



## Regular Council Meeting

Monday, September 26, 2011

Time: 7:00 p.m.

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Greg Halsey-Brandt  
Councillor Sue Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Harold Steves

Acting Corporate Officer – Gail Johnson

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

RES NO. ITEM

### MINUTES

R11/16-1 1. It was moved and seconded

*That:*

- (1) *the minutes of the Regular Council Meeting held on Monday, September 12, 2011, and*
  - (2) *the minutes of the Special Council Meeting held on Monday, September 12, 2011,*
- each be adopted as circulated.*

**CARRIED**



**Regular Council Meeting  
Monday, September 26, 2011**

RES NO.    ITEM

**COMMITTEE OF THE WHOLE**

- R11/16-2    2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).*

**CARRIED**

3.    Delegations from the floor on Agenda items:

Item No. 13 – 2041 OCP Update: Third Round Public Consultation Findings

Carol Day – 11631 Seahurst Road, spoke in opposition to the recommendation to prepare the form and character guidelines for granny flats and coach houses for the 2041 OCP Update, and stated that the City of Richmond should have done a better job of consulting the residents. Ms. Day asked Council to delay the decision until further consultation has taken place with the Burkeville and Edgemere residents. She also spoke about the Corporation of Delta's rezoning process, and expressed concerns about the City of Richmond's overall process. A copy of Ms. Day's submission is attached as Schedule 1 and forms part of these minutes.

In response to Ms. Day's comments, staff clarified that the recommendation forwarded from the Planning Committee instructs staff to prepare guidelines for granny flats and coach houses in general, and does not direct staff to proceed with granny flats and coach houses in any particular neighbourhood in Richmond. It was also noted that upon Council's approval of the guidelines, further consultation would take place with the community, including a Public Hearing.

Item No. 13 – 2041 OCP Update: Third Round Public Consultation Findings

Michael Wolfe – 9731 Odlin Road, spoke in opposition to the recommendation to prepare the form and character guidelines for granny flats and coach houses for the 2041 OCP Update. Mr. Wolfe expressed concerns about the public consultation response rates from Burkeville and Edgemere residents and stated that there is no need for City staff to develop guidelines for granny flats and coach houses as both types of housing already exist in Richmond. He further noted that increased development means eco-areas are being reduced and the ability to be sustainable is at risk.



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RES NO.    ITEM

R11/16-3    4.    It was moved and seconded  
*That Committee rise and report (7:17 p.m.).*

**CARRIED**

**CONSENT AGENDA**

R11/16-4    5.    It was moved and seconded  
*That Items 6 through 16, with the removal of Item No. 12, be adopted by  
general consent.*

**CARRIED**

**6.    COMMITTEE MINUTES**

*That the minutes of:*

- (1) the Community Safety Committee meeting held on Tuesday,  
September 13, 2011;*
- (2) the General Purposes Committee meeting held on Monday,  
September 19, 2011;*
- (3) the Planning Committee meeting held on Tuesday, September 20,  
2011; and*
- (4) the Public Works & Transportation Committee meeting held on  
Wednesday, September 21, 2011,*

*be received for information.*

**ADOPTED ON CONSENT**





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RES NO.    ITEM

**7.    STEVESTON HISTORICAL SOCIETY – UPDATED AGREEMENT**  
(File Ref. No.03-1000-10-082) (REDMS No. 3322978v4, 3351269v10)

- (1)    *That the City enter into an agreement with the Steveston Historical Society regarding the Steveston Museum building located at 3811 Moncton Street and the Japanese Fisherman’s Benevolent Society building located at 3811 Moncton Street on terms substantially in accordance with the report entitled “Steveston Historical Society – Updated Agreement” from the Director, Arts, Culture and Heritage Services dated September 6, 2011, except that No. 4 of the Material Terms of the non-exclusive license/operating agreement between the City and the Steveston Historical Society be amended to read as follows: “Permitted Use: solely for the purposes of a public museum, and any other uses, including a post office, only with the City’s prior written consent; and*
- (2)    *That the General Manager, Community Services and the Chief Administrative Officer be authorized to execute the agreement with the Steveston Historical Society on behalf of the City.*

**ADOPTED ON CONSENT**

**8.    RCMP CONTRACT MANAGEMENT COMMITTEE**  
(File Ref. No.01-0100-20-RCMP1) (REDMS No. 3358737)

*That Councillor Derek Dang be nominated by the City of Richmond to be appointed as a representative to the RCMP Contract Management Committee (as outlined in the report dated September 13, 2011 from the General Manager, Law & Community Safety).*

**ADOPTED ON CONSENT**



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RES NO. ITEM

9. **HOUSING AGREEMENT (ORIS DEVELOPMENTS (RIVER DRIVE) CORP.) BYLAW NO. 8815 – TO SECURE AFFORDABLE HOUSING UNITS LOCATED IN 1880 NO. 4 ROAD AND 10071, 10091, 10111, 10131, 10151, 10311 RIVER DRIVE**

(File Ref. No. 12-8060-20-8815, RZ 07-380169) (REDMS No. 3352614, 3352863, 3352687v2)

*That Bylaw No. 8815 be introduced and given first, second, and third readings to permit the City, once Bylaw No. 8815 has been adopted, to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the Affordable Housing Units required by Rezoning Application No. 07-380169.*

**ADOPTED ON CONSENT**

10. **AM-PRI CONSTRUCTION LTD. HAS APPLIED TO THE CITY OF RICHMOND FOR PERMISSION TO AMEND THE MCLENNAN SOUTH SUB-AREA PLAN CIRCULATION MAP AND TO REZONE 7691, 7711 AND 7731 BRIDGE STREET FROM “SINGLE DETACHED (RS1/F)” TO “MEDIUM DENSITY TOWNHOUSES (RTM2)” IN ORDER TO DEVELOP A 34 UNIT TOWNHOUSE DEVELOPMENT**

(File Ref. 8060-20-8803/8804, RZ 11-563568) (REDMS No. 3216547, 3351786, 3298285, 3298286)

(1) *That Richmond Official Community Plan Bylaw 7100 Amendment Bylaw No. 8803 proposing to repeal the Circulation Map of Schedule 2.10D (McLennan South Sub-Area Plan) and replacing it with “Schedule A attached to and forming part of Bylaw 8803”, to change the road type of Keefer Avenue between Armstrong Street and Bridge Street from “Local” to “Trail/Walkway” be introduced and given First Reading;*

(2) *That Bylaw No. 8803, having been considered in conjunction with:*

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

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

*is hereby deemed to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act;*





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- (3) *That Bylaw No. 8803 having been considered in accordance with the City Policy on Consultation During OCP Development, is hereby deemed not to require further consultation; and*
- (4) *That Bylaw No. 8804 to rezone 7691, 7711 and 7731 Bridge Street from “Single Detached, (RS1/F)” to “Medium Density Townhouses (RTM2)”, be introduced and given first reading.*

**ADOPTED ON CONSENT**

11. **APPLICATION BY AJIT THALIWAL FOR REZONING AT 11531 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2)**

(File Ref. No. 8060-20-8806, RZ 11-585249) (REDMS No. 3309083, 3323248)

*That Bylaw No.8806, for the rezoning of 11531 Williams Road from “Single Detached (RS1/E)” to “Compact Single Detached (RC2)”, be introduced and given first reading.*

**ADOPTED ON CONSENT**

12. **APPLICATION BY PATRICK COTTER ARCHITECT INC. FOR A ZONING TEXT AMENDMENT TO LOW RISE APARTMENT (ZLR14) – RIVERPORT TO PERMIT A MIXED-USE DEVELOPMENT WITH DEDICATED RENTAL APARTMENT HOUSING AND SHARED PARKING AT 14000 AND 14088 RIVERPORT WAY**

(File Ref. No. 12-8060-20-8811, ZT 11-565675) (REDMS No. 3315841, 3318575)

See Page 8 for action taken on this matter.

13. **2041 OCP UPDATE: THIRD ROUND PUBLIC CONSULTATION FINDINGS**

(File Ref. No. 12-8060-04-42) (REDMS No. 3306517, 3226486, 3249233, 3192602, 3347783, 3356594, 3306203, 3223347)

*That form and character guidelines for granny flats and coach houses be prepared for the 2041 OCP Update.*

**ADOPTED ON CONSENT**



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RES NO.    ITEM

**14. PROVINCE OF BC 2010-2011 BIKEBC CYCLING  
INFRASTRUCTURE PARTNERSHIP PROGRAM – EXECUTION OF  
COST-SHARE AGREEMENTS**

(File Ref. No.: 03-1000-18-071, XR: 01-0150-20-THIG1) (REDMS No. 3307750)

*That the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute any agreements necessary to receive cost-share funding under the Province of BC 2010-2011 BikeBC Cycling Infrastructure Partnership Program for the following two cycling facility projects as presented in the attached report:*

- (a) Minoru Boulevard Bike Route (Granville Avenue to Alderbridge Way); and*
- (b) Garden City Road-Granville Avenue Intersection Improvements.*

**ADOPTED ON CONSENT**

**15. AWARD OF CONTRACT T.4311 – RECYCLING DEPOT  
CONTAINER COLLECTION AND RECYCLING SERVICES**

(File Ref. No. 03-1000-20-4311) (REDMS No. 3295517)

*That Contract T.4311, Recycling Depot Container Collection and Recycling Services, for the period November 1, 2011 – October 31, 2014, be awarded as follows:*

- (1) BFI Canada Inc. – the container collection and recycling services for the following commodities at the unit rates quoted: Mixed Waste Paper, Scrap Metal and Yard Waste;*
- (2) Super Save Disposal Inc. – the container collection and recycling services for the following commodities at the unit rates quoted: Magazines, Tin, Scrap Aluminium, and Glass; and*
- (3) Cascades Recovery Inc. – the container collection and recycling services for the following commodities at the unit rates quoted: Newspaper, Cardboard and Plastic.*

**ADOPTED ON CONSENT**



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RES NO.    ITEM

**16.    FAT, OIL AND GREASE (FOG) MANAGEMENT PROGRAM UPDATE**

(File Ref. No.: 10-6400-01) (REDMS No. 3295278)

*That the five year Sanitary Pump Station and Forcemain Assessment and Upgrading Program (2012 to 2016) which includes forcemain pressure monitoring, forcemain access installation, forcemain inspection and FOG remediation, be endorsed for submission in the 2012 to 2016 Capital Plan for consideration.*

**ADOPTED ON CONSENT**

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

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**PLANNING COMMITTEE –  
Councillor Bill McNulty, Chair**

**12.    APPLICATION BY PATRICK COTTER ARCHITECT INC. FOR A ZONING TEXT AMENDMENT TO LOW RISE APARTMENT (ZLR14) – RIVERPORT TO PERMIT A MIXED-USE DEVELOPMENT WITH DEDICATED RENTAL APARTMENT HOUSING AND SHARED PARKING AT 14000 AND 14088 RIVERPORT WAY**

(File Ref. No. 12-8060-20-8811, ZT 11-565675) (REDMS No. 3315841, 3318575)

R11/16-5

It was moved and seconded

*That Bylaw No. 8811, for a zoning text amendment to “Low Rise Apartment (ZLR14) - Riverport” to permit a medium density mid-rise mixed-use development with market rental apartment housing, commercial and community amenity space, be introduced and given first reading.*

The question on Resolution No. R11/16-5 was not called, as the following amendment was introduced:





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RES NO.    ITEM

R11/16-6            It was moved and seconded  
*That the staff report be amended to include a contribution by the developer to the Affordable Housing Fund.*

**DEFEATED**

OPPOSED: Cllrs. Barnes  
                 Dang  
                 S. Halsey-Brandt  
                 Johnston  
                 McNulty  
                 Steves  
                 Mayor Brodie

Prior to the question on Resolution No. R11/16-5 being called, staff was directed to provide information for the Public Hearing, on the strategy used in determining the density for this application.

The question on Resolution No. R11/16-5 was then called, and it was **CARRIED** with Cllrs. E. Halsey-Brandt and G. Halsey-Brandt opposed.

**17. TANDEM VEHICLE PARKING IN MULTI-FAMILY RESIDENTIAL UNITS**

(File Ref. No. 10-6455-00) (REDMS No. 3256854)

R11/16-7            It was moved and seconded  
**(1)    *That staff be directed to consult with stakeholders, including Urban Development Institute, Greater Vancouver Home Builders Association, and other small townhouse builders not part of the UDI and GVHBA, on the following parking-related topics specific to multi-family residential developments:***  
**(a)    *impacts of regulating the extent of tandem parking provided;***  
**(b)    *minimum dimensions of parking stalls; and***  
**(c)    *measures to better define visibility of visitor parking; and***  
**(2)    *That staff report back as soon as possible on the results of the consultation and any proposed measures to address identified concerns.***

**CARRIED**

OPPOSED: Cllr. Steves



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RES NO.    ITEM

**BYLAWS FOR ADOPTION**

R11/16-8

It was moved and seconded

*That the following bylaws be adopted:*

*Road Closure and Removal of Road Dedication Bylaw No. 8496 (A Portion of River Road in front of 6900 River Road)*

*Road Closure and Removal of Road Dedication Bylaw No. 8710 (Road B Adjacent to 6071 River Road)*

*5 Year Financial Plan (2011-2015) Bylaw No. 8707, Amendment Bylaw No. 8809*

*Richmond Zoning No. 8500, Amendment Bylaw No. 8669 (8520 Francis Road, RZ 10-537869)*

**CARRIED**

**ADJOURNMENT**

R11/16-9

It was moved and seconded

*That the meeting adjourn (8:44 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Regular Meeting of the Council of the City of Richmond held on Monday, September 26, 2011.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer (Gail Johnson)



Schedule 1 to the minutes of the Regular Council Meeting held on Monday, September 26, 2011

\* Refers to Item # 13  
Council Agenda  
September 26, 2011

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

To Richmond City Mayor and Council

Sept 26, 2011

PC: T. Crowe  
J. Christy  
J. Erceg ) for information

I am here to oppose the Staff recommendation in tonight's consent agenda to allow Granny Flats and Coach houses in the Burkeville and Edgemere neighbourhoods . I feel that the City of Richmond should do a much better job of consulting the residents and delay this critical decision until council can be positive that the residents in those neighbourhoods have had proper consultation.

We can learn a lot from the City of Delta they recently allowed for secondary suites but not until after extensive public consultation. Residents living near proposed rezoning area's are sent a letter after the application is received and then a second letter after council gives 1<sup>st</sup> and 2<sup>nd</sup> reading. Delta often hosts special meetings after public hearings to allow for excellent public involvement that puts Richmond to shame.

In Delta the process they engage in is far more inclusive and results in better consultation and better decisions. For example in North Delta residents asked for down zoning, 5 neighbourhoods asked city council to limit the sizes of houses in their areas. The Delta city council required a petition to make sure that everybody knew about the proposed changes and they took a long time to insure a fair process and in the end approved the down zoning. That would NEVER happen in Richmond .

City staff recommend a major change to the 2041 OCP based on and I quote " High support for Granny flats and Coach houses in Burkeville and Edgemere." I disagree . In Burkeville 42 people voted yes and in Edgemere only 22 people voted yes.

Staff go through the steps required but in the end makes recommendations based on incomprehensive survey results. The Delta planning professional I talked to, said that staffs " Survey skills are questionable."

But if we are going to talk about survey results then it is up to council ,to sift through the results because staff will not point out that in the 2041 OCP Concept Comment sheet feedback that 29% of people who responded disagree that " The vision, goals and objectives in the OCP concept provide the direction necessary to prepare the 2041 OCP update." One third of people said the city was doing a poor job.

Please read the OCP neighbourhood survey, it is NOT clear the city proposes both granny flats and coach houses, in October 2010 the OCP Survey was for one or the other not both. I feel there is confusion and we must be diligent and ensure everyone affected has the proper information and opportunity to respond.

I am here to ask you to

- \*Stop the process on Granny flats and coach houses
- \* Send out letters explaining that coach houses AND granny flats are proposed in the two neighbourhoods
- \* Give the residents a second chance to complete surveys and require a minimum of % 60 approval for OCP amendment changes

I know this is a difficult time with council making major decisions , you need to base those decisions on the wishes of residents of the existing established neighbourhoods because the decisions you make here will affect the quality of their everyday lives .

Carol Day 11631 Seahurst Rd, Richmond, B.C. 604 240 1986

CITY OF RICHMOND  
INFO CENTRE  
SEP 26 2011

2:34pm  
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SEP 29 2011

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CITY CLERK'S OFFICE  
SEP 26 2011



# The October 2010 OCP Survey: Coach houses and Granny flats

In October 2010, the City hosted public open houses and distributed a two part city-wide OCP survey called the "OCP Housing/Neighbourhood Centre Public Survey"

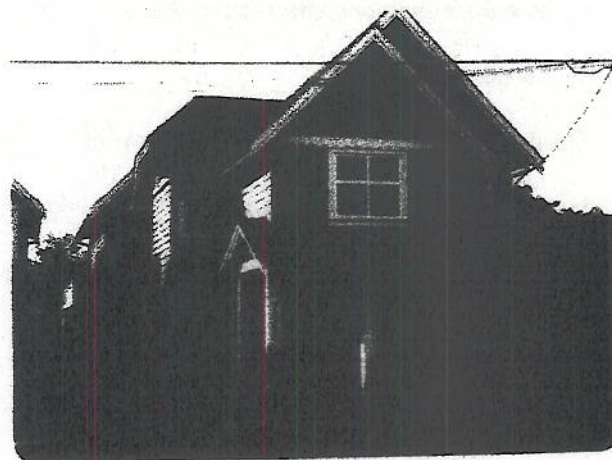
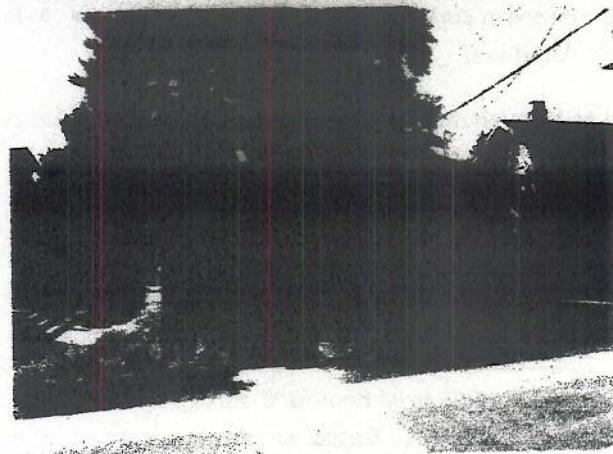
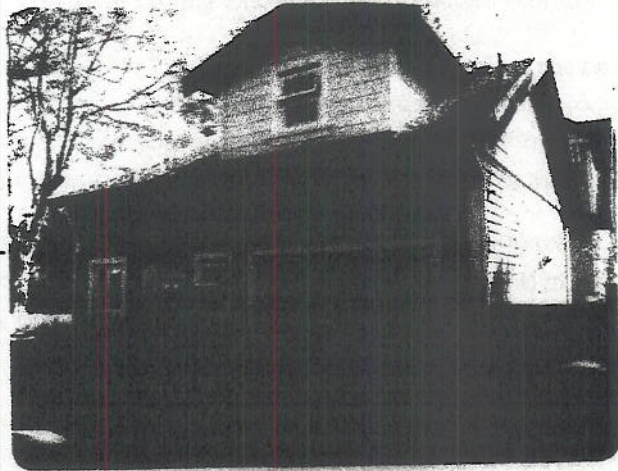
Part A of the survey asked Richmond residents whether they would consider:

- On smaller single family lots (up to 550 m2)
  - granny flats or coach houses *instead of* a secondary suite in a single-family house; or
  - a duplex on the lot *instead of* a single family house and a secondary suite.
- On larger single family lots (over 550 m2):
  - granny flats or coach houses *in addition to* a secondary suite in a single-family house; or
  - a duplex, *instead of* a single-family house and a secondary suite.

The table below lists these housing forms and how Richmond defines them.

Housing types proposed for single family neighbourhoods outside the City Centre

Housing type	Description
Granny Flat	A detached, self-contained dwelling located on the ground floor in the rear yard—a maximum size would be 70 m2 (755 sf)
Coach House	A self-contained dwelling located above a detached garage in the rear yard—maximum size would be 60 m (645 sf)
Duplex	Two self-contained dwellings located either: (1) side by side, or (2) front & back on the site—the maximum size would be the same as a single-family house



OCP 3<sup>rd</sup> Round Open House Survey  
Burkeville, Richmond Gardens, Edgemere

Granny Flats

1. Do you support the idea of permitting granny flats in your neighbourhood?

Yes

No

Unsure

Comments:

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2. If yes, do you prefer that:

Option 1:

The City amend the Zoning Bylaw to allow granny flats in your neighbourhood by Building Permit?

Option 2:

Each property owner request the City to amend the Zoning Bylaw after a Public Hearing to allow a granny flat on their own property?

Comments:

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Coach Houses

3. Do you support the idea of permitting coach houses in your neighbourhood?

Yes

No

Unsure

Comments:

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4. If yes, do you prefer that:

Option 1:

The City amend the Zoning Bylaw to allow coach houses in your neighbourhood by Building Permit?

Option 2:

Each property owner request the City to amend the Zoning Bylaw after a Public Hearing to allow a coach house on their own property?

Comments:

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*Edgemere Proposals for Granny Flats and Coach Houses*

Since there is a mixture of lots with lanes (266) and lots without lanes (72), granny flats (not coach houses) were proposed for the laneless lots. For the lane lots, both granny flats and coach houses were proposed

Coach house and Granny Flat Proposals for Edgemere				
Area	Retention of existing house required	Secondary suite permitted in house	Granny flat permitted	Coach house permitted
Edgemere (area with no lanes)	No	Yes	Yes	No
Edgemere (area with lanes)	No	Yes	Yes	Yes

*Edgemere Survey Findings*

The table and section below summarizes the 46 responses to the survey questions. Mapped responses for Edgemere residents are in Attachment 6.

Granny Flats and Coach houses Survey Findings for Edgemere			
<b>Granny flats</b>			
<b>1. Do you support the idea of permitting granny flats in your neighbourhood?</b>			
	Yes	No	Unsure
Edgemere (total responses = 36)	(22) 61%	(14) 39%	0
<b>2. If yes, do you prefer that:</b> Option 1: The City amend the Zoning Bylaw to allow granny flats in your neighbourhood by Building Permit? OR Option 2: Each property owner request the City to amend the zoning Bylaw after a Public Hearing to allow a granny flat on their own property?			
	Option 1 by Building Permit	Option 2: Site Specific Rezoning by owner	
Edgemere (total responses = 24)	(19) 79%	(5) 21%	
<b>Coach houses</b>			
<b>3. Do you support the idea of permitting coach houses in your neighbourhood?</b>			
	Yes	No	Unsure
Edgemere (total responses = 22)	(20) 54%	(14) 38%	(3) 8%
<b>4. If yes, do you prefer that:</b> Option 1: The City amend the Zoning Bylaw to allow coach houses in your neighbourhood by Building Permit? OR Option 2: Each property owner request the City to amend the Zoning Bylaw after a Public Hearing to allow a coach house on their property?			
	Option 1 by Building Permit	Option 2 Site Specific Rezoning by owner	



Granny Flats and Coach houses Survey Findings for Burkeville			
<b>Granny flats</b>			
1. Do you support the idea of permitting granny flats in your neighbourhood?			
	Yes	No	Unsure
Burkeville Total responses = 46	(42) 91%	(4) 9%	0
2. If yes, do you prefer that			
Option 1: The City amend the Zoning Bylaw to allow granny flats in your neighbourhood by Building Permit?			
OR			
Option 2: Each property owner request the City to amend the zoning Bylaw after a Public Hearing to allow a granny flat on their own property?			
	Option 1 by Building Permit	Option 2: Site Specific Rezoning by owner	
Burkeville (total responses = 43)	(41) 95%	(2) 5%	
<b>Coach houses</b>			
3. Do you support the idea of permitting coach houses in your neighbourhood?			
	Yes	No	Unsure
Burkeville (total responses = 46)	(41) 89%	(5) 11%	0
4. If yes, do you prefer that:			
Option 1: The City amend the Zoning Bylaw to allow coach houses in your neighbourhood by Building Permit? OR			
Option 2: Each property owner request the City to amend the Zoning Bylaw after a Public Hearing to allow a coach house on their property?			
	Option 1 by Building Permit	Option 2 Site Specific Rezoning by owner	
Burkeville Total responses = 42	(40) 95%	(2) 5%	

*Burkeville Survey Highlights*

- Burkeville had the highest support for both housing options with 91% in support (said "yes") for coach houses and 89% in support (said "yes") for granny flats;
- In Burkeville, for those that supported granny flats and coach houses, there was very high support for the building permit option for both housing types (95% for coach houses and 95% for granny flats); and
- For those respondents that provided their addresses on the survey, mapping the location of their residences show that survey respondents were distributed evenly throughout Burkeville.

2. Edgemere Granny Flat and Coach House Consultation

The table below shows the number of invitation letters delivered, open house attendance and survey responses in Edgemere.

Coach house/Granny Flat Consultation in Edgemere			
	No. of Households Invited to the Open House	Open House Attendance	# of Survey Responses (by household)
Edgemere	545	65	36





## Neighbourhood Area Petition and Rezoning Guide

The Corporation of Delta's Community, Planning and Development Department has prepared this guide to outline the standard petition requirements and review process for applicants who are considering a neighbourhood area rezoning application.

### How to Proceed

Prior to undertaking the process, you are encouraged to contact the Community Planning and Development Department (CP&D) for general information about the petition requirements, review procedures, expected timelines and fees.

### Initiating an Area Rezoning

A neighbourhood area rezoning is initiated by the submission of a petition from the neighbourhood to CP&D. A neighbourhood petition procedure must be followed in order to make a valid petition submission to Council for consideration. Only valid petitions will be considered.

### Petition and Rezoning Procedures

When preparing a petition for submission, ensure the following procedures are followed:

- The petition is signed by the property owners of at least 75% of the dwelling units in the area under consideration; however, obtaining this percentage does not commit Council to approving the petition;
- The area under consideration is contiguous, containing a minimum of 10 properties and comprising at least both sides of a street for the distance of a block;
- The petition clearly states the amendments requested and the reasons for the petition; and
- The petition is signed by property owners only and such owners must also print their names and provide their address;

Once completed, make a petition submission to the CP&D Department to initiate the review process:

- Staff will review the petition for completeness and validity and notify Council of the request. If Council supports further consideration of the request, the rezoning is processed in the same manner as a development application. The process shall include a neighbourhood information meeting(s) organized by the municipality in which all property owners and occupants in and within 150 metres of the area under consideration are notified;
- Public notice signs will be erected by the municipality on properties at opposite extremities of the petition area; and