



General Purposes Committee

Council Chambers, City Hall
6911 No. 3 Road

Monday, December 14, 2020
3:30 p.m.

Pg. # ITEM

MINUTES

- GP-5** *Motion to adopt the minutes of the meeting of the General Purposes Committee held on November 30, 2020.*



ENGINEERING AND PUBLIC WORKS DIVISION

1. **SERVICING AGREEMENT FOR DEVELOPMENT AT 3231 NO. 6 ROAD**
(File Ref. No. 10-6060-01) (REDMS No. 6556935)

GP-11

[See Page GP-11 for full report](#)

Designated Speakers: Jason Ho & Beata Ng

STAFF RECOMMENDATION

That the Chief Administrative Officer and the General Manager, Engineering & Public Works, be authorized to execute a servicing agreement with Conwest Bridge Ltd. to install a new sanitary main within City road dedication based on the terms set out in the staff report titled "Servicing Agreement for Development at 3231 No. 6 Road", dated November 3, 2020 from the Director, Engineering.



COMMUNITY SAFETY DIVISION

2. **APPLICATION FOR A NEW FOOD PRIMARY LIQUOR LICENCE - HOTEL VERSANTE LTD. DOING BUSINESS AS: VERSANTE HOTEL, AT 8499 BRIDGEPORT ROAD, RICHMOND, B.C.**
(File Ref. No. 12-8275-30-001) (REDMS No. 6559148)

GP-15

See Page GP-15 for full report

Designated Speaker: Carli Williams

STAFF RECOMMENDATION

- (1) *That the application from Hotel Versante Ltd., doing business as Versante Hotel, for a new Food Primary Liquor Licence to operate a new restaurant at the premises located at 8499 Bridgeport Road, with liquor service, be supported for:*
- (a) *A new Food Primary Liquor Licence with total person capacity of 355 occupants;*
 - (b) *Proposed hours of liquor sales from Monday to Sunday, from 9:00 AM to 2:00 AM; and*
 - (c) *Patron Participation Entertainment endorsement which ends at Midnight; and*
- (2) *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Food Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.*



3. **APPLICATION FOR A NEW FOOD PRIMARY LIQUOR LICENCE - CLUB VERSANTE MANAGEMENT LTD. DOING BUSINESS AS: CLUB VERSANTE, AT GROUND FLOOR, 8400 WEST RD., RICHMOND, B.C.**
(File Ref. No. 12-8275-30-001) (REDMS No. 6551274)

GP-24

See Page GP-24 for full report

Designated Speaker: Carli Williams

STAFF RECOMMENDATION

- (1) *That the application from Club Versante Management Ltd., doing business as Club Versante, for a new Food Primary Liquor Licence to operate a new restaurant at the premises located on the ground floor at 8400 West Road, with liquor service, be supported for:*
 - (a) *A new Food Primary Liquor Licence with total person capacity of 80 occupants;*
 - (b) *Proposed hours of liquor sales from Monday to Sunday, from 9:00 AM to 2:00 AM; and*
 - (c) *Patron Participation Entertainment endorsement which ends at Midnight; and*
- (2) *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Food Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.*



COMMUNITY SERVICES DIVISION

4. **FEDERATION OF CANADIAN MUNICIPALITIES' GREEN MUNICIPAL FUND APPLICATION – CITY OF RICHMOND GARDEN CITY LANDS SOIL MANAGEMENT AND REMEDIATION STUDY**

(File Ref. No. 06-2345-20-GCIT1) (REDMS No. 6543930 v. 17)

GP-33

See Page GP-33 for full report

Designated Speaker: Alex Kurnicki

STAFF RECOMMENDATION

- (1) *That the Garden City Lands Contaminated Soils Management and Remediation Study proposed within the staff report titled “Federation of Canadian Municipalities’ Green Municipal Fund Application – City of Richmond Garden City Lands Soil Management and Remediation Study” dated November 18, 2020, from the Director, Park Services, be endorsed and a funding application to conduct the study be prepared and submitted to the Federation of Canadian Municipalities’ Green Municipal Fund; and*

- (2) *That the Chief Administrative Officer and General Manager, Community Services, be authorized to enter into funding agreements with the Federation of Canadian Municipalities should the project be approved for funding and that the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.*



COUNCILLOR CAROL DAY

5. PROPERTY TAX LETTER TO PROVINCE

(File Ref. No.)

GP-38

See Page GP-38 for materials

RECOMMENDATION

That council write to the provincial government to address concerns regarding the tax deferral program and ask for better communication with the public regarding the rules and policies and that during this COVID-19 pandemic they allow for more flexibility and forgiveness of fines when the public have misunderstood the new process.



ENGINEERING AND PUBLIC WORKS DIVISION

REVISED 6. RICHMOND LAWN BOWLING CLUBHOUSE - FLOOR PLAN AND PRELIMINARY FORM AND CHARACTER

(File Ref. No.: 06-2050-20-MLBC) (REDMS No. 6355770)

GP-41

See Page GP-41 for full report

Designated Speakers: Elizabeth Ayers & Jim Young

STAFF RECOMMENDATION

That the floor plan and preliminary form and character design for the Richmond Lawn Bowling Clubhouse be approved, as outline in the staff report titled, "Richmond Lawn Bowling Clubhouse – Floor Plan and Preliminary Form and Character," dated November 27, 2020, from the Director, Facilities and Project Development and Director, Recreation and Sport Services.



REVISED 7. STEVESTON COMMUNITY CENTRE AND BRANCH LIBRARY REPLACEMENT – SITE SELECTION

(File Ref. No.: 06-2050-20-SCC) (REDMS No. 6569486)

GP-53

See Page GP-53 for full report

Designated Speakers: Elizabeth Ayers & Jim Young

STAFF RECOMMENDATION

- (1) That the Site 3 option as described in the staff report titled, “Steveston Community Centre and Branch Library Replacement – Site Selection,” dated November 30, 2020, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services be approved;*
- (2) That one new Regular Full-Time Senior Project Manager position be approved inclusive of an assigned position complement control number funded from the previously approved Advanced Planning and Design for Major Facilities Projects Capital Account and be included in the Consolidated 5 Year Financial Plan (2021-2025) as described in the staff report titled, “Steveston Community Centre and Branch Library Replacement – Site Selection,” dated November 30, 2020, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services.*

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, November 30, 2020

Place: Council Chambers
Richmond City Hall

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

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on November 16, 2020, be adopted as circulated.

CARRIED

COMMUNITY SERVICES DIVISION

1. **CITY EVENTS PROGRAM 2021**
(File Ref. No. 11-7400-01) (REDMS No. 6540914 v. 10)

Committee made reference to correspondence received regarding the 2021 Cherry Blossom Festival from the Organizing and Coordinating Committee (copy on file, City Clerk's Office.)

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In response to queries from Committee, Lisa Fedoruk, Program Manager 1, by teleconference, advised that if the 2021 program is approved, there would be a virtual event component to allow flexibility in case of further health regulation restrictions.

Linda Barnes, 4551 Garry Street, Chairperson, Richmond Arts Coalition, spoke in support of the staff report and read from her submission (attached to and forming part of these minutes as Schedule 1.)

Ms. Barnes, in replies to questions from Committee, noted that other opportunities for festivals should include more cultural events similar to the World Festival as an event that celebrates culture in Richmond is necessary.

It was moved and seconded

- (1) That the City Events Program 2021 as outlined in Table 1 of the staff report titled “City Events Program 2021”, dated November 4, 2020, from the Director, Arts, Culture and Heritage Services be approved for the following events:***

 - (a) Children’s Arts Festival;***
 - (b) Richmond Cherry Blossom Festival;***
 - (c) Neighbourhood Celebration Grants;***
 - (d) Doors Open Richmond;***
 - (e) Steveston Salmon Festival;***
 - (f) Richmond Maritime Festival;***
 - (g) Farmers’ Markets; and***
 - (h) Richmond Has Heart; and***
- (2) That expenditures totaling \$258,000 for the City Events Program 2021 with funding of \$151,000 unused from the approved Major Events and Programs in 2020 and an additional \$107,000 from the Rate Stabilization Account be considered in the 2021 budget process.***

CARRIED

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ENGINEERING AND PUBLIC WORKS DIVISION

2. ENVIRONMENT AND CLIMATE CHANGE CANADA DISCUSSION PAPER ON PLASTICS ACTION: CITY OF RICHMOND RESPONSE
(File Ref. No. 10-6370-01) (REDMS No. 6558365 v. 4)

It was moved and seconded

That the City of Richmond response to the discussion paper titled “A Proposed Integrated Management Approach to Plastic Products to Prevent Waste and Pollution,” as outlined in Attachment 4 of the staff report titled, “Environment and Climate Change Canada Discussion Paper on Plastics Action: City of Richmond Response,” dated November 5, 2020 from the Acting Director, Public Works Operations be approved and forwarded to the Director of the Plastics and Marine Litter Division of Environment and Climate Change Canada.

The question on the motion was not called as, in response to questions from Committee, Suzanne Bycraft, Manager, Fleet and Environmental Programs, by teleconference, clarified that (i) staffs’ response to question five includes directives by other areas due to the technical aspects of the question and were included to provide more detailed information, (ii) car seats are currently not recyclable unless dismantled and staff are working with an organization to be able to support dismantling and recycling , and (iii) there is no program currently to provide recycling services for fishing gear as it is not within the City’s traditional mandate however the Steveston Harbour Authority potentially already has a program in place.

Direction was given to staff to communicate with Steveston Harbour Authority in relation to the extent of their fishing gear recycling program.

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

NOTICE OF MOTION

3. INCLUSION OF THE UN SUSTAINABLE DEVELOPMENT GOALS IN THE CITY OF RICHMOND’S ANNUAL REPORT OR OTHER ANNUAL REPORT
(File Ref. No.)

In response to questions from Committee, Peter Russell, Director, Sustainability and District Energy, by teleconference, remarked that the majority of the United Nations Sustainable Development Goals are not within City’s jurisdiction.

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It was moved and seconded

For staff to provide analysis on inclusion of the UN Sustainable Development Goals in the City of Richmond's Annual Report or other annual report basis.

The question on the referral motion was not called as discussion ensued in regards to (i) applicability of the goals at the municipal level, (ii) inclusion within the Annual Report or Council Term Goals, and (iii) reporting on strategic ways that are meaningful to Richmond citizens.

The question on the referral motion was then called and it was **DEFEATED ON A TIE VOTE** with Mayor Brodie and Cllrs. Loo, McPhail, and McNulty opposed.

4. **SIDEWALK WIDTH STANDARDS FOR ARTERIAL AND MINOR ARTERIAL ROADS**

(File Ref. No.)

Lloyd Bie, Director, Transportation, by teleconference, in response to questions from Committee, commented that sidewalk width standards can be reviewed at Council's direction.

It was moved and seconded

Staff to evaluate sidewalk width standards and report back with recommendations.

The question on the referral motion was not called as, in replies to queries from Committee, Mr. Bie, by teleconference, advised that (i) sidewalk widths were last increased through the standards around 2008, (ii) there is no difference between arterial roads and residential roads however City Centre has a wider sidewalk standard than the rest of the city, and (iii) the outstanding referral on bike lanes is expected to come to Committee in the second quarter of 2021 and staff will take all transportation infrastructure into consideration.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:51 p.m.).

CARRIED

General Purposes Committee
Monday, November 30, 2020

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 30, 2020.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Associate

Schedule 1 to the Minutes of the
General Purposes Committee
meeting of Richmond City
Council held on Monday,
November 30, 2020.

Linda Barnes - 4551 Garry St Richmond - Chairperson of Richmond Arts Coalition (RAC)

RAC supports the staff motion you have before you; however we also want to let Council know we would support additional festivals and/or opportunities to

showcase Richmond's vibrant cultures and provide local artists and performers with further opportunities to connect with our residents. As you can see from

the stats in the staff report, people want to participate in any way possible -whether on-line or in person. Opportunities for low-cost, authentic festivals and

events that residents can attend within their community to connect, celebrate their own or other's culture and artists are in high demand. As the Richmond

Arts Strategy Guiding Principles themes:

- Striving for EXCELLENCE
- SUSTAINABILITY to ' future-proof the arts
- Expressing CREATIVITY
- ACCESSIBILITY to arts experiences and advancing INCLUSIVITY to connect people through the arts.
- COMMUNITY-BUILDING and honouring the spirit ofReconciliation
- CELEBRATION

I urge you to -at minimum - to support the events and budget as outlined in the

staff report or even add additional events to support our residents as we all

look forward to a much healthier and better 2021.

Salmon Festival - An overview of community participation is as follows:

- Over 16,000 people viewed Richmond's content across all digital platforms, including Facebook, Instagram, Twitter and the Richmond.ca/CanadaDay web page;
- Videos were viewed over 8,000 times, including the Welcome Program, singing of O Canada and the Uzume Taiko drumming demonstration; and
- 50 submissions were received for the Home Parade contest, with over 500 votes being cast for the favourites in each of five categories.

Highlights of the Richmond Maritime Festival Re-Imagined include:

- 62 local artists, 18 artisans and 19 heritage performers featured over the 11 day festival;
- Over 46,000 people viewed the content on Facebook and Instagram;
- Approximately 6,500 video views across Facebook and YouTube;
- Over 5,100 page views on RichmondMaritimeFestival.ca;
- Over 600 contest entries were received through the @FunRichmond social media accounts to enter to win a sail on the Providence, Britannia's flagship; and
- Over 2,800 engagements (likes, comments, shares) on Facebook and Instagram, featuring exclusively positive interactions.

RAC hours for Maritime Festival: (estimate)

ED 100+ - paid & unpaid

BD 40+ -unpaid

Cheers

Linda Barnes



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 3, 2020

From: Milton Chan, P.Eng.
Director, Engineering

File: 10-6060-01/2020-Vol
01

Re: Servicing Agreement for Development at 3231 No. 6 Road

Staff Recommendation

That the Chief Administrative Officer and the General Manager, Engineering & Public Works, be authorized to execute a servicing agreement with Conwest Bridge Ltd. to install a new sanitary main within City road dedication based on the terms set out in the staff report titled "Servicing Agreement for Development at 3231 No. 6 Road", dated November 3, 2020 from the Director, Engineering.

Milton Chan, P.Eng.
Director, Engineering
(604-276-4377)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Sewerage & Drainage	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The property owner of 3231 No. 6 Road, Conwest Bridge Ltd. (“the Owner”), has requested to enter into a servicing agreement with the City to install approximately 170 meters of new sanitary main along No. 6 Road to the southwest corner of Bridgeport Road.

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

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

1.2 Future-proof and maintain city infrastructure to keep the community safe.

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

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

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

This report outlines the terms of the proposed servicing agreement and seeks Council approval to enter into a servicing agreement with the Owner.

Analysis

Conwest Bridge Ltd. has submitted a building permit application (BB20-897044) to construct a light industrial warehouse at 3231 No. 6 Road.

The existing sanitary line that services 3231 No. 6 Road is located within a utilities statutory right-of-way (SRW) over the neighboring property, 3300 Viking Way. This sanitary line is not suitable for servicing the new warehouse proposed at 3231 No. 6 Road, as the existing building at 3300 Viking Way has been constructed on top of the sanitary line within the utility SRW, making the existing aging sanitary main inaccessible for servicing or replacement. In order to provide sanitary servicing for the new warehouse at 3231 No. 6 Road, a new sanitary line needs to be constructed along No. 6 Road. Staff recommend entering into a servicing agreement with the Owner for the construction of the sanitary main on City road dedication as part of the Owner’s building permit application process.

The following are the key terms and conditions of the proposed servicing agreement with the Owner:

- The Owner to construct approximately 170 meters of new sanitary sewer lines on No. 6 Road and tie-in to the existing manhole at the southwest corner of Bridgeport Road, at the Owner’s cost;

- The Owner to remove existing sanitary sewer main and service connection on their property;
- The Owner to complete the works within a defined schedule as specified in the servicing agreement process;
- Prior to issuance of the Building Permit, the Owner to provide financial security for the City to complete any unfinished works, the amount of which to be determined through the servicing agreement process; and
- The Owner to indemnify the City.

Attachment 1 outlines the sanitary sewer works included in the proposed servicing agreement. Entering into the proposed servicing agreement will benefit the City by ensuring that active utility infrastructure can be accessed and maintained.

Financial Impact

None.

Conclusion

The Owner has requested to enter into a servicing agreement with the City to remove and replace an ageing City sanitary sewer main located on their property, in order to proceed with the proposed building permit application (i.e., BB20-897044). Staff recommend support for the works and request Council approval to enter into a servicing agreement with the Owner.



Jason Ho, P.Eng.
Manager, Engineering Planning
(604-244-1281)



Beata Ng, P.Eng.
Project Engineer
(604-276-4658)

Att. 1: Proposed Infrastructure Works for 3231 No. 6 Road



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 18, 2020
From: Cecilia Achiam
General Manager, Community Safety **File:** 12-8275-30-001/2020-
Vol 01
Re: **Application for a New Food Primary Liquor Licence - Hotel Versante Ltd.**
Doing Business As: Versante Hotel, at 8499 Bridgeport Road, Richmond, B.C.

Staff Recommendation

1. That the application from Hotel Versante Ltd., doing business as Versante Hotel, for a new Food Primary Liquor Licence to operate a new restaurant at the premises located at 8499 Bridgeport Road, with liquor service, be supported for:
 - a) A new Food Primary Liquor Licence with total person capacity of 355 occupants;
 - b) Proposed hours of liquor sales from Monday to Sunday, from 9:00 AM to 2:00 AM; and
 - c) Patron Participation Entertainment endorsement which ends at Midnight; and
2. That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Food Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.

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

Att. 3

REPORT CONCURRENCE	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The Provincial Liquor and Cannabis Regulation Branch (LCRB) issues licences in accordance with the *Liquor Control and Licensing Act* (the Act) and the Regulations made pursuant to the Act. This report deals with an application to the LCRB and the City of Richmond by Hotel Versante Ltd., doing business as Versante Hotel, (hereinafter referred to as “Versante Hotel”) for a new Food-Primary Liquor Licence to:

- add patron participation entertainment endorsement which must end by midnight;
- establish hours of liquor service, Monday to Sunday, from 9:00 AM to 2:00 AM; and
- operate with total person capacity of 355 persons.

The City of Richmond is given the opportunity to provide written comments by way of a resolution to the LCRB with respect to the liquor licence applications and amendments. For a new Food-Primary Liquor Licence, the process requires the local government to provide comments with respect to the following criteria:

- the potential for noise;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

This application relates to one of three licenced premises in a new hotel being built in Richmond at the corner of West Road and Bridgeport Road. One of the premises was previously approved for a Liquor Primary Licence and this report relates to one of two Food Primary Liquor Licences currently submitted for City Council approval prior to being forwarded to the LCRB for their consideration. This application relates to overall hotel operations, including conference facilities.

This report supports Council’s Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.

Analysis

Versante Hotel will be situated in a new development and will be a new business. The property is zoned High Rise Office Commercial (ZC33) – City Centre and the use of a hotel is consistent with the permitted uses in this zoning district.

With the current measures in place to prevent the spread of COVID-19, Versante Hotel is unable to host events that include patron participation. However, the City has completed the public notification process and granting the licence now will allow the business to undergo the LCRB process for approval of the Liquor Licence. When the hotel has received final approval for occupancy from the Building Approvals Department it can commence hotel operations without liquor restrictions. Once permitted by the Provincial Health Orders, Versante Hotel will be permitted to have patron participation.

The overall Occupant load of 355 persons is spread throughout the hotel and covers the ground floor restaurant with 90 persons; bar with 37 persons; the third floor with three conference rooms with 60 persons per room; and the sixth floor outdoor patio with 48 persons for the pool deck.

Versante Hotel's request for patron participation entertainment endorsement is for added amenities to the restaurant and bar on the ground floor, conference rooms on the third floor and pool deck on the sixth floor. This will permit liquor service on the pool deck, dancing, live music from time to time, which could include karaoke. This would add a greater operational flexibility to Versante Hotel.

Impact of Noise on the Community

The location of this establishment is such that there should be no noise impact on the community. The patron participation entertainment endorsement must end by midnight and the establishment should not operate contrary to its primary purpose as a food primary establishment.

Impact on the Community

The community consultation process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw No. 8951 which under Section 1.8.1 calls for:

- 1.8.1 Every **applicant** seeking approval from the **City** in connection with:
 - (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*; must proceed in accordance with subsection 1.8.2.
- 1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:
 - (a) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment); and
 - (iv) proposed hours of liquor service; and
 - (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on September 22, 2020 and three advertisements were published in the Richmond News newspaper on September 24, 2020, October 1, 2020 and October 8, 2020.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the establishment. On September 24, 2020, 198 letters were sent to residents, businesses and property owners. The

letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended October 24, 2020.

As a result of the community consultative process described, the City has not received any responses opposed to this application.

Other Agency Comments

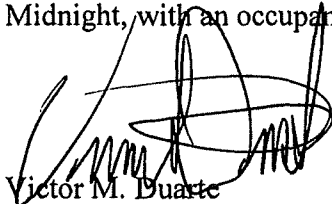
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue, Building Approvals Department and the Business Licence Department. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. As this is a brand new development and business, no concerns were raised or comments provided by Vancouver Coastal Health, Richmond RCMP, or Building Approvals Department. Richmond Fire-Rescue commented that they had no comments or concerns.

Financial Impact


None.

Conclusion

The results of the community consultation process of Versante Hotel's proposed Food Primary Liquor Licence application was reviewed based on the LCRB criteria. The analysis concluded there should be no noticeable potential impact from noise, no significant impact to the community and no comments or views from the neighboring residents, businesses or property owners. Staff therefore, recommend approval of the application from Versante Hotel to operate a Food Primary Licence with Patron Participation Entertainment Endorsement with liquor service from Monday to Sunday from 9:00 AM to next day 2:00 AM, patron participation ending at Midnight, with an occupant load of 355 persons.



Victor M. Duarte
Supervisor, Business Licences
(604-276-4389)



Carli Williams
Manager, Business Licence and Bylaws
(604-276-4136)

VMD:vmd

- Att. 1: Letter of Intent
2: Appendix A
3: Arial Map with 50 metre buffer area



Experts in liquor licensing for the success of your business

September 17, 2020

VIA COURIER

Mr. Victor Duarte
Supervisor,
Business License, Community Safety
City of Richmond
6911 No. 3 Road,
Richmond, B.C. V6Y 2C1

Dear Victor:

**Re: Application for a New Food Primary Liquor License with extended hours
to 2 am and a Patron Participation Entertainment endorsement**
At: Versante Hotel
8499 Bridgeport Road, Richmond, B.C. V6X 3C7
Applicant: Hotel Versante Ltd

The writer is assisting the above Applicant with this Application for a New Food Primary License with liquor licensing hours of 9 am to 2 am and a Patron Participation Entertainment Endorsement at Hotel Versante, 8499 Bridgeport Road, Richmond, B.C. V6X 3C7.

We have been advised by our client that the maximum factual capacity of this food primary licensed restaurant will be as follows:

VERSANTE HOTEL

GROUND FLOOR RESTAURANT AND BAR

Restaurant 90 persons including staff

Bar area 37 persons including staff

THIRD FLOOR CONFERENCE ROOMS

Conference Room 1 – 60 persons including staff

Attachment 1

Conference Room 2 – 60 persons including staff

Conference Room 3 – 60 persons including staff

SIXTH FLOOR - POOL DECK

Pool Deck area 48 persons including staff

TOTAL CAPACITY

355 persons including staff

The Liquor Branch is requesting comment from the City of Richmond for the extended hours to 2 am and also the patron participation entertainment endorsement.

The applicant is requesting the patron participation entertainment endorsement for dancing, live music from time to time in an upscale environment and that could include a live band and karaoke.

To support this application, please now see attached the following:

1. City of Richmond Application for extended hours to 2 am and a patron participation entertainment endorsement on a new food primary license.
2. Letter of Authorization for Rising Tide Consultants to act on behalf of the Applicant.
3. Liquor Branch Application for a food primary license.
4. Cheque for \$608 for the payment of the City of Richmond Application fee.

Could you please complete and sign Appendix 2 of the Liquor Branch's application for a food primary license and send that back to me via email to susan@risingtideconsultants.ca

Thanks so much for your assistance on this application.

Yours truly,
RISING TIDE CONSULTANTS



Susan Mander
Licensing Specialist

Appendix A

Re: Application for a New Food Primary Liquor Licence With Extended Hours to 2 AM and a Patron Participation Entertainment Endorsement – Hotel Versante Ltd. Doing Business As: Versante Hotel –8499 Bridgeport Rd., Richmond BC

1. That the application from Hotel Versante Ltd., doing business as, Versante Hotel, operating at, 8499 Bridgeport Rd., requesting a new Food Primary Liquor Licence for the hotel with liquor services, be supported for:
 - a) A new Food Primary Liquor Licence for primary business focus of a hotel with a patron participation entertainment endorsement for patio pool deck, dancing, live music from time to time or karaoke, with total person capacity of 355 persons;
 - b) Liquor service hours for Monday to Sunday, from 9:00 AM to 2:00 AM.
2. That a letter be sent to Liquor and Cannabis Regulation Branch advising that:
 - a) Council supports the applicants new Food Primary Liquor Licence application, and the hours of liquor service with the conditions as listed above;
 - b) The total person capacity set at 355 persons is acknowledged;
3. Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:
 - a) The impact of additional noise and traffic in the area of the establishment was considered;
 - b) The potential impact on the community was assessed through a community consultation process; and
 - c) Given that there has been no history of non-compliance with the operation, the amendment to permit patron participation entertainment endorsement under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;
 - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:
 - i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and

- ii) Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments and concerns.
- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
 - i) The community consultation process was completed within 90 days of the application process; and
 - ii) The community consultation process did not generate any comments and views of residents, businesses and property owners.
- f) Council recommends the approval of the new Food Primary Liquor Licence with extended hours of liquor service to 2 AM and a patron participation entertainment endorsement for reasons that the addition of the endorsement proposed is acceptable to the majority of the residents, businesses and property owners in the area and the community.



11/6/2020, 9:47:03 AM

Lines

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Points



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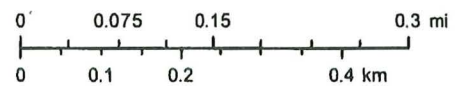
Areas

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8499 Bridgeport Rd

1:9,028





City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam
General Manager, Community Safety
Date: November 18, 2020
File: 12-8275-30-001/2020-
Vol 01
Re: **Application for a New Food Primary Liquor Licence - Club Versante
Management Ltd. Doing Business As: Club Versante, at Ground Floor, 8400
West Rd., Richmond, B.C.**

Staff Recommendation

1. That the application from Club Versante Management Ltd., doing business as Club Versante, for a new Food Primary Liquor Licence to operate a new restaurant at the premises located on the ground floor at 8400 West Road, with liquor service, be supported for:
 - a) A new Food Primary Liquor Licence with total person capacity of 80 occupants;
 - b) Proposed hours of liquor sales from Monday to Sunday, from 9:00 AM to 2:00 AM; and
 - c) Patron Participation Entertainment endorsement which ends at Midnight; and
2. That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the liquor licence application for the reasons that this new application for a Food Primary Liquor Licence has been determined, following public consultation, to be acceptable in the area and community.

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

Att. 3

REPORT CONCURRENCE	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The Provincial Liquor and Cannabis Regulation Branch (LCRB) issues licences in accordance with the *Liquor Control and Licensing Act* (the Act) and the Regulations made pursuant to the Act. This report deals with an application to the LCRB and the City of Richmond by Club Versante Management Ltd., doing business as Club Versante, (hereinafter referred to as “Club Versante”) for a new Food-Primary Liquor Licence to:

- add patron participation entertainment endorsement which must end by midnight;
- establish hours of liquor service, Monday to Sunday, from 9:00 AM to 2:00 AM; and
- operate with a total person capacity of 80 persons.

The City of Richmond is given the opportunity to provide written comments by way of a resolution to the LCRB with respect to the liquor licence applications and amendments. For a new Food-Primary Liquor Licence, the process requires the local government to provide comments with respect to the following criteria:

- the potential for noise;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

This application relates to one of three licenced premises in a new hotel being built in Richmond at the corner of West Road and Bridgeport Road. One of the premises was previously approved for a Liquor Primary Licence and this report relates to one of two Food Primary Liquor Licences currently submitted for City Council approval prior to being forwarded to the LCRB for their consideration. This application relates to a restaurant at Club Versante.

This report supports Council’s Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.

Analysis

Club Versante will be situated in a new development and will be a new business. The property is zoned High Rise Office Commercial (ZC33) – City Centre and the use of a restaurant is consistent with the permitted uses in this zoning district.

With the current measures in place to prevent the spread of COVID-19, Club Versante is unable to host events that include patron participation. However, the City has completed the public notification process and granting the licence now will allow the business to undergo the LCRB process for approval of the Liquor Licence. When the tower has received final approval for occupancy from the Building Approvals Department it can commence to operate the restaurant without liquor restrictions and once permitted by the Provincial Health Orders, will be permitted to have patron participation.

Club Versante's request for a patron participation entertainment endorsement is for added amenities such as dancing and live music from time to time, which could include karaoke. This would add a greater operational flexibility to Club Versante.

Impact of Noise on the Community

The location of this establishment is such that there should be no noise impact on the community. The patron participation entertainment endorsement must end by midnight and the establishment should not operate contrary to its primary purpose as a food primary establishment.

Impact on the Community

The community consultation process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw No. 8951 which under Section 1.8.1 calls for:

1.8.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;
must proceed in accordance with subsection 1.8.2.

1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:

- (a) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment); and
 - (iv) proposed hours of liquor service; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on September 22, 2020 and three advertisements were published in the Richmond News newspaper on September 24, 2020, October 1, 2020 and October 8, 2020.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the establishment. On September 24, 2020, 198 letters were sent to residents, businesses and property owners. The letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended October 24, 2020.

As a result of the community consultative process described, the City has not received any responses opposed to this application.

Other Agency Comments

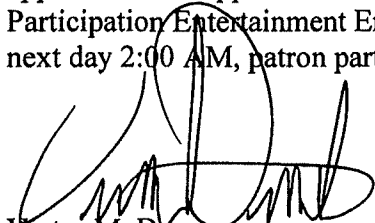
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue, Building Approvals Department and the Business Licence Department. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. As this is a brand new development and business, no concerns were raised or comments provided by Vancouver Coastal Health, Richmond RCMP, or Building Approvals Department. Richmond Fire-Rescue commented that they had no comments or concerns.

Financial Impact

None.

Conclusion

The results of the community consultation process of Club Versante's proposed Food Primary Liquor Licence application was reviewed based on the LCRB criteria. The analysis concluded there should be no noticeable potential impact from noise, no significant impact to the community and no comments or views from the neighboring residents, businesses or property owners. Staff therefore, recommend approval of the application from Club Versante to operate a Food Primary Licence with Patron Participation Entertainment Endorsement with liquor service from Monday to Sunday from 9:00 AM to next day 2:00 AM, patron participation ending at Midnight and with an occupant load of 80 persons.



Victor M. Duarte
Supervisor, Business Licences
(604-276-4389)



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

VMD:vmd

- Att. 1: Letter of Intent
2: Appendix A
3: Arial Map with 50 metre buffer area



Experts in liquor licensing for the success of your business

September 11, 2020

VIA COURIER

Mr. Victor Duarte
Supervisor,
Business License, Community Safety
City of Richmond
6911 No. 3 Road,
Richmond, B.C. V6Y 2C1

Dear Victor:

Re: Application for a New Food Primary Liquor License with extended hours to 2 am and a Patron Participation Entertainment endorsement
At: Club Versante
8400 West Road, Richmond, B.C. V6X 1J4
Applicant: Club Versante Management Ltd

The writer is assisting the above Applicant with this Application for a New Food Primary License with liquor licensing hours of 9 am to 2 am and a Patron Participation Entertainment Endorsement at Club Versante, 8400 West Road, Richmond, B.C. V6X 1J4.

We have been advised by our client that the maximum factual capacity of this food primary licensed restaurant will be 80 persons including staff. This new food primary license will be for a restaurant on the ground floor.

The Liquor Branch is requesting comment from the City of Richmond for the extended hours to 2 am and also the patron participation entertainment endorsement.

The applicant is requesting the patron participation entertainment endorsement for dancing, live music from time to time in an upscale environment and that could include a live band and karaoke.

To support this application, please now see attached the following:

1. City of Richmond Application for extended hours to 2 am and a patron participation entertainment endorsement on a new food primary license.
2. Letter of Authorization for Rising Tide Consultants to act on behalf of the Applicant.
3. Liquor Branch Application for a food primary license.
4. Cheque for \$608 for the payment of the City of Richmond Application fee.

Could you please complete and sign Appendix 2 of the Liquor Branch's application for a food

Attachment 1

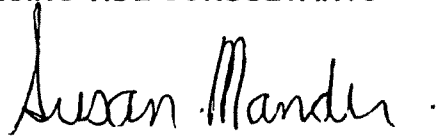
primary license and send that back to me via email to susan@risingtideconsultants.ca

Please advise when you would like payment for the City of Richmond Application fee of \$608.

Thanks so much for your assistance on this application.

Yours truly,

RISING TIDE CONSULTANTS

A handwritten signature in black ink that reads "Susan Mander". The signature is written in a cursive, flowing style with a period at the end.

Susan Mander
Licensing Specialist

Appendix A

Re: Application for a New Food Primary Liquor Licence With Extended Hours to 2 AM and a Patron Participation Entertainment Endorsement – Club Versante Management Ltd. Doing Business As: Club Versante – Ground Floor, 8400 West Rd., Richmond BC

1. That the application from Club Versante Management Ltd., doing business as, Club Versante, operating at, ground floor, 8400 West Rd., requesting a new Food Primary Liquor Licence for a restaurant with liquor services, be supported for:
 - a) A new Food Primary Liquor Licence for primary business focus of a restaurant with a patron participation entertainment endorsement for dancing, live music from time to time or karaoke, with total person capacity of 80 persons;
 - b) Liquor service hours for Monday to Sunday, from 9:00 AM to 2:00 AM.
2. That a letter be sent to Liquor and Cannabis Regulation Branch advising that:
 - a) Council supports the applicants new Food Primary Liquor Licence application, and the hours of liquor service with the conditions as listed above;
 - b) The total person capacity set at 80 persons is acknowledged;
3. Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:
 - a) The impact of additional noise and traffic in the area of the establishment was considered;
 - b) The potential impact on the community was assessed through a community consultation process; and
 - c) Given that there has been no history of non-compliance with the operation, the amendment to permit patron participation entertainment endorsement under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;
 - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:
 - i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and

- ii) Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments and concerns.
- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
 - i) The community consultation process was completed within 90 days of the application process; and
 - ii) The community consultation process did not generate any comments and views of residents, businesses and property owners.
- f) Council recommends the approval of the new Food Primary Liquor Licence with extended hours of liquor service to 2 AM and a patron participation entertainment endorsement for reasons that the addition of the endorsement proposed is acceptable to the majority of the residents, businesses and property owners in the area and the community.



11/6/2020, 9:04:56 AM

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Lines

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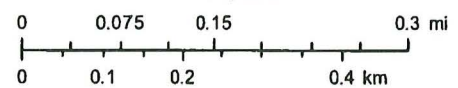
Points

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Select properties based on spatial relation to a layer _Query result

8400 West Rd

8400 West Rd





City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 18, 2020
From: Todd Gross **File:** 06-2345-20-GCIT1/Vol
Director, Parks Services 01
Re: **Federation of Canadian Municipalities' Green Municipal Fund Application – City of Richmond Garden City Lands Soil Management and Remediation Study**

Staff Recommendation

1. That the Garden City Lands Contaminated Soils Management and Remediation Study proposed within the staff report titled "Federation of Canadian Municipalities' Green Municipal Fund Application – City of Richmond Garden City Lands Soil Management and Remediation Study" dated November 18, 2020, from the Director, Park Services, be endorsed and a funding application to conduct the study be prepared and submitted to the Federation of Canadian Municipalities' Green Municipal Fund; and
2. That the Chief Administrative Officer and General Manager, Community Services, be authorized to enter into funding agreements with the Federation of Canadian Municipalities should the project be approved for funding and that the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the Parks, Recreation and Cultural Services Committee meeting held on November 26, 2019, staff received the following referral:

That Parks staff consider composting and soil remediation for the Garden City Lands at the Garden City Lands, and no compost from other facilities unless guaranteed of organic quality and free of contaminants.

The purpose of this report is to update Council on staff's efforts to further investigate remediation of the existing soil in the area identified for farming on agricultural fields on the Garden City Lands (the "Lands"). Staff will respond to the other aspects of the referral relating to composting at a later date.

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

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

2.2 Policies and practices support Richmond's sustainability goals.

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

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

5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.

Background

Multiple soil and groundwater investigations have been conducted at the Lands since 2001 and identified metals and hydrocarbon concentrations in soil that exceed applicable Provincial contaminated sites standards. The presence of contaminated material can be traced to past historical activities on the site.

The Garden City Lands Development Plan (the "Plan") (Attachment 1) includes approximately 16 ha (40 acres) of agricultural fields on the western half of the site. To date, the first phase consists of 2.6 ha (6.4 acres) of leased land to Kwantlen Polytechnic University (KPU) which was constructed in 2017. Imported soil was placed on the site which serves to cap the underlying contaminated parent material and provide an uncontaminated rooting zone for the field crops. KPU is presently in the final year of the three year organic certification process.

The Plan indicates an approximately 8 ha (20 acres) area on the southwest corner of the Lands which is envisioned to support future soil-based agricultural activities including community gardens, intensively managed incubator farm plots and demonstration gardens including fruit tree orchards. All future farming practices will be managed according to organic farming best practices as is currently demonstrated by KPU on their leased farm area. Due to the contamination on the site, the proposed activities can only proceed after a study investigates and delineates the extent of contamination. A study is required to guide the City's efforts to manage the existing contamination in the soil.

Analysis

Soil Management and Remediation Study

To guide the implementation of the Plan, the proposed Soil Management and Remediation Study will look at techniques to manage existing site contamination and determine the recommended soil and groundwater remediation strategy which will permit farming to proceed. It will provide staff an in-depth report on the distribution and concentrations of site contamination, evaluate various remediation options and inform the risk assessment. The study will also evaluate the environmental impacts (including greenhouse gas emission calculations) and financial viability of the chosen remedial option in comparison to traditional remediation options such as the excavation and off-site disposal of contaminated soils or the capping of impacted areas with uncontaminated imported soil (as previously implemented on the KPU farm area).

No site remediation will be conducted as part of this study; this study will only recommend the most viable remediation option(s) for implementation.

The Lands are in the Agricultural Land Reserve (ALR) and all activities, including the implementation of a soil remediation plan will require the City to gain Agricultural Land Commission (ALC) approval through the Non-Farm Use (NFU) Application process. Per the standard NFU Application process, Council will be required to approve the Application before it is forwarded to the ALC.

Federation of Canadian Municipalities' Green Municipal Fund

Staff propose to make an application to the Federation of Canadian Municipalities' Green Municipal Fund to assist in funding a Garden City Lands Soil Management and Remediation Study.

Financial Impact

The Federation of Canadian Municipalities' Green Municipal Fund, is a matching contribution grant, funding up to 50 percent of eligible costs, to a maximum of \$175,000.

It is anticipated that the study work program will take approximately three years to complete, and cost \$450,000 (see Table 1 below). Staff propose applying for the maximum available funding of \$175,000, based on the amount required to complete the Soil Management and Remediation Study and if approved by Council, that the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.

The City will contribute matching funds from the existing 2016 Capital Budget that was approved by Council. The approved capital project has sufficient funding for the City's portion of this initiative.

Table 1. Study Project Budget

Budget Source – City of Richmond	
Garden City Lands Soil Management and Remediation Study	\$220,000
Staff Time (City Costs)	\$55,000
Total City Budget	\$275,000
Budget Source - Federation of Canadian Municipalities' Green Municipal Fund (FCM)	
FCM's Green Municipal Fund 50% Match for Project Cost	\$175,000
Total FCM Budget	\$175,000
Total Project Budget	\$450,000

Conclusion

Staff plan to begin the Garden City Lands Soil Management and Remediation Study in 2021. Staff is requesting that Council endorse a submission to the Federation of Canadian Municipalities' Green Municipal Fund, to obtain funding up to \$175,000 to support the Study. This project will aim to investigate the extent of contamination at the site and identify the best method to manage the contamination.

The actual management of contaminated material and remediation of the site will be part of a separate work-plan and remediation program. Once completed, the City plans to update the Human Health and Ecological Risk Assessment which provides a profile of the site's existing level of contamination and relative safety for human activity and the environment. Furthermore, the City will apply for a Ministry of Environment and Climate Change Strategy Land Remediation Section Certificate of Compliance. These documents will confirm the Lands have been remediated to the applicable Provincial standards governing contaminated sites and specifically, confirm agricultural production to may safely proceed on the remaining portions of the Lands designated for farming.



Alex Kurnicki
Research Planner 2
(604-276-4099)



Jason Chan
Manager, Parks Planning, Design and Construction
(604-233-3341)

Att. 1: Garden City Lands Development Plan

Garden City Lands Development Plan



City Clerk

Subject: MOTION Property tax letter to Province

From: Carol Day <carol@carolday.net>

Sent: November 30, 2020 8:24 AM

To: Day,Carol <CDay@richmond.ca>; Brodie, Malcolm <MBrodie@richmond.ca>; McPhail,Linda <LMcPhail@richmond.ca>; McNulty,Bill <BMcNulty@richmond.ca>; Steves,Harold <hsteves@richmond.ca>; Wolfe,Michael <MWolfe@richmond.ca>; Au,Chak <CAu@richmond.ca>; Loo,Alexa <ALoo@richmond.ca>

Subject: MOTION Property tax letter to Province

To Council Team

I have heard from citizens that the new PROVINCIAL property tax deferral system has caused confusion and subsequently people have been charged fines for not paying their taxes when they believed they had applied for property tax deferment.

I would like to make the following **Motion**:

That council write to the provincial government to address concerns regarding the tax deferral program and ask for better communication with the public regarding the rules and policies and that during this COVID-19 pandemic they allow for more flexibility and forgiveness of fines when the public have misunderstood the new process.

Rational:

Here is information from Ivy Wong:

Wong,Ivy

to me

Hi Carol,

I'm afraid there's not much the City can do for this taxpayer. As you are well aware, the Community Charter requires the City to charge penalties on any outstanding taxes after the penalty date. This year, the penalty date was set for October 1st. The Charter does not give municipalities the authority to waive penalties when a payment or a deferment is received after the due date.

This year, the Province centralized all the application and renewal process for the province through their online system. Municipalities are only notified of tax deferments through a daily or adhoc file that the Province produces once they have completed their review process. To ensure property owners are well aware of the changes, the following took place:

1) In late March/early April 2020, the Province sent letters to all property owners who have active deferment accounts on record with the Province. That letter advised everyone to sign up for an online etax account. Once the online etax account is set up, they can access their deferment information online, anytime. They were also advised to

This step replaces the annual tax deferment account statement that taxpayers used to receive each year from the Province. In the past, it was a paper statement that showed the property owners how much they've already deferred and the interest charges to date. Also included in the envelope, was a paper tax deferment renewal form that the taxpayer must bring to the City along with their signed home owner grant.

Some of the taxpayers did not read through the entire document and only assumed that signing up for the etax account was all that was required to defer taxes.

2) The Province rolled out the centralized eDeferment program to all tax collectors' in January 2020 for municipalities' information and to hear of the comments and feedbacks from the municipalities who actually deals with the public. Knowing that a lot of seniors require significant hand holding or assistance with filling out their tax deferment renewal forms online, municipalities suggested that we help with the transitioning to eDeferment by sending municipal staff to the seniors' centres and helping them fill out the online deferment forms. I even suggested that we request extra ipads so that we can easily entered applications and renewals for seniors who needed the assistance.

The Province specifically rejected that suggestion and told all municipalities that they should not help seniors with filling out their online application. They said that tax deferment is a loan program between the Province and the property owner and that a third party should not get involved with the legal documents or even interpreting the legal documents. They said that if the seniors have any concerns, they should call the Province directly.

3) To further remind people of the changes to the tax deferment program, the attached letter was sent from the City's Tax Department to all property owners where the properties have an active deferment account on record. It specifically gave the links to where taxpayers can apply for their tax deferment and the phone numbers to call if they have any questions or concerns.

When this letter was sent, we received numerous calls from seniors asking for clarification. We tried to clarify as much of the confusion as possible. Where the question was specific to their deferment application or their deferment account, we asked that they call the Deferment Office directly.

With the centralization of the deferment program, the City cannot check as to how many people did what this particular property owner did since the eDeferment application system is entirely with the Province. The Province will not share that information with us. The City is only sent an electronic file whenever they complete the application review process on their end for Richmond taxpayers. The file from the Province provides the application date that we must accept into our system and in turn, we provide the outstanding tax amount back to the Province so that the Province can pay on behalf of the taxpayer. If the application date is prior to our tax penalty date of October 1, 2020, no penalty is applied. If the application date is October 1st or later, penalty must be applied and the property owner should pay the penalty before we remit the tax information to the Province for payment.

Also, for your information, just because a property owner has deferred taxes once, it doesn't imply that they will defer taxes every year, or ever again. Some property owners will defer only those years when they are short of cash while others may have deferred once but decided they don't want to bother doing it again.

My advice for this individual is to call the Province and see if the Province is willing or can backdate their deferment application to when they first tried to defer their taxes. If the Province cancels the current application and resubmit it for a date prior to October 1st, we would be more than happy to reverse the penalty.

Sorry for the long explanation. Hope this gives you the information that you need.

Judy Wong

Revenue Manager

City of Richmond

604-276-4046

--

Best regards,

Carol Day

Richmond City Councillor | RITE Richmond
"WORKING for the People of Richmond"

T 604.240.1986

F 604.271.5535

carol@carolday.net



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City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 27, 2020
From: Jim V. Young, P. Eng. **File:** 06-2050-20-MLBC/Vol 01
Director, Facilities and Project Development
Elizabeth Ayers
Director, Recreation and Sport Services
Re: **Richmond Lawn Bowling Clubhouse - Floor Plan and Preliminary Form and Character**



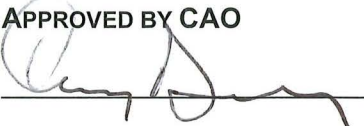
Staff Recommendation

That the floor plan and preliminary form and character design for the Richmond Lawn Bowling Clubhouse be approved, as outlined in the staff report titled, "Richmond Lawn Bowling Clubhouse - Floor Plan and Preliminary Form and Character", dated November 27, 2020, from the Director, Facilities and Project Development and Director, Recreation and Sport Services.

Jim V. Young, P. Eng.
Director, Facilities and Project Development
(604-247-4610)

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

Att. 3

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

Staff Report

Origin

On May 27, 2019, Council approved the program, totaling 4,900 sq. ft., and funding of \$5.3 million for the replacement of the Richmond Lawn Bowling Clubhouse. As such, the Consolidated 5-Year Financial Plan (2019-2023) was amended to include \$5.3 million (2020 dollars) for the Richmond Lawn Bowling Clubhouse capital project. At that time, staff also received direction from Council to work with the Club to consider use of available clubhouse space by other community groups.

The purpose of this report is to present the floor plan and preliminary form and character of the Richmond Lawn Bowling Clubhouse for Council endorsement. Endorsement of the floor plan and preliminary form and character will allow staff to proceed with completion of detailed design followed shortly thereafter by facility construction.

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

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

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

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

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

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

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

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

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

8.1 Increased opportunities for public engagement.

Analysis

Floor Plan Design and Preliminary Form and Character

The program approved by Council for the Richmond Lawn Bowling Clubhouse project totals 4,900 sq. ft. with a budget of \$5.3 million. The floor plan design and preliminary form and character have been developed to that budget.

The process to deliver the Richmond Lawn Bowling Clubhouse project follows the phases of development outlined below:

1. Advanced Planning and Program Development (completed)
2. Concept Design (completed)
3. Detailed Design (pending)
4. Enabling Works (pending)
5. Construction Implementation (pending)
6. Occupancy (pending)

Staff proceeded with form and character design following Council direction on December 19, 2018 to locate the new lawn bowling clubhouse between the greens (Attachment 1).

The project is at the Detailed Design phase wherein the floor plan and preliminary form and character design have been developed to a schematic level for Council consideration. Preliminary form and character refers to the general shape, volume, materials and general colour scheme of the building. Materials will be chosen in line with the City's Facility Design Guidelines and Technical Specifications to ensure quality, longevity and value. In order to finalize the design, Council approval of the floor plan and preliminary form and character is required.

The floor plan, as shown in Attachment 2, was developed in close consultation with the stakeholders. The types of spaces, size allocations and adjacencies were refined, while considering the specific technical and operational requirements for the building. This thorough process resulted in floor plan drawings that provide maximum operational functionality while meeting related building codes and bylaws, such as the City of Richmond's Fire Code Compliances and Enhanced Accessibility Guidelines. Use of the multipurpose room by other community groups, based on availability of the space, has also been accommodated through the floor plan design. Furthermore, the facility has been purposefully designed so that two separate groups can have meetings that take place simultaneously.

Once the floor plan was developed, the building's preliminary form and character, as shown in Attachment 3, was shaped to compose the look of the building, while considering the surrounding park environment. The site plan is being co-ordinated with the Minoru Lakes Renewal project and includes an arrival plaza as well as a pathway connection to Minoru Lakes. The arrival plaza, located at the northeast corner of the building, includes special paving and will serve both the lawn bowling clubhouse and Minoru Park users. The public pathway, located on the north side of the building, will be approximately five metres wide and will provide a connection and visual corridor between Gollner Avenue and Minoru Lakes. The Minoru Lakes bridge crossing will be shifted north from its current location as part of the Minoru Lakes Renewal project in order to better align with the public pathway associated with the Lawn Bowling Clubhouse project.

Development of floor plans and preliminary form and character design included the following consultations:

- Six meetings with the Richmond Lawn Bowling Club's Building Committee (the "Building Committee");
- Consultation to ensure integration with the Minoru Lakes Renewal project;
- Review and comments by the City's Advisory Design Panel (ADP); and
- Reviews by a professional quantity surveyor and contractors to ensure alignment of the project budget with the space allocation choices and proposed form and character.

Should Council approve the floor plans and preliminary form and character outlined in this report, staff will proceed with detailed design development including consideration of Advisory Design Panel recommendations regarding the proposed facility form and character. It is anticipated that minor adjustments to the drawings presented in Attachments 2 and 3 will be made as the detailed design proceeds to ensure the project remains on budget and meets operational and stakeholder needs.

Advisory Design Panel Comments

Overall, the ADP was very supportive of the proposed facility design and were complimentary of the environmental sustainability design considerations. There were a number of questions throughout the meeting that were answered by members of the project team. The questions and comments will be taken into consideration during the advancement of detailed design.

The proposed clubhouse design and budget currently reflect completing the facility to the City's Council adopted High Performance Building Policy for all new City buildings to meet a standard of LEED (Leadership in Energy and Environmental Design) Gold Certification.

Next Steps

Upon Council approval of the floor plans and preliminary form and character design, staff would proceed with preparation of detailed design drawings. This is a process by which the building energy initiatives, components, materials, colours and systems are coordinated and described through detailed drawings and specifications. Staff will continue to consult with the Building Committee and other stakeholders during detailed design, and the final appearance of the building may change slightly as a result of this process.

The final outcome is a fully coordinated set of documents for final pricing and a set of detailed design drawings to provide the contractor with all the information necessary to construct the building. Should Council approve the recommended floor plan and preliminary form and character design, it is anticipated design and tender documents can be ready for construction tendering by Summer 2021. Construction is anticipated to take 14 months.

Staff will work with the Club to maintain basic operations of the greens during the construction process which will include a temporary trailer for on-site club administration and a shipping container for storage. The Building Committee supports this in order to achieve the most functional program and building placement for the replacement clubhouse.

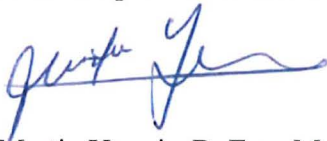
Furthermore, staff will continue working with the Club to ensure processes are in place for other community groups to utilize available clubhouse space once the new facility is operational.

Financial Impact

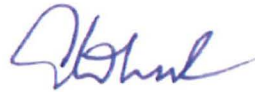
Funding of \$5.3 million (2020 dollars) to complete replacement of the Lawn Bowling Clubhouse was approved by Council as part of the 2018 Capital Program and a 2019 amendment. The proposed floor plan and preliminary form and character outlined in this report can be achieved within this budget. Any addition to the program would require an increase to the project budget.

Conclusion

Staff proceeded with development of floor plans and preliminary form and character design of the Richmond Lawn Bowling Clubhouse following Council adoption of the program and space allocation. Should Council endorse the floor plan and preliminary form and character design, staff will proceed with developing the detailed design to allow construction to commence.

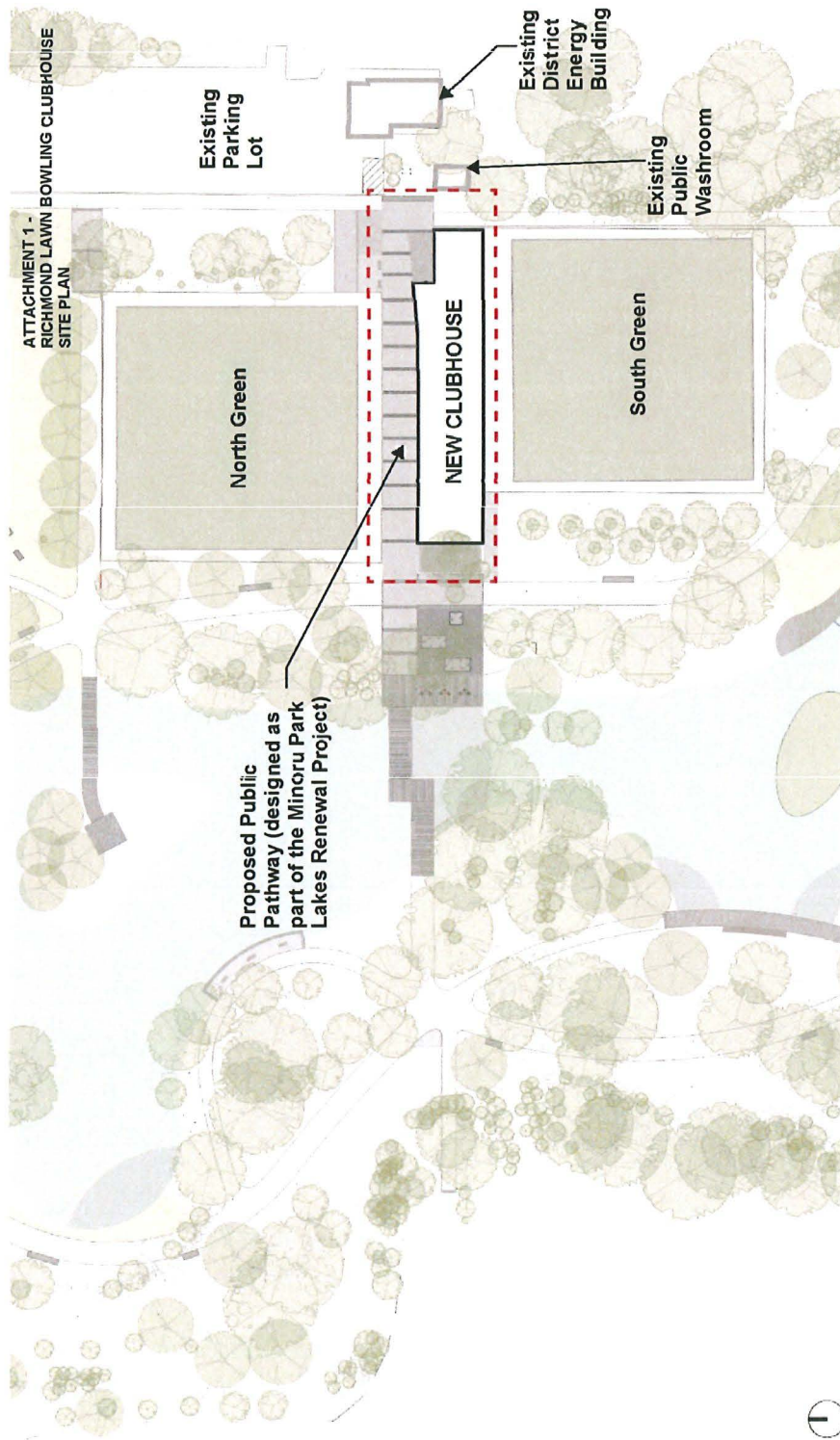


Martin Younis, B. Eng. M. Eng.
Manager, Capital Buildings Project Development
(604-204-8501)



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

- Att. 1: Richmond Lawn Bowling Clubhouse Site Plan
2: Richmond Lawn Bowling Clubhouse Proposed Floor Plan
3: Richmond Lawn Bowling Clubhouse Preliminary Form and Character



04

PROJECT
Richmond Lawn Bowling Clubhouse

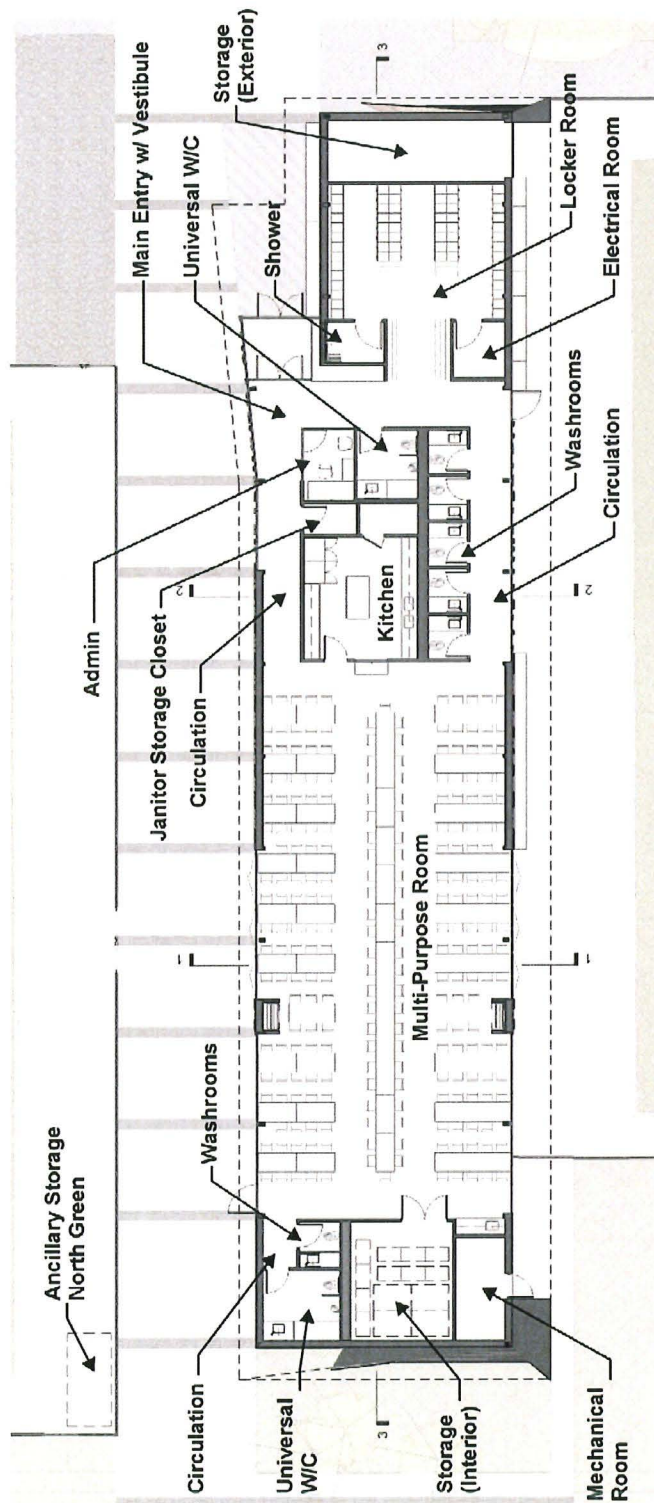
CLIENT
City of Richmond

DRAWING TITLE
Proposed Site Plan

DATE
Feb 14th, 2020

A-1

ATTACHMENT 2 -
RICHMOND LAWN BOWLING CLUBHOUSE
PROPOSED FLOOR PLAN



1

04
F

PROJECT
Richmond Lawn Bowling Clubhouse

CLIENT
City of Richmond

DRAWING TITLE
Proposed Floor Plan

DATE
Feb 14th, 2020

A-2



ATTACHMENT 3 -
RICHMOND LAWN BOWLING CLUBHOUSE
PRELIMINARY FORM AND CHARACTER
*Final materials to be confirmed during detailed design

04

PROJECT
Richmond Lawn Bowling Clubhouse

CLIENT
City of Richmond

DRAWING TITLE
Perspective Rendering - View from North East (Entrance)

DATE
Feb. 14th, 2020

A-3



04
7

PROJECT
Richmond Lawn Bowling Clubhouse

CLIENT
City of Richmond

DRAWING TITLE
Perspective Rendering - View from North (North Green)

DATE
Feb. 14th, 2020

A-4

04
F



PROJECT
Richmond Lawn Bowling Clubhouse

CLIENT
City of Richmond

DRAWING TITLE
Perspective Rendering - View from East (Along Pedestrian Path)

DATE
Feb 14th, 2020

A-5



PROJECT
Richmond Lawn Bowling Clubhouse

CLIENT
City of Richmond

DRAWING TITLE
Perspective Rendering - View From North West (Lake Side)

DATE
Feb 14th, 2020

A-6

O4
F



PROJECT
Richmond Lawn Bowling Clubhouse

CLIENT
City of Richmond

DRAWING TITLE
Perspective Rendering - View From South (South Green)

DATE
Feb. 14th, 2020

A-7



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 30, 2020

From: Jim V. Young, P. Eng. **File:** 06-2050-20-SCC/Vol 01
Director, Facilities and Project Development

Elizabeth Ayers
Director, Recreation and Sport Services

Re: **Steveston Community Centre and Branch Library Replacement –
Site Selection**




Staff Recommendation

1. That the Site 3 option as described in the staff report titled, "Steveston Community Centre and Branch Library Replacement – Site Selection," dated November 30, 2020, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services be approved; and
2. That one new Regular Full-Time Senior Project Manager position be approved inclusive of an assigned position complement control number funded from the previously approved Advanced Planning and Design for Major Facilities Projects Capital Account and be included in the Consolidated 5 Year Financial Plan (2021-2025) as described in the staff report titled, "Steveston Community Centre and Branch Library Replacement – Site Selection," dated November 30, 2020, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services.

Jim V. Young, P. Eng.
Director, Facilities and Project Development
(604-247-4610)

Att. 6

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

REPORT CONCURRENCE		
ROUTED TO: Community Safety Engineering Finance Parks Services Transportation	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER  _____
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO  _____

Staff Report

Origin

On September 23, 2019, Council approved the program totaling 60,350 sq. ft. for the Steveston Community Centre and Branch Library Replacement and made the following referrals:

- (2) *That staff be directed to:*
- (a) *provide specific project cost estimates;*
 - (b) *review options to mitigate project costs;*
 - (c) *provide information on potential building sites and formations;*
 - (d) *provide information on the transition of programming from the existing facility to the new facility; and*
 - (e) *review options to expand the size of the proposed multipurpose rooms by 750 sq. ft. and report back.*

The purpose of this report is to address the above referrals and obtain Council approval to move forward with developing a concept design for a Community Centre and Branch Library on the proposed site area on Steveston Community Park.

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

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

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

3.2 Enhance arts and cultural programs and activities.

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

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

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

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

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

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

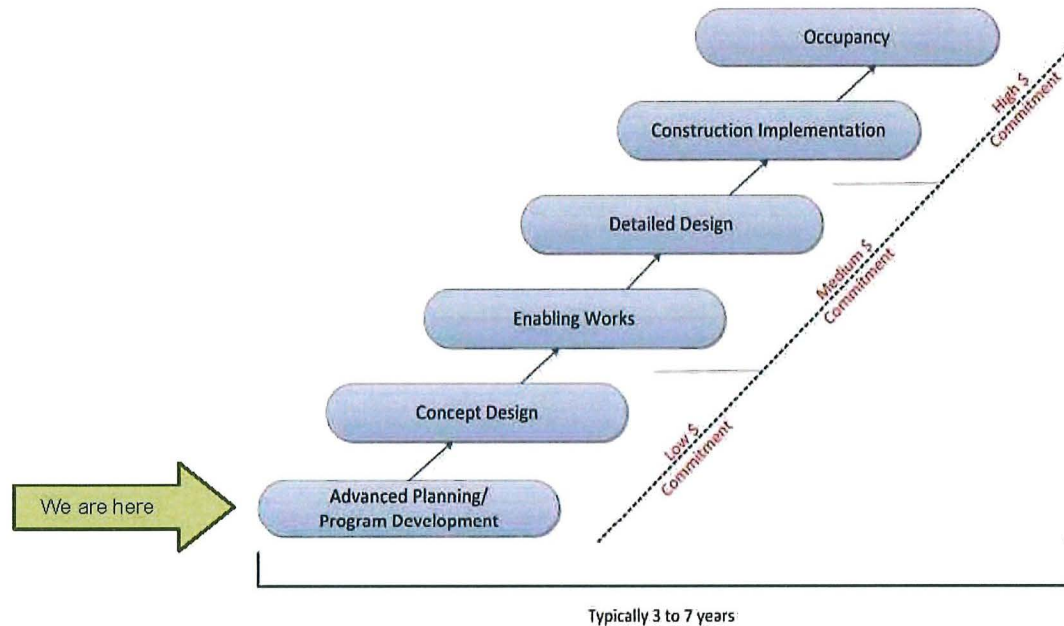
Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

8.1 Increased opportunities for public engagement.

Analysis

On December 12, 2016 Council considered the report titled “Richmond Major Facilities Projects”, whereby the Steveston Community Centre and Branch Library Replacement project was identified as one of the City’s priority capital projects. To ensure the successful delivery of this major facility project, a six-stage process was developed as illustrated in Figure 1 below.

Figure 1:



The project is at the Advanced Planning/Program Development step. Council approval of the proposed site area within Steveston Community Park (the “Park”) is required in order to progress to the Concept Design step.

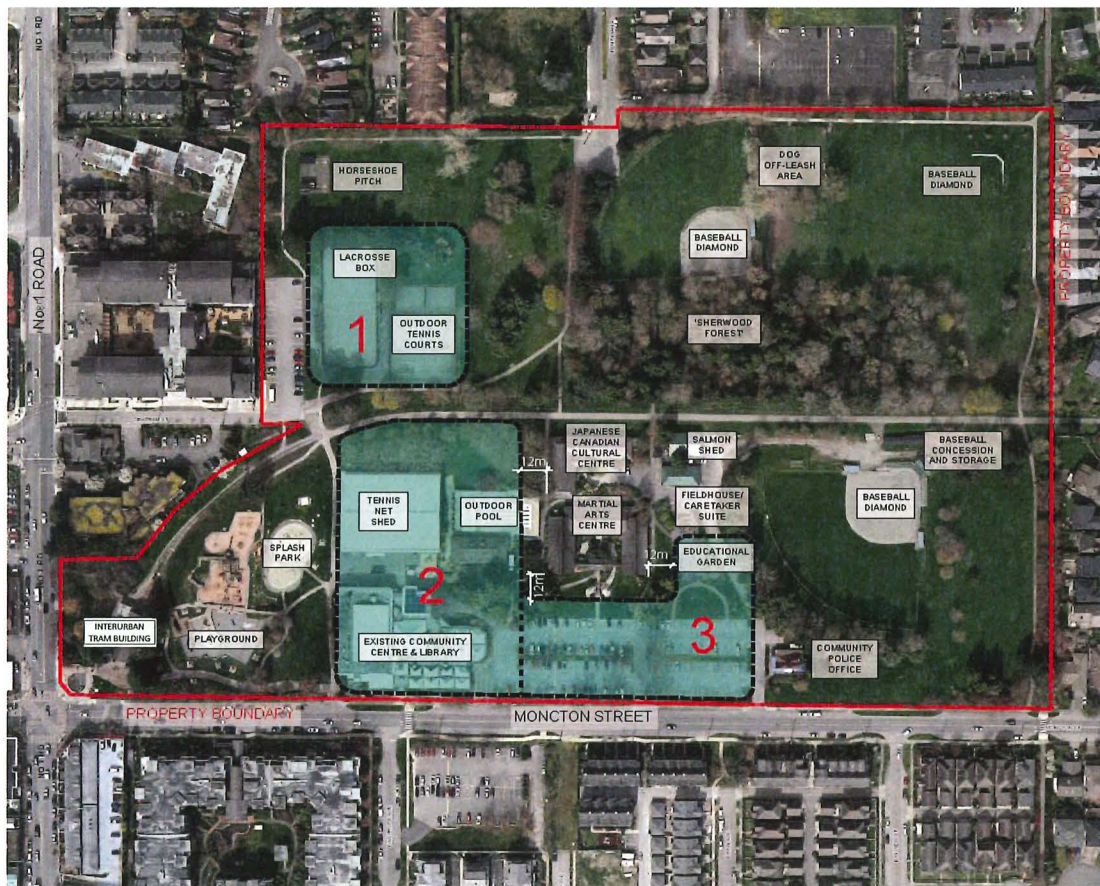
As the steps advance, detailed logistics plans will be developed to address items such as temporary parking during construction, stationing of workers and materials, construction deliveries, signage and public access.

Building Site Options, Costs and Schedule

Three sites were identified for consideration as shown in Figure 2 and in Attachment 1 (larger view). Staff were directed by Council to consider Site 1. Sites 2 and 3 were considered as a result of the extensive community consultation and for their fit within the overall park plan.

Site 3 is recommended by staff and supported by the Steveston Community Centre Concept Design Building Committee (the “Building Committee”).

Figure 2: Proposed Site Options Within Steveston Community Park



LEGEND

----- STEVESTON PARK PROPERTY BOUNDARY

----- PROPOSED AREA FOR SITE OPTIONS

An extensive review and evaluation of each site was conducted including:

- Preliminary project cost estimates;
- Site servicing requirements;
- Impact on other facilities and infrastructure;
- Adjacencies to other facilities and amenities;
- Fit with park plan;
- Project schedule;
- Parking; and
- Continuity of services.

In an effort to forecast the approximate project cost estimates with limited design information, staff engaged two independent cost experts, a quantity surveyor and a construction manager, to examine the sites.

The cost elements have been grouped into four major components:

- New Building;
- Civil Works and Site Preparation;
- Demolition and Replacement of Displaced Buildings; and
- Parking.

The magnitude of each cost component depends on the site location characteristics and parking options. For example, Site 1 has the highest cost in civil works and site preparation, as a significant portion of the cost includes design and construction costs for a new road that is not required for Sites 2 or 3. These enabling works are site specific tasks that must be completed at the site before building construction may commence. The building cost is the same for all three sites.

Based on the preliminary cost reports, Site 1 is the highest in overall project cost followed by Site 2. Site 3 is the least expensive of the three options. Staff considered the cost of underground parking, surface parking, structured parking and a combination of underground and surface parking at all three sites. Further information regarding the recommended parking option and number of required parking stalls can be found on pages 9 and 10.

Underground parking is what exists under City Hall whereby parking is below ground level. Structured parking is a parkade constructed on the ground surface, similar to the parkade in Minoru Park, between the Library Cultural Centre and Minoru Arenas. Surface parking is parking on ground level, normally on a paved surface.

The preliminary estimates and anticipated schedules to project completion associated with each option are outlined in Table 1. Since the preliminary estimates are prepared prior to any design and engineering data, the order of magnitude for the selected site will be refined once concept design is complete.

Table 1: Preliminary Project Cost Estimates and Schedule

SITE ONE		SITE TWO		SITE THREE (Recommended)	
\$124M - \$140.5M (2023 \$)		\$99M - \$115.5M (2023 \$)		\$93.5M (2023 \$)	
7 – 8 Years for Occupancy		6 – 7 Years for Occupancy		4 – 5 Years for Occupancy	
CONSTRUCTION ESTIMATES (60,350 sq. ft. facility)					
New Building	\$56M	New Building	\$56M	New Building	\$56M
Civil Works and Site Preparation	\$43M	Civil Works and Site Preparation	\$19.5M	Civil Works and Site Preparation	\$20M
Demolition of Existing Community Centre	\$1M	Demolition of Existing Community Centre	\$1M	Demolition of Existing Community Centre	\$1M
Demolition and Replacement of Lacrosse Box, Outdoor Tennis Courts, Net Shed and Outdoor Pool	\$22.5M	Demolition and Replacement of Net Shed and Outdoor Pool	\$21M	Demolition and Replacement of Educational Garden and New Park Washrooms	\$2M
Subtotal	\$122.5M	Subtotal	\$97.5M	Subtotal	\$79M
PARKING ESTIMATES					
90 additional stalls are required to serve the new, larger facility. Sites 1 and 2 do not impact existing parking, however, a portion of Site 3 is located in the existing parking lot and impacts approximately 70 stalls. Site 3 requires a total of 160 new and replacement stalls. A combination of underground and surface parking for Site 3 is considered the best balanced solution economically and for preservation of park space. See pages 9 and 10 for more details.					
Structured Parking	\$13M	Structured Parking	\$13M	Combination of Underground (60 stalls) Surface Parking (100 stalls)	\$14.5M
Surface Parking	\$1.5M	Surface Parking	\$1.5M		
Underground Parking	\$18M	Underground Parking	\$18M		
TOTAL with Parking	\$124M - \$140.5M	TOTAL with Parking	\$99M - \$115.5M	TOTAL with Parking	\$93.5M

The existing Steveston Community Police Office (CPO) is not part of the project scope, however should the building be displaced due to proximity to the recommended site, a dedicated storefront space for the new CPO will be incorporated into the program. The additional cost would be approximately \$4.8 million (2023 \$) which is currently not included in the overall projected cost for Site 3.

Attachment 2 provides a detailed analysis of the opportunities and challenges associated with the three sites. Pages 7 and 8 provide a high level summary of each site option.

Following is a high level summary of each site and the recommendation for the preferred site.

Site 1 - Lacrosse Box Area (Not Recommended)

Site 1 is at the northwest quadrant of the park, is largely paved and does not overlap with the existing facility.

Access is a key concern for Site 1. As the site is remote from the main streets, visitors and patrons will likely use abutting residential streets (Chatham Street, Fentiman Place, Yoshida Court and/or Garry Street) for pickup and drop-off activities out of convenience. Local streets are designed primarily to provide vehicular access to adjacent residential land uses and not for external trips such as the traffic anticipated to be generated by the redevelopment. Chatham Street, east of No. 1 Road, currently has a narrow cross section that resembles a service lane and the residential streets to the north of Site 1 have limited vehicle capacity due to narrow travel lanes and several traffic calming measures. It is anticipated that the adjacent community will strongly protest this site option based on the expected increase in vehicle activity.

To mitigate potential impacts of increased traffic on the adjacent residential neighborhood streets, this option envisions maintaining the existing primary vehicle route to the site and existing surface parking area from Moncton Street. Should internal vehicle connectivity be desired from the existing surface parking area fronting Moncton Street to the new building, an internal road will be required. This will result in a significant impact to the Park's green space and existing facilities such as the Tennis Net Shed, Steveston Outdoor Pool and the Steveston Interurban Tram Building. Should this option be considered further, a comprehensive traffic impact analysis and neighborhood impact study will be required to further verify the feasibility of locating the building on this site.

A program transition and relocation plan for the Lacrosse Box and Outdoor Tennis Courts would need to be developed should this option be selected.

This site is the least desirable from a program perspective due to poor proximity with the Japanese Cultural Centre, Martial Arts Centre, and playground.

Although this location would enable the community centre and library to continue programs during construction, the project cost and schedule is estimated to be the highest and longest respectively of the three options.

Site 2 - Existing Community Centre and Branch Library (Not Recommended)

Site 2 is at the southwest quadrant of the park, which is the location of the existing facility.

This site has good street presence and maintains adjacencies to current facilities and amenities, however it has the greatest impact on the existing community recreation and library programs.

The existing community centre and library, the Tennis Net Shed, and Steveston Outdoor Pool would have to be demolished before construction could commence. This would significantly impact existing programs for the entire duration of the enabling works and construction activities (approximately six to seven years). A program transition and relocation plan would need to be developed should this option be selected.

In addition, prior to demolition and re-construction of the Tennis Net Shed and Steveston Outdoor Pool, a consultation and relocation plan needs to be developed, which would add cost and time to the project.

Site 3 - Adjacent to Educational Garden (Recommended)

Site 3 is at the southeast quadrant of the park, adjacent to the Educational Garden.

This site has the lowest estimated project cost, the shortest project duration, the least impact on existing facilities, and allows community recreation and library programs to continue during construction.

The building would have high visibility from Moncton Street with minor repositioning of existing transit stops and crosswalks, if necessary. Program synergies with the Steveston Martial Arts Centre and Japanese Canadian Cultural Centre would be better than the current location.

This option is considered to have the least impact on the park site, although there may be an impact to mature trees adjacent to the baseball diamond, based on the final location of the building. Quantity and value of trees would be verified by the project arborist during the Concept Design phase.

A program transition and relocation plan for the Educational Garden would need to be developed should this option be selected.

The Building Committee is supportive of Site 3, with the caveat that the building should be set back sufficiently from the main road and it should enhance, not obscure, the Steveston Martial Arts Centre, with an inclusion of a large plaza. These key features would be taken into consideration during the design process.

Building Formations and Massing

Staff evaluated three building footprints (amount of ground floor space the building structure will occupy in the park) for each of the three site options:

- 60,000 sq. ft. footprint is achievable with a single-storey and a double height gym.
- 30,000 sq. ft. footprint requires a three-storey building.
- 20,000 sq. ft. footprint requires a five to six-storey building.

A summary of opportunities and challenges for each building footprint option is detailed in Attachment 3 and the complete footprint and massing (the structure in three dimensional representation) diagrams is detailed in Attachment 4.

The footprint has a critical impact on the functionality of the program. A large footprint provides maximum flexibility in space allocation but has the greatest impact on green space. A small footprint limits flexibility and program synergies while minimizing impact on green space.

In reviewing the massing options, a building footprint of 30,000 sq. ft. to 40,000 sq. ft. provides a balanced approach where program synergies can be realized through the allocation of program spaces, while minimizing the impact on green space. This option is recommended by staff and is supported by the Building Committee.

Recommended Parking Option

A parking study was conducted to determine the parking supply and demand forecast generated from the larger facility. The preliminary findings suggest that 90 additional parking stalls will be required, resulting in a total parking count of approximately 283 stalls to service the facility and park. Parking can be provided by surface, structured, underground or by a combination of these options. Attachment 5 summarizes the opportunities and challenges of the three parking options specific to each site.

In reviewing the parking options detailed in this report for each of the potential sites, staff have considered the following parameters to recommend the most efficient parking solution for Council consideration:

- Operational efficiency;
- Cost impact;
- Use of available surface parking (site dependent); and
- Impact on park space.

Considering the aforementioned parameters to the preferred Site 3, staff recommend a combination of surface parking that would account for 223 stalls (new and existing) and underground parking to account for the remaining 60 stalls (new). This approach is considered the best balanced solution to the associated parking requirements, illustrated in Attachment 6.

Underground parking is a viable option in Richmond, demonstrated in the successful completion of multiple developments within the City. The inclusion of underground parking satisfies the parking requirements of the new building while being contained within the same air space parcel therefore optimizing construction efficiencies and minimizing impacts on green space.

The parking study estimate represents the anticipated incremental increase in parking demand as a result of the community centre and library expansion. The parking study would be further refined when the project advances to detailed design and the number of stalls would be verified during this stage. Additionally, the analysis would also explore options to mitigate parking impacts with provision of transportation demand management measure to encourage alternate modes of travel to the site such as walking, cycling and transit.

Cost Mitigation Strategies

Approving Site 3 only as the preferred site for the new Steveston Community Centre and Branch Library is the most cost efficient approach to progressing the project. This is estimated to cost \$93.5 million, which is \$5.5 million to \$47 million less than the other two sites. Site 3 carries the least risk in terms of cost escalation as no other facilities are impacted and it has the shortest construction schedule.

In addition to this cost mitigation strategy, other options that will be considered as the project progresses are:

- Limit to one site for charrette workshop (public consultation) in lieu of three site options;
- Early involvement of a preconstruction team;
- Cost experts to provide cost estimates at each milestone (for example, 50% design, 75% design) as a cost control measure to ensure that the project is within the established budget baseline;
- Review alternative building materials and systems;
- Investigate innovative and efficient construction methods;
- Reduce design complexity, for example, simple roof forms are more cost economical than curved roof forms;
- Third-party review of design documents to minimize errors and omissions in the design;
- Overlap construction activities to shorten overall construction schedule; and
- Phase or defer portions of work—although this may save costs initially, it will likely cost more later to remobilize and account for escalation.

Transition of Programming

Consideration for transitional programming is only required should construction of the new building impact the ongoing operation of the existing building. Transitional programming would require a review and prioritization of key programs for continued operation, acquisition of spaces for rent or use, i.e. installation of portables on site, and a financial analysis to confirm program viability. Preliminary estimates indicate that a minimum of 50-75% of the current program offerings would be discontinued through the period of construction. While the majority of these participants could be accommodated in other programs throughout the City, the impact on the Steveston Community Society and Library would be significant.

Program continuity was a major consideration in the evaluation of program sites, and a key advantage of Site 3.

Expansion of Multipurpose Rooms

The approved program includes six multipurpose rooms, three meeting rooms, as well as a variety of other specific program rooms. In determining the size for each room, consideration is given to the types of programs to be offered, optimal staff to student ratios, as well as other considerations such as storage.

As directed by Council, staff reviewed the option of adding square footage to a variety of the rooms. While additional space can be added, it is not recommended as it will result in an inefficient allocation of space throughout the building, and would increase the overall construction cost by \$825,000.

The approved program meets the needs identified by both the Steveston Community Society and the Richmond Public Library.

Financial Impact

Staff recommend that the staff resource request for a new Regular Full-Time Senior Project Manager position be funded from the Advanced Planning and Design for Major Facilities Projects Capital Account approved by Council in the 2017 Capital Budget and the Consolidated 5 Year Financial Plan (2021-2025) be amended accordingly.

Operating Budget Impact

The preliminary Operating Budget Impact (OBI) for the program and facility is \$1.1 million (2028 dollars), which is when the facility is anticipated to be operational, if approved by Council for construction starting in 2023. A detailed business plan, including service levels and refinement of the OBI, will be submitted to Council for consideration in a future report.

Next Steps

Upon Council approval of the recommended site location (Site 3), staff will develop a concept design for the new community centre and branch library. During this phase, staff will consult with the Building Committee, key stakeholders, and the public through a design charrette and open house.

Due to the scope, timeframe, and complexity of this project an additional regular full-time Senior Project Manager position will be created to provide the capacity for managing the design concept development and future implementation of the project. This position will have no operating budget impact and will be funded through the approved capital projects.

The recommended concept design, including a refined project cost estimate, building footprint, form and character, and interior layout with program adjacencies and efficiencies, for the selected site location is planned for presentation to the Advisory Design Panel and then for Council consideration in Q2 2021.

Conclusion

Access is a major challenge for Site 1 which consequently increases project cost and schedule. Site 2, although it has good street presence, significantly disrupts the existing community recreation and library programs for the entire duration of the construction works. Site 3 is supported by the Building Committee and is the recommended site for the new Steveston Community Centre. With high visibility from Moncton Street, this site has the lowest estimated project cost, shortest project duration, the least impact on existing facilities and park site, and allows community recreation and library programs to continue during construction.



Martin Younis, B.Eng., M.Eng.
Manager, Capital Buildings Project Development
(604-204-8501)



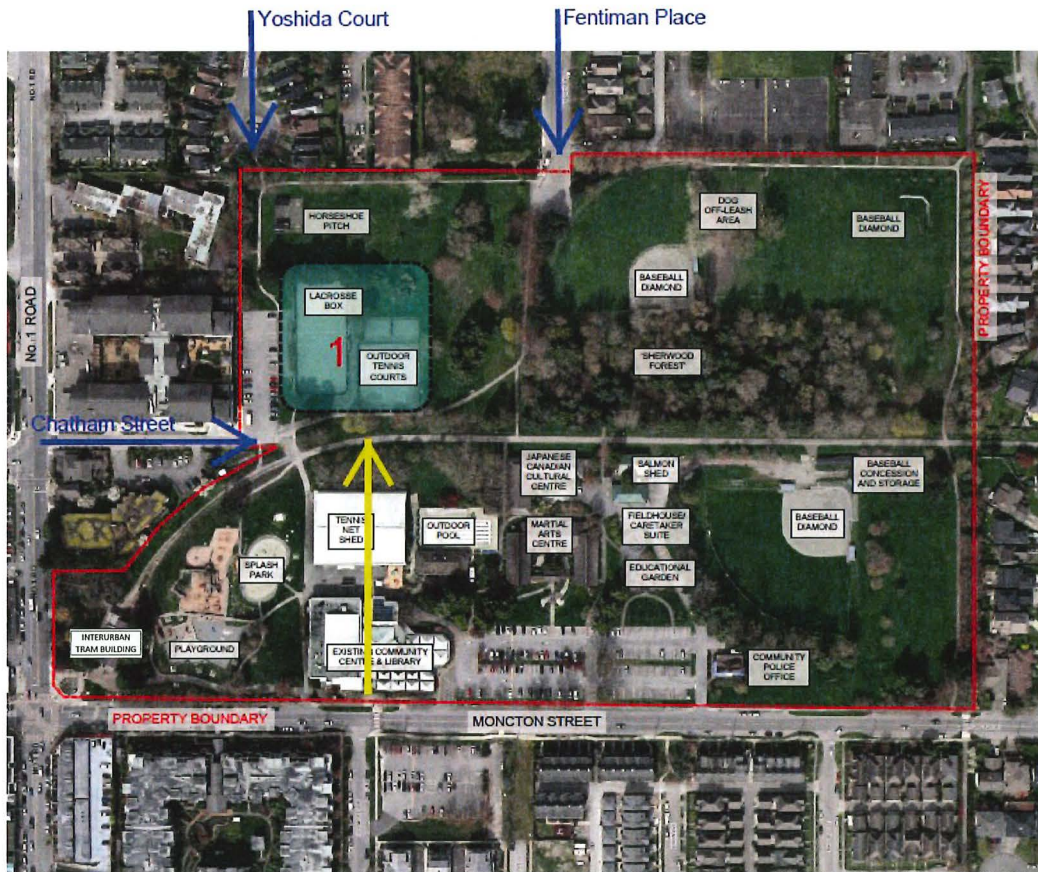
Elizabeth Ayers
Director, Recreation and Sport Services
(604-247- 4669)

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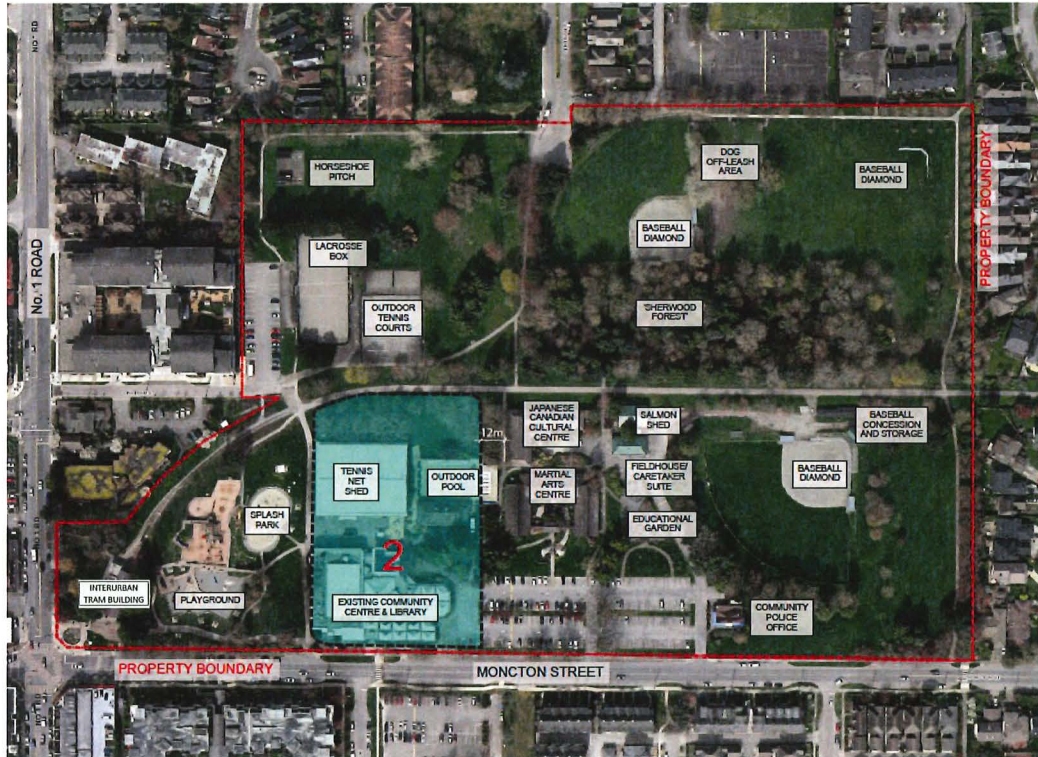
- Att. 1: Three Potential Site Locations
- 2: Opportunities and Challenges for Three Site Options
 - 3: Opportunities and Challenges for Three Building Footprints
 - 4: Building Footprints, Massing and Parking Options
 - 5: Opportunities and Challenges for Surface, Structured and Underground Parking
 - 6: Recommended Site 3, Footprint, and Parking Option

Attachment 1 - Three Potential Site Locations

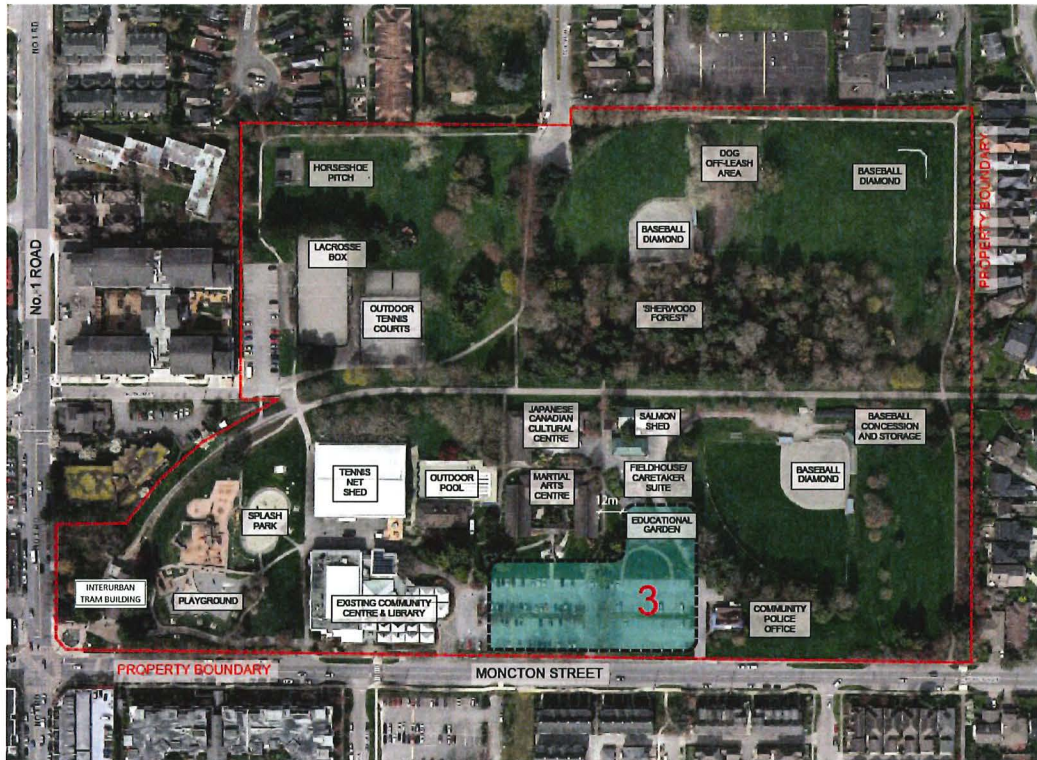
Site 1



Site 2



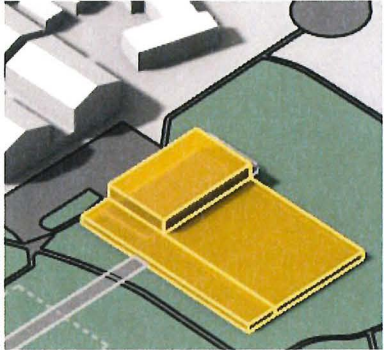
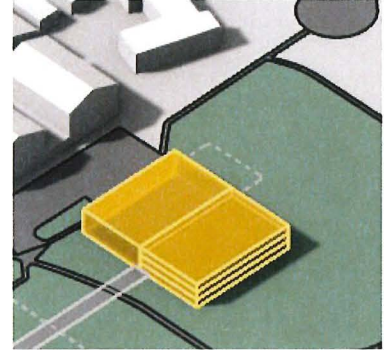
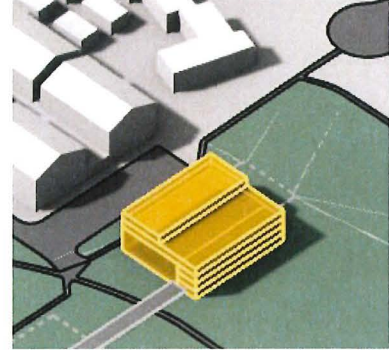
Site 3 (Recommended)



Attachment 2 - Opportunities and Challenges for Three Site Options

SITE ONE	SITE TWO	SITE THREE
OPPORTUNITIES		
<ul style="list-style-type: none"> • Allows the community centre and library to continue programs during construction • Close adjacency to nearby seniors' housing and away from low-density single-family housing • Close to walking and cycling paths 	<ul style="list-style-type: none"> • Familiar to the community • Maintains connectivity to the playground, splash park, Steveston Martial Arts Centre and Japanese Canadian Cultural Centre • Prominent street presence • Maintains existing relationship with transit stops and crosswalks • Close to walking and cycling paths 	<ul style="list-style-type: none"> • Lowest cost option • Shortest project duration • Allows the community centre and library to continue operation during construction • Prominent street presence • Improved program synergies with the Steveston Martial Arts Centre and Japanese Canadian Cultural Centre • Maintains existing relationship with transit stops and crosswalks with minor relocation • No impact to the Tennis Net Shed or Steveston Outdoor Pool
CHALLENGES		
<ul style="list-style-type: none"> • Most expensive option • Requires a new road for access through the park from Moncton Street • Likely that the new road will displace the Tennis Net Shed and Steveston Outdoor Pool • Significantly impacts neighbours due to increased vehicular activities (drop offs/pickups) on traffic-calmed streets • Requires geometric and operational upgrades including possible road widening of the existing local residential streets (Chatham Street, Fentiman Place, Yoshida Court and/or Garry Street) • No street presence for the building • Significantly longer construction schedule • Poor synergies with the Steveston Martial Arts Centre and JCCC • May require removal of 26 trees and impact 8 other trees 	<ul style="list-style-type: none"> • Second most expensive option • Program disruption during enabling works and construction • Significant impact on the Steveston Community Society • Displacement of the Tennis Net Shed and Steveston Outdoor Pool • Prolonged schedule to accommodate Tennis Net Shed and Steveston Outdoor Pool consultation and relocation planning, and the replacement of these displaced facilities 	<ul style="list-style-type: none"> • Displacement of the Steveston Educational Garden • Potential displacement of the Community Police Office • Potential impact to trees around baseball diamond • Requires new outdoor washrooms for the park • Poor proximity to the Tennis Net Shed • Displacement of parking stalls by location of building and during construction

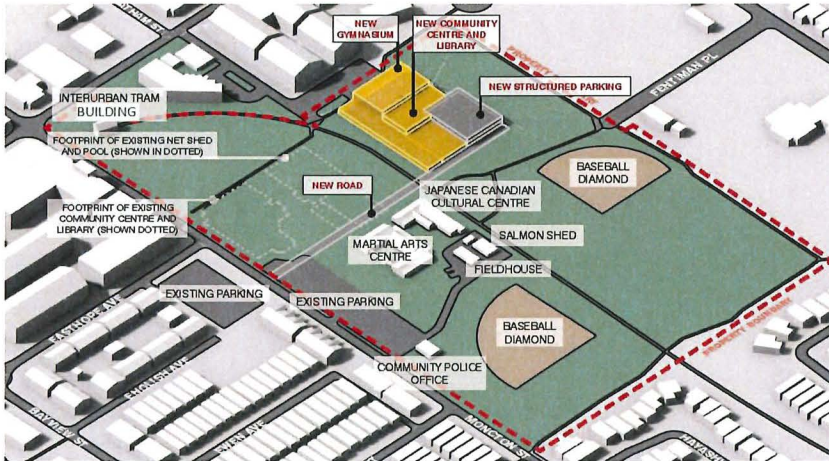
Attachment 3 - Opportunities and Challenges for Three Building Footprints

<p><i>60,000 sq. ft.</i> <i>Single-storey</i></p>	<p><i>30,000 sq. ft.</i> <i>Three-storeys</i></p>	<p><i>20,000 sq. ft.</i> <i>Five to Six-storeys</i></p>
		
<p>OPPORTUNITIES</p>		
<ul style="list-style-type: none"> • Program synergies and adjacencies are easily accommodated 	<ul style="list-style-type: none"> • Optimal functional footprint • Program synergies and adjacencies are easily accommodated • Mass of gym integrated with stacked floor levels maximizing use of air space 	<ul style="list-style-type: none"> • Least impact on green space
<p>CHALLENGES</p>		
<ul style="list-style-type: none"> • Greatest impact on green space • Sites 2 and 3 are not large enough for this footprint • Mass of gym will stand out in the park 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Program synergies are poor • Program spaces may become long and linear with poor functionality • May require additional space due to increased circulation requirements

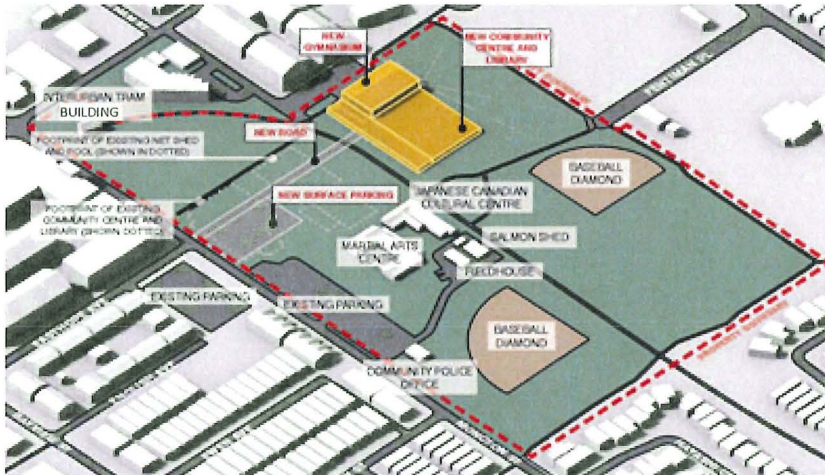
Attachment 4 - Building Footprints, Massing and Parking Options

SITE 1

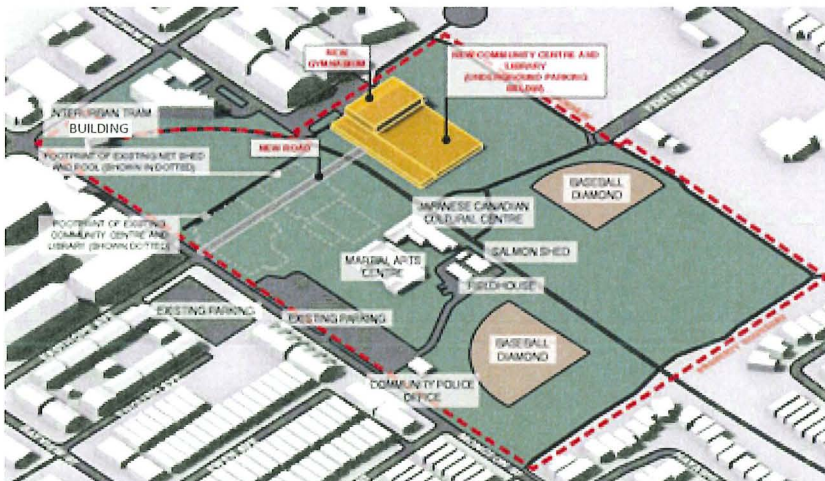
60,000 sq. ft. Building Footprint – Structured Parking



60,000 sq. ft. Building Footprint – Surface Parking

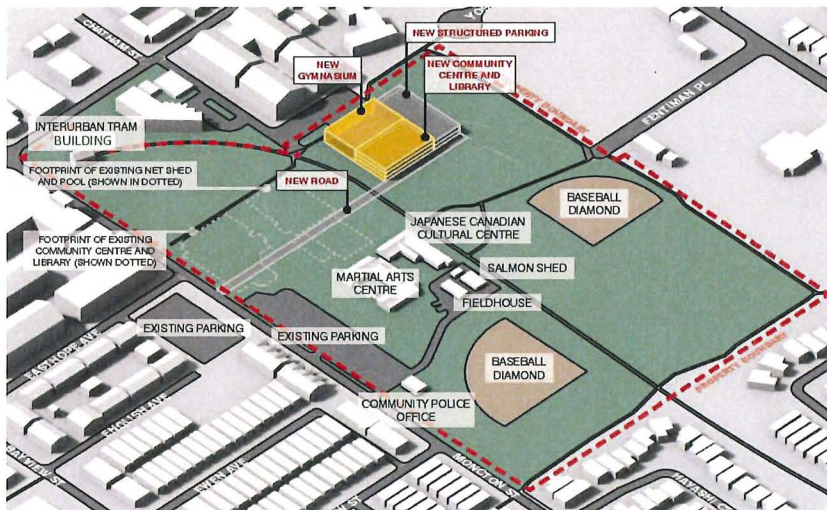


60,000 sq. ft. Building Footprint – Underground Parking

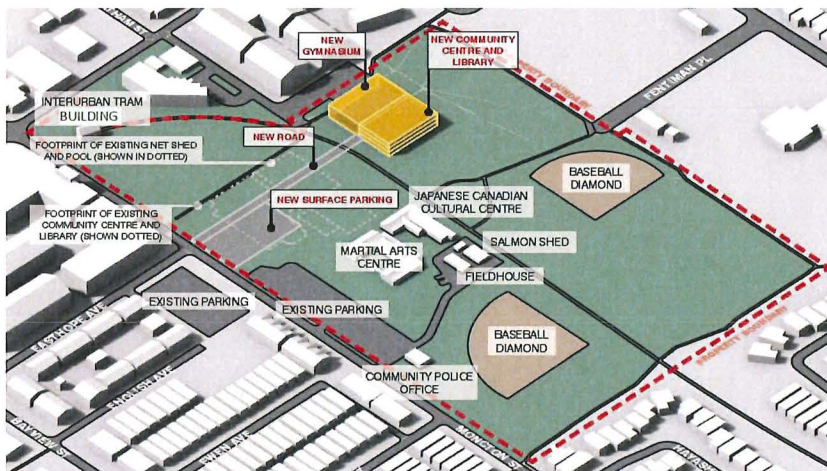


SITE 1

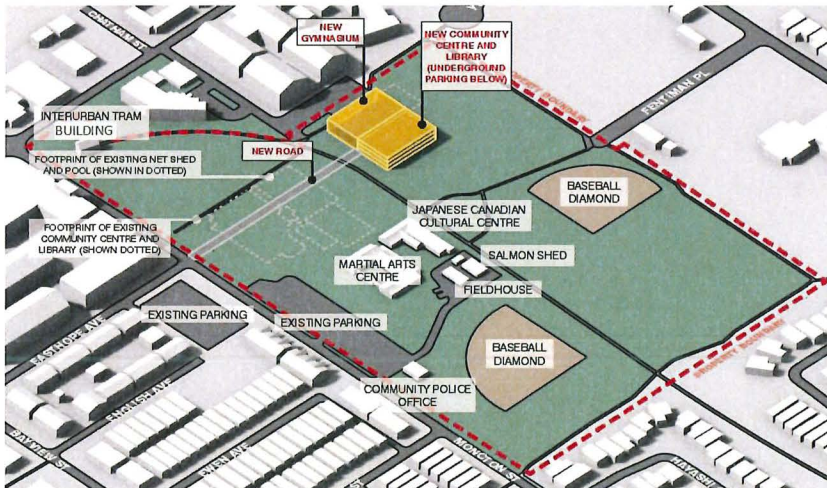
30,000 sq. ft. Building Footprint - Structured Parking



30,000 sq. ft. Building Footprint – Surface Parking

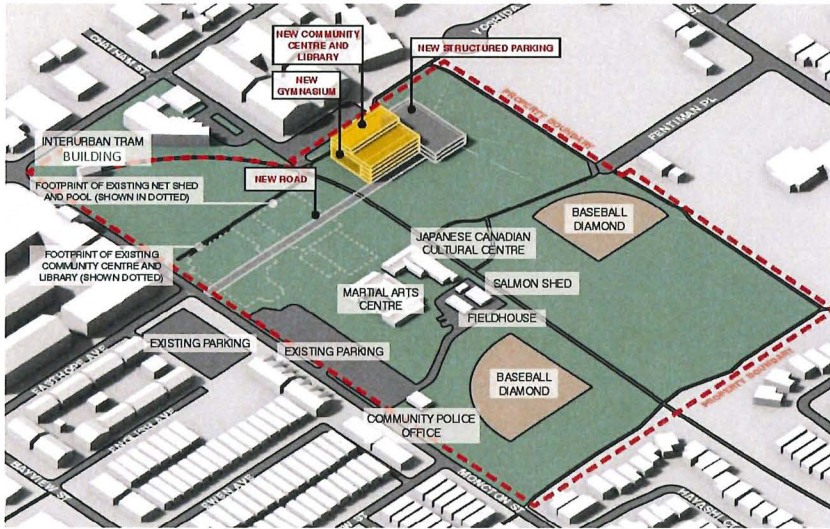


30,000 sq. ft. Building Footprint – Underground Parking

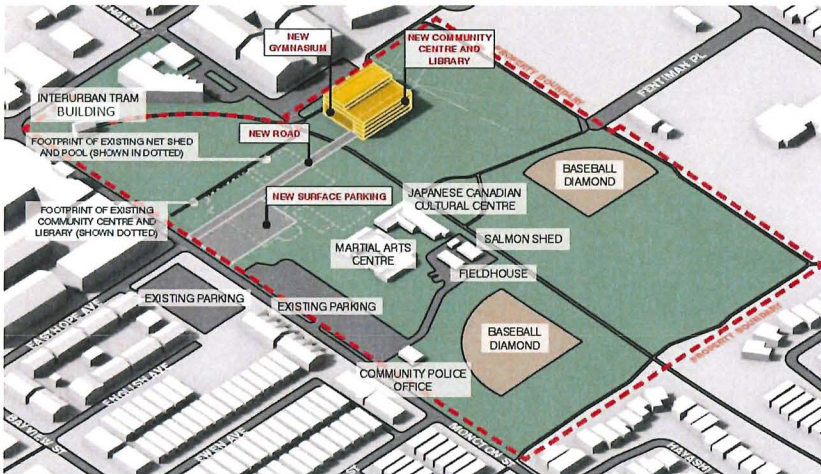


SITE 1

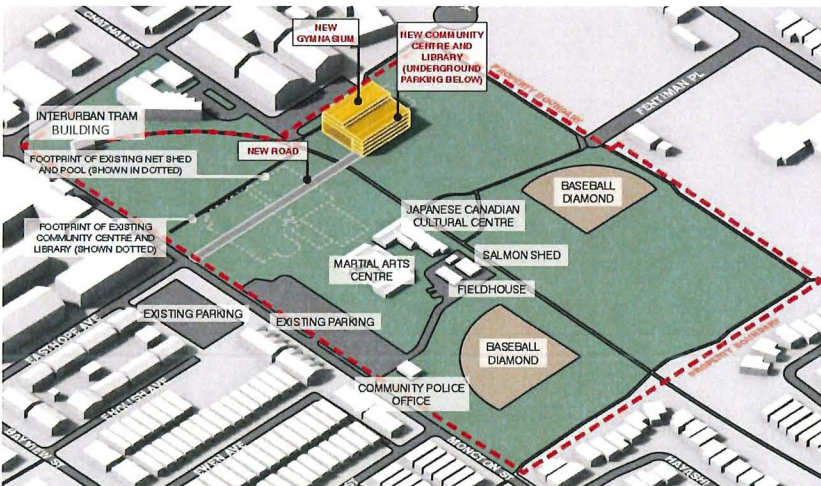
20,000 sq. ft. - Structured Parking



20,000 sq. ft – Surface Parking

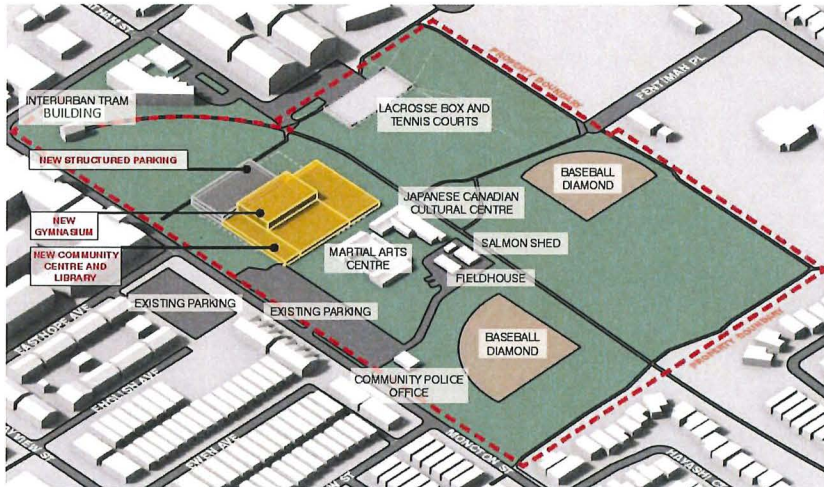


20,000 sq. ft – Underground Parking

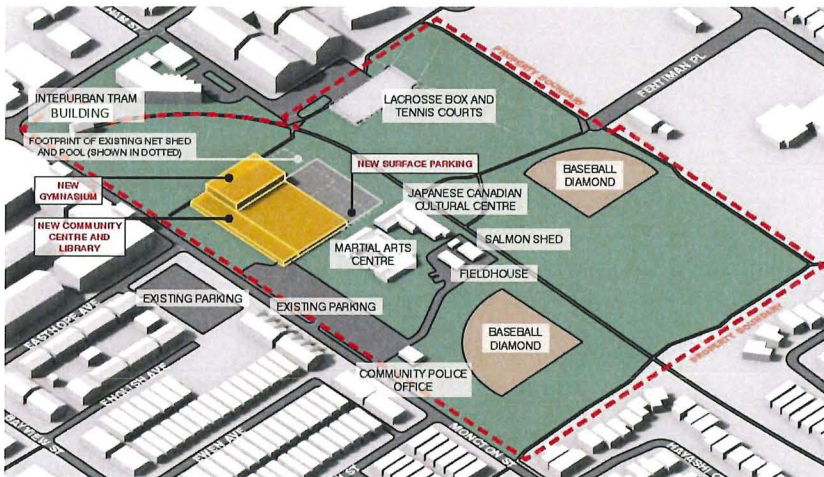


SITE 2

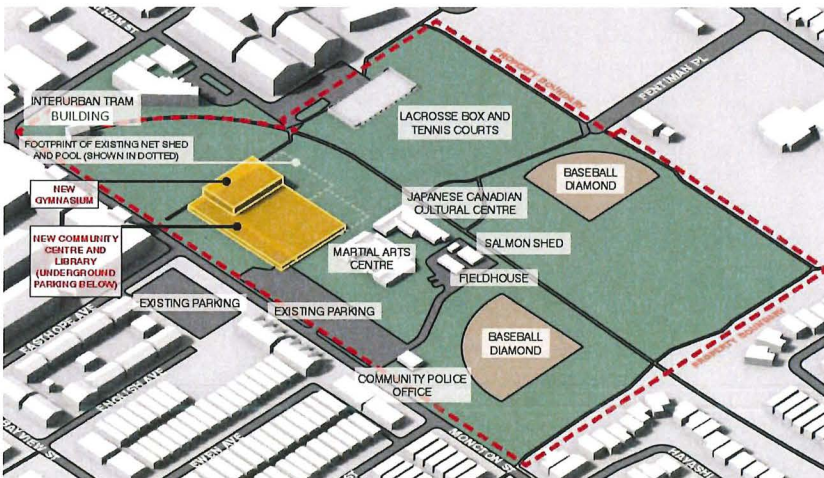
60,000 sq. ft. Building Footprint - Structured Parking



60,000 sq. ft. Building Footprint – Surface Parking

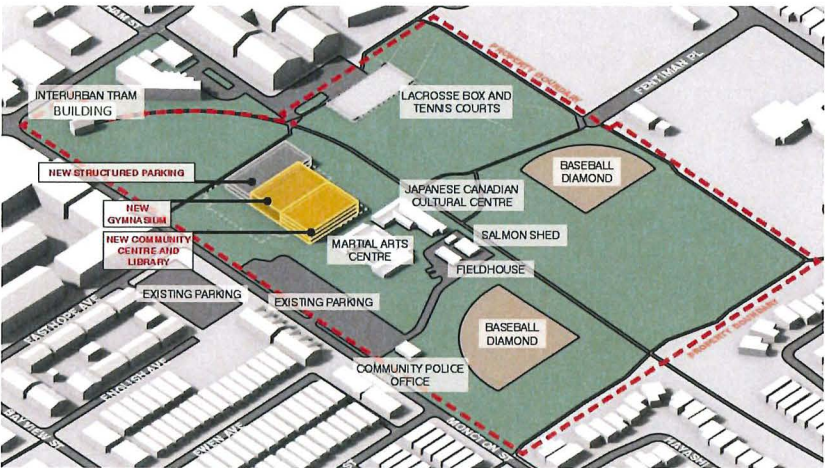


60,000 sq. ft. Building Footprint – Underground Parking

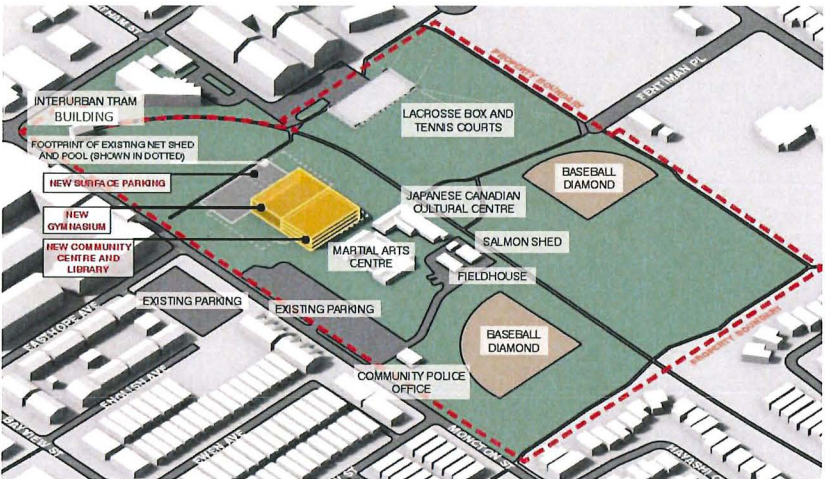


SITE 2

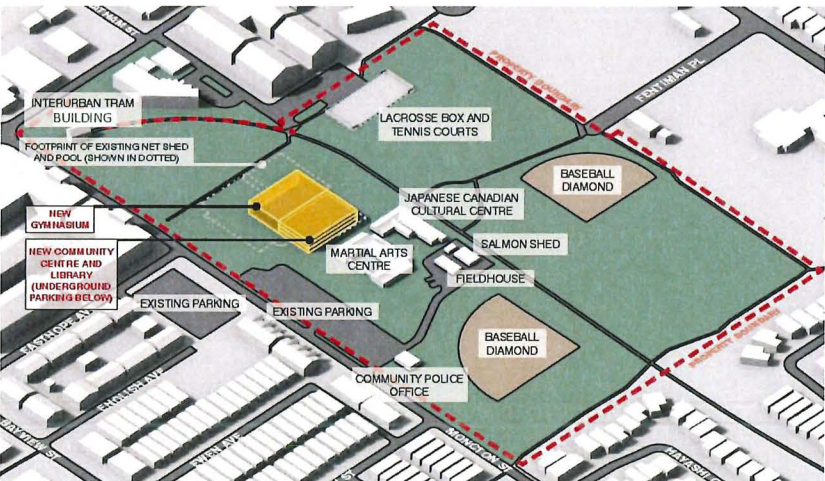
30,000 sq. ft. Building Footprint - Structured Parking



30,000 sq. ft. Building Footprint – Surface Parking

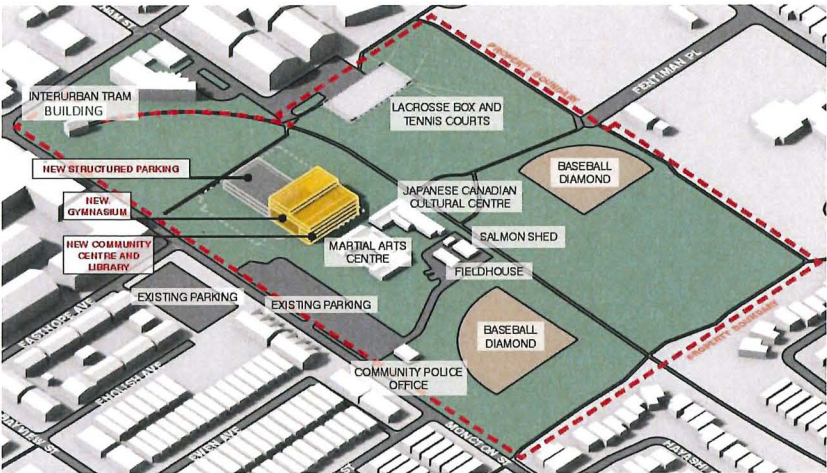


30,000 sq. ft. Building Footprint – Underground Parking

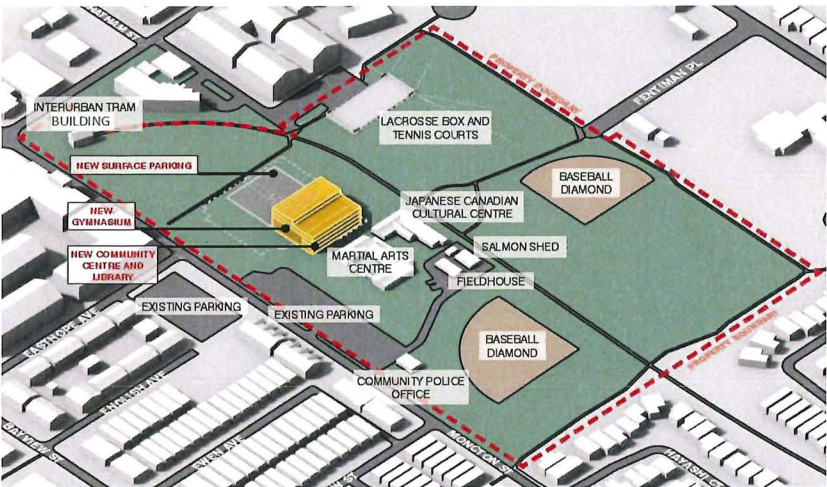


SITE 2

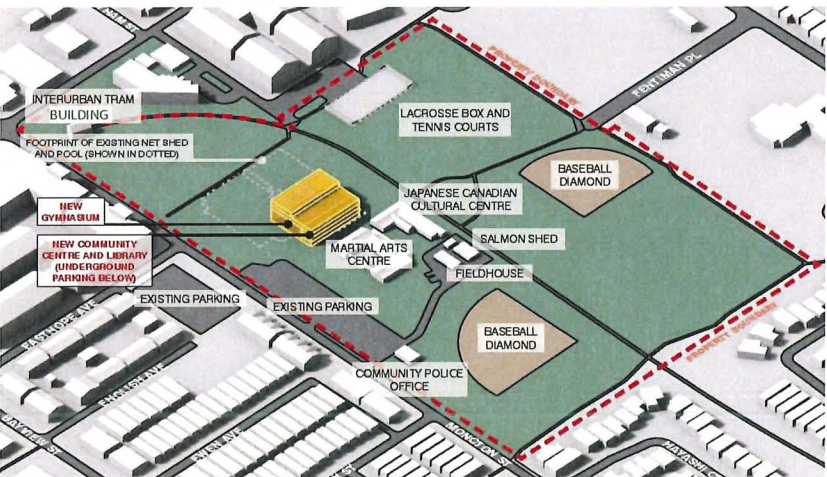
20,000 sq. ft. - Structured Parking



20,000 sq. ft – Surface Parking

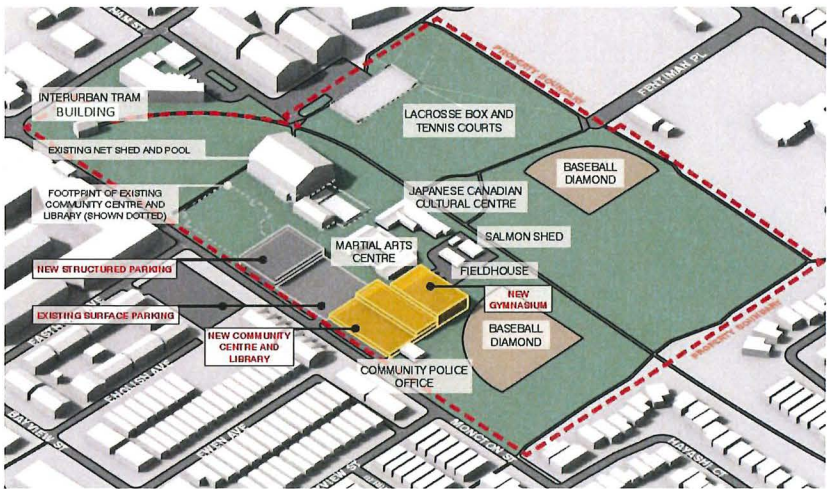


20,000 sq. ft – Underground Parking

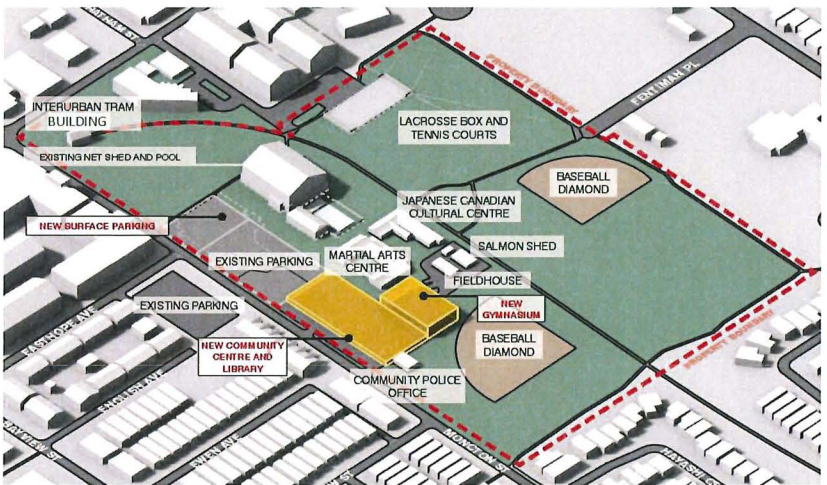


SITE 3

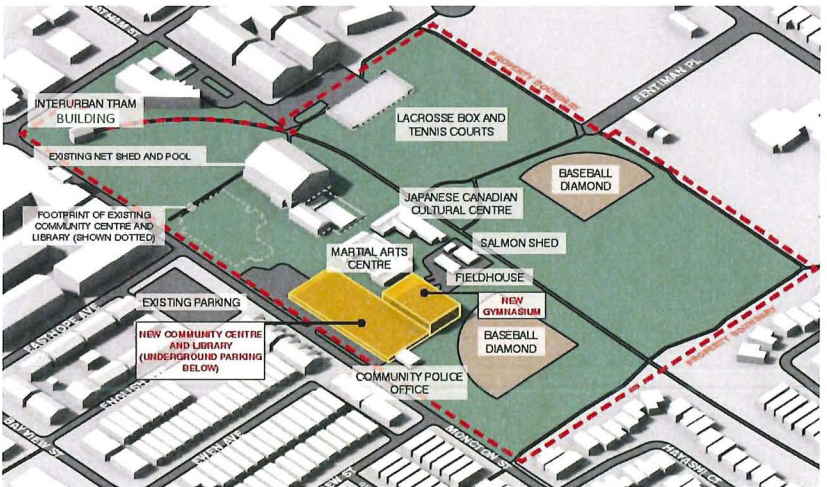
60,000 sq. ft. Building Footprint - Structured Parking



60,000 sq. ft. Building Footprint – Surface Parking

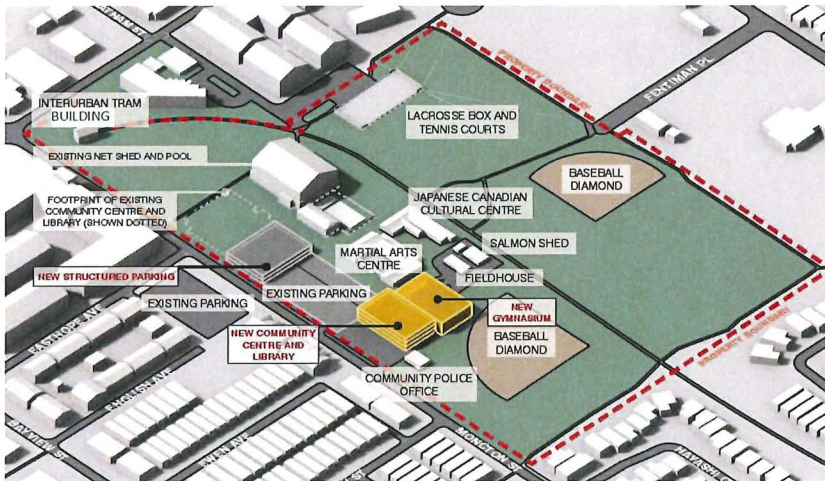


60,000 sq. ft. Building Footprint – Underground Parking

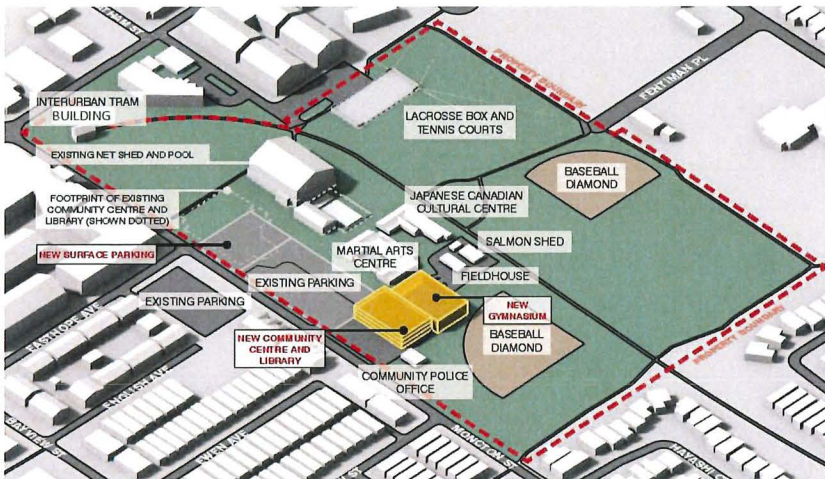


SITE 3

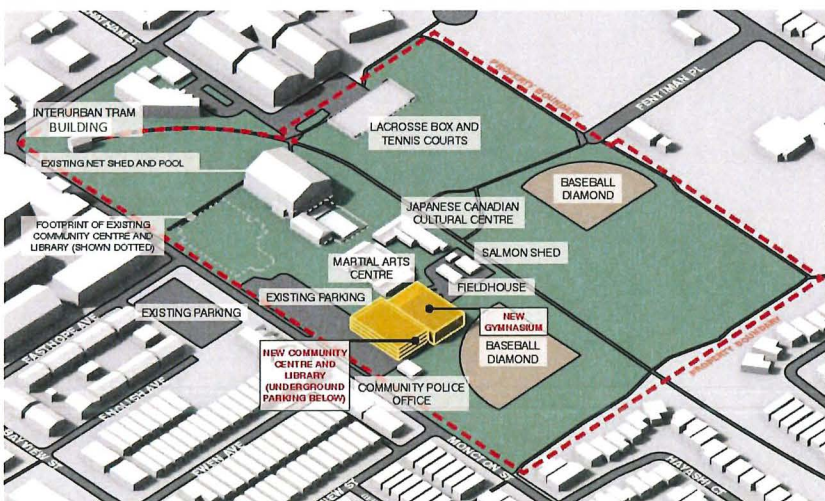
30,000 sq. ft. Building Footprint - Structured Parking



30,000 sq. ft. Building Footprint – Surface Parking

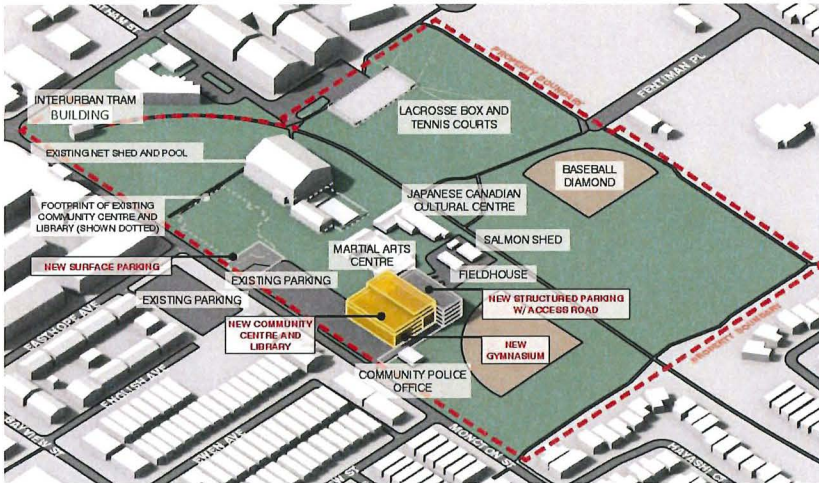


30,000 sq. ft. Building Footprint – Underground Parking

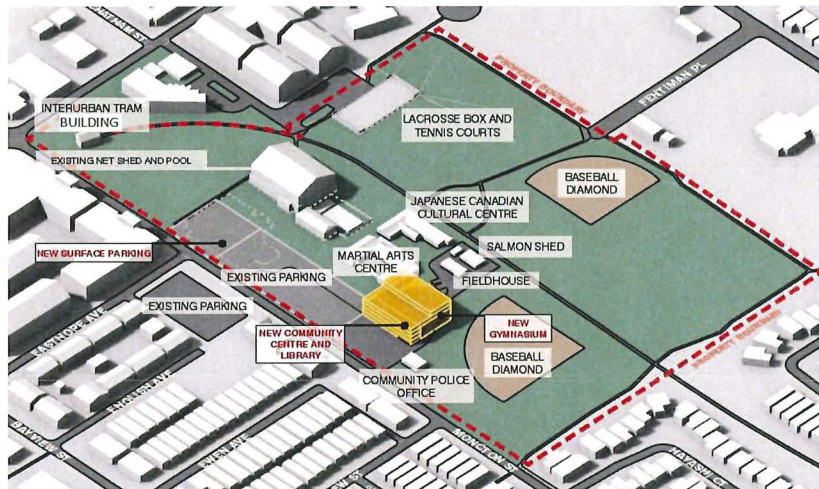


SITE 3

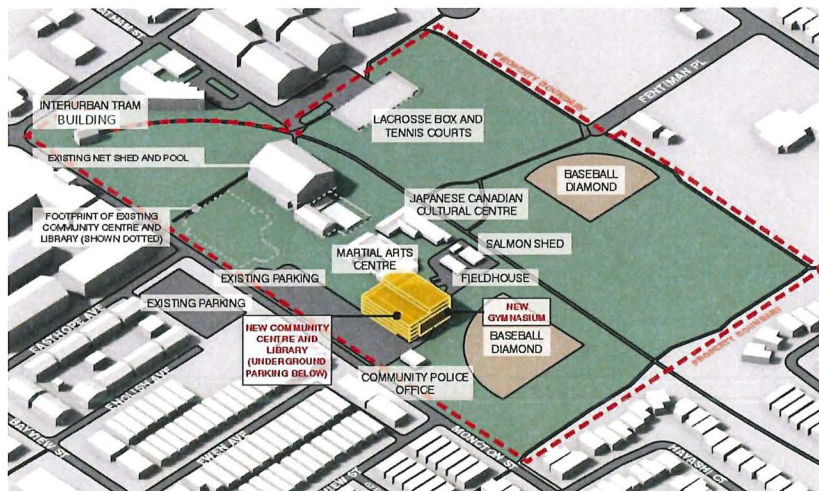
20,000 sq. ft. - Structured Parking



20,000 sq. ft – Surface Parking



20,000 sq. ft – Underground Parking



Attachment 5 - Opportunities and Challenges for Surface, Structured and Underground Parking

SITE ONE	SITE TWO	SITE THREE
SURFACE PARKING – OPPORTUNITIES		
<ul style="list-style-type: none"> Located within footprint of the existing facilities to be demolished thereby not acquiring more park space Location is close to the new roadway and grouped with existing surface parking 	<ul style="list-style-type: none"> Located within footprint of the existing facilities to be demolished thereby not acquiring more park space Located behind new building which allows for a plaza in front of the new building 	<ul style="list-style-type: none"> Located within footprint of the existing community centre to be demolished thereby not acquiring more park space (no impact to the Tennis Net Shed or Steveston Outdoor Pool) Grouped with existing surface parking
SURFACE PARKING – CHALLENGES		
<ul style="list-style-type: none"> Location is far from the new building or if moved closer, will not be grouped with the existing surface parking Impacts some mature trees around the Steveston Outdoor Pool 	<ul style="list-style-type: none"> In order to not impact mature trees on the north side of the site, the new facility would be pushed closer to Moncton Street 	<ul style="list-style-type: none"> For the 60,000 sq. ft. footprint, further investigation will be required to ensure that all parking can be accommodated within one zone and mature trees may be impacted Except for the 20,000 sq. ft. footprint, the new building impacts the existing parking and those stalls impacted would need to be replaced
STRUCTURED PARKING – OPPORTUNITIES		
<ul style="list-style-type: none"> Opportunity to be incorporated as one building Structured parking footprint could likely be reduced with multiple parking storeys 	<ul style="list-style-type: none"> Opportunity to be incorporated as one building Structured parking footprint could likely be reduced with multiple parking storeys Located within footprint of the existing facilities to be demolished thereby not acquiring more park space 	<ul style="list-style-type: none"> Opportunity to be incorporated as one building in the 20,000 sq. ft. footprint but not the larger footprints Structured parking footprint could likely be reduced with multiple parking storeys Located within footprint of the existing facilities to be demolished thereby not acquiring more park space Location is adjacent to existing surface parking. Once parking is full, drivers can easily access the existing surface parking
STRUCTURED PARKING – CHALLENGES		
<ul style="list-style-type: none"> Takes up additional park space Once parking is full, drivers would need to double back to the existing surface parking 	<ul style="list-style-type: none"> Parking structures are not typically attractive buildings and this location is highly visible Once parking is full, drivers would need to double back to the existing surface parking 	<ul style="list-style-type: none"> Except for the 20,000 sq. ft. footprint, parking structure is located in a highly visible location on site Separated from the proposed building except for the 20,000 sq. ft. footprint

UNDERGROUND PARKING – OPPORTUNITIES		
<ul style="list-style-type: none"> • No loss of park space • Located within the new building therefore is concealed 	<ul style="list-style-type: none"> • No loss of park space • Located within the new building therefore is concealed 	<ul style="list-style-type: none"> • No loss of park space • Located within the new building therefore is concealed • Once parking is full, drivers can easily access the existing surface parking
UNDERGROUND PARKING – CHALLENGES		
<ul style="list-style-type: none"> • Most costly of all parking options • Higher risk due to ground conditions • Once parking is full, drivers would need to double back to the existing surface parking 	<ul style="list-style-type: none"> • Most costly of all parking options • Higher risk due to ground conditions • Once parking is full, drivers would need to double back to the existing surface parking 	<ul style="list-style-type: none"> • Most costly of all parking options • Higher risk due to ground conditions

Attachment 6 – Recommended Site 3, Footprint, and Parking Option

SITE 3
OPTION 2 - 30,000 SQ. FT.

SURFACE + UNDERGROUND PARKING

