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## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, November 18, 2019  
4:00 p.m.

Pg. #      ITEM

### MINUTES

- GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on November 4, 2019.*



### COMMUNITY SAFETY DIVISION

1.    **NON-FARM USE FILL APPLICATION FOR THE PROPERTIES LOCATED 11300 & 11340 BLUNDELL ROAD (ATHWAL & YAU)**  
(File Ref. No. 12-8080-12-01) (REDMS No. 6194412)

**GP-15**

**See Page GP-15 for full report**

*Designated Speaker: Carli Williams*

### STAFF RECOMMENDATION

*That the Non-Farm Use Fill Application submitted by Mandeep Athwal for the properties located at 11300 and 11340 Blundell Road proposing to deposit soil for the purpose of improving drainage and transitioning to a machine harvest blueberry plantation be referred to the Agricultural Land Commission (ALC) for the ALC's review and decision.*



## COMMUNITY SERVICES DIVISION

2. **CULTURAL HARMONY PLAN 2019–2029**  
(File Ref. No. 07-3300-01) (REDMS No. 6309135)

**GP-73**

See Page **GP-73** for full report

*Designated Speakers: Kim Somerville & Dorothy Jo*

### STAFF RECOMMENDATION

*That the Cultural Harmony Plan 2019–2029, as outlined in the staff report titled “Cultural Harmony Plan 2019–2029”, dated November 4, 2019 from the Director, Community Social Development, be approved.*



## COMMUNITY SAFETY DIVISION

- ADDED** 3. **REVIEW OF LICENCING AND ENFORCEMENT OF SHORT-TERM RENTALS**  
(File Ref. No. 12-8275-01) (REDMS No. 6201134 v. 7)

**GP-125**

See Page **GP-125** for staff memorandum

**GP-135**

See Page **GP-135** for full report

*Designated Speaker: Carli Williams*

### STAFF RECOMMENDATION

- (1) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;*
- (2) *That a business licensing program for Short-Term Boarding and Lodging be introduced and:*
  - (a) *That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licensing program; and*
  - (b) *That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licensing program, including new ticketing provisions, for Short-Term Boarding and Lodging:*

- (i) *Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;*
  - (ii) *Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;*
  - (iii) *Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;*
  - (iv) *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and*
  - (v) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and*
- (3) *That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report “Review of Licencing and Enforcement of Short-Term Rentals” dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.*



DEPUTY CAO'S OFFICE

**ADDED** 4. **RICHMOND COUNCIL CODE OF CONDUCT**

(File Ref. No. 01-0005-01) (REDMS No. 6319868 v. 4)

**GP-158**

[See Page GP-158 for full report](#)

*Designated Speaker: Jason Kita*

STAFF RECOMMENDATION

*That the Richmond Council Code of Conduct as presented in Attachment 1 of the report titled, “Richmond Council Code of Conduct,” from the Director, Corporate Programs Management Group, dated November 8, 2019 be approved.*



ADJOURNMENT





## General Purposes Committee

Date: Monday, November 4, 2019

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:01 p.m.

### AGENDA ADDITION

It was moved and seconded  
*That the Ferry Terminal on Sea Island be added to the agenda as Item No. 8.*

**CARRIED**

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on October 21, 2019, be adopted as circulated.*

**CARRIED**

## General Purposes Committee

### Monday, November 4, 2019

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#### DELEGATION

1. Sean Spear, RainCity Housing, spoke on the management of the housing facility at 6999 Alderbridge Way, noting the following:
  - the housing facility has a capacity of 40 residents and to date, only one resident has moved on from the program;
  - residents have access to in-unit kitchens, a meal program and social activities;
  - the program collaborates with local community groups such as local churches;
  - a Community Advisory Committee was established with community representatives from groups such as neighbouring residents, Richmond RCMP, the City of Richmond, and Vancouver Coastal Health;
  - the program management conducts daily inspections of the site's surrounding area for litter and drug paraphernalia;
  - a 24-hour complaint line is available and the program management actively responds to complaints; and
  - the program works collaboratively with other community groups to provide support for the homeless population in the city.

Discussion ensued with regard to (i) the program's tenant selection process, (ii) available temporary shelters during the winter, (iii) and unit accessibility.

In reply to queries from Committee, staff noted that future expansion of housing facilities in the city are being examined.

#### FINANCE AND CORPORATE SERVICES DIVISION

2. **MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT) REVENUE FROM ONLINE ACCOMMODATION PLATFORMS**

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

Discussion ensued with regard to the distribution of the general MRDT revenue to Tourism partners. In reply to queries from Committee, staff noted that the proposed bylaw would permit the distribution of Online Accommodation Platforms revenues to Affordable Housing initiatives.

As a result of the discussion, staff were directed to provide a memorandum on the distribution structure of the general MRDT revenue.

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It was moved and seconded

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

**CARRIED**

3. **2020 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 6307140 v. 2)

A proposal to amend the Planning Committee meeting schedule was distributed (attached to and forming part of these minutes as Schedule 1).

Discussion ensued with regard to (i) reviewing the distribution schedule for Council and Committee meeting agendas (ii) accommodating the meeting schedule for the UBCM convention meeting, (iii) agenda distribution structures in other municipalities and, and (iv) simplifying the public posting of the Council and Committee agendas.

It was suggested that the first Committee meetings in 2020 be delayed to January 7 and 8, 2020 to accommodate for the winter break.

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

It was moved and seconded

*That staff review the Council and Committee meeting schedule and agenda distribution process, and identify opportunities to optimize the schedule, and report back.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DIVISION**

4. **2020 DISTRICT ENERGY UTILITY RATES AND BYLAW HOUSEKEEPING AMENDMENTS**

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

It was moved and seconded

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

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

The question on the motion was not called as discussion ensued with regard to the proposed rates for services and the service fees associated with pre-development of sites and incentivizing development of energy efficient buildings.

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

## COMMUNITY SAFETY DIVISION

### 5. **REVIEW OF LICENCING AND ENFORCEMENT OF SHORT-TERM RENTALS**

(File Ref. No. 12-8275-01) (REDMS No. 6201134 v. 7)

In accordance with Section 100 of the *Community Charter*, Cllr. Day declared to be in a conflict of interest as her husband owns a short-term rental business, and Cllr. Day left the meeting – 4:41 p.m.

A revised staff recommendation on the Review of Licensing and Enforcement of Short-Term Rentals was distributed (attached to and forming part of these minutes as Schedule 2).

In reply to queries from Committee, staff noted that (i) staff are recommending that two temporary bylaw enforcement officers be added and that those positions be reviewed in one year, (ii) bylaw officers are able to issue multiple fines for multiple violations, (iii) the proposed bylaw amendments will introduce a licensing program for commercial short-term boarding and lodging and will exclude non-profit activities such as sports hosting or cultural exchanges, (iv) there is a 500m buffer restriction between bed and breakfast businesses, however there are no distance restrictions between board and lodging sites, (v) board and lodging sites must be occupied by the permanent resident living in the same site, (vi) should the proposal proceed, news releases on the matter will be produced to increase public awareness of the new regulations, and (vii) staff can examine options to incorporate outstanding violation fines into the owner's property taxes.

## General Purposes Committee

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Discussion ensued with regard to (i) introducing permanent bylaw enforcement officer positions, (ii) reviewing options to permit additional bed and breakfast businesses by reducing the 500m buffer regulation, (iii) tracking the number of illegal boarding and lodging sites on online posting platforms, (iv) reviewing the ownership structure of bed and breakfasts and boarding and lodging operations to restrict such operations to a sole-proprietorship structure, (v) reviewing the licensing fees, (vi) the implementation timeline, and (vii) examining an increase of the minimum rental period for long-term housing to 90 days.

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

It was moved and seconded

***That the staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety, be referred to staff to review the ownership and occupation requirements in relation to boarding and lodging sites and that such requirements be consistent with current regulations related to the ownership and occupation requirements of bed and breakfast sites, and report back.***

**CARRIED**

Discussion ensued with regard to the incorporation of short-term rental violation fines into the owner's property taxes, and as a result, the following **referral motion** was introduced:

It was moved and seconded

***That staff examine the process to include short-term rental violation fines to the property taxes, and report back.***

**CARRIED**

Discussion then took place on the 500m siting requirements for bed and breakfast businesses, and as a result a referral motion was introduced to review siting requirements for bed and breakfasts, but failed to receive a seconder.

Cllr. Day returned to the meeting – 5:15 p.m.

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

Discussion ensued with regard to the bylaw staffing levels, and as a result there was agreement that the staffing and service levels be reviewed after one year.

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It was moved and seconded

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

**CARRIED**

**COMMUNITY SERVICES DIVISION**

**7. LOCAL ART PLANS, VISION AND THEMES, OPPORTUNITIES FOR YOUNG AND EMERGING ARTISTS AND COUNCIL APPROVAL OF PRIVATE DEVELOPMENT PUBLIC ART AND DEVELOPER CONTRIBUTIONS – NEW POLICY**

(File Ref. No. 11-7000-00) (REDMS No. 6272541 v. 7)

Discussion ensued with regard to (i) introducing an art review process for Council only during the initial art project phase, (ii) encouraging opportunities to support local and emerging artists, and (iii) considering options to escalate the review process for higher-cost projects.

In reply to queries from Committee, staff noted that (i) currently, the terms of reference for a proposed project are presented to Council, followed by the final selection process, (ii) the proposed policy would grant Council the ability to refuse public art contributions on private property, (iii) the public art program is a voluntary contribution made by developers and there is a high participation rate by developers, and (iv) a review of the amenity contribution rates by developers can be considered.

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

It was moved and seconded

*That the staff report titled, “Local Art Plans, Vision and Themes, Opportunities for Young and Emerging Artists and Council Approval of Private Development Public Art and Developer Contributions – New Policy” from the Director, Arts, Culture and Heritage Services dated September 17, 2019, be referred back to staff to examine:*

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- (1) *the harmonization of procedures for public art development on private and public property, which provides the terms of reference and concepts for Council consideration only at the initial application phase;*
  - (2) *potential monetary thresholds and options for the allocation of voluntary developer public art contributions; and*
  - (3) *whether preference can be given to local and emerging artists in public art projects;*
- and report back.*

The question on the motion was not called as discussion ensued with regard to allocation options for the voluntary developer public art contributions, including allocation to art programs and defining a transparent public art approval process.

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

8. **FERRY TERMINAL ON SEA ISLAND**  
(File Ref. No.)

An article from the *Richmond News* titled, "Ferry Terminal at YVR 'suggested as province looks at B.C. Ferris' future", dated October 22, 2019, was distributed (attached to and forming part of these minutes as Schedule 3).

Discussion ensued with regard to the history of ferry terminal proposals in Sea Island and utilizing local waterways for transportation alternatives.

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

It was moved and seconded

*That staff examine the status of the proposal by the Province to develop a B.C. Ferry terminal in Sea Island, and report back.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:56 p.m.).*

**CARRIED**

**General Purposes Committee**  
**Monday, November 4, 2019**

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Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, November 4, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator

Schedule 1 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
November 4, 2019.

Motion Council Schedule 2010

Carol Day

Nov 3rd 2019

Whereas the Clerk's office has been unable to prepare the agenda's for City Council meetings with five business days between committee meetings and the Council meetings and the primary obstacle is the meetings schedule and

Whereas the council motion to allow 5 business days between committee meetings and council meetings has not been achieved and

Whereas the public have not been able to access council agendas and content five business days prior to Council meetings and

Whereas city staff often have 10 to 12 revisions to the agenda each week and

Whereas Metro Vancouver and the City of White Rock are able to provide 5 business days spread between committee meetings

Be it resolved that the following changes to the 2020 Council Meeting Schedule be made and staff be given further direction to follow councils decision for five business days spread between Committee meetings and council meetings for Content and Agendas.

Changes to Council Schedule for 2020 please note in all cases the alternative Committee would move to the planning committee scheduled meeting spot.

Planning committee changes

January Jan 14 and 28th

February Feb 11th and 25th

March Mar 10th and 24 th

April Apr 15th and 28th

May May 12th and 26th

June June 9th and 23rd

July July 14th and 20th

Aug no change

September Sept 8th and 16th

October Oct 13th and 27th

November Nov 10th and 24th

December Dec 8th

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

Schedule 2 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
November 4, 2019.

## ON TABLE ITEM

Date: November 4, 2019  
Meeting: OPEN CIP  
Item: 5



City of  
Richmond

## REVISED Report to Committee

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

### Staff Recommendation

1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;
2. That a business licencing program for Short-Term Boarding and Lodging be introduced and:
  - a. That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licencing program; and
  - b. That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:
    - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
    - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
    - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
    - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
    - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and
3. That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.

Cecilia Achiam  
General Manager, Community Safety

GP - 12 PHOTOCOPIED

NOV 04 2019



## Ferry terminal at YVR 'suggested' as province looks at B.C. Ferries' future

Kirsten Clarke / Richmond News

OCTOBER 22, 2019 03:00 PM



The provincial NDP government is looking at the future of BC Ferries, including a suggestion to build a terminal on Iona Island near YVR. Photograph By BC FERRIES / FACEBOOK

Schedule 3 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, November 4, 2019.

A government review of BC Ferries has raised the idea of building a terminal on Iona Island near YVR.

The idea, floated in a [2018 report](#), would "significantly reduce" crossing times to Vancouver Island and would better connect ferry passengers to the airport and Canada Line.

The suggestion was one of many which prompted the provincial government to consider making big changes to BC Ferries.

In 2011, the option of having an aviation fuel off-loading facility off the west coast of Sea Island – as part of an airline consortium's fuel delivery plan – was dismissed by the [proponent's marine engineers](#), due to a number of practical and environmental concerns.

The issues included the location being "exposed" and the "proximity to environmentally sensitive foreshore and intertidal habitats, including the land designated as a Regional Park (Iona Beach) and Sea Island Conservation Area."

The consortium instead chose to locate the facility on the south arm of the Fraser River.

Over the next few months, the NDP government will start the process of public consultation as it works to develop a vision for the ferry service.

In 2017, the province hired Blair Redlin — who was deputy transportation minister in the last provincial NDP government — to review coastal ferry services.

His report, published in June 2018, asks the government to think big and "identify potential new ferry services or terminals that respond to changed settlement patterns."

As well as the Iona Island terminal idea, other suggestions included examining the future of the Horseshoe Bay terminal and a possible passenger-only service from the Sunshine Coast to the Burrard Inlet, as well as ways to reduce greenhouse gas emissions.

Claire Trevena, B.C.'s transportation minister, will be [holding a series of seven meetings](#) this winter with stakeholders in Vancouver, across Vancouver Island and on Salt Spring Island and Haida Gwaii.

And in the new year, when an online engagement is set to launch, British Columbians will be able to weigh in on the conversation.

“We want to continue the conversation and hear from people on what they would like to see for coastal ferries in the future — from things like looking at how transportation needs have changed over the years, or how we can better integrate all modes of transportation into the ferry system,” said Trevena.

**RICHMOND  
NEWS**



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam  
General Manager, Community Safety  
**Date:** September 30, 2019  
**File:** 12-8080-12-01/Vol 01  
**Re:** **Non-Farm Use Fill Application for the Properties Located 11300 & 11340  
Blundell Road (Athwal & Yau)**

### Staff Recommendation

That the Non-Farm Use Fill Application submitted by Mandeep Athwal for the properties located at 11300 and 11340 Blundell Road proposing to deposit soil for the purpose of improving drainage and transitioning to a machine harvest blueberry plantation be referred to the Agricultural Land Commission (ALC) for the ALC's review and decision.

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

Att. 6

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Engineering	<input checked="" type="checkbox"/>
Policy Planning	<input checked="" type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

The City of Richmond is in receipt of a Non-Farm Use Fill application submitted by Mandeep Athwal (the “Applicant”) for the properties located at 11300 and 11340 Blundell Road (the “Properties”). The intent of the application is to deposit soil for the purpose of improving the current poor drainage on the Properties and “site trafficability to transition from the existing hand-harvest blueberries to a new machine harvest blueberry plantation.”

The Properties are situated within the Agricultural Land Reserve (the “ALR”) and are subject to provisions of the *Agricultural Land Commission (ALC) Act, ALR Use, Subdivision, and Procedure Regulation* (the “Regulation”), and the City’s *Soil Removal and Fill Deposit Regulation Bylaw No. 8094* (the “Bylaw”). The application to deposit soil is considered to be a Non-Farm Use (NFU) by the ALC.

Pursuant to applicable provincial regulations, a NFU soil deposit application requires Council authorization to be referred to the ALC for their review and approval. As such, a NFU soil deposit application must be submitted to the City for review and a decision from Council. Should the application be referred to the ALC and should it subsequently be approved by the ALC, the Applicant would be required to satisfy the City’s requirements outlined in the Bylaw before a soil deposit permit would be issued by the City.

The proponent has satisfied all of the City’s referral requirements for submission to the ALC.

There are currently no outstanding referrals with respect to soil deposition on or removal from ALR or non-ALR lands.

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

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

*2.3 Increase emphasis on local food systems, urban agriculture and organic farming.*

### Analysis

The Properties are zoned AG1 (Agriculture). The current zoning permits a wide range of farming and compatible uses consistent with the provisions of the *ALC Act and Regulation* and the City’s *Official Community Plan and Zoning Bylaw*.

The Applicant is proposing to deposit 17,500 cubic metres of soil over approximately 3.5 ha. The soil deposit area will consist of 1.7 ha at 11300 Blundell Road and 1.8 ha at 11340 Blundell Road.

Uses on Adjacent Lots

- To the North: ALR - Land is in agricultural production
- To the East: ALR – Land is in agricultural production
- To the South: ALR – Land is not in agricultural production
- To the West: ALR – Land is in agricultural production

Table 1: Existing Information and Proposed Changes for the Properties

Item	Existing	Proposed
Owner (11300 Blundell Rd)	Keerat Athwal	No change
Lot Size	2.0 ha (4.93 acres)	No change
Owner (11340 Blundell Rd)	Yamie Yau	No change
Lot Size	1.98 ha (4.89 acres)	No change
Applicant	Mandeep Athwal	No change
Authorized Consultant	Eyrne Croquet (Statlu Environmental Consulting)	No change
Land Uses	Properties are currently not in production	Blueberry production
Official Community Plan (OCP) Designation	Agriculture (both Properties)	No change
ALR Designation	Properties are within the ALR	No change
Zoning	AG1 (both Properties)	No change
Riparian Management Area (RMA)	NA	NA

Project Overview

A Fill Placement Plan (the “Fill Plan”) has been provided by Eyrne Croquet, M. Sc., P. Ag., P. Geo. (Statlu Environmental Consulting). The total project area within the Properties is approximately 3.5 hectares (8.65 acres). Contrary to the Fill Plan, the Properties are currently not in agricultural production as four (4) acres of blueberry plants were removed in 2018 due to disease and damage owing to excessive water. The clearing of the fields occurred after the Applicant had submitted the soil deposit application and the agrologist had provided the initial Fill Plan.

The proposed scope of the project involves placing 17,500 cubic metres of soil (approximately 2,500 truckloads) at an average depth of 50 cm (20 inches) to improve the drainage and machine trafficability. The Applicant has advised that the project will take 2-3 years to complete (not a few months as noted in the agrologist report) as the timeline for completion is heavily dependent on ensuring the appropriate soil is sourced to complete the project as proposed.

The Fill Plan summarizes the following:

- Site description (ie. current soil and agricultural conditions)
- Current and future climate conditions and impacts to the Properties
- Type of soil necessary for project completion
- Project completion recommendations (ie. erosion and sediment control, invasive species management, etc.)
- Post-fill agricultural capability

The Fill Plan underscores the importance of preserving existing topsoil on the site as it will “enhance agricultural capability” post-project completion. The Applicant intends to stockpile surface soil that is to be placed over imported soil. This is similar in practice for the Council endorsed project currently underway at 14791 Westminster Highway (Sixwest Holdings).

Soil sourcing has not commenced at this time due to the considerable period of time involved with respect to the application process and seeking approval from the City and ALC.

#### Staff Comments

Should the application to be approved, staff will prepare a comprehensive soil deposit permit (the “Permit”) that addresses a number of key areas, including, but not limited to, reporting requirements, invasive species, public safety, drainage, restricting impacts to neighbouring properties and City infrastructure, security deposits, and the permitted hours/days of operation.

Should the Permit be granted by the City, the applicant will be required to take all required measures to prevent sedimentation of any stream, creek, waterway, watercourse, ditch, drain, catch basin, culvert, or manhole either on or adjacent to the Properties. The City has the authority to require that erosion and sediment control measures (ESC) be installed and inspected by a qualified professional prior to soil deposit operations commencing. City staff will also inspect to ensure compliance prior to the importation of any soil. There will be a separate condition within the Permit that requires that such measures be sustained throughout the duration of the project.

The Permit holder will be required to maintain an accurate daily log of trucks depositing soil on the site. At the sole discretion of the City, alternate measures may be required (i.e. survey, etc) in order to determine the volume of soil deposited on the Properties.

As a condition of the Permit, staff will require that the project be monitored by a professional agrologist and that the agrologist provide the City inspection reports every 3,000 cubic metres unless determined otherwise by the ALC or upon request by City staff. Regular reporting will include that the agrologist inspect the soil at the source site(s) and provide a written assessment report prior to delivery to ensure that only the appropriate soil is delivered to the site.

Should an agrologist not be retained or cease providing regular oversight and reporting, the City would reserve the right, as per the Permit conditions, to suspend and/or void the Permit until such time as a new qualified agrologist, agreeable to the City and ALC, is retained to monitor the project and provide regular reporting.

Permit conditions will provide staff the latitude to request a geotechnical report at any time should the Manager of Community Bylaws or designate consider it necessary. Staff will require a closure report from the geotechnical engineer following completion of the project.

In addition to the expected reporting requirements of the agrologist-of-record or other qualified professionals as per the City and ALC, City staff will maintain proactive inspection and enforcement on the Properties that will include the following:

- multiple site inspections per week of the Properties at the onset of the project to ensure conditions of the SDP issued by the City are being maintained;
- weekly site assessments to continue to be undertaken when soil importation is underway to ensure the City's SDP conditions are respected;
- meet on-site with the site supervisor a minimum of two (2) times per month;
- maintain communications with the agrologist-of-record and the project coordinator on a monthly basis;
- review agrologist reports to ensure conditions of the SDP and ALC approval terms are being satisfied; and
- advise the ALC of concerns relative to the project and request that ALC staff undertake inspections to ensure compliance with the approval conditions when deemed necessary.

As per the Permit conditions, the City's security deposit will not be returned until all conditions as stated in the Permit and the ALC approval are satisfied in their entirety, to the satisfaction of the City. This will include confirmation of the project completion via final report from the owner's agrologist-of-record. City staff is to conduct a final inspection and receive confirmation from the ALC that the project has been completed as per ALC approval prior to closing the file.

The City's Flood Protection Management Strategy identifies raising land levels within all areas of the City as a key overall long-term objective, and that the City will strategically encourage land levels to be raised where such raising is proposed to meet other objectives, such as agricultural viability.

#### Richmond Food Security and Agricultural Advisory Committee (FSAAC) Consultation

The applicant presented the proposal to the FSAAC on September 12, 2019. The Committee unanimously supported the proposal and passed the following motion:

That the Food Security and Agricultural Advisory Committee support the Soil Deposit Application at 11300 & 11340 Blundell Road as presented, subject to the following conditions:

- Submission of an acceptable farm plan and execution of the farm plan;
- Site monitoring and inspections as per Community Bylaws requirements;
- Use of approved alluvial soil; and
- Performance bond as per Agricultural Land Commission requirements.

### *Agricultural Considerations*

As noted, the proponent provided a Fill Placement Plan (Attachment 1) prepared by a qualified agrologist as required by the City. Subsequent to the FSAAC meeting, the applicant provided a consolidated Farm Plan (Attachment 2) specifying additional detail in regards to the project and a Technical Memorandum (Attachment 3) regarding the FSAAC's condition with respect to alluvial soils.

The Fill Plan outlines the existing site and soil conditions (ie. current land capability). The Fill Plan also provides recommendations regarding how the project should be undertaken. This includes site preparation, monitoring, how to manage existing topsoil (ie. stockpiling plan) prior to importation, acceptable soil required to complete the project and reporting measures. Such recommendations have been reviewed by staff and in some cases will be strengthened within the City issued soil deposit permit should approval be granted.

The agrologist concludes:

*“if fill placement proceeds, the agricultural capability of the fill area will improve from Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations to Class O3.”*

The Technical Memorandum provided by the agrologist-of-record outlines how source sites are evaluated and addresses the type of soil necessary to properly complete the project. The memorandum provides an overview of alluvial soils and potential limitations surrounding suitability for this proposed project. As noted by the agrologist-of-record with respect to the FSAAC's comment regarding using approved alluvial soil:

*“It is possible to impose a condition for soil quality that will respect the desire to use good agricultural soil on a fill site without imposing unintended limitations to successfully completing the project in a timely manner. One method is to focus on physical and chemical properties of the soil to be imported. This method increases the number of potential source sites because it focuses on soil properties that are not dependent on soil parent material types.”*

The Fill Plan and Technical Memorandum have been reviewed by an independent consultant, Bruce McTavish (MSc, MBA, PAg, RPBio) on behalf of the City. Mr. McTavish states that the reports have provided sufficient and accurate information regarding the current soil conditions for the Properties and that the proposal satisfies the requirements of *ALC Policy P-10 - Criteria for Agricultural Capability Assessments*.

### *Financial Costs and Considerations for the Applicant*

Due to ongoing and approved development within the City of Richmond and the Lower Mainland, developers and contractors must find a location (the “End Site”) that will accept soil that needs to be excavated and removed off-site to facilitate development. Due to such demand, a market has been created in which End Site owners can generate income via tipping fees. Such fees are variable depending on the location, type and volume of soil, and season. Contractors are

willing to pay a premium based on location (the “Source Site”) of the soil to the End Site in order to reduce considerable trucking costs.

Although End Site owners derive income due to such tipping fees, soil deposit projects are not without significant costs to the Permit holder. It is anticipated that the applicant may receive tipping fees in excess of \$300,000. However, the income derived through tipping fees shall be offset by costs estimated to be in excess of \$300,000 due to upfront reporting expenditures, site preparation, project management (ie. soil monitoring), daily personal and machine expenditures, ongoing inspection and reporting, drainage upgrades, and final reporting expenses.

Please refer to Attachment 4 for the table outlining the upfront and estimated future project costs as provided by the Applicant.

#### *Drainage & Geotechnical Considerations*

The applicant provided a Geotechnical Report (the “Report”) produced by Braun Geotechnical Ltd. and a drainage and grading plan produced by Core Concept Consulting. City Engineering staff have reviewed the drainage and grading plan and the Report (Attachment 5) and are satisfied with the conclusions of the Applicant’s qualified professionals.

The Report focuses on current soil conditions and outlines site preparation requirements necessary to ensure the project does not impact neighbouring lands. The Report highlights that due to the proposed 4.5 m setback from property lines, “offsite settlement due to the proposed site filling is not anticipated.”

Subsequent to the FSAAC meeting, the Applicant provided an additional Drainage Memorandum (Attachment 6) addressing the construction of berms and the pumping of excess water to improve current drainage conditions.

The memorandum contends that such a proposal is problematic and does not serve to improve the current conditions due to “the current topsoil [having] poor drainage” and the potential for mechanical failure. As per the memorandum, the Applicant proposes to create passive drainage system that:

*“directs the water from the south end of the site to the storm sewer in Blundell Road to the north. As Blundell Road is higher than the property, the site needs to be raised so that the water that ponds at the south end of the property can drain to the storm system on Blundell Road.”*

#### *Environmental Considerations*

The Applicant is exempt from an Environmentally Sensitive Area Development Permit (ESA DP) as a farm plan was provided to the City consistent with the exemptions permitted in the *Official Community Plan*. Despite the ESA DP exemption, the ESA designation remains on the Properties. Any future change to the proposed land use may require ESA restoration should the owner decides to stop farming.

### *Road and Traffic Considerations*

Transportation staff have reviewed the proposal. A Traffic Management Plan will be required to be submitted and reviewed by City staff prior to the Permit being issued to ensure site traffic is properly managed and public safety is addressed. The applicant has been advised that Blundell Road has a nine tonne load limit; therefore all trucks entering and exiting site will be required to use No. 5 Road.

### Security Bonds

Should the proposal receive approval and permit be granted, the City will require that the applicant provide the following security bonds prior to Permit issuance:

- \$5,000 pursuant to s. 8(d) of the current *Boulevard and Roadway Protection Regulation Bylaw No. 6366* to ensure that roadways and drainage systems are kept free and clear of materials, debris, dirt, or mud resulting from the soil deposit activity; and
- \$10,000 pursuant to s. 4.2.1 of the current *Soil Removal and Fill Deposit Regulation Bylaw No. 8094* to ensure full and proper compliance with the provisions of this Bylaw and all other terms and conditions of the Permit.

Staff will recommend to the ALC, as a condition of approval, that the applicant be required to post a substantial performance bond in a form and amount deemed acceptable by the ALC. The performance bond should be of a sufficient amount to ensure that all required mitigation and monitoring measures are completed as proposed and to ensure the rehabilitation of the Properties may be implemented in the event the project is not completed. The performance bond will be held by the ALC.

### *Alternatives to Council Approval*

Should Council not authorize staff to refer the proposal to the ALC for their review and decision; the application will be considered to be rejected. Council may add additional recommendations for ALC consideration and/or conditions within a referral to the ALC, similar to conditions already provided within this report.

### **Financial Impact**

None.

## Conclusion

Staff is recommending that the Non-Farm Use Fill Application for the properties located at 11300 and 11340 Blundell Road be referred to the ALC to determine the merits of the proposal from an agricultural perspective as the proponent has satisfied all of the City's current reporting requirements.



Mike Morin  
Soil Bylaw Officer, Community Bylaws  
(8625)

- Att.    1: Fill Placement Plan (23 Nov 2018)  
          2: Farm Plan (07 Oct 2019)  
          3: Technical Memorandum (28 Oct 2019)  
          4: Project Cost Table (21 May 2019)  
          5: Geotechnical Report (05 Dec 2018)  
          6: Drainage Memorandum (15 Oct 2019)



## FILL PLACEMENT PLAN - REVISED

### 11300 and 11340 Blundell Road, Richmond, BC

Project Number: 16-102

November 23, 2018

*Client:*

Jack Of All Trades Inc.	<i>and</i>	Sonic Development Ltd.
Mandeep Athwal		Andy Yau
11300 Blundell Road		11340 Blundell Road
Richmond, BC V6Y 1L3		Richmond, BC V6Y 1L3

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EARTH    WATER    LAND

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## 1.0 INTRODUCTION

Statlu Environmental Consulting Ltd. (Statlu) completed an agricultural capability assessment and fill placement plan for two properties located at 11300 and 11340 Blundell Road in Richmond, BC. This report provides an agricultural assessment for the site in the current condition and estimates the effect that the proposed fill placement will have on agricultural capability. It includes recommendations for land filling with the intent of preserving or enhancing agricultural capability. The report was revised in August 2018 to include a more detailed explanation of managing organic soils and to address concerns about fill source sites.

Eryne Croquet, M. Sc., P. Ag., P. Geo., conducted the field work and prepared the report. The soil survey was conducted at a detailed survey intensity level (1:5000 scale or larger) and used soil description terms and methods found in the Canadian System of Soil Classification (1998) and the Field Manual for Describing Terrestrial Ecosystems (2010). Soil survey and agricultural capability assessments are within Ms. Croquet's area of expertise and she has worked on similar assessments in the Fraser Valley since 2008.

The proposed fill project concerns two properties, 11300 and 11340 Blundell Road, in Richmond BC. The plan is to place a total of 17,500 m<sup>3</sup> of agricultural fill over a total of 3.5 ha that covers 1.7 ha at 11300 Blundell Road and 1.8 ha at 11340 Blundell Road. The purpose of fill placement is to improve poor soil drainage and site trafficability to transition from the existing hand-harvest blueberries to a new machine harvest blueberry plantation.

The project is expected to last for a few months although timelines depend upon the availability of good-quality fill. Surface soil from the site will be stockpiled before fill is brought to the site and will be placed over the fill surface to create soil profile that is well suited for soil-based agriculture.

## 2.0 SITE DESCRIPTION

The proposed fill area covers two properties. The western property is 11300 Blundell Road (PID 004-337-166). It is 1.99 ha (4.93 acres). The eastern property at 11340 Blundell Road (PID 004-337-174) is 1.98 ha (4.89 acres). Both properties are within the Agricultural Land Reserve (ALR), and are zoned AG1, according to the Richmond Zoning Bylaw 8500.

The properties lie on very flat land that was formed by sedimentation by Fraser River, followed by subsequent bog growth. The landscape is characterized by poor drainage that fosters the development of deep organic deposits over mineral sediments.

### 2.1 Land Uses

Both properties are used for blueberry production. Each property has a house and yard area on the north side, close to Blundell Road.

The properties are surrounded to the west, north, and east by agricultural properties. The property to the south is a City of Richmond Environmentally Sensitive Area. Most of the surrounding agricultural properties are used for blueberry production.

The blueberry plantations on the properties were planted nearly 30 years ago. The plantations were designed for hand-picking and are poorly suited to machine harvesting. Due to changes in the blueberry industry, the owners wish to replant with blueberries that will be suited to machine harvesting. Machine harvesting requires shorter blueberry plants, appropriate row spacing, and trafficable spaces between the rows for machines.

### 2.2 Landscape and Topography

The landscape is the flat floodplain on the delta formed by Fraser River. The topography is flat with fine-textured floodplain sediments and organic sediments in depressions and in places with poor drainage. The surficial material is up to 8 m of lowland peat overlying fine textured Fraser River floodplain sediment (Armstrong and Hicock, 1976).

## 2.3 Existing Soils and Land Capability for Agriculture Ratings Maps

Soils in the lower Fraser Valley were surveyed in the 1980s and Land Capability for Agriculture (LCA) ratings were determined for the surveyed area. The soil survey maps were developed from a reconnaissance level soil survey and air photo interpretation and represent a broad interpretation of soils and agricultural capability. Section 3.0 contains a site-specific assessment of the agricultural capability of the property.

The 1981 soil survey (Figure 1) indicates that the soils in the assessment area are Lumbum and Triggs series (Luttmerding, 1980). Both series belong to the Organic order and develop in deep, organic sediments (Luttmerding, 1981). They differ in the degree of decomposition of the organic parent material with Lumbum soils more decomposed than Triggs soils. Lumbum soil is classed as a Typic Mesisol, based on prevalence of partially decomposed organic material in the profile and Triggs are classed as Typic Fibrisol, with undecomposed (fibric) material in the profile.

Both soils are very poorly drained, moderately pervious, have very high water holding capacities, and slow surface runoff. They are limited for agricultural use by high watertables, extreme acidity (pH 3.6 to 4.2), and degree of decomposition. Over-drainage can lead to subsidence and accelerated decomposition of the organic soil. Specialized equipment might be required to cultivate these soils to compensate for their low bearing strength.

The Land Capability for Agriculture (LCA) ratings (Figure 1) describe the general suitability of the land for agriculture (Appendix 1). The classification is 70% Class O4 with excess water and 30% Class O5 with excess water and fertility limitations. The improved classification is 70% Class O3 with excess water and 30% Class O3 with excess water, degree of decomposition or permeability, and fertility limitations

Land in Classes O3 and O4 is considered suited to agricultural uses, with specific management practices to overcome the limitations. Land in Class O5 is not considered well-suited for agriculture because it is either suited to only a narrow range of crops or it requires intensive management to produce crops.

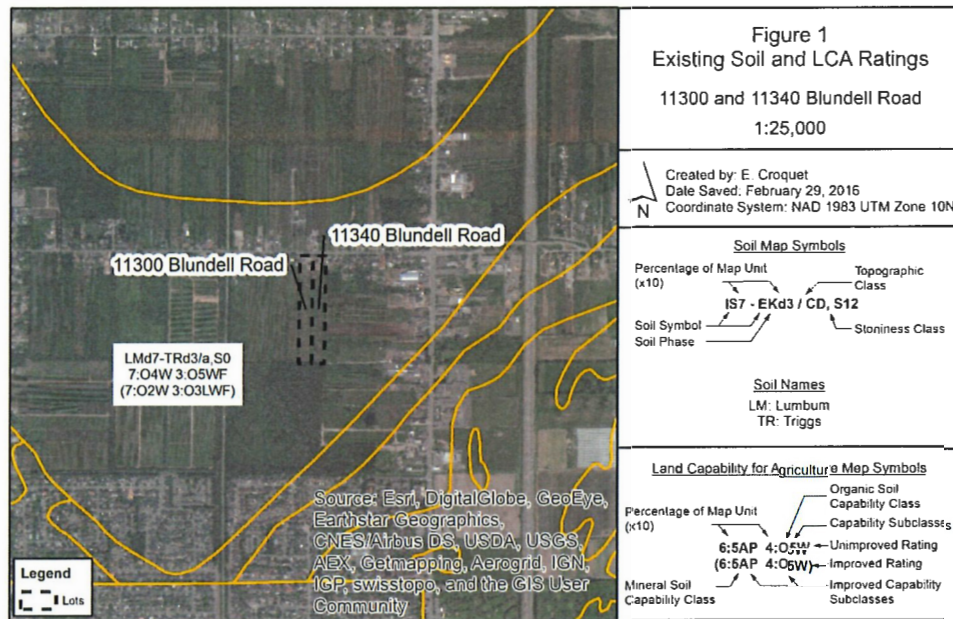


Figure 1: Historic Soil Survey and LCA Ratings Map

The BC Soil Information System<sup>1</sup> is a database that contains soil data used to develop the published soil surveys that includes chemical data that are useful for understanding the fertility limitation for Triggs and Lumbum soils (Tables 1 and 2).

Table 1: Chemical Properties of Triggs Soil

Horizon Designation	Horizon Thickness		CEC (meq/100 g)	Organic C (%)	pH CaCl2	pH H2O	Rubbed Fiber (%)
Of	0	20	158.5	58	2.8	4	80
Of	20	32	163.2	58	2.7	3.7	75
Of	32	62	172.6	58	2.6	3.6	50
Of	62	85	178.5	58	2.8	3.8	50
Of	85	117		58	2.9	4.1	80
Of	117	162		58	3	4.2	50

<sup>1</sup><http://sis.agr.gc.ca/cansis/soils/bc/soils.html>

Table 2: Chemical Properties of Lumbum Soil

Horizon Designation	Horizon Thickness		CEC (meq/100 g)	Organic C (%)	pH CaCl <sub>2</sub>	pH H <sub>2</sub> O	Rubbed Fiber (%)
Of	0	22	178.5	58.00	2.8	3.3	
Om	22	40	173.9	58.00	2.8	3.4	
Om	40	73	164.7	58.00	2.9	3.3	30
Om	73	95		58.00	3.0	3.6	20
Om	95	125		58.00	3.7	4.2	15
Om	125	162		58.00	4.2	4.5	20

Rubbed fiber and organic matter content are used to classify these soils as Organic and to determine the degree of decomposition of the horizons that comprise the profile. Cation exchange capacity (CEC) is an approximation for nutrient-holding capacity because it describes the capacity of the soil to bind cations. Organic soils have high CEC because of the nature of the organic matter<sup>2</sup>. In addition, they typically have acidic pH. Triggs and Lumbum soils share these chemical characteristics. The fertility limitation is based on the acidic pH, rather than a lack of macronutrients.

<sup>2</sup> <http://www.omafra.gov.on.ca/english/crops/facts/93-053.htm#Soil>

### 3.0 LAND CAPABILITY FOR AGRICULTURE ASSESSMENT

I visited the property on April 1, 2016 to describe the soils in four soil pits. The pits were machine excavated and ranged in depth from 63 cm to 90 cm. At each pit, I described the soil profile and made observations about the topography, drainage, and condition of the nearby vegetation. Appendix 2 contains soil profile descriptions, soil photographs, and site photographs. Soil pit locations and Land Capability for Agriculture ratings are shown on Figure 2.

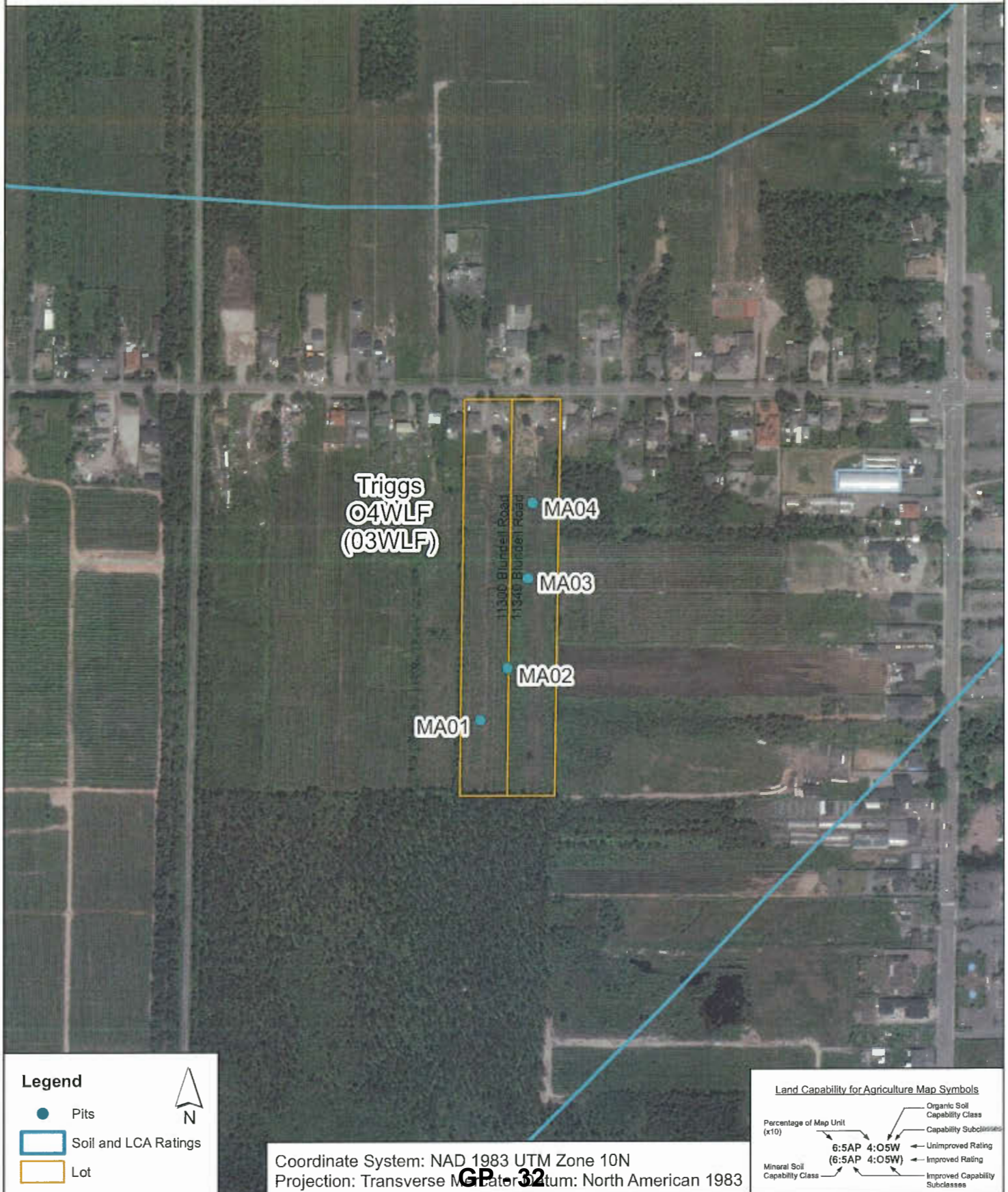
#### 3.1 Soils

Soils in the assessment area have little variability. They developed on very poorly drained partially-decomposed organic deposits. The watertable at the time of assessment was within 35 cm of the surface. The soil classification is Typic Fibrisol because the middle tier of the soil has undecomposed (fibric) horizons. The soil correlates best to the Triggs series.

Organic soils change after long periods of cultivation because the shift from anaerobic to aerobic conditions promotes decomposition of organic matter in the soil, reducing the thickness of the soil and the degree of decomposition of organic matter (Kroetsch et al., 2011). These changes challenge correlating soils observed in the field to the published descriptions. The observed soils most closely match Triggs soil.

#### 3.2 Climate and Climate Change

Climate is an important factor controlling agricultural capability. Climate variables for the property, predicted from the ClimateWNA model (Wang et al., 2012), indicate 10.6 °C mean annual temperature, 1162 mm of annual precipitation, 2258 effective growing degree days (a measure of heat accumulation), a 244 day frost-free period, and a climatic moisture deficit of 219 mm. The climate capability is Class 3A, with a drought or aridity limitation occurring between May 1 and September 30 resulting in a moisture deficit from 116 mm to 190 mm (Coligado, 1980).



Climate change will alter growing conditions in the future. The most significant changes will be changes to the seasonality of precipitation and increased mean annual temperature (Table 1). These changes will create longer periods of saturation during winter and longer, more intense summer drought. Some of these changes will benefit agriculture, but predicted changes in precipitation patterns will require altering management practices, especially during summer droughts.

Table 1: Summary of Climate Change for Greater Vancouver in the 2020s (PICS, 2012)

Climate Variable	Season	Projected Change from 1961-1990 Baseline	
		Ensemble Median	Range (10th to 90th percentile)
Mean Temperature (°C)	Annual	+1.0 °C	+0.5 °C to +1.4 °C
Precipitation (%)	Annual	+4%	-2% to +8%
	Summer	-7%	-16% to +8%
	Winter	+3%	-3% to +9%
Snowfall* (%)	Winter	-22%	-42% to -5%
	Spring	-31%	-62% to -4%
Growing Degree Days (degree days)	Annual	+225 degree days	+104 to +314 degree days
Heating Degree Days (degree days)	Annual	-334 degree days	-479 to -171 degree days
Frost-Free Days (days)	Annual	+13 days	+6 to +20 days

### 3.3 Land Capability for Agriculture Ratings

The land capability for agriculture ratings for the assessment area depends on soil and site conditions. I used the *Land Capability Classification for Agriculture in British Columbia* methods to determine LCA classes (Kenk and Cotic, 1983).

The agricultural capability is Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations. This classification is based on moderate crop loss observed in the field, the fibric nature of the organic soil, and the acidity of the soil. The improved rating is Class O3WLF, based on draining the site and buffering the soil to raise the pH. There is no practical soil management practice that will improve the decomposition limitation.

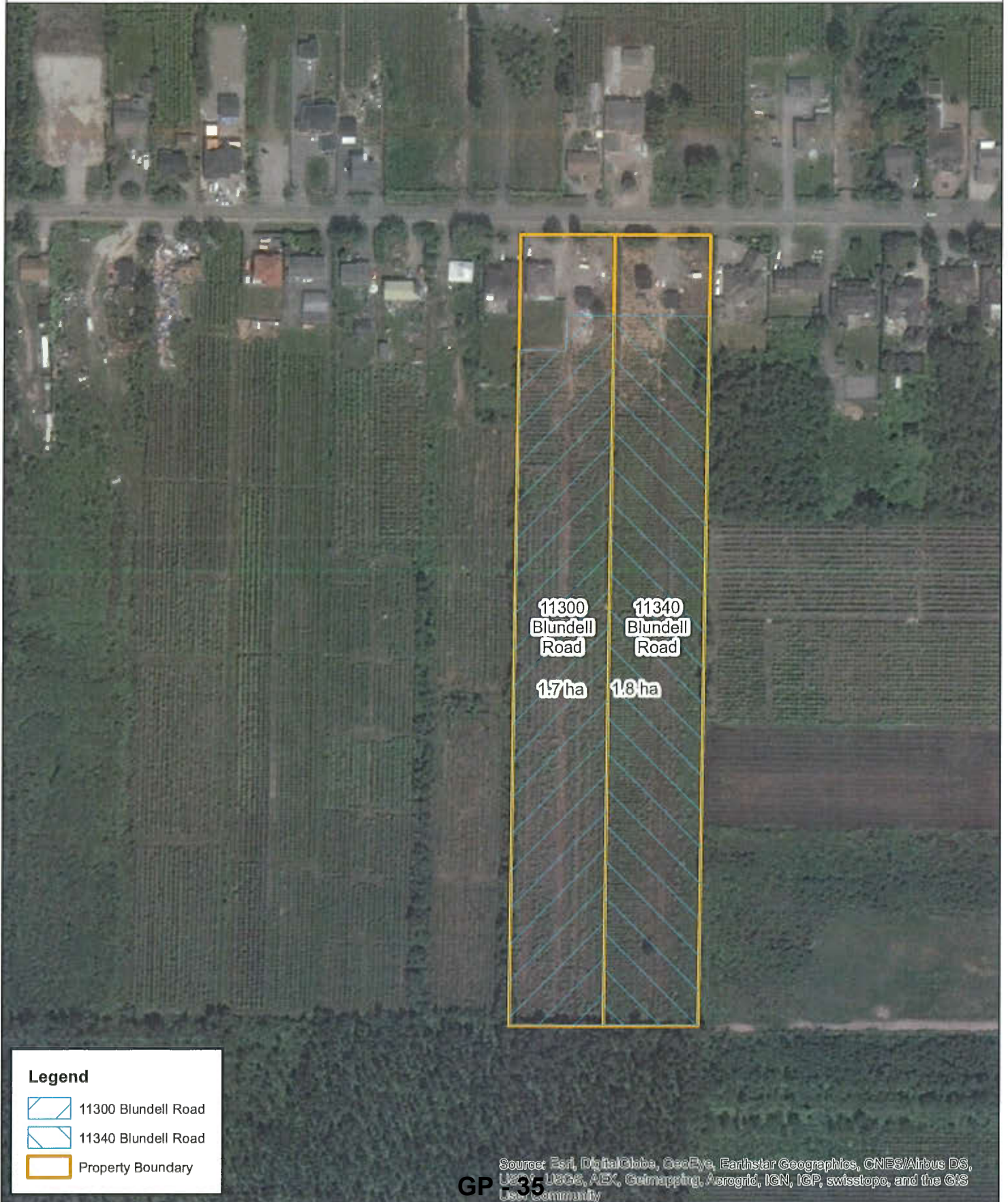
## 4.0 FILL PLACEMENT PROPOSAL

The proposed fill project is to place approximately 17,500 m<sup>3</sup> of fill over the two properties (Figure 3). The fill footprint is 1.7 ha at 11300 Blundell Road and 1.8 ha at 11340 Blundell Road. The properties will receive 8,500 m<sup>3</sup> and 9,000 m<sup>3</sup>, respectively. The fill will have an average thickness of 50 cm across the properties. The surface will be graded to create an even, slightly crowned surface that will direct surface runoff away from the growing area towards perimeter drains that connect to the main drainage parallel to Blundell Road at the north property line. The fill will then be capped with topsoil from the site to create a soil profile well-suited for blueberry production.

### 4.1 Acceptable Fill

Agricultural capability is influenced by soil properties, which increases the importance of using fill that has physical and chemical characteristics that make it suited for agricultural use. It is possible to introduce limitations to agriculture by importing poor quality fill to the site. For example, using stony fill can introduce a stoniness limitation to the site. It is important to consider the agricultural suitability of fill prior to importing it to the site in order to avoid a potential situation whereby adding fill degrades agricultural capability. Specific recommendations for selecting source sites with appropriate soil is described in Section 5.3.

Fill should be selected for properties that will enhance or improve agricultural capability. Therefore, fill should be medium-textured, preferably loam to silt loam, to improve nutrient and water-holding capacity. Fill should be stone-free and should be rich in organic matter. Soils that meet these criteria are generally surface soil (topsoil) from undeveloped or agricultural source sites.



All soils imported to the site must meet the Soil Standards for Agricultural Land (Column 4 of Schedule 3.1 of Contaminated Sites Regulation<sup>3</sup> of the *Environmental Management Act*). Fill should be free of drywall, cement, asphalt, boards, or other construction debris and must not be contaminated.

Fill should not come from areas that have histories of industrial or commercial land use. If contaminated fill material is brought onto the site, the property owners will assume liability for remediating the site or removing the contaminated material. Statlu takes no responsibility if contaminated fill is found at the site.

## 4.2 Managing Organic Soil

Organic soil is derived from partially decomposed to undecomposed plant litter that forms when organic debris accumulates at a much higher rate than it decomposes, usually under anaerobic conditions. Organic soils are very poorly drained, acidic, and have low bulk density (Bertrand et al., 1991). These characteristics mean the soil is easily compacted and has very low bearing capacity. When organic soils are exposed to air, they begin to decompose. Cultivation leads to a loss of structure, which leads to subsidence.

Using organic soils for agriculture requires special management to control the rate of decomposition and subsidence. Decomposition and subsidence are managed by allowing the soils to be saturated during the winter. Managing the soil so that the watertable is at about 15 cm during the winter is recommended to minimize decomposition and subsidence while preserving soil structure closer the surface (Bertrand et al., 1991). In addition, no-till or reduced till practice will preserve soil structure, reduce soil exposure to air, and decrease compaction.

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<sup>3</sup> [http://www.bclaws.ca/civix/document/id/complete/statreg/375\\_96\\_07](http://www.bclaws.ca/civix/document/id/complete/statreg/375_96_07)

### 4.3 Invasive Species Management

Invasive plants are non-native plants that can harm ecosystems<sup>4</sup>. They are fast-growing resilient plants that readily establish themselves on disturbed sites, such as a newly finished fill site. When they become established at a site, they can compete with desired crops for nutrients and water, displace desired vegetation, and increase erosion. They can be introduced in imported fill from an infested source site or from adjacent properties.

Some invasive species are on the noxious weeds list and may require control under the BC *Weed Control Act*<sup>5</sup>. If species on the noxious weeds list are introduced to the site, it will necessary to implement control methods, such as chemical or mechanical treatments. Most of these methods are labour-intensive and expensive. It is best to avoid importing invasive plant species, including noxious weeds, by selecting fill source sites that are free of invasive plants and by ensuring that trucks and other equipment operating on the site are kept clean.

### 4.4 Erosion and Sediment Control

It is not necessary to install structures to prevent sedimentation because there are no streams or creeks near the proposed fill site. Stockpiled topsoil should be covered to prevent soil loss through wind erosion.

### 4.5 Topsoil Management

The intended outcome of topsoil management is to preserve topsoil for constructing the final soil profile. Using topsoil from the site at the surface of the final soil profile will preserve or enhance agricultural capability because this soil is organic and is likely to be better in quality than mineral soil brought on site as fill. Stockpiling the existing organic soil to use at the surface of the reconstructed soil profile will allow for creating a constructed soil profile with similar characteristics to the existing soil but with a slightly higher elevation that should reduce the drainage limitation. At a minimum, 35,000 m<sup>3</sup>, representing 1 m depth, of the existing

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<sup>4</sup> [http://bcinvasives.ca/documents/Field\\_Guide\\_to\\_Noxious\\_Weeds\\_Final\\_WEB\\_09-25-2014.pdf](http://bcinvasives.ca/documents/Field_Guide_to_Noxious_Weeds_Final_WEB_09-25-2014.pdf)

<sup>5</sup> [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/10\\_66\\_85](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/10_66_85)

organic soil, should be stockpiled.

It is important to ensure no topsoil resources are lost to erosion and that topsoil quality is not degraded. Therefore, stockpiled soil should be protected from drying and subsequent wind erosion by covering them with mulch or plastic, or by seeding with a mix of grass and legume seeds. To ensure topsoil does not become compacted, it should be handled only with a moisture content equivalent to field capacity – the moisture content of a soil 24 hours after soils have been saturated.

## 4.6 Constructed Soil Profile

The constructed soil profile will have 100 cm of the stockpiled organic soil at the surface, underlain by 50 cm of loam to silt loam textured imported mineral soil. This is the profile used to estimate the potential improvement to agricultural capability resulting from fill placement.

Since the existing soil is organic, it is essential to prepare the site before importing any fill. The pre-fill preparation must be removal of at least 1 m of the organic surface soil. The removed soil must be stockpiled to be spread over the graded mineral soil fill to construct an agriculturally-appropriate post-fill soil profile. Placing mineral soil directly over organic sediments can displace the underlying organic sediments. In addition, the organic material has low-bearing strength and will be compacted by overlying mineral soil. For these reasons, placing the mineral fill lower in the soil profile will preserve or enhance agricultural capability at the site.

The mineral soil layer in the constructed soil profile will be less permeable than the underlying in situ organic soil and the overlying placed topsoil, which will create a seasonal perched watertable in the overlying soil. The seasonal perched watertable will serve to reduce decomposition and subsidence in the overlying soil but will reduce agricultural capability when the soil is saturated.

The site is expected to have a similar rooting depth after fill placement because the perched water table will not reach the rooting depth, expected to be at about 30 cm depth after filling, during the dry season. The estimated height of the watertable is based on the observed height of the watertable which creates the root restriction.

Organic soils have limited trafficability because they have low bulk densities and are prone to compaction. It is likely that the soil will be more compacted, compared to pre-fill conditions, after fill placement because the physical manipulation of the soil will break the soil structure. In addition, heavy equipment operating on the fill site to spread soil will increase compaction. These factors mean that trafficability will be slightly better after fill placement, however, trafficability will be similar to current conditions when the soil is saturated during wet winter months.

#### 4.7 Post-Fill Land Capability for Agriculture

The post-fill agricultural capability is estimated assuming that fill placement proceeds according to the plan and that the reconstructed soil profile is as described above. The estimated rating will be Class O3 with degree of decomposition - permeability, fertility, and excess water limitations.

Organic soils are challenging to manage for agricultural production because they need to be saturated to prevent soil loss through subsidence but saturation severely limits plant growth (Bertrand et al., 1991). Elevating the ground surface by 50 cm should reduce the drainage limitation. By placing the organic soil over the imported mineral fill, a perched watertable should be created that will keep the organic soil saturated to reduce subsidence. It is expected that there will be some soil loss through subsidence which will reduce the thickness of the Organic soil over time. The rate of subsidence may be as high as 2.5 cm per year under aerobic conditions (Bertrand et al., 1991). Under anaerobic or partially anaerobic conditions, the rate of organic material decomposition will be reduced and the oxidation of organic compounds is not as complete as under aerobic conditions. The rate of mineralization is 5 to 40 times less under anaerobic conditions. Allowing the soil to be saturated for part of the year will control the rate of soil loss while addressing poor drainage during the growing season.

By creating a landscape with slightly higher elevation, the soil will be raised above the height of the existing watertable. Adding the mineral soil at depth will create a situation where the seasonal water table is high enough to reduce soil loss through subsidence and decomposition while increasing agricultural capability by reducing the severity of the drainage limitation.

Degree of decomposition and fertility limitations are inherent properties of the parent material of the soil. These limitations will not be improved by adding fill although fertility limitations can be improved via other soil management practices.

## 5.0 RECOMMENDATIONS

### 5.1 Site Preparation

Before fill is imported to the site, topsoil should be stripped and stockpiled. The site should be inspected by a qualified professional after topsoil is stockpiled but before fill is imported to ensure that an appropriate amount of topsoil is stockpiled and to ensure that stockpiled soil is properly covered.

### 5.2 Monitoring

Fill placement should be periodically monitored to ensure that it proceeds according to the plan. The intent of monitoring is to ensure the project is adhering to professional recommendations and to document progress at the site.

Monitoring visits will be a mix of random spot checks and visits scheduled to coincide with the following milestones:

1. Prior to importing any fill to the site to ensure that topsoil resources are being adequately preserved;
2. At the approximate mid-point of the project, when approximately 8,500 m<sup>3</sup> of fill has been imported to the site;
3. After all the fill is imported to the site and the fill surface has been graded, prior to spreading topsoil; and,
4. When the stockpiled topsoil is spread at the surface.

### 5.3 Fill Source Sites

Since it is impractical to identify fill source sites before a potential fill site has all the necessary permits and approvals, source site verification is difficult. Source site suitability is verified using a combination of desktop investigation of maps, reports, and air photos. In some cases, a source site inspection is necessary.

Fill source sites *must* be approved by a qualified professional before fill is imported to the property. Appropriate source sites will have land uses such as agricultural, parkland, undeveloped, or residential. Soil from sites with prior commercial or industrial land uses are not acceptable for importing to an agricultural site.

Source site addresses should be provided to the responsible professional prior to accepting fill to verify the source site land use and to confirm that the soil will have suitable characteristics. If any Phase I or Stage 1 Contaminated Sites reports are available, they should be provided to the monitoring professional before any fill is imported from that location.

It is likely that the City of Richmond will have a permit condition that requires source site inspection arising out of concerns that soil movement is spreading invasive plants such as Japanese knotweed.

### 5.4 Record Keeping

Accurate and complete records of all fill brought to the site must be kept. The records should include truck counts and information about source sites, including addresses, land use, volume imported, and whether there is an environmental report available. Records will be kept by the fill contractor and will be provided to the professional monitoring the project each month that the site is in operation.

## 5.5 Reporting

A mid-point (when approximately half of the approved fill volume has been imported to the site) email report should be prepared to provide the Agricultural Land Commission (ALC) and the City of Richmond with an update about the site. The report will describe the progress of the fill operation, the condition of the site, the estimated volume of fill imported, and estimate the volume required to complete the project. It should also provide details about fill source site land uses, addresses, and observations of any field inspected source site.

## 5.6 Fill Placement

Fill placement can begin after site preparation has been completed and inspected. Imported fill must not be contaminated and it should be:

- Medium-textured (loam);
- Uncontaminated;
- Free of invasive plant species; and,
- Free of construction debris and other non-soil components.

When the required amount of fill has been imported, the fill surface should be covered with the stockpiled topsoil to create a layer, approximately 1 m thick, of soil well-suited for agricultural uses.

## 6.0 CONCLUSIONS

The proposal is to place approximately 17,500 m<sup>3</sup> of fill over 3.5 ha on two properties located at 11300 and 11340 Blundell Road, Richmond, BC. The intent of fill placement is to improve agricultural use by reducing drainage limitations and increasing trafficability that will aid in transitioning to machine-harvesting for the blueberries.

If fill placement proceeds according to my recommendation, the agricultural capability of the fill area will improve from Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations to Class O3 with degree of decomposition-permeability, fertility, and excess water limitations.

## 7.0 LIMITATIONS

The recommendations provided in this report are based on observations made by Statlu and are supported by information Statlu gathered. Observations are inherently imprecise. Soil, agricultural, hydrological, and drainage conditions other than those indicated above may exist on the site. If such conditions are observed or if additional information becomes available, Statlu should be contacted so that this report may be reviewed and amended accordingly.

This report was prepared considering circumstances applying specifically to the client. It is intended only for internal use by the client for the purposes for which it was commissioned and for use by government agencies regulating the specific activities to which it pertains. It is not reasonable for other parties to rely on the observations or conclusions contained herein.

Statlu prepared the report in a manner consistent with current provincial standards and on par or better than the level of care normally exercised by Professional Agrologists currently practicing in the area under similar conditions and budgetary constraints. Statlu offers no other warranties, either expressed or implied.

## 8.0 CLOSURE

Please contact me should you have any questions or if you require further clarification.

Yours truly,

**Statlu Environmental Consulting Ltd.**

The image shows two professional seals and a signature. On the left is a circular seal for the 'BRITISH COLUMBIA INSTITUTE OF AGROLOGISTS' with the number '2119' and the name 'Eryne Croquet'. To its right is a rectangular seal for the 'PROFESSIONAL PROVINCE OF BRITISH COLUMBIA' for 'E. G. CROQUET # 45130' in the 'GEO SCIENTIST' category. A blue ink signature, 'Drew Brayshaw', is written across both seals. Below the seals, the date 'November 23 2018' is printed.

*Prepared by:*

Eryne Croquet, M. Sc., P. Ag., P. Geo.  
*Agrologist and Geoscientist*

*Reviewed by:*

Drew Brayshaw, Ph. D., P. Geo.  
*Senior Hydrologist and Geoscientist*

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## APPENDIX 1: LAND CAPABILITY FOR AGRICULTURE

This information is summarized from Land Capability Classification for Agriculture in British Columbia (Kenk and Cotic, 1983). It is a classification system developed by the BC government to classify the agricultural land base in terms of suitability for agriculture based on soil properties. It provides pedologists with consistent guidelines for assessing agricultural capability. It is intended for site specific, detailed assessments rather than overview assessments of large areas.

The system classifies mineral and organic soils into one of seven capability classes using easily described soil and landscape factors. The range of suited crops decreases and the management inputs required increase from Class 1 to 7. There are situations where the unique combination of soil, climate, and agricultural practices make land with low capability valuable for agriculture, for example acidic peat soils in the Fraser Valley that are well-suited for growing cranberries or blueberries.

Mineral soils and organic soils are classified in different hierarchies because of the degree of difference in potentials and limitations for agriculture. In general, land in Classes 1 to 4 is suited for agriculture. Class 5 lands support perennial forage crops or specially adapted crops and Class 6 lands are suited for livestock grazing. Class 7 lands are unsuited for agriculture or grazing.

Lands are given two ratings – unimproved and improved. Unimproved ratings are based on actual ground conditions at the time of the assessment. Improved ratings reflect the capability after limitations to agriculture have been alleviated. Examples of common improvements are irrigation, fertilization, drainage, and subsoiling.

LCA ratings for agriculture describes the LCA class and the LCA subclass(es). LCA classes reflect the relative capability for agricultural use and subclasses indicate the type of limitation. When considered together, the class and subclass provide information about the degree and type of limitation to agricultural use.

*Land Capability Classes for Mineral and Organic Soils*

Class	Description	Management Requirements
Class 1 Class O1	no or very slight limitations that restrict agricultural use	<ul style="list-style-type: none"> <li>• level or nearly level</li> <li>• deep soils are well to imperfectly drained and hold moisture well</li> <li>• managed and cropped easily</li> <li>• productive</li> </ul>
Class 2 Class O2	minor limitations that require ongoing management or slightly restrict the range of crops, or both	<ul style="list-style-type: none"> <li>• require minor continuous management</li> <li>• have lower crop yields or support a slightly smaller range of crops than Class 1 lands</li> <li>• deep soils that hold moisture well</li> <li>• managed and cropped easily</li> </ul>
Class 3 Class O3	limitations that require moderately intensive management practices or moderately restrict the range of crops, or both	<ul style="list-style-type: none"> <li>• more severe limitations than Class 2 land</li> <li>• management practices more difficult to apply and maintain</li> <li>• limitations may:               <ul style="list-style-type: none"> <li>○ restrict choice of suitable crops</li> <li>○ affect timing and ease of tilling, planting or harvesting</li> <li>○ affect methods of soil conservation</li> </ul> </li> </ul>

Class	Description	Management Requirements
Class 4 Class O4	limitations that require special management practices or severely restrict the range of crops, or both	<ul style="list-style-type: none"> <li>may be suitable for only a few crops or may have low yield or a high risk of crop failure</li> <li>soil conditions are such that special development and management conditions are required</li> <li>limitations may: <ul style="list-style-type: none"> <li>affect timing and ease of tilling, planting or harvesting</li> <li>affect methods of soil conservation</li> </ul> </li> </ul>
Class 5 Class O5	limitations the restrict capability to producing perennial forage crops or other specially adapted crops (e.g. cranberries)	<ul style="list-style-type: none"> <li>can be cultivated, provided intensive management is employed or crop is adapted to particular conditions of the land</li> <li>cultivated crops may be grown where adverse climate is the main limitation, crop failure can be expected under average conditions</li> </ul>
Class 6 Class O6	not arable, but capable of producing native and/or uncultivated perennial forage crops	<ul style="list-style-type: none"> <li>provides sustained natural grazing for domestic livestock</li> <li>not arable in present condition</li> <li>limitations include severe climate, unsuitable terrain or poor soil</li> <li>difficult to improve, although draining, dyking and/or irrigation can remove some limitations</li> </ul>
Class 7 Class O7	no capability for arable culture or sustained natural grazing	<ul style="list-style-type: none"> <li>all lands not in Class 1 to 6</li> <li>includes rockland, non-soil areas, small water-bodies</li> </ul>

### Land Capability for Agriculture Subclasses for Mineral Soils

LCA Classes, except Class 1 that has no limitations, can be divided into subclasses depending upon the type and degree of limitation to agricultural use. There are twelve LCA subclasses to describe mineral soils. Mineral soils contain less than 17% organic carbon; except for an organic surface layer (SCWG, 1998).

Subclass	Map Symbol	Description	Improvement
Soil moisture deficiency	A	used where crops are adversely affected by droughtiness, either through insufficient precipitation or low water holding capacity of the soil	irrigation
Adverse climate	C	used on a subregional or local basis, from climate maps, to indicate thermal limitations including freezing, insufficient heat units and/or extreme winter temperatures	n/a
Undesirable soil structure and/or low perviousness	D	used for soils that are difficult to till, requiring special management for seedbed preparation and soils with trafficability problems includes soils with insufficient aeration, slow perviousness or have a root restriction not caused by bedrock, permafrost or a high watertable	amelioration of soil texture, deep ploughing or blading to break up root restrictions cemented horizons cannot be improved
Erosion	E	includes soils on which past damage from erosion limits erosion (e.g. gullies, lost productivity)	n/a
Fertility	F	limited by lack of available nutrients, low cation exchange capacity or nutrient holding ability, high or low pH, high amount of carbonates, presence of toxic elements or high fixation of plant nutrients	constant and careful use of fertilizers and/or other soil amendments
Inundation	I	includes soils where flooding damages crops or restricts agricultural use	dyking

Subclass	Map Symbol	Description	Improvement
Salinity	N	includes soils adversely affected by soluble salts that restrict crop growth or the range of crops	specific to site and soil conditions
Stoniness	P	applies to soils with sufficient coarse fragments, 2.5 cm diameter or larger, to significantly hinder tillage, planting and/or harvesting	remove cobbles and stones
Depth to solid bedrock and/or rockiness	R	used for soils in which bedrock near the surface restricts rooting depth and tillage and/or the presence of rock outcrops restricts agricultural use	n/a
Topography	T	applies to soils where topography limits agricultural use, by slope steepness and/or complexity	n/a
Excess Water	W	applies to soils for which excess free water limits agricultural use	ditching, tilling, draining
Permafrost	Z	applies to soils that have a cryic (permanently frozen) layer	n/a

### Land Capability for Agriculture Subclasses for Organic Soil

Organic soils are composed of organic materials such as peat and are generally saturated with water (SCWG, 1998). Subclasses for organic soils are based on the type and degree of limitation for agricultural use an organic soil exhibits. There are three subclasses specific to organic soils. Climate (C), fertility (F), inundation (I), salinity (N), excess water (W) and permafrost (Z) limitations for organic soil are the same as defined for mineral soil.

Subclass	Map Symbol	Description	Improvement
Wood in the profile	B	applies to organic soils that have wood within the profile	removal
Depth of organic soil over bedrock and/or rockiness	H	includes organic soils where the presence of bedrock near the surface restricts rooting depth or drainage and/or the presence of rock outcrops restricts agricultural use	n/a
degree of decomposition or permeability	L	applies to organic soils that are susceptible to organic matter decomposition through drainage	n/a

## APPENDIX 2: SOIL PROFILE DESCRIPTIONS AND PHOTOGRAPHS

### MA-01 Soil Profile Description

<u>Horizon</u>	<u>Depth (cm)</u>	<u>Description</u>
Op	0 - 16	Black (10YR2/1 m); very strongly decomposed sphagnum, strong, medium subangular blocky structure; friable when moist; plentiful coarse and few fine roots; abrupt, smooth boundary.
Om	16 - 33	Dark brown (10YR 3/3 m); moderately decomposed sedges and reeds; weak, fine platy structure; friable when moist; plentiful coarse and few fine roots; abrupt, smooth boundary.
Of	33 - 56	Dark yellowish brown (10YR 3/6 m); almost undecomposed sphagnum with 10% to 20% hard wood fragments; plentiful coarse and very few, fine roots, abrupt, smooth boundary.
Of	56 - 90+	Dark brown (10YR 3/3 m); almost undecomposed sedges and reeds; friable when moist.



*Typic Fibrisol. The watertable is at 33 cm in the pit.*

### Comments

- The vegetation is a 30 year old blueberry plantation.

## MA-02 Soil Profile Description

<u>Horizon</u>	<u>Depth (cm)</u>	<u>Description</u>
Op	0 - 12	Very dark brown (10YR 2/2 m); almost completely decomposed; few fine roots; abrupt smooth boundary.
Om	12 - 22	Very dark grayish brown (10YR 3/2 m); moderately decomposed sedges and reeds; few fine roots; abrupt, smooth boundary.
Om	22 - 46	Very dark grayish brown (10YR 3/2 m); strongly decomposed sphagnum; abrupt smooth boundary;
Of	46 - 75+	Dark yellowish brown (10YR 4/4 m); almost undecomposed sedges and reeds.

*Typic Fibrisol.*

## Comments

- Watertable at 32 cm.
- Rooting depth 27 cm.

## MA-03 Soil Profile Description

<u>Horizon</u>	<u>Depth (cm)</u>	<u>Description</u>
Op	0 - 12	Black (10YR 2/1 m); few coarse roots; abrupt smooth boundary.
Of	12 - 34	Dark yellowish brown (10YR 3/6 m); slightly decomposed sphagnum; few coarse and plentiful fine roots; abrupt smooth boundary.
Of	34 - 63+	Dark brown (10YR 3/3 m); weakly decomposed sedges and reeds; few coarse roots.



*Upper horizons of a Typic Fibrisol.*

## Comments

- Pit is located in the driving area between roads.
- Sawdust added at surface to build the road.

## MA-04 Soil Profile Description

<u>Horizon</u>	<u>Depth (cm)</u>	<u>Description</u>
Op	0 - 21	Black (10YR 2/1 m); very strongly decomposed plentiful fine and few coarse roots; abrupt smooth boundary.
Om	21 - 47	Dark brown (10YR 3/3 m); moderately decomposed sedges and reeds; few fine roots; friable when moist; gradual smooth boundary.
Of	47 - 84+	Dark brown (10YR 3/3 m); very weakly decomposed sphagnum; few fine roots.



*Typic Fibrisol, similar to the Triggs soil series.*

## Comments

- Rooting depth is 47 cm.
- Watertable at 56 cm.



*Site photos. Photo 1 is the view north from the access road that approximately follows the boundary between the two properties. Photo 2 is the view south. Note water pooling on the road and the tracks left by the mini-excavator used to dig the soil pits. The height, age, and spacing of the blueberries leaves them unsuited to mechanical harvesting.*

**Farm Plan for 11300 and 11340 Blundell Road**  
**Prepared by: Mandeep Athwal**

**1) A Site Plan**

Please see Schedule “A” attached, which details the site plan.

**2) A Site Description**

The proposed fill area covers two properties. The western property is 11300 Blundell Road and is 1.99 ha (4.93 acres). The eastern property is 11340 Blundell Road and is 1.98 ha (4.89 acres).

The Properties lie on very flat land that was formed by sedimentation by Fraser River, followed by subsequent bog growth. The landscape is characterized by poor draining that fosters the development of deep organic deposits over mineral sediments.

**3) Legal Description**

11300 Blundell Road is legally described as L 7 SEC 24 BK 4 North R 6 W New Westminster District Pl 4179 – PID 004-337-166.

11340 Blundell Road is legal described as L 8 Sec 24 BK 4 North R 6 W New Westminster District Pl 4179 – PID 004-337-174

**4) Zoning and Current Land Use**

Both properties are within the Agricultural Land Reserve (“ALR”), and are zoned AG1, according to the Richmond Zoning Bylaw 8500.

Both properties were used for blueberry production, however, with the changes in the blueberry industry, the owners had to pull out all their blueberry bushes. The reason being, the blueberry bushes were planted nearly 30 years ago and were not suitable for machine harvesting, which requires shorter blueberry plants, appropriate row spacing, and trafficable spaces between the rows for machines. As such, the lands are not in use at this time.

**5) Soils Description and Unimproved Agricultural Capability**

Soils in the assessment area have little variability. They developed on very poorly drained partially-decomposed organic deposits. The waterable at the time of assessment was within 35 cm of the surface. The soil classification is Typic Fibrisol because the middle tier of the soil has undecomposed (fibril) horizons. The soil correlates best to the Triggs series. Both soils are poorly drained, moderately pervious, have very high water holding capacities, and slow

surface runoff. They are limited for agricultural use by high watertables, extreme acidity (pH 3.6 to 4.2), and degree of decomposition.

The Land Capability for Agriculture ("LCA") for the unimproved lands is classified 70% Class O4 with excess water and 30% O5 with excess water and fertility limitations. The agricultural capability is Class O4WLF, with excess water, degree of decomposition, permeability, and fertility limitations.

#### **6) Soil Management Rationale/Improved Agricultural Capability**

The improved LCA classification is 70% Class O3 with excess water and 30% Class O3 with excess water, degree of decomposition or permeability, and fertility limitations. The improved agricultural rating is Class O3WLF, based on draining the site and buffering the soil. There is an estimate that the Class may hit Class O2.

#### **7) Recommended Agricultural Uses and Suitable Crops**

The current status of the soil is Class O4 which comes with limitations that require special management practices or severely restrict the range of crops, or both. The soil, in its current state, is only suitable for a few crops, has low yield and a high risk of crop failure. The soil is such that special development and management conditions are required.

After the proposed project, drainage fixes and soil development, the soil should improve to Class O3 which is a soil that requires moderately intensive management practices or moderately restricted crops.

#### **8) Proposed Agricultural Plan Including:**

##### **a. Drainage Requirements/Rationale**

The lands need upgraded drainage in order to allow the water to seep out of the soil. The soil will be graded to create an even, slightly crowned surface that will direct surface runoff away from the growing area towards perimeter drains that connect to the main drainage parallel to Blundell Road at the north property line.

##### **b. Irrigation Requirements/Rationale and Water Sources**

An irrigation system is not required, as the soil already contains excess water that needs to be drained.

##### **c. Proposed Agricultural Operator**

J & K Farms who have been in business for over 35 years. They are the owners and operator of 11300 Blundell Road.

**d. Proposed Planting Plan with a site plan**

We are going to plant blueberries in rows running north to south leaving 10 feet between rows for machine cultivation and 30 feet at the end of the rows for the machine to turnaround.

**e. Agricultural Improvement Cost Estimate (including material costs, drainage costs, irrigation costs and installation costs)**

So far in total the amount of \$76,706.69 has been spent which includes monies spent on this application, drainage improvements, and professionals. We are expecting to spend another \$100,000 in developing the soil tracker app and \$250,000 on drainage improvements.

**f. Projected Income Statement (5-10 years)**

Once the fill project is complete, we will plant all new blueberry crops and they will be in production after 3 years. Once the blueberries are in full production the projected cultivation is 8,000 pounds per acre.



## TECHNICAL MEMORANDUM - REVISED

To: Mandeep Athwal  
JACK OF ALL TRADES INC.  
11300 Blundell Road  
Richmond, BC V6Y 1L3

From: Eryne Croquet, M. Sc., P. Ag., P. Geo.

Date: October 28, 2019

### RE: Appropriate Soil Source Sites for 11300 and 11340 Blundell Road Richmond, BC

The Food Security and Agricultural Advisory Committee (FSAAC) of Richmond evaluated a proposal to import 17,500 m<sup>3</sup> of soil to the properties located at 11300 and 11340 Blundell Road in Richmond, BC. The FSAAC moved to support the application with several conditions. One of the conditions was to use approved alluvial soil.

This memo was prepared to discuss the condition to use approved alluvial soil and to expand on the process used for selecting a soil source site. The memo was revised to specify the organic matter content for desirable soils.

### Background

The Fill Placement Plan<sup>1</sup> (the Plan) that accompanied the application described the physical characteristics of acceptable soil for importing to the receiving site based on desirable soil properties that would achieve the desired agricultural improvements to drainage and trafficability. Specifically, the desired soil would be medium-textured, preferably loam to silt loam, stone-free, and rich in organic matter. Soils with 10% or more organic matter in the A horizon are rich in organic matter<sup>2</sup>. In addition, the Plan described characteristic land uses for suitable source sites and outlined a process for evaluating soil source sites before any material moves to the receiving site.

<sup>1</sup> Fill Placement Plan – Revised, 11300 and 11340 Blundell Road, Richmond, BC. November 23, 2018. By Statlu Environmental Consulting Ltd.

<sup>2</sup> Acton, D. F., and Gregorich, L. J. 1995. The health of our soils: toward sustainable agriculture in Canada. Centre for Land and Biological Resources Research. Research Branch. Agriculture and Agri-Food Canada. Ottawa ON.



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## Approved Alluvial Soil

The FSAAC set the condition to use of approved alluvial soil with their support of the project. No rationale for this condition was provided, but it could be interpreted as a condition imposed with the intent to preserve soil quality and agricultural capability at the receiving site. Using only alluvial soils may work against the intent of preserving the agricultural capability of the receiving site because it may lead to importing soils that lack the appropriate qualities to achieve the objective of improving drainage and trafficability. If the intent of the condition to use only alluvial soils was meant to preserve agricultural capability at the receiving site, it should be reconsidered.

Alluvial soils develop from alluvial parent material. The most recent soil survey for southwest BC<sup>3</sup> does not describe alluvial soils, but it describes several soil series that form on fluvial sediments, including alluvial and alluvial fan deposits. Fluvial sediments have a broad range of textures, including sandy gravelly stream deposits, silty clay deltaic deposits, and silty floodplain deposits.

Soils derived from alluvial parent materials do not necessarily have properties that would make them suitable for use at the Blundell Road site. For example, fine textured alluvial soils, such as silts and clays, can limit water movement through the soil profile. In addition, they are susceptible to compaction, especially when machines operate on them when they are saturated.

Several of the alluvial soil series common in Richmond, including the Blundell and Delta soils, may be limited for agricultural use by subsoil salinity. If these soils were imported to the Blundell Road site, they could introduce a salinity limitation that does not currently exist on the farm.

The soils on the receiving site have not developed from alluvial or fluvial parent material. They are organic with fine-textured underlying mineral sediments. Those are either clayey deltaic, silty floodplain, or clayey glaciomarine deposits.

The condition of using only alluvial soils reduces the number of possible soil source sites. When there are fewer acceptable soil sources, it will take longer to complete the project. Increasing the amount of time necessary to complete a fill project has its own negative consequences. For example, the soil quality of stockpiled topsoil can suffer when it is stored for a long time because there are no organic inputs.

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<sup>3</sup> Luttmerding, H. 1981. Soils of the Langley-Vancouver Map Area, Report No. 15, Vol. 3: Description of the Soils, BC Ministry of Environment, Victoria, BC.

It is possible to impose a condition for soil quality that will respect the desire to use good agricultural soil on a fill site without imposing unintended limitations to successfully completing the project in a timely manner. One method is to focus on physical and chemical properties of the soil to be imported. This method increases the number of potential source sites because it focuses on soil properties that are not dependent on soil parent material types.

### Source Site Selection

Appropriate source sites are difficult to identify before a fill placement permit is issued because of timing – source sites are ready to move soil faster than receiving sites work through the approval process. That means that source sites must be evaluated as they become available.

Soil source sites *must* be approved by a qualified professional before fill is imported to the receiving site. Appropriate soil source sites will have land uses such as agriculture, parkland, undeveloped, or residential. Soil from sites with prior commercial or industrial land uses are not acceptable because these land uses are more likely to result in contaminated soils.

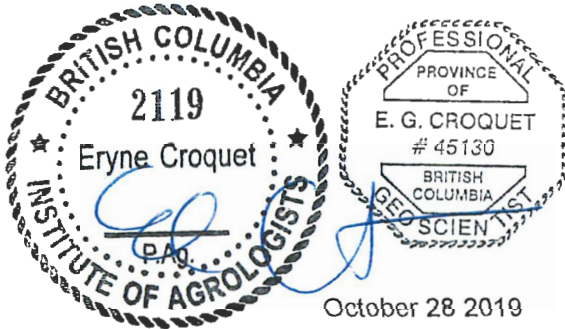
Source site land uses are evaluated by the qualified professional using a combination of desktop investigation of maps, reports, and historic air photos. Source sites may also require on-site inspection. If an unacceptable land use is identified, the source site is rejected. If the source site has a history of acceptable land use, then the mapped soils are evaluated to compare their qualities to the desired qualities at the receiving site. If the source site soils do not match the desired qualities, it is rejected.

### Conclusion

The condition restricting to alluvial soils is not be the best method to preserve and/or improve agricultural capability at the receiving site. Using specific physical and chemical soil properties is a better method because it permits selecting soil based on factors related to agricultural capability and may include more potential source sites, which should shorten the amount of time necessary to complete the project.

In addition to soil properties, the source sites will be selected by considering land use to prevent importing contaminated soils or soils that are not well-suited to soil-based agriculture.

Yours truly,  
**Statlu Environmental Consulting Ltd.**



A large, stylized handwritten signature in black ink, which appears to read 'Drew Brayshaw'.

*Prepared by:*  
Eryne Croquet, M. Sc., P. Ag., P. Geo.  
*Agrologist and Geoscientist*  
EC/DB/tf

*Reviewed by:*  
Drew Brayshaw, Ph. D, P. Geo.  
*Senior Hydrologist and Geoscientist*

Non-Farm Use Fill Application for the Properties Located 11300 & 11340 Blundell Road (Athwal & Yau)

Project Cost Table	
Ongoing Project Reporting by Agrologist (per 3,000m <sup>3</sup> )	<b>\$21,000</b> (for four reports)
Erosion Sediment Control (ESC) installation	<b>\$11,632<sup>i</sup></b>
Source site investigation	<b>\$500 (min)</b> per inspection
Earthworks costs (Project management, on-site Load Inspector, machine/labour, fuel, ESC monitoring/ maintenance)	<b>\$17,600</b> per week
Drainage upgrades	<b>\$250,000</b>
Final Topographic survey	<b>\$3,600</b>
Final P. Ag. closure report	<b>\$5,000</b>
Final Geotechnical Report	<b>\$6,500</b>
<b>Project Cost Estimate (Note: does not include upfront costs)</b>	<b>\$297,732*</b>
<b>Upfront Cost to Date</b>	<b>\$44,906**</b>
<b>Potential Tipping Fee Income (\$125-\$160 per load)</b>	<b>\$312,500 - \$400,000 (estimate)</b>

<sup>i</sup> Installation costs depends on the materials, supplier and the labour used (buying the silt fencing, having labourers install it, repairing it as needed, trucking costs, cost of grass seed, straw bales, etc.)

\* Does not include projected costs for earthworks and source site investigations

\*\*Upfront costs include Agrologist report, drainage plan, geotechnical report, topographic survey, soil tracker application and soil testing.

***Foundations,  
Excavation &  
Shoring  
Specialists***

Braun Geotechnical  
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***Foundations***

***Excavation &  
Shoring***

***Slope Stability***

***Natural Hazards***

***Pavement Design  
and Management***

***Reinforced Soil  
Walls and Slopes***



Rev: Sept 15, 2006



December 5, 2018

Reference: 18-7918

Via email: [duperathwal@gmail.com](mailto:duperathwal@gmail.com)

**Jack of All Trades Inc./Sonic Development Ltd.**

11300 Blundell Road  
Richmond, BC V6Y 1L3

Attn: Mandeep Athwal

Re: Geotechnical Report  
Settlement Considerations – Proposed Farm Filling  
11300-11340 Blundell Road, BC

## 1.0 INTRODUCTION

As requested, Braun Geotechnical Ltd. has carried out a geotechnical assessment for the above referenced project. The geotechnical work has been performed in general accordance with the terms and conditions of the Braun Geotechnical Fee Estimate dated November 26, 2018(our reference P18-6143).

The geotechnical work included completion of provision of this geotechnical report with comments and recommendations pertaining to settlement related to the proposed filling of the subject site for farming purposes. The subject site is located within an area typically underlain by natural compressible peat and silt soils.

The scope of services was limited to the evaluation of the geotechnical characteristics of the site and no consideration has been given to any environmental aspects. Should any changes be made to the proposed layout, elevations, or general nature of the project, Braun Geotechnical should be notified to review and modify the recommendations to reflect those changes, as appropriate.

## 2.0 SITE DESCRIPTION & PROPOSED ROAD WORKS

The subject site is comprised of 2 adjoining parcels, 11300 and 11340 Blundell Road, in the City of Richmond, BC. The site rectangular in shape with dimensions of approximately 100 x 405m. The site is relatively flat lying, with existing farmland on the bulk of the properties, and existing Single Family Dwellings (SFD's) and detached sheds/garages and associated driveway/parking and/or landscaped areas within the northern approximately 40 to 50m of the site.

The northern approximately 40 to 50m of the site is approximately 1.0 to 1.5m higher than the remainder of the site, consistent with historical fill placement in this area.

It is understood that general site filling (excluding the northern portion of the site) to raise grades of the farmland is proposed for improved agricultural use. Details for the proposed filling were provided on the Core Concept Consulting Ltd. (Core Concept) drawing "Lot Grading and Drainage Plan – 11300-11340 Blundell Rd.,"

dated October 2018, and Statlu Environmental Consulting (Statlu) report "Fill Placement Plan – 11300 and 11340 Blundell Road, Richmond, BC."

The following is understood based on the Core Concept drawings:

- Raising site grades by approximately 0.5m is proposed, with the crown of fill approximately at the common property line of 11300/11340, and the proposed toe of fill extending to approximately 4.5 of the east, west, and south property lines (excluding within an environmentally sensitive area).
- A drainage ditch would be provided along the east, west, and south limits of the fill, with the drainage ditch draining into existing drainage on Blundell road.
- Permanent slopes of 3H:1V or flatter are proposed.

The following is understood based on the Statlu report:

- Stripping of 1m of existing peat, placement of approximately 0.5m of import fill, and re-placement/regrading of the 1m of peat is proposed.
- Acceptable fill is noted as "medium-textured, preferably loam to silt loam... stone-free and... rich in organic matter."

### **3.0 EXPLORATION**

Two test holes were previously drilled by Braun Geotechnical on 11300 Blundell Road, using a truck mounted solid stem auger drill under subcontract to Braun Geotechnical on December 24, 2012. The test holes were drilled to depths of approximately 6.1m at the locations shown on the attached plan (Dwg. 12-5833-01). The soil conditions were logged in the field by a representative of Braun Geotechnical and representative disturbed samples were collected from the augers for routine laboratory moisture content testing.

### **4.0 SOIL AND GROUNDWATER CONDITIONS**

A review of available published and in-house geological information indicated that the study site area is underlain by natural soils comprised of near surface peat up to 8m thick, over Fraser River sediments comprised of silt & sand.

The findings of the test hole exploration are detailed on the attached test hole logs. A generalized subsoil profile based on the test holes has been summarized below.

#### FILL

Variable FILL, including grey, moist, loose SAND and GRAVEL with some silt to SAND and SILT with trace gravel, and brown moist, loose HOGFUEL was encountered immediately below existing grade within TH12-01 to a depth of 1.8m.

#### PEAT

Dark brown, moist to wet, soft to firm, amorphous PEAT with fibrous zones was encountered below existing fill at TH12-01 and below existing grade at TH12-02. The PEAT extended to depths of 3.8 and 2.7m at TH12-01 & -02 respectively.

#### SILT

Grey, moist, firm SILT with some clay and trace sand was encountered below the peat at TH12-01 and TH12-02 to depths of approximately 5.1 and 4.0m respectively.

#### SAND

Grey, wet, compact to dense SAND with trace silt, and occasional sandy silt interlayers was encountered below the silt to the depth of test hole exploration at 6.1m.

#### GROUNDWATER

Groundwater was encountered within TH12-01 and TH12-02 at depths of approximately 2.4 and 0.6m respectively. Note that groundwater levels measured during drilling and shortly thereafter are typically influenced by the disturbance caused during drilling. In general, groundwater levels are expected to fluctuate seasonally, and with drainage conditions.

The subsurface conditions described above were encountered at the test hole locations only. Subsurface conditions at other locations could vary.

## **5.0 DISCUSSION AND RECOMMENDATIONS**

### **5.1 General**

The geotechnical exploration encountered near surface organic/peat soils over firm silt, underlain by natural compact to dense sand. The natural underlying peat and silt would be expected to consolidate and compress when subjected to increased loading from placement of import mineral fill. In particular, the peat soils encountered are considered to be highly compressible, and subject to substantial long term settlement.

The following sections discuss geotechnical aspects of the proposed fill project.

### **5.2 Site Preparation**

Site preparation below the proposed fill placement should include stripping of 1.0m of existing peat, per Statlu recommendations, and placement of fill. The fill should be placed in a uniform 0.5m thick lift. Temporary fill placement of up to 0.6 to 0.7m may be required for construction traffic, so as to not disturb the underlying peat subgrade. Stripping and/or placement of fill should be carried out during seasonally dry periods of the year. Significant pumping/dewatering is not recommended.

The toe of the placed fill should be kept a minimum distance of 3m from any onsite or offsite settlement sensitive areas.

Permanent slopes (3H:1V or flatter, per Statlu) should be temporarily covered with straw or equivalent to reduce potential for erosion, to allow for natural vegetation growth.

Stripped peat should be temporarily stockpiled maximum 3m high, with the stockpile sloped at 1.5H:1V or flatter. The toe of slope of the stockpiled peat should be minimum 3m from any onsite/offsite settlement sensitive areas/structures.

### **5.3 Settlement Considerations**

A typical soil model has been developed for settlement calculation purposes based on available subsurface drill information obtained at the site. A settlement analysis was carried out using the commercially available software program SETTLE3D by Rocscience and was checked using empirical design charts.

Based on the settle analysis, settlements in the order of up to 250mm may occur below the proposed fill, with settlements less than 10mm expected a distance of 3m from the fill. As the site filling is proposed a minimum distance of 4.5m from the property lines, offsite settlement due to the proposed site filling is not anticipated.

Settlement is expected to occur in the years following fill placement at a decreasing settlement rate. If desirable, consideration may be given to placement of an additional 100mm of fill, to allow for some post fill settlement.

## **6.0 CONSTRUCTION FIELD REVIEWS**

Geotechnical field reviews are required by the Geotechnical Engineer to confirm that the recommendations of the geotechnical report are understood and followed. Geotechnical field reviews and materials testing services should be arranged by the Contractor to address the following, as required:

- Review site stripping and confirm suitable subgrade;
- Review of fill placement;
- Review of peat placement.

## **7.0 CLOSURE**

This report should be considered preliminary and is subject to review and revision as required. This report is prepared for the exclusive use of Jack of All Trades Inc., Sonic Development Ltd., and their designated representatives and may not be used by other parties without the written permission of Braun Geotechnical Ltd. The City of Richmond may also rely on the findings of this report.

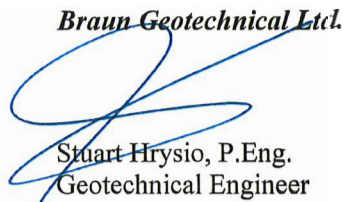
If during construction soil conditions are noted to be different from those described in this report, Braun Geotechnical must be notified immediately in order that the geotechnical recommendations can be confirmed or modified, if required. Further, this report assumes that field reviews will be completed by Braun Geotechnical during construction.

The site contractor should make their own assessment of subsurface conditions and select the construction means and methods most appropriate to the site conditions. This report should not be included in the specifications without suitable qualifications approved by the geotechnical engineer.

The use of this report is subject to the Report Interpretation and Limitations, which is included with the report. The reader's attention is drawn specifically to those conditions, as it is considered essential that they be followed for proper use and interpretation of this report.

We hope the above meets with your requirements. Should any questions arise, please do not hesitate to contact the undersigned.

Yours faithfully,  
*Braun Geotechnical Ltd.*  
  
H. Dhillon, P.Eng.  
Geotechnical Engineer

*Braun Geotechnical Ltd.*  
  
Stuart Hrysio, P.Eng.  
Geotechnical Engineer

Encl: Report Interpretation and Limitations  
Location Plan  
Test Hole Logs

x:\2018 projects\18-7918 proposed site filling - 11300- 11340 blundell road, richmond, bc\report 18-7918 2018-12-05.docx

## **REPORT INTERPRETATION AND LIMITATIONS**

### **1. STANDARD OF CARE**

Braun Geotechnical Ltd. (Braun) has prepared this report in a manner consistent with generally accepted engineering consulting practices in this area, subject to the time and physical constraints applicable. No other warranty, expressed or implied, is made.

### **2. COMPLETENESS OF THIS REPORT**

This Report represents a summary of paper, electronic and other documents, records, data and files and is not intended to stand alone without reference to the instructions given to Braun by the Client, communications between Braun and the Client, and/or to any other reports, writings, proposals or documents prepared by Braun for the Client relating to the specific site described herein.

This report is intended to be used and quoted in its entirety. Any references to this report must include the whole of the report and any appendices or supporting material. Braun cannot be responsible for use by any party of portions of this report without reference to the entire report.

### **3. BASIS OF THIS REPORT**

This report has been prepared for the specific site, development, design objective, and purpose described to Braun by the Client or the Client's Representatives or Consultants. The applicability and reliability of any of the factual data, findings, recommendations or opinions expressed in this document pertain to a specific project as described in this report and are not applicable to any other project or site, and are valid only to the extent that there has been no material alteration to or variation from any of the descriptions provided to Braun. Braun cannot be responsible for use of this report, or portions thereof, unless we were specifically requested by the Client to review and revise the Report in light of any alterations or variations to the project description provided by the Client.

If the project does not commence within 18 months of the report date, the report may become invalid and further review may be required.

The recommendations of this report should only be used for design. The extent of exploration including number of test pits or test holes necessary to thoroughly investigate the site for conditions that may affect construction costs will generally be greater than that required for design purposes. Contractors should rely upon their own explorations and interpretation of the factual data provided for costing purposes, equipment requirements, construction techniques, or to establish project schedule.

The information provided in this report is based on limited exploration, for a specific project scope. Braun cannot accept responsibility for independent conclusions, interpretations, interpolations or decisions by the Client or others based on information contained in this Report. This restriction of liability includes decisions made to purchase or sell land.

### **4. USE OF THIS REPORT**

The contents of this report, including plans, data, drawings and all other documents including electronic and hard copies remain the copyright property of Braun Geotechnical Ltd. However, we will consider any reasonable request by the Client to approve the use of this report by other parties as "Approved Users." With regard to the duplication and distribution of this Report or its contents, we authorize only the Client and Approved Users to make copies of the Report only in such quantities as are reasonably necessary for the use of this Report by those parties. The Client and "Approved Users" may not give, lend, sell or otherwise make this Report or any portion thereof available to any other party without express written permission from Braun. Any use which a third party makes of this Report – in its entirety or portions thereof – is the sole responsibility of such third parties. BRAUN GEOTECHNICAL LTD. ACCEPTS NO RESPONSIBILITY FOR DAMAGES SUFFERED BY ANY PARTY RESULTING FROM THE UNAUTHORIZED USE OF THIS REPORT.

Electronic media is susceptible to unauthorized modification or unintended alteration, and the Client should not rely on electronic versions of reports or other documents. All documents should be obtained directly from Braun.

### **5. INTERPRETATION OF THIS REPORT**

Classification and identification of soils and rock and other geological units, including groundwater conditions have been based on exploration(s) performed in accordance with the standards set out in Paragraph 1. These tasks are judgemental in nature; despite comprehensive sampling and testing programs properly performed by experienced personnel with the appropriate equipment, some conditions may elude detection. As such, all explorations involve an inherent risk that some conditions will not be detected.

Further, all documents or records summarizing such exploration will be based on assumptions of what exists between the actual points sampled at the time of the site exploration. Actual conditions may vary

significantly between the points investigated and all persons making use of such documents or records should be aware of and accept this risk.

The Client and "Approved Users" accept that subsurface conditions may change with time and this report only represents the soil conditions encountered at the time of exploration and/or review. Soil and ground water conditions may change due to construction activity on the site or on adjacent sites, and also from other causes, including climactic conditions.

The exploration and review provided in this report were for geotechnical purposes only. Environmental aspects of soil and groundwater have not been included in the exploration or review, or addressed in any other way.

The exploration and Report is based on information provided by the Client or the Client's Consultants, and conditions observed at the time of our site reconnaissance or exploration. Braun has relied in good faith upon all information provided. Accordingly, Braun cannot accept responsibility for inaccuracies, misstatements, omissions, or deficiencies in this Report resulting from misstatements, omissions, misrepresentations or fraudulent acts of persons or sources providing this information.

## **6. DESIGN AND CONSTRUCTION REVIEW**

This report assumes that Braun will be retained to work and coordinate design and construction with other Design Professionals and the Contractor. Further, it is assumed that Braun will be retained to provide field reviews during construction to confirm adherence to building code guidelines and generally accepted engineering practices, and the recommendations provided in this report. Field services recommended for the project represent the minimum necessary to confirm that the work is being carried out in general conformance with Braun's recommendations and generally accepted engineering standards. It is the Client's or the Client's Contractor's responsibility to provide timely notice to Braun to carry out site reviews. The Client acknowledges that unsatisfactory or unsafe conditions may be missed by intermittent site reviews by Braun. Accordingly, it is the Client's or Client's Contractor's responsibility to inform Braun of any such conditions.

Work that is covered prior to review by Braun may have to be re-exposed at considerable cost to the Client. Review of all Geotechnical aspects of the project are required for submittal of unconditional Letters of Assurance to regulatory authorities. The site reviews are not carried out for the benefit of the Contractor(s) and therefore do not in any way effect the Contractor(s) obligations to perform under the terms of his/her Contract.

## **7. SAMPLE DISPOSAL**

Braun will dispose of all samples 3 months after issuance of this report, or after a longer period of time at the Client's expense if requested by the Client. All contaminated samples remain the property of the Client and it will be the Client's responsibility to dispose of them properly.

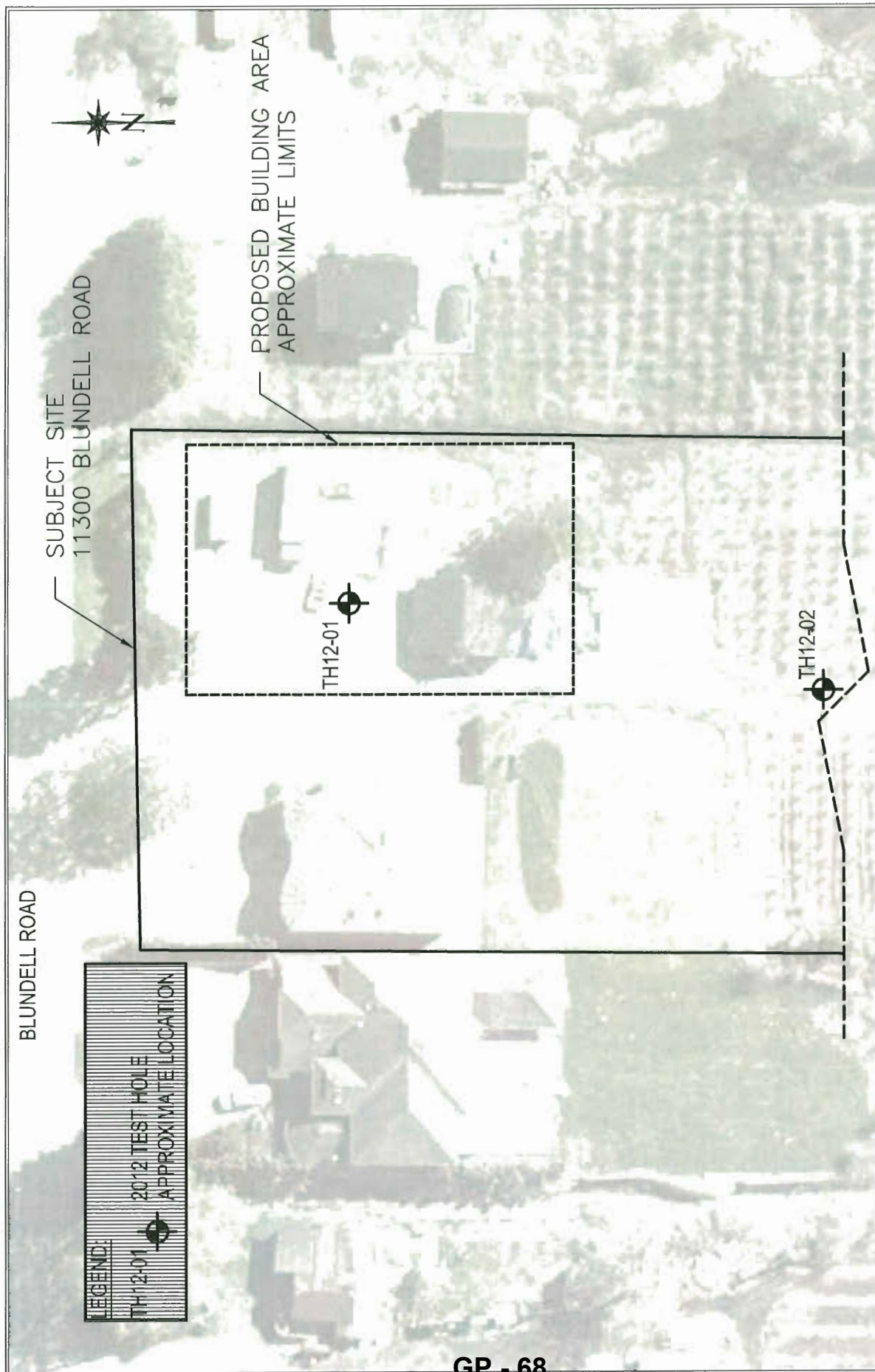
## **8. SUBCONSULTANTS AND CONTRACTORS**

Engineering studies frequently requires hiring the services of individuals and companies with special expertise and/or services which Braun Geotechnical Ltd. does not provide. These services are arranged as a convenience to our Clients, for the Client's benefit. Accordingly, the Client agrees to hold the Company harmless and to indemnify and defend Braun Geotechnical Ltd. from and against all claims arising through such Subconsultants or Contractors as though the Client had retained those services directly. This includes responsibility for payment of services rendered and the pursuit of damages for errors, omissions or negligence by those parties in carrying out their work. These conditions apply to specialized subconsultants and the use of drilling, excavation and laboratory testing services, and any other Subconsultant or Contractor.

## **9. SITE SAFETY**

Braun Geotechnical Ltd. assumes responsibility for site safety solely for the activities of our employees on the jobsite. The Client or any Contractors on the site will be responsible for their own personnel. The Client or his representatives, Contractors or others retain control of the site. It is the Client's or the Client's Contractors responsibility to inform Braun of conditions pertaining to the safety and security of the site – hazardous or otherwise – of which the Client or Contractor is aware.

Exploration or construction activities could uncover previously unknown hazardous conditions, materials, or substances that may result in the necessity to undertake emergency procedures to protect workers, the public or the environment. Additional work may be required that is outside of any previously established budget(s). The Client agrees to reimburse Braun for fees and expenses resulting from such discoveries. The Client acknowledges that some discoveries require that certain regulatory bodies be informed. The Client agrees that notification to such bodies by Braun Geotechnical Ltd. will not be a cause for either action or dispute.



		Client		Mandeep Athwal		Title		LOCATION PLAN	
		Project		Proposed Blueberry Processing Facility 11300 Blundell Road, Richmond, BC		Date		January 3, 2012	
Project no.		12-5833		Drawn	HD	Design	HD	Checked	SH
						Scale		~ 1:500	
						Drawing no.		12-5833-01	

# Test Hole Log: TH12-01

File: 12-5833  
 Project: Proposed Blueberry Processing Facility  
 Client: Mandeep Athwal  
 Location: 11300 Blundell Road, Richmond, BC



Depth	Sample	Soil Description	Sample #	Water Cont.	Remarks
0 ft m		grey, moist, loose SAND and GRAVEL, some silt (FILL)			
		brown, moist, loose HOGFUEL (FILL)			
1	○	grey, moist, variable, loose SAND and SILT, trace gravel (FILL)	S1	27%	
5					
2	○	dark brown, moist, firm, amorphous PEAT with fibrous zones - wet below 2.4m	S2	431%	Water Level (at time of drilling)
10					
3					
4	○	grey, moist, firm SILT, some clay, trace sand	S3	78%	
15					
5					
	○	grey, wet, compact to dense SAND, trace silt	S4		
20					
6		End of Test Hole @ 6.1m			
7					
25					
8					
30					
9					
10					
35					
11					

Equipment: Truck Mounted Auger Rig  
 Sampling Method: Lump Sample  
 Hammer Type: N/A

Datum: Ground Surface  
 Water Depth: 2.4m  
 Location: See Location Plan

Logged By: HD  
 Drilling Date: December 24, 2012  
 Dwg No.: 12-5833-TH12-01  
 Page: 1 of 1

# Test Hole Log: TH12-02

File: 12-5833  
 Project: Proposed Blueberry Processing Facility  
 Client: Mandeep Athwal  
 Location: 11300 Blundell Road, Richmond, BC



Depth	Sample	Soil Description	Sample #	Water Cont.	Remarks
0 ft m		dark brown, moist, soft, amorphous PEAT with fibrous zones - wet below 0.6m			Water Level (at time of drilling)
1	○		S1	554%	
5					
2	○		S2	384%	
10		grey, moist, firm SILT, some clay, trace sand			
3	○		S3	61%	
4		grey, wet, compact to dense SAND, trace silt, with occasional sandy silt interlayers			
15					
5	○		S4		
20		End of Test Hole @ 6.1m			
6					
7					
25					
8					
30					
9					
10					
35					
11					

Equipment: Truck Mounted Auger Rig  
 Sampling Method: Lump Sample  
 Hammer Type: N/A

Datum: Ground Surface  
 Water Depth: 0.6m  
 Location: See Location Plan

Logged By: HD  
 Drilling Date: December 24, 2012  
 Dwg No.: 12-5833-TH12-02  
 Page: 1 of 1



220 – 2639 Viking Way  
Richmond, BC, V6V 3B7

Tel: 604.249.5040  
Fax: 604.249.5041  
www.coreconceptconsulting.com

## DRAINAGE MEMORANDUM

CCC Project #18114

15 October 2019

### City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1

**Attention:** Mike Morin

**Regarding:** 11300 & 11340 Blundell Road, Richmond, BC

We have reviewed the minutes provided from the Food Security Agricultural Advisory Committee (FSAAC) meeting on September 12, 2019 and one of the primary questions was can the drainage issues be addressed without filling the site with the primary alternative suggested by the council being to berm the blueberry plants and pump the water away. From an engineering drainage stand point, this arrangement is not preferable and problematic as it relies following two conditions to be functional:

1. The site drainage would need to be able to convey through the soils to collect at the pumps
2. Pumping down the water level requires active drainage and monitoring to prevent flooding

As per the environmental report for the fill placement plan, the current topsoil has poor drainage. As topsoil does not have a high percentage of aggregates, there will be little voids for the water to move through the topsoil on the site. Without easy movement of water in the soils, the water will not be able to effectively collect at the pumps to bring the water level down.

The alternative proposed by the FSAAC would require a system of pumps through the property to keep the water level down to a level appropriate for farming. For this system to function, it requires active pumping of site particularly during high storm rainfall events. Any failures in the active drainage system would result in flooding of the low-lying areas. By introducing a mechanical component into a drainage system, you introduce an opportunity for a mechanical failure causing flooding.



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## DRAINAGE MEMORANDUM

CCC Project #18114

15 October 2019

To avoid potential problems resulting from a system that requires active monitoring, we have proposed a system to provides passive drainage. The grading design for fill placement directs the water from the south end of the site to the storm sewer in Blundell Road to the north. As Blundell Road is higher than the property, the site needs to be raised so that the water that ponds at the south end of the property can drain to the storm system on Blundell Road.

To create a consistent drainage pattern, we crowned the shared lot line between 11300 & 11340 Blundell Road so that the water runs off towards ditches on the west side of 11300 Blundell and the east side of 11340 Blundell. The ditches run at an average grade of 0.17%. With the minimal ditch grade, we balance out the intermediate high and low grades of the neighbouring property and allow the water to drain towards Blundell without unnecessarily raising the grade of the property.

By raising the site, we are allowing the site to drain passively and creating a permanent solution to the site's drainage issues.

Yours Truly,  
Core Concept Consulting Ltd.



Brendan Regier, P.Eng.  
Project Manager



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Re:** Cultural Harmony Plan 2019–2029

**Date:** November 4, 2019  
**File:** 07-3300-01/2019-Vol  
01

### Staff Recommendation

That the Cultural Harmony Plan 2019–2029, as outlined in the staff report titled “Cultural Harmony Plan 2019–2029”, dated November 4, 2019 from the Director, Community Social Development, be approved.

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Corporate Communications and Marketing	<input checked="" type="checkbox"/>	
Human Resources	<input checked="" type="checkbox"/>	
Intergovernmental Relations and Protocol	<input checked="" type="checkbox"/>	
Fire-Rescue	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

On June 24, 2019, City Council approved the following items with respect to the draft Cultural Harmony Plan 2019-2029:

1. That the draft Cultural Harmony Plan 2019–2029, as outlined in the staff report titled “Draft Cultural Harmony Plan 2019–2029”, dated May 23, 2019, be approved for the purpose of seeking public feedback on the draft Plan; and
2. That staff report back with the Cultural Harmony Plan 2019–2029, including a summary of public feedback.

The purpose of this report is to provide a summary of the public feedback received in September and October 2019, and to seek City Council’s adoption of the Cultural Harmony Plan 2019–2029.

This report supports Council’s Strategic Plan 2018–2022 Strategic Focus Area #3 One Community Together:

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

This report also supports the following actions defined in the Social Development Strategy 2013–2022:

*Action 16 - Improve the City’s cultural competence through monitoring the intercultural sensitivity and inclusiveness of corporate policies and practices.*

*Action 19 - Create opportunities to showcase Richmond’s cultural diversity and facilitate intercultural dialogue.*

### **Analysis**

Richmond has experienced a significant change in its population over the past three decades. Immigration has been a key driver of population growth in the city. As Richmond’s population continues to evolve, it is important that the City’s social fabric be maintained and enhanced. For Richmond to be a culturally harmonious community, it is essential that the unique characteristics, interests and needs of various segments of the population are recognized and addressed. City policies, programs and practices must therefore reflect the needs and priorities of Richmond’s diverse communities so that all residents can participate in various aspects of community life. The City of Richmond has a strong tradition of addressing social issues and working collaboratively with key stakeholders and Community Associations and Societies in developing programs and services that address the diverse needs of Richmond’s population. Building on the priorities and actions identified in the City’s Social Development Strategy 2013–2022, the Cultural Harmony Plan aims to inform the City’s approach to enhancing cultural harmony

among Richmond's residents through a vision, strategic directions and a comprehensive list of actions.

The purpose of this ten-year plan is to identify innovative and collaborative approaches to strengthen intercultural connections among Richmond residents, provide City programs and services that address the needs of the city's diverse population, and remove barriers to participation for Richmond residents.

### Project Process

The Cultural Harmony Plan 2019–2029 (Attachment 1) was developed based on:

- Analysis of statistics related to demographic information in Richmond;
- Research regarding best practices and promising approaches for enhancing cultural harmony;
- Stakeholder engagement comprised of meetings with the Steering Committee, Richmond Intercultural Advisory Committee and interviews with key stakeholders; and
- A variety of public engagement activities completed in September and October 2019.

The Plan takes into account various perspectives, from information on best practices across the country to specific ideas from local stakeholders.

### Vision Statement and Strategic Directions

The Cultural Harmony Plan 2019–2029 is an action-oriented framework intended to guide City and stakeholder involvement in initiatives enhancing cultural harmony in Richmond over the next ten years. To guide the collaborative work of the City and stakeholders, the Plan defines the following vision statement:

*That Richmond residents recognize and respect diversity in the community and enable each individual's contributions in all aspects of community life.*

To assist the City in achieving this vision, the Plan emphasizes five strategic directions:

1. Intercultural connections;
2. Collaboration and partnerships;
3. Targeted training and professional development;
4. Communication and community engagement; and
5. Programs and services.

Each strategic direction includes items for action that are intended to meet the objectives and intended outcomes of the Plan.

### Engagement Input and Strategy Revisions

Public engagement was an important component of the Cultural Harmony Plan 2019–2029 project. In June 2019, City Council directed staff to seek input on the draft Cultural Harmony Plan 2019–2029. The public engagement process included the following activities:

- An online feedback form posted on the Let's Talk Richmond website from September 10 to 29, 2019;
- Three Public Open Houses held on the following dates:
  - South Arm Community Centre on September 10, 2019
  - Richmond Cultural Centre on September 17, 2019
  - Cambie Community Centre on September 21, 2019; and
- Eight focus groups held in September and October 2019 that included a range of organizations and stakeholders based in Richmond.

In total, approximately 375 individuals participated in the engagement process, including members of the public and representatives from 35 different organizations.

Based on the main themes that emerged from the public engagement activities, a number of revisions were made to the Cultural Harmony Plan 2019–2029 document, including:

- A stronger focus on building a shared community among Richmond residents by bringing together diverse groups in Richmond through intercultural celebrations, joint community activities and facilitated dialogues, both on a neighbourhood level and city-wide;
- Increased emphasis on the role of arts in building bridges across cultures and the addition of the Richmond Arts Strategy to the Plan's Other City Strategies section;
- More emphasis on improving collaboration among service providers, community organizations and the faith community related to fostering cultural harmony; and
- A stronger focus on promoting the contributions of long-time residents, recent immigrants, and Indigenous people toward building a more vibrant and inclusive Richmond.

A summary of the public feedback received regarding the draft Cultural Harmony Plan 2019–2029 is provided in Attachment 2.

### Priority Actions

While all 27 actions identified in the Cultural Harmony Plan 2019–2029 are important in addressing the needs of Richmond's diverse population, the following actions have been identified as immediate priorities, in no particular order:

- Celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events;
- Support community-based dialogues that facilitate positive intercultural exchange and understanding;

- Pursue opportunities to participate in joint planning and networking with community service organizations and key stakeholders;
- Develop and implement a diversity and inclusion training program for City and Community Association and Society staff and volunteers; and
- Develop and implement programs and services that promote positive social and intercultural connections within and among diverse cultural, ethnic, and religious populations.

Overall, these actions will enable a proactive and collaborative approach for enhancing cultural harmony in the community. Some actions within the Plan may require funding. Financial considerations for these initiatives will be explored during future City budget cycles.

### **Financial Impact**

None.

### **Conclusion**

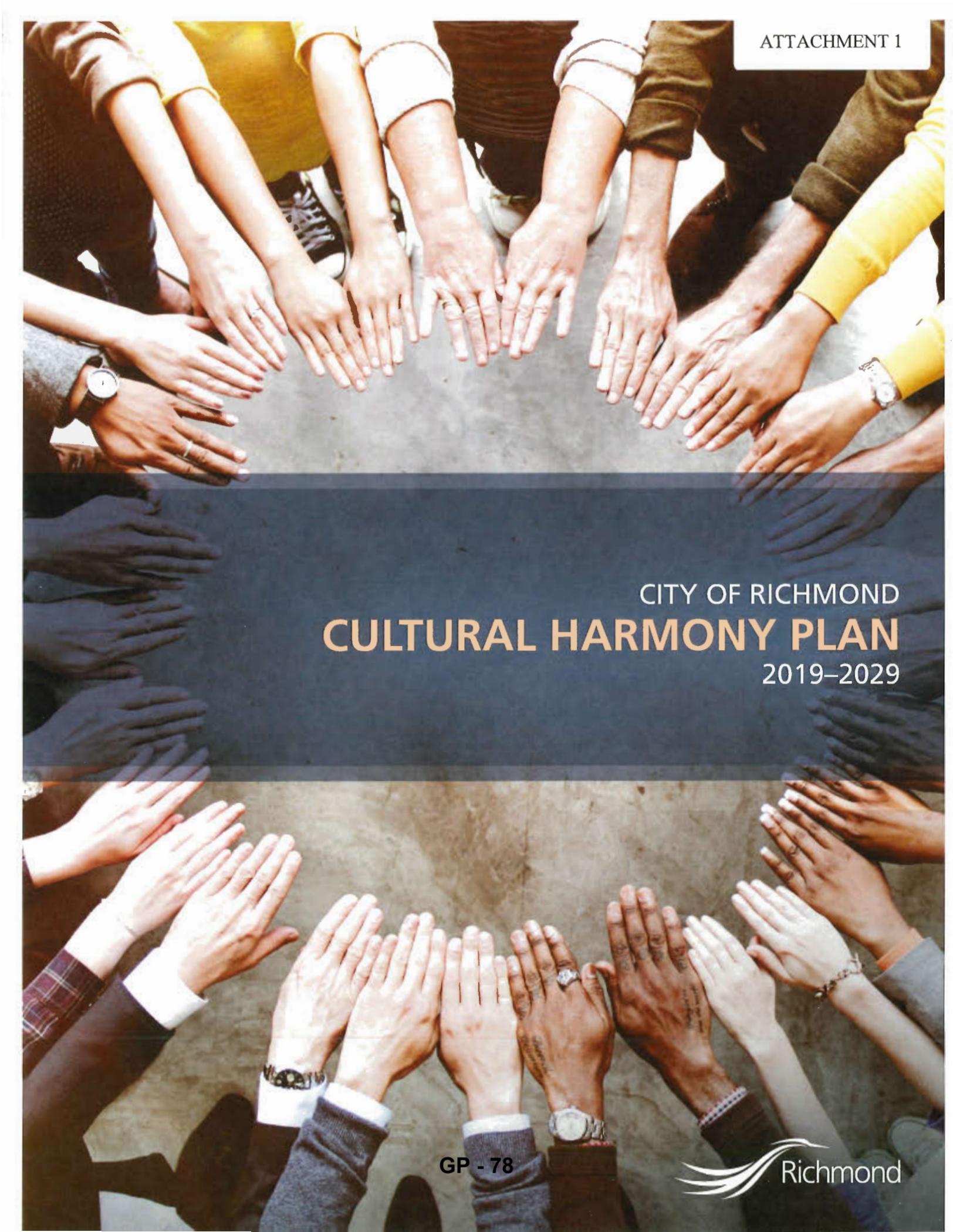
The Cultural Harmony Plan 2019–2029 demonstrates the City of Richmond’s leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. The Plan identifies what needs to be accomplished over the next ten years to realize its vision of recognizing and respecting diversity in the community and enabling each individual’s contributions in all aspects of community life.

A handwritten signature in cursive script, reading "Dorothy Jo".

Dorothy Jo  
Inclusion Coordinator  
(604-276-4391)

Att. 1: Cultural Harmony Plan 2019–2029

Att. 2: Summary of Public Engagement



CITY OF RICHMOND  
**CULTURAL HARMONY PLAN**  
2019–2029

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# 1.0 EXECUTIVE SUMMARY

The City of Richmond, in collaboration with its key stakeholders and Community Associations and Societies, has developed the *Cultural Harmony Plan 2019–2029* for Richmond. The purpose of this ten-year plan is to identify innovative and collaborative approaches to strengthen intercultural connections among Richmond residents, provide City programs and services that address the needs of the city's diverse population, and remove barriers to participation for Richmond residents, which include long-time residents, recent immigrants and Indigenous peoples. This Plan demonstrates the City's leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. It also signifies the City's role in responding to the evolving needs of Richmond's increasingly diverse population.

Richmond is one of the most diverse cities in Canada with over 60 per cent of its population born outside the country, the highest proportion of any municipality nationwide. The diversity of Richmond's population presents both opportunities and challenges for the community. Richmond's diversity contributes significantly to community vibrancy and enrichment, however it also presents some challenges in terms of communication, intercultural understanding and potential marginalization of segments of the population.

The City of Richmond has a strong tradition of addressing social issues in its planning practices and service delivery. The City's Community Services Division works collaboratively with key stakeholders and Community Associations and Societies in developing programs and services to address the needs of vulnerable populations, facilitating intercultural understanding and supporting community capacity. Building on the priorities and actions identified in the Council-adopted *Social Development Strategy 2013–2022*, the *Cultural Harmony Plan* defines a new vision statement, five strategic directions and a set of recommended actions that support cultural harmony in Richmond. The vision for the *Cultural Harmony Plan 2019–2029* is:

*"That Richmond residents recognize and respect diversity in the community and enable each individual's contributions in all aspects of community life."*

To achieve this vision, the Plan provides five strategic directions:

1. Intercultural Connections;
2. Collaboration and Partnerships;
3. Targeted Training and Professional Development;
4. Communication and Community Engagement; and
5. Programs and Services.

The *Cultural Harmony Plan 2019–2029* is a commitment by the City of Richmond to work with Community Associations and Societies, key stakeholders and citizens to facilitate intercultural understanding among Richmond's diverse communities, reduce barriers faced by different segments of the city's population, and develop programs and services that are inclusive and relevant so that all Richmond residents can participate in all aspects of community life.





## 2.0 INTRODUCTION

The *Cultural Harmony Plan 2019–2029* is an action-oriented framework intended to guide City and stakeholder involvement in cultural harmony initiatives over the next ten years. Cultural harmony is defined in the Plan as the result of achieving “unity in diversity,” when we respect and value diversity, foster and promote a welcoming and inclusive community, and ensure equitable outcomes for all regardless of race, culture, ethnicity and length of time in Canada.

The Plan was developed based on:

- Analysis of statistics related to demographic information in Richmond;
- Research regarding best practices and promising approaches for enhancing cultural harmony; and
- Stakeholder engagement including meetings with the Steering Committee, City of Richmond Intercultural Advisory Committee and consultations with key stakeholders.

Richmond is one of the most culturally and ethnically diverse cities in Canada. The 2016 Census reported that there were over 150 ethnic origins and over 100 languages spoken in Richmond with six out of ten residents born outside of Canada. Visible minorities account for more than three-quarters of the total population, the highest proportion of any municipality in British Columbia and the second highest in Canada. Richmond's changing demographics have implications for the city's social cohesion as its diverse communities may have differing expectations and experiences in relation to civic and community life. In 2016, City Council approved the development of the Cultural Harmony Plan to further enhance and build on the City's social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service.

The development of the Cultural Harmony Plan is intended to support the implementation of recommended actions identified in the Council-adopted *Social Development Strategy 2013–2022*. The Social Development Strategy guides the City's community social development work and envisions Richmond as an inclusive, engaged and caring community, one that values and builds on its diversity and treats its citizens with fairness and respect.

### 2.1 The Need for a Cultural Harmony Plan

The Cultural Harmony Plan aims to inform the City's response, within its authority, to fostering and enhancing cultural harmony among Richmond's diverse population through a vision, strategic directions and a comprehensive list of actions. As Richmond's population continues to evolve and the overall proportion of immigrant residents increases, it is important that the City's social fabric be maintained and enhanced. For Richmond to be a culturally harmonious community, it is essential that the unique characteristics, interests and needs of various segments of the population are recognized and addressed. City policies, programs and practices must therefore reflect the needs and priorities of Richmond's diverse communities so that all residents can participate in various aspects of community life.

Fostering cultural harmony among Richmond's residents requires the commitment and collaboration of many stakeholders, Community Associations and Societies, community service organizations and the private sector. The City cannot do it alone. The ongoing involvement of all stakeholders is essential to enhancing cultural harmony among Richmond's residents.

## 2.2 Key Stakeholders

An internal Steering Committee, composed of City of Richmond staff representing various departments, was formed to provide input into the development of the Cultural Harmony Plan. In addition to the Steering Committee, key stakeholders were also consulted. The key stakeholders comprised of representatives from the following organizations:

- Atira Women's Resource Society
- AVIA Employment Services
- Boys and Girls Club
- Brighthouse United Church
- C-Change
- Chimo Community Services
- Church on Five
- City Centre Community Association
- City of Richmond
- Connections Community Services Society
- Dignified Dialogue
- Family Services of Greater Vancouver
- Highway to Heaven Association
- Immigrant Services Society of BC
- Kwantlen Polytechnic University
- Multicultural Helping House Society
- Musqueam First Nation
- Open Door Community Ministries
- Our Saviour Lutheran Church
- RCMP
- Richmond Addiction Services Society
- Richmond Black History Month
- Richmond Cares, Richmond Gives
- Richmond Chinese Community Society
- Richmond Community Services Advisory Committee
- Richmond Division of Family Practice
- Richmond Family Place Society
- Richmond Intercultural Advisory Committee
- Richmond Mental Health Consumer and Friends Society

- Richmond Multicultural Community Services
- Richmond Poverty Response Committee
- Richmond Public Library
- Richmond School District
- Richmond Seniors Advisory Committee
- Richmond Society for Community Living
- Richmond Women's Resource Centre
- St. Alban Anglican Church
- St. John's Richmond Church
- Steveston Buddhist Temple
- S.U.C.C.E.S.S.
- The Salvation Army
- Turning Point Recovery Society
- Trinity Western University
- Vancity
- Vancouver Coastal Health
- West Richmond Community Association
- YWCA

## 2.3 Guiding Principles

The following principles, developed in partnership with the Steering Committee, provided a decision-making framework for the development of the Cultural Harmony Plan. It is expected that these principles will continue to provide a framework to guide the Plan's implementation:

- Ensure City policies and practices intentionally promote excellence in equity, respect and intercultural harmony;
- Align with and complement existing City strategies, plans, processes and practices that seek to address cultural harmony;
- Provide measurable outcomes related to how the City's diverse communities interact with each other and the City;
- Facilitate ongoing community engagement as a means to implementing the recommended actions of the Cultural Harmony Plan and ensure that there are opportunities for feedback;
- Develop actions that support the Richmond Intercultural Advisory Committee's intercultural vision *"for Richmond to be the most welcoming, inclusive and harmonious community in Canada"*; and
- Develop actions that promote and facilitate cultural inclusion and that are realistic and achievable in the context of available resources, are resilient over time and are flexible enough to be revised.

## 2.4 Alignment with Other City Strategies

The City of Richmond has undertaken the development of several plans and strategies that include actions related to the cultural harmony of Richmond residents and the community as a whole. Examples of plans and strategies that provide relevant context and support the Cultural Harmony Plan are outlined below.

### **Richmond 2041 Official Community Plan**

The City of Richmond's Official Community Plan cites the City's commitment to social equity and inclusion, engaging our citizens, and building on social assets and community capacity through the following actions:

- Facilitate the establishment of an equitable and inclusive community, whereby City plans, policies, services and practices respect the diverse needs of all segments of the population;
- Encourage and facilitate the active engagement of all segments of the Richmond population in community affairs; and
- Develop and nurture strong, sustainable and collaborative relationships with senior governments and community service organizations.

### **Richmond Social Development Strategy 2013–2022**

The Social Development Strategy cites the City's commitment to build on Richmond's cultural diversity through the following actions:

- Facilitate the development and coordination of intercultural events and community-based dialogues that provide opportunities for intercultural interaction and awareness;
- Encourage collaborative approaches to ensure that Richmond remains a welcoming and integrated community;
- Establish targeted measures to prevent and respond to incidents of racism in Richmond;
- Establish clear guidelines for providing translation and interpretation services to conduct City business;
- Devise and implement a comprehensive cultural diversity training program for City and community partner staff;
- Recognize and reduce barriers faced by new immigrants in accessing City services; and
- Explore opportunities to develop a pilot "apprenticeship" type program targeted at recent immigrants.

### Richmond Community Wellness Strategy 2018–2023

The City is committed to prioritizing community wellness in Richmond through the Wellness Strategy. The Strategy identifies innovative and collaborative approaches to impact wellness outcomes for Richmond residents and promote the benefits of active community engagement and healthy lifestyles for all residents. The Strategy strives to be inclusive, equitable and respectful, and celebrate diversity. The two focus areas most related to cultural harmony are:

- Enhance physical and social connectedness within and among neighbourhoods and communities; and
- Enhance equitable access to amenities, services and programs within and among neighbourhoods.

### Richmond Volunteer Management Strategy 2018–2021

The City and its partners rely heavily on volunteers to support the delivery of many events, services, and programs to the community. The City recognizes the important contributions volunteers make in generating community connectedness and vibrancy. The Strategy focuses on supporting volunteers by prioritizing capacity building and providing meaningful opportunities for volunteers to contribute and connect to their community. Volunteerism is a vital starting point for newcomers to gain experience, connections, and social networks in mainstream society.

### Richmond Intercultural Advisory Committee Intercultural Strategic Plan 2017–2022

The Intercultural Strategic Plan was developed by the City of Richmond's Intercultural Advisory Committee (RIAC), a Council-appointed committee, to pursue its mandate of enhancing intercultural harmony and strengthening intercultural cooperation in Richmond. To achieve RIAC's intercultural vision "*for Richmond to be the most welcoming, inclusive and harmonious community in Canada,*" the Intercultural Strategic Plan has identified the following four strategic directions:

- Address language, information and cultural barriers;
- Address the perception and reality of racism;
- Explore potential areas of alignment between RIAC intercultural vision and governmental and stakeholder systems; and
- Support the development and integration of Richmond's immigrants.

The City of Richmond has always been proactive in developing and implementing actions related to fostering cultural harmony among its residents. The Cultural Harmony Plan builds on the actions identified in these plans and strategies, and offers new actions to foster and enhance cultural harmony among Richmond's diverse population.

## Richmond Arts Strategy 2019–2024

The Richmond Arts Strategy acts as a guide for residents, the City and its stakeholders to develop stronger connections in order to advance the policies, programs and services needed for the arts to thrive in Richmond. One of the Strategy's strategic directions is to promote inclusivity and diversity in the arts through the following actions:

- Highlight Richmond's cultural diversity in arts and culture marketing and communication;
- Encourage and increase programming that involves work by Musqueam and other Indigenous artists;
- Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music; and
- Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative engagement and art.

## Recreation and Sport Strategy 2019–2024

The City, in collaboration with Community Associations and Societies and key stakeholders, has developed a future-oriented Recreation and Sport Strategy to guide the planning and delivery of recreation and sport opportunities in the City. The aim of the Strategy is to build on the strong and successful foundation already present in the City to address the new and diverse interests of stakeholders and to encourage all citizens of every age to enjoy the benefits of an active and involved lifestyle. The two focus areas most related to cultural harmony are:

- Awareness and Understanding: Richmond residents understand the opportunities and benefits of participation in recreation and sport; and
- Engaged Community: Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.



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## 3.0 BACKGROUND

### 3.1 Stakeholder Roles

Fostering cultural harmony requires collective action from many stakeholders as well as dedicated and sustained funding from the provincial and federal governments. Various governmental and non-governmental parties have a role in strengthening intercultural connections and fostering an inclusive community among Richmond’s residents. This section identifies a number of key stakeholders and their roles in building a culturally harmonious society.

#### Government of Canada

The Government of Canada is responsible for social areas such as heritage, immigration and Indigenous matters. It provides funding for projects and social programs, including funding that is accessible to municipalities, community agencies and other groups. Local Immigration Partnerships (LIPs) are one mechanism through which Immigration, Refugees and Citizenship Canada supports the development of community-based partnerships and locally-driven strategic planning processes in building welcoming and inclusive communities.

The federal government has recognized the diversity of Canadians in regards to race, ethnic origin, colour and religion through the adoption of the 1971 Multiculturalism Policy of Canada and the 1988 Canadian Multiculturalism Act. These policies sought to enhance the multicultural heritage of all Canadians while working to address race relations and eliminate systemic inequalities.

The Multiculturalism Program is one means by which the federal government implements the Canadian Multiculturalism Act and advances its priorities in the area of multiculturalism. Its objectives are to:

- Build an integrated and socially cohesive society;
- Improve the responsiveness of institutions to the needs of a diverse population; and
- Actively engage in discussions on multiculturalism and diversity at the international level.

The Program also collaborates with provinces and territories on mutual priorities through the Federal-Provincial-Territorial Officials Responsible for Multiculturalism Issues (FPTORMI) network.

#### Province of British Columbia

The provincial government is responsible for health, education and social services. It pursues its mandate through the provision of direct services and through Health Authorities or Crown agencies, as well as contractual arrangements and grant funding with service providers.

In 1993, the Province of British Columbia passed the Multiculturalism Act to recognize the diversity of British Columbians in regards to race, ethnicity, cultural heritage, religion, ancestry and place of origin. The Act sought to promote racial

harmony, cross-cultural understanding and respect, and to foster a society in which there are no barriers to full participation of all British Columbians in the economic, social, cultural and political life of the province.

The Multiculturalism Branch falls under the Ministry of Tourism, Arts and Culture and is responsible for advancing and strengthening multiculturalism in the province. The Multicultural Advisory Council was established to provide advice to the Minister on issues related to multiculturalism and anti-racism. The BC Multiculturalism Grants program helps organizations work to improve cross-cultural and intercultural interaction, and reduce systemic and institutional barriers for under-represented and racialized groups. Other initiatives include the Organizing Against Racism and Hate Program, BC Hate Crimes Team, and Multicultural and Anti-Racism Awards. The WelcomeBC website is where new residents to British Columbia can find information, tools and resources on getting settled, finding employment, and contributing and participating in their community. The BC Newcomer's Guide is also available in different languages.

## Local Government

Local governments are generally responsible for areas directly related to local communities, such as the management of policing and firefighting services, roads and transportation, municipal zoning and economic development, library and educational facilities, and parks, recreations and culture. They also play a role in promoting the health and well-being of their residents.

On March 25, 1991, Richmond City Council adopted a Multiculturalism Policy that states that the City:

- Values both cultural diversity and a multicultural community as a source of enrichment and strength;
- Supports the right of all persons to freedom from cultural/racial discrimination;
- Supports the right of all persons to equal opportunity and participation in community affairs;
- Is committed to ensuring that City bylaws, policies and programs, service delivery and employment practices address these principles;
- Is committed to implementing this policy and directs City staff, boards, commissions and committees to meet these principles in carrying out their duties; and
- Encourages all community groups to adopt similar policies for their organizations.

The following are some of the roles the City plays in promoting cultural harmony:

- **Advocate:** The City works with community organizations to advocate to senior levels of government for funding and programs that improve intercultural awareness and understanding, reduce barriers and create a more inclusive society;
- **Planner:** The City monitors local data and best practice research regarding cultural harmony to update its policies and implement actions that build on its social inclusion practices;

- **Communicator:** The City educates and promotes the benefits of an inclusive community that is welcoming of people from all cultures, ethnicities and places of origin;
- **Facilitator:** The City strengthens the capacity of community organizations representing the interests of diverse communities by facilitating collaboration; and
- **Partner:** The City partners with senior levels of government and community groups to address the needs and concerns of its citizens.

## Community Associations and Societies

The City works with Community Associations and Societies to provide recreation, sport, and arts, culture and heritage opportunities to all Richmond residents. The City provides the facilities and core staffing, and the Associations and Societies are responsible for most programs and events in these facilities. These programs strive to be reflective of the needs of Richmond's diverse population and foster cultural harmony by promoting intercultural connections, and providing a sense of belonging for residents.

## Community Service Organizations

Community service organizations are non-profit social service agencies that provide valuable social services to immigrants and refugees in Richmond. They are well positioned to identify needs and barriers, participate in joint planning and advocate on issues affecting newcomer communities in Richmond. These organizations deliver culturally and linguistically appropriate services, which include:

- English language learning;
- Information on housing and education;
- Referrals to government programs and services;
- Career mentoring;
- Labour market and employment;
- Networking;
- Support groups;
- Income Tax clinics; and
- Community events.

In addition to these important services, community service organizations continue to advocate on behalf of newcomer communities for additional resources.

## Ethno-cultural and Faith-based Community Groups

Ethno-cultural and faith-based organizations play an important role in helping immigrants and refugees settle and integrate into Canadian society. These organizations often serve as first points of contact for many new arrivals and help diversify and strengthen their social networks. Some of the ethno-cultural and faith-based community groups also provide settlement services, such as information on jobs and housing, English language training and networking opportunities. It is important to recognize the role ethno-cultural and faith-based organizations can play in immigrants' economic and social integration, and participation in community life particularly through activities that focus on building bridges with the broader community. **GP - 91**

### **Richmond School District No. 38**

Schools are important partners in strengthening intercultural connections as they serve families from all socio-economic and ethno-cultural backgrounds. The Settlement Workers in Schools (SWIS) program helps new immigrants and refugees get settled and connected with services and resources in the community. SWIS workers provide information workshops on the school system, English Language Learners (ELL) support, housing and accommodation, transportation, and health, financial and legal services. They also provide settlement counselling and referrals to community resources.

### **Business Community**

The private sector has an important role to play in integrating immigrants and refugees into Canadian society. Many members of the business community are both employers and Richmond residents. Their decisions and actions have a direct impact on employment levels, income and overall quality of life in the community. Businesses can offer mentoring opportunities and assist with sponsorship of programs and events to foster the full participation of all Richmond residents in the social, cultural, economic and political life of the city.



## 3.2 Richmond's Population

Richmond has experienced a significant change in its population over the last three decades. It is now one of the most diverse cities in Canada and holds the distinction of having the largest proportion (60.2%) of residents born outside Canada of any municipality in the country. This section identifies current and emerging trends based on an analysis of available data and statistics from various data sources<sup>1</sup>.

Richmond's current population is estimated at 227,406<sup>2</sup>. Immigration has been a key driver of population growth in the city. Richmond received the fourth-largest number of recent immigrants between 2011 and 2016, trailing Vancouver, Surrey and Burnaby. Since 2001, there has been a 34 per cent increase in Richmond's immigrant population. Figure 1 highlights the population and immigration trends for Richmond and Metro Vancouver from 2001 to 2016.

*Figure 1: Population and Immigration Trends for Richmond and Metro Vancouver (2001–2016)*

Year	Richmond			Metro Vancouver		
	Total Population	Immigrant Population	% of Immigrants <sup>3</sup>	Total Population	Immigrant Population	% of Immigrants <sup>4</sup>
2016	198,309	118,305	60.2%	2,463,431	989,540	40.8%
2011	190,473	112,875	59.6%	2,313,328	913,310	40.0%
2006	174,461	99,660	57.1%	2,116,581	831,265	39.6%
2001	164,345	88,300	53.7%	1,986,965	738,550	37.5%

Source: Statistics Canada



<sup>1</sup> Data sources include Statistics Canada, 2001, 2006, 2011 and 2016 Census, 2011 National Household Survey, and NewToBC Immigrant Demographics Richmond, BC 2018 report.

<sup>2</sup> City of Richmond projections (with Urban Futures Inc.) as of January 2019.

<sup>3</sup> The percentages in this column are based on a population figure that does not include people living in collective dwellings. A collective dwelling is defined by Statistics Canada as "a dwelling of a commercial, institutional or communal nature... included are lodging or rooming houses, hotels, motels, tourist establishments, nursing homes, hospitals, staff residences, military bases, work camps, jails, group homes, and so on."

<sup>4</sup> *ibid.*

Between January 1, 2011 and May 10, 2016, there were 15,245 immigrants who arrived in Richmond from countries all over the world. China remains the top country of origin for recent immigrants with close to 59 per cent, while the Philippines have replaced Hong Kong as the second country, with 14 per cent of the recent immigrant population. For comparison's sake, immigrants refer to those who were born outside Canada and have been a landed immigrant or permanent resident; recent immigrants refer to those who arrived in Canada within the past five years. Figure 2 highlights the countries of origin for recent immigrants to Richmond and Metro Vancouver.

*Figure 2: Top Places of Birth for Richmond and Metro Vancouver (2016)*

Richmond						Metro Vancouver		
Total Immigrants		Percentage	Recent Immigrants		Percentage	Recent Immigrants		Percentage
China	42,755	36.1%	China	8,940	58.6%	China	35,895	25.2%
Hong Kong	23,185	19.6%	Philippines	2,135	14.0%	India	21,380	15.0%
Philippines	12,985	11.0%	India	565	3.7%	Philippines	20,205	14.2%
Taiwan	7,525	6.4%	Hong Kong	485	3.2%	Iran	8,315	5.8%
India	5,080	4.3%	Taiwan	470	3.1%	Korea, South	6,640	4.7%
United Kingdom	2,760	2.3%	Pakistan	270	1.8%	United States	4,065	2.9%
United States	1,480	1.3%	Japan	190	1.2%	United Kingdom	3,855	2.7%
Japan	1,340	1.1%	United States	185	1.2%	Taiwan	2,325	1.6%
Vietnam	1,050	0.9%	Korea, South	170	1.1%	Mexico	2,295	1.6%
Pakistan	1,035	0.9%	Russian Federation	150	1.0%	Iraq	1,850	1.3%
Other Places	19,110	16.2%	Other Places	1,685	11.1%	Other places	35,705	25.1%
Immigrant Population	118,305	100.0%	Recent Immigrant Population	15,245	100.0%	Recent Immigrant Population	142,530	100.0%

Source: Statistics Canada

## Ethnicity

There were over 150 different ethnic origins<sup>5</sup> and 100 languages spoken in Richmond in 2016. The most commonly reported ethnic origin was Chinese with 54 per cent of the population. This proportion has grown from 34 per cent in 1996, 45 per cent in 2006 and 54 per cent in 2016. The ten most common ethnic origins are highlighted below in Figure 3.

*Figure 3: Top Ethnic Origins for Richmond and Metro Vancouver (2016)*

Richmond		Metro Vancouver	
Chinese	107,080	Chinese	499,175
English	18,015	English	470,340
Filipino	15,480	Scottish	341,075
Canadian	13,540	Canadian	331,205
Scottish	12,990	Irish	275,355
East Indian	12,335	East Indian	243,135
Irish	9,960	German	222,025
German	8,525	French	147,715
French	5,445	Filipino	133,925
Japanese	4,925	Ukrainian	94,400
Total Population	196,660	Total Population	2,426,235

Source: Statistics Canada



<sup>5</sup> Statistics Canada defines ethnic origin as the “ethnic or cultural origins of the person’s ancestors.” A person’s ancestors are usually more distant than grandparents. A person can have more than one ethnic origin.

In 2016, over three-quarters (76.3%) of Richmond's population identified as a visible minority<sup>6</sup>. Richmond has the highest proportion of visible minorities of any municipality in British Columbia and the second highest (after Markham, Ontario) in Canada. The predominant visible minority group in Richmond was Chinese, at 53 per cent of the total population. Figure 4 highlights the ten most common visible minority groups in Richmond.

*Figure 4: Top Visible Minority Groups for Richmond and Metro Vancouver (2016)*

Richmond		Metro Vancouver	
Chinese	104,185	Chinese	474,655
South Asian	14,360	South Asian	291,005
Filipino	13,575	Filipino	123,170
Japanese	3,940	Korean	52,980
Southeast Asian	1,955	West Asian	46,010
Latin American	1,585	Southeast Asian	44,905
Arab	1,485	Latin American	34,805
Korean	1,290	Japanese	30,110
Black	1,270	Black	29,830
West Asian	1,230	Arab	16,430
Total visible minority population	150,015	Total visible minority population	1,185,680
Total population	196,660	Total population	2,426,235

Source: Statistics Canada

## Aboriginal Population

In Richmond, a total of 1,600 people reported Aboriginal identity in the 2016 Census, which accounted for 0.8 per cent of the total population. Of this total, 58 per cent identified as First Nations, 38 per cent as Metis and 2 per cent as Inuit. Compared to Metro Vancouver, a total of 61,455 people reported Aboriginal identity, which accounted for 2.5 per cent of the total population; 58 per cent identified as First Nations, 38 per cent Metis and less than 1 per cent as Inuit.

<sup>6</sup> A visible minority is defined by Statistics Canada as "persons, other than Aboriginal persons, who are non-Caucasian in race or non-white in colour."

## Language

In 2016, close to three-quarters of Richmond's recent immigrants spoke another language other than English or French most often at home. In contrast, two-thirds of Richmond's total immigrant population spoke neither English nor French most often at home. While Cantonese is still the top Chinese language spoken at home in general, Mandarin has been steadily catching up with 44.3 per cent of recent immigrants speaking it at home compared to 10.4 per cent who speak Cantonese. The top five non-official home languages spoken in Richmond and Metro Vancouver are highlighted in Figure 5.

*Figure 5: Top Non-Official Home Languages Spoken for Richmond and Metro Vancouver (2016)*

Richmond						Metro Vancouver		
Total Immigrants		Percentage	Recent Immigrants		Percentage	Recent Immigrants		Percentage
Cantonese	30,860	26.1%	Mandarin	6,760	44.3%	Mandarin	26,905	18.9%
Mandarin	26,655	22.5%	Cantonese	1,585	10.4%	Punjabi	12,940	9.1%
Tagalog	3,755	3.2%	Tagalog	845	5.5%	Tagalog	7,790	5.5%
Punjabi	2,240	1.9%	Arabic	300	2.0%	Persian	7,055	4.9%
Russian	1,315	1.1%	Russian	240	1.6%	Cantonese	6,095	4.3%
Other Non-Official Languages	9,795	8.3%	Other Non-Official Languages	1,520	10.0%	Other Non-Official Languages	27,785	19.4%
Total Immigrants	118,305	100%	Recent Immigrants	15,245	100%	Recent Immigrants	142,535	100%

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



In Richmond, the proportion of residents whose mother tongue<sup>7</sup> was English has been declining since 2001 from 44.4 per cent to 33.1 per cent in 2016. The 2016 Census indicates that 43.7 per cent of Richmond residents indicated either Mandarin or Cantonese as their mother tongue, 33.1 per cent indicated English, 3.9 per cent indicated Tagalog and 2.7 per cent indicated Punjabi. Figure 6 highlights the trends by percentage of population with English as their mother tongue for Richmond and Metro Vancouver.

**Figure 6: Language Trends with English Only as a Mother Tongue for Richmond and Vancouver (2016)**

Year	Richmond	Metro Vancouver
	Percentage	Percentage
2016	33.1%	54.0%
2011	36.6%	56.0%
2006	38.6%	56.7%
2001	44.4%	60.2%

Source: Statistics Canada

In 2016, more than half of Richmond's immigrants spoke either English or French most often at work. Almost a third (30.4%) of recent immigrants and 18.5 per cent of total immigrants spoke neither English nor French at work, compared to 28.7 per cent of recent immigrants and 17 per cent of total immigrants in 2011. Chinese (Cantonese and Mandarin combined) was the non-official language most often spoken at work by both recent immigrants and total immigrants (see Figure 7).

**Figure 7: Top Non-Official Languages Spoken Most Often at Work in Richmond (2016)**

Richmond				Metro Vancouver	
Total Immigrants		Recent Immigrants		Recent Immigrants	
Cantonese	9.0%	Mandarin	22.1%	Mandarin	6.9%
Mandarin	8.2%	Cantonese	5.4%	Punjabi	4.5%
Punjabi	0.3%	Japanese	0.6%	Cantonese	2.4%
Non-Official Languages	18.5%	Non-Official Languages	30.4%	Non-Official Languages	17.8%

Source: NewToBC Immigrant Demographics Richmond, BC 2018.

<sup>7</sup> Mother tongue is defined by Statistics Canada as "the first language learned at home in childhood and still understood by the person at the time the data was collected."

## Education

In 2016, half (50.6%) of Richmond's recent immigrants had a bachelor's degree or higher, compared to 43.2 per cent of total immigrants and 35.5 per cent of Canadian-born residents (see Figure 8). These figures are similar to Metro Vancouver, with 53.2 per cent of recent immigrants and 41.7 per cent of total immigrants having a bachelor's degree or higher, compared to 33.6 per cent of their Canadian born counterparts.

*Figure 8: Highest Level of Education for Recent Immigrants, Total Immigrants and Canadian Born in Richmond (2016)*

	Richmond			Metro Vancouver		
	Canadian Born	Total Immigrants	Recent Immigrants	Canadian Born	Total Immigrants	Recent Immigrants
University Certificate, diploma or degree at bachelor level or above	35.5%	43.2%	50.6%	33.6%	41.7%	53.2%
College, CEGEP or other non-university certificate or diploma	21.3%	15.0%	13.0%	22.4%	15.7%	11.2%
Apprenticeship or trades certificate or diploma	7.0%	3.6%	2.2%	8.3%	5.0%	3.4%
Secondary (high) school diploma or equivalency certificate	27.4%	24.2%	19.8%	25.8%	22.8%	17.4%

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



## Labour Market Participation

Despite the higher level of education attained by recent immigrants in Richmond, almost 10 per cent of recent immigrants were unemployed<sup>8</sup> in 2015, which is higher than Richmond's total immigrant (6%) and Canadian-born (5.6%) labour force. Figure 9 shows the employment and unemployment rates for the population aged 15 years and over.

Figure 9: Labour Market Participation Rates in Richmond (2015)

	Richmond			Metro Vancouver		
	Canadian Born	Total Immigrants	Recent Immigrants	Canadian Born	Total Immigrants	Recent Immigrants
Population aged 15 years and over	55,530	113,915	12,970	1,112,275	952,340	122,620
In the labour force	35,565	67,160	7,390	769,910	585,610	80,025
Participation rate	64.1%	59.0%	57.0%	69.2%	61.5%	65.3%
Employment rate	60.4%	55.4%	51.3%	65.3%	57.8%	59.2%
Unemployment rate	5.6%	6.0%	9.9%	5.7%	5.9%	9.3%

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



<sup>8</sup> Statistics Canada defines unemployed persons as those who "were available for work and were either on temporary layoff, had looked for work in the past four weeks or had a job to start within the next four weeks."

More significantly, the median income of Richmond's recent immigrant population was \$15,834, notably less than the median income of \$23,102 for the immigrant population and \$25,842 for the total population. In 2015, 40.7 per cent of Richmond's recent immigrant population were in the low-income bracket, compared with 26.1 per cent of the total immigrant population and 22.4 per cent of the total population (see Figure 10).

*Figure 10: Total Income for Richmond and Metro Vancouver (2015)*

	Richmond			Metro Vancouver		
	Total Population	Total Immigrants	Recent Immigrants	Total Population	Total Immigrants	Recent Immigrants
Population aged 15 years and over	169,445	113,915	12,970	2,064,585	952,340	122,620
Average income	\$38,039	\$34,720	\$22,487	\$46,821	\$40,437	\$28,845
Median income	\$25,842	\$23,102	\$15,834	\$32,612	\$27,642	\$19,625
Prevalence of low income in 2015 <sup>9</sup>	22.4%	26.1%	40.7%	16.5%	20.5%	33.5%

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



<sup>9</sup> Based on the Low-income measure, after tax (LIM-AT).

When compared with those who worked full-time for a full year, Richmond's recent immigrant population also earned 27.7 per cent less than the total immigrant population and 37.5 per cent less than Richmond's total population. Figure 11 shows the employment income of individuals aged 15 years and over.

Figure 11: Employment Income for Richmond and Metro Vancouver (2015)

	Richmond			Metro Vancouver		
	Total Population	Total Immigrants	Recent Immigrants	Total Population	Total Immigrants	Recent Immigrants
Population aged 15 years and over	169,445	113,915	12,970	2,064,585	952,340	122,620
Population who worked full year, full time in 2015	46,015	29,285	2,015	637,390	258,940	25,630
Average income	\$61,759	\$57,616	\$43,975	\$67,916	\$61,567	\$53,737
Median income	\$51,059	\$47,420	\$37,128	\$54,955	\$49,407	\$41,559

Source: NewToBC Immigrant Demographics Richmond, BC 2018.



## 4.0 NEEDS ANALYSIS

The diversity of Richmond's population presents plenty of opportunities for community vibrancy and enrichment, however, it also presents some challenges, particularly in terms of communication, cross-cultural understanding, integration and the potential marginalization of some segments of the population. Richmond already has a strong network of dedicated social service agencies, community organizations, advocates and government partners that are committed to fostering and promoting intercultural harmony in the community. A key aspect of the Cultural Harmony Plan is to build on the City's social inclusion practices as well as the existing strengths and capacities of its partners and key stakeholders. The following needs analysis helps to identify strengths, gaps and opportunities based on an analysis of available data and qualitative information provided by local stakeholders.

### Community Capacity-Building

**Strengths:** Richmond's strength lies in the strong network of dedicated social service agencies and community organizations that help settle and integrate newcomers into the community and work towards cultural harmony. The City collaborates with various organizations through joint planning tables to share information and identify gaps in service delivery. In addition, the City has been providing the annual City Grant Program to build community and organizational capacity to provide programs for residents and promote partnerships with other funders and organizations.

**Gaps:** Despite the many strong collaborative partnerships in Richmond, gaps still exist. Many community organizations are facing significant challenges, such as limited funding and competition for contracts and short-term project grants. Most social service agencies do not have the resources to introduce programs that meet locally identified needs or plan for the long-term integration of immigrants because most of their funding is tied to the delivery of specific services.

**Opportunities:** While municipalities have the authority to plan for social issues, they have limited responsibility and funding for the delivery of social services. An opportunity in this area would be for the City to work with senior levels of government to advocate for long-term funding opportunities to community organizations that represent the interests of diverse communities.

### Public Education and Awareness

A welcoming population is the foundation of culturally harmonious communities. The attitudes of residents towards immigrants have a strong impact on immigrants' sense of belonging and reported satisfaction with life in Canada.

**Strengths:** The City has a full-time Inclusion Coordinator who is responsible for developing culturally-appropriate strategies and initiatives that promote cross-cultural awareness and community inclusion. The City also holds an annual Diversity Symposium which provides cultural competency training opportunities to City, Community Associations and Societies, non-profit and social service

agency staff, and volunteers so they can better understand how to work with the diverse communities in Richmond, and deliver programs and services that are welcoming and inclusive of everyone.

**Gaps:** It is important to foster residents' positive attitudes toward cultural diversity and the presence of newcomers in the community because positive attitudes are closely related to other indicators such as social engagement and lack of discrimination in the workplace. There is a need to make residents more aware of the social and economic contributions of newcomers to the community, as well as the barriers faced by newcomers, in terms of language and culture, among others. Newcomers also need support in adjusting to the social norms of the host community and accessing information that would enhance their participation in the social, cultural, economic and political life of the community.

**Opportunities:** There is an opportunity for the City to promote the benefits of an inclusive community that is welcoming of people from all backgrounds, ethnicities, and cultures. There are also other opportunities to enhance awareness and education, such as recognizing the cultural and economic contributions long-term residents and recent immigrants have made to Richmond, teaching residents how to communicate with limited English speakers, and introducing newcomers to the social norms of the community. In addition, the City can work with its key stakeholders and the media to highlight the stories of Richmond residents. The private sector can also be made aware of the benefits of cross-cultural sensitivity training for their businesses.

### **An Interculturalism Model**

Over the past decade, there has been a shift from multiculturalism towards interculturalism. Multiculturalism recognizes the diversity of all citizens in regards to race, ethnicity, culture, religion, ancestry and place of origin. Interculturalism builds on the principles of multiculturalism by not only recognizing diversity but also focusing on the mutual exchange of ideas and cultural norms between and among diverse populations. The emphasis is on building relationships with people across all cultures and breaking down barriers in the community.

**Strengths:** The City has a Council-appointed advisory body, the Richmond Intercultural Advisory Committee, which acts as a resource to City Council regarding intercultural issues in Richmond and provides an intercultural lens on City strategies and initiatives. In addition, the City in partnership with Community Associations and Societies, community service organizations and key stakeholders, organize events that bring people of all backgrounds together through festivals and programs, such as Doors Open and Richmond World Festival. Richmond's various community service organizations also do a significant amount of work in celebrating diversity and promoting intercultural understanding through their many programs and services.

**Gaps:** There is still some work to be done in linking immigrants with mainstream organizations and institutions. There is a need for programs and activities that encourage positive interaction between cultural, religious and ethnic communities, and especially between newcomers and long-time residents.

**Opportunities:** Many programs and services already exist in the community that bring people of all backgrounds together. However, there is an opportunity to incorporate intercultural elements into programs that allow participants to get to know each other and create something new together. These activities can help facilitate relationship building and increase intercultural understanding. Training on interculturalism can be offered to City and Community Associations and Societies staff and so they are equipped to deliver programs and services that facilitate intercultural relationship building. An intercultural lens can be applied by the City, with the help of the Richmond Intercultural Advisory Committee, in the development and implementation of policies, programs and practices. The City can also encourage community service organizations to incorporate intercultural elements into their programs and events through the City Grant Program.

### Reduce Barriers to Participation

A culturally harmonious society is characterized by active participation and broad equality of opportunities among all Richmond’s residents. Immigrants who face language, cultural, religious and ethnic barriers are less likely to participate fully in the social, economic, cultural and political life of society.

**Strengths:** The City works with Community Associations and Societies to provide programs and services that reflect the needs of Richmond’s diverse population so residents can participate in community life. The City also translates some documents into other languages so residents can access information that affects their lives. Richmond’s immigrant-serving agencies provide a variety of support services for immigrants and refugees to help them get settled, find careers and make new connections through support groups, English classes and employment programs.

**Gaps:** One of the main challenges faced by skilled immigrants in Richmond is finding jobs that are equivalent to their training and experience. Despite a higher level of education and considerable job experience attained by recent immigrants, data shows that they lag behind Richmond’s total immigrant and Canadian-born labour force in terms of employment rates and total income (see Figures 9 and 10 on pages 16 and 17). Newcomers are turned down due to lack of Canadian experience or accredited Canadian academic credentials. In addition, the 2016 Census shows that 11 per cent of Richmond’s population neither speaks English nor French. A key challenge is to find ways to engage with this population so they can participate in the socio-economic life of the city.

**Opportunities:** Volunteer and internship opportunities are often crucial starting points for newcomers to gain meaningful experience, connections and social networks in the community. In order to improve employment opportunities for immigrants with foreign training and credentials, internship programs targeted at recent immigrants can be explored by the City and its key stakeholders, including the business sector. Developing translation and interpretation guidelines, and using different communication methods and tools, to engage with multilingual communities are ways to reduce the barriers to participation for some segments of Richmond's population. There is an opportunity for the City to work with immigrant-serving organizations to identify barriers immigrants face that hinder them from participating in programs and services at City facilities.



## 5.0 BEST PRACTICES REVIEW

To inform the development of the Cultural Harmony Plan, the City undertook a review of best practices from other municipalities in Canada. Ten similarly diverse municipalities were chosen based on the following criteria:

- Cities of similar size as Richmond, considering growth potential for the next 10 years;
- Cities with a significant newcomer and immigrant population as a percentage of the total population;
- Cities with comparable socioeconomic characteristics to Richmond; and
- Cities that have a track record for proactively addressing cultural harmony issues and a demonstrated commitment to cultural harmony practices.

The ten municipalities chosen for a review of best practices include:

1. Brampton, Ontario;
2. Burnaby, British Columbia;
3. Calgary, Alberta;
4. Coquitlam, British Columbia;
5. Edmonton, Alberta;
6. Hamilton, Ontario;
7. Mississauga, Ontario;
8. Surrey, British Columbia;
9. Vancouver, British Columbia; and
10. Winnipeg, Manitoba.

Evaluation criteria were developed to assess the best practices in terms of accountability, community engagement, customer service, partnerships, staff capacity building and training, programming and volunteer practices. The intent was to identify opportunities for enhancing cultural harmony in Richmond while recognizing that any practice or initiative must be appropriate and feasible to the local context.

The ten comparator cities each have initiatives that are unique to their community and location. Many municipalities have practices similar to those already in place in Richmond. Common practices include the use of Google Translator which offers multiple languages for City-produced web content and City dashboards that provide updates on cultural harmony-related projects. A few cities offer newcomer services at their facilities and many host an annual Newcomer Day. Workforce training in diversity is also common among the municipalities reviewed.

This section focuses on the key learnings from the best practices review that helped inform the development of the strategic directions and recommended actions in the Cultural Harmony Plan.

## Reducing Barriers to Economic Opportunities, Services and Programs

Targeted approaches that address the unique challenges experienced by immigrants and refugees are often utilized by the municipalities reviewed. These include addressing barriers such as cultural and language differences, and the lack of recognition of foreign training and experience, among others. Some municipalities have partnered with institutions and organizations in the community to increase employment opportunities for diverse groups and to break down biases and barriers within their respective organizations.

For example, the City of Vancouver, in partnership with the Immigration Employment Council of British Columbia and service providers such as ISSofBC, MOSAIC, and SUCCESS, offers a mentorship program for new immigrant professionals. By providing an opportunity for City staff to share their knowledge, expertise, and professional networks with the newly arrived immigrant professionals, the City helps to build a more culturally competent staff team to better serve diverse communities. The City of Surrey has partnered with immigrant-serving agencies to offer settlement services at their facilities, covering topics such as employment, schools, health care and other newcomer orientation services. Surrey's Settlement Services in Recreation Centres program is available to newcomers in a number of different languages.

A review of best practices suggests that using a variety of communication methods to reach different target audiences helps enhance understanding and participation. Some municipalities, like Mississauga for instance, use Google Translator to translate all City-produced content in multiple languages and the 311 phone service to provide direct access to non-emergency municipal government information in more than 150 languages. Other municipalities, such as Burnaby and Coquitlam, maintain a volunteer language bank of City employees who speak languages other than English. When available, these staff members provide interpretation services for residents seeking information on City services.

Many municipalities provide settlement-related resources that are available to newcomers in their respective communities. Some municipalities, including Richmond, publish a Newcomers Guide that lists various settlement-related information, such as service providers and language classes. Other municipalities, such as Calgary and Hamilton, have a City webpage that provides newcomer settlement information. The City of Coquitlam hosts an annual Welcome to Coquitlam event so newcomers can learn about City programs and services. Different City departments are on hand to talk about a broad range of topics, including recycling and garbage services, and parks and recreation activities. Community agencies offering essential services for new residents are also at the event to provide information that would help new arrivals adjust to the community. The City of Winnipeg's annual Newcomer Family Fair is designed to welcome new arrivals to the city and connect them with services.

## Enhancing Intercultural Interaction

Many municipalities recognize the importance of facilitating intercultural understanding and interaction between people of different ethno-cultural, racial, religious and other backgrounds. The goal is to encourage positive interaction and direct engagement between diverse communities in order to help break down misconceptions about each other.

One of the priority actions identified in the City of Calgary's Cultural Plan for Calgary is building interactions and exchange between ethno-cultural communities, Indigenous communities and Calgary's cultural organizations to develop new programming, funding and exchange opportunities. The City of Vancouver has implemented the Dialogues Projects to increase understanding and strengthen relations between Indigenous and immigrant/non-Indigenous communities. Key initiatives include Dialogue Circles, community research, cultural exchange visits, youth and elders program, and legacy projects. The City of Hamilton's Public Engagement Charter directs the City to create opportunities for residents from different backgrounds to work together through the use of appropriate engagement methods and tools.

## Promoting Awareness and Education

Awareness and education are some of the major themes identified in addressing cultural harmony. Celebrating the ethnic and cultural diversity of its citizens through official celebrations and observances is one way municipalities promote awareness and education. The City of Burnaby Storytelling Project is a public awareness campaign that sought to inform and educate Burnaby residents about the value that immigrants and refugees bring to the community. The project trained 22 storytellers who shared their experiences at community events throughout the city and brought awareness to the issues experienced by immigrants and refugees in Burnaby.

Many municipalities offer diversity awareness training to their staff. For example, the City of Edmonton offers mandatory diversity training to all staff and the City of Calgary has committed resources to staff training in order to support and enable effective communication with Calgary's diverse communities. The City of Hamilton delivers a system-wide Anti-Racism training program and the City of Surrey provides training for front-line staff on settlement services.

The Burnaby Inter-Faith Network, comprised of the City of Burnaby, and local faith and community leaders, organizes a series of events that build knowledge and understanding of Burnaby's diverse faith communities. It envisions Burnaby to be a place where people of different faiths respect each other and live together in harmony.

## Pursuing Partnership and Collaborative Approaches

Many municipalities have identified the need for strong partnerships and continued collaborative actions to foster cultural harmony. Often work happens outside of the organization with communities, grassroots organizations, non-profits and other stakeholders. Many municipalities, including Richmond,

participate in Local Immigration Partnerships which support the integration of immigrants and refugees in their respective communities. Some municipalities, such as Burnaby, Vancouver, Calgary and Edmonton, are members of the Canadian Coalition of Municipalities Against Racism and Discrimination. This network brings together municipalities to undertake initiatives that improve their policies against racism, discrimination, exclusion and intolerance.

The City of Brampton has partnered with faith communities to respond to emergencies through the Lighthouse Project. Brampton recognizes that faith-based organizations are already serving vulnerable populations and their sites can be used as meeting points for people needing guidance and support during emergencies. This is an example of an innovative project that taps into an already existing network to serve diverse populations in the community.



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## 6.0 STRATEGIC FRAMEWORK

The *Cultural Harmony Plan 2019–2029* sets out five strategic directions and 27 recommended actions to be completed over a ten-year period. The recommended actions build upon ongoing initiatives and work that has been accomplished to date, consider current and emerging needs, and seek to foster collaboration and cooperation among stakeholders.

### 6.1 Definition, Vision, and Guiding Principles

#### Definition of Cultural Harmony

Cultural Harmony is the result of achieving “unity in diversity,” when we respect and value diversity, foster and promote a welcoming and inclusive community, and ensure equitable outcomes for all regardless of race, culture, ethnicity, and length of time in Canada.

#### The vision for the Cultural Harmony Plan 2019–2029 is:

*“That Richmond residents recognize and respect diversity in the community and enable each individual’s contributions in all aspects of community life.”*

The *Cultural Harmony Plan 2019–2029* includes five strategic directions that have been identified from and are supported by data and best practice research. The five strategic directions are:

1. Intercultural connections;
2. Collaboration and partnerships;
3. Targeted training and professional development;
4. Communication and community engagement; and
5. Programs and services.

### 6.2 Actions for Implementation

The 27 recommended actions have been developed to enhance cultural harmony in Richmond. Many of the actions build on the priorities identified in the Social Development Strategy. Each strategic direction includes items for action that are intended to meet the objectives and intended outcomes of each strategic direction. Each action includes an associated timeline for completion, which is characterized as short term (0–3 years), medium term (4–6 years), long term (7–10 years), or ongoing. It is important to acknowledge that while the strategic framework covers a ten-year period, some actions may require adaptation to respond to community needs or opportunities as they arise.

## Strategic Direction 1: Intercultural Connections

Showcasing Richmond's diversity allows residents to have a better understanding and respect for different cultures. Cultural celebrations can be learning opportunities for the host community and allow them to become engaged with the lives of newcomers. These celebrations can also be a way of bringing newcomers into direct engagement with local residents.

One of the ways to foster harmonious relations between cultures is through mutual exchanges that do not seek to eliminate differences but instead facilitate meaningful contact between diverse communities. The City believes that fostering cultural harmony needs to go beyond recognizing and celebrating diversity; it is equally important to encourage opportunities for Richmond residents of diverse backgrounds to interact with and learn from each other. This can lead to increased intercultural understanding and respect, and also increases a sense of community for both recent immigrants and long-term residents.

Recommended Actions		Timeline
1.	Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events.	Ongoing
2.	Develop and implement a neighbourhood approach to facilitating positive intercultural exchange and understanding between Richmond's diverse cultural communities, such as community-based dialogues, storytelling, and sharing of art, food, and music.	Short term
3.	Review the calls to action from the Truth and Reconciliation Commission's (TRC) report and explore opportunities for Richmond to respond.	Short term
4.	Identify and recognize community champions who improve awareness, acceptance and positive relations among people of different cultural and ethnic backgrounds, and between long-time residents and recent immigrants.	Medium term
5.	Incorporate criteria into the City Grant program that supports programs and events that facilitate intercultural interaction and promote intercultural understanding.	Medium term

## Strategic Direction 2: Collaboration and Partnerships

Richmond has a strong network of Community Associations and Societies, community service organizations, community service organizations, and ethno-cultural and faith-based community groups that deliver various services in the community. The City has established collaborative partnerships with many of these organizations to identify and meet the needs of Richmond's diverse population. The City values working together to share information, identify gaps in services, and respond to challenges and opportunities in the community.

The City recognizes that an essential part of fostering a culturally harmonious society is building the capacity of Richmond's community service organizations and ethno-cultural community groups. Central to the process of capacity building is access to resources that allows these organizations and groups to serve the unique needs of the diverse communities in Richmond.

Recommended Actions		Timeline
1.	Continue to work with Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.	Ongoing
2.	Continue to support the capacity building of community service organizations that serve the needs of Richmond's diverse population.	Ongoing
3.	Pursue opportunities to participate in joint planning and networking with community service organizations in order to share information and identify gaps in program and service delivery.	Short term
4.	Participate in community initiatives that seek to develop mechanisms for responsive action against incidents of racism.	Short term
5.	Pursue programs and funding opportunities provided by senior levels of government regarding cultural harmony initiatives.	Short term
6.	Explore participation in networks that work towards building inclusive societies.	Medium term

### Strategic Direction 3: Targeted Training and Professional Development

Building a culturally harmonious society requires being responsive to the needs and challenges of Richmond's residents. A workforce that understands the diverse populations they serve is essential towards achieving this goal. Equipping staff and volunteers with the knowledge and skills they need to be culturally competent, to understand the value and dimensions of diversity that exist in society, and to develop ideas for fostering inclusion in City facilities will contribute to the development of a culturally harmonious society.

A culturally harmonious society recognizes diversity and places value on that recognition and participation. The understanding and appreciation of the knowledge, skills and experience that newcomers bring into the labour market allow them to obtain employment that is commensurate to their education and work experience and fully contribute to society and economy.

Recommended Actions		Timeline
1.	Continue to learn and share best practices in diversity and inclusion with staff and volunteers from the City, Community Associations and Societies and community service organizations, through the City of Richmond Diversity Symposium and other training opportunities.	Ongoing
2.	Develop and implement a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers to better serve Richmond's diverse population.	Short term
3.	Work with immigrant-serving agencies to identify and reduce barriers faced by immigrants in accessing volunteer and employment opportunities with the City of Richmond.	Short term
4.	Explore and implement mentorship and internship opportunities targeted to recent immigrants within the City.	Medium term
5.	Recruit and retain City and Community Associations and Societies staff and volunteers that reflect Richmond's diversity.	Long term

## Strategic Direction 4: Communication and Community Engagement

With 60 per cent of Richmond residents born outside of Canada, the City recognizes that responding to the needs and interests of newcomers is an increasingly important part of its mandate. Removing barriers to participation and access to information are important in fostering a culturally harmonious community.

Citizen engagement is a crucial part of the process of promoting a culturally harmonious society because it allows Richmond residents to have a say on issues of public concern. Community engagement strategies that takes into account the unique characteristics, interests and needs of various segments of the population make residents feel valued and respected. City-related information that takes into account the communication skills and channels of different cultural communities allow residents, regardless of cultural backgrounds and language ability, to access key information and provide input on issues affecting them and the community at large.

Recommended Actions		Timeline
1.	Review and pursue viable options of providing City-related information for newcomers, immigrants and refugees that would assist them in accessing services in the community (i.e. City website).	Ongoing
2.	Develop City-wide translation and interpretation guidelines to expand the engagement of multilingual communities.	Short term
3.	Explore and implement the use of different communication methods, such as multilingual translation services on the City website and interpretive tools for frontline customer service staff, to engage different cultural segments of the population.	Short term
4.	Explore the creation of a corporate community engagement policy with input from under-represented and hard-to-reach communities.	Long term
5.	Develop and implement an awareness campaign about the benefits of an inclusive community and recognize the contributions long-time residents and recent immigrants have made to Richmond's vibrant community.	Long term

## Strategic Direction 5: Programs and Services

The City believes that a culturally harmonious society is a welcoming and inclusive society. It is characterized by a widely shared social experience and the active participation of its residents. Promoting cultural competence at the staff level through training and professional development contributes to cultural competence at the level of program design and implementation.

Programs and services that reflect the needs and priorities of Richmond's diverse population facilitate a sense of belonging and well-being. Offering culturally sensitive activities and services is one way of reducing barriers and promoting social interaction within Richmond's diverse communities.

Recommended Actions		Timeline
1.	Undertake a comprehensive review of City and Community Associations and Societies programs and services from a diversity and inclusion perspective, identifying gaps and improvements, and implementing any actions that have been identified.	Ongoing
2.	Review and update the New Canadian Tour program to reflect the needs of the newcomer communities in Richmond.	Short term
3.	Develop and implement City and Community Associations and Societies programs and services that enhance positive social and intercultural connections, as appropriate, within and among Richmond's diverse cultural, ethnic and religious populations.	Short term
4.	Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, cultural and heritage practices into the City's programs and events.	Short term
5.	Work with immigrant-serving agencies and Community Associations and Societies to reduce barriers for new immigrants to participate in programs and services at City facilities.	Short term
6.	Consult and seek opportunities for collaboration with the diverse cultural, ethnic and faith organizations in Richmond to gain a better understanding of the needs of Richmond's population and ensure there are a variety of services available in the community.	Medium term

## 7.0 MONITORING AND EVALUATION

The key actions and outcomes are outlined in Table 1 below and are intended to guide the ongoing monitoring and evaluation of the *Cultural Harmony Plan 2019–2029*. The key outcomes will be used to monitor the effectiveness of the Plan as a whole, as well as the impact of specific projects and programs.

**Table 1: City of Richmond Cultural Harmony Plan 2019–2029 Monitoring and Evaluation Framework**

Strategic Direction	Actions	Key Outcomes
<b>Intercultural Connections</b>	<ul style="list-style-type: none"> <li>Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and events.</li> <li>Develop and implement a neighbourhood approach to facilitating positive intercultural exchange and understanding between Richmond's diverse cultural communities, such as community-based dialogues, storytelling, and sharing of art, food, and music.</li> <li>Review the calls to action from the Truth and Reconciliation Commission's (TRC) report and explore opportunities for Richmond to respond.</li> <li>Identify and recognize community champions who improve awareness, acceptance and positive relations among people of different cultural and ethnic backgrounds, and between long-time residents and recent immigrants.</li> <li>Incorporate criteria into the City Grant program that supports programs and events that facilitate intercultural interaction and promote intercultural understanding.</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness and understanding about Richmond's diverse communities.</li> <li>Increased opportunities for residents to interact and build relationships with each other.</li> <li>Greater recognition of community champions for the work that they do.</li> <li>Increased awareness of the history of Indigenous peoples, including the history and legacy of the residential school system.</li> </ul>
<b>Collaboration and Partnerships</b>	<ul style="list-style-type: none"> <li>Continue to work with Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.</li> <li>Continue to support the capacity building of community service organizations that serve the needs of Richmond's diverse population.</li> <li>Pursue opportunities to participate in joint planning and networking with community service organizations in order to share information and identify gaps in program and service delivery.</li> <li>Participate in community initiatives that seek to develop mechanisms for responsive action against incidents of racism.</li> <li>Pursue programs and funding opportunities provided by senior levels of government regarding cultural harmony initiatives.</li> <li>Explore participation in networks that work towards building inclusive societies.</li> </ul>	<ul style="list-style-type: none"> <li>Increased opportunities for collaboration and information sharing among the City, community service organizations and key stakeholders.</li> <li>Increased City involvement in initiatives that address racism and discrimination.</li> <li>Increased community capacity to deliver programs that meet local needs.</li> </ul>

Strategic Direction	Actions	Key Outcomes
<b>Targeted Training and Professional Development</b>	<ul style="list-style-type: none"> <li>Continue to learn and share best practices in diversity and inclusion with staff and volunteers from the City, Community Associations and Societies and community service organizations, through the City of Richmond Diversity Symposium and other training opportunities.</li> <li>Develop and implement a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers to better serve Richmond's diverse population.</li> <li>Work with immigrant-serving agencies to identify and reduce barriers faced by immigrants in accessing volunteer and employment opportunities with the City of Richmond.</li> <li>Explore and implement mentorship and internship opportunities targeted to recent immigrants within the City.</li> <li>Recruit and retain City and Community Associations and Societies staff and volunteers that reflect Richmond's diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness about the challenges and barriers faced by diverse communities in Richmond.</li> <li>Increased opportunities for City and Community Associations and Societies staff and volunteers to gain knowledge and skills to respond to the needs of Richmond's diverse population.</li> <li>Improved volunteer and employment opportunities for immigrants.</li> </ul>
<b>Communication and Community Engagement</b>	<ul style="list-style-type: none"> <li>Review and pursue viable options of providing City-related information for newcomers, immigrants and refugees that would assist them in accessing services in the community (i.e. City website).</li> <li>Develop City-wide translation and interpretation guidelines to expand the engagement of multilingual communities.</li> <li>Explore and implement the use of different communication methods, such as multilingual translation services on the City website and interpretive tools for frontline customer service staff, to engage different cultural segments of the population.</li> <li>Explore the creation of a corporate community engagement policy with input from under-represented and hard-to-reach communities.</li> <li>Develop and implement an awareness campaign about the benefits of an inclusive community and recognize the contributions long-time residents and recent immigrants have made to Richmond's vibrant community.</li> </ul>	<ul style="list-style-type: none"> <li>Increased access for Richmond residents to key City information.</li> <li>Increased opportunities for immigrants to participate in various aspects of community life.</li> <li>Increased opportunities to promote awareness of the social and economic contributions of immigrants to the community.</li> </ul>

Strategic Direction	Actions	Key Outcomes
<b>Programs and Services</b>	<ul style="list-style-type: none"> <li>▪ Undertake a comprehensive review of City and Community Associations and Societies programs and services from a diversity and inclusion perspective, identifying gaps and improvements, and implementing any actions that have been identified.</li> <li>▪ Review and update the New Canadian Tour program to reflect the needs of the newcomer communities in Richmond.</li> <li>▪ Develop and implement City and Community Associations and Societies programs and services that enhance positive social and intercultural connections, as appropriate, within and among Richmond's diverse cultural, ethnic and religious populations.</li> <li>▪ Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, cultural and heritage practices into the City's programs and events.</li> <li>▪ Work with immigrant-serving agencies and Community Associations and Societies to reduce barriers for new immigrants to participate in programs and services at City facilities.</li> <li>▪ Consult and seek opportunities for collaboration with the diverse cultural, ethnic and faith organizations in Richmond to gain a better understanding of the needs of Richmond's population and ensure there are a variety of services available in the community.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enhanced representation of Richmond's underrepresented communities in programs and events.</li> <li>▪ Increased opportunities for residents to participate in various aspects of community life.</li> <li>▪ City demonstrates an increased responsiveness to the needs of a diverse population.</li> </ul>

## 8.0 NEXT STEPS

Moving forward, the City will work with Community Associations and Societies and key stakeholders to undertake the recommended actions outlined within the *Cultural Harmony Plan 2019–2029*. An immediate priority is developing and implementing a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers. Other short-term actions include promoting the Plan and its actions with senior levels of governments and other stakeholders. The City will monitor the progress of the *Cultural Harmony Plan 2019–2029* and report out to City Council and the community on a biennial basis.

## 9.0 CONCLUSION

As Richmond's population continues to become increasingly diverse, it is important that the city's social fabric be maintained and enhanced with the full and valued participation of all its residents. Richmond's multicultural communities have so much to offer in terms of community vibrancy and enrichment. The challenge, and opportunity, is to meet the evolving needs of Richmond's diverse population.

The *Cultural Harmony Plan 2019–2029* demonstrates the City of Richmond's leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. It is intended to provide long-term direction to the City in addressing cultural harmony priorities, and clearly map out objectives, strategic directions and recommended actions which will act as the framework for implementation. The *Cultural Harmony Plan 2019–2029* identifies what needs to be accomplished over the next ten years to realize the Plan's vision of "recognizing and respecting diversity in the community and enabling each individual's contributions in all aspects of community life."

The successful implementation of the *Cultural Harmony Plan 2019–2029* will require the commitment of the City, Community Associations and Societies, stakeholders and citizens. This Plan sets the stage for guiding future efforts by the City towards meeting the needs of Richmond's diverse population and ensuring the active participation of all residents in various aspects of community life.

## Summary of Public Engagement

The purpose of this attachment is to summarize the key themes that emerged through the various public engagement activities that were conducted to seek feedback on the Draft Cultural Harmony Plan 2019–2029.

### Engagement Activities

The public engagement process included the following activities:

- An online feedback form posted on the Let's Talk Richmond website from September 10 to 29, 2019;
- Three Public Open Houses held at the following locations:
  - South Arm Community Centre on September 10, 2019
  - Richmond Cultural Centre on September 17, 2019
  - Cambie Community Centre on September 21, 2019; and
- Eight focus groups held in September and October 2019 that included a range of organizations and stakeholders based in Richmond.

Two main questions were asked:

- *What needs to be revised in the draft Plan's vision, strategic directions and recommended actions?*
- *What other aspects of cultural harmony need to be considered in the draft Plan?*

The one-page fact sheet, printed survey and display boards were translated into Traditional and Simplified Chinese. Translators who speak Cantonese and Mandarin were available at all three open houses. Ads promoting the Cultural Harmony Plan 2019 – 2029 public engagement activities were placed in the Richmond Sentinel, Sing Tao and Ming Pao newspapers. Posts were also made on the City's social media outlets, including Facebook and Twitter.

### Engagement Participants

In total, approximately 375 individuals participated in the engagement activities. These individuals included members of the public and representatives from the following organizations:

- Atira Women's Resource Society
- Boys and Girls Club
- Brighthouse United Church
- C-Change
- Chimo Community Services
- Church on Five
- Dignified Dialogue
- Family Services of Greater Vancouver
- Immigrant Services Society of BC
- Kwantlen Polytechnic University

- Musqueam First Nation
- Open Door Community Ministries
- Our Saviour Lutheran Church
- RCMP
- Richmond Addiction Services Society
- Richmond Cares, Richmond Gives
- Richmond Division of Family Practice
- Richmond Family Place Society
- Richmond Intercultural Advisory Committee
- Richmond Mental Health Consumer and Friends Society
- Richmond Multicultural Community Services
- Richmond Poverty Response Committee
- Richmond Public Library
- Richmond School District
- Richmond Seniors Advisory Committee
- Richmond Society for Community Living
- Richmond Women's Resource Centre
- St. Alban Anglican Church
- St. John's Richmond Church
- S.U.C.C.E.S.S.
- The Salvation Army
- Turning Point Recovery Society
- Trinity Western University
- Vancity
- Vancouver Coastal Health
- YWCA

### **Key Engagement Themes**

The feedback received from all the engagement activities (Let's Talk Richmond, open houses and stakeholder meetings) were compiled and analyzed resulting in the following key themes:

- *Support for enhancing cultural harmony in Richmond* – There was widespread support for bringing together the diverse groups in Richmond and promoting a shared community through intercultural celebrations, joint community activities, and holiday festivities.
- *Increased education around cultural diversity* – Multiple stakeholders pointed out that there was a need for more education and awareness around the contributions of long-time residents to Richmond's unique and diverse history, as well as the contributions of new immigrants to the city's economy and cultural vibrancy. There was also support for promoting the benefits of a welcoming and inclusive community that is respectful and accepting of diverse cultures.
- *Increased intercultural exchange and dialogue* – There was strong support for initiatives that encourage Richmond residents of various backgrounds to interact with and learn

from each other on a neighbourhood level, by working together on joint projects that benefit the community, and through facilitated dialogues centred on food, music, arts or issues of common concern.

- *Role of arts in promoting cultural harmony* – Stakeholders referenced the fact that the arts has long played a role in promoting inclusivity and diversity through the sharing of art, food and music by different cultural communities. As such, there was support for arts to play an important role in building bridges across diverse communities.
- *Use of Canada's official languages* – A number of Let's Talk Richmond respondents called on the City to enforce the use of English or French in all public signage.
- *Increased support for newcomers* – There was strong support for multilingual translation of City information and interpretation services at City facilities and events so some segments of the population are able to participate in the community.
- *Increased efforts to address racism* – Multiple stakeholders mentioned the need for more responsive action towards incidents of racism in the community.
- *Increased efforts toward Reconciliation* – Multiple stakeholders called on the City to respond to the Truth and Reconciliation Commission's Calls to Action by acknowledging Richmond's Indigenous history and developing an Indigenous Strategic Plan.
- *Issues affecting cultural harmony in Richmond* – A number of Let's Talk Richmond respondents mentioned that the City should address the issues of empty homes, birthing houses, lack of affordable housing and unregulated ride shares, among other issues, that contribute to the ethnic tensions in Richmond.
- *Support for enhanced collaboration* – A wide range of stakeholders, including service providers, community organizations and the faith community, are supportive of enhancing collaborative actions related to fostering cultural harmony. Let's Talk Richmond respondents suggested enhancing collaboration and partnerships between existing community groups to bring different cultures together.
- *Satisfaction with the Vision Statement* – Let's Talk Richmond respondents were asked about their level of agreement with the Vision Statement included in the Draft Cultural Harmony Plan. The results were the following:
  - 34% of respondents strongly agreed with the Vision Statement, 51% agreed, 8% disagreed, and 7% strongly disagreed. In general, respondents who agreed supported the vision statement with suggestions for wording changes or specific issues the City should focus on. Others commended the City's efforts to enhance cultural harmony among Richmond's diverse population. Respondents who disagreed generally raised concerns that the City is accommodating the cultures and practices of new immigrants at the expense of "Canadian" culture and way of life.

- *Satisfaction with the Strategic Directions* – Let’s Talk Richmond respondents were asked about their level of agreement with the Strategic Directions included in the Draft Cultural Harmony Plan. The results were the following:
  - 29% of respondents strongly agreed with the Strategic Directions, 55% agreed, 9.6% disagreed, and 7% strongly disagreed. In general, respondents who agreed supported the strategic directions with suggestions for wording changes or other revisions. Respondents who disagreed expressed concerns that removing barriers, particularly language, faced by new immigrants would result in delayed integration for new immigrants and more ethnic division in Richmond.

## **Conclusion**

Feedback received through the engagement activities was incorporated into the final Cultural Harmony Plan. Additional feedback will be considered as the City and Community Associations and Societies implement specific projects and programs in the future. In total, the majority of engagement participants were generally supportive of the Cultural Harmony Plan, and were pleased with the City’s efforts to promote cultural harmony in Richmond.



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**To:** Mayor and Councillors **Date:** November 13, 2019  
**From:** Carli Williams, P.Eng. **File:** 12-8060-02-01/2019-Vol 01  
Manager, Business Licence and Bylaws  
**Re:** **Amended Licencing Requirements for Short-Term Boarding and Lodging**

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At a recent meeting of the General Purposes Committee, the staff report “Review of Licencing and Enforcement of Short-Term Rentals”, dated October 1, 2019, from the General Manager of Community Safety was referred to staff to:

*...review the ownership and occupation requirements in relation to boarding and lodging sites and that such requirements be consistent with current regulations related to the ownership and occupation requirements of bed and breakfast sites, and report back.*

The staff report recommended a number of bylaw amendments to enable a business licensing program for short-term boarding and lodging. The bylaw amendments proposed in the report specified that short-term board and lodging businesses must be operated by the permanent resident of the residential unit and that they must have the permission of the owner and the strata (if applicable). This is consistent with the pre-existing definition of boarding and lodging in Richmond Zoning Bylaw No. 8500 and supports best practices by ensuring that no one can operate more than one short-term rental at any given time.

The amended bylaws attached to this memo add an additional requirement such that short-term boarding and lodging businesses can only be run by owners of the residential unit and further that owners must be individuals and not corporations. This makes the rules for short-term boarding and lodging consistent with the rules for bed and breakfast business, which is the only other form of legal short-term rental.

Having consistent rules will make it easier to explain the requirements but it may have a negative impact on compliance. One of the goals of a licencing program for short-term boarding and lodging is to legalize and identify all of the short-term boarding and lodging operations. Many of the boarding and lodging operations identified through the bylaw enforcement program are occurring in multi-family homes (condos, townhouses, etc) and run by tenants. These operations will be required to shut down as a result of the proposed amended bylaws or risk enforcement and fines.

Should Council wish to proceed with the amended bylaws that limit short-term boarding and lodging to operations run by individual property owners only, it is recommended that the wording in the original staff report for recommendation 2b) be replaced with:

- b. That each of the following Bylaws **to limit short-term boarding and lodging to operations run by individual property owners** be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions:
  - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
  - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
  - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
  - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
  - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and

All other recommendations in the original staff report remain the same and are not impacted by this change.



Carli Williams, P.Eng.  
Manager, Business Licence and Bylaws  
604-276-4136

Att. 4

pc: SMT

Anthony Capuccinello Iraci, City Solicitor  
Barry Konkin, Manager, Policy Planning  
Katie Ferland, Acting Manager, Economic Development



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

The Council of the City of Richmond enacts as follows:

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

**“2.5 Short Term Boarding and Lodging**

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

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

- (c) if the premises are a strata lot, provide proof that the use of the premises for **short term boarding and lodging** is permitted by the applicable strata bylaws by providing a letter from the applicable strata council acknowledging that the use of the premises as for **short term boarding and lodging** by the **applicant** is permitted; and
- (d) pay the required annual boarding and lodging licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short Term Boarding and Lodging Use category of this bylaw.

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

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

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

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

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

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

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

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

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

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

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CORPORATE OFFICER

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



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

The Council of the City of Richmond enacts as follows:

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

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

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

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

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

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

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

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

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

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

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

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CORPORATE OFFICER

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



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

The Council of the City of Richmond enacts as follows:

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

**SCHEDULE B 3**

**BUSINESS REGULATION BYLAW NO. 7538**

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

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

FIRST READING

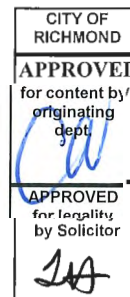
SECOND READING

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ADOPTED

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MAYOR

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CORPORATE OFFICER





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

The Council of the City of Richmond enacts as follows:

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

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CORPORATE OFFICER



**SCHEDULE A to BYLAW NO. 10070**

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



# City of Richmond

## Report to Committee

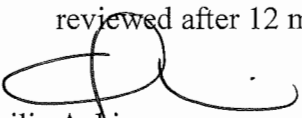
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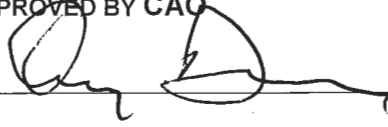
**To:** General Purposes Committee **Date:** October 1, 2019  
**From:** Cecilia Achiam **File:** 12-8275-01/2019-Vol 01  
General Manager, Community Safety  
**Re:** **Review of Licencing and Enforcement of Short-Term Rentals**

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### Staff Recommendation

1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;
2. That a business licencing program for Short-Term Boarding and Lodging be introduced and:
  - a. That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licencing program; and
  - b. That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:
    - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
    - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
    - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
    - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
    - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and
3. That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.

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

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

## Staff Report

### Origin

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

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

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

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

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

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

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

### Analysis

#### History

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Best Practices for Regulating Short-Term Rentals

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

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

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

### Enforcement Data

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Bed and Breakfast Application and Licencing Requirements

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

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

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

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

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

Table 3 – Summary of Responses to Council Referrals

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

Table 4 – Summary of Revenues and Costs of Recommended Initiatives

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

### Financial Impact

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

### Conclusion

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

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



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



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

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

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

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

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

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
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_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



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

The Council of the City of Richmond enacts as follows:

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

**“2.5 Short Term Boarding and Lodging**

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

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

- (ii) if the **applicant** is not the **registered owner** of the premises, a copy of legal title to the premises identifying the **registered owner** and a declaration from the **registered owner** of the premises certifying that use of the premises as for **short term boarding and lodging** by the **applicant** is permitted;
  - (c) if the premises are a strata lot, provide proof that the use of the premises for **short term boarding and lodging** is permitted by the applicable strata bylaws by providing a letter from the applicable strata council acknowledging that the use of the premises as for **short term boarding and lodging** by the **applicant** is permitted; and
  - (d) pay the required annual boarding and lodging licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short Term Boarding and Lodging Use category of this bylaw.
- 2.5.2 Notwithstanding the forgoing, the provision of section 2.5.1 above do not apply where the **short term boarding and lodging** is provided on a not-for profit basis (for example cultural exchanges and sports hosting) by a person where the premises is their **primary residence**.”.
- 2. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 3 by adding the following as a new Section 3.7B following the Section 3.7A:  
  

“**3.7B BOARDING AND LODGING USE CATEGORY** means the use of premises or facilities for **Boarding and Lodging**, as permitted by this bylaw, the **Business Regulation Bylaw**, and the **Zoning Bylaw**.”.
- 3. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**boarding and lodging**” in alphabetical order:  
  

“**Boarding and Lodging** means boarding and lodging as defined in the **City’s zoning bylaw**.”.
- 4. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**short term boarding and lodging**” in alphabetical order:  
  

“**Short Term Boarding and Lodging** means **boarding and lodging**, where the rental period is less than 30 days.”.
- 5. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**corporate registered owner** in alphabetical order:  
  

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

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

**"Individual Registered Owner** means an individual registered owner as defined in the City's zoning bylaw."

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

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

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

FIRST READING



SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



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

The Council of the City of Richmond enacts as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FIRST READING



SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



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

The Council of the City of Richmond enacts as follows:

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

**SCHEDULE B 3**

**BUSINESS REGULATION BYLAW NO. 7538**

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

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

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



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

The Council of the City of Richmond enacts as follows:

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

FIRST READING



SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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

## SCHEDULE A to BYLAW NO. 10070

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



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

The Council of the City of Richmond enacts as follows:

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

FIRST READING

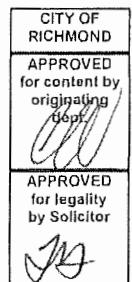
SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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



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

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Jason Kita  
Director, Corporate Programs Management  
Group  
**Re:** **Richmond Council Code of Conduct**

**Date:** November 8, 2019  
**File:** 01-0005-01/2019-Vol  
01

### Staff Recommendation

That the Richmond Council Code of Conduct as presented in Attachment 1 of the report titled, "Richmond Council Code of Conduct," from the Director, Corporate Programs Management Group, dated November 8, 2019 be approved.

Jason Kita  
Director, Corporate Programs Management Group  
(604-276-4091)

Att.: 1

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

## **Staff Report**

### **Origin**

At the June 17, 2019, General Purposes Committee meeting, discussion occurred regarding options for establishing a code of conduct for Richmond City Council. As a result, the following referral was made:

*(1) That the report titled "Code of Conduct for Elected Officials" dated April 10, 2019 from the Director, Corporate Programs Management Group, be referred back to staff; and*

*(2) That staff be directed to bring forward for Council consideration a draft Richmond Code of Conduct that incorporates aspects of the District of Saanich and the District of North Vancouver's Codes of Conduct and Council feedback, and report back.*

This report responds to the above referrals.

### **Background**

Council has expressed an interest in developing a Code of Conduct for Richmond City Council. A Council code of conduct can be an effective tool for members of Council to express standards of conduct that are agreed upon by all members. This is particularly the case relating to behaviours that pertain to responsible conduct, defined generally as how elected officials conduct themselves in relation to their elected colleagues, staff, and the general public. Legislative provisions related to the roles, responsibilities, and expectations around ethical conduct for elected officials are found in the *Community Charter* and *Local Government Act*.

A code of conduct is a written document that can be used by Council members (members) to outline a shared set of expectations for conduct or behaviours beyond those outlined in legislation and in common law. A code of conduct may include provisions relating to a variety of topics at Council's discretion; however, municipal governments have limited ability to impose measures for non-compliance related to behaviours that are not captured by the existing legislation. For this reason, it is advisable for a Council code of conduct to include only what is mutually agreed upon by all members.

### **Analysis**

A draft Richmond Council Code of Conduct (Attachment 1) was prepared for Council's consideration based on a composite of topics and provisions from the District of Saanich Code of Conduct, the District of North Vancouver Code of Ethics, and recommendations from the Working Group on Responsible Conduct<sup>1</sup>.

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<sup>1</sup> The Working Group on Responsible Conduct is a joint initiative between the UBCM, the Local Government Management Association (LGMA), and the Ministry of Municipal Affairs and Housing that provides information and resources to consider when establishing a code of conduct.

Staff recommend that Council adopt the attached draft Richmond Council Code of Conduct as presented in Attachment 1.

In order for a Council code of conduct to be an effective and meaningful tool, it is essential that all members of Council agree upon the standards of conduct outlined within the code. Because Council cannot impose measures for non-compliance beyond what is permitted under legislation and common law, the code of conduct must represent a shared commitment from Council on the standards of conduct for Richmond's Council and express unanimous approval for its adoption.

A code of conduct, once adopted, may be revisited and updated as needed at Council's discretion to ensure expectations are current, relevant, and continue to reflect desired guidelines for all members of Council.

### **Financial Impact**

None.

### **Conclusion**

Council has expressed an interest in developing a Code of Conduct document for Richmond City Council. Staff has prepared the attached draft Richmond Council Code of Conduct as a tool for Council to define their shared expectations around Council conduct. Council may adopt the attached draft Richmond Council Code of Conduct or provide direction on revisions to this document to meet Council's needs.



Claire Adamson  
Manager, Corporate Strategic Initiatives  
(604-247-4482)

CA:ca

Att. 1: Draft Richmond Council Code of Conduct



**POLICY <POLICY NO.> :**

**INTRODUCTION**

As local government elected Council members ("members"), Richmond's City Council ("Council") recognizes that responsible conduct is essential to providing good governance for the City of Richmond.

Members have committed to strive to ensure that the duties and obligations of Council are performed with highest ethical standards. Members respect one another, the public and staff and recognize the unique role and contribution each person has in making the City a better place to work and live. To this end, Council has adopted a Code of Conduct ("Code") which outlines the foundational principles and standards of conduct to which Council has committed.

**APPLICATION OF THE CODE OF CONDUCT**

This Code of Conduct applies to the members of Council and, where indicated, to any person appointed by Council to boards, committees, commissions, panels, or task forces ("appointees"). It is the individual responsibility of each member and appointee to uphold the Code in their dealings with other members, appointees, staff, and the public. Members and appointees must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members and appointees in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the City of Richmond, the common law and any other legal obligations which apply. It must be noted that all legislation, including the *Community Charter*, overrides the Code of Conduct. This document is not intended to be punitive or disciplinary in nature.

**1. FOUNDATIONAL PRINCIPLES**

Council recognizes that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership and collaboration, and openness and transparency.

- 1.1 **Integrity:** means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
- 1.2 **Respect:** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making.
- 1.3 **Accountability:** means an obligation and willingness to accept responsibility or to account for ones actions.



- 1.4 **Leadership and Collaboration:** means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.
- 1.5 **Openness and Transparency:** means being as open as possible about decisions and actions; it also means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging public participation and communicating clearly.

## 2. CONDUCT OF MEMBERS AND APPOINTEES

- 2.1 Members and appointees shall adhere to the foundational principles and the provisions of the Council Code of Conduct.
- 2.2 Members and appointees must act lawfully and within the authorities of the *Community Charter*, the *Local Government Act*, and other applicable legislation and policies and exercise a reasonable degree of care and diligence in carrying out their functions.
- 2.3 The conduct of members and appointees in the performance of their duties and responsibilities with the City of Richmond must be fair, open, and honest.
- 2.4 Members and appointees shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members, appointees, the staff, or the public.

## 3. CONDUCT IN MEETINGS

- 3.1 Members and, where applicable, appointees shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.
- 3.2 Members and appointees shall adhere to the *Rules of Conduct in Council Meetings* as outlined in any relevant Council Procedures and Bylaws.

## 4. RESPECT FOR PROCESS

- 4.1 Members and, where applicable, appointees shall perform their duties in accordance with the policies and procedures and rules of order established by the City Council governing the deliberation of public policy issues, meaningful



involvement of the public, and implementation of policy decisions of the Council by City staff.

## **5. COLLECTION AND HANDLING OF INFORMATION**

- 5.1 Members and appointees shall respect the confidentiality of information including information concerning the property, personnel or legal affairs of the City. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.
- 5.2 Subject to paragraph 5.1, members and appointees may publicly share substantive information which they may have received from sources outside of the public decision-making process.

## **6. INTERACTIONS WITH STAFF**

- 6.1 Members and appointees shall not make public statements attacking or disparaging staff.
- 6.2 Members and appointees shall not involve staff in matters for political purposes. It is the role of staff: to provide overall management of the operations of the municipality; to provide advice, information, and make to recommendations to Council; and to ensure the policies, programs and other directions of Council are implemented under the authority of the CAO. It is the role of Council to make decisions and provide direction to staff to carry out the role of managing the operations and affairs of the municipality.
- 6.3 Concerns or issues with staff and/or appointees should be brought to the Mayor and/or the Chief Administrative Officer in private communications as appropriate.

## **7. INTERACTIONS WITH THE PUBLIC AND THE MEDIA**

- 7.1 Members and appointees shall accurately communicate the decisions of Council, even if they disagree with the majority decision of Council; and by doing so affirm the respect and integrity in the decision-making process of Council.
- 7.2 Members and appointees shall not publish or report information that they know to be inaccurate, incomplete, or in other ways misrepresents the City or a decision of Council.



## **8. USE OF SOCIAL MEDIA**

- 8.1 It is not the role of individual members and appointees to report directly on City-related business. Members and appointees will use caution in reporting decision-making by way of their social media profiles and will ensure what is said is accurate and complete.
- 8.2 Members and appointees will include an "in my opinion", or similar disclaimer, either within the banner of their individual social media site(s) or separately when making follow up posts to the City's social media postings and when creating original posts pertaining to City-related business.
- 8.3 Members and appointees will refrain from using, or permitting use of, their social media accounts for purposes that include:
- (a) defamatory remarks;
  - (b) content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
  - (c) statements that indicate an attitudinal bias in relation to a matter that is to be the subject of a statutory or other public hearing;
  - (d) promotion of illegal activity; and
  - (e) information that may compromise the safety or security of the public or public systems.
- 8.4 Members and appointees shall regularly monitor their social media accounts and immediately take measures to address the publication of messages or postings by others that violate this Code of Conduct.

## **9. USE OF PUBLIC RESOURCES**

- 9.1 Members and appointees shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.



## 10. CONFLICT OF INTEREST

- 10.1 Members and appointees shall be aware of and appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with statutory requirements of the *Community Charter*.

## 11. ACCEPTANCE AND DISCLOSURE OF GIFTS

- 11.1 Members and appointees shall be aware of and adhere to all rules and restrictions related to accepting and disclosing gifts in accordance with Division 6 of the *Community Charter*.
- 11.2 Members and appointees shall not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the performance of the duties of the member or appointee.
- 11.3 Paragraph 11.2 does not apply to:
- (a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of the office or the appointment;
  - (b) compensation authorized by law; or
  - (c) a lawful contribution made to a member who is a candidate for election to a local government.

## 12. ADVOCACY AND POLITICAL ACTIVITIES

- 12.1 Members and appointees shall represent the official policies or positions of Council or of the body to which they have been appointed to the best of their ability when designated as delegates for this purpose.
- 12.2 When presenting their individual opinions and positions, members and appointees shall clearly state they do not represent Council, the body to which they have been appointed, or the City of Richmond, nor will they allow the inference that they do.

## 13. ABSENCES AND VACATIONS

- 13.1 Members will adhere to the guidelines and policies for absences and vacations.
- 13.2 During a period when the Mayor is absent, the Mayor may transfer the duties of the Mayor, including those related to formal greetings and protocol. An Acting

Council Administration



Mayor rotation schedule is established each year that outlines the appropriate Council member that will fulfill the role of Acting Mayor if required. The role and title of Acting Mayor is valid only when this transfer has been formally granted by the Mayor.

#### 14. IMPLEMENTATION

- 14.1 The Council Code of Conduct is intended to be self-enforcing. Members and appointees should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members and appointees are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code of Conduct will be provided to candidates for Council. Information regarding the Code of Conduct will be incorporated into the Council orientation process for members elected to Council and for those appointed by Council to boards, committees, commissions, panels, or task forces.
- 14.2 Council may review the Code, consider recommendations from members and appointees, and update the Code as necessary.

#### 15. COMPLIANCE AND ENFORCEMENT

- 15.1 Members themselves have the primary responsibility to ensure that the standards outlined within the Code are understood and met.
- 15.2 The strongest measure Council can take after attempting to resolve any differences through direct discussion is to impose a motion of public censure.
- 15.3 If a member wishes to make a formal complaint, a written statement must be brought forward to a closed General Purposes Committee meeting. Anonymous complaints will not be publicized or acted on.
- 15.4 To ensure procedural and administrative fairness, a member who is alleged to have violated any provision of the Code (with the exception of violations otherwise addressed through legislation), shall have a minimum of one week or the time between two consecutive General Purposes Committee meetings, whichever is greater, to prepare his or her response to a formal complaint. Before considering taking measures, Council shall ensure that a member has:
- (a) received a written copy of the complaint against him or her; and
  - (b) an opportunity to be heard in a subsequent closed General Purposes Committee meeting.



- 15.5 A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Council or Committee decision.

DRAFT