



## Planning Committee

Date: Tuesday, July 22, 2025

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Alexa Loo  
Councillor Chak Au  
Councillor Carol Day  
Councillor Andy Hobbs

Also Present: Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Michael Wolfe

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

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the Planning Committee held on July 8, 2025, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

September 3, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

**PLANNING AND DEVELOPMENT DIVISION**

**1. AWARD OF CONTRACT 588F — PROVISION OF AUTOMATED BUILDING CODE AND ZONING REVIEW SOFTWARE**

(File Ref. No. 08-4000-01) (REDMS No. 8078696)

Staff provided an update and noted that (i) the software will support the development and implementation of a methodology for building code reviews and zoning regulations, (ii) it is expected to generate substantial savings in both staff time and resources, and (iii) the efficiencies gained will enable staff to focus more on project management, thereby accelerating permit processing.

In reply to queries from Committee, staff advised that the Director of Transportation was part of the proof-of-concept study and transportation elements of the City's zoning bylaw will be part of the program.

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

It was moved and seconded

*That Traffic Engineering be added to the list of deliverables as No. 13.*

**CARRIED**

In response to further queries from Committee, staff noted that (i) the deadline for implementation is May 2026, (ii) the future goal is that permits requiring minimal input from other departments can be reviewed in less than a day, (iii) The BC Building Code has not been digitized to date, (iv) the new software will have capabilities to count parking stalls and review turn radii and maneuvering aisles for traffic engineering functions, (v) the allocated funding is specifically intended for this program, (vi) demolition permitting is not included in the scope of this software, (vii) benchmarking is included in the contract to allow for ongoing adjustments, (viii) future scope for system maintenance and potential expansion will be explored, and (ix) this company is currently the only vendor that has digitized the International Building Code.

It was moved and seconded

(1) *That Contract 588F - Provision of Automated Building Code and Zoning Review Software be awarded to SMARTreview, Inc. for a one-year term, for an estimated maximum total value of \$630,000, excluding taxes, as described in the report titled "Award of Contract 588F - Provision of Automated Building Code and Zoning Review Software", dated July 3, 2025 from the Director, Building Approvals; and*

(2) *That the Chief Administrative Officer and General Manager, Planning and Development, be authorized to execute the contract and all related documentation with SMARTreview, Inc.*

**CARRIED**

2.

**Planning Committee**  
**Tuesday, July 22, 2025**

---

2. **REFERRAL RESPONSE: STEVESTON HOTEL HERITAGE STATUS (12111 3RD AVENUE)**

(File Ref. No. 08-4200-09) (REDMS No. 8065100)

Staff provided an overview of the staff report.

In response to queries from Committee, staff advised that (i) a Heritage Alteration Permit was issued in 2024 for the exterior alterations to allow the conversion of the pub/restaurant into hotel suites, (ii) a comprehensive heritage planning process should be undertaken to guide the long-term conservation of the property, (iii) as a first step, heritage experts would evaluate the property and subsequently report back to Council with recommendations, (iv) all properties in Steveston are subject to design guidelines intended to protect heritage character, and (v) through a heritage designation, there is potential to restore the building while allowing for future development opportunities.

*Councillor Kash Heed left the meeting (4:40 p.m.) and did not return.*

It was moved and seconded

*That the report titled “Referral Response: Steveston Hotel Heritage Status (12111 3rd Avenue)”, dated June 30, 2025, from the Director, Policy Planning, be received for information.*

**CARRIED**

3. **MANAGER’S REPORT**

*(i) New Staff*

Staff introduced Edison Ting, as the new Planner 3, in the Development Applications department.

*(ii) Metro Vancouver Regional District Development Cost Charges*

Staff advised that (i) the Province has introduced legislation to extend the instream protection period for Metro Vancouver Regional District Development Cost Charges (DCC) from one year to two years, (ii) building permits (BPs) received prior to March 21, 2024 are protected from Metro Vancouver Regional District DCC rate increases that came into effect on January 1, 2025, (iii) eligible projects now have until March 21, 2026 to have their BPs issued under the protected rates, and (iv) the legislation does not affect or change any applicable City DCCs.

**Planning Committee**  
**Tuesday, July 22, 2025**

---

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:48 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, July 22, 2025.

---

Councillor Bill McNulty  
Chair

---

Sarah Goddard  
Legislative Services Associate