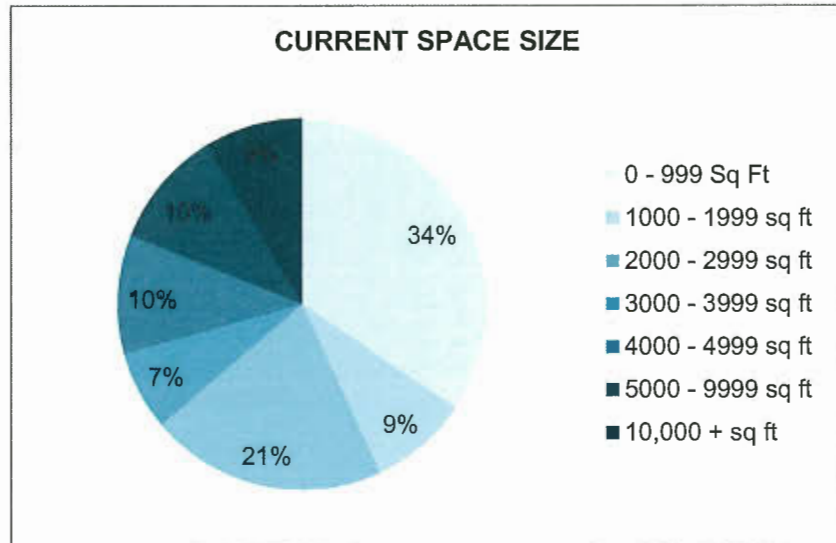
- 46% of respondent NPOs operate only 1 site in Richmond
- 23% of respondent NPOs operate 2 sites in Richmond
- 18% of respondent NPOs operate 3 to 10 sites in Richmond
- 13% of respondent NPOs do not have dedicated sites in Richmond



CURRENT SPACE SIZE

Highlights from the responses to Q: What is the approximate size of your organizations space?

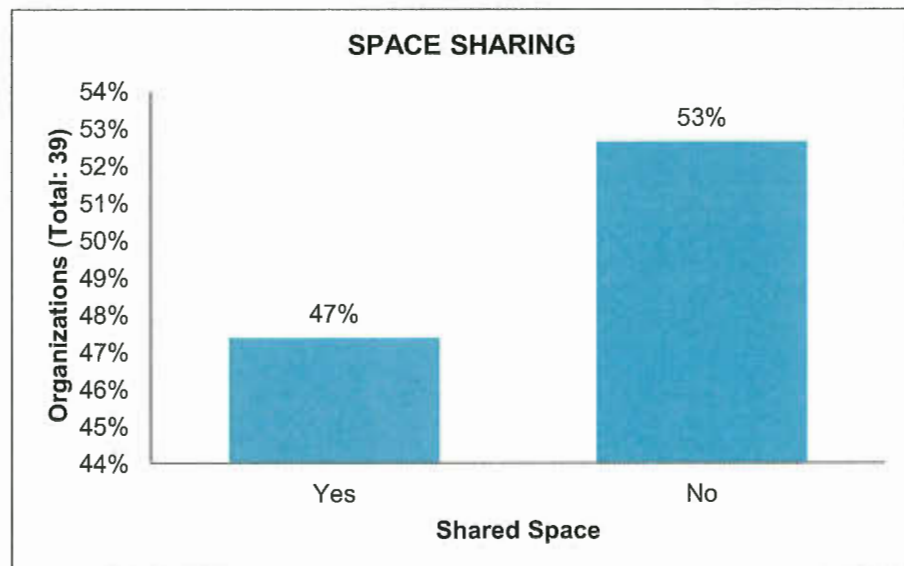
- 34% of respondent NPOs have small space (0-999 square feet).
- 9% of respondent NPOs have medium space (1000-1999 square feet).
- 21% of respondent NPOs have medium space (2000-2999 square feet).
- 36% of respondent NPOs have larger space (3000+ square feet).



SPACE SHARING STATUS

Highlights from the responses to Q: My organization currently shares space with another organization in Richmond?

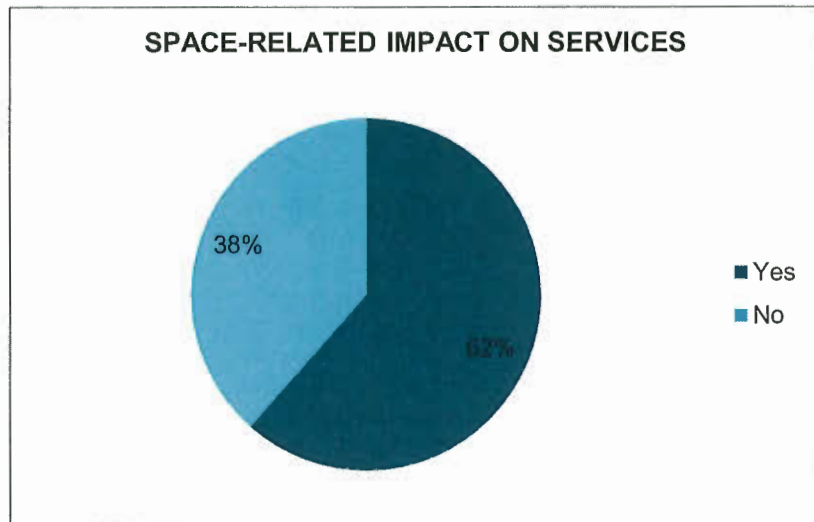
- 47% of respondent NPOs that operate sites in Richmond share space with other organizations in some capacity.
- 53% of respondent NPOs that operate sites in Richmond do not share any space.



SPACE IMPACTS ON SERVICES

Highlights from the responses to Q: Has my organization's current space (or lack of space) limited or inhibited our ability to offer programs and services?

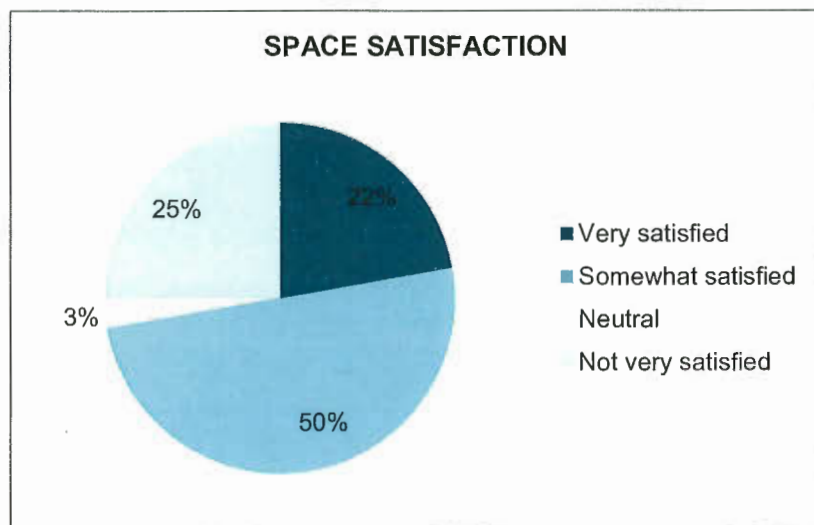
- 62% of respondent NPOs perceive that their organizations current space or lack of space has inhibited their ability to provide programs or services.
- 38% of respondent NPOs perceive that their organizations current space or lack of space has not inhibited their ability to provide programs or services.



SPACE SATISFACTION

Highlights from the responses to Q: How much does this space meet my organization's needs?

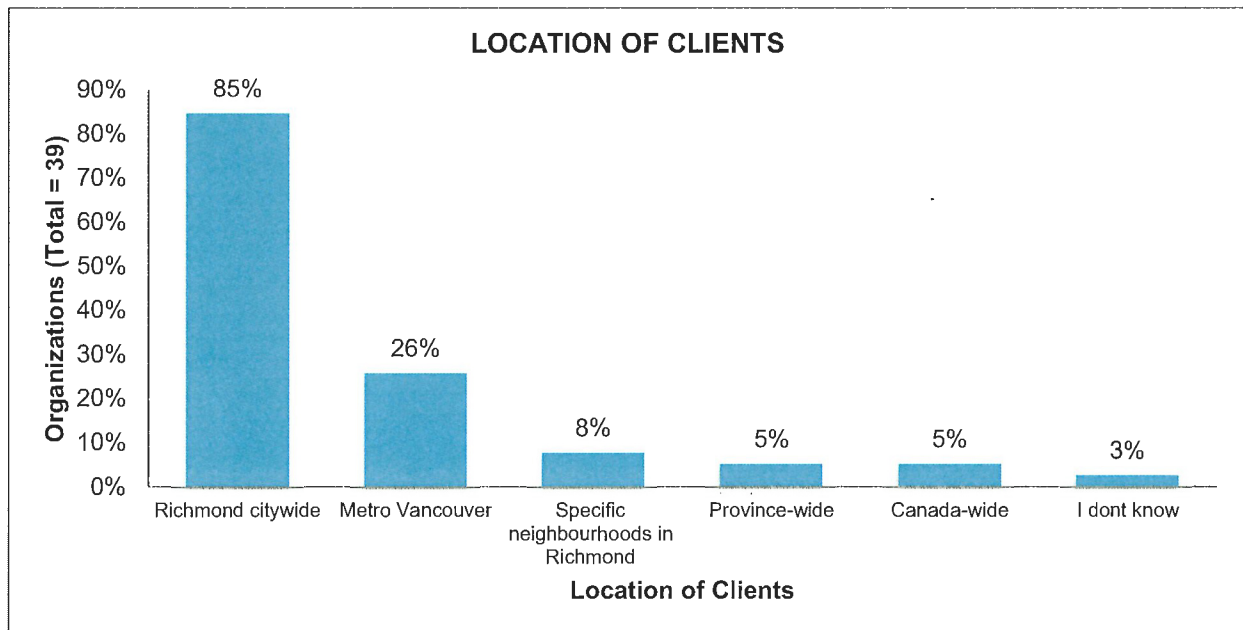
- 50% of respondent NPOs are somewhat satisfied with their current space(s).
- 25% of respondent NPOs are not very satisfied with their current space(s).
- 22% of respondent NPOs are very satisfied with their current space(s).



LOCATION

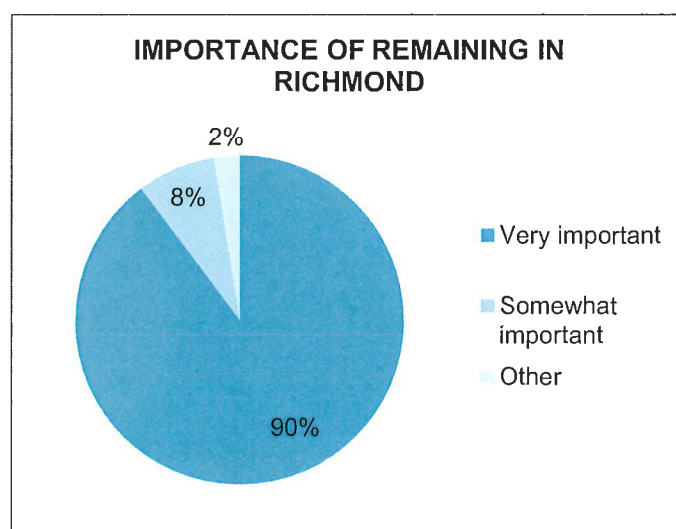
Highlights from the responses to Q: The majority of my organization's clients/users geographically live/commute from?

- 85% of respondent NPOs serve people from across the City of Richmond.
- 26% of respondent NPOs serve people from across Metro Vancouver.
- 8% of respondent NPOs serve people from specific neighborhoods in Richmond.



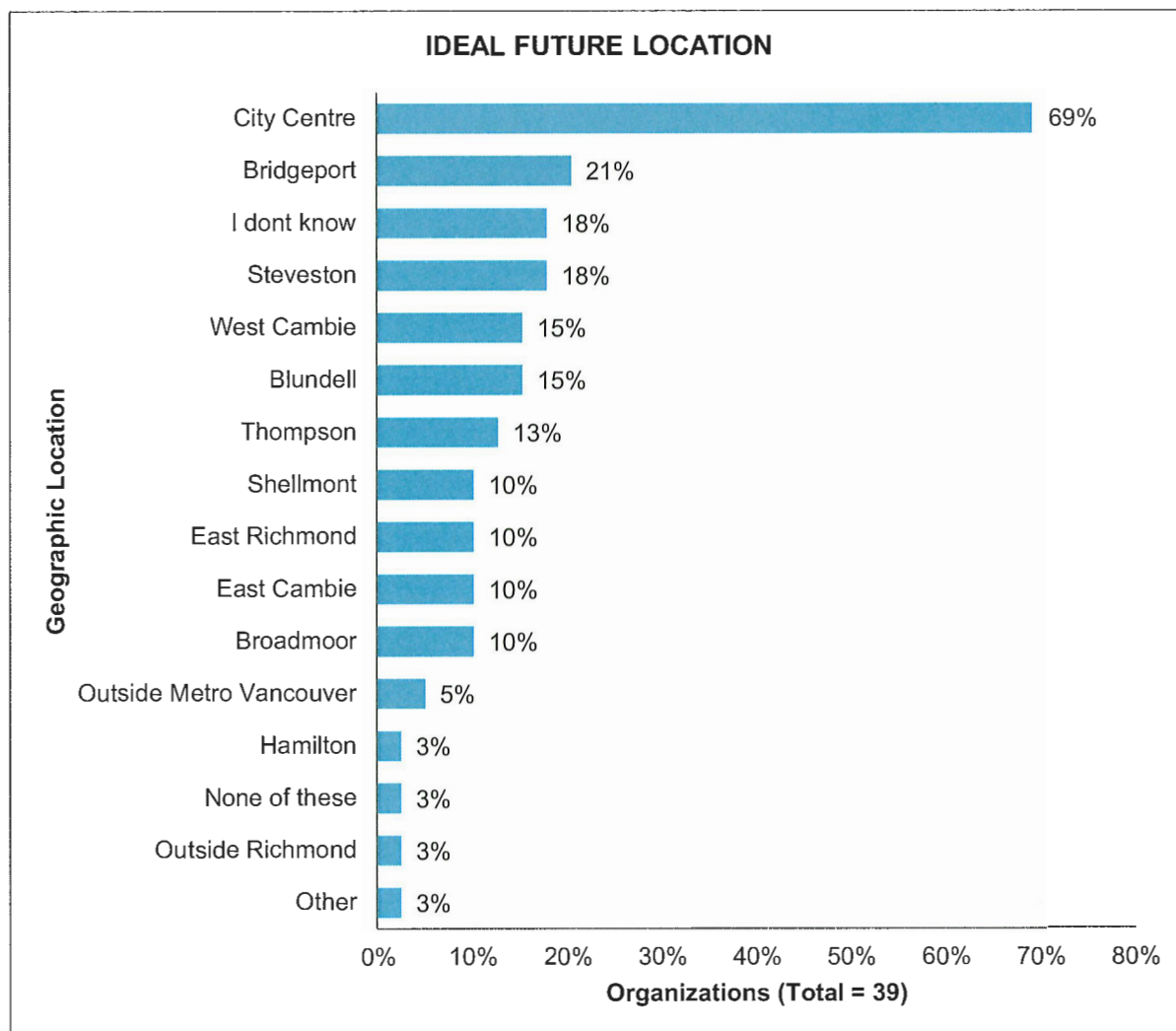
Highlights from the responses to Q: How important is it that my organization remains in Richmond?

- 90% of respondent NPOs perceive it is very important to remain located in Richmond.
- 8% of respondent NPOs perceive it is somewhat important to remain in Richmond.
- 2% of respondent NPOs perceive it a "other" (such as they are new to Richmond and would like to continue to serve the city).
- None of the respondent NPOs identified it was not important at all or not very important for their organization to remain in Richmond.



Highlights from the responses to Q: If relocating or opening another premise is necessary in the future, my organization would ideally be located in?

- 69% of respondent NPOs would like relocated or new space to be located in Richmond City Centre.
- 21% of respondent NPOs would like relocated or new space to be located in Bridgeport.
- 18% of respondent NPOs would like relocated or new space to be located in Steveston.
- 15% of respondent NPOs would like relocated or new space to be located in West Cambie.
- 15% of respondent NPOs would like relocated or new space to be located in Blundell.
- 55% of the 11 NPOs who do not currently operate sites in Richmond do want to operate in Richmond within the next 5 to 10 years. This shows there is some latent demand to operate sites in Richmond.



7.3 TENURE & STABILITY

A key objective of the survey is to understand NPOs space tenure, stability and future needs.

Survey respondents relationship to their commercial and industrial space varies: 26% lease or rent space from the private sector, 23% use space that is donated to them at no cost, 10% lease or rent space from government and 8% sub-lease space from another organization. Given the variety of freehold and leasehold tenure, 70% of survey respondents are very or somewhat secure with their space while 19% are not or not very secure in their space.

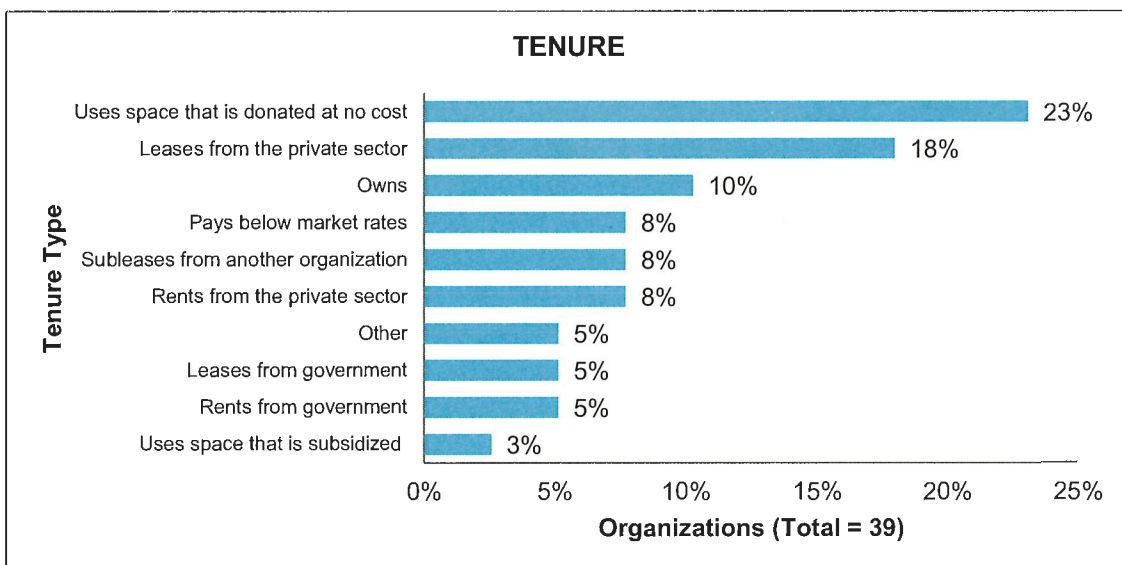
The length of lease/rental terms vary, with 55% of survey respondents having a lease or rental term of 1 to 5 years and 14% having a term of 5 or more years. About half of respondent NPOs plan to maintain programs and services while the other half plan to expand or add programs or services. This is reflected in organizations need for and interest in expanding their space within the next 5 to 10 years -- 28% plan to expand space, 28% plan to maintain their space and 56% of the NPOs who own space, would like to redevelop their property.

There is a high level of uncertainty amongst NPOs who lease/rent space, given that 35% do not know if they need to move in the coming years. In the event that a respondent has to move, the top reasons for moving include rental/lease expiration and adding/expanding/growing programs and services. In a future move, survey respondents indicated the following top factors to consider in a new space are location, proximity to clients/users, the features of space and proximity to transit.

The findings indicate that respondent NPOs need a variety of tenure options, with a preference for donated or subsidized space, stable and long-term lease / rental terms and space that allows for expansion and growth. In the event a respondent has to move, it will be important to consider NPO space needs in the development of key areas close to clients / users and transit, such as Richmond City Centre.

Highlights from responses to Q: What type of tenure does my organization have?

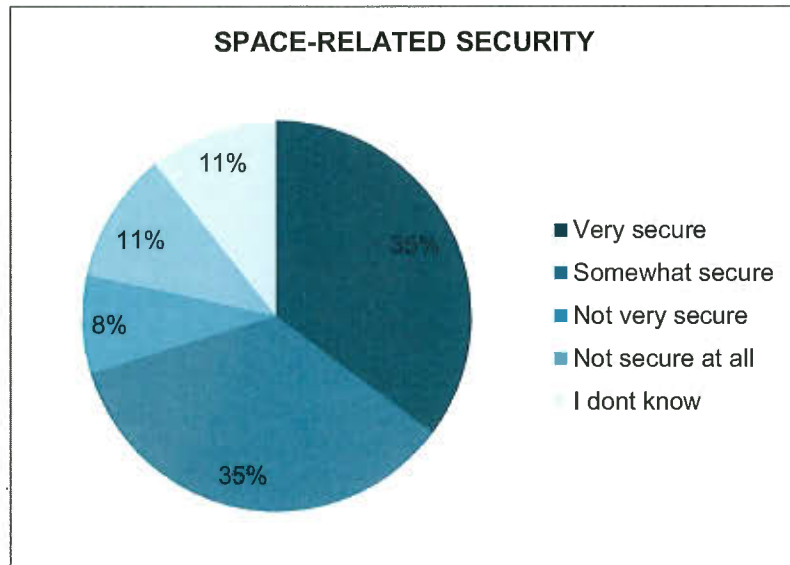
- 26% of respondent NPOs lease or rent space from the private sector.
- 23% of respondent NPOs use space that is donated to them at no cost.
- 10% of respondent NPOs own their own property.
- 10% of respondent NPOs lease or rent space from government.
- 8% of respondent NPOs sub-lease space from another organization.



STABILITY

Highlights from the responses to Q: How secure is my organization for the next 5 to 10 years?

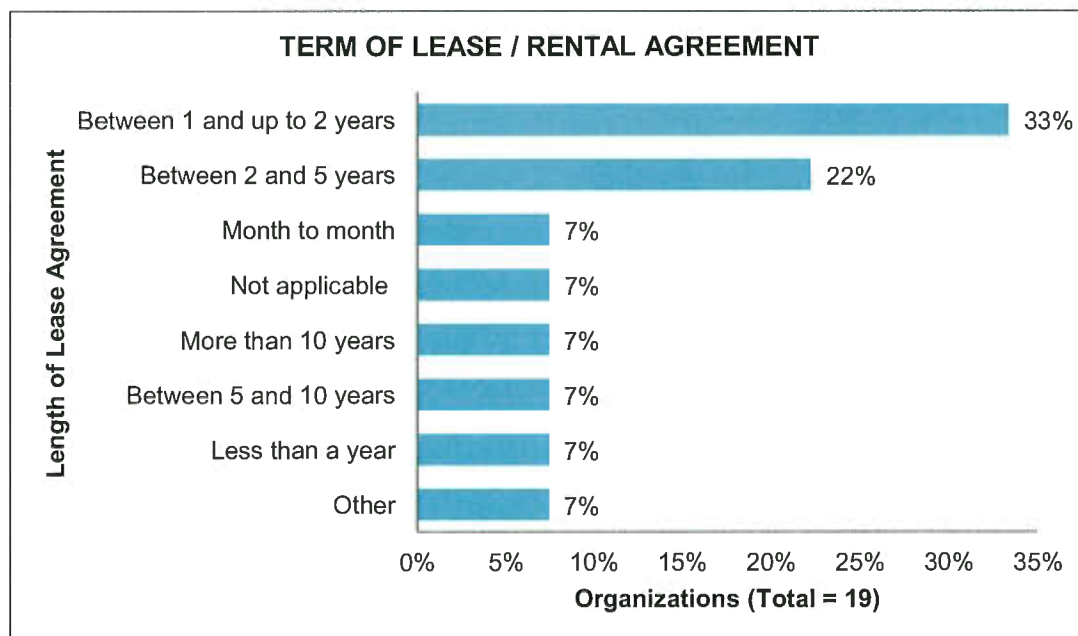
- 70% of respondent NPOs are very secure or somewhat secure with their space.
- 19% of respondent NPOs are not very secure or not secure at all in their space.



LEASE/RENTAL AGREEMENT

Highlights from the responses to Q: What is the term/length of my organization's lease/rental agreement?

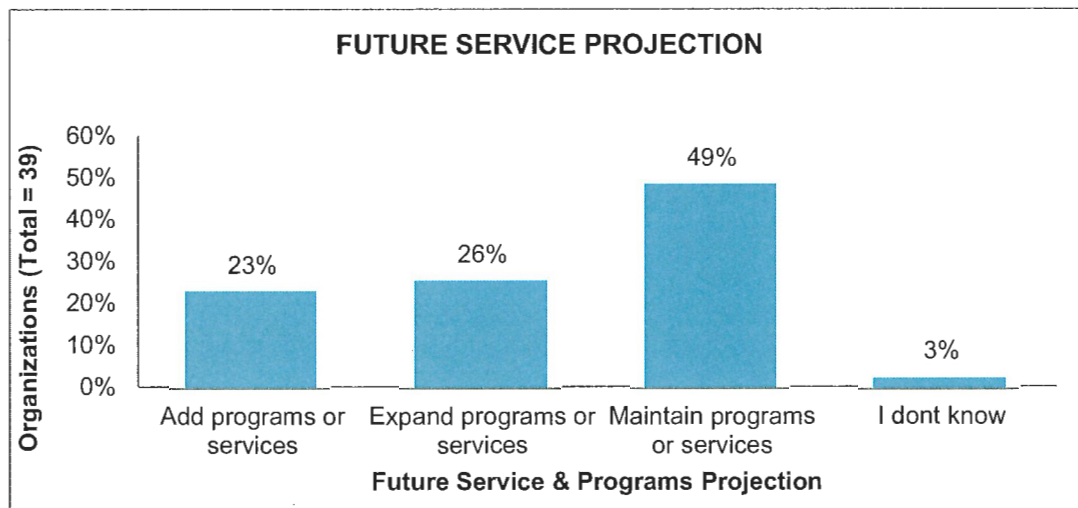
- 55% of respondent NPOs have a lease or rental term of 1 to 5 years.
- 14% of respondent NPOs have a lease or rental term of 5 or more years.
- 14% of respondent NPOs have a lease or rental term of less than a year.



FUTURE SPACE NEEDS

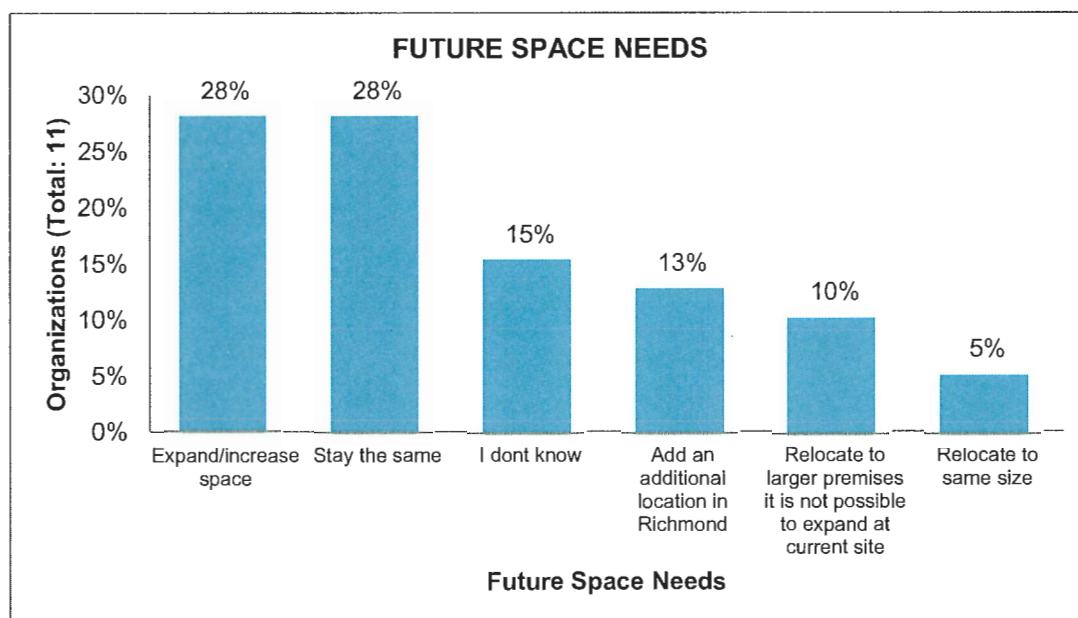
Highlights from the responses to Q: This fiscal year, my organization has/will?

- 49% of respondent NPOs have or plan to add or expand existing programs or services this fiscal year.
- 49% of respondent NPOs have or plan to maintain current programs and services as is.



Highlights from the responses to Q: Within the next 5 to 10 years, my organization's space will need to?

- 28% of respondent NPO's plan to expand or increase their space.
- 28% of respondent NPO's plan to maintain current space.
- 13% of respondent NPO's plan to add an additional location in Richmond.



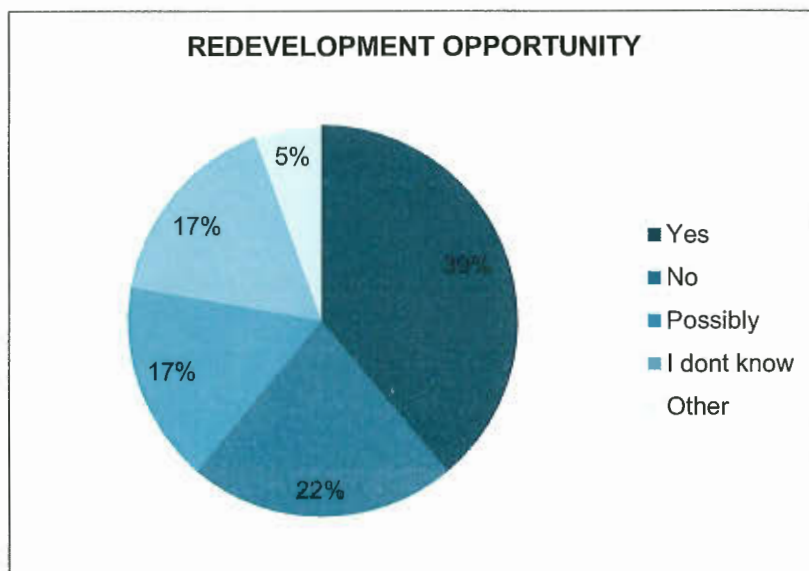
Highlights from the responses to Q: If my organization has plans to grow its space in the next 5 - 10 years, why and how much additional space is needed (provide estimated number of sites and square footage per site)?

- 9 respondent NPOs indicated that they plan to grow on average 4,078 additional square feet of space within the next 5-10 years, for a total need of 36,700 square feet.

REDEVELOPMENT POTENTIAL

Highlights from the responses to Q: If owning, would my organization consider redeveloping any of our sites to better meet our needs?

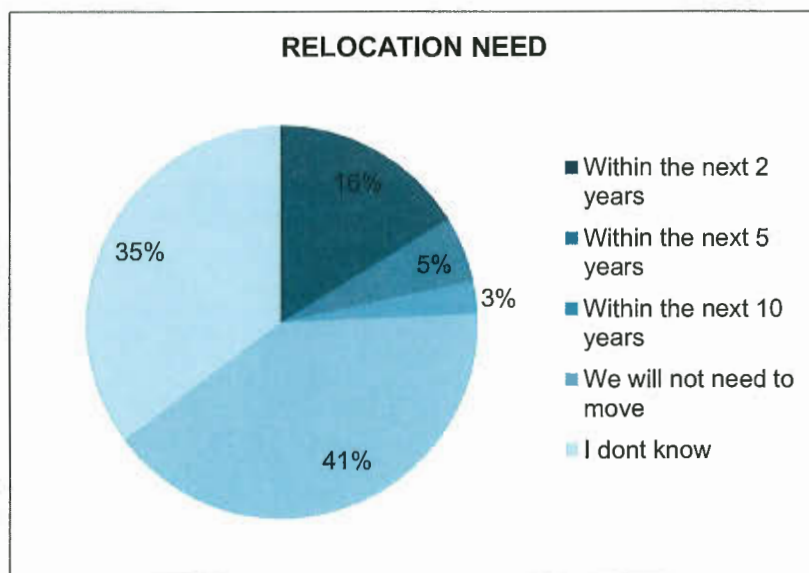
- 39% of respondent NPOs would consider redeveloping their sites.
- 17% of respondent NPOs would possibly consider redeveloping their sites.
- 22% of respondent NPOs would not consider redeveloping their sites.



NEED TO MOVE

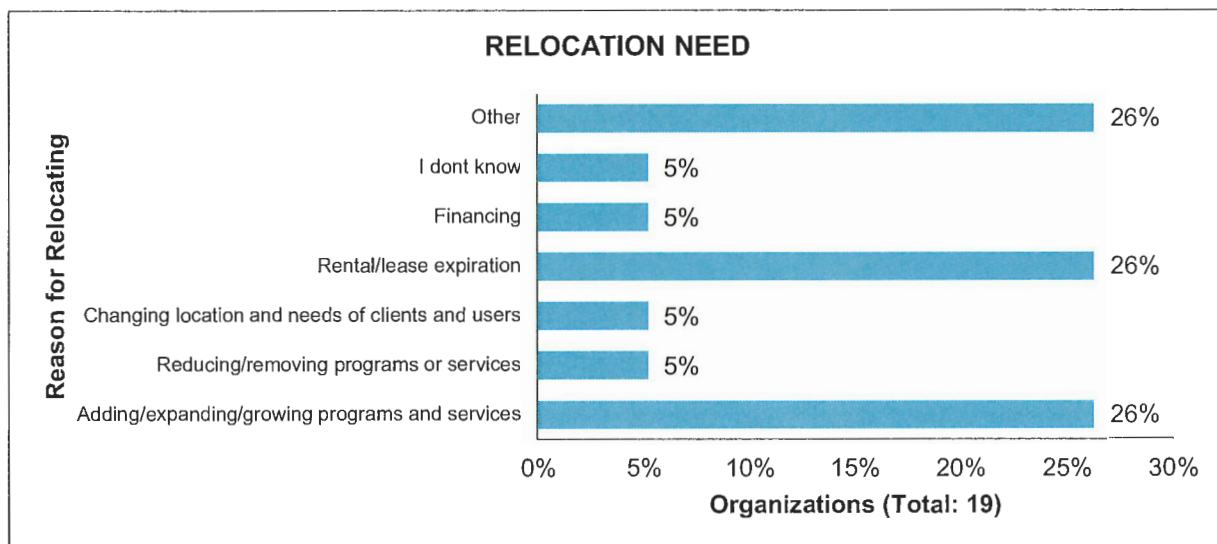
Highlights from the responses to Q: Does my organization need to move in the coming years?

- 41% of respondent NPOs do not need to move in the coming years.
- 35% of respondent NPOs do not know if they need to move in the coming years.
- 16% of respondent NPOs need to move in the next 2 years.
- 8% of respondent NPOs need to move in the next 10 years.
- The high response to "I don't know" if an organization will need to move or not suggests there is a high amount of uncertainty with respect to organizational strategic planning, or the inability to plan due to uncertainty of funding, lease agreements, etc.



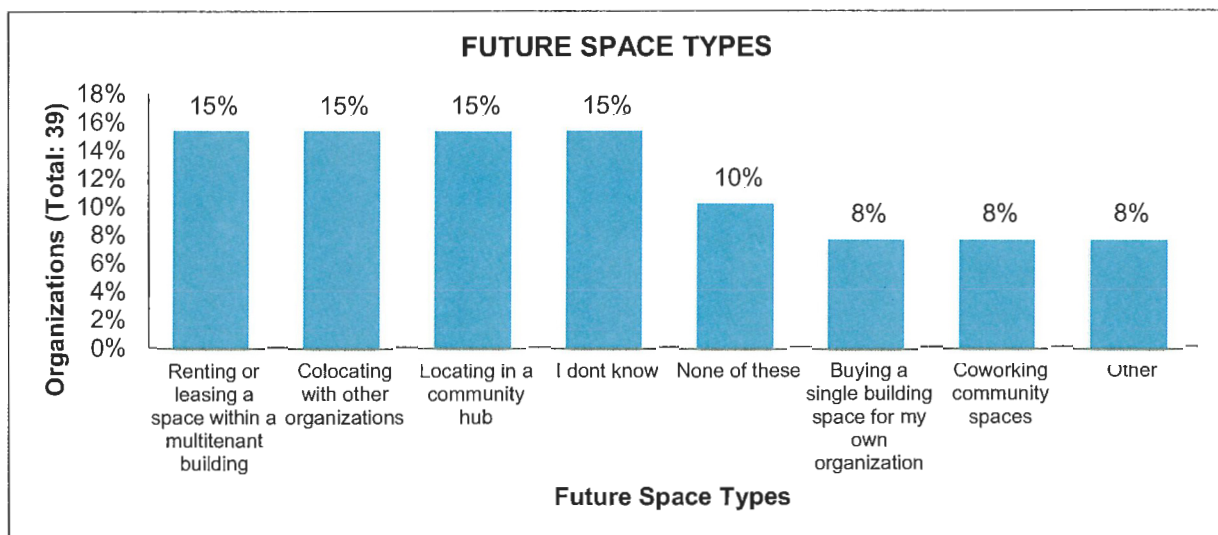
Highlights from the responses to Q: Why will my organization need to move in the coming years?

- The top reasons respondent NPOs indicated they would need to move include: (1) rental/lease expiration, (2) adding/expanding/growing programs and services, (3) other (such as donated space is being removed, a demolition clause is being executed, and there is less overall available space in co-location), (4) financing (5) changing location and needs of clients and users and (6) reducing/removing programs or services.



Highlights from the responses to Q: In a future move or expansion my organization would consider?

- 15% of respondent NPOs would consider renting or leasing a space within a multi-tenant building.
- 15% of respondent NPOs would consider co-locating with other organizations.
- 15% of respondent NPOs would consider locating in a community hub.
- 10% of respondent NPOs would consider none of these.
- 8% of respondent NPOs would consider buying a space.
- 8% of respondent NPOs would consider co-working community spaces.

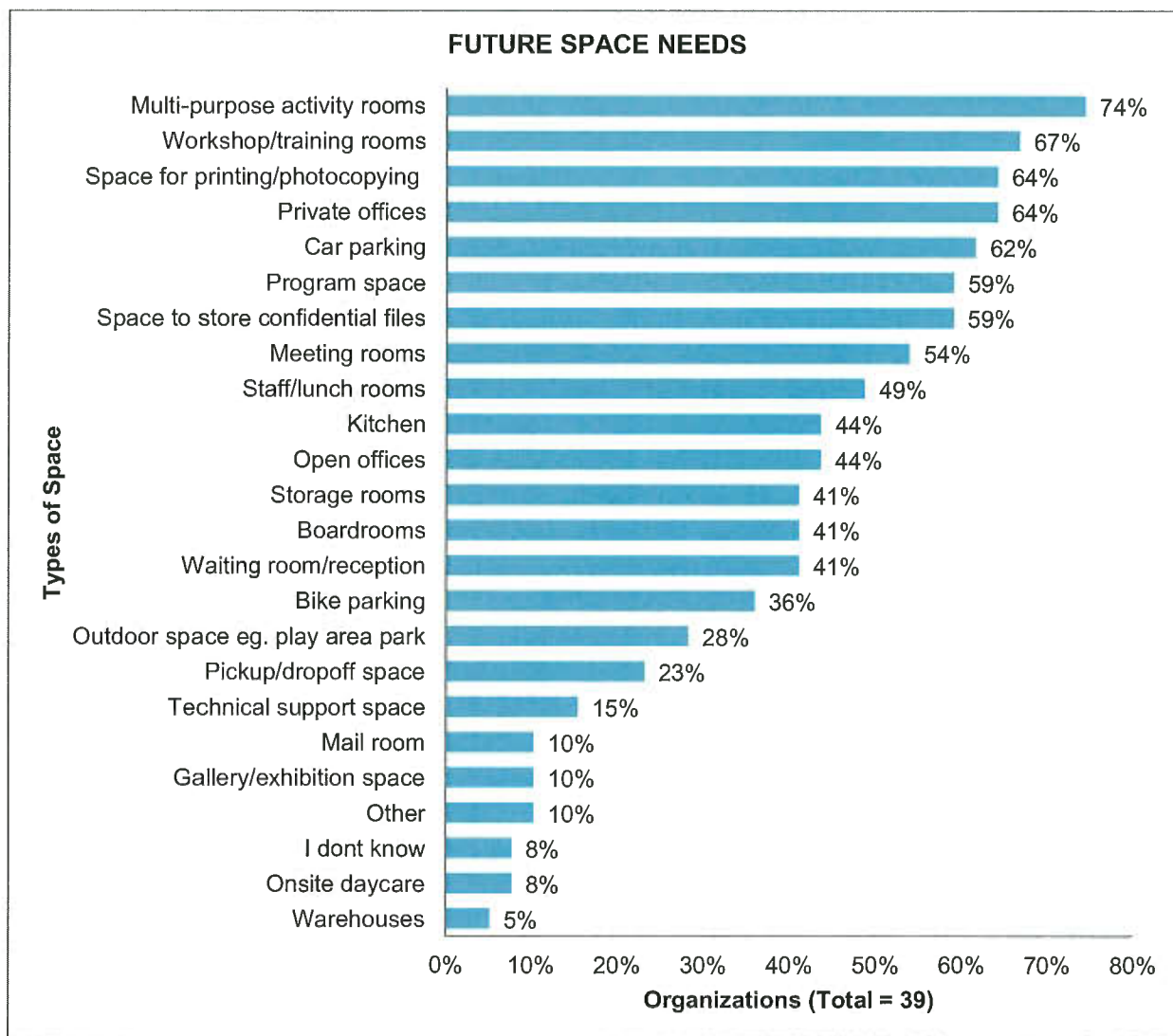


FEATURES CONSIDERED IMPORTANT IN A FUTURE MOVE

Highlights from the responses to Q: What type(s) of space will my organization need in the future?

The top building features needed by respondent NPO's in the future are:

- multi-purpose activity rooms (flexible spaces that accommodate a range of activities) (74%)
- workshop / training rooms (space for educational activities) (67%)
- space for printing/photocopying (64%)
- private offices (64%)
- car parking (62%)
- program space (space for clients and community members) (59%)
- space to store confidential files (59%)

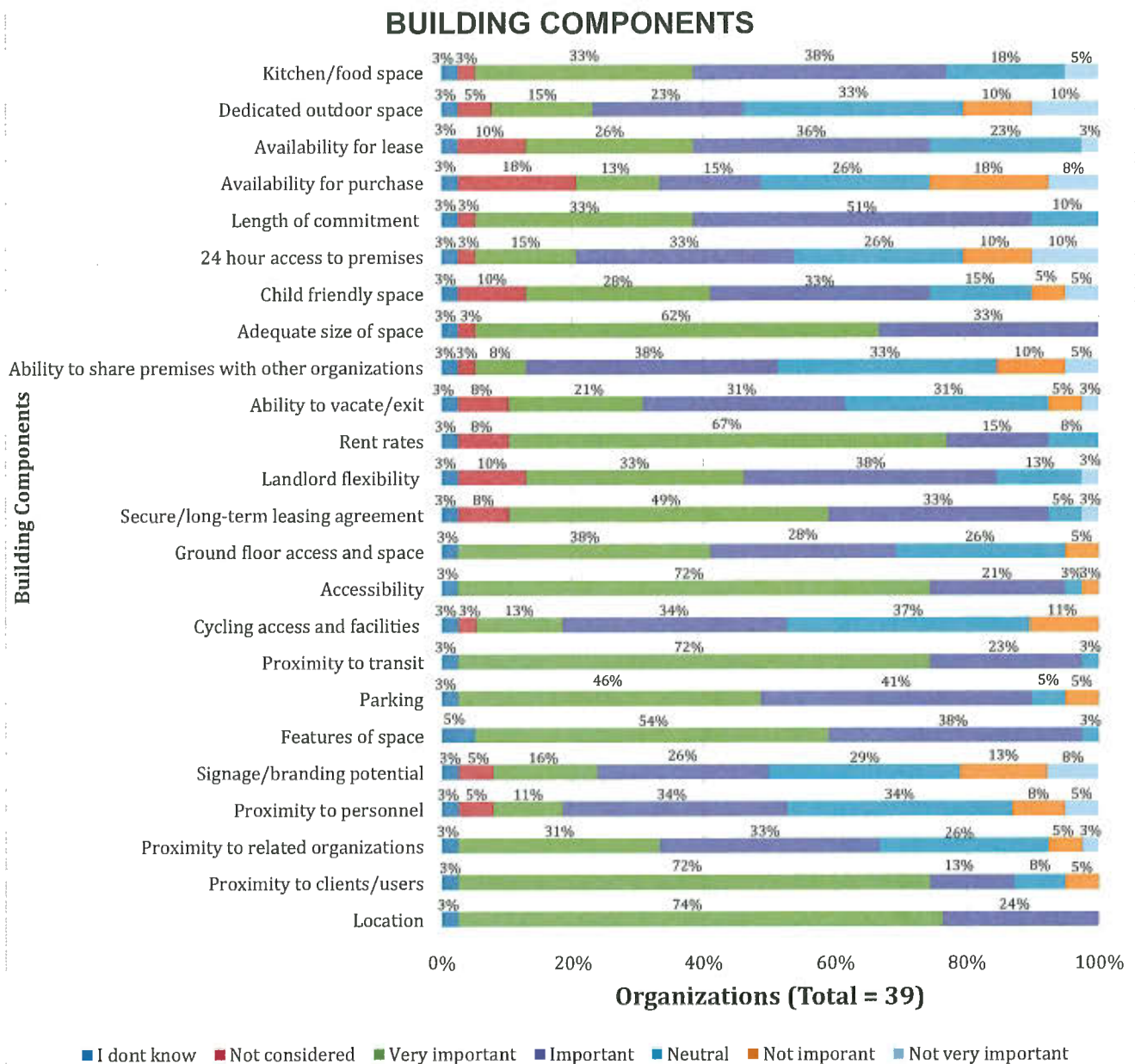


FACTORS IMPORTANT IN A FUTURE MOVE

Highlights from the responses to Q: What are the most important factors my organization considers when choosing space?

The top building components ranked by respondent NPO's are:

- Location
- Proximity to clients/users
- Features of space
- Proximity to transit
- Accessibility
- Rent rates
- Adequate size of space



7.4 AFFORDABILITY

A key objective of the survey is to better understand the issues of affordability that NPOs in Richmond may be experiencing. The survey dedicated a specific section to affordability, with questions that obtained information pertaining to the base rent, lease, or mortgage payments NPOs are paying, as well as other occupancy costs.

The detailed cost questions appeared to be challenging for some NPOs as there were low response rates on some questions. Most survey respondents (59%) answered questions pertaining to the total amount of space-related costs, while few provided detailed breakdowns of space-related costs. Furthermore, there appeared to be some confusion and varying interpretations of the questions that asked for monthly lease/rental and mortgage costs.

The majority of survey respondents (53%) have small operating budgets of less than \$1 million per year, while 29% of respondents have an annual budget between \$1 and \$5 million and 13% have an annual budget of more than \$7.5 million. Of the organizations who own property, 40% have space-related costs of over \$20,000 per month. Of the organizations that lease or rent space, 23% use space that is donated to them at no cost, 22% have space-related costs of \$1,000 - \$1,999 per month, 21% have costs of \$5,000 - \$9,999 per month and 21% have costs of \$10,000 or more per month.

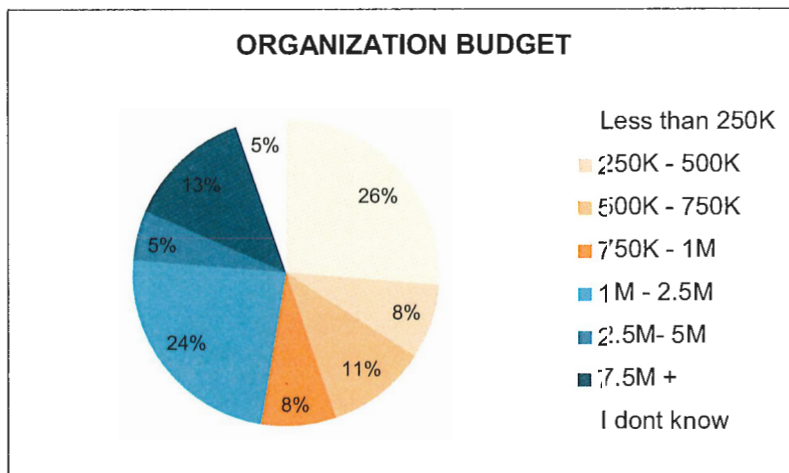
In terms of affordability, 72% of survey respondents said they are paying the right amount for space relative to what they can afford while 18% are paying more for space relative to what they can afford. The high response to "right amount" could reflect the fact that many of the respondent NPOs (23%) use space that is donated to them at no cost, 10% lease or rent space from government and 8% pay below market rents. Amongst NPOs that pay market rents / lease rates, the average rent is \$18.03 per square foot, which is closely aligned with findings from the office market analysis that shows the average net lease/rent for office space in Richmond is \$18.37 per square foot.

Overall, the findings indicate that many respondent NPOs have small operating budgets (53%) and are struggling to secure affordable space (15%) with increasing market costs associated with renting/leasing and owning. Many respondent NPOs need to pursue stable and reliable funding for space and to secure free donated space, space paid for at a nominal price or subsidized space in order to survive and to continue to operate programs and services.

OPERATING BUDGET

Highlights from the responses to Q: This fiscal year, my organization has/will work with the following approximate budget?

- 34% of respondent NPO's have an operating budget of less than \$500,000 per year.
- 19% of respondent NPO's have an operating budget of between \$500,000 and \$1 million per year.
- 29% of respondent NPO's have an operating budget between \$1 million and \$5 million per year.
- 13% of respondent NPO's have an operating budget of more than \$7.5 million per year.



SPACE RELATED COSTS

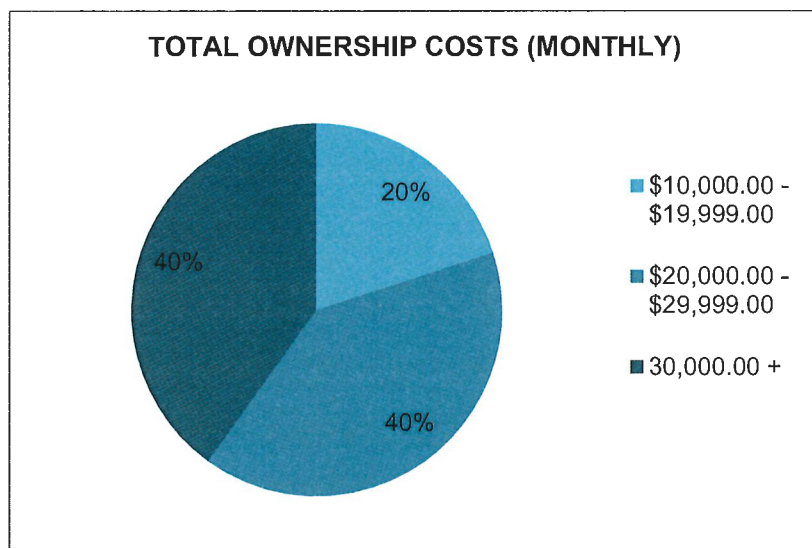
Highlights from responses to Q: Approximately what percentage of your annual expenses/operating costs goes towards your lease, rent, mortgage, and other building expenditures such as property taxes and utilities?

This section had a low response rate thus data is presented as high level findings

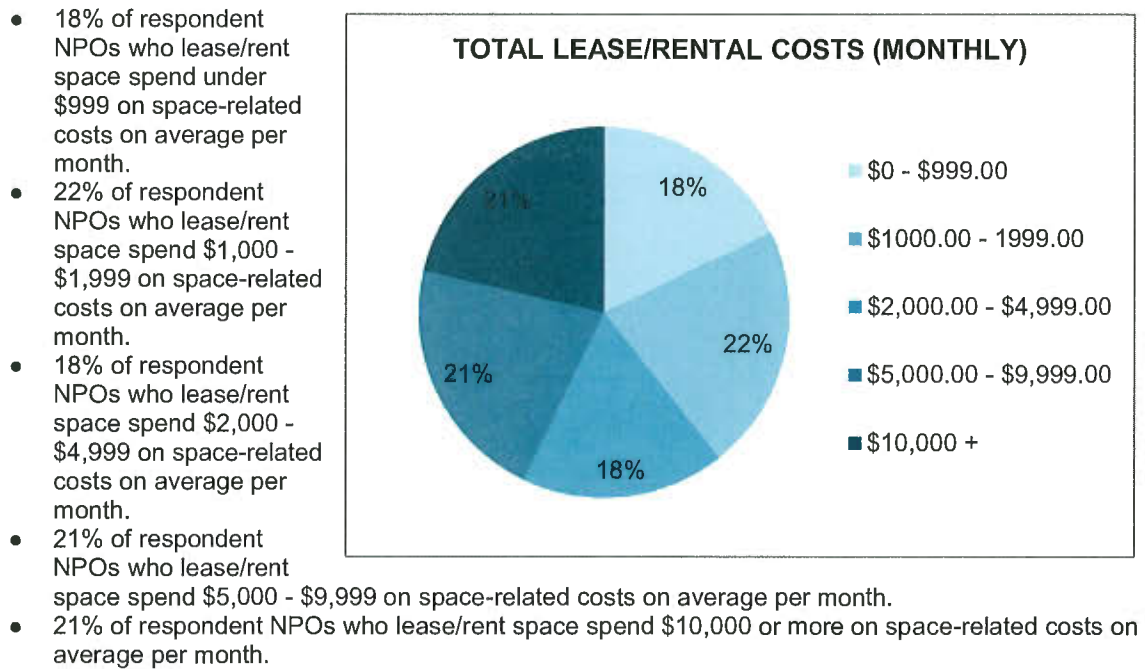
- Respondent NPOs identified they could afford on average 7.3% of their annual expenses/operating costs towards mortgage costs. (3 respondents)
- Respondent NPOs identified they could afford on average 8.2% of their annual expenses/operating costs towards lease/rental costs. (15 respondents)
- Respondent NPOs identified they could afford on average 4.5% of their annual expenses/operating costs towards building maintenance costs. (7 respondents)
- Respondent NPOs identified they could afford on average 7.2% of their annual expenses/operating costs towards building renovation costs. (3 respondents)

Highlights from responses to Q: If you own, what is your organizations monthly expenses (including mortgage payment) on average?

- 20% of respondent NPOs who own their property spend \$10,000 - \$19,999 on space-related costs on average per month.
- 40% of respondent NPOs who own their property spend \$20,000 - \$29,999 on space-related costs on average per month.
- 40% of respondent NPOs who own their property spend \$30,000 or more on space-related costs on average per month.



Highlights from the responses to Q: If you lease or rent, what are your total monthly lease or rental costs?



Highlights from the responses to Q: My organization is currently paying more/less or the right amount for space relative to what we can afford?

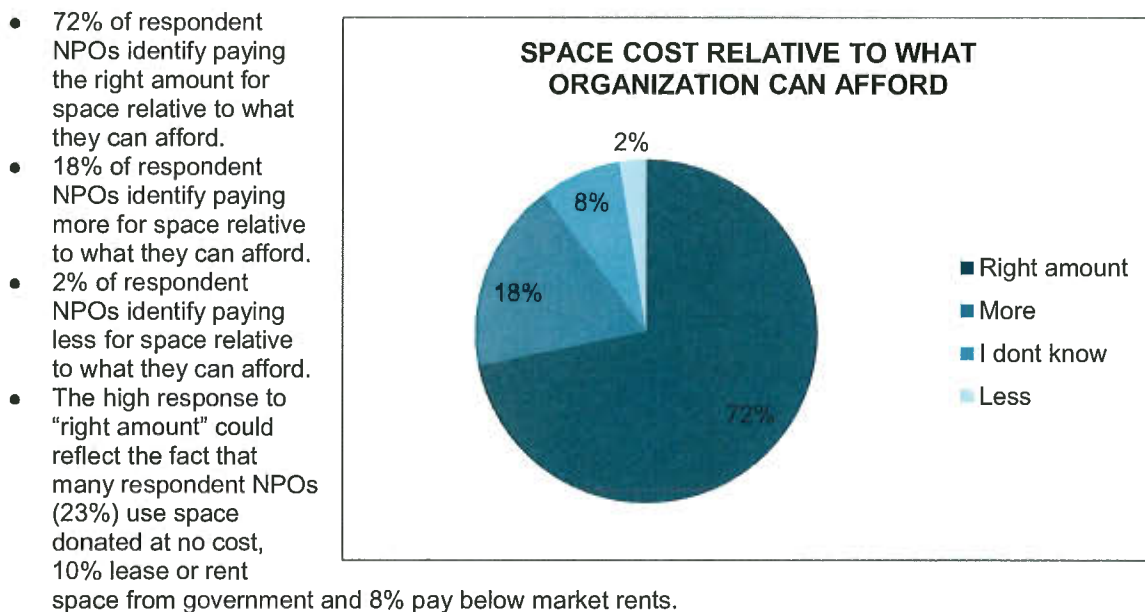


Table 2.1: Survey Respondent NPO Market Rates in Richmond

Office and Industrial Market Rate in Richmond: Average Paid Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF = the area that the organization occupies and uses as defined by organization). Average ownership Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Mortgage, and SF = the area that the organization occupies and uses as defined by organization.)	
Average Lease/Rental Rate	Average Ownership Rate
\$18.03	\$19.87

The results from the survey can be compared to the average asking net rental rate and average ownership rate demonstrated in Table 2.1. From the organizations that pay market rents, NPOs reported that they are paying an average of \$18.03 per square foot for leased or rented space. This average aligns well with the office market analysis average of \$18.37 per square foot for leased or rented space (Table 1.3: Office Supply Net Market Rates in Metro Vancouver). NPOs operating programs and services in leased or rented space in Richmond are on average paying market rents. From the organizations who own their own property and pay ownership related costs (including mortgage payments), NPOs reported that they are paying a higher amount than the average of \$19.87 per square foot.



7.5 CHALLENGES & OPPORTUNITIES

A key objective of the survey is to better understand NPO's key space-related challenges and the opportunities to resolve those challenges.

Survey respondents identified numerous challenges related to social purpose real estate including the ability to find and access suitably located space, the affordability of space, the limited supply and increasing demand for space and obtaining reliable and stable funding for space.

Survey respondents also identified numerous strategies to respond to these challenges including diversifying revenue streams, creating a Fund Development Plan, growing the organisations operations and partnering with other social purpose organizations. Survey respondents are also interested in exploring the following opportunities: networking with planners, potential space providers, developers and other NPOs (64%), generating more revenue for space through finding new donors, fundraising and improving capital campaigning (51%), seeking financing and funding such as grants, property tax exemptions, low interest loans and assistance on raising funds and purchasing space (46%) and planning to co-locate with other organizations (46%). The top suggestions survey respondents have for funders, advocacy groups and/or governments to assist in achieving affordable, suitable and secure space are: increase government funding and increase the supply of accessible spaces, affordable spaces and shared spaces, improve tax exemptions, engage NPOs in space-related policy development and funding decisions and update zoning bylaws.

CHALLENGES

Highlights from the responses to Q: The main challenges my organization faces in securing affordable and suitable space are?

1. Accessibility & Location (15 comments)
2. Affordability (13 comments)
3. No challenges (12 comments)
4. Limited Supply (7 comments)
5. Access to Active Transportation (7 comments)
6. Funding (6 comments)
7. Demolition Clause (3 comments)
8. Adequate Meeting Space (3 comments)
9. Adequate Program Space (3 comments)
10. Adequate Staff Space (2 comments)

STRATEGIES

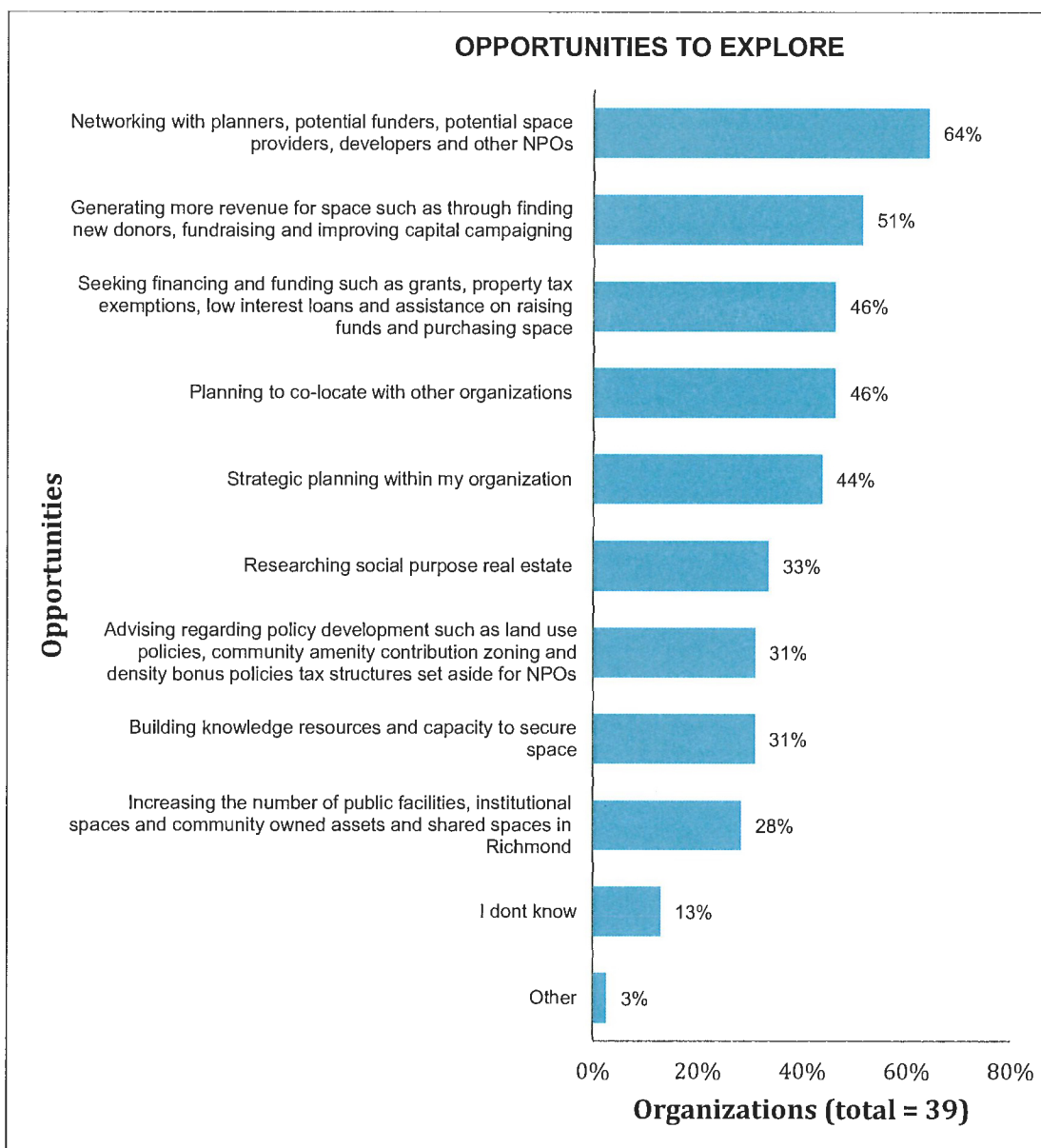
Highlights from the responses to Q: The strategies or approaches my organization is planning to undertake in the next 5-10 years to respond to space challenges are:

1. No new strategies (8 comments)
2. Diversify revenue streams (6 comments)
3. Fund Development Plan (6 comments)
4. Grow the organization (5 comments)
5. Partnerships (5 comments)
6. Work with the City of Richmond (4 comments)
7. Colocation (2 comments)
8. Renovate space (2 comments)
9. Work from home (2 comments)
10. Relocate space (1 comment)
11. Restructure delivery model (1 comment)

OPPORTUNITIES

Highlights from the responses to Q: What are the opportunities my organization is interested in exploring associated with securing or maintaining space in the next 5 - 10 years?

- 64% of respondent NPOs identify networking with planners, potential space providers, developers and other NPOs.
- 51% of respondent NPOs identify generating more revenue for space through finding new donors, fundraising and improving capital campaigning.
- 46% identified seeking financing and funding such as grants, property tax exemptions, low interest loans and assistance on raising funds and purchasing space.
- 46% identified planning to co-locate with other organizations.



SUGGESTIONS FOR NPO SUPPORTERS

Highlights from the responses to Q: What are the main suggestions my organization has for funders, advocacy groups and/or governments to assist us in achieving affordable, suitable and secure space?

1. Increase government funding (5 comments)
2. Increase supply of accessible spaces (4 comments)
3. Increase supply of affordable space (4 comments)
4. Increase supply of shared space (4 comments)
5. Improve tax exemptions (4 comments)
6. Engage NPOs (3 comments)
7. Update zoning bylaws (2 comments)

8. RECOMMENDATIONS

Considering the findings from the survey results and the initial goals of the study, NPOs, funders, agencies, and government officials may wish to consider the following initiatives outlined below.

NON-PROFIT OPPORTUNITIES

REVENUE & FUND DEVELOPMENT PLANNING

A number of respondents indicated that they plan to address their real estate challenges by fundraising, improving their capital campaigning, finding new or additional donors and exploring ways of diversifying their revenue through social enterprise or diversifying services that generate funds.

Organizations also indicated interest in creating “fund development plans” which are sub-plans of a Strategic Plan that outline how the organization will secure funding to carry out the strategic plan, how the fund development process unfolds and people’s responsibility for and ownership over philanthropy.

There is the opportunity for NPOs to learn how they can branch into revenue generating opportunities, or alternative business models that may combine funding and campaigning with self-sufficient financial generation and develop Fund Development Plans that explore diverse and alternative revenue streams to acquire or procure space, including grants and subsidies from all levels of government, private funders and partnerships with private companies.

DATA COLLECTION AND DATABASE

One of the goals for this survey was to create a repeatable and comparable survey that can be administered at a regular interval to measure and better understand the space needs of Richmond NPOs. Important comparable measurements include collected data on total occupied space (square feet), monthly rent, annual space costs, facility costs, space security and rental/lease agreement type. Data collected over time could be a reliable source to measure the real estate situation facing the Richmond NPO sector periodically, and a database of NPO space needs information can be developed over time. This database could also include information such as: name of organization, contact information, primary activity (advocacy, housing, community or social service, etc.) and location.

BUILD KNOWLEDGE, RESOURCES & CAPACITY

Considering the limited space cost calculations completed by survey respondents and the interest in building knowledge, resources and capacity to secure space, many NPOs could benefit from learning more about real estate “basics”, such as determining what their total occupied square footage is, or how much they pay on a dollar per square foot per year basis. This presents an opportunity for a knowledge building program, possibly provided by supporters such as funders, investors, and/or government officials, that could include in-person and online resources, tools and knowledge-sharing platforms. To start, it may be worth exploring a presentation or workshop on the findings of the Richmond NPO Social Purpose NPO Space Needs Review.

PARTNERSHIPS

Organizations indicated interest in and opportunities to partner with other social purpose organizations/agencies to advocate for the creation of affordable, suitable spaces from the City of Richmond and the private sector; to work together to create and deliver tools that support the development of, and investment in real estate; provide more opportunities for leasing and renting; and increase the number of community-owned assets and shared spaces that better serve the community.

COLOCATION

Nearly half of respondents indicated that they already share space, and other respondents indicated that they would consider co-locating. In addition, most respondents require more space, especially meeting rooms, staff rooms and flex program rooms. Some respondents indicated that they are addressing their space challenges by exploring co-location opportunities, building relationships with like-minded organizations, or seeking partners and funders. There were a number of respondents who suggested the

need for more availability of co-location and community hub spaces, or for more co-location development projects be introduced by the local government. These results present an opportunity to explore ways of making more shared space and co- location opportunities available for NPOs. To start, it may be worth exploring the establishment of an online information system or in-person colocation collaborative to communicate across NPOs who are interested in co-locating.

NON-PROFIT OWNERSHIP

In some cases, NPOs are able to raise and leverage the capital necessary to purchase a building and develop a multi-tenant non-profit centre. Often, a new non-profit corporation is created with the purpose of operating and managing the shared space. Space is leased to tenant organizations and, in some cases, short-term rental of other spaces (such as meeting rooms and gallery space) is made available to the broader community.⁶¹ This requires a significant amount of financial investment for purchase, renovation, and operations. There is an opportunity for NPOs to pursue intensive capital campaigns, private investment, fundraising and loans in order to purchase a building if needed.

LOCAL GOVERNMENT OPPORTUNITIES

SOCIAL DEVELOPMENT PLANS

Many respondents indicated strong support for the expansion of a social development plan that specifically targets the space needs of NPOs. The City of Richmond currently has a social development framework in place that could be amended or updated to focus on the space needs of the nonprofit sector, as identified in Actions 29 to 32. These actions present an opportunity for an updated social development plan that establishes clear goals, targets and strategies that support nonprofit organizations in providing their programs and services and ensuring they have adequate, appropriate and affordable space to do so.

DEVELOPMENT PLANS AND REGULATIONS

Some respondents indicated support for local government to update its development plans and regulations to create clear goals, targets and strategies that ensure NPOs are considered with the new supply of space. For example, an updated Official Community Plan (OCP) and neighbourhood plans can provide decision makers with the guidelines and tools needed to proactively create space for NPOs. In the Richmond OCP, there could be an emphasis on facilitating the provision of space for community agencies. For example, in the existing Richmond City Centre Area Plan (2009), implementation policies can be expanded to include the development of social purpose real estate, including shared and co-located spaces.

MUNICIPAL GRANT PROGRAMS

Some respondent NPOs identified City funded grants and other forms of public funding as crucial to their operations. The City of Richmond's current grant program assists Richmond-based community groups to provide programs to residents, to build community and organizational capacity to deliver programs, and to promote partnerships and financial cost sharing. Groups can receive funding in the following program areas: health, social and safety; parks, recreation, and community events; and arts and culture. There is the potential to add or integrate social purpose real estate into the existing program areas.

COMMUNITY AMENITY CONTRIBUTION OR DENSITY BONUSING POLICIES

Community amenity contribution or density bonusing policies can support NPO access to space. Municipalities can require or negotiate a community benefit contribution as part of a project that involves rezoning in return for the increase in land value that the developer gains. Given the importance of below-market space, or space donated and leased at nominal rates to NPOs in Richmond, there is an opportunity to consider updating or developing new policy so that community amenity contributions include affordable social purpose facilities or space for NPOs that benefit a neighbourhood.

⁶¹ The City of Edmonton. Edmonton Non-profit Shared Space Feasibility Toolkit. Accessed June 5, 2018. https://www.edmonton.ca/programs_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf

In addition to requiring affordable housing and child care contributions from major project rezonings for the City's Child Care Reserve Funds, the City could also consider establishing community amenity zoning or density bonus contributions from major project rezonings to be allocated to affordable social purpose facilities or NPO space. This would assist with establishing social purpose facilities and spaces in private or public developments and in acquiring sites for lease. The design of appropriate social purpose space can be further enhanced with design guidelines that outline standards required by non profits for the delivery of their services.

UPDATE TAX EXEMPTIONS

The City of Richmond's Property Tax Exemption Policy allows the City to provide property tax exemptions to churches, private schools, hospitals. Charitable property tax exemptions are also allowed for properties where an NPO is using a municipal building as a licensee or tenant.⁶² Survey respondents identified an opportunity to improve the tax exemption process for NPOs by clarifying and streamlining the exemption process. This may be as simple as improving the accessibility of resources for NPOs or restructuring the process for accessing exemptions. Additionally, many NPOs pay market rent in private properties and could also be given a tax receipt in lieu of below-market rents. For those who own or pay market rents, property tax deferral and forgiveness is another way NPOs can benefit and avoid barriers to secure and affordable space. This allows those with large property tax bills to defer payments or have the property tax payments forgiven.

USE OF PUBLIC SPACE AND FACILITIES

Many survey respondents identified the importance of accessing free space or space leased/rented at nominal rates. The City of Richmond has planned and developed City-owned land for lease at nominal rates to NPOs, often for child care facilities. There is an opportunity for the City and the School District to create clear policies on NPO use of public facilities and properties, with expanded strategies for NPOs such as a lease grant program that rents City-owned or school district land and spaces to eligible agencies at significantly reduced rates, guidelines around leasing community facilities on an ongoing basis to NPOs that provide social benefits or additional support for co-located spaces and service hubs. Survey respondents indicated support for further investment in the development of shared or co-located spaces and service hubs, like the "Caring Place", to enable complimentary or like-minded service providers to work together, collaborate on space needs and to improve convenience and community access.

CASE STUDY⁶³

Richmond Caring Place (Caring Place) is a 35,000 sq/ft space that has supported dozens of non-profit and mission-based organizations under one roof since it opened its doors in 1994.⁶⁴ The simplicity of Richmond Caring Place' purpose has allowed this multi-tenant space to thrive as a hub for the streamlined delivery of many social services. The Caring Place was built to house non-profit social service agencies. Currently, Caring Place supports 12 non-profits by overseeing the operational and administrative responsibilities of a building, enabling organizations to focus on the delivery of their programs and services. A legacy of experienced Board Members continues to drive the Caring Place to emphasize the provision of a well-managed and maintained building offering security of tenure for non-profit organizations.

RCP benefitted from the availability of City owned land and a corresponding agreement with the City of Richmond to lease that land. The land lease was also the impetus for private donations, as it demonstrated support by the City of Richmond for the need and viability of the project.

The Richmond Caring Place Societies ability to open the Richmond Caring Place debt free is one of the reasons why the continued operation and maintenance of the space has been "relatively easy". The absence of a mortgage or tax implications has enabled the Society to focus revenue on creating a beautiful, impactful space for both users and service providers.

FUNDING & FINANCING (1995)

⁶² City of Richmond. Building Our Social Future – A Social Development Strategy for Richmond 2013-2022, 2013

⁶³ Social Purpose Real Estate. Case Studies / Space Profiles. Retrieved June 7, 2018.
<https://www.socialpurposerealestate.net/content/richmond-caring-place-0>

⁶⁴ Richmond Caring Plan Society. About Us. <http://www.richmondcaringspace.ca/aboutus/>. Retrieved April 13, 2018

Revenue:

- \$1,500,000 – Land (In-kind contribution by City of Richmond)
- \$1,650,000 – Capital Campaign
- \$1,000,000 – Private Donation
- \$750,000 – City of Richmond (cash contribution)
- \$300,000 – City of Richmond (development cost waivers)
- \$5,200,000 – Total Revenue

Expenses:

- \$1,500,000 – Land (In-kind contribution by City of Richmond)
- \$3,700,000 – Hard and Soft Construction Costs^[8]
- \$5,200,000 – Total Expenses

PRIVATE SECTOR OPPORTUNITIES

COLOCATION OR SHARED SPACE

Leasing and sub-leasing space from a private building owner is a shared space model. In such cases, a private owner (usually a real estate or development company) leases space to an anchor tenant or third party management organization. This organization, in turn, sub-leases to other non-profit tenant organizations and also manages the short-term rental of spaces such as meeting rooms and conference facilities. There is an opportunity for private building owners to lease/rent space to NPOs in Richmond.

CASE STUDY⁶⁵

The Centre for Social Innovation (CSI) is a shared space in downtown Toronto which houses more than 100 organizations, projects, and individual social innovators.

Tonya Surman of the Commons Group and Margie Zeidler of Urbanspace Property Group came together in 2003 to envision a shared space for the social mission sector in Toronto. The Robertson Building is owned by Urbanspace Property Group and two floors are leased to the Centre for Social Innovation. Urbanspace paid for the leasehold improvements and the Ontario Trillium Foundation and the Harbinger Foundation also contributed with core operating grants to assist with start-up and operational costs. The Centre for Social Innovation is incorporated as a non-profit and is the primary leaseholder with Urbanspace. CSI serves as a third-party operator and sub-leases space to non-profit and other mission-based organizations. The landlord (Urbanspace) has no legal relationship with the sub-tenants. The initial 5% rent subsidy from Urbanspace to CSI has been normalized over the past 5 years.

The CSI also has a core staff of 7 people dedicated to animating the “shared space community” and providing opportunities for learning. From formal capacity building workshops to informal social mixers and open-space style message walls, the staff animates the community and provides the conditions for interaction, collaboration and learning.

PARTNERSHIPS BETWEEN NPO AND BUSINESS

Partnerships between NPOs and private sector organizations can be a way to strengthen the delivery of services to communities. Survey respondents indicated interest in partnering with the private sector to create and deliver tools that support the development of, and investment in social purpose real estate, to increase the supply of space that can be leased and rented and to increase the supply of community-owned assets and shared spaces that better serve the community. The private sector can partner with NPOs to assist them with securing the right space by increasing the supply of suitable space, by providing sponsorship, grants, space-related support, arrangements for discounted or pro-bono services and space, joint program delivery models, community engagement and advocacy and promotions for NPO needs.

⁶⁵ The City of Edmonton. Edmonton Non-profit Shared Space Feasibility Toolkit. Accessed June 5, 2018. https://www.edmonton.ca/programs_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf



GRANTS AND FINANCIAL COUNSELLING Support from financial institutions for NPO programs, services and operations can come in the form of community grants, financial sponsorship, financial literacy programs and reduced or nominal rates for services. There is an opportunity for financial institutions in Richmond to more strategically work with local community-based NPOs to increase their financial literacy, to develop Fund Development Plans and to access grants and sponsorship where available.

9. CONCLUSIONS

The Richmond Non-Profit Social Purpose Space Needs Review has done its best to assess social purpose non-profit organizations space needs in Richmond. RCSAC will inform NPOs on the results of the Review and with this, increase understanding of both the challenges and opportunities NPOs face in accessing secure, affordable and appropriate space. RCSAC also aims to conduct ongoing monitoring of NPO space needs and will work with its member NPOs to determine what strategies they can take in moving forward to address their challenges and build upon their strengths and assets.

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APPENDIX B: SURVEY

Introduction

Richmond Not-For-Profit Space Needs Review

We invite not-for-profit organizations (NPOs) based in Richmond and/or serving Richmond residents with social services to complete the Richmond NPO Space Needs Survey!

Richmond is home to many NPOs that deliver essential social services to residents. NPOs depend on access to quality spaces that are affordable, located in appropriate neighbourhoods and secure.

The Richmond Community Services Advisory Committee, an advisory body to Richmond City Council on social, health and community matters, has launched a Richmond NPO Space Needs Review to understand the real estate needs and challenges affecting not-for-profits operating social services in Richmond and to guide planning and action for the future.

We need your help to understand your community, office, retail, and industrial space needs, challenges and opportunities so that we can build a clearer picture of social purpose real estate in Richmond. Social purpose real estate is any space/facility owned, rented and/or operated by non-profit/charitable organizations and social enterprises for the purpose of community benefit. Survey results will help the Committee provide advice regarding future policy development and make the case for supporting social purpose real estate in Richmond. Please help us by completing this survey and you will be entered to win a \$100 VISA card!

Please complete the survey by March 30, 2018.

Section 1: About Your Organization

To start, we would like to learn about your organization and the populations you serve in Richmond to get a snapshot of current and future demand for your programs and services.

1. My organization's name is: _____
2. In case we need to verify or clarify any information, please provide your name and contact information:
 - ☐ Contact person: _____
 - ☐ Role/title: _____
 - ☐ Email address: _____
3. My organization is a: Check all that apply.
 - ☐ Registered not-for-profit
 - ☐ Registered charity
 - ☐ For-profit entity
 - ☐ For-profit social enterprise
 - ☐ Not sure
 - ☐ Other: _____
4. My organization primarily serves the following population(s) in Richmond: Check all that apply.

<input type="radio"/> Children	<input type="radio"/> Linguistic oriented group	<input type="radio"/> Individuals with substance use/misuse or addictions
<input type="radio"/> Youth	<input type="radio"/> Multicultural individuals	<input type="radio"/> Individuals and families with low income
<input type="radio"/> Families	<input type="radio"/> LGBTQ2 communities	<input type="radio"/> Survivors of abuse
<input type="radio"/> Seniors	<input type="radio"/> Individuals with disabilities	<input type="radio"/> People who are unemployed or precariously employed
<input type="radio"/> Immigrants/Refugees	<input type="radio"/> Individuals with mental health concerns	<input type="radio"/> General population
<input type="radio"/> Individuals experiencing homelessness	<input type="radio"/> Individuals with physical health concerns	<input type="radio"/> Other: _____
<input type="radio"/> Individuals experiencing housing challenges		
<input type="radio"/> Indigenous communities		
5. My organization primarily serves the following age range(s) of people in Richmond: Check all that apply.
 - ☐ Under 12 years old
 - ☐ 12-17 years old
 - ☐ 18-24 years old
 - ☐ 25-34 years old
 - ☐ 35-44 years old
 - ☐ 45-54 years old
 - ☐ 55-64 years old
 - ☐ 65-74 years old
 - ☐ 75 years or older
6. The majority of my organizations clients / users come from:
 - ☐ Specific neighbourhood(s) in Richmond (check all that apply on the map)

<input type="radio"/> Blundell	<input type="radio"/> City Centre	<input type="radio"/> Shellmont
<input type="radio"/> Bridgeport	<input type="radio"/> East Cambie	<input type="radio"/> Steveston
<input type="radio"/> Broadmoor	<input type="radio"/> East Richmond	<input type="radio"/> Thompson
<input type="radio"/> Sea Island	<input type="radio"/> Hamilton	<input type="radio"/> West Cambie
 - ☐ Richmond city-wide
 - ☐ Metro Vancouver

- ☐ Province-wide
 - ☐ Canada-wide
 - ☐ Not sure
7. My organization's main area(s) of focus in 2018 is:
- | | |
|---|--|
| <input type="radio"/> Advocacy | <input type="radio"/> Environment |
| <input type="radio"/> Arts and culture | <input type="radio"/> Food Security |
| <input type="radio"/> Child care | <input type="radio"/> Health |
| <input type="radio"/> Youth | <input type="radio"/> Mental health/Addictions |
| <input type="radio"/> Women | <input type="radio"/> Housing |
| <input type="radio"/> Seniors | <input type="radio"/> Homelessness |
| <input type="radio"/> Families | <input type="radio"/> Poverty reduction |
| <input type="radio"/> Community development | <input type="radio"/> Human rights |
| <input type="radio"/> Settlement services | <input type="radio"/> Legal services |
| <input type="radio"/> Education | <input type="radio"/> Religion/Faith |
| <input type="radio"/> Employment | <input type="radio"/> Recreation/Sport |
| <input type="radio"/> Training | <input type="radio"/> Transportation/Mobility |
| <input type="radio"/> Animal rights | <input type="radio"/> Waste management |
| <input type="radio"/> Energy | <input type="radio"/> Other: ____ |
8. This fiscal year (April 1, 2017 to March 31, 2018), my organization will:
- ☐ Add programs or services (please explain why)
 - ☐ Expand programs or services (please explain why)
 - ☐ Remove programs or services (please explain why)
 - ☐ Reduce programs or services (please explain why)
 - ☐ Maintain programs or services (please explain why)
 - ☐ I don't know
9. This fiscal year (April 1, 2017 through to March 31, 2018), my organization will serve the following estimated number of clients or users in Richmond:
- ☐ 0 – 50
 - ☐ 51 – 100
 - ☐ 101 – 250
 - ☐ 251 – 500
 - ☐ 501 – 750
 - ☐ 751 – 999
 - ☐ 1,000 – 4,999
 - ☐ 5,000+
10. How important is it that my organization remains in Richmond?
- ☐ Very important
 - ☐ Somewhat important
 - ☐ Not very important
 - ☐ Not important at all
 - ☐ Not sure
 - ☐ Other (please explain)

Section 2: Human Resources

Next, we want to understand your needs for personnel who serve Richmond (even if they also serve other areas), and how this impacts your space needs.

11. How many people work in all of my organization's community, office, retail and industrial spaces in an average week?

	NA	1-2	3-5	6-10	11-20	21-50	51-100	Other
Full-time employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Part-time employees (less than 30 hours/week)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Contract workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

12. What percentage of full time and part time employees work in an average week:

- a. On site?
 - ☐ 0 – 25%
 - ☐ 26 – 50%
 - ☐ 51 – 75%
 - ☐ 76 – 100%
- b. From home because there is no room on site and not out of choice?
 - ☐ 0 – 25%
 - ☐ 26 – 50%
 - ☐ 51 – 75%
 - ☐ 76 – 100%

13. Number of employees and volunteers who may be working with my organization over the next 5 - 10 years will:

- ☐ Increase
- ☐ Decrease
- ☐ Stay the same
- ☐ Not sure

Section 3: Space Needs

Next, we want to understand your organization's current space needs in Richmond. This will help us compile an inventory of NPO space demands in Richmond.

14. My organization operates the following number of sites (properties/units) in Richmond?

15. (If you answered none to the previous question), my organization wants to operate sites out of Richmond in the next 5 – 10 years?
☐ Yes. How many: _____
☐ No
☐ Maybe
☐ I don't know
16. My organizations current or future Richmond premises are or will be our:
☐ Sole location(s)
☐ Primary space or head office
☐ Branch/satellite office(s)
17. Do you currently share space with another organization in Richmond?
☐ Yes
☐ No
18. Please fill in the following information for each space your organization occupies in Richmond (including any shared community space that you use and excluding housing sites and child care facilities).

	Site #
Address:	
Size: What is the approximate size in total square footage of this space (excluding parking, housing sites and child care facilities)?	
Space type: My organization would describe this space as:	<input type="radio"/> Office building <input type="radio"/> Commercial/retail <input type="radio"/> Religious building (e.g., church, mosque, temple) <input type="radio"/> Public/community facility <input type="radio"/> Institutional building (e.g., school, college, hospital) <input type="radio"/> Light industrial/warehouse <input type="radio"/> Heavy industrial / production <input type="radio"/> Multi-use building <input type="radio"/> Co-work/shared space <input type="radio"/> Home office <input type="radio"/> Do not have dedicated space <input type="radio"/> Other: _____
Satisfaction: How much does this space meet my organizational needs?	<input type="radio"/> Very satisfactory <input type="radio"/> Somewhat satisfactory <input type="radio"/> Neutral <input type="radio"/> Not very satisfactory <input type="radio"/> Not at all satisfactory
Tenure: What type of tenure does my organization have?	<input type="radio"/> Owns <input type="radio"/> Rents from government <input type="radio"/> Rents from the private sector <input type="radio"/> Leases from government <input type="radio"/> Leases from the private sector <input type="radio"/> Sub-leases from another organization <input type="radio"/> Pays below-market rates <input type="radio"/> Uses space that is subsidized

<p>Security: How secure is my organizations space for the next 5 - 10 years (i.e. confidence in ability to renew lease or maintain space)?</p>	<ul style="list-style-type: none"> <input type="radio"/> Uses space that is donated at no cost <input type="radio"/> Other: _____ <input type="radio"/> Very secure <input type="radio"/> Somewhat secure <input type="radio"/> Not very secure <input type="radio"/> Not secure at all <input type="radio"/> Not sure
<p>Security: Does my organization need to move in the coming years?</p>	<ul style="list-style-type: none"> <input type="radio"/> Yes, within the next 2 years <input type="radio"/> Yes, within the next 5 years <input type="radio"/> Yes, within the next 10 years <input type="radio"/> Yes, in over 10 years <input type="radio"/> No, we will not need to move <input type="radio"/> Not sure
<p>Security: If yes, why will my organization need to move in the coming years?</p>	<ul style="list-style-type: none"> <input type="radio"/> Adding/expanding/growing programs and services <input type="radio"/> Reducing/removing programs or services <input type="radio"/> Changing location and needs of clients/users <input type="radio"/> Rental/lease expiration <input type="radio"/> Financing <input type="radio"/> Other: _____
<p>If lease/rent, my organizations average total monthly total costs are:</p>	<ul style="list-style-type: none"> <input type="radio"/> Can provide total only: _____ <input type="radio"/> Can provide breakout: <ul style="list-style-type: none"> <input type="radio"/> Base rent or lease payment: _____ <input type="radio"/> Utilities (excluding phone, cable, security, cleaning): _____ <input type="radio"/> Maintenance: _____ <input type="radio"/> Taxes: _____ <input type="radio"/> Facility reserve funds: _____ <input type="radio"/> All-in rent: _____
<p>If lease/rent, the term/length of my organizations lease/rental agreement is:</p>	<ul style="list-style-type: none"> <input type="radio"/> No written rental agreement <input type="radio"/> Month-to-month <input type="radio"/> Less than a year <input type="radio"/> Between 1 and up to 2 years <input type="radio"/> Between 2 and 5 years <input type="radio"/> Between 5 and 10 years <input type="radio"/> More than 10 years <input type="radio"/> Not applicable <input type="radio"/> Other: _____
<p>If lease/rent, my organizations agreement terms or restrictions are: (such as a redevelopment clause, limited operating hours, demolition clause etc.)? (Optional)</p>	
<p>If own, my organizations monthly expenses (including mortgage payment) are on average:</p>	<ul style="list-style-type: none"> <input type="radio"/> Can provide total only: _____ <input type="radio"/> Can provide breakout: <ul style="list-style-type: none"> <input type="radio"/> Mortgage payment: _____ <input type="radio"/> Utilities (excluding phone, cable, security, cleaning): _____ <input type="radio"/> Maintenance: _____ <input type="radio"/> Taxes: _____ <input type="radio"/> Facility reserve funds: _____ <input type="radio"/> Total monthly costs: _____

19. My organizations current space (or lack of space) has limited or inhibited our ability to offer programs and services:
- ☐ Yes. _____ (please explain)
 - ☐ No

20. If owning, my organization would consider redeveloping any of our sites to better meet our needs?
- ☐ Yes
 - ☐ No
 - ☐ Maybe
21. Within the next 5 - 10 years, my organization's space will need to:
- ☐ Decrease
 - ☐ Stay the same
 - ☐ Expand (increase space)
 - ☐ Add (an additional location in Richmond)
 - ☐ Relocate to same sized premise
 - ☐ Relocate to larger premises (it is not possible to expand at current site)
22. If my organization has plans to grow its space in the next 5 - 10 years, why and how much additional space is needed (provide estimated number of sites and square footage per site)?
23. If relocating or opening another premise is necessary in the future, my organization will need the following number of sites:
- ☐ Dedicated space: _____
 - ☐ Shared space: _____
 - ☐ Not applicable
24. In a future move or expansion, my organization would consider:
- ☐ Buying a single building space for your own organization
 - ☐ Buying a space within a multi-tenant building
 - ☐ Renting / leasing a single building space for your own organization
 - ☐ Renting / leasing a space within a multi-tenant building
 - ☐ Co-locating with other organizations
 - ☐ Co-working / community spaces
 - ☐ Locating in a community hub
 - ☐ None of these
25. If relocating or opening another premise is necessary in the future, my organization would want to be in:
- | | |
|-------------------------------------|---|
| <input type="radio"/> Blundell | <input type="radio"/> Shellmont |
| <input type="radio"/> Bridgeport | <input type="radio"/> Steveston |
| <input type="radio"/> Broadmoor | <input type="radio"/> Thompson |
| <input type="radio"/> City Centre | <input type="radio"/> West Cambie |
| <input type="radio"/> East Cambie | <input type="radio"/> Outside Richmond |
| <input type="radio"/> East Richmond | <input type="radio"/> Outside Metro Vancouver |
| <input type="radio"/> Hamilton | <input type="radio"/> None of these |
26. The type(s) of space my organization will need in the future are:
- | | |
|---|---|
| <input type="radio"/> Waiting room/reception | <input type="radio"/> Meeting rooms |
| <input type="radio"/> Open offices | <input type="radio"/> Staff/lunch rooms |
| <input type="radio"/> Private offices | <input type="radio"/> Kitchen |
| <input type="radio"/> Space to store confidential files | <input type="radio"/> Program space |
| <input type="radio"/> Space for printing/photocopying | <input type="radio"/> Gallery / exhibition space |
| <input type="radio"/> Mail room | <input type="radio"/> On-site daycare |
| <input type="radio"/> Purchasing room | <input type="radio"/> Technical support space |
| <input type="radio"/> Board rooms | <input type="radio"/> Outdoor space (e.g., play area, park) |
| <input type="radio"/> Multi-purpose / activity rooms | <input type="radio"/> Warehouses |
| <input type="radio"/> Workshop / training rooms | |

- ☐ Storage rooms
- ☐ Car parking
- ☐ Bike parking
- ☐ Pick-up / drop-off space
- ☐ Other: _____

27. Please rank the most important factors my organization considers when choosing space.

Consideration	Not consider ed	Not very importa nt	Neutral	Importa nt	Very importa nt
Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to clients/users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to related organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage/ branding potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Features of space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycling access and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ground floor access and space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secure or long-term leasing agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landlord flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rent rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to vacate / exit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exclusive use of premise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to share premises with other organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate size of space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child friendly space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 hour access to premises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Length of commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability for purchase	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability for lease	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dedicated outdoor space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen / food space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. The major building components, features or amenities that are important to my organization that we do not currently have access to are: (max. 200 characters) _____

Section 4: Finances

Next, we want to learn about your organization's financial situation to understand your ability to sustain your current space needs, and to consider expanding into new spaces.

29. This fiscal year (April 1, 2017 to March 31, 2018), my organization has to work with the following approximate budget:
- ☐ Less than \$250K
 - ☐ \$250K - \$500K
 - ☐ \$500K - \$750K
 - ☐ \$750K - \$1M
 - ☐ \$1M - \$2.5M
 - ☐ \$2.5M - \$5M
 - ☐ \$5M - \$7.5M
 - ☐ \$7.5M+
30. This fiscal year (April 1, 2017 to March 31, 2018), my organizations total annual expenses/operating costs are: _____
31. The approximate per cent of my organization's annual expenses/operating costs go towards the following (fill in what you can):
- ☐ Mortgage _____
 - ☐ Rent / Lease _____
 - ☐ Building Maintenance _____
 - ☐ Building Renovations _____
 - ☐ Property Taxes _____
 - ☐ Capital Expenditures _____
32. My organization is currently paying more / less or the right amount for space relative to what we can afford?
- ☐ More
 - ☐ Less
 - ☐ Right amount
33. My organizations maximum monthly cost that we can afford and could spend on space-related costs is: (this could be triple-net rent, all-in rent or total costs including mortgage payment, utilities, maintenance, and taxes) _____

Section 5: Challenges & Opportunities

Lastly, we want your help identifying key challenges and opportunities to the delivery of affordable, appropriate, accessible and secure space for social service NPO's in Richmond.

34. The main challenges my organization faces in securing affordable and suitable space are: (max. 200 characters) _____
35. The strategies or approaches my organization is planning to undertake in the next 5-10 years to respond to space challenges are: (max. 200 characters) _____
36. The opportunities my organization is interested in exploring associated with securing or maintaining space in the next 5 - 10 years are: (check all that apply)
- ☐ Strategic planning within my organization
 - ☐ Planning to co-locate with other organizations
 - ☐ Networking with planners, potential funders, potential space providers, developers, other NPO's and so on.
 - ☐ Researching social purpose real estate
 - ☐ Building knowledge, resources and capacity to secure space (such as with site selections, capital investment plans, due diligence, management approaches, decisions about tenure, and maintenance schedules). (please explain)
 - ☐ Advising regarding policy development (such as land use policies and regulations, social development infrastructure plans, municipal community amenity contribution zoning and density bonus policies, tax structures, set-asides for not-for-profits in commercial developments, not-for-profit enterprise zones etc.). (please explain)
 - ☐ Seeking financing and funding (such as grants, property tax exemptions, low-interest loans and assistance on raising funds and purchasing space). (please explain)
 - ☐ Generating more revenue for space (such as through finding new donors, fundraising, and improving capital campaigning). (please explain)
 - ☐ Increasing the number of public facilities, institutional spaces and community-owned assets and shared spaces in Richmond. (please explain)
 - ☐ None of the above
 - ☐ Other: _____
37. The main suggestions my organization has for funders, advocacy groups and/or governments to assist us in achieving affordable, suitable and secure space are: (max. 200 characters and optional) _____

APPENDIX C: SURVEY SUMMARY TABLES

My organization is a .. (check all that apply)		
Registered Not-for-profit	32	82%
Registered Charity	28	72%
Other	1	3%

My organization primarily serves the following population(s) in Richmond (check all that apply)		
Linguistic oriented group	4	10%
Other	4	10%
Individuals experiencing housing challenges	10	26%
Survivors of Abuse	10	26%
Individuals experiencing homelessness	11	28%
Individuals with substance use/misuse or addiction	11	28%
Indigenous communities	12	31%
LGBTQ2 communities	12	31%
Individuals and families with low income	12	31%
Individuals with physical health concerns	13	33%
People who are unemployed or precariously employed	13	33%
Immigrant Refugees	15	38%
Multicultural individuals	15	38%
General population	17	44%
Seniors	18	46%
Individuals with disabilities	18	46%
Individuals with mental health concerns	18	46%
Youth	19	49%
Children	23	59%
Families	25	64%

My organization primarily serves the following age range(s) of people in Richmond (check all that apply)		
10 and under	23	59%
11-19	29	74%
20-29	32	82%
30-39	33	85%
40-49	33	85%
50-59	33	85%
60-69	32	82%
70+	27	69%
All	14	36%

Most of my organizations clients/users geographically live/commute from		
Richmond citywide	33	85%
Metro Vancouver	10	26%
Specific Neighbourhoods in Richmond	3	8%
Province-wide	2	5%
Canada-wide	2	5%
I dont know	1	3%

Check all that apply	
Blundell	2
Bridgeport	2
Broadmoore	2
Sea Island	2
City Centre	2
East Cambie	3
East Richmond	2
Hamilton	2
Shellmont	2
Steveston	2
Thompson	2
West Cambie	2

My organization's main area(s) of focus in 2018 are (check all that apply)		
Transportation & Mobility	1	3%
Religion/Faith	1	3%
Legal services	3	8%
Arts and culture	3	8%
Human rights	4	10%
Settlement services	5	13%
Recreation/Sport	5	13%
Poverty reduction	5	13%
Food security	5	13%
Child care	6	15%
Education	7	18%
Other	8	21%
Housing	8	21%
Homelessness	8	21%
Women	10	26%
Training	10	26%
Employment	10	26%
Community development	10	26%
Advocacy	10	26%
Mental health & Addictions	11	28%
Seniors	12	31%
Health	12	31%
Youth	14	36%
Families	19	49%

This fiscal year (April 1, 2017 to March 31, 2018) my organization has/will:		
Add programs or services	9	23%
Expand programs or services	10	26%
Maintain programs or services	19	49%
I dont know	1	3%

This fiscal year (April 1, 2017 through to March 31, 2018), my organization has / will serve the following estimated number of clients or users in Richmond		
# Clients / Users	Org. #	% Respondents
0-50	1	3%
51-100	5	13%
101-250	4	10%
251-500	8	21%
751-999	1	3%
1000-4999	11	28%
5000+	8	21%
I dont know	1	3%

How important is it that my organization remains in Richmond	
Very important	35
Somewhat important	3
Other	1

The approximate percentage of my organization's annual expenses and operating costs go towards the following (check all that apply and then fill out amounts in the fields that appear below):

Rent or Lease	24%
Building Maintenance	10%
I don't know	8%
Building Renovations	5%
Mortgage	3%
Property Taxes	4%
Capital Expenditures	4%

My organization is currently paying more / less or the right amount for space relative to what we can afford?

Right amount	28
More	7
I don't know	3
Less	1

This fiscal year (April 1, 2017 to March 31, 2018), my organization has / will work with the following approximate budget:

Less than 250K	10
250K - 500K	3
500K - 750K	4
750K - 1M	3
1M - 2.5M	9
2.5M- 5M	2
7.5M +	5
I don't know	2

The opportunities my organization is interested in exploring associated with securing or maintaining space in the next 5 to 10 years are (check all that apply):		
Other	1	3%
I don't know	5	13%
Increasing the number of public facilities, institutional spaces and community owned assets and shared spaces in Richmond	11	28%
Building knowledge resources and capacity to secure space	12	31%
Advising regarding policy development such as land use policies, community amenity contribution zoning and density bonus policies tax structures set aside for NPOs	12	31%
Researching social purpose real estate	13	33%
Strategic planning within my organization	17	44%
Planning to co-locate with other organizations	18	46%
Seeking financing and funding such as grants, property tax exemptions, low interest loans and assistance on raising funds and purchasing space	18	46%
Generating more revenue for space such as through finding new donors, fundraising and improving capital campaigning	20	51%
Networking with planners, potential funders, potential space providers, developers and other NPOs	25	64%

*If you answered none to the previous question. My organization wants to operate sites in Richmond in the next 5 to 10 years		
Yes	6	55%
No	2	18%
Maybe	2	18%
I don't know	1	9%

Number of sites in Richmond		
0 sites	5	13%
1 site	18	46%
2 sites	9	23%
3 to 10 sites	7	18%

My organization currently shares space with another organization in Richmond		
Yes	18	47%
No	20	53%

My organization's current or future Richmond premises are or will be our:		
Sole locations	15	39%
Primary space or head office	12	32%
Branch/satellite offices	8	21%
I don't know	1	3%
Other	2	5%

Space type: My organization would describe this space as:		
Other	3	8%
Home office	1	3%
Commercial building	2	5%
Institutional building	2	5%
Co-work or shared space	2	5%
Do not have dedicated space	2	5%
Religious building	3	8%
Public or community facility	17	44%
Multiuse building	11	28%
Office building	13	33%
Light industrial or warehouse	1	3%

Satisfaction: How much does this space meet my organization's needs?		
Very satisfied	8	22%
Somewhat satisfied	18	50%
Neutral	1	3%
Not very satisfied	9	25%

Tenure: What type of tenure does my organization have?		
Uses space that is subsidized	1	3%
Rents from government	2	5%
Leases from government	2	5%
Other	2	5%
Rents from the private sector	3	8%
Subleases from another organization	3	8%
Pays below market rates	3	8%
Owns	4	10%
Leases from the private sector	7	18%
Uses space that is donated at no cost	9	23%

Security: How secure is my organization's space for the next 5 to 10 years (i.e. confidence in ability to renew lease or maintain space)?		
Very secure	13	35%
Somewhat secure	13	35%
Not very secure	3	8%
Not secure at all	4	11%
I dont know	4	11%

Security: Does my organization need to move in the coming years?		
Within the next 2 years	6	16%
Within the next 5 years	2	5%
Within the next 10 years	1	3%
We will not need to move	15	41%
I don't know	13	35%

Security: If yes, why will my organization need to move in the coming years?		
Adding/expanding/growing programs and services	5	26%
Reducing/removing programs or services	1	5%
Changing location and needs of clients and users	1	5%
Rental/lease expiration	5	26%
Financing	1	5%
I don't know	1	5%
Other	5	26%

If Leasing/Renting: The term/length of my organization's lease/rental agreement is:		
Other	2	7%
Less than a year	2	7%
Between 5 and 10 years	2	7%
More than 10 years	2	7%
Not applicable	2	7%
Month to month	2	7%
Between 2 and 5 years	6	22%
Between 1 and up to 2 years	9	33%

My organization's current space (or lack of space) has limited or inhibited our ability to offer programs and services:		
Yes	24	62%
No	15	38%

If owning, my organization would consider redeveloping any of our sites to better meet our needs?		
Yes	7	39%
No	4	22%
Possibly	3	17%
I don't know	3	17%
Other	1	6%

Total ownership costs		
\$10,000.00 - \$19,999.00	1	20%
\$20,000.00 - \$29,999.00	2	40%
30,000.00 +	2	40%

Total monthly lease/rental costs		
\$0 - \$999.00	5	18%
\$1000.00 - 1999.00	6	21%
\$2,000.00 - \$4,999.00	5	18%
\$5,000.00 - \$9,999.00	6	21%
\$10,000 +	6	21%

Approximate Size of Organizations Space		
0 - 999 sq ft	20	34%
1000 - 1999 sq ft	5	9%
2000 - 2999 sq ft	12	21%
3000 - 3999 sq ft	4	7%
4000 - 4999 sq ft	6	10%
5000 - 9999 sq ft	6	10%
10,000 + sq ft	5	9%

Within the next 5 to 10 years, my organization's space will need to:		
Expand/increase space	11	28%
Stay the same	11	28%
I don't know	6	15%
Add an additional location in Richmond	5	13%
Relocate to larger premises it is not possible to expand at current site	4	10%
Relocate to same size	2	5%

In a future move or expansion, my organization would consider:		
Renting or leasing a space within a multitenant building	6	15%
Co-locating with other organizations	6	15%
Locating in a community hub	6	15%
I don't know	6	15%
None of these	4	10%
Buying a single building space for my own organization	3	8%
Coworking community spaces	3	8%
Other	3	8%

If relocating or opening another premise is necessary in the future, my organization would ideally be located in (check all that apply):		
Other	1	3%
Outside Richmond	1	3%
None of these	1	3%
Hamilton	1	3%
Outside Metro Vancouver	2	5%
Broadmoor	4	10%
East Cambie	4	10%
East Richmond	4	10%
Shellmont	4	10%
Thompson	5	13%
Blundell	6	15%
West Cambie	6	15%
Steveston	7	18%
I don't know	7	18%
Bridgeport	8	21%
City Centre	27	69%

The type(s) of space my organization will need in the future is / are (check all that apply):		
Warehouses	2	5%
Onsite daycare	3	8%
I don't know	3	8%
Other	4	10%
Gallery/exhibition space	4	10%
Mail room	4	10%
Technical support space	6	15%
Pickup/drop-off space	9	23%
Outdoor space (e.g. play area park)	11	28%
Bike parking	14	36%
Waiting room/reception	16	41%
Boardrooms	16	41%
Storage rooms	16	41%
Open offices	17	44%
Kitchen	17	44%
Staff/lunch rooms	19	49%
Meeting rooms	21	54%
Space to store confidential files	23	59%
Program space	23	59%
Car parking	24	62%
Private offices	25	64%
Space for printing/photocopying	25	64%
Workshop/training rooms	26	67%
Multi-purpose activity rooms	29	74%

The most important factors my organization considers when choosing space are (please rank):				
	Location	Proximity to clients/users	Proximity to related organizations	Proximity to personnel
I don't know	1	1	1	1
Not considered	0	0	0	2
Very important	28	28	12	4
Important	9	5	13	13
Neutral	0	3	10	13
Not important	0	2	2	3
Not very important	0	0	1	2

The most important factors my organization considers when choosing space are (please rank):						
	Signage/ branding potential	Features of space	Parking	Proximity to transit	Cycling access and facilities	Accessi bility
I don't know	1	2	1	1	1	1
Not considered	2	0	0	0	1	0
Very important	6	21	18	28	5	28
Important	10	15	16	9	13	8
Neutral	11	1	2	1	14	1
Not important	5	0	2	0	4	1
Not very important	3	0	0	0	0	0

The most important factors my organization considers when choosing space are (please rank):					
	Ground floor access and space	Secure/long-term leasing agreement	Landlord flexibility	Rent rates	Ability to vacate/exit
I don't know	1	1	1	1	1
Not considered	0	3	4	3	3
Very important	15	19	13	26	8
Important	11	13	15	6	12
Neutral	10	2	5	3	12
Not important	2	0	0	0	2
Not very important	0	1	1	0	1

The most important factors my organization considers when choosing space are (please rank):					
	Ability to share premises with other organizations	Adequate size of space	Child friendly space	24 hour access to premises	Length of commitment
I don't know	1	1	1	1	1
Not considered	1	1	4	1	1
Very important	3	24	11	6	13
Important	15	13	13	13	20
Neutral	13	0	6	10	4
Not important	4	0	2	4	0
Not very important	2	0	2	4	0

The most important factors my organization considers when choosing space are (please rank):				
	Availability for purchase	Availability for lease	Dedicated outdoor space	Kitchen/food space
I don't know	1	1	1	1
Not considered	7	4	2	1
Very important	5	10	6	13
Important	6	14	9	15
Neutral	10	9	13	7
Not important	7	0	4	0
Not very important	3	1	4	2

RCSAC Recommendations Summary Tables

A. RCSAC Recommendations for Non-Profits

Recommendation Summary	Non-Profit Approaches	Staff Comments
1. Revenue and Fund Development Planning: Fundraising, capital campaigning, donor relationships, social enterprise	Non-profits will continue to pursue opportunities and the RCSAC will seek opportunities to expand member capacity.	Staff will support RCSAC initiatives.
2. Data collection and database: Reliable data to be collected over time to monitor space needs	The RCSAC will prepare and analyze a biannual space needs survey and all social purpose non-profits will be encouraged to participate.	Staff will support the RCSAC by seeking to host the bi-annual survey on Let's Talk Richmond that will form the basis of a space needs database.
3. Building Knowledge, Resources and Capacity: Learning more about real estate basics (e.g. calculating occupied space, determining payment per sq. ft., rental/lease agreement type)	The RCSAC will help members become more knowledgeable about real estate basics and encourage information sharing.	Staff have joined the Social Purpose Real Estate Collective which helps to build non-profit capacity and will provide information about resources to the RCSAC.
4. Developing Partnerships: Partnering to advocate; to create and deliver tools; increase leasing and renting opportunities; increasing community-owned assets and shared spaces	Non-profits will continue to develop partnerships. The RCSAC will support the development of partnerships through networking and knowledge building opportunities.	Staff will support partnerships by providing information about City processes and opportunities as they arise.
5. Co-location: Most respondents require more space, particularly meeting rooms, staff rooms and flex program rooms; increased co-locations and hubs would help; initiate information sharing or collaboration among those interested in co-location	Non-profits will seek opportunities to co-locate and share information about available space as opportunities arise.	Staff will continue to work with the Richmond Caring Place Society on their expansion plans and support other co-location opportunities that may arise.
6. Non-Profit Ownership: Purchasing a building for use as a multi-tenant non-profit centre, which may be operated by a new non-profit corporation	Non-profits will explore ownership as an avenue to establish new multi-tenant hubs, including establishing a third-party society to operate the centre.	Staff will support the Richmond Caring Place expansion plans and other feasible proposals that follow this model.

B. RCSAC Recommendations for the City of Richmond

Recommendation Summary	City Approaches	Staff Comments
1. Social Development Plans: Prepare a social development plan that specifically addresses non-profit space needs including clear goals, targets and strategies	Social Development Strategy (SDS) Actions 29, 30, 31 and 32 address non-profit space needs.	SDS Action 30 - developing and maintaining a database on non-profit space needs is underway and staff recommend its continuance. Additional SDS Actions may be considered following further exploration of existing opportunities to accommodate agencies.
2. Development Plans and Regulations: Update the OCP and neighbourhood plans to proactively create space for non-profits (e.g. in the City Centre Area Plan)	While not a stated purpose, CCAP Implementation Policies (Attachment 5) provide the City with the option of identifying agency space as a community amenity use under specific circumstances.	Although there are no specific implementation tools for non-profit agency space, opportunities do exist within the CCAP to secure space for non-profit agencies.
3. Municipal Grant Programs: Consider adding or integrating social purpose real estate into the respective grant programs	SDS Action 39 proposes reviewing the City Grant Program to make improvements as required. No grants are currently provided for capital expenditures.	While not part of a grant program, the City supports social service agencies through below-market and nominal lease payments on a case-by-case basis.
4. Community Amenity Contribution or Density Bonusing Policies: Updating or developing new policy so that community amenity contributions include social purpose facilities or space; establish contributions from major rezonings to be allocated to establish social purpose space in public or private developments or site acquisition; develop social purpose space guidelines to ensure standards are met	As indicated above, while not a stated purpose, CCAP Implementation Policies (Attachment 5) provide the City with the option of identifying agency space as a community amenity use under specific circumstances.	Existing CCAP policy tools may be used to help secure non-profit office and program space. Other options may also be explored (e.g. in affordable housing developments and early childhood development hubs, through voluntary developer contributions).
5. Update Tax Exemptions: Clarify and streamline the tax exemption process; consider tax receipts in lieu of below-market rents, tax deferral and forgiveness	The City's Property Tax Exemption Policy describes eligibility criteria for permissive property tax exemptions as stated in the Community Charter. Non-profit societies leasing City-owned properties are eligible to apply for exemption.	Finance staff attended a RCSAC meeting to explain the Property Tax Exemption Policy and explained that the Community Charter does not give municipalities the authority for tax deferral or forgiveness.

Recommendation Summary	City Approaches	Staff Comments
6. Use of Public Space and Facilities: Create clear policies re: establishing a lease grant program that rents City-owned or school district land and spaces to eligible agencies at significantly reduced rates; leasing community facilities; providing additional support for co-location and hubs	See #3 above regarding lease grants on City-owned properties; non-profits would need to approach the Richmond School District regarding their properties.	The RCSAC has been provided with information about the Richmond School District Long Range Facilities Plan and opportunities to provide stakeholder input. Staff will continue to stay apprised of Richmond Caring Place expansion plans and other co-location opportunities.

C. RCSAC Recommendations for the Private Sector

Recommendation Summary	Private Sector Approaches	Staff Comments
1. Co-location or Shared Space: A building owner would lease to an anchor tenant who would sublease to tenant organizations	Non-profits will continue to seek co-location opportunities through the private sector whereby an anchor tenant would sublease to other non-profits.	Staff have provided information about Spacelist to the RCSAC to assist with private market searches.
2. Partnerships between NPO and Business: Increasing supply of available space, sponsorship, grants, space supports, discounted or pro-bono services; advocacy and promotions	Non-profits will approach businesses to provide sponsorship, grants, space supports, discounted or pro-bono services.	Staff will inform the RCSAC about opportunities that may come to the City's attention.
3. Grants and Financial Counselling: Support from financial institutions in the form of grants, sponsorship, rate reductions and financial literacy programs	Members will seek support from financial institutions in the form of grants, sponsorships, rate reductions and financial literacy programs.	Staff will provide the RCSAC with relevant information brought forward by the Social Purpose Real Estate Collective.

2.8.2(c) Community Service Hubs

Ensuring that all residents, regardless of age, ability, income and cultural background, have access to community services is key to village livability. Suitable and affordable space will be required by community service agencies as the population grows.

Community service hubs involve the co-location of two or more compatible community services to better serve the needs of residents while strengthening the capacity of participating agencies.

Community service hubs may target specific populations or mandates (e.g., early childhood, youth, seniors) or provide services to a wide spectrum of community members. A range of spatial and governance models exist.

Challenges/Opportunities

The cost of leasing/purchasing land and facilities is beyond the financial reach of many community service organizations. The City and other stakeholders need to work together to ensure that suitable space is available for community services as the population grows. The hub model maximizes use of land/facilities, while minimizing capital/operating costs and improving service to residents.

Proposed Strategy

- Encourage amenity space in new City centre development to lease space to non-profit agencies, giving priority to co-located services.
- Co-locate community services in civic and other public sector facilities.

Community Service Hubs may be located in a range of neighbourhoods and take a variety of forms to suit the surrounding community. Photos and descriptions of existing community service hubs are found below.



Examples in Richmond:

1. Located in Community Agencies: At Richmond Family Place, a variety of social service and statutory agencies provide early childhood and family support programs. Shared office and program space is provided;
2. Located in Schools: The Grauer Early Learning Centre is a school-community partnership initiated by Richmond Children First (MCFD) and the School District whereby services to pre-school children and their families are offered in existing facilities;
3. Located in Civic Land/Facilities: Richmond Caring Place, a purpose-built stand alone facility, houses a range of community service agencies that share amenities on City land. Hamilton School and Community Centre is a joint use facility that also provides program space to community agencies and the Richmond Public Library.

Examples in other municipalities:

4. Neighbourhood Houses, Greater Vancouver: Neighbourhood Houses typically offer a range of programs through partnerships with service providers (e.g., child care, family support, immigrant settlement, social and recreational opportunities);
5. John Braithwaite Community Centre, City of North Vancouver: A partnership among the City of North Vancouver, North Vancouver Recreation Commission and North Shore Neighbourhood House that offers recreation, cultural and social programming in partnership with community agencies;
6. Early Years Centre, Surrey: This centre co-locates three early years (e.g., birth to 6 yrs.) services (e.g., child care and family) in a commercial facility leased by one of the non-profit service providers. Space is shared.

City of Richmond

POLICIES**2.8.1 Policy, Program & Investment Coordination**

- a) **Establish an Integrated City Centre Community Service Strategy**
Support equitable community service access for the City Centre's diverse and changing population, including:
- policy and program consistency and coordination;
 - service delivery models tailored to meet the City Centre's special challenges and opportunities;
 - planning for a continuum of services, through the lives of the citizens, and across service providers.
- b) **Encourage a Continuum of Education Opportunities**
Recognize the importance of life-long learning to the health and well-being of residents by supporting:
- the Richmond School District (No. 38) and its delivery of the provincial K-12 curriculum, together with extra-curricular activities and complementary services and programs (e.g., after-school care, adult education, ESL), including the support of school expansions and new facilities (e.g., form, size, location & implementation). The City will co-operate with the School Board in co-planning its schools and sports fields (e.g., a new elementary school, any surplus lands);
 - the establishment of the City Centre as a regional focus for post-secondary facilities and programs;
 - private schools and alternative education programs supportive of the City Centre, Richmond, and its residents.
- c) **Ensure that Richmond's Law & Community Safety Strategic Plan Meets the Needs of the City Centre**
Ensure that Richmond's proposed Law and Community Safety Strategic Plan includes clear strategies and adequate resources for responding to the City Centre's emerging challenges, lifestyle objectives, and development considerations.

2.8.2 Urban Development & Planning

- a) **Encourage the Development of an Inclusive City Centre**
Develop a compact, pedestrian- and transit-oriented, urban environment designed to:
- locate housing, jobs, parks, amenities, and services to enhance residents' proximity to daily needs;
 - enhance the ease of mobility and access to daily needs and services for all residents, regardless of age, aptitude or level of ability (e.g., via walking, scooter, transit, audible crossing signals);
 - incorporate "crime prevention through environmental design" (CPTED) strategies to enhance personal and property safety and security;
 - support institutions (e.g., educational, health, religious) seeking to locate or retain premises in the City Centre, and related uses that provide a community benefit, are consistent with neighbouring properties and have a complementary design to neighbouring uses.
- b) **Encourage the Timely & Cost-Effective Provision of Well-Located Childcare Facilities**
Support the following facilities and programs (where permitted under Richmond's OCP airport noise sensitive development policy), through partnerships, development incentives, and the support of outside agencies:
- at least one childcare facility should be situated within each village centre (e.g., to be funded in whole or in part via developer contributions) (e.g., density bonusing or a reduction in the parking requirements may be considered);
 - one childcare facility is encouraged as part of any major City facility (e.g., community centre);
 - encourage out-of-school care for school-aged children in all City Centre elementary schools and/or in adjacent, private development (density bonusing may be considered in the latter case);
 - encourage additional facilities and programs as determined to be necessary based on up-to-date needs assessments and the advice of the Health Care Licensing authority.
- c) **Encourage the Establishment of "Community Service Hubs"**
Explore opportunities to establish a multi-use, multi-agency community service "hub" in each of the City Centre's six village centres, designed to provide:
- convenient access to services and programs offering a range of tools, resources, and technical assistance;
 - a variety of new service delivery models;
 - multi-agency partnerships, coordination, co-location, cost sharing, and efficiencies;
 - a continuum of services, especially where this requires the coordination of multiple agencies (e.g., early childhood development, health and wellness).

2.8.3 Intercultural Needs

- a) **Support Intercultural Dialogue & Exchange**
Encourage neighbourhoods, civic facilities, and programs that foster intercultural dialogue and understanding, and welcome and support new immigrants (e.g., promote intercultural activities).

2.8.4 Community Involvement

- a) **Explore Opportunities for Village-Based Community Involvement**
Encourage village residents and stakeholders to create effective associations that promote community connectivity, pride and safety.

City of Richmond

Bylaw 8035
2012/07/16

n)	Density Bonusing – Affordable Housing In accordance with the Richmond Affordable Housing Strategy, the following density bonusing approach will be used for rezoning applications in the City Centre: <ul style="list-style-type: none"> • Apartment and mixed use developments involving more than 80 residential units are to make available at least 5% of their total residential building area (or a minimum of 4 residential units) for affordable low end market rental housing. Note: Calculation on net area as per the Zoning Bylaw. • All townhouse developments and apartment or mixed use developments involving 80 or less residential units are to provide a cash contribution for affordable housing (currently \$2 per square foot for townhouse developments and \$4 per square foot for apartment or mixed use developments). • Single-family residential developments are to include an affordable low end market rental secondary suite or coach house on at least 50% of any lots being rezoned and subdivided or to provide a cash contribution for affordable housing (proposed to be \$1 per square foot for all new single-family residences). • Provide a cash contribution towards affordable housing only in Council approved special development circumstances, while continuing to meet the City's affordable housing policy requirements.
o)	Density Bonusing – Child Care In addition to providing affordable housing, the density bonusing approach will be used to obtain child care as an amenity from rezoning applications in the following areas of the City Centre: Urban Core Transect (T6 area): <ul style="list-style-type: none"> • 1% of the total residential building area for child care space; or • a cash contribution to the child care reserve fund (e.g., \$0.80 per total square foot). Village Centre Bonus Map areas where aircraft noise sensitive land uses are not prohibited: <ul style="list-style-type: none"> • 5% of the additional 1.0 FAR permitted for non-residential uses for child care space; or • a cash contribution to the child care reserve fund (e.g., \$4 per total square foot).
p)	Density Bonusing – Community Facility Instead of Child Care In certain instances, the provision of child care space may not be the top priority. Staff will identify circumstances where the density bonusing approach should be used for community facilities (e.g., community centres, libraries) rather than child care. Council will approve any such arrangements. This being the case, the density bonusing approach will be used to obtain community facilities from rezoning applications in the following areas of the City Centre: Village Centre Bonus Map areas where aircraft noise sensitive land uses are not prohibited: <ul style="list-style-type: none"> • 5% of the additional 1.0 FAR permitted for non-residential uses for community facility space; or • a cash contribution to the leisure statutory reserve fund (e.g., \$4 per total square foot).
q)	Density Bonusing – Community Benefit Items The density bonusing approach will be used to obtain items that benefit both the developer and the City besides affordable housing, child care or community facilities from rezoning applications in the following areas of the City Centre: Village Centre Bonus Map areas where aircraft noise sensitive land uses are prohibited: <ul style="list-style-type: none"> • 5% of the additional 1.0 FAR permitted for non-residential uses for the benefit of both the City and the developer (e.g., artist studios; heritage initiatives; etc.).
r)	Density Bonusing – Capstan Canada Line Station The density bonusing approach will be used to obtain voluntary developer contributions towards funding of the future Canada Line station and related amenities within the Capstan Station Bonus area, including: <ul style="list-style-type: none"> • cash contribution to the Capstan Station Reserve, as per the Richmond Zoning Bylaw; • publicly accessible areas secured for public park and related uses. Council shall review the Capstan Station density bonus provisions in the Zoning Bylaw when approved development within the Bonus area approaches 3,250 dwelling units in consideration of, but not limited to, area capacity for additional dwelling units, sufficiency of proceeds to the Capstan Station Capital Reserve Fund, and other amenities that may be required in the Bonus area.
s)	No Density Bonusing for Public Art Public art will continue to be a voluntary program and will not be obtained through the density bonusing approach in the City Centre.
t)	Downtown Commercial District (C7) Variances to reduce the parking requirements in the Downtown Commercial District (C7) zone will be considered on a case-by-case basis by Council and will be reviewed in light of the various CCAP policies.
u)	Community Planning The City may use the negotiation of phased development agreements to obtain funds to assist with its community planning program (e.g., \$0.25 per square foot of total net building area in the City Centre).
4.2 Phasing Strategy	
a)	Planning & Development Priorities The CCAP <i>Implementation Strategy</i> also identified guiding principles for phasing growth. Based on these principles, the fundamental planning and development priorities for the City Centre include the: <ul style="list-style-type: none"> • establishment of high-density transit villages; • enhancement of the waterfront; • establishment of important transportation and utility improvements; • acquisition of well-located, highly used public parks and community facilities.
b)	Additional Studies & Periodic Updates The CCAP identifies a wide range of additional studies and periodic updates. Each City department will be responsible for leading and undertaking their studies and updates, and seek Council approval and funding to do so. Council will review and, if acceptable, approve study and update findings, and any required implementation funding. Such initiatives are subject to corporate priorities and approved budgets.

Bylaw 8837
2012/03/12



City of Richmond

Report to Committee

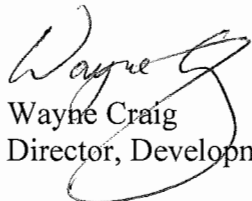
To: Planning Committee
From: Wayne Craig
Director, Development

Date: May 6, 2019
File: RZ 17-794287

Re: Application by 1132865 BC Ltd for Rezoning at 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from "Single Family Detached (RS1/E)" and "Two Unit Dwelling (RD1)" to "Medium Density Townhouse (RTM2)"

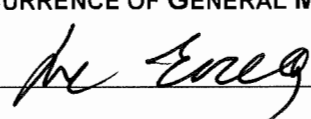
Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, for the rezoning of 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from "Single Family Detached (RS1/E)" and "Two Unit Dwelling (RD1)" to "Medium Density Townhouse (RTM2)" to permit the development of 30 townhouse units, be introduced and given first reading.



Wayne Craig
Director, Development

WC:db
Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

1132865 BC LTD has applied to the City of Richmond for the permission to rezone 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Rd from “Single Family Detached (RS1/E)” and “Two Unit Dwelling (RD1)” to “Medium Density Townhouse (RTM2)” in order to construct 30 townhouse units on the consolidated property with access from No. 1 Road. The development proposal is for 18 three storey units in four separate buildings fronting onto No. 1 Road and another 12 two storey units in six buildings behind. The development will include three convertible units and three lock-off suites. A front-yard setback variance to No. 1 Road is requested to accommodate the proposed development and discussed later in this report.

Findings of Fact

The development site will require the consolidation of seven properties comprising of six existing single family dwellings and one two family dwelling. The subject properties are located in the Seafair Planning Area between Granville Avenue and Blundell Road (see the location map in Attachment 1).

All of the subject properties are generally below the level of the fronting sidewalk with the front yards or driveways typically having a gentle downward slope from the public sidewalk. The lots are regular shaped and range in depth between 41.0 m (134.5 ft.) and 43.74 m (143.5 ft.) deep.

Conceptual Development Plans are provided in Attachment 2. A Development Application Data Sheet providing details about the development proposal is provided in Attachment 4.

Subject Site Existing Housing Profile

The applicant has submitted a housing profile for each of the eight addressed properties. The submission indicates that all eight units are currently rented out. Seven of the addressed properties do not contain secondary suites. One half of the duplex unit (i.e. 7580 No. 1 Road) contains a rented unit on the main floor and a single two bedroom secondary suite in the upper floor of the structure.

Surrounding Development

Surrounding Development is as follows:

- To the North and South: Large lot single family residential zoned “Single Detached (RS1/E)”.
- To the East: Behind four of the subject lots are three large lots zoned “Two-Unit Dwellings (RD1)” containing three duplex dwellings fronting Burton Avenue. To the east of the three remaining subject lots are three large single family residential lots zoned “Single Detached (RS1/E)” fronting Amundsen Place.

- To the West: Across No. 1 Road are three lots (7471, 7491 and 7531 No. 1 Road) zoned “Low Density Townhouses (RTL1)”. The lots vary in size from 0.18 ha (0.43 ac) to 2.28 ha (5.64 ac) in area. The dwellings are typically two storeys in height.

Related Policies & Studies

Official Community Plan

Under the Official Community Plan (OCP) (Bylaw 9000) the subject lots are designated as “Neighbourhood Residential” which, by definition, includes multiple family housing (specifically townhouses). The proposed development for 30 townhouse dwellings conforms to the OCP “Neighbourhood Residential” designation.

Arterial Road Policy

The site is designated “Arterial Road Townhouse” in the City’s Arterial Road Housing Development Map. The proposed development complies with the Arterial Road Policy.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Analysis

Built Form and Architectural Character

The proposed townhouses are proposed to be arranged in two, north-south rows with a central vehicle access between the rows. Eighteen units will front No. 1 Road arranged in four three-storey buildings with four to five units per building with pedestrian connections to the street frontage. The second row of townhouses are proposed to be arranged in six buildings with two dwellings each. All of these units will be two storeys in height and provide pedestrian access to the internal drive aisle.

The Conceptual Development Plans (Attachment 2) show the townhouses as flat roofed allowing them to be shorter in height than townhouses with peaked roofs. The three storey units fronting No. 1 Road are proposed to be 9.91 m (32.5 ft.) tall which will appear closer to a typical two storey (9 m (29.5 ft.)) structure and therefore generally in keeping with the heights of the houses in the area. No rooftop decks are included in the development proposal.

Three convertible units (units 10, 12, 14) and three 26.5 m² (285 ft²) studio lock-off suites (secondary suite in units 1, 22 and 30) are proposed in the project. The Rezoning Considerations (Attachment 5) include requirements for agreements to be registered on Title to ensure that no final Building Permit inspection is granted until the secondary suites are constructed on site and that the secondary suites cannot be stratified or otherwise held under separate Title.

The Conceptual Development Plans show both vertical differentiation between floors and structural articulation across the building elevations. Additionally, several units / buildings are

slightly stepped in / out to provide visual relief to the building placement. Exterior materials and colors will be refined through a separate Development Permit (DP 18-829236) application and associated design review.

Existing Legal Encumbrances

Two Covenants (BE293306 and BE293307) on the titles of 7560 and 7580 No. 1 Road restricting the use of these properties to one-family dwellings will be removed prior to Bylaw adoption. This is reflected in the Rezoning Considerations (Attachment 5).

Right of Ways for sanitary sewer run along the eastern (rear) property boundaries of all the properties. Based on Engineering staff's review, no changes are indicated to the existing sanitary Right of Ways as a result of the proposed development. No building construction is proposed within the Right of Way.

The Rezoning Considerations (Attachment 5) include a requirement that Plan Strata Plan NW381 associated with 7560 and 7580 No. 1 Road must be dissolved prior to Rezoning adoption.

Transportation and Site Access

Vehicle access to the property will be provided via a central single access off No. 1 Road. A raised island at the vehicle entrance will enforce right-in and right-out passenger vehicle movements to/from No. 1 Road. The island will be designed to permit larger vehicles (e.g. SU-9) to partially drive onto the island to effect the turn.

Garbage and recycling facilities will be centralized adjacent to the vehicle entrance drive aisle allowing for efficient servicing.

Permeable pavers are proposed along the vehicle access and in front of the central amenity area providing a visual cue to drivers as to the locations of the outdoor amenity/play area and the vehicle entrance/exit for the site.

The development will be in full compliance with the Zoning Bylaw (No. 8500) through the provision of 60 parking spaces for residents and six parking spaces for visitors. No tandem parking spaces are proposed and the number of small parking spaces has been limited to 18 (27.3%) which will not exceed the 50% maximum permitted under the Zoning Bylaw. One accessible parking space will be required and is provided for in the proposed development.

The site's access and internal 6 m wide drive aisle are to be constructed to provide future access to adjacent properties to the north and south should those properties redevelop. To accomplish this, the Rezoning Considerations (Attachment 5) include a requirement for a Statutory Right-of-Way (SRW) with Public Right-of-Passage (PROP) to be registered on Title.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report (dated Dec. 4, 2017/ updated April 25, 2019); which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development.

The Report assesses 32 bylaw-sized trees on the subject property, eight trees on neighbouring properties plus two trees on a shared property line with the neighbour.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- A total of 31 trees (refer to Attachment 3) located on the development site are proposed for removal from the subject site due to tree health and structure. The majority of these trees are located in three groupings:
 - i. Most of the trees (Tag #705-711) in the group running along the property boundary between 7464 and 7480 No. 1 Road have been topped. Their condition ranges from fair to declining or poor which does not make any suitable for retention.
 - ii. A second group of trees (Tag #727-736) are located around the property boundary between 7580 and 7600 No. 1 Road. Only one tree, a Japanese Maple (Tag #734), has been assessed to be in good condition. The rest of the trees have various concerns with lean, having been topped, sheared or having decay which does not make them suitable for retention.
 - iii. The third group of trees (Tag #718-725) are located near the south-east property boundary. Five of these trees have been topped and structural condition has been rated as poor by the project Arborist. Only one tree (Tag #718) has been noted as having no defects however it's health does not make it a good candidate for long-term retention.

Overall, the majority of these trees are either dead, dying (sparse canopy foliage), have been previously topped or exhibit structural defects such as cavities at the main branch union and co-dominant stems with inclusions or will be in conflict with the proposed development. As a result, these trees are not good candidates for retention and should be replaced. Through discussion with staff, the applicant has agreed to attempt a relocation of the Japanese Maple (Tag # 734). A survival security of \$1,000 is included in the Rezoning Considerations (Attachment 5).

- Two trees (#716, 726) located on a shared property line with the neighbouring properties (4051/4033 Burton Ave. and 7660 No. 1 Road) should be retained and protected as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Eight trees (8) located on adjacent neighbouring properties (4051/4053, 4031/4033, 4040/4044 Burton Ave. and 4051 Amundsen Pl.) are identified to be retained and protected. Tree protection is to be provided as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

The locations of trees to be retained and removed are shown on Attachment 3.

Tree Replacement

The applicant wishes to remove 31 on-site trees (refer to Attachment 3). The 2:1 replacement ratio would require a total of 62 replacement trees. The applicant has agreed to plant a total of 62 trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
24	6 cm	3.5 m
16	8 cm	4 m
8	9 cm	5 m
6	10 cm	5.5 m
8	11 cm	6 m

Tree Protection

Ten trees (# 716, 726, 750, 751, 752, 753, 754, 755, 756 and 757) on, or neighbouring properties or shared property lines are to be retained and protected. The applicant has submitted a tree management plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 3). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

The Rezoning Considerations (Attachment 5) include a requirement for submission of a survival security for the two shared trees (#716 and # 726) in the amount of \$10,000 to be held for one year. The security will be released upon submission of a satisfactory report by a Certified Arborist.

Variance Requested

A variance will be requested through the Development Permit Application (DP 18-829236) to reduce the front yard setback from 6.0 m (19.7 ft.) to 4.5 m (14.8 ft.). The closest building face will be 7.71 m (25.29 ft.) away from the back of the curb along No. 1 Road. The variance request is consistent with the OCP Development Permit Guidelines for Townhouses on arterial roads which support front yard setbacks to 4.5m (14.8 ft.) where a 6 m (19.7 ft.) rear yard setback to both the ground and second floors of the rear units is provided. The proposed development complies with the criteria and the associated conditions (e.g. varied building setbacks, no impact to tree preservation, provision of a minimum of 30 m² (323 ft²) of private

outdoor space etc.). The result will provide a wider space between the rear units of the subject development and the single family and duplex units that back onto the subject site.

On-Site Fire Hydrant

Due to the distances between the proposed new City fire hydrant in the boulevard and the furthest units (units 10 and 21) a private fire hydrant will be located near the front of the central amenity area. The location of the on-site hydrant is shown on the submitted plan set and will be reconfirmed through the Development Permit review.

Affordable Housing Strategy

Under the proposed “Medium Density Townhouse (RTM2)” zoning a contribution to the City’s Affordable Housing Reserve is required for the 0.65 Floor Area Ratio (FAR) being requested. Affordable Housing staff have advised that, per the 2017 Affordable Housing Strategy, a cash in lieu contribution of \$344,097.00 ($\$8.50 \text{ per ft}^2 \times 40,482 \text{ ft}^2$) is required. The Rezoning Considerations (Attachment 5) include the requirement for the cash in lieu contribution prior the adoption of the Bylaw.

Townhouse Energy Efficiency and Renewable Energy

As this application was received prior to July 16, 2018, the applicant may meet the pre-step code energy compliance path (i.e. EnerGuide 82 and building to the BC Solar Hot Water Ready regulation). Under this approach the applicant will be required to submit an acceptable Building Energy Report prior to the Development Permit application (DP 18-829236) being forwarded to the Development Permit Panel. Staff note that this approach is acceptable as the application was submitted on December 22, 2017 and therefore qualifies as an “in-stream” application. However, to retain the “grandfathered” condition the applicant will be required to achieve Building Permit issuance before December 31, 2019.

The Rezoning Considerations (Attachment 5) include a requirement for registration of an agreement on Title, commitments to install all energy-efficiency upgrade measures and/or servicing agreements identified in the approved Building Energy Report prior to Bylaw adoption.

Amenity Space

The proposed development includes an outdoor amenity space of approximately 188 m^2 ($2,023.6 \text{ ft}^2$) in area which more than meets the Official Community Plan requirement of 180 m^2 for a project of this size. The amenity space will be centrally located and contain a children’s play area, a bench, mail kiosk, bike rack and open lawn space. The children’s play area will have a resilient surface and include natural play elements. Details of the play elements will be reviewed through the separate Development Permit application (DP 18-829236) and design review.

In lieu of the provision of indoor amenity space the applicant has agreed to provide a voluntary cash contribution of \$65,600 as permitted in the City’s OCP. The Rezoning Considerations (Attachment 5) include a cash contribution provision for this amount to be paid prior to Bylaw adoption.

Site Servicing and Frontage Improvements

The Rezoning Considerations (Attachment 5) include a requirement for the applicant to enter into a Servicing Agreement (SA) prior to the Bylaw adoption. The SA will address site servicing works and frontage improvements required for this development. A detailed listing of these works is included in the Rezoning Considerations. Highlights of the works include the following:

- Removal and replacement of water, storm and sanitary sewer connections to the site;
- Installation of various inspection chambers;
- Conduct a review of street lighting levels and install LED fixtures if required;
- Relocation of existing BC Hydro poles into the boulevard;
- Installation of a new 1.5 m wide concrete sidewalk, a 1.7 m wide boulevard with street trees and a 0.15 m wide curb along the site's frontage;
- Closure of all the existing driveways along No. 1 Road;
- Placement of new City fire hydrant within the boulevard near the entrance driveway;
- Upgrades to a nearby bus stop including a concrete bus pad with pre-ducting for a future bus shelter; and
- Installation of a raised island at the vehicle entrance to restrict access to right-in, right-out only.

The Rezoning Considerations (Attachment 5) also includes requirements for contributions toward the upgrading of the existing pedestrian traffic signal infrastructure at No. 1 Road and Morseby Drive and the upgrading of the traffic signal at No. 1 Road and Blundell Road.

The contribution for the pedestrian traffic signal, in the amount of \$8,500, will result in the following upgrades: Audible Pedestrian Signals (APS), pedestrian crossing countdown timers, and street light luminaire to new LED street light standard.

The contribution, in the amount of \$156,840, for the traffic signal at No. 1 Road and Blundell Road will result in the following upgrades: Uninterrupted Power Supply (UPS), Audible Pedestrian Signals (APS), signal upgrades (signal heads, hardware, bases, poles, arms, LED luminaires), cameras and LED street name signs.

Public Art

Based on the buildable square footage possible at the subject site a voluntary contribution of \$34,440.64 to the City's public art fund is anticipated for this development (i.e. \$0.85 per buildable square foot x 62,336 ft² x 0.65 FAR). The applicant has indicated that they will opt for a cash contribution to the City's public art fund reserve. The Rezoning Considerations (Attachment 5) include this contribution to be submitted prior to Rezoning adoption.

Development Permit Review

The proposed development will be required to undergo a separate Development Permit (DP 18-829236) application review wherein further design development could occur. Some of the elements that staff will verify through the DP review include:

- Landscaping species selections, sizes and placement;
- Confirming building setbacks and proposed encroachments;
- Placement of the project/address signage;
- Site grading along the east property boundary and options for reducing the height of the proposed retaining wall will be reviewed;
- Confirm placement of an on-site fire hydrant near the front of the amenity area;
- Detailed review of façade materials and colors, and;
- Detailed review of children's play space and equipment.

Financial Impact or Economic Impact

Engineering staff have indicated that the rezoning application will result in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

1132865 BC LTD has applied to the City of Richmond for the permission to rezone 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No 1 Rd from "Single Family Detached (RS1/E)" and "Two Unit Dwelling (RD1)" to "Medium Density Townhouse (RTM2)" in order to construct 30 townhouse units on the consolidated property. The accompanying conceptual development plans, in conjunction with the Rezoning Considerations, have appropriately addressed all the technical concerns identified by staff.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9983 be introduced and given first reading.



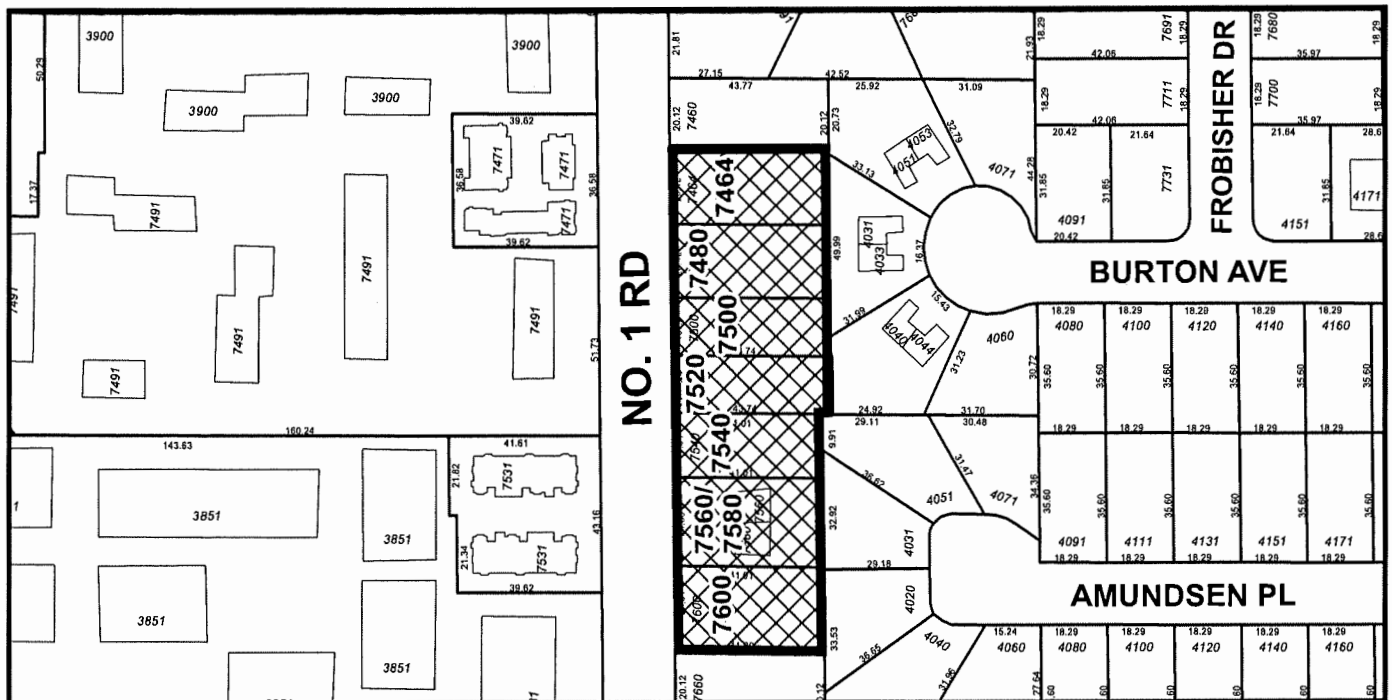
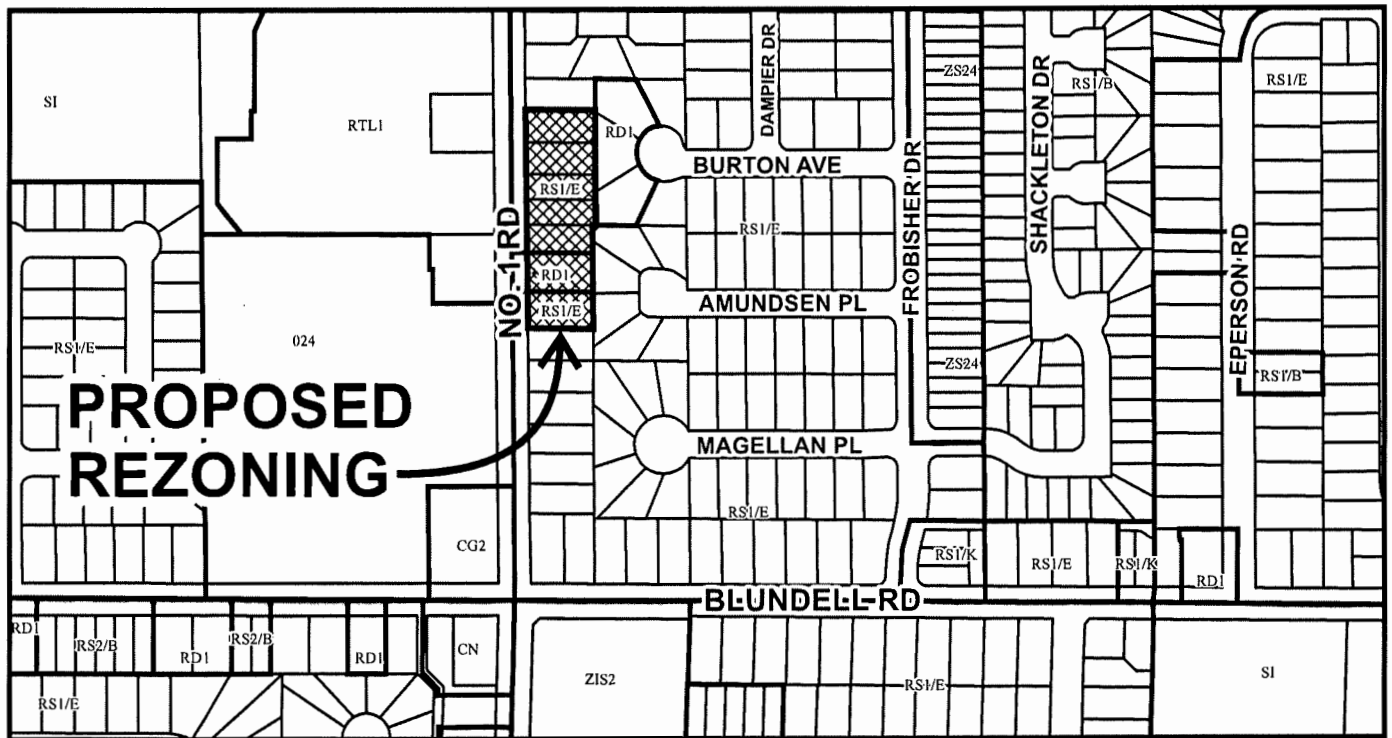
David Brownlee
Planner 2

DCB:rg

Attachment 1: Location Map
Attachment 2: Conceptual Development Plans
Attachment 3: Tree Management Plan
Attachment 4: Development Application Data Sheet
Attachment 5: Rezoning Considerations



City of
Richmond



RZ 17-794287

Original Date: 01/09/18

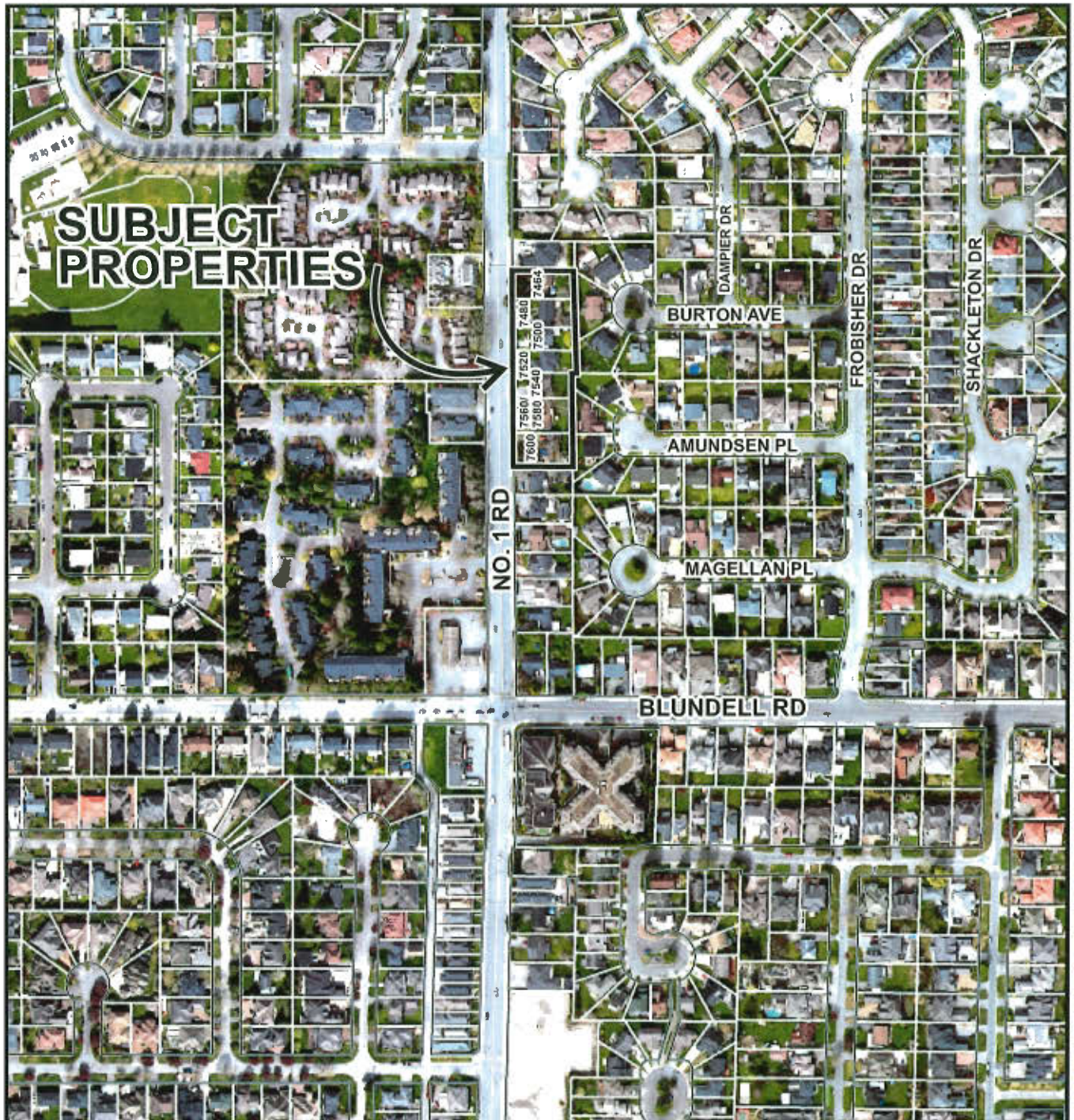
Revision Date: 04/01/19

Note: Dimensions are in METRES

CNCL - 278



City of Richmond



RZ 17-794287

Original Date: 01/09/18

Revision Date: 04/01/19

Note: Dimensions are in METRES

7464, 7480, 7550, 7520, 7540, 7560, 7590, 7600
NUMBER 1 ROAD, RICHMOND BC

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REVISIONS		
APR 28, 2018	RE SUBMISSION	
MAY 04, 2018	RE SUBMISSION	
JUN 18, 2018	RE SUBMISSION	
DEC 07, 2018	RE SUBMISSION	
JULY 16, 2019	RP APPLICATION	
DEC 22, 2017	RP APPLICATION	
CONSULTANTS		

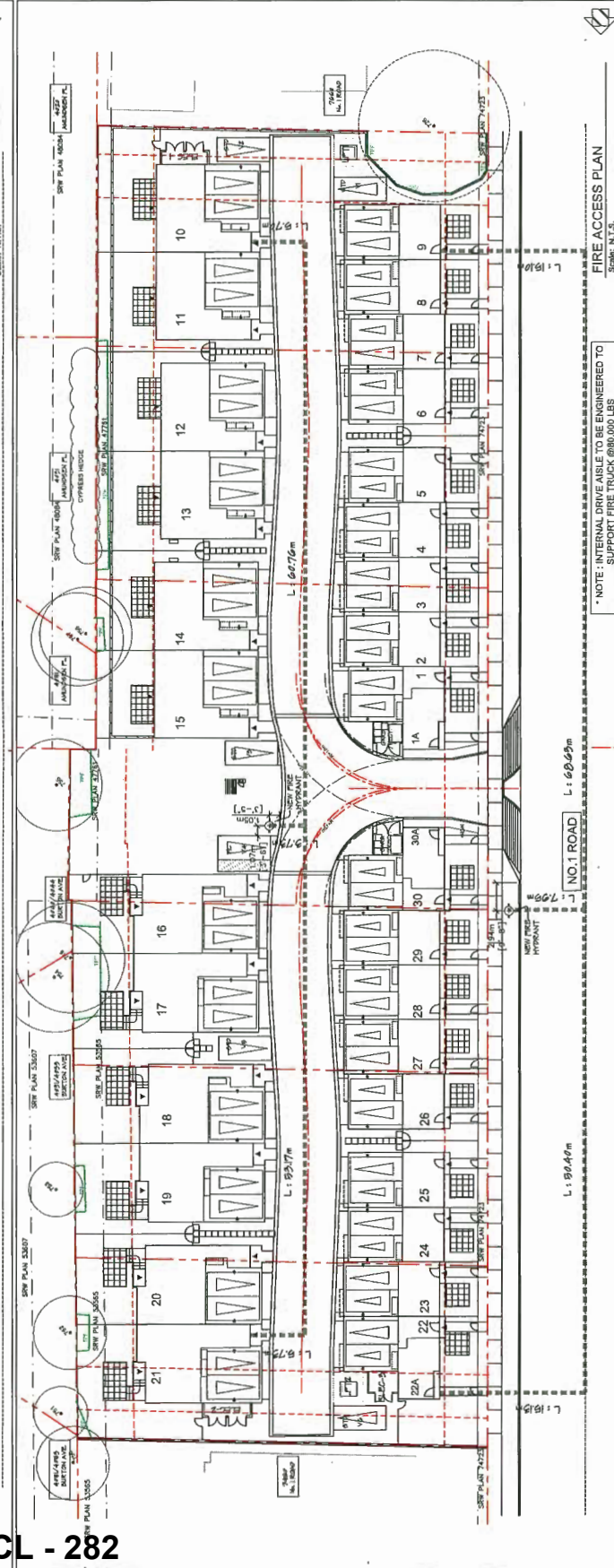
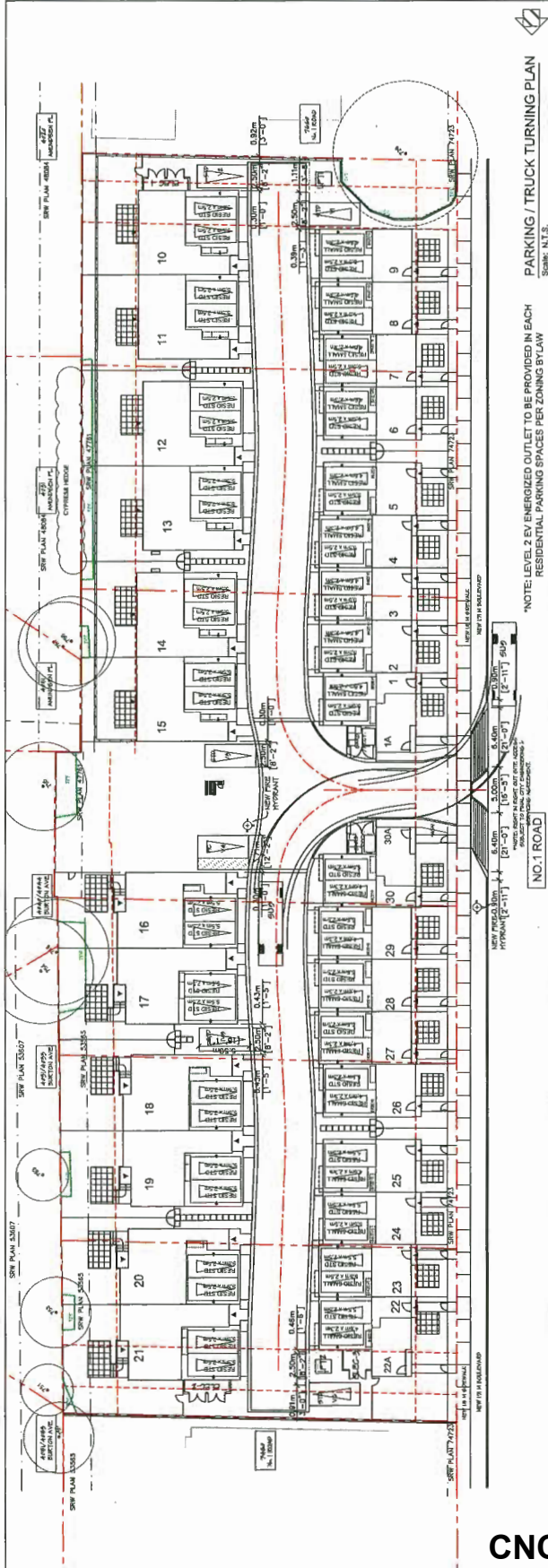
Scale: N.T.S.

INTERFACE:

11500 Cambria Road
 Suite 230
 Richmond, BC V6V 2Z5
 T 604 821 1162
 F 604 821 1146
 www.interfacebc.com

PROJECT	Proposed 30-Unit Townhouse Development
CLIENT	7107 72ND AVE / 72ND / 72ND / 72ND / 72ND
NO. 1 ROAD	72ND / 72ND / 72ND / 72ND
NO. 1 ROAD	72ND / 72ND / 72ND / 72ND
PROJECT NO.	17700001
SCALE	1/16" = 1'-0"
DATE	JUNE 21, 2018
DRAWN BY	KYC DES. XY
CHECKED BY	KYC
SHEET TITLE	PARKING PLAN FIRE FIGHTING PLAN

A1.2

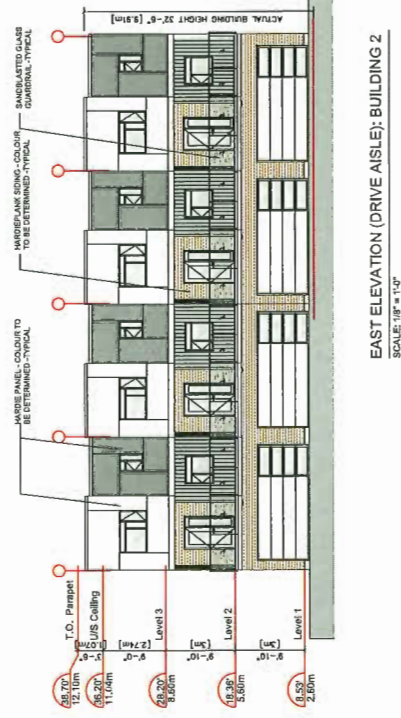
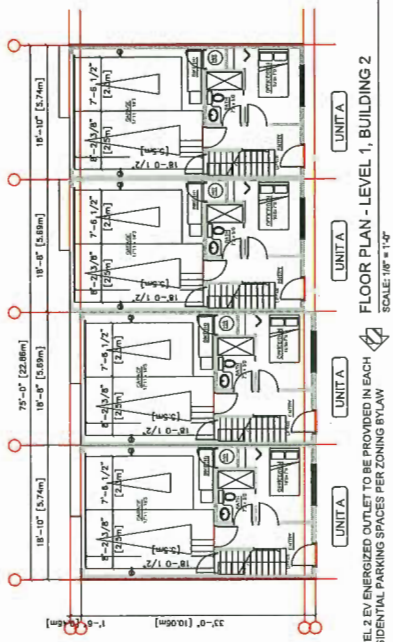
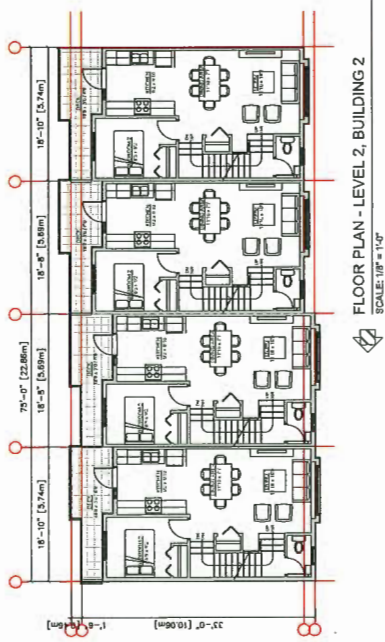




INTERFACE:
Suite 230
11500 Cambie Road
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T 604 821 1162
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www.interfacearchitecture.com

DRAWING

A2.2



CONVERTIBLE UNIT FEATURES CHECKLIST	
DOORS & DOORWAYS	ENTRY DOORS MIN. 80 IN BUT IDEALLY 36 IN AND HAVE CLEAR ACCESS. ENTRY DOOR CLEAR EXTERIOR FLOOR SPACE MIN. 1200 MM DEPTH BY DOOR WIDTH PLUS 600 MM LATCH SIDE (NOT NEEDED IF ROUGH IN VIBRIS PROVIDED). INTERIOR DOORS TO MAIN LIVING AREA, BATHROOM AND 1 BEDROOM MIN. 800 MM CLEAR OPENING WITH FLUSH THRESHHOLD MAX. 13 MM HEIGHT. INTERIOR DOORS TO KITCHEN, DINING AND BATHROOM MIN. 800 MM CLEAR OPENING WITH FLUSH THRESHHOLD MAX. 13 MM HEIGHT. INTERIOR DOOR MIN. 800 MM CLEAR OPENING, ACCESSIBLE FROM REAR DOOR AT GROUND FLOOR.
VERTICAL CIRCULATION	ALL INTERIOR THRESHHOLDS WITH UNITS COMPLY WITH BCBC. LEVEL-TYPE HANDLES FOR ALL DOORS. STAIR LIFT: STAIRCASE WIDTH, FRAMING SUPPORT, AND LANDING, AS NOTED ON FLOOR PLANS IN COMPLIANCE WITH MANUFACTURER SPEC. SPEC NOTE: BRINDAL STAIR LIFT (BUT OTHERS OK) 21 IN MIN. LANDING WIDTH, POWER: 240VDC COMPRISED 21 IN BY 12 IN BATTERIES PROVIDED FOR IN UNIT 8 BUILDINGS 3, 4 & 5. AT THE TOP OF ALL STAIRWAYS, WALLS ARE REINFORCED WITH 1/2" X 12" SILD LUMBER AT 14 IN TO CENTRE.
HALLWAYS	MIN. 800 MM WIDTH
GARAGE	MIN. 1 ACCESSIBLE PARKING SPACE WITH MIN. 4M GARAGE WIDTH TOilet CLEAR FLOOR SPACE MIN. 1200 MM AT REAR AND IN FRONT WALLS TO GARAGE EXTERIOR WALLS ATTACHED TO UNIT AND BATHROOM REINFORCED WITH 2" X 12" SILD LUMBER IN WALL BATHROOM, SHOWER, AND TOILET LOCATIONS.
BATHROOMS (MIN 1 UNIT)	LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. PRESIDENTIAL AND TEMPORARY CONTROL VALVES ARE INSTALLED ON ALL SHOWER FAUCETS. CABINETS UNDER SINK ARE EASILY REMOVED. CABINETS UNDER SINK ARE ACCESSIBLE LAYOUT OR SHOWER FAUCETS. CLEAN AREA UNDER SINK: UNDER SINK, PLUMBING AND GAS PIPE (WALL AND IN FLOOR) LOCATED CLEAR OF UNDER COUNTER AREA OF SINK. UNDER SINK: UNDER SINK, PLUMBING AND GAS PIPE (WALL AND IN FLOOR) LOCATED CLEAR OF UNDER COUNTER AREA OF SINK. UNDER SINK: UNDER SINK, PLUMBING AND GAS PIPE (WALL AND IN FLOOR) LOCATED CLEAR OF UNDER COUNTER AREA OF SINK.
KITCHEN	MIN. 1 TURNING DIAMETER OR TURNING PATH 900 MM LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM)
WINDOWS	MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM)
DOOR SILENCERS	MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM)
SWITCHES	MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM)
LANDSCAPE	MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM) LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM)

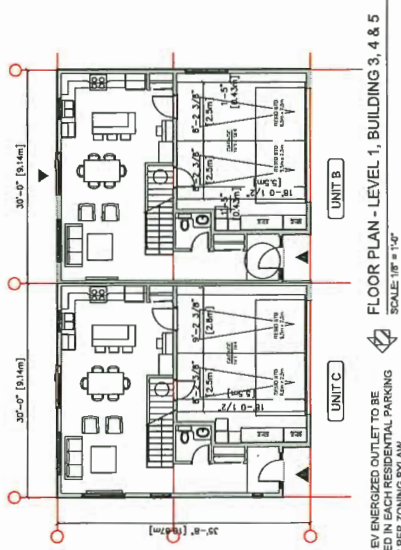
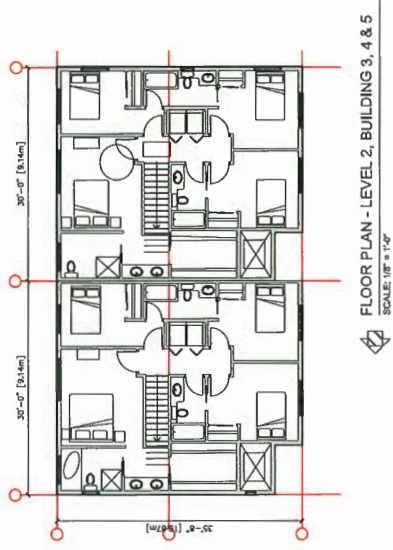
AGING-IN-PLACE MEASURES (ALL UNITS)	
ALL ROOMS	LARGE TOGGLE-TYPE ELECTRICAL SWITCHES LARGE TYPE DOOR HANDLES MINIMIZE THRESHOLD HEIGHTS LESS THAN 1/2" WHERE POSSIBLE MINIMIZE CONTRAST IN COLOURS OF FLOOR FINISHES WHERE POSSIBLE WALL BLOOMING FOR FUTURE ADDITIONAL HANDRAIL INSTALLATION INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN LEVER HANDLE TYPES AND FAUCETS 24" SLIDING DOORS WHERE POSSIBLE LEVER HANDLE TYPES AND FAUCETS MIN. 800 MM WIDTH
STAIRS & LANDINGS	LARGE TOGGLE-TYPE ELECTRICAL SWITCHES LARGE TYPE DOOR HANDLES MINIMIZE THRESHOLD HEIGHTS LESS THAN 1/2" WHERE POSSIBLE MINIMIZE CONTRAST IN COLOURS OF FLOOR FINISHES WHERE POSSIBLE WALL BLOOMING FOR FUTURE ADDITIONAL HANDRAIL INSTALLATION INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN LEVER HANDLE TYPES AND FAUCETS 24" SLIDING DOORS WHERE POSSIBLE LEVER HANDLE TYPES AND FAUCETS MIN. 800 MM WIDTH
BATHROOMS	LARGE TOGGLE-TYPE ELECTRICAL SWITCHES LARGE TYPE DOOR HANDLES MINIMIZE THRESHOLD HEIGHTS LESS THAN 1/2" WHERE POSSIBLE MINIMIZE CONTRAST IN COLOURS OF FLOOR FINISHES WHERE POSSIBLE WALL BLOOMING FOR FUTURE ADDITIONAL HANDRAIL INSTALLATION INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN LEVER HANDLE TYPES AND FAUCETS 24" SLIDING DOORS WHERE POSSIBLE LEVER HANDLE TYPES AND FAUCETS MIN. 800 MM WIDTH
KITCHEN	LARGE TOGGLE-TYPE ELECTRICAL SWITCHES LARGE TYPE DOOR HANDLES MINIMIZE THRESHOLD HEIGHTS LESS THAN 1/2" WHERE POSSIBLE MINIMIZE CONTRAST IN COLOURS OF FLOOR FINISHES WHERE POSSIBLE WALL BLOOMING FOR FUTURE ADDITIONAL HANDRAIL INSTALLATION INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN LEVER HANDLE TYPES AND FAUCETS 24" SLIDING DOORS WHERE POSSIBLE LEVER HANDLE TYPES AND FAUCETS MIN. 800 MM WIDTH
HALLWAYS	LARGE TOGGLE-TYPE ELECTRICAL SWITCHES LARGE TYPE DOOR HANDLES MINIMIZE THRESHOLD HEIGHTS LESS THAN 1/2" WHERE POSSIBLE MINIMIZE CONTRAST IN COLOURS OF FLOOR FINISHES WHERE POSSIBLE WALL BLOOMING FOR FUTURE ADDITIONAL HANDRAIL INSTALLATION INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN LEVER HANDLE TYPES AND FAUCETS 24" SLIDING DOORS WHERE POSSIBLE LEVER HANDLE TYPES AND FAUCETS MIN. 800 MM WIDTH

REVISIONS	
APR 26, 2019	RZ REVISIONS
MAY 06, 2019	RZ REVISIONS
JUN 16, 2019	RZ REVISIONS
DEC 17, 2019	RZ REVISIONS
JAN 16, 2020	DP APPLICATION
DEC 22, 2017	REAPPLICATION
CONSULTANTS	

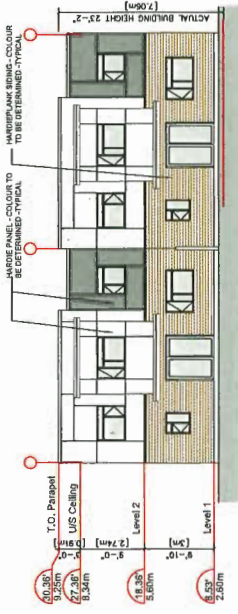
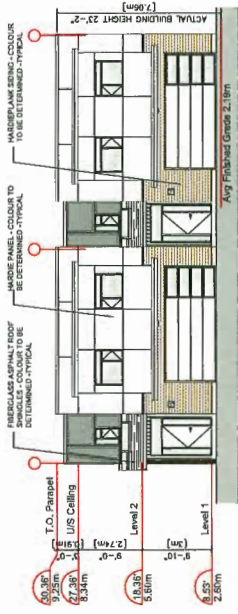
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MAY 06, 2019	REVISIONS
JUN 16, 2019	REVISIONS
DEC 17, 2019	REVISIONS
JAN 16, 2020	REVISIONS
DEC 22, 2020	REVISIONS
CONSULTANTS	

INTERFACE:
 Suite 230
 11500 Cambie Road
 Richmond, BC V6V 3C5
 T 604.821.1162
 F 604.821.1146
 www.interfacebc.com

PROJECT	Proposed 30-Unit Townhouse Development 7107 ASSEMBLY RICHMOND, BC NO. 1 ROAD RICHMOND, BC V6V 3C5
PROJECT NO.	17777777
SCALE	A4 1/4" = 1'-0"
DATE	JUNE 21, 2019
DRAWN BY	KYC, SRS, XY
CHECKED BY	KYC
SHEET TITLE	BUILDING 3, 4 & 5 PLANS & ELEVATIONS
DRAWING	A2.3



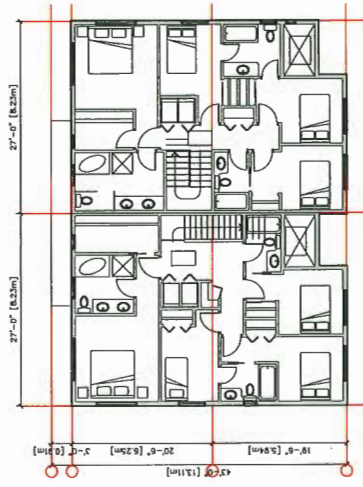
*NOTE: LEVEL 2 EV ENERGIZED OUTLET TO BE PROVIDED IN EACH RESIDENTIAL PARKING SPACES PER ZONING BYLAW



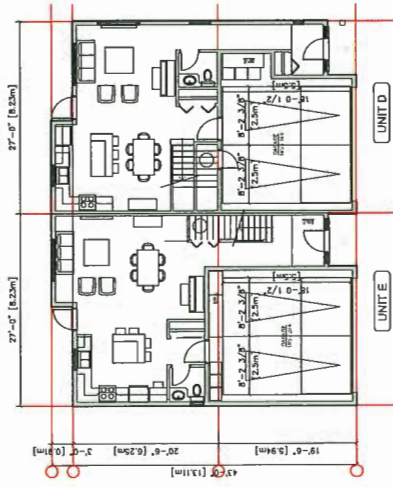
REVISIONS	
APR 26, 2019	KZ REBUDGETING
MAY 06, 2019	KZ REBUDGETING
JUN 16, 2019	KZ REBUDGETING
DEC 07, 2019	KZ REBUDGETING
JULY 16, 2018	DP APPLICATION
DEC 26, 2017	KZ APPLICATION
	CONSULTANTS
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INTERFACE:
 Suite 230
 11500 Connaught Road
 Richmond, BC
 Canada V6X 3Z5
 T 604 871 1162
 F 604 871 1163
 www.interfacecharters.com

PROJECT	Proposed 30-Unit Townhouse Development 2,107.63 SQ. FT. 7840 / 7850 / 7860 / 7860 / 7860
PROJECT NO.	11774041
SCALE	As Noted
DATE	JUNE 21, 2018
DRAWN BY	KYC, SRS, KY
CHECKED BY	KYC
SHEET TITLE	BUILDING 6, 7 & 8 PLANS & ELEVATIONS
DRAWING	A2.4

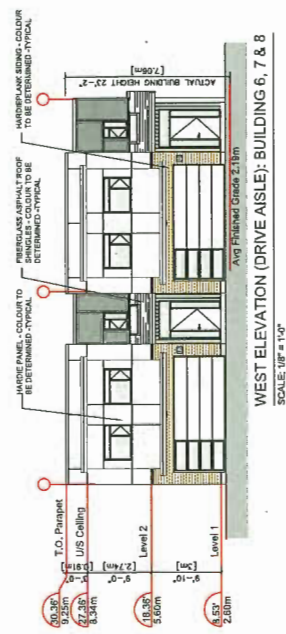


FLOOR PLAN - LEVEL 2, BUILDING 6, 7 & 8
 SCALE: 1/8" = 1'-0"



FLOOR PLAN - LEVEL 1, BUILDING 6, 7 & 8
 SCALE: 1/8" = 1'-0"

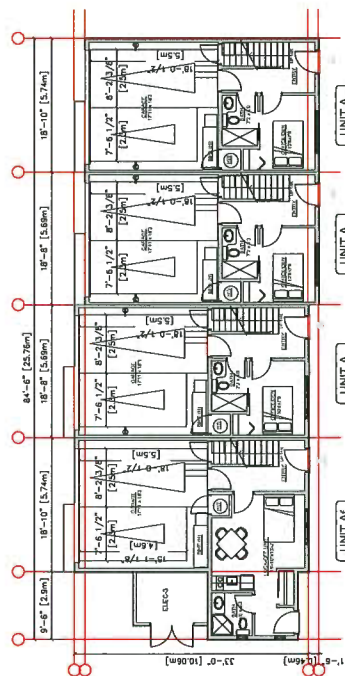
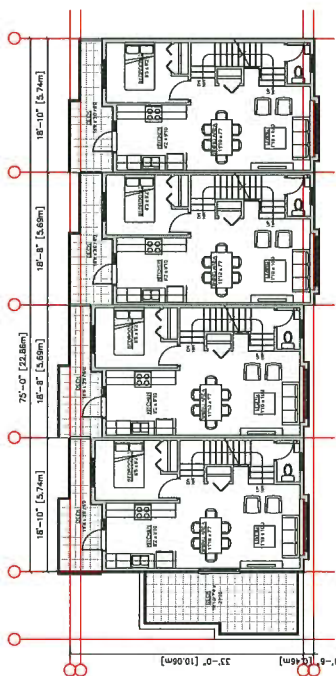
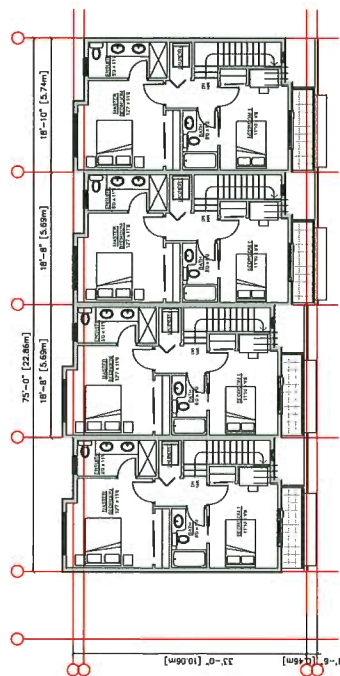
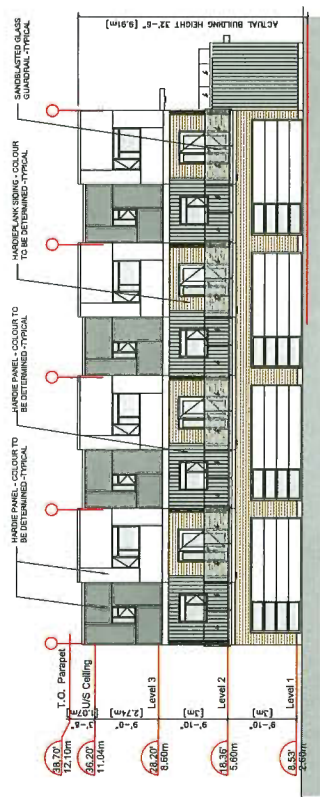
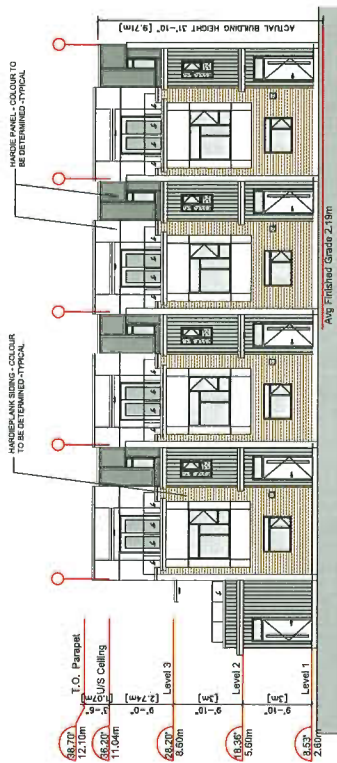
*NOTE: LEVEL 2 EV ENERGIZED OUTLET TO BE PROVIDED IN EACH RESIDENTIAL PARKING SPACES PER ZONING BYLAW



WEST ELEVATION (DRIVE AISLE); BUILDING 6, 7 & 8
 SCALE: 1/8" = 1'-0"



EAST ELEVATION (REAR YARD); BUILDING 6, 7 & 8
 SCALE: 1/8" = 1'-0"

[illegible]

INTERFACE:

Gulha 230
11590 Cambie Road
Richmond BC
Canada V6X 3Z5
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F 604 821 1146
www.intervacanthemall.com

PROJECT

Proposed 30-Unit Townhouse Development

7 LOT ASSEMBLY
7464 / 7480 / 7500 / 7520 /

7540 / 7550 / 7560 / 7600
NO. 1 ROAD
RICHMOND, BC

PROJECT NO. 1717NLM1

SCALE	As Noted
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DATE JUNE 21, 2018

DRAWN BY
 KYC. SRS. XY
 CHECKED BY

NYC	HEET TITLE

BUILDING 9
PIANS & ELEVATIONS

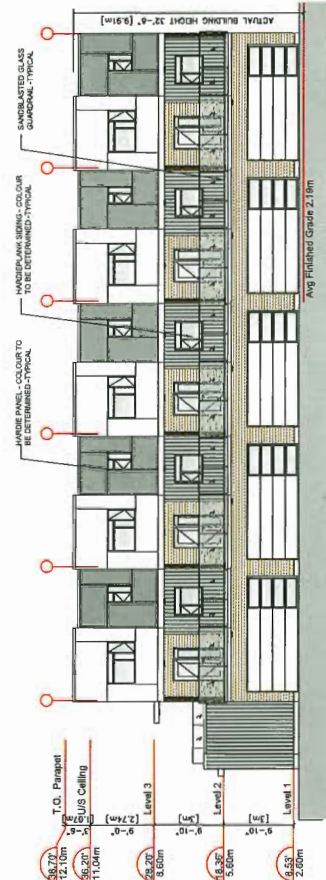
DECEMBER 1990

ENGINEERING

A25

1510

WEST ELEVATION (No.1 ROAD): BUILDING 10



EAST ELEVATION (DRIVE AISLE): BUILDING 10

[illegible]

pmg
LANDSCAPE
ARCHITECTS

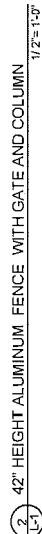
① 6'-0" HEIGHT PERIMETER FENCE



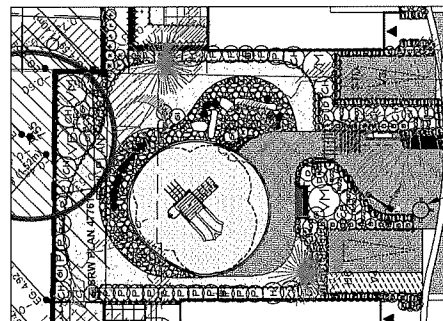
ALL POSTS PRESSURE TREATED TO CSA STANDARD AND END CUTS TREATED WITH PRESERVATIVE.
ALL POSTS PRESSURE TREATED. OTHER MEMBERS TO BE CEDAR #2 (CONSTRUCTION) GRADE MINIMUM.
ALL TRUSSES TO BE CEDAR #2 (CONSTRUCTION) GRADE MINIMUM.
APPLY A COATS EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION.
FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
ALL FENCES TO BE LEVEL. CHANGES IN GRADE TO BE IN 12"-18" STEPS (MAX.).
CAPS TO GRADE TO FOLLOW FINISH GRADE. CAP TO BE 3-6".
#2-B CEDAR CAP



2 42" HEIGHT ALUMINUM FENCE WITH GATE AND COLUMN



3 SIGN
L-1
1/2" = 1'-0"



BACKYARD FENCE LAYOUT

$$\frac{1}{2}Z^{\alpha} = 1'-0''$$
[illegible]

PROJECT:
330 UNIT TOWNHOUSE
DEVELOPMENT
7464-7600 No1 Road
RICHMOND

DRAWING TITLE:
**LANDSCAPE
DETAILS**

DATE: December 19, 1974 CDAAS00000000000000-

L2

CHKD: MCY

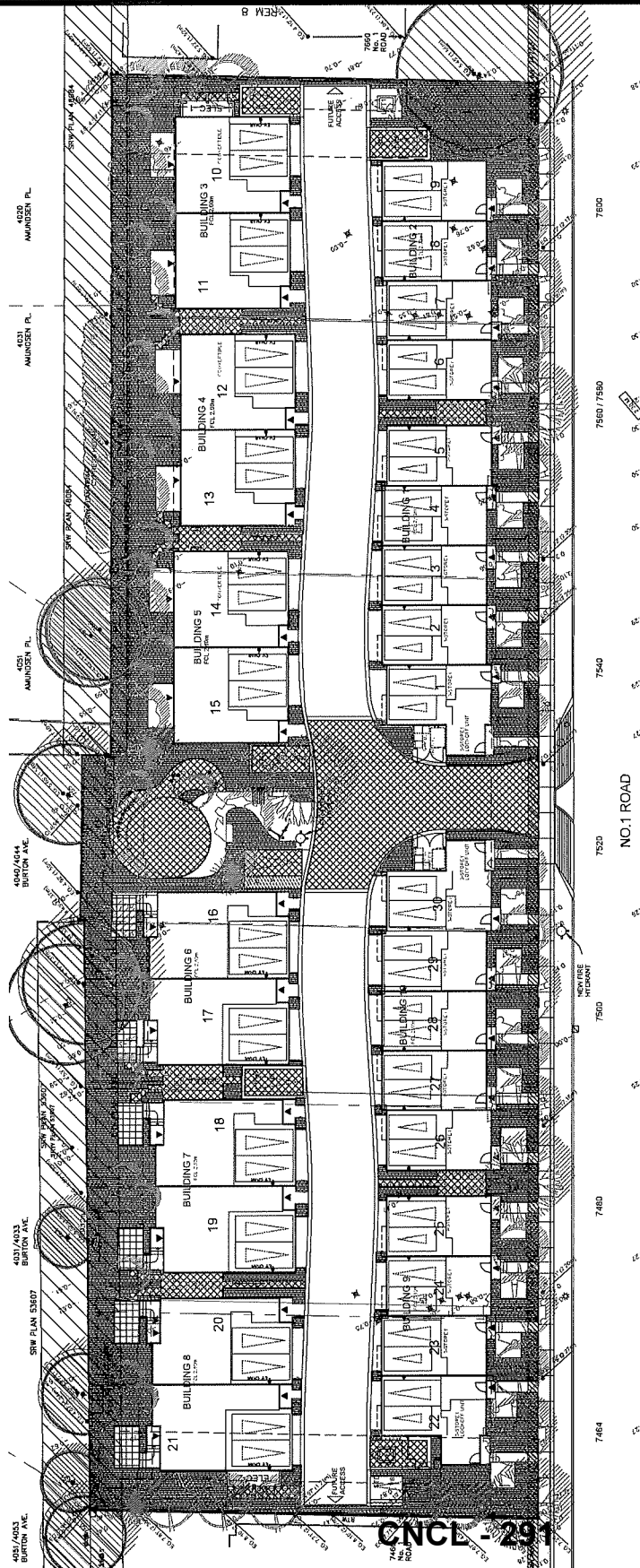
DF 4

7258-7 ZP PMIG PROJECT NUMBER: 17-268

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pmg
LANDSCAPE
ARCHITECTS
Suite C100 - 4185 88 Creek Drive
Richmond, BC V6X 2G6
P: 604.294.0311 F: 604.294.0322

SCALE



CNCL - 291

COVERAGE WITH LAKE PLANT MATERIALS
18% LTR ALL
COVERAGE WITH PERMEABLE SURFACE
MATERIAL ALL LTR ALL



PROJECT
**30 UNIT TOWNHOUSE
DEVELOPMENT**
7464-7500 No.1 Road
RICHMOND

DRAWING TITLE
**LOT COVERAGE
PLAN**

DATE: December 12, 2017
SCALE: 1/8"=1'-0"
DRAWN: DB
CHECKED: DB
DATE: DEC 12 2017
PROJECT NUMBER: 17-265

L4

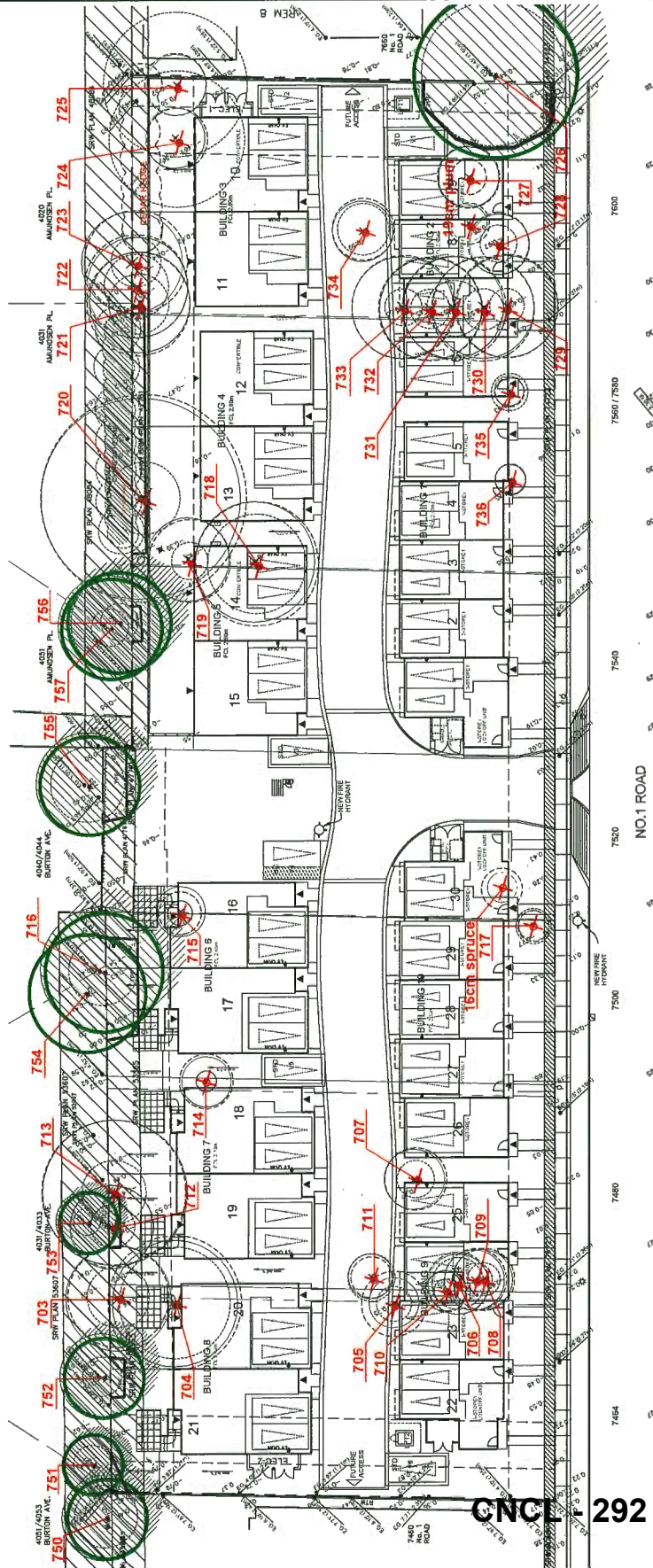
OF 4

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pmg
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Suite C100 - 4195 98th Street Drive
Richmond, BC V6X 2C6
P: 604.275.4022 F: 604.275.4022

3/24/2017

CNCL 292



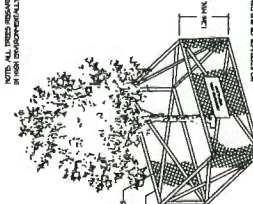
TREE INVENTORY

#	Type	Action	DBH	MPZ
703	Portuguese Laurel	Remove	35/28/25cm	3.0m
704	Cherry	Remove	90cm	5.4m
705	Portuguese Laurel	Remove	28cm	1.7m
706	Portuguese Laurel	Remove	20cm	1.2m
707	Apple	Remove	18/18cm	1.8m
708	Western Redcedar	Remove	27cm	1.6m
709	Cherry	Remove	26cm	1.6m
710	Western Redcedar	Remove	42cm	2.5m
711	Lawson Cypress	Remove	36cm	2.3m
712	Purple Plum	Remove	35cm	2.1m
713	Norway Maple	Remove	51cm	3.1m
714	Cherry	Remove	27/20cm	2.0m
715	Mountain Ash	Remove	20cm	1.2m
716	Norway Spruce	Remove	55cm	3.3m
717	Norway Spruce	Remove	28cm	1.7m
718	Cherry	Remove	80cm	4.8m
719	Portuguese Laurel	Remove	20/19cm	1.8m
720	English Walnut	Remove	98cm	3.5m
721	Deodar Cedar	Remove	49cm	2.9m
722	Deodar Cedar	Remove	51cm	3.1m
723	Deodar Cedar	Remove	40cm	2.4m
724	Lombardy Poplar	Remove	110cm	6.6m
725	Lombardy Poplar	Remove	110/90cm	7.0m
726	Sycamore Maple	Remove	75/75/50cm	7.0m
727	Purple Plum	Remove	28cm	1.7m
728	Purple Plum	Remove	30cm	1.8m
729	Laburnum	Remove	28cm	1.7m
730	Laburnum	Remove	25/20cm	2.0m
731	Laburnum	Remove	45cm	2.7m
732	Laburnum	Remove	32cm	1.9m
733	Laburnum	Remove	30cm	1.8m
734	Japanese Maple	Remove	22/12/12cm	2.5m
735	Lawson Cypress	Remove	30cm	1.8m
736	Blue Spruce	Remove	25cm	1.5m
737	Western Redcedar	Remove	35/35cm	3.0m
738	Western Redcedar	Remove	15/15cm	1.8m
739	Cherry	Remove	32cm	1.9m
740	Western Redcedar	Remove	22cm	1.3m
741	Western Redcedar	Remove	80cm	4.8m
742	Western Redcedar	Remove	60cm	3.6m
743	Lawson Cypress	Remove	28cm	1.7m
744	Lawson Cypress	Remove	30cm	1.8m
745	Cypress Hedge	Remove	20 to 35cm	2.2m



NOTE: ALL TREES, REGARDLESS OF SIZE, ARE PROTECTED BY A 1.8M DIAMETER PROTECTION FENCE.

TREE	PROTECTION FENCE
703	1.8m
704	1.8m
705	1.8m
706	1.8m
707	1.8m
708	1.8m
709	1.8m
710	1.8m
711	1.8m
712	1.8m
713	1.8m
714	1.8m
715	1.8m
716	1.8m
717	1.8m
718	1.8m
719	1.8m
720	1.8m
721	1.8m
722	1.8m
723	1.8m
724	1.8m



1A TREE PROTECTION BARRIER

PROJECT:
30 UNIT TOWNHOUSE
DEVELOPMENT
7655-7660 No.1 Road
RICHMOND

DRAWING TITLE
TREE MANAGEMENT
PLAN

DATE: December 12, 2017
SCALE: 1/8"=1'-0"
DRAWN: DD
CHECK: MCY
OF: 4

PNO PROJECT NUMBER: 17268-7-20P

17-268



RZ 17-794287

Attachment 4

Address: 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road

Applicant: 1132865 BC Ltd

Planning Area(s): SeaFair

	Existing	Proposed
Owner:	1132865 BC Ltd	Same
Site Size (m²):	5,791.2 m ² (62,336 ft ²)	Same
Land Uses:	Single Family and Two-Unit Dwelling Residential	Townhouse Residential
OCP Designation:	Neighbourhood Residential	Same
Zoning:	Single Detached (RS1/E) and Two-Unit Dwelling (RD1)	Medium Density Townhouses (RTM2)
Number of Units:	8	30

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.65 with contribution to affordable housing	0.65	none permitted
Buildable Floor Area (m ²):*	3,764.3 m ² (40,518.4 ft ²)	3,760.90 m ² (40,482 ft ²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 40% Non-porous Surfaces: Max. 65%	Building: Max. 40% Non-porous Surfaces: Max. 65%	none
Lot Size:	1,750 m ² minimum	5,791 m ²	none
Lot Dimensions (m):	Width: 50 m Depth: 35 m	Width: 136.83 m Depth: 41 m	None
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 3.0 m Side (N): Min. 3.0 m Side (S): Min. 3.0 m	Front: Min. 4.52 m Rear: Min. 6.15 m Side (N): Min. 3.79 m Side (S): Min. 3.75 m	Variance for front yard setback
Height (m):	12 m	9.91 m - 3 storey front	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	Min. 2 (R) and 0.2 (V) per unit	2 (R) and 0.2 (V) per unit	none
Off-street Parking Spaces – Total:	Min. 60 (R) and 6 (V)	60 (R) and 6 (V)	none
Tandem Parking Spaces:	Permitted – Maximum of 50% of required spaces	0%	none
Accessible Spaces:	Min. 2% of spaces Min. (1 space)	1 space	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Bicycle Spaces:	Min. Class 1: 38 Min. Class 2: 6	Class 1: 39 Class 2: 6	none
Amenity Space – Indoor:	70 m ²	Pay in Lieu	none
Amenity Space – Outdoor:	180 m ²	188 m ²	none



Address: 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road **File No.:** RZ 17-794287

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, the developer is required to complete the following:

1. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of \$10,000 for the two trees shared between the properties (tag# 716 and #726) to be retained. The security is to be held for one year and released upon a satisfactory report by a Certified Arborist.
4. Submission of a Tree Survival Security to the City in the amount of \$1,000 for the Japanese Maple tree (tag# 734) proposed to be relocated elsewhere on-site. The security is to be held for one year and released upon a satisfactory report by a Certified Arborist.
5. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
6. Registration of a statutory right-of-way (SRW), and/or other legal agreements or measures; as determined to the satisfaction of the Director of Development, over the entire area of the proposed entry driveway from No. 1 Road and the internal north-south manoeuvring aisle, in favour of future residential development to the north and south. Language should be included in the SRW document that the City will not be responsible for maintenance or liability within the SRW and that utility SRW under the drive aisle is not required.
7. Registration of a flood indemnity covenant on title.
8. Strata Plan NW381 associated with 7560 and 7580 No. 1 Road must be dissolved.
9. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
10. City acceptance of the developer's offer to voluntarily contribute \$0.85 per buildable square foot (e.g. \$34,440.64 based on 62,336 ft² x 0.65 FAR) to the City's public art fund.
11. Contribution of \$65,600 in-lieu of on-site indoor amenity space.
12. City acceptance of the developer's offer to voluntarily contribute \$8,500 towards the upgrade of the existing pedestrian traffic signal infrastructure at No. 1 Road and Morseby Drive. The cash contribution is required for these upgrades: Audible Pedestrian Signals (APS), pedestrian crossing countdown timers, and street light luminaire to new LED street light standard. (Account 3550-10-556-55134-0000).
13. City acceptance of the developer's offer to voluntarily contribute \$156,840 towards the upgrade of the existing traffic signal infrastructure at No. 1 Road and Blundell Road. The cash contribution is required for these upgrades: Uninterrupted Power Supply (UPS), Audible Pedestrian Signals (APS), signal upgrades (signal heads, hardware, bases, poles, arms, LED luminaires), cameras and LED street name signs. (Account 3132-10-550-55005-0000).
14. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (e.g. \$344,097.00) to the City's affordable housing fund.
15. Registration of a legal agreement on Title, or other measures as determined to the satisfaction of the Director of Development, to ensure that:
 - a) No final Building Permit inspection is granted until three secondary suites are constructed on site, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw; and,

Initial: _____

- b) The secondary suites cannot be stratified or otherwise held under separate Title.
16. Discharge of Covenants BE293306 and BE293307 on the titles of 7560 and 7580 No. 1 Road restricting the use of the lands to be a site of a one-family dwelling.
17. Enter into a Servicing Agreement* for the design and construction of frontage works and utility upgrades. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to, the following:

Engineering Requirements

• Water Works:

- a. Using the OCP Model, there is 367.0 L/s of water available at a 20 psi residual at the No.1 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220.0 L/s.
- b. The Developer is required to:
- Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
 - Install a new fire hydrant at the east side of No. 1 Road as required to meet City requirement of 75mm spacing between hydrants for townhouse developments.
- c. At Developers cost, the City is to:
- Cut and cap all existing water service connections that are currently serving the proposed development.
 - Install one new water service connection complete with meter and meter chamber (to be placed on-site) along the No. 1 Road frontage.
 - Provide a utility right of way for the required water meter chamber. The sizing of the required right of way shall be determined via the servicing agreement review process.

• Storm Sewer Works:

- a. The Developer is required to:
- Provide a 3m x 1.5m SRW for the future storm IC within development site.
- b. At Developers cost, the City is to:
- Cut and cap the existing storm sewer service connections and remove IC's serving the proposed development.
 - The storm service connection located at the south-west corner of the proposed development to be cut and capped at the IC. The IC is to be retained as it serves the neighbouring property (7660 No.1 Rd).
 - Install one new storm service connection complete with IC at the No. 1 Rd frontage. Location shall be determined via the SA design process.

• Sanitary Sewer Works:

- a. The Developer is required to:
- Not start onsite excavation and/or foundation works until the City has completed the proposed rear yard sanitary connections. Also indicate this as a note on the site plan and SA design plans.
 - Inspect the existing manhole SMH4589 to confirm its condition.
- b. At Developers cost, the City is to:
- Cut and cap the existing sanitary service connections and remove the existing ICs that are currently serving the proposed development.
 - Install one new sanitary service connection off of the existing manhole SMH4589.

- **Frontage Improvements:**

- a. Developer to coordinate with BC Hydro, Telus and other private communication service providers:
 - To underground the service lines for the proposed development.
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc). Architects to coordinate with private utility companies to determine the onsite location prior to DP submission. Proposed onsite locations to be included within the DP drawings.
 - To relocate the existing BC Hydro poles into the new boulevard because the placement of the new sidewalk adjacent to the property line will put the existing poles approximately half a meter into the new sidewalk.
- b. Developer is required to:
 - Review street lighting levels along No. 1 Road frontage and provide lighting using LED fixtures if required.
 - Complete other frontage improvements as per Transportation's requirements.

- **General Items:**

- a. Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- b. Provide, prior to first SA design submission, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting or within the development site, proposed utility installations, the adjacent developments and provide mitigation recommendations. Any mitigation recommendations shall be incorporated into the first SA design submission or if necessary prior to pre-load.
- c. The fill and retaining wall system that are proposed within the existing utility right of way along the east property line of the proposed site require an encroachment agreement. An encroachment agreement between the property owner and the City shall be required and finalized prior to the servicing agreement being approved. The detail of the proposed fill and retaining wall, if required, will be reviewed and approved via the SA.
- d. Obtain an arborist's input/ recommendations to ensure that the proposed tree removals will not impact existing sanitary lines. Pre and post tree removal video inspections are required.
- e. Pre and post preload video inspections are required.
- f. New trees or hedges are not permitted within existing Sanitary SRW.

Transportation Requirements

No. 1 Road Development Frontage Improvements (works include, but are not limited to the following)

- 1) Remove the existing sidewalk and construct a new 1.5 m wide concrete sidewalk next to the property line.
Construct a new boulevard with street trees over the remaining width between the new sidewalk and the existing

CNCL - 297

Initial: _____

east curb of No. 1 Road. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the north and south of the subject site. The cross section of the frontage improvements shall include the following:

- a) East property line of the No. 1 Road right-of-way.
 - b) 1.5 m wide sidewalk.
 - c) 1.71 m wide boulevard with street trees.
 - d) 0.15 m wide curb.
- 2) All existing driveways along the No. 1 Road development frontage are to be closed permanently. The Developer is responsible for the removal of the existing driveway let-downs and the replacement with barrier curb/gutter, boulevard with street trees and concrete sidewalk per standards described under Items 1 above.
 - 3) Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
 - 4) Consult Engineering on lighting and other utility requirements as part of the frontage works.

Road Dedication and SRW Requirements

- 5) All above ground hydro/telephone kiosks and other third party equipment must not be placed within any frontage works area including sidewalk and boulevard. On-site SRW's are to be secured for the placement of this equipment.

Transit Amenities

- 6) As part of the Rezoning Considerations, the Developer is required to include in the Servicing Agreement upgrades to a near-by bus stop. The particulars of the bus stop upgrades are listed as follows:
 - a) Bus stop location – southbound bus stop on No. 1 Road just south of Morseyby Drive (ID #56495).
 - b) Upgrade requirements – construction of a 3.0 m x 9.0 m concrete bus pad measuring from the bus stop post towards Moresby Drive. The bus pad construction is to include electrical conduit pre-ducting for future bus shelter installation.
 - c) Design standards – the bus pad is to be constructed to meet TransLink Accessible Bus Stops standards.
 - d) Contact – contact City Traffic Operations staff to confirm the accessible bus pad location and dimensions before commencement of construction.

Site Vehicle Access

- 7) All existing driveways along the No. 1 Road development frontage are to be closed permanently. Vehicle access to the development is to be provided by a single driveway located on No. 1 Road at approximately mid-point of the site. The following are further details on the site vehicle access requirements:
 - a) Vehicle access to the site is to be restricted to right-in/right-out traffic movements.
 - b) A raised concrete island with rollover curb at the site access driveway is required to enforce the left turn restrictions.
 - c) No left turn signs to/from No. 1 Road are required on site.
- 8) City design standards for driveways are to be met (7.5 m driveway width at the P/L, with 0.9 m flares at the curb and 45° offsets to meet existing grade of sidewalk/boulevard). The driveway width can be tapered from the property line at 5:1 to a minimum drive aisle width of 6.0 m (driving surface excluding curb/gutter). A minimum 0.35 m wide setback (measured from edge of driving surface) is required on both sides of the drive aisle.
- 9) The following items are to be addressed as part of the SA design process:
 - a) The vehicle access to the site is to be restricted to right-in/right-out vehicle movements.
 - b) Enforcement is achieved by the provision of a raised concrete island and turn restriction signage.
 - c) The right-in/right-out driveway design is to follow the following standards:
 - Driveway letdown (not curb return).
 - The width of the driveway is to be 7.5 m wide at the PL. The driveway width can be tapered from the property line at 5:1 to a minimum drive aisle width of 6.0 m (driving surface excluding curb/gutter).
 - Dimensions at the curb:
 - 0.9 m flares at the curb and 45° offsets to meet existing grade of sidewalk/boulevard.
 - 6.4 m wide channelization for both right-in and right-out vehicle movements.
 - 5.0 m wide raised concrete island.

- d) To increase the size of the island, use a passenger car as the design vehicle to define the right-in/right-out channelizations.
- e) Use rollover curb around the edges of the island. Trucks are allowed to climb the rollover curb.
- f) Wheelchair ramps are to be provided at both sides of the driveway and at the raised concrete island if required (to be reviewed through the Servicing Agreement). The wheelchair ramps are to be oriented towards the raised island and not No. 1 Road. A landing area is to be provided at both sides of the driveway for the visually impaired and wheelchair bound pedestrians.
- g) (Note: The design of this driveway is to follow that contained in SA 06-347587 and details provided above).

18. Registration of a legal agreement on Title, identifying that the proposed development must be designed and constructed to meet or exceed EnerGuide 82 criteria for energy efficiency and that all dwellings are pre-ducted for solar hot water heating. Language should be included in the legal agreement that if an acceptable Building Permit application for the proposed development is not submitted to the City by December 31, 2019, the proposed development would be subject to the Energy Step Code.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

- 1. Submit a proposed townhouse energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required townhouse energy efficiency standards (EnerGuide 82 or better), in compliance with the City's Official Community Plan.

Prior to Building Permit Issuance, the developer must complete the following requirements:

- 1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- 2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
- 3. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed Copy in File

Signed

Date



Richmond Zoning Bylaw 8500
Amendment Bylaw 9983 (RZ 17-794287)
7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**MEDIUM DENSITY TOWNHOUSE (RTM2)**”.

7464 No. 1 Road

P.I.D. 003-590-577

Lot 5 Except Part Subdivided by Plan 49938 Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

7480 No. 1 Road

P.I.D. 003-987-191

Lot 6 Except Part Subdivided by Plan 49938 Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

7500 No. 1 Road

P.I.D. 004-035-291

Lot 7 Except: Firstly: Part Subdivided by Plan 45816 and Secondly: Part Subdivided by Plan 49938 Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

7520 No. 1 Road

P.I.D. 004-314-492

Lot 276 Section 14 Block 4 North Range 7 West New Westminster District Plan 45816

7540 No. 1 Road

P.I.D. 000-570-613

Lot 275 Except: Firstly: Part subdivided by Plan 45880 and Secondly: Part on Plan 46812 Section 14 Block 4 North Range 7 West New Westminster District Plan 45421

7560 No. 1 Road

P.I.D. 001-312-910

Strata Lot 1 Section 14 Block 14 North Range 7 West New Westminster District Strata Plan NW381 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1

7580 No. 1 Road

P.I.D. 001-312-936

Strata Lot 2 Section 14 Block 4 North Range 7 West New Westminster District Strata Plan NW381 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown in Form 1

7600 No. 1 Road

P.I.D. 001-058-801

Parcel "A" (Explanatory Plan 16239 of Lot 20 Except: Part on Plan 46812; Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9983"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____	<div style="border: 1px solid black; padding: 2px;"> CITY OF RICHMOND APPROVED by <i>AB</i> APPROVED by Director or Solicitor </div>

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee

Date: May 6, 2019

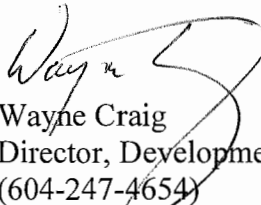
From: Wayne Craig
Director, Development

File: RZ 19-850544


Re: **Application by Gursher S. Randhawa for Rezoning at 5428 Chemainus Drive from the "Single Detached (RS1/E)" Zone to the "Single Detached (RS2/B)" Zone**

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, for the rezoning of 5428 Chemainus Drive from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, be introduced and given First Reading.


Wayne Craig
Director, Development
(604-247-4654)

WC:na
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Gursher S. Randhawa has applied to the City of Richmond for permission to rezone 5428 Chemainus Drive from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, to permit the property to be subdivided to create two single-family lots, each containing a secondary suite, with vehicle access from Chemainus Drive (Attachment 1). A site survey showing the proposed subdivision plan is included in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

A legal non-conforming duplex was previously located on the site but was demolished in 2018. It contained no secondary suites. The site is currently occupied by an unfinished single-family dwelling (Issued Building Permit 2017-778753) located on the eastern portion of the lot which complies with current the “Single Detached (RS2/B)” zoning requirements, proposed lot coverage and density.

Surrounding Development

Development immediately surrounding the site is as follows:

- To the North: Across Chemainus Drive, single-family dwellings on lots zoned “Single Detached (RS1/E)”.
- To the South: Single-family dwellings on property zoned “Single Detached (RS1/E)”.
- To the East: Single-family dwellings on property zoned “Single Detached (RS1/E)”.
- To the West: Across Cathay Road, single-family dwellings on property zoned “SingleDetached (RS1/E)”.

Related Policies & Studies

Official Community Plan/Blundell Area Plan

The subject property is located in the Blundell planning area, and is designated in the Official Community Plan (OCP) as Neighbourhood Residential. The proposed rezoning and subdivision is consistent with this designation.

Single-Family Lot Size Policy

The subject property is located in an area subject to the 5453 Single-Family Lot Size Policy which identifies the properties in the area that would be suitable for subdivision (Attachment 4). The proposed rezoning and subdivision of the subject property is consistent with this Policy.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment.

Analysis

Built Form and Architectural Character

The applicant is proposing to rezone the subject site to subdivide 5428 Chemainus Drive into two lots. The applicant has obtained a Building Permit and began construction of a single family dwelling on the eastern portion of the lot, in compliance with the existing zoning. It is currently at the framing stage awaiting rezoning and subdivision approval before construction resumes. The design has been modified to include a secondary suite.

The applicant has provided a signed and sealed plan from a registered BC Land Surveyor confirming the unfinished building meets the setback, lot coverage and density requirements of the "Single Detached (RS2/B)" zone. The applicant has also submitted conceptual development plans showing the proposed architectural elevations for the corner lot dwelling on Proposed Lot A (Attachment 5). Both single-family dwellings will be accessed from Chemainus Drive.

The building on the proposed corner lot (Lot A) has a modern design; with large north, south, and west facing windows and strong horizontal lines. The Lot B design plans (B7 17-778753) are of similar built form and architectural character with the exception of the single façade that fronts the local road.

In keeping with the City's urban design objectives for enhanced design and landscaping on corner lots, the applicant will be required to provide a landscape plan and register a restrictive covenant on title to ensure that the development design is consistent with the approved plans.

Prior to final adoption of the rezoning bylaw, the applicant must:

- Submit a Landscape Plan for Lot A, prepared by a Registered Landscape Architect, that is consistent with the landscaping requirements contained in Richmond Zoning Bylaw 8500. The Landscape Plan must include a cost estimate prepared by the Landscape Architect for the works (including all trees, soft and hard landscaping materials, fencing, installation costs, and a 10% contingency).
- Submit a Landscape Security based on the cost estimate provided above.
- Register a legal agreement on Title to ensure that the Building Permit application and ensuing development at the site is generally consistent with the proposed plans included in Attachment 5.

The final plans submitted at Building Permit stage must comply with all City regulations, including zoning, at the time of application.

Existing Legal Encumbrances

There is an existing 3.0 m wide Statutory Right-of-Way (SRW) across the south portion of the property and across a 3.0 m by 3.0 m wide area in the north east of the subject site for municipal services. Both SRW's will not be impacted by the proposed development. The applicant is aware that encroachment into the SRWs is not permitted.

Transportation and Site Access

Vehicle access to both lots is to be provided along Chemainus Drive only. All existing driveways along Cathay Road development frontages are to be closed permanently and the existing driveway off of Chemainus Drive is to be kept for Lot B. As part of a City Work Order, the new driveway for Lot A is to be provided according to the following spacing and design standards:

- The driveway for Lot A is to be placed immediately next to the common property line with Lot B.
- The width of each driveway is to be 4.0 m maximum at the property line with 0.9 m flares and 45° off-sets to meet the grade of sidewalk and boulevard. The 4.0 m driveway width is to be established 1.85 m from the adjacent common property line.

A 4 m by 4 m corner cut road dedication is also required at the northwest corner of the subject site (southeast corner of the Chemainus Drive and Cathay Road intersection).

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report which identifies zero on-site and two shared tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. One on-site bylaw-sized tree (T2 17-778752) was previously identified on the subject property but was removed in conjunction

with the approved Building Permit (B7 17-778753) for the first single family home. This was initiated prior to this rezoning application.

The City's Tree Preservation Coordinator has also reviewed the Arborist's Report and provides the following direction:

- Retain and protect both trees on the shared property line with the City (tag# 419 and 420) as they are in good health. Any work that will encroach into the Tree Protection Zone (TPZ) will require a project Arborist to oversee.

Tree Protection

Two trees (Tag # 419 and 420) on the shared west property line (shared with City boulevard) are proposed to be retained. The applicant has submitted a Tree Management Plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). To ensure that the trees identified for retention are protected at the development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, Submission of a Tree Survival Security to the City in the amount of \$20,000 for the two trees to be retained.
- Installation of tree protection fencing is required around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Tree Replacement

With the removal of one on-site tree (T2-17-778752) in conjunction with the approved Building Permit (B7 17-778753) prior to the rezoning of the subject property, the applicant has agreed to plant two trees on each lot proposed in order to be consistent with the 2:1 replacement ratio and Council Policy 5032; for a total of four trees. The required replacement trees are to be of the following minimum sizes, based on the size of the tree being removed as per Tree Protection Bylaw No. 8057, Zoning Bylaw 8500, and based on the replacement conditions as part of Tree Permit (T2-17-778752).

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	6.0 cm	2.0 m
2	10 cm	5.5 m

Affordable Housing Strategy

The Affordable Housing Strategy for single-family rezoning applications requires either a secondary suite or coach house on 100% of new lots created; a suite or coach house on 50% of new lots created together with a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft² of the total buildable area of the remaining lots; or, where secondary suites cannot be accommodated in the development, a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft² of the total buildable area of the development.

The applicant has proposed to provide a secondary suite on each lot. Lot A includes an approximately 400 ft² or 37.16 m² 1 bedroom secondary suite and Lot B an approximately 357 ft² or 33.16 m² bachelor suite. This proposal satisfies the Affordable Housing Strategy requirement.

Registration of a legal agreement on Title will be made to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on two of the two proposed lots (Lot A and Lot B), to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Site Servicing and Frontage Improvements

At the Subdivision stage, the applicant is required to complete the following via Work Order:

- Upgrades to both street frontages, including, but not limited to, removal of the two driveway crossings to Cathay Road, installation of one new driveway crossing to Chemainus Drive, provision of two single wheelchair ramps at the southeast corner of the Chemainus Drive and Cathay Road intersection, installation of a new 1.5 m wide concrete sidewalk next to the fronting property line, provision of a 1.5 m SRW (PROP) that runs the length of the northwest corner cut for continuation of the sidewalk around the protected tree (tag# 420), and installation of a new grass boulevard with street trees over the remaining width between the new sidewalk and the existing fronting road curb.
- Payment of the current year's taxes, School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the required servicing works as described in Attachment 7.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The purpose of this rezoning application is to rezone 5428 Chemainus Drive from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone to permit the subject property to be subdivided into two single-family lots with vehicle access from Chemainus Drive.

This rezoning application complies with the land use designations and applicable policies contained within the Official Community Plan (OCP) and Lot Size Policy 5453 for the subject site.

The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, be introduced and given First Reading.



Nathan Andrews
Planning Technician
(604-247-4911)

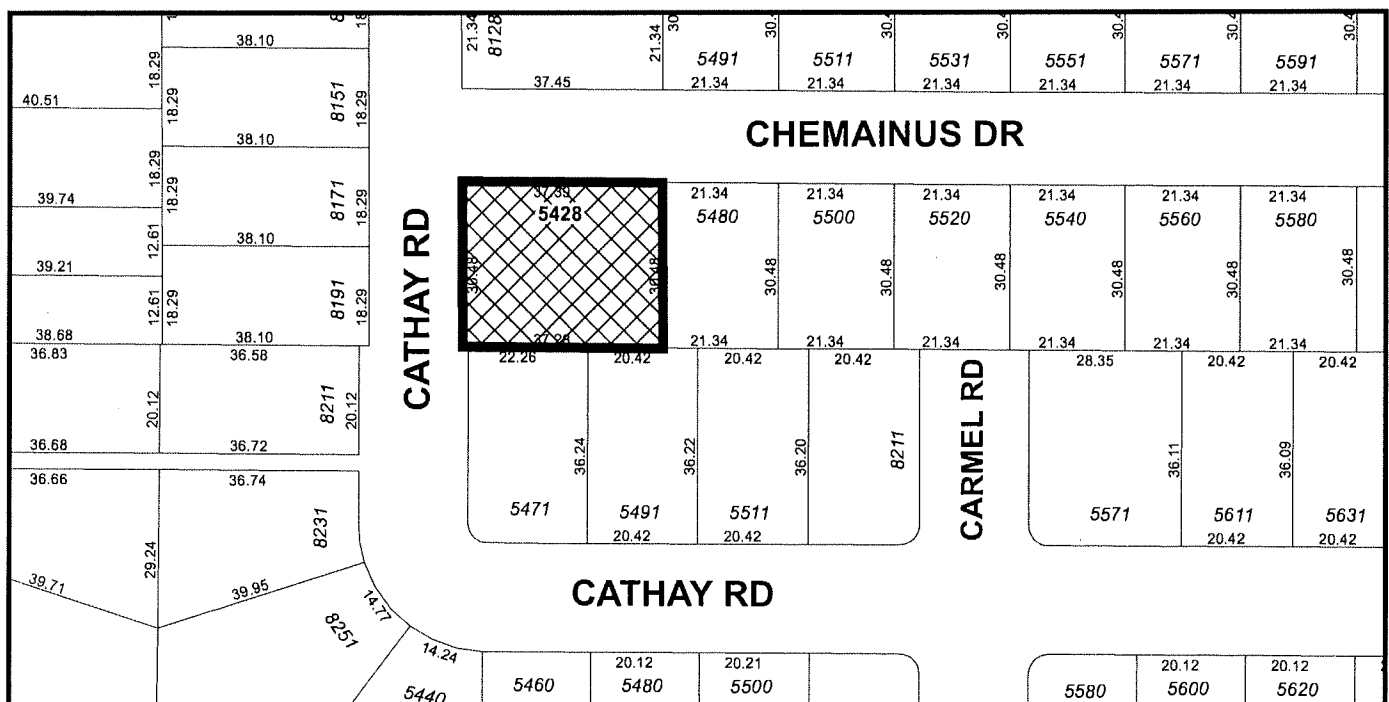
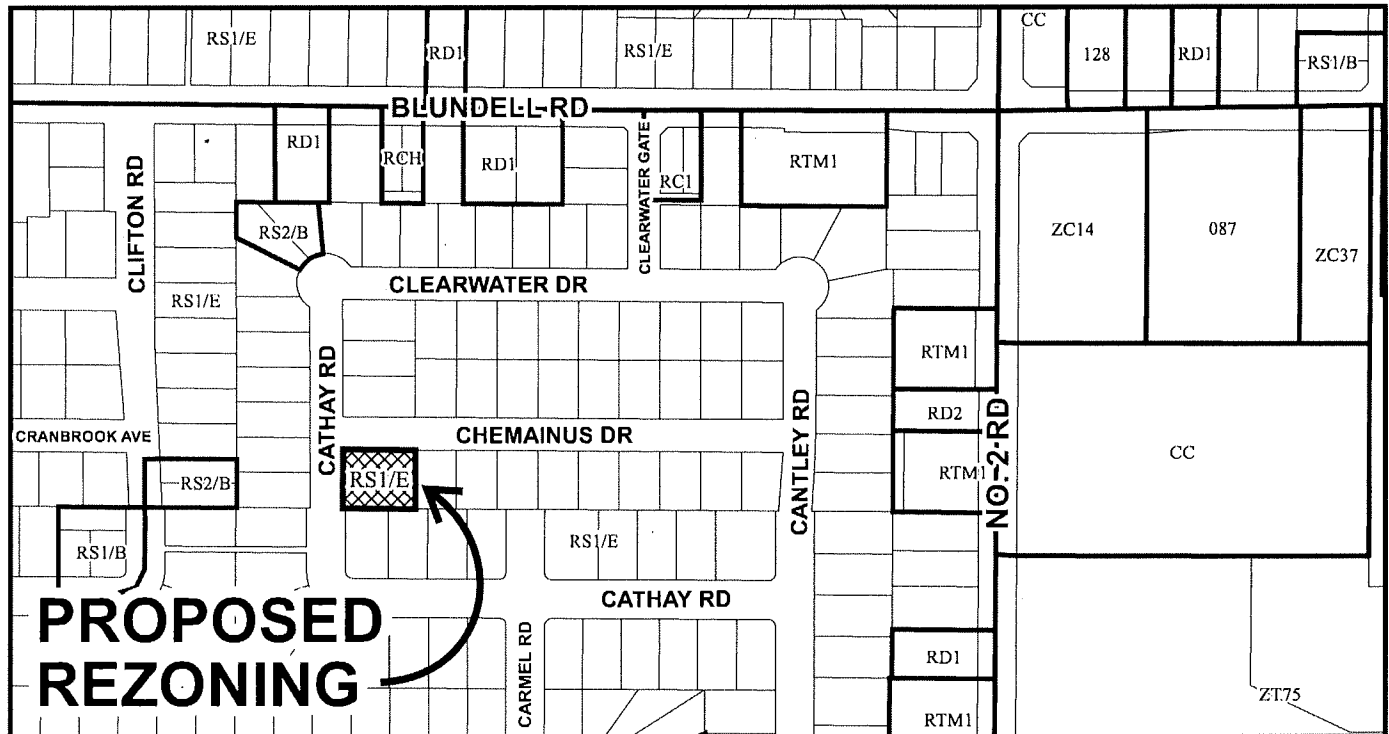
NA:blg

Attachments:

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Single-Family Lot Size Policy Map
- Attachment 5: Conceptual Development Plans
- Attachment 6: Tree Management Plan
- Attachment 7: Rezoning Considerations



City of Richmond



RZ 19-850544

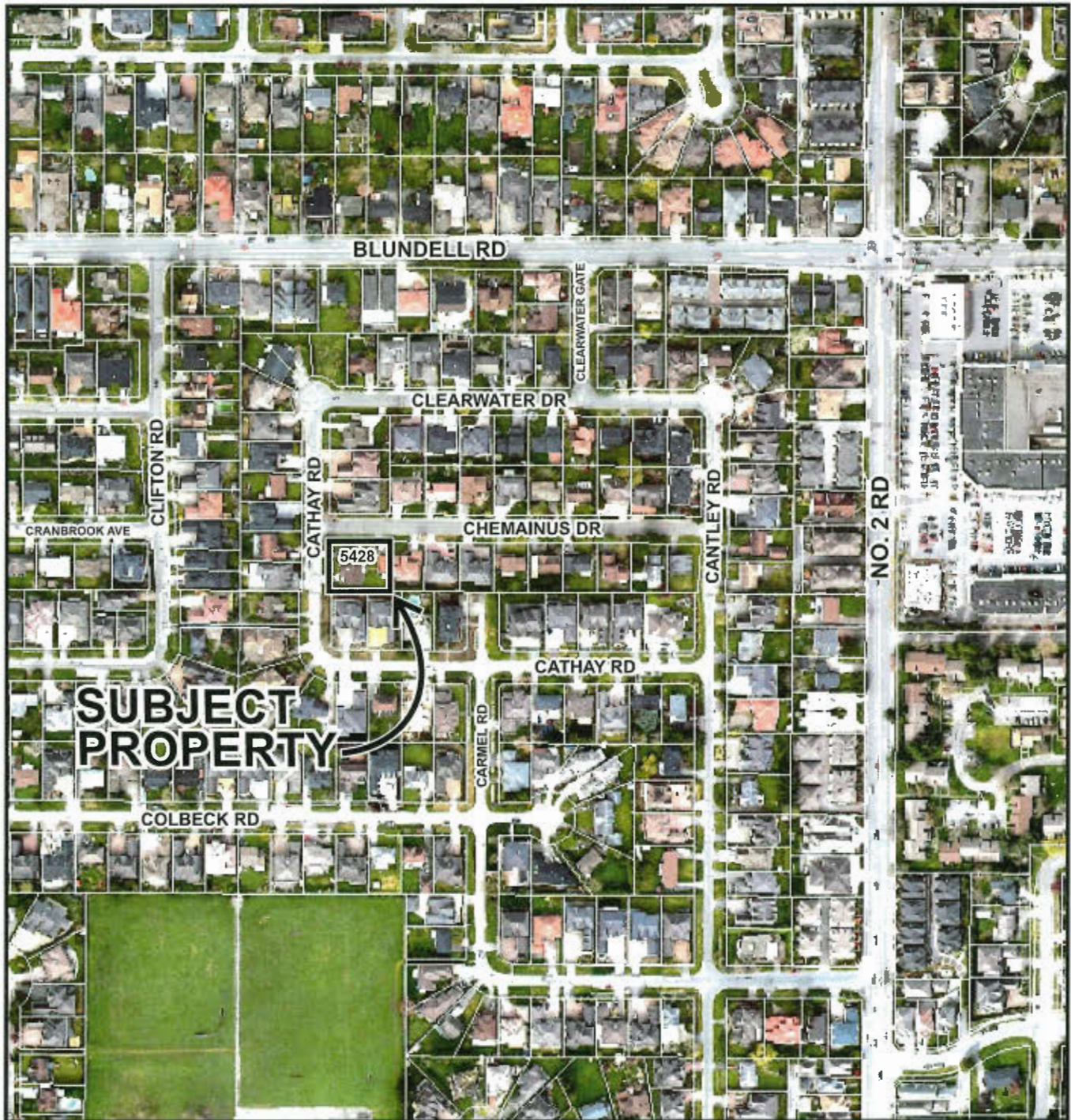
Original Date: 01/15/19

Revision Date:

Note: Dimensions are in METRES



City of
Richmond



RZ 19-850544

Original Date: 01/15/19

Revision Date:

Note: Dimensions are in METRES

CNCL - 311

B.C. LAND SURVEYOR'S PROPOSED SUBDIVISION AND TOPOGRAPHIC SURVEY OF: LOT 152 SECTION 24 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 42319

SCALE: 0 1:250 10
All distances are in metres.
The intended plot size of this plan is 4320mm in width
by 2880mm in height (6 feet) when plotted at a scale of 1:250

Parcel Identification Number (PID)	003-637-808
Proposed Lot A	Proposed Lot B
TOTAL SITE AREA	AREA
1126.4 m ²	556.0 m ²
0.28 acre	6141 sq. ft.
	5985 sq ft

OWNER ADDRESS
28 CHEMAINUS DRIVE
RICHMOND, BC

PROPOSED ZONING
R52/B
R51/E

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This document was prepared for the exclusive use of our client, Stockham Construction Group. This document is intended for use as a topographic plan. It is based on Land Title Office records, and does not represent a boundary survey. Critical lot dimensions and areas must be confirmed by a proper cadastral survey. Explorer Land Surveying, INC. accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made or actions taken based on this document.

FILE: 1725
DWGDATE: 1725-11-01
DWGDATE: 1725-11-01

Explorer
Land Surveyors Inc.
Vancouver, BC V6G 1N7
113-1135 Burr Street
www.explorersurveyors.com

LEGEND

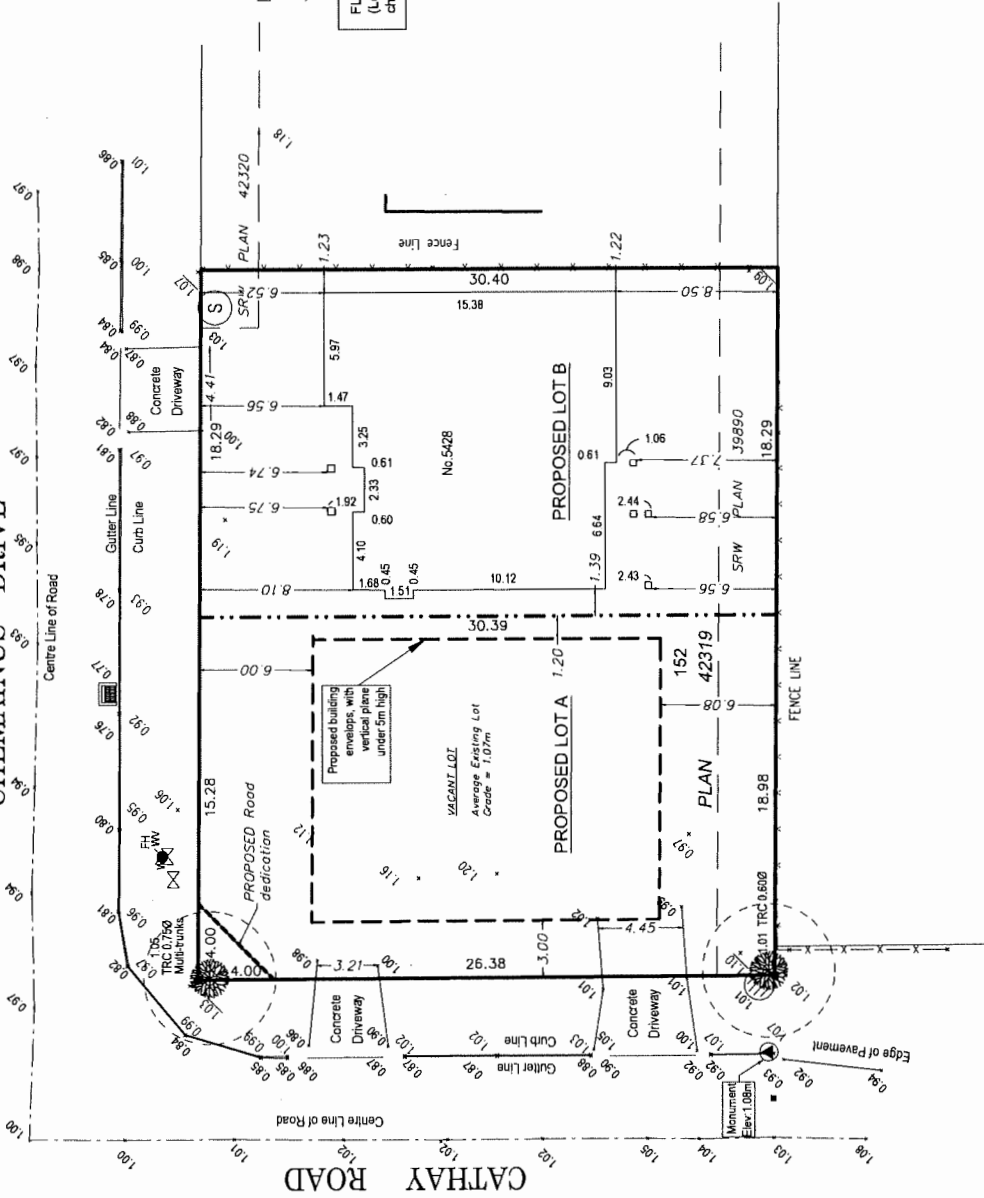
Elevations are geodetic based on integrated survey monument 77H4564 in the City of Richmond at elevation 1.084m.
Note: Only trees with Trunk greater than 0.20m are identified. Consult Arborist to verify tree species

- denotes Iron Post found
- denotes Lead Plug found
- denotes Deciduous Tree type
- denotes Coniferous Tree type
- denotes Catchbasin
- denotes Sanitary Manhole
- denotes Lawn basin
- denotes Water Valve
- denotes Fire Hydrant

FLAT LOT, UNABLE TO CONTOUR
(Lot dimensions and areas subject to change after final subdivision survey)

CHEMAINUS DRIVE

CATHAY ROAD



CERTIFIED CORRECT
Lot dimensions are correct according to Land Title Office records.

Kenneth KC Ng, BCLS
Field Survey - 24 January, 2019
Dated this 31st of January, 2019
This document is not valid unless originally signed and sealed or digitally signed with current digital signature.
Info: <https://www.pricert.com>



RZ 19-850544

Attachment 3

Address: 5428 Chemainus Drive

Applicant: Gursher S. Randhawa

Planning Area(s): Blundell Area Plan

	Existing	Proposed
Owner:	1001844 BC Ltd.	To be determined
Site Size (m²):	Total Site: 1126.4 m ²	Lot A: 570.4 m ² Lot B: 556.0 m ²
Land Uses:	Residential (Single-family)	No change
OCP Designation:	Neighbourhood Residential (NRES)	No change
Single-Family Lot Size Policy Designation:	Policy 5453 Permitted for Subdivision	No change
Zoning:	Single Detached (RS1/E)	Single Detached (RS2/B)
Number of Lots:	1	2

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none permitted
Buildable Floor Area (m ²):*	Lot A: Max. 287.2 m ² (3,091.9 ft ²) Lot B: Max. 282.9 m ² (3,045.4 ft ²)	Lot A: Max. 287.2 m ² (3,091.9 ft ²) Lot B: Max. 282.9 m ² (3,045.4 ft ²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70%	Building: Max. 45% Non-porous Surfaces: Max. 70%	none
Lot Size:	Min. 360.0 m ²	Lot A: 570.4 m ² Lot B: 556.0 m ²	none
Lot Dimensions (m):	Lot A (Corner) Min. Width: 14.0 m Lot B Min. Width: 12.0 m Min. Depth: 24.0 m	Lot A (Corner) Width: 18.98 m Lot B Width: 18.29 m Depth: 30.4 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m Exterior Side: Min. 3.0 m	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m Exterior Side: Min. 3.0 m	none
Height (m):	Max 9.0 m	Max 9.0 m	none

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



City of Richmond

Policy Manual

Page 1 of 2	Adopted by Council: November 15, 1993 Amended by Council: January 15, 2001 * October 20 th , 2003	POLICY 5453
File Ref: 4045-00	SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 24-4-7	

POLICY 5453:

The following policy establishes lot sizes in Section 24-4-7, located in the area generally **bounded by Francis Road, Blundell Road, Railway Avenue and No. 2 Road** as shown on the attached map:

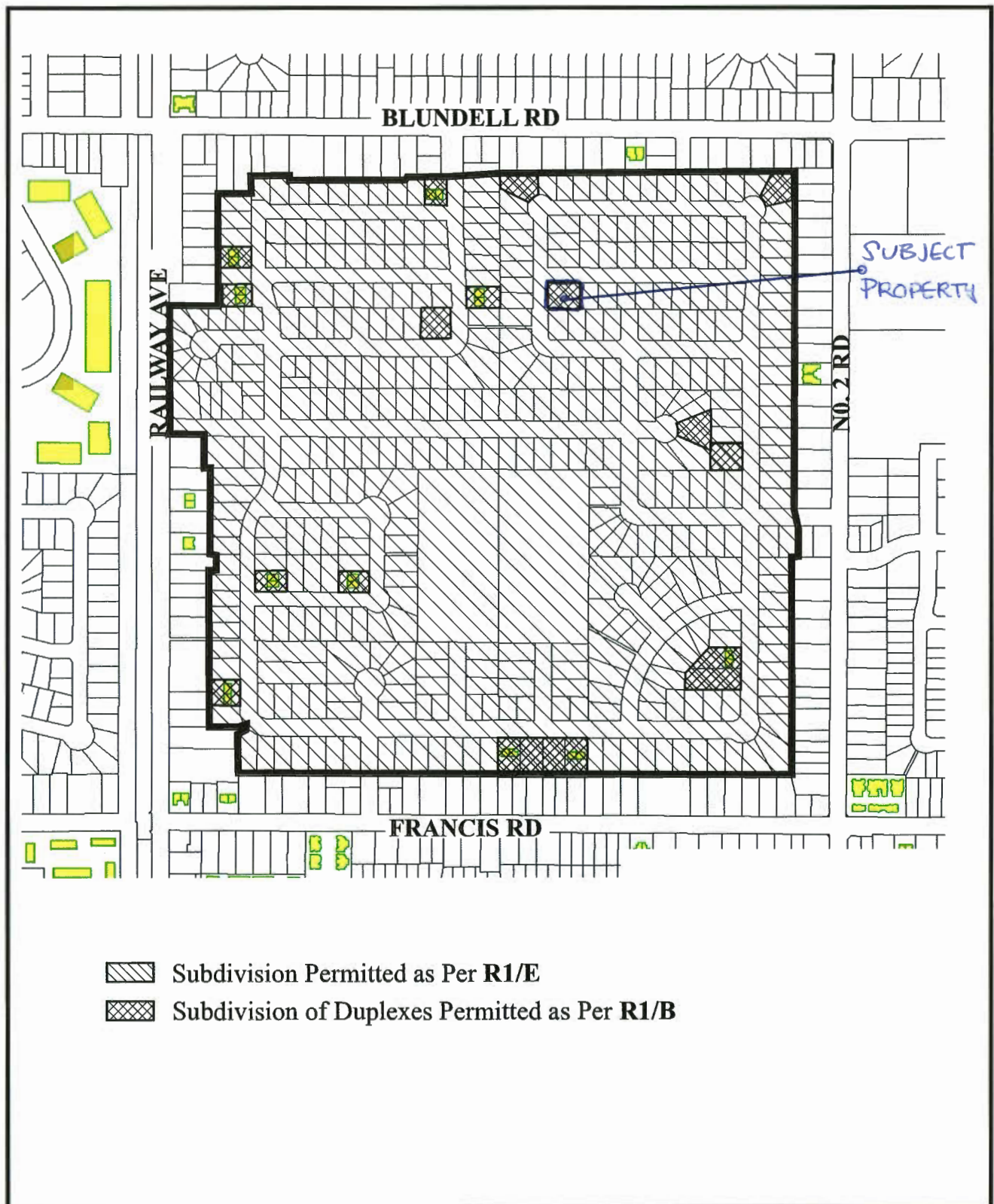
That properties located within the area generally bounded by Francis Road, Blundell Road, Railway Avenue and No. 2 Road in Section 24-4-7, as shown on the attached map, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) in Zoning and Development Bylaw No. 5300, with the following exceptions:

- (i) That lots with existing duplexes be permitted to subdivide as per Single-Family Housing District, Subdivision Area B (R1/B); and

and that this policy be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw 5300.

* Original Adoption Date In Effect

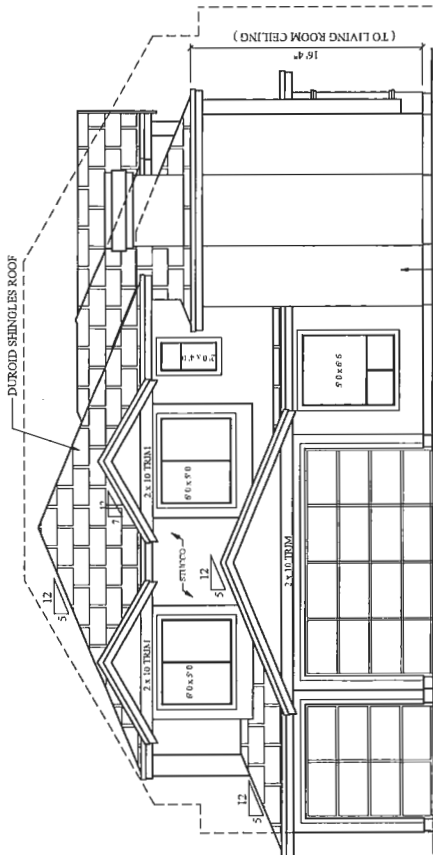
1081046



Policy 5453
Section 24-4-7

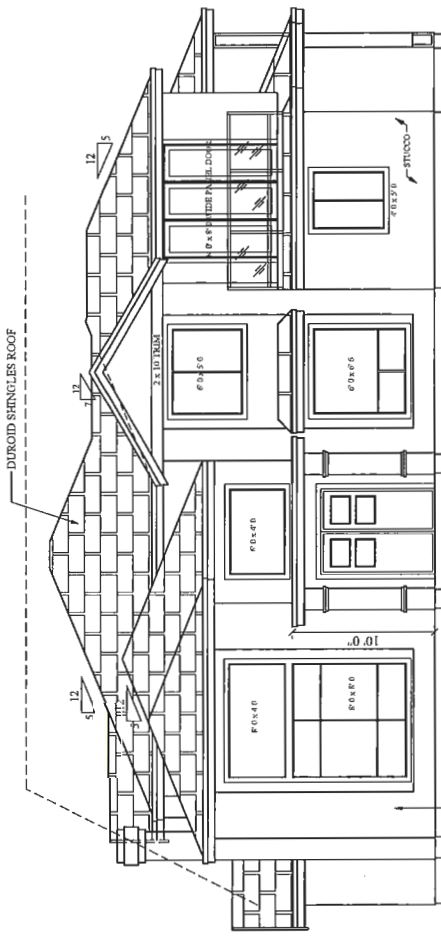
Adopted Date: 11/15/93
Amended Date: 10/20/03

LOT A - CORNER LOT ELEVATIONS



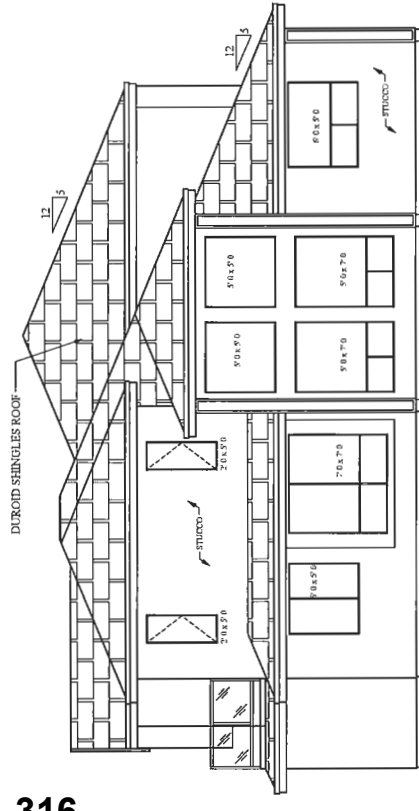
NORTH / FRONT ELEVATION

* ELEVATION FROM CHEMAINUS DRIVE

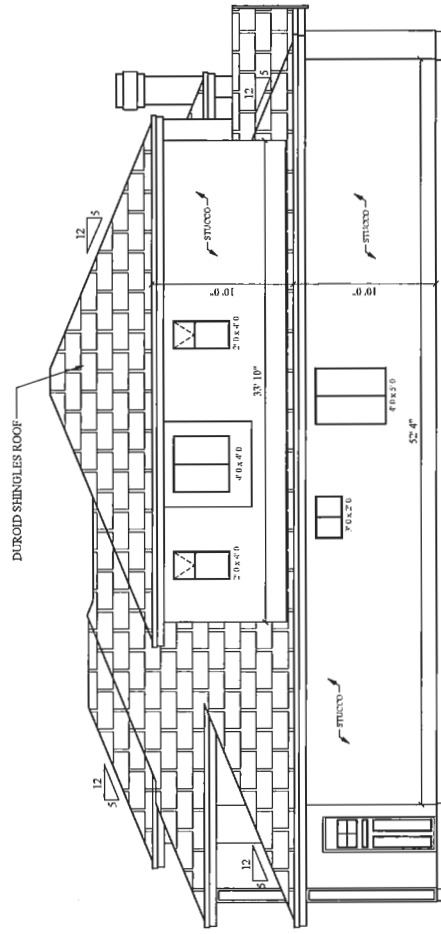


WEST / RIGHT SIDE ELEVATION

ELEVATION FROM CATHAY ROAD



SOUTH / REAR ELEVATION



EAST / LEFT SIDE ELEVATION

LIMITING DISTANCE = 4'0"
EXPOSED BUILDING FACE = 462.0 S.F.
PER UNPROTECTED OPENINGS 7 1/2" = 60.34 S.F.
PROPOSED UNPROTECTED OPENINGS = 58.0 S.F.

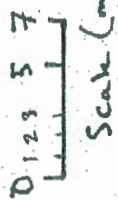
Astonish Design & Drafting Ltd.
19732 - 71B Ave. Langley B.C.
PH: 1 604 539 1740 FAX: 1 604 539 1741
CELL: 1 604 728 0369 E-MAIL: astondesign@hotmail.com

ELEVATIONS

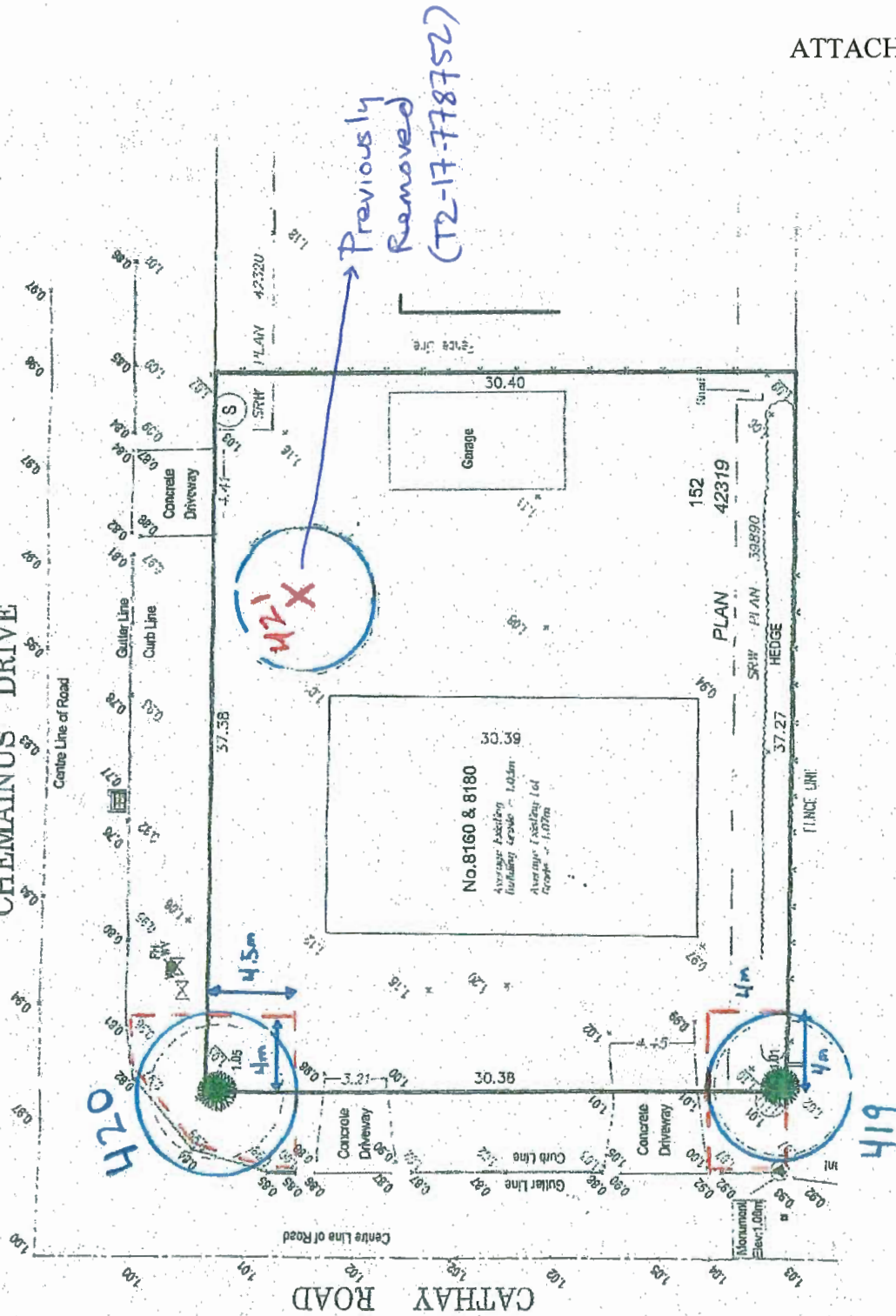
DATE	BY	CHKD	APPD
2012-10-10	ASTONISH	ASTONISH	ASTONISH

THESE PLANS CONFORM TO
B.C.B.C. 2012 EDITION

Tree Management Plan - 8160/8180 Cathay Rd - July 29, 2017



- Retain Tree ●
- Previously Removed Tree X
- Crown Delineation ○
- Tree Protection Barrier - - -





City of Richmond

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 5428 Chemainus Drive

File No.: RZ 19-850544

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, the developer is required to complete the following:

1. 4.0 m x 4.0 m corner cut road dedication is required at the northwest corner of the subject site (southeast corner of the Chemainus Drive and Cathay Road intersection).
2. Submission of a Landscape Security in the amount of \$1,000 (\$500/tree) to ensure that a total of two replacement trees are planted and maintained on Lot B. The required replacement trees are to be of the following minimum sizes, based on the size of the tree being removed as per Tree Protection Bylaw No. 8057 and Tree Permit T2-17-778752.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
1	6.0 cm	2.0 m
1	10.0 cm	5.5 m

3. Submission of a Landscape Plan for Lot A, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
 - comply with the landscaping requirements contained in Richmond Zoning Bylaw 8500;
 - include a mix of coniferous and deciduous trees;
 - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
 - include the two required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
1	6.0 cm	2.0 m
1	10.0 cm	5.5 m

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$500/tree to the City's Tree Compensation Fund for off-site planting is required.

4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of a Tree Survival Security to the City in the amount of \$20,000 for the 2 trees to be retained.
6. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
7. Granting of a 1.5 m Statutory Right-of-Way for Public-Right-of-Passage (PROP) measured from the required corner cut road dedication of Lot A for the purpose of sidewalk continuation and to enable protection of Tree # 420.
8. Registration of a flood indemnity covenant on title.
9. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on two of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
10. Registration of a legal agreement on Title to ensure that the Building Permit application and ensuing development on Lot A is generally consistent with the conceptual plans included in Attachment 5.

At Subdivision* stage, the developer must complete the following requirements:

1. Payment of the current year's taxes, School Site Acquisition Charge, and Address Assignment Fees.
2. Completion of the following servicing works and off-site improvements. These may be completed through a City work order:

Water Works:

- Using the OCP Model, there is 142 L/s of water available at a 20 psi residual at the hydrant fronting 5428 Chemainus Dr. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- At the Developer's cost, the Developer is required to:
 - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
 - Provide a 3m wide utility right of way along the entire north property line. The purpose of the required utility right of way is to provide clearance between the existing old AC water main along the north property line and the required water meters/drainage inspection chambers for the lots to be created. No permanent structures such as trees, concrete fences, etc. are permitted within the required 3m wide utility right of way.
- At the Developer's cost, the City will:
 - Cut and cap at main the existing water service connection.
 - Provide 25mm diameter water service connections complete with water meters to the proposed subdivision at the common property line. Tie-ins shall be to the existing 150mm diameter AC water main along Chemainus Drive frontage and the water meters shall be placed within the required 3m wide utility right of way along the north property line.

Storm Sewer Works:

- At the Developer's cost, the City will:
 - Cut and cap at main the existing storm service connections.
 - Install a new storm service connection off of the existing storm sewer along Chemainus Drive complete with inspection chamber which shall be placed within the required 3m wide utility right of way along the north property line.

Sanitary Sewer Works:

- At the Developer's cost, the Developer is required to:
 - Not start onsite excavation and/or foundation works until the City has completed the proposed rear yard sanitary works. Also indicate this as a note on the Building Permit site plans.
- At the Developer's cost, the City will:
 - Provide a new sanitary service connection complete with an inspection chamber and tie-in to the existing sanitary sewer along the south property line via a wye. The tie-in shall be where the common property line intersects the existing sanitary line and the inspection chamber shall be placed at the center of a new 3m wide by 1.5m deep utility right of way. The new 3m wide by 1.5m deep utility right of way will consist of a 1.5m wide by 1.5m deep right of way from each of the lots to be created. The new 3m wide by 1.5m deep utility right of way shall not overlap the existing 3m wide utility right of way along the south property line.
 - Cut, cap, and remove all of the existing sanitary service connections.

Frontage Improvements:

- The Developer is required to:
 - Coordinate with BC Hydro, Telus and other private communication service providers:
 - To underground Hydro service lines.
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To determine if above ground structures are required and coordinate their locations on-site (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).
 - Construct the following frontage improvements:
 - Removal of the two driveway crossings to Cathay Road;
 - Installation of one new driveway crossing to Chemainus Drive;
 - Provision of a new wheelchair ramp at the southeast corner of the Chemainus Drive and Cathay Road intersection;
 - Installation of a new 1.5 m wide concrete sidewalk next to the fronting property line; and
 - Installation of a new grass boulevard with street trees over the remaining width between the new sidewalk and the existing fronting road curb.

General:

- The Developer is required to:
 - Provide if pre-load is required, prior to pre-load installation, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site (e.g., existing AC sanitary mains along the south property line and existing AC water mains along the west and north property lines.), proposed utility installations, the existing houses along the south and east property lines, and provide mitigation recommendations. The mitigation recommendations shall be implemented prior to pre-load.
 - Enter into additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site

Initial: _____

investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10028 (RZ 19-850544)
5428 Chemainus Drive**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SINGLE DETACHED (RS2/B)"**.

PID 003-637-808

Lot 152 Section 24 Block 4 North Range 7 West New Westminster District Plan 42319

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10028"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To:	Public Works and Transportation Committee	Date:	April 12, 2019
From:	Lloyd Bie, P.Eng. Director, Transportation	File:	01-0140-20- PMVA1/2019-Vol 01
Re:	Vancouver Fraser Port Authority Applications to National Trade Corridors Fund		

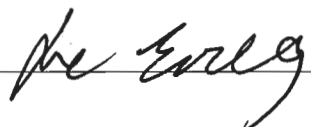


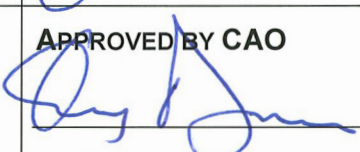
Staff Recommendation

That the City provide a letter of support for the Vancouver Fraser Port Authority's submission of the following three projects for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund, as described in the report titled "Vancouver Fraser Port Authority Applications to National Trade Corridors Fund" dated April 12, 2019 from the Director, Transportation:

- (1) Supply chain visibility program;
- (2) Short sea shipping concept development; and
- (3) Portside Road-Blundell Road overpass and upgrade, subject to:
 - (i) No capital costs to be borne by the City of Richmond;
 - (ii) No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;
 - (iii) Continued City involvement in all aspects of the design process including adherence to the City's design standards; and
 - (iv) Retention and accommodation of local community access for motorists, pedestrians and cyclists.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	 
Engineering	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Economic Development	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

At the September 25, 2017 Council meeting, Council considered a report (Attachment 1) regarding a request from the Vancouver Fraser Port Authority (the Port) for a letter of support from the City for the Port's application to the Government of Canada's National Trade Corridors Fund (the Fund) for two road improvement projects within the Fraser Richmond Port Lands: Blundell Road widening and Portside Road overpass and upgrade. The \$2-billion Fund supports projects that help expand Canada's export markets and target bottlenecks in trade corridors.

The report recommendations were adopted as part of the consent agenda and, per Recommendation 1, the City provided a letter of support to the Port (Attachment 2). As the Port was not successful with its application at that time, the agency is re-applying for the same combined road improvement project following a recent announcement from the federal government that the Fund has opened a second continuous call for applications. The Port is also submitting two new projects, both of which are feasibility studies.

The Port has requested a letter of support from the City for all three projects. This report recommends that the City provide the requested letter of support for the proposed projects subject to the same conditions as defined in the City's original letter dated October 2, 2017 with respect to the Portside Road-Blundell Road overpass and upgrade.

Analysis

Projects to be Submitted by the Vancouver Fraser Port Authority

The Port is submitting two new projects (both are feasibility studies) in addition to the re-submission of the Portside Road-Blundell Road overpass and upgrade capital project as described below. The Port is seeking a letter of support from the City to accompany the submissions as support from local governments, indicating how these projects can provide community benefits, will be a key consideration in the evaluation.

Supply Chain Visibility Program

The supply chain visibility program will analyse the performance of the supply chain using real-time, multi-modal information and data (see Attachment 3 for fact sheet produced by the Port). The results will allow the Port to identify network bottlenecks and constraints, which in turn can inform improvements and infrastructure investment opportunities. The goal is to benefit Canadian exporters by optimizing the western Canadian supply chain and improving performance, capacity and resiliency.

Staff support the project as the outcome may increase the efficient movement of goods through Richmond and improve the performance of local trade-related businesses.

Short Sea Shipping Concept Development

The short sea shipping concept would enable the movement of containers from existing marine container terminals by barge to a central logistics facility on the Fraser River for distribution (see Attachment 4 for fact sheet produced by the Port). A viable and sustainable short sea shipping operation would benefit businesses and communities across the region by:

- addressing the growth of container trade demand;
- supporting the efficient use of industrial land;
- minimizing truck traffic on provincial and regional roads; and
- decreasing the environmental impacts of cargo movement.

Staff support the submission of the project as the concept is supported by multiple City strategies and plans including the Official Community Plan and the City Centre Area Plan as a means to minimize truck traffic on roads and mitigate the environmental impacts of cargo movement.

Blundell Road Widening and Portside Road Overpass and Upgrade

The project scope is identical to that submitted by the Port in 2017 and described in Attachment 1 (see Attachment 5 for fact sheet produced by the Port). The key components are:

- widening of Blundell Road from two to four lanes between No. 7 Road and No. 8 Road;
- construction of the Portside Road railway overpass at No. 8 Road; and
- the extension of Portside Road along with a new bridge over the No. 7 Road canal.

The project would improve goods movement and emergency services access by addressing current congestion and delays due to the at-grade rail crossing at Blundell Road-Portside Road/No. 8 Road. Staff therefore support the re-submission of the project subject to the same conditions identified in September 2017 and described in detail in Attachment 1.

Next Steps

Staff will provide updates on the progress of the application process. Should the application with respect to the Portside Road-Blundell Road overpass and upgrade project be successful in securing federal government funding, the operating and maintenance costs of the widened section of Blundell Road between No. 7 Road and No. 8 Road would be reported back to Council through future annual operating budget programs.

Financial Impact

None.

Conclusion

The Vancouver Fraser Port Authority is seeking City support for the submission of three projects for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund. One project is the re-submission of a transportation infrastructure improvement

project within the Fraser Richmond Port Lands area, which Council previously supported in September 2017.

As the proposed projects would mitigate the potential negative impacts of increased truck traffic on City roads and the community, staff recommend that the City provide a letter of support for the project applications subject to the same conditions as defined in the City's original letter dated October 2, 2017 with respect to the Portside Road-Blundell Road overpass and upgrade.



Joan Caravan
Transportation Planner
(604-276-4035)

JC:jc

- Att. 1: Staff Report titled "*Gateway Transportation Collaboration Forum - Greater Vancouver Gateway 2030 Program*" and presented at the September 25, 2017 Council Meeting
- Att. 2: City Letter of Support for Port of Vancouver Application dated October 2, 2017
- Att. 3: Vancouver Fraser Port Authority Fact Sheet: Supply Chain Visibility Program
- Att. 4: Vancouver Fraser Port Authority Fact Sheet: Short Sea Shipping Concept Development
- Att. 5: Vancouver Fraser Port Authority Fact Sheet: Portside and Blundell Overpass and Upgrade Projects



City of Richmond

Report to Committee

To:	General Purposes Committee	Date:	September 7, 2017
From:	Victor Wei, P. Eng. Director, Transportation	File:	01-0140-20- PMVA1/2017-Vol 01
Re:	Gateway Transportation Collaboration Forum - Greater Vancouver Gateway 2030 Program		

Staff Recommendation

That the City provide a letter of support for the Vancouver Fraser Port Authority's two-phase submission of two transportation infrastructure improvements projects in Richmond for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund via the Expression of Interest and Comprehensive Project Proposal phases, as described in the report titled "Gateway Transportation Collaboration Forum - Greater Vancouver Gateway 2030 Program" dated September 7, 2017 from the Director, Transportation subject to:

- (1) No capital costs to be borne by the City of Richmond;
- (2) No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;
- (3) Continued City involvement in all aspects of the design process including adherence to the City's design standards; and
- (4) Retention and accommodation of local community access for motorists, pedestrians and cyclists.

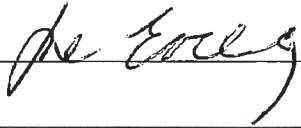

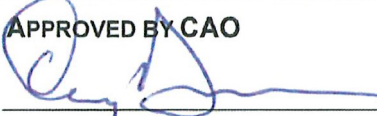
/

Victor Wei, P. Eng.
Director, Transportation
(604-276-4131)

Att. 3

September 7, 2017

- 2 -

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

CNCL - 326

September 7, 2017

- 3 -

Staff Report

Origin

In June 2017, the City received a letter from Vancouver Fraser Port Authority (the Port) (Attachment 1) regarding the Gateway Transportation Collaboration Forum (the Forum) and the Greater Vancouver Gateway 2030 (GVG 2030) initiative, which is the Forum's strategy for transportation infrastructure investments to enhance gateway-related trade movements. The Port has subsequently requested a letter of support from the City for the potential improvement projects identified in Richmond to be submitted by the Port for consideration of federal government funding support (Attachment 2). This report outlines the City's involvement with the Forum and recommends that the City provide the request letter of support for the proposed projects subject to certain conditions.

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

3.3. Effective transportation and mobility networks.

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

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

Findings of Fact

In early 2014, the Government of Canada announced the New Building Canada Plan, which included the merit-based \$4 billion National Infrastructure Component (NIC). In response, the Port announced that it was establishing the Forum for facilitating regional partners to collaboratively pursue solutions and funding opportunities under the NIC for priority gateway-related projects in the region. The Forum is chaired by Transport Canada and the Steering Committee is comprised of Transport Canada, Ministry of Transportation and Infrastructure, TransLink, the Port, and Greater Vancouver Gateway Council.

From Summer 2014 to Fall 2016, studies were undertaken for the Forum in four "trade areas" of Metro Vancouver to identify potential projects and subsequently inform future project applications. Staff periodically met with the Fraser River Trade Area (FRTA) Working Group (i.e., the trade area that included Richmond) during this time. The FRTA Study assessed current and anticipated transportation network conditions and issues affecting both road and rail due to increased demand for international trade. From this analysis, potential mitigation measures were identified to improve the efficiency of multimodal connectivity for people and goods movement while providing overall net benefits to host communities.

In November 2016, the Government of Canada announced the Trade and Transportation Corridors Initiative that will invest \$2 billion over 11 years for the National Trade Corridors Fund, a merit-based program to make Canada's trade corridors more efficient and reliable (i.e., the potential federal government funding was reduced from \$4 billion to \$2 billion).

September 7, 2017

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In early 2017, the individual projects identified through the FRTA Study were bundled as the GVG 2030 initiative, which is the Forum's strategy for transportation infrastructure investment. A GVG 2030-City of Richmond Technical Liaison Committee has been formed to facilitate discussion amongst the agencies related to GVG 2030 and to exchange technical information to aid in the preparation of the funding applications. Meetings to date have been held in the spirit of collaboration with no commitment of support by the City for the proposed projects.

In Summer 2017, Transport Canada announced that Expression of Interest applications for the National Trade Corridors Fund must be received by September 5, 2017 and are to be followed by a Comprehensive Project Proposal that must be received by November 6, 2017.

Analysis

Potential Improvement Projects in Richmond

The initial FRTA Study identified four potential projects within Richmond (Attachment 3):

- Blundell Road Widening: widen from two to four lanes with left-turn lanes between No. 7 Road and No. 8 Road to improve access and mitigate congestion within the Fraser Richmond Port Lands.
- Portside Road Overpass and Upgrade: widen and provide grade separation of the intersection of Blundell Road-Portside Road/No. 8 Road to eliminate the at-grade rail crossing and reduce delays within the Fraser Richmond Port Lands.
- Westminster Highway Overpass: provide grade separation to eliminate the at-grade rail crossing east of No. 9 Road and reduce delays and improve access to the Fraser Richmond Port Lands.
- Moray Channel Bridge Replacement: construct new three-lane bridge in the same alignment with a higher elevation to eliminate the swing span structure and improve access from YVR to Highway 99.

The subsequent GVG 2030 initiative retained the Moray Channel Bridge Replacement as an individual project and added the following fourth project to the remaining three projects in Richmond to form Bundle 4 (of a total of seven Bundles in Metro Vancouver):

- Six-Laning of Highway 91: widen from four to six lanes between Knight Street and the Nelson Road Interchange to reduce congestion and improve access to the Fraser Richmond Port Lands.

The four projects comprising Bundle 4 are intended to improve road and rail network efficiency, reliability and safety that are currently impacted by congestion due to a lack of capacity to accommodate truck traffic generated by the Fraser Richmond Port Lands and east-west commuter traffic.

Preliminary Assessment of Recommended Improvement Projects

While all of the identified projects in Bundle 4 are related to and would serve the Port's Fraser Richmond Port Lands, staff note that increasing truck traffic would have potential negative impacts on the City's roadways and thus it would be mutually beneficial for both parties to

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develop solutions. Accordingly, staff have advised the Forum that, in principle, the four projects can be considered for further analysis with the intent of submitting the projects for consideration of federal government cost-sharing subject to:

- No capital costs to be borne by the City given that the Port does not pay any Development Cost Charges (DCCs) including Roads Development Cost Charges (Roads DCCs), which is the City's funding source for transportation capital projects;
- No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;
- Continued City involvement in all aspects of the design process including adherence to the City's design standards;
- Retention and accommodation of local community access for motorists, pedestrians and cyclists; and
- Council approval of the submission of any projects in Richmond to the National Trade Corridors Fund.

Recommended Improvement Projects Proposed for Submission

At this time, the Port is proposing the submission of two "shelf ready" projects from Bundle 4 for the first intake of applications to the National Trade Corridors Fund, Blundell Road Widening and Portside Road Overpass and Upgrade (Figure 1), and is seeking a letter of support from the City to accompany the submissions as support from local governments, indicating how these projects can provide community benefits, will be a key consideration in the evaluation of Expression of Interest applications and Comprehensive Project Proposals.



Figure 1: Blundell Road Widening & Portside Road Overpass and Upgrade

September 7, 2017

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Staff support the submission of these two projects, which would improve goods movement by addressing current congestion and delays due to the at-grade rail crossing, subject to the following additional specific comments:

- *Blundell Road Widening*: the project should include cycling and pedestrian facilities (e.g., multi-use pathway), the future extension of transit service (e.g., new bus stops with transit shelters and/or benches), maintain the existing weight limit for trucks on No. 8 Road, and adhere to City design standards (e.g., maximum 5% grade). The City's contribution would comprise the use of the City right-of-way for the roadway plus typical on-going operating and maintenance costs of the at-grade Blundell Road portion following construction as well as staff time. Staff note that the proposed widening and westward extension of Blundell Road from No. 8 Road to No. 7 Road is consistent with the City's planned road network per the Official Community Plan.
- *Portside Road Overpass and Upgrade*: the project should include cycling and pedestrian facilities (e.g., multi-use pathway) and adhere to City design standards (e.g., maximum 5% grade for the overpass). As Portside Road is a private road owned by the Port, following construction the City would not be responsible for the on-going operating and maintenance costs of the overpass nor the additional operating and maintenance costs for Blundell Road and No. 8 Road that are attributable to their raised approaches necessitated by the overpass structure. Detailed design has not yet been completed; should this work identify that additional right-of-way is required, the Port would be solely responsible for its acquisition. Staff also note that the project would be a localized improvement limited to grade separation of the roadway and railway with all existing turning movements retained so that current traffic patterns would not be affected; the project would not facilitate or support any future plan for a new crossing of the Fraser River at No. 8 Road.

The remaining projects from Bundle 4 may be considered for submission as part of future intakes to the Fund, at which time, if deemed supportable, staff would seek further specific Council approval for those submissions.

Next Steps

Staff will provide updates on the progress of this application process. Should the applications be successful in securing federal government funding, the operating and maintenance costs of the widened section of Blundell Road between No. 7 Road and No. 8 Road would be reported back to Council through future annual capital budget programs.

Financial Impact

None.

Conclusion

The Vancouver Fraser Port Authority is seeking City support for the submission of two transportation infrastructure improvements projects within the Fraser Richmond Port Lands area for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund. As the proposed projects would mitigate the potential negative impacts of

September 7, 2017

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increased truck traffic on City roads and the community, staff recommend that the City provide a letter of support for the project applications subject to:

- no capital or operating and maintenance costs to be borne by the City with the exception of Blundell Road between No. 8 Road and No. 7 Road;
- continued City involvement in the design process including adherence to the City's design standards; and
- accommodation of local access for motorists, pedestrians and cyclists.



for Joan Caravan
Transportation Planner
(604-276-4035)
JC:jc



Donna Chan, P.Eng., PTOE
Manager, Transportation Planning
(604-276-4126)

Att. 1: Letter to City from Vancouver Fraser Port Authority (June 30, 2017)

Att. 2: Letter to City from Vancouver Fraser Port Authority (August 18, 2017)

Att. 3: Fraser River Trade Area Study: Identified Projects in Richmond

Attachment 1



June 30, 2017

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

Mayor Brodie:

RE: Gateway Transportation Collaboration Forum – Greater Vancouver Gateway 2030 Program

We're reaching out to you today regarding the Gateway Transportation Collaboration Forum's (GTCF) Greater Vancouver Gateway 2030 (GVG 2030) Program. GVG 2030 is the GTCF's strategy for smart transportation infrastructure investment to address the community impacts of trade and population growth.

As part of GVG 2030, the GTCF has identified close to 40 transportation-focused projects that will enhance the movement of goods and people through the gateway and support sustainable growth, environmental stewardship and liveability for communities. This has been informed by work such as the Fraser River Trade Area Multi-modal Transportation Study (FRTA Study) and the Roberts Bank Trade Area Multi-modal Transportation Study (RBT A Study). The projects will provide national, regional, and local benefits by getting Canadian goods to market, growing the economy, creating well-paying jobs, and supporting liveable, green communities by improving safety, mobility and air quality.

During the coming weeks, the GVG 2030 Program Team will be engaging with First Nations and key stakeholders, like yourself, to better understand their interests and considerations related to the GVG 2030 program and projects. We are in the process of creating a technical working group, co-chaired by Donna Chan, Manager, Transportation Planning, Transportation Division, for this purpose.

Should you have any questions about the GVG 2030 Program – or the Gateway Transportation Collaboration Forum – please do not hesitate to contact Terry Lalari at terry.lalari@portvancouver.com or 604 379 1659.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Xolta", is written over a light blue rectangular background.

Peter Xolta
Vice President, Planning and Operations
Vancouver Fraser Port Authority

On behalf of the Gateway Transportation Collaboration Forum

Attachment 1 Cont'd

CC:

George Duncan, Chief Administrative Officer

GTCF Steering Committee Members:

Michael Henderson, Greater Vancouver Gateway Council

Helen Berthin, Ministry of Transportation and Infrastructure

Brad Glazer, Ministry of Transportation and Infrastructure

Jeff Busby, TransLink

Greg Kolesniak, TransLink

Trevor Heryet, Transport Canada

Chris Hoff, Transport Canada

Alex Izett, GVG 2030 Program Team

Attachment 2



Vancouver Fraser Port Authority
100 The Pointe, 999 Canada Place
Vancouver, BC Canada V6C 3T4
portvancouver.ca

Victor Wei, P.Eng.
Director, Transportation
City of Richmond

Via email: victor.wei@richmond.ca

August 18, 2017

RE: Greater Vancouver Gateway 2030 Program – Phase 1 Projects in City of Richmond and Request for Letter of Support

Dear Mr. Wei:

We are reaching out to you today regarding the Gateway Transportation Collaboration Forum's (GTCF) Greater Vancouver Gateway 2030 (GVG 2030) program, our strategy for capitalizing on federal government funding opportunities to invest in needed transportation infrastructure in B.C.

GVG 2030 includes nearly 40 potential transportation infrastructure projects in each of four trade areas – North Shore, South Shore, Fraser River and Roberts Bank – that would enhance the movement of goods and people through the gateway, while supporting sustainable growth, environmental stewardship and liveability for communities.

GVG 2030 is guided by the Government of Canada's commitment to strengthen trade corridors to increase trade and access to global markets. The Federal Government recently announced the National Trade Corridors Fund (NTCF), a dedicated source of funding that will help infrastructure owners and users invest in critical assets that support economic activity and the physical movement of goods and people in Canada. More information is available at <https://www.tc.gc.ca/eng/programs/national-trade-corridors-fund.html>.

Expressions of Interest (EOIs) for the first phase of NTCF funding are due no later than September 5, 2017, with comprehensive project proposals for successful projects due no later than November 6, 2017.

Members of the GTCF Steering Committee have initiated developing EOIs for projects to be submitted to the first phase of NTCF funding. Within the City of Richmond, the Vancouver Fraser Port Authority (VFPA) anticipates submitting an EOI in response to this first proposal call for:

- **Portside Road / Blundell Road Overpass and Upgrades:** raising the Portside / Blundell intersection to clear the existing railway crossing Portside Road, as well as extending Portside Road westerly across the No. 7 Road canal to service future industrial traffic on the Port's Area 1V site. Re-construction of the intersection would also involve reconstructing a portion of No. 8 Road; and
- **Blundell Road Widening:** widening the City of Richmond's Blundell Road from two to four lanes between Portside Road and approximately York Road in order to tie into the crossing currently being developed as part of the Ecowaste development.

GVG 2030
Phase 1 Projects in City of Richmond
August 18, 2017

Canada

Attachment 2 Cont'd

Together, these projects will reduce congestion and wait times, while improving efficiency, safety and emergency access reliability, and opportunities for expanded transit services in this area.

The estimated capital cost of these improvements is \$103 million. At this time, we do not anticipate that the City of Richmond will be asked to contribute to the capital funding of these projects. In addition, the City would not be responsible for maintenance and rehabilitation of the structures over Blundell Road and No. 7 Road, which would be owned and maintained by the port authority. That said, Transport Canada has advised that preference may be given to projects that align with regional priorities, and have approvals in place, secured funding, and a possible 2018 start date. Support from local governments, including funding commitments and letters indicating how these projects can provide community benefits, will be a key consideration in the evaluation of EOIs and comprehensive project proposals.

VFPA anticipates that, if funding applications are approved, engineering could commence in 2018, with construction carried out between 2019 and 2021. As an appendix, I have attached maps that shows the location and boundaries of the two projects.

The GVG 2030 Program Team has had two meetings with City of Richmond staff and the Vancouver Fraser Port Authority, focused on discussing the aforementioned Portside and Blundell projects, and we have collectively discussed the benefits of supporting each other leading up to submitting comprehensive project proposals. We look forward to working with City staff through the Technical Working Group on developing these projects over the coming months.

Presently, we would respectfully request a letter of support from the City outlining its willingness to work with the Vancouver Fraser Port Authority in developing the comprehensive project proposal through the autumn of this year.

In the event that Transport Canada invites such a proposal for the project, we may also respectfully request a letter from the City supporting the proposal. We understand that this second request may need to first be submitted to the Public Works and Transportation Committee and then, if approved, submitted to Council. We are committed to working with City staff in providing whatever support is necessary to receive these letters.

Thank you for taking the time to consider our request, and we look forward to discussing these projects with your staff in the coming months. Should you have any questions about the GVG 2030 projects or program please contact Alex Izett, GVG 2030 Program Lead, at alex@izetteng.com or 604 785 3579.

Sincerely,



Dennis Bickel, P.Eng.
Manager, Transportation Planning
Vancouver Fraser Port Authority

CC: Jack Peng, Senior Transportation Planner, Vancouver Fraser Port Authority
Alain Lippuner, Senior Project Planning Advisor, Vancouver Fraser Port Authority
Alex Izett, GVG 2030 Program Lead

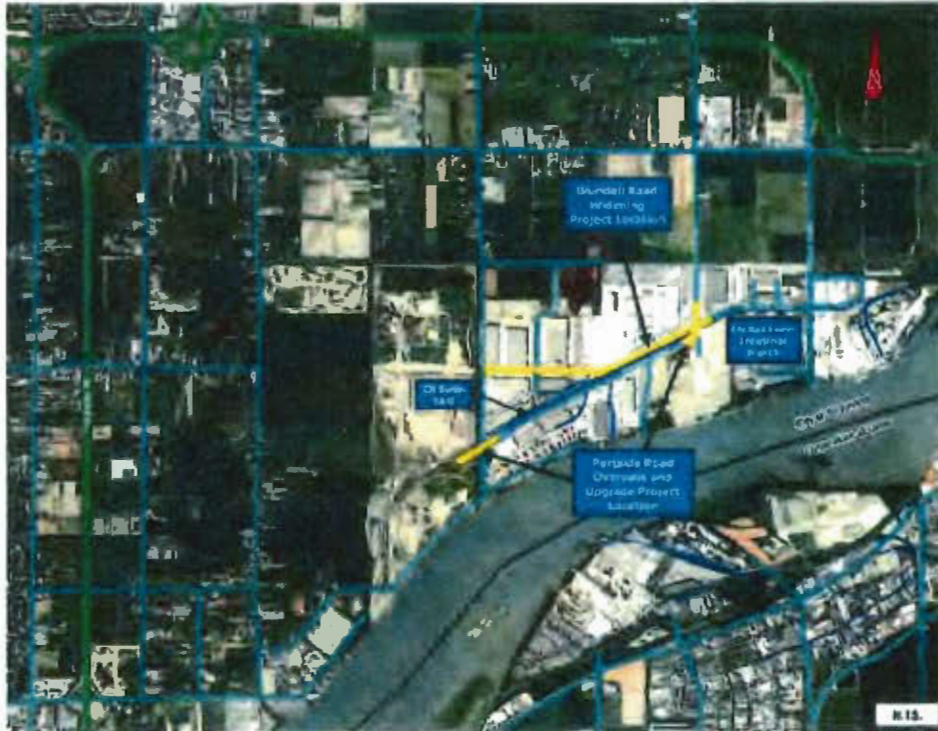
GVG 2030
Phase 1 Projects in City of Richmond
August 18, 2017

Canada

Attachment 2 Cont'd

Appendix 1:

**Portside Road / Blundell Road Overpass and Upgrades and Blundell Road Widening -
Regional Context**



GVG 2030
Phase 1 Projects in City of Richmond
August 18, 2017

Canada

Attachment 2 Cont'd

Portside Road / Blundell Road Overpass and Upgrades and Blundell Road Widening – Project Limits

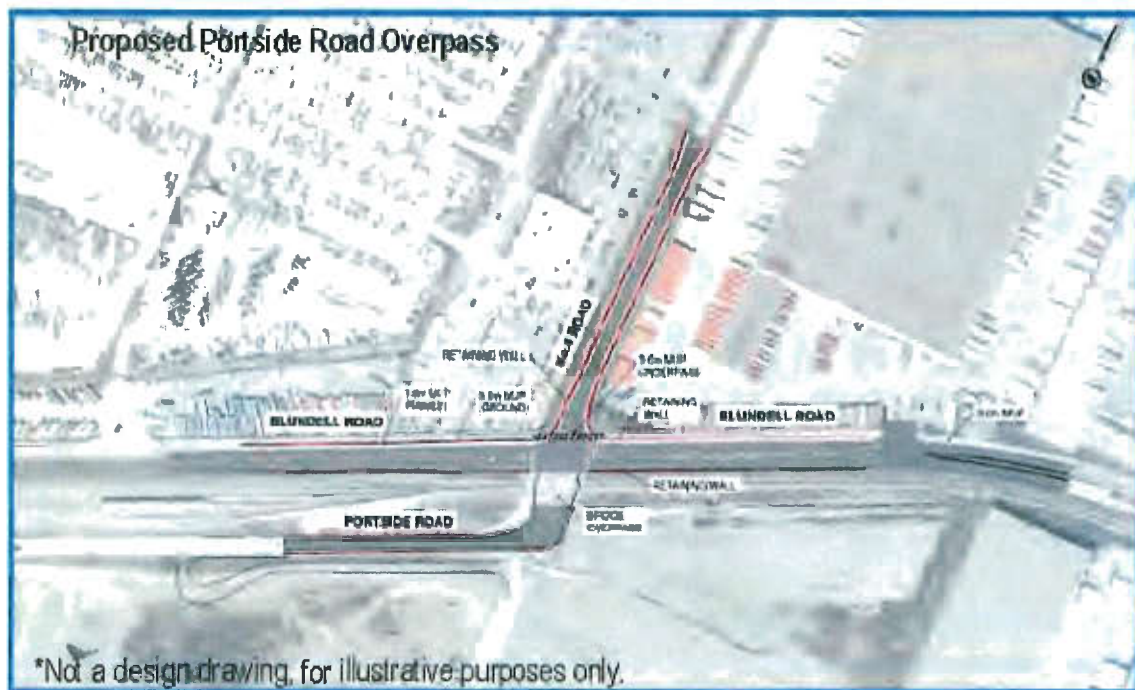
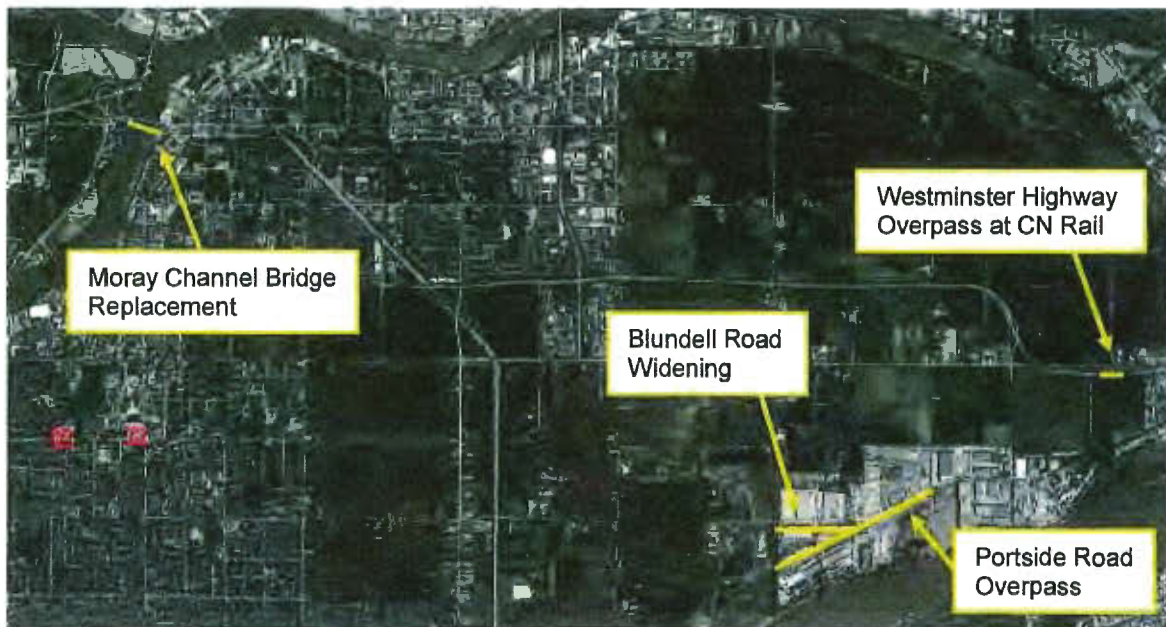


GVG 2030
Phase 1 Projects in City of Richmond
August 18, 2017

Canada

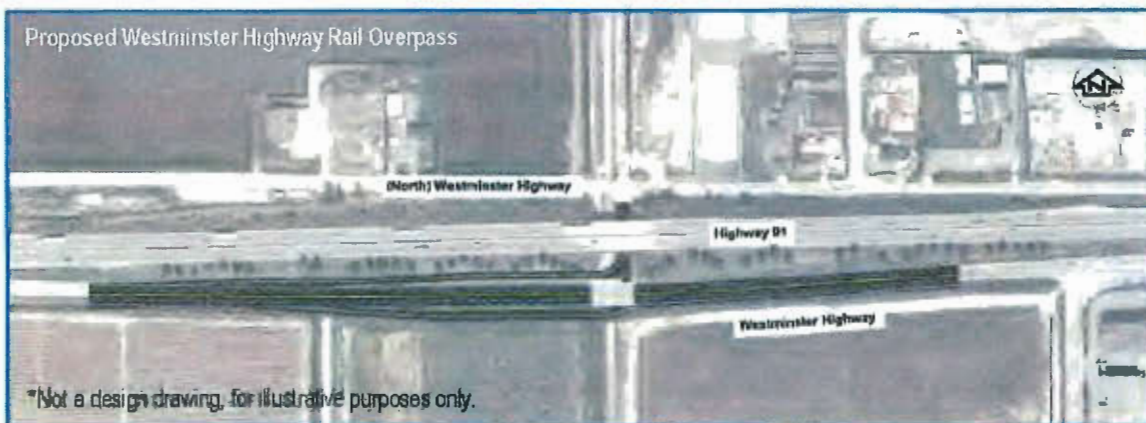
Attachment 3

Fraser River Trade Area Study: Identified Projects in Richmond



Attachment 3 Cont'd

Fraser River Trade Area Study: Identified Projects in Richmond





City of
Richmond

Malcolm D. Brodie
Mayor

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

October 2, 2017

Mr. Craig D. Neeser
Chair, Board of Directors
Port of Vancouver
100 The Pointe, 999 Canada Place
Vancouver, BC V6C 3T4

Dear Mr. Neeser:

Re: Gateway Transportation Collaboration Forum – Greater Vancouver Gateway 2030 Program

Further to the June 30, 2017 letter from Peter Korta and the staff report on the above matter that was considered by Richmond City Council at its Regular meeting held on September 25, 2017, please be aware of that the following resolution was adopted:

- (1) That the City provide a letter of support for the Vancouver Fraser Port Authority's two-phase submission of two transportation infrastructure improvements projects in Richmond for consideration of cost-share funding from the Government of Canada's National Trade Corridors Fund via the Expression of Interest and Comprehensive Project Proposal phases, as described in the report titled "Gateway Transportation Collaboration Forum - Greater Vancouver Gateway 2030 Program" dated September 7, 2017 from the Director, Transportation subject to:**
- (a) No capital costs to be borne by the City of Richmond;**
 - (b) No operating, maintenance, rehabilitation and replacement costs of the Portside Road-Blundell Road overpass including any raised portions of City roadway and No. 7 Road canal crossing structures to be borne by the City of Richmond;**
 - (c) Continued City involvement in all aspects of the design process including adherence to the City's design standards; and**
 - (d) Retention and accommodation of local community access for motorists, pedestrians and cyclists; and**

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 Richmond

- 2 -

- (2) *That a letter be written to advise the Vancouver Fraser Port Authority, with a copy to the Ministry of Transportation and Infrastructure, that the City of Richmond expects to be consulted at the outset of any discussions regarding the widening of Highway 91.*

In addition to the City's support for the proposed Blundell Road Widening and the Portside Road Overpass and Upgrade projects in Richmond, the City looks forward to early collaboration with Vancouver Fraser Port Authority on all proposed projects including the potential suggestion of widening of Highway 91.

I look forward to your positive confirmation in this regard. Should you have any questions, please contact Victor Woi, Director, Transportation, 604-276-4131.

Yours truly,



Malcolm D. Brodie
Mayor

pc: Honourable Claire Trevena, Minister, Transportation and Infrastructure
Richmond City Councillors
Peter Xotta, Vice President, Planning and Operations, Vancouver Fraser Port Authority

5575552

About the Supply Chain Visibility Program

The Vancouver Fraser Port Authority, as part of the Gateway Transportation Collaboration Forum's Greater Vancouver Gateway 2030 strategy, is applying for federal funding through the National Trade Corridors Fund for projects that increase trade capacity, support trade diversification, increase the resilience of the Canadian transportation system, and reduce negative impacts of growing trade on local communities.



OVERVIEW

The Vancouver Fraser Port Authority's Supply Chain Visibility Program provides better insight into the performance of the supply chain by using real-time, multi-modal information and data. This allows the port authority to identify network bottlenecks and constraints, which in turn can inform improvements and infrastructure investment possibilities.

BENEFITS

The program will benefit Canadian exporters by optimizing the western Canadian supply chain, which will improve performance, capacity and resiliency.

About the Short Sea Shipping Concept Development

The Vancouver Fraser Port Authority, as part of the Gateway Transportation Collaboration Forum's Greater Vancouver Gateway 2030 strategy, is applying for federal funding through the National Trade Corridors Fund for projects that increase trade capacity, support trade diversification, increase the resilience of the Canadian transportation system, and reduce negative impacts of growing trade on local communities.



OVERVIEW

With federal funding support, the short sea shipping initiative would involve developing a concept for a viable and sustainable short sea shipping operation in the Lower Mainland. This would enable the movement of containers from existing marine container terminals by barge to a central location on the Fraser River for distribution. The concept development would include the following:

- Business model
- Operational concept
- Financial analysis
- Terminal and off-dock facility concept development

BENEFITS

A viable and sustainable short sea shipping operation in the Lower Mainland would provide the following benefits to businesses and communities across the region:

- Address the growth of container trade demand
- Support efficient use of industrial land
- Minimize truck traffic on provincial and regional roads
- Decrease the environmental impacts of cargo movement

GREATER VANCOUVER GATEWAY 2030

Portside and Blundell Overpass and Upgrade Projects

About the Portside and Blundell Overpass and Upgrade Projects

The Vancouver Fraser Port Authority, as part of the Gateway Transportation Collaboration Forum's Greater Vancouver Gateway 2030 strategy, is applying for federal funding through the National Trade Corridors Fund for projects that increase trade capacity, support trade diversification, increase the resilience of the Canadian transportation system, and reduce negative impacts of growing trade on local communities.

OVERVIEW

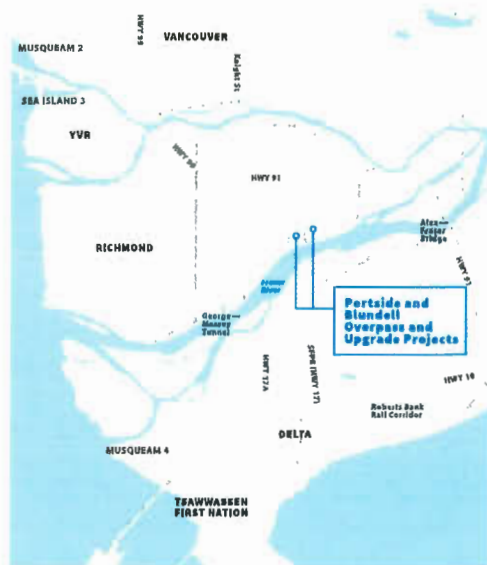
The Portside and Blundell Overpass and Upgrade Projects are located in the City of Richmond, along the south arm of the Fraser River, within the Port of Vancouver's Fraser Richmond Industrial Lands.

These projects would involve widening Blundell Road; construction of the Portside Road rail overpass at No. 8 Road; and the extension of Portside Road along with a new bridge over the No. 7 Road canal.

BENEFITS

Together, these projects would provide the following benefits to businesses and communities across the region:

- Ease road congestion while improving access and safety for pedestrians and transit vehicles
- Improve emergency access within the Fraser Richmond Industrial Lands
- Improve fluidity of the roads within the Fraser Richmond Industrial Lands
- Enable additional rail capacity to serve current and future growth of export and import trade
- Enable overall growth in trade, with direct benefits for major container terminals
- Unlock access to vacant industrial land for export growth opportunities



Project location



Artist's rendering of the Portside Road Extension



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** March 29, 2019
From: Lloyd Bie, P.Eng.
Director, Transportation **File:** 10-6455-00/Vol 01
Re: **Amendment to Parking (Off-Street) Regulation Bylaw No. 7403 to Revise
Definition of City Property**

Staff Recommendation

That Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10002, to revise the definition of City property, be introduced and given first, second and third reading.

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

Staff Report

Origin

Through the development application process, the City can secure public parking within rights-of-way. This report proposes an amendment to Parking (Off-Street) Regulation Bylaw No. 7403 to revise the definition of City property to include this form of tenure.

Analysis

Proposed Amendment to Parking (Off-Street) Regulation Bylaw 7403

The current definition of City property in Bylaw No. 7403 is “*any lot or parcel of land owned or leased by the City.*” As this definition does not include lands within rights-of-way for use as public parking, the City cannot enforce the use of any existing public parking lots with this form of tenure.

The proposed amendment would revise the definition of City property in Section 8.1 (Interpretation) to:

“a lot or parcel of land owned or leased by the City, and any lands subject to a statutory right of way in favour of the City for the purposes of use as a City parking lot or City operated public parking lot.”

The amendment will allow the City to manage sites, such as install signage to establish parking time limits and tow vehicles in violation of the parking regulations, that are within rights-of-way to be used as a City parking lot or a City operated public parking lot.

Financial Impact

None.

Conclusion

The proposed bylaw amendment enables the City to better manage public parking demand on sites that are secured via a statutory right-of-way in favour of the City.



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JC:jc



**Parking (Off-Street) Regulation Bylaw No. 7403
Amendment Bylaw No. 10002**

The Council of the City of Richmond enacts as follows:

1. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 8.1 – “[Interpretation]” by deleting the definition of City Property and inserting the following definition:

“City Property means a lot or parcel of land owned or leased by the **City**, and any lands subject to a statutory right of way in favour of the **City** for the purposes of use as a **City parking** lot or **City** operated public **parking** lot.”.

2. This Bylaw is cited as “**Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10002**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

