



**City Council
Electronic Meeting**

**Council Chambers, City Hall
6911 No. 3 Road
Monday, October 23, 2023
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- | | |
|----------------|---|
| CNCL-11 | (1) <i>adopt the minutes of the Regular Council meeting held on October 10, 2023;</i> |
| CNCL-21 | (2) <i>adopt the minutes of the Special Council meeting held on October 16, 2023; and</i> |
| CNCL-23 | (3) <i>adopt the minutes of the Regular Council meeting for Public Hearings held on October 16, 2023.</i> |



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 17.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Seasonal Patio - 0873663 BC Ltd DBA: Country Vines Winery – 12900 Steveston Hwy
- Draft Richmond Accessibility Plan 2023–2033
- Sponsorship - City of Wakayama
- Land use applications for first reading (to be further considered at the Public Hearing on November 20, 2023):
 - 10840/10860 Bonavista Gate – Rezone from Two-Unit Dwellings (RD1)” Zone to the “Single Detached (RS2/C)” Zone (Pati Yik of Kennon Construction – applicant)
- Housing Agreement Bylaw No. 10490 To Permit The City Of Richmond To Secure Affordable Housing Units at 10140, 10160, 10180 No. 1 Road And 4051 Cavendish Drive
- Commercial Recycling Services Review
- Safety Measures for Heavy Trucks

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- Iona Island Wastewater Treatment Plant – Update September 2023
- UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application

5. *Motion to adopt Items No. 6 through No. 15 by general consent.*



Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-26 (1) the **Community Safety Committee** meeting held on October 11, 2023;
- CNCL-31 (2) the **General Purposes Committee** meeting held on October 16, 2023;
- CNCL-39 (3) the **Planning Committee** meeting held on October 17, 2023;
- (4) the *Public Works and Transportation Committee* meeting held on October 18, 2023; (distributed separately) and
- CNCL-43 (5) the **Council/School Board Liaison Committee** meeting held on September 13, 2023;

be received for information.



Consent
Agenda
Item

7. SEASONAL PATIO - 0873663 BC LTD DBA: COUNTRY VINES WINERY – 12900 STEVESTON HWY
(File Ref. No. 12-8125-01) (REDMS No. 7375489)

CNCL-47

See Page CNCL-47 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application from 0873663 BC Ltd doing business as: Country Vines Winery, for an addition of two Seasonal Patios for a Farm Based Winery with a Manufacturers Liquor Licence requesting:*
- (a) *An addition of a Seasonal Patio area to permit outdoor wine tasting between April 1 and October 31, each year, with 15 seats; and*
- (b) *A second Seasonal Patio area for private bookings between April 1 and October 31, each year for 4 seats; and*

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*(c) Total person capacity to remain the same at 65 occupants;
be endorsed; and*

- (2) That the Country Vines Winery's transfer from a Temporary Outdoor
Patio (TOP) to a Seasonal Patio Permit be approved.*



Consent
Agenda
Item

8. **DRAFT RICHMOND ACCESSIBILITY PLAN 2023–2033**

(File Ref. No. 08-4055-05) (REDMS No. 7286442)

CNCL-53

See Page CNCL-53 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the draft Richmond Accessibility Plan 2023–2033, as outlined in
the staff report titled “Draft Richmond Accessibility Plan 2023–2033”
dated September 15, 2023 from the Director, Community Social
Development, be approved;*
- (2) That staff be authorized to seek public feedback on the draft
Richmond Accessibility Plan for the purposes of finalizing the plan;
and*
- (3) That staff report back to City Council with the final Richmond
Accessibility Plan, including a summary of the public feedback
received.*



Consent
Agenda
Item

9. **SPONSORSHIP - CITY OF WAKAYAMA**

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

CNCL-135

See Page CNCL-135 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That the City of Richmond sponsor a dinner for the delegation and
host clubs in celebration of the 50th Anniversary of Richmond
Twinning with Wakayama, Japan; and*
- (2) That the sponsorship of the Sayanara Dinner for \$5,000 be taken
from the Council contingency account.*



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10. **APPLICATION BY PATI YIK OF KENNON CONSTRUCTION FOR REZONING AT 10840/10860 BONA VISTA GATE FROM THE “TWO-UNIT DWELLINGS (RD1)” ZONE TO THE “SINGLE DETACHED (RS2/C)” ZONE**

(File Ref. No. RZ 22-011063) (REDMS No. 7349947)

CNCL-137

See Page CNCL-137 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10497, for the rezoning of 10840/10860 Bonavista Gate from the “Two-Unit Dwellings (RD1)” zone to the “Single Detached (RS2/C)” zone, be introduced and given first reading.



Consent
Agenda
Item

11. **HOUSING AGREEMENT BYLAW NO. 10490 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 10140, 10160, 10180 NO. 1 ROAD AND 4051 CAVENDISH DRIVE**

(File Ref. No. 08-4057-05) (REDMS No. 7280785)

CNCL-153

See Page CNCL-153 for full report

PLANNING COMMITTEE RECOMMENDATION

That Housing Agreement (10140, 10160, 10180 No. 1 Road and 4051 Cavendish Drive) Bylaw No. 10490 to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with requirements of Section 483 of the Local Government Act, to secure the affordable housing units required by Rezoning application RZ 18-820669 and Development Permit DP 21-940028 be introduced and given first, second and third readings.



Consent
Agenda
Item

12. **COMMERCIAL RECYCLING SERVICES REVIEW**

(File Ref. No. 10-6370-01) (REDMS No. 7358334)

CNCL-183

See Page CNCL-183 for full report

PUBLIC WORKS TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That Option 2, as outlined in the staff report titled “Commercial Recycling Services Review” dated September 12, 2023 be endorsed; and*

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- (2) *That staff prepare amendments to the Solid Waste and Recycling Regulation Bylaw No. 6803 to remove commercial service options.*

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Consent
Agenda
Item

13. **SAFETY MEASURES FOR HEAVY TRUCKS**

(File Ref. No. 10-6000-01) (REDMS No. 7323952)

CNCL-212

See Page CNCL-212 for full report

PUBLIC WORKS TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That staff report titled “Safety Measures for Heavy Trucks”, dated September 20, 2023, from the Director, Public Works Operations and Director, Transportation be received for information;*
- (2) *That staff continue to review options to improve truck safety; and*
- (3) *That the report be forwarded to the Council/School Board Liaison Committee.*

☐

Consent
Agenda
Item

14. **IONA ISLAND WASTEWATER TREATMENT PLANT – UPDATE SEPTEMBER 2023**

(File Ref. No. 10-6060-01) (REDMS No. 7388562)

CNCL-218

See Page CNCL-218 for full report

PUBLIC WORKS TRANSPORTATION COMMITTEE
RECOMMENDATION

That the proposed comments for the use of barges as the primary mode of transportation for construction materials and equipment for the Iona Island Wastewater Treatment Plant Upgrade project, as outlined in the staff report titled “Iona Island Wastewater Treatment Plant – Update September 2023,” dated September 22, 2023 from the Director, Engineering be endorsed for submission to Metro Vancouver.

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15. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND:
2023/24 DISASTER RISK REDUCTION – CLIMATE ADAPTATION
GRANT APPLICATION**

(File Ref. No. 10-6060-01) (REDMS No. 7349699)

CNCL-236

See Page CNCL-236 for full report

PUBLIC WORKS TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That the application to the Community Emergency Preparedness Fund, Disaster Risk Reduction – Climate Adaptation funding stream as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application” dated September 13, 2023 from the Director, Engineering be endorsed;*
- (2) *That should the grant application be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized on behalf of the City to negotiate and execute funding agreements with UBCM for the above mentioned projects; and*
- (3) *That should the grant application be successful, capital projects of \$150,000 for the Nature-Based Flood Protection Solutions Assessment, \$150,000 for Emergency Flood Protection Equipment, and \$2,500,000 for Dike Rehabilitation be approved with funding from the external grant, as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application” dated September 13, 2023 from the Director, Engineering, and be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **2024 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 7373386)

CNCL-241

See Page CNCL-241 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Day

- (1) *That the 2024 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated October 3, 2023, from the Director, City Clerk's Office, be approved; and,*
- (2) *That the following revisions as detailed in the staff report titled "2024 Council and Committee Meeting Schedule" dated October 3, 2023, from the Director, City Clerk's Office, be approved:*
 - (a) *That the Regular Council meetings (open and closed) of August 12 and August 26, 2024 be cancelled; and*
 - (b) *That the August 19, 2024 Public Hearing be rescheduled to September 3, 2024 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-246 Building Regulation Bylaw No. 7230, Amendment **Bylaw No. 10467**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-250 Permissive Property Tax Exemption (2024) **Bylaw No. 10476**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-283 Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429,
Amendment **Bylaw No. 10492**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-289 City Centre District Energy Utility Bylaw No. 9895 **Bylaw No. 10473**
Opposed at 1st/2nd/3rd Readings – None.

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CNCL-291 Housing Agreement (4831 Steveston Highway) **Bylaw No. 10484**
Opposed at 1st/2nd/3rd Readings – None.

☐

DEVELOPMENT PERMIT PANEL

17. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans

CNCL-316 (1) *That the **minutes** of the Development Permit Panel meeting held on
October 12, 2023, and the **Chair's report** for the Development Permit
CNCL-321 Panel meetings held on October 12, 2023, be received for
information; and*

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- (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DV 23-024175) for the property located at 7151, 7211, 7231 & 7251 Bridge Street, be endorsed and the Permit so issued.*

☐

ADJOURNMENT

☐



Regular Council

Tuesday, October 10, 2023

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

- R23/17-1 1. It was moved and seconded
That:
- (1) *the minutes of the Regular Council meeting held on September, 2023, be adopted as circulated;*
 - (2) *the Metro Vancouver 'Board in Brief' dated September 29, 2023, be received for information.*

CARRIED



Regular Council
Tuesday, October 10, 2023

AGENDA ADDITIONS & DELETIONS

R23/17-2

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10048 be added to Bylaws for Adoption.

CARRIED

PRESENTATION

Council awarded long-time Richmond resident and former Councillor and MLA Harold Steves with the Freedom of the City, the highest honour a local government can bestow upon an individual. Mayor Brodie highlighted Harold Steves' accomplishments and contributions to Richmond and British Columbia, noting his impact on community life particularly in the Steveston area, the preservation of farmland and heritage, as well as environmental issues.

COMMITTEE OF THE WHOLE

R23/17-3

2. It was moved and seconded

That Council resolve into Committee of the Whole to hear delegations on agenda items (7:09 p.m.).

CARRIED

3. Delegations from the floor on Agenda items – None.

R23/17-4

4. It was moved and seconded

That Committee rise and report (7:10 p.m.).

CARRIED



Regular Council
Tuesday, October 10, 2023

CONSENT AGENDA

- R23/17-5 5. It was moved and seconded
That Items No. 6 through 11 and No. 15 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) *the Parks, Recreation and Cultural Services Committee meeting held on September 26, 2023;*
 - (2) *the Finance Committee meeting held on October 3, 2023;*
 - (3) *the General Purposes Committee meeting held on October 3, 2023;*
and
 - (4) *the Planning Committee meeting held on October 4, 2023;*
- be received for information.*

ADOPTED ON CONSENT

7. **BLUE CABIN FLOATING ARTIST RESIDENCY TERM EXTENSION
AT IMPERIAL LANDING**

(File Ref. No. 11-7000-09-20-310) (REDMS No. 7315503)

That the Blue Cabin Floating Artist Residency extension request as detailed in the staff report titled, “Blue Cabin Floating Artist Residency Term Extension at Imperial Landing” dated August 17, 2023, from the Director, Arts, Culture and Heritage Services, be endorsed.

ADOPTED ON CONSENT

8. **COMMUNITY WAYFINDING STRATEGY GUIDING PRINCIPLES**

(File Ref. No. 08-4150-04-06) (REDMS No. 7292432)

- (1) *That the Guiding Principles, as detailed in the staff report titled “Community Wayfinding Strategy Guiding Principles”, dated September 7, 2023, from the Director, Business Services be endorsed;*
and



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- (2) *That these Guiding Principles be used to inform the strategic direction and actions of the draft Community Wayfinding Strategy.*

ADOPTED ON CONSENT

9. **CITY CENTRE DEU BYLAW NO. 9895 AMENDMENT BYLAW NO. 10473**

(File Ref. No. 12-8060-20-010473) (REDMS No. 7253727, 7335283)

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10473 be introduced and given first, second, and third readings.

ADOPTED ON CONSENT

10. **PERMISSIVE PROPERTY TAX EXEMPTION (2024) BYLAW NO. 10476**

(File Ref. No. 12-8060-20-010476) (REDMS No. 7257817, 7258082)

That Permissive Property Tax Exemption (2024) Bylaw No. 10476 be introduced and given first, second and third readings.

ADOPTED ON CONSENT

11. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2023-2027) BYLAW NO. 10429**

(File Ref. No. 12-8060-20-010492) (REDMS No. 7318574, 7348829)

That the Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429, Amendment Bylaw No. 10492, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429" dated September 15, 2023, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.

ADOPTED ON CONSENT



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Tuesday, October 10, 2023

12. **APPLICATION BY INTERFACE ARCHITECTURE INC. FOR REZONING AT 5471, 5491/5493, 5531, 5551, 5571, 5591, 5595, 5611/5613 STEVESTON HIGHWAY FROM “SINGLE DETACHED (RS1/B)” ZONE, “SINGLE DETACHED (RS1/E)” ZONE AND “TWO-UNIT DWELLINGS (RD1)” ZONE TO “MEDIUM DENSITY TOWNHOUSES (RTM2)” ZONE**

(File Ref. No. 12-8060-20-010496, RZ 21-939470) (REDMS No. 7353646, 7377774)

See page 6 for action on this item.

13. **APPLICATION BY HARI SINGH GILL FOR REZONING AT 3300 GRANVILLE AVENUE FROM "SINGLE DETACHED (RS1/E)" ZONE TO "SINGLE DETACHED (RS2/B)" ZONE**

(File Ref. No. 12-8060-20-010495, RZ 22-026766) (REDMS No. 7349270, 7358251)

See page 7 for action on this item.

14. **APPLICATION BY MATTHEW CHENG FOR REZONING AT 7300 ST. ALBANS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO “HIGH DENSITY TOWNHOUSES (RTH1)” ZONE**

(File Ref. No. 12-8060-20-010494, RZ 21-943417) (REDMS No. 7346869, 7359985)

See page 7 for action on this item.

15. **HOUSING AGREEMENT BYLAW NO. 10484 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE UNITS ON CITY-OWNED LAND AT 4831 STEVESTON HIGHWAY AS PART OF THE RAPID HOUSING INITIATIVE PARTNERSHIP**

(File Ref. No. 12-8060-20-010484, RZ 23-018081) (REDMS No. 7349260, 7300736, 7293695)

That Housing Agreement (4831 Steveston Highway) Bylaw No. 10484 to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of Section 483 of the Local Government Act, to secure the affordable housing units required by Rezoning Application RZ 23-018081, be introduced and given first, second, and third readings.

ADOPTED ON CONSENT



**Regular Council
Tuesday, October 10, 2023**

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

12. **APPLICATION BY INTERFACE ARCHITECTURE INC. FOR
REZONING AT 5471, 5491/5493, 5531, 5551, 5571, 5591, 5595, 5611/5613
STEVESTON HIGHWAY FROM “SINGLE DETACHED (RS1/B)”
ZONE, “SINGLE DETACHED (RS1/E)” ZONE AND “TWO-UNIT
DWELLINGS (RD1)” ZONE TO “MEDIUM DENSITY
TOWNHOUSES (RTM2)” ZONE**

(File Ref. No. 12-8060-20-010496, RZ 21-939470) (REDMS No. 7353646, 7377774)

In response to queries from Council, staff advised that (i) the right-in/right-out driveway access to Steveston Highway will include a channelized raised median within the driveway, (ii) the amenity spaces can be reviewed during the Development Permit application process, (iii) the grove of trees on the east side of the entry driveway are recommended for removal based on existing health and condition, (iv) one significant tree on-site (tag #1000) is not a good candidate for retention and should be replaced due to its structural defects from being previously topped, (v) further information on the centre turning lane on Steveston Highway can be provided prior to the Public Hearing, and (vi) a minimum four month notice to the tenants is required under the Residential Tenancy Act, and the developer is committed to providing a minimum of six month notice.

R23/17-6

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10496, for the rezoning of 5471, 5491/5493, 5531, 5551, 5571, 5591, 5595, 5611/5613 Steveston Highway from “Single Detached (RS1/B)” zone, “Single Detached (RS1/E)” zone and “Two-Unit Dwellings (RD1)” zone to the “Medium Density Townhouses (RTM2)” zone, be introduced and given first reading.

CARRIED
Opposed: Cllr. Wolfe



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Tuesday, October 10, 2023

13. **APPLICATION BY HARI SINGH GILL FOR REZONING AT 3300 GRANVILLE AVENUE FROM "SINGLE DETACHED (RS1/E)" ZONE TO "SINGLE DETACHED (RS2/B)" ZONE**

(File Ref. No. 12-8060-20-010495, RZ 22-026766) (REDMS No. 7349270, 7358251)

R23/17-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10495, for the rezoning of 3300 Granville Avenue from "Single Detached (RS1/E)" zone to "Single Detached (RS2/B)" zone, be introduced and given first reading.

CARRIED

Opposed: Cllr. Wolfe

14. **APPLICATION BY MATTHEW CHENG FOR REZONING AT 7300 ST. ALBANS ROAD FROM "SINGLE DETACHED (RS1/E)" ZONE TO "HIGH DENSITY TOWNHOUSES (RTH1)" ZONE**

(File Ref. No. 12-8060-20-010494, RZ 21-943417) (REDMS No. 7346869, 7359985)

In response to queries from Council, staff advised that (i) the preliminary landscape plan shows the required tree fencing location for preservation, while Attachment 5 shows the proposed tree management indicating that Tree #548 will be retained, (ii) the applicant is providing all contributions to the Affordable Housing Reserve Fund in addition to voluntarily providing the secondary suite, (iii) the proposed application is consistent with City policies for this area which designates the site for medium-high density townhouses, and (iv) there is a mix of housing in the area.

R23/17-8

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10494, for the rezoning of 7300 St. Albans Road from "Single Detached (RS1/E)" zone to "High Density Townhouses (RTH1)" zone, be introduced and given first reading.

CARRIED

Opposed: Cllrs. Day
Gillanders
Wolfe



Regular Council
Tuesday, October 10, 2023

NON-CONSENT AGENDA ITEMS

FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO.10486**

(File Ref. No. 12-8060-20-010486) (REDMS No. 7330871, 7335580)

Discussion ensued with regard to the second time and third time dangerous dog offence impoundment fees.

R23/17-9

It was moved and seconded

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10486 be introduced and given first, second and third readings.

CARRIED

Opposed: Cllr. Wolfe

BYLAW FOR 2nd and 3rd READING

R23/17-10

It was moved and seconded

That Building Regulation Bylaw 7230, Amendment Bylaw No. 10467 (Energy Step Code Requirements) be given second and third reading.

CARRIED

BYLAWS FOR ADOPTION

R23/17-11

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10271 be adopted.

CARRIED

Opposed: Cllrs. Day
Wolfe



Regular Council
Tuesday, October 10, 2023

R23/17-12 It was moved and seconded
*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10415
(10331/10333 Bird Road, RZ 22-011049) be adopted.*

CARRIED
Opposed: Cllrs. Day
Gillanders
Wolfe

R23/17-13 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 10048 be adopted.

CARRIED

DEVELOPMENT PERMIT PANEL

R23/17-14 17. It was moved and seconded
(1) *That the minutes of the Development Permit Panel meeting held on
September 27, 2023, and the Chair's report for the Development
Permit Panel meetings held on October 27, 2021, be received for
information; and*
(2) *That the recommendations of the Panel to authorize the issuance of
(DP 19-881158) for the property located at 9340 General Currie
Road, be endorsed and the Permit so issued.*

CARRIED

ADJOURNMENT

R23/17-15 It was moved and seconded
That the meeting adjourn (8:03 p.m.).

CARRIED



**City of
Richmond**

Minutes

**Regular Council
Tuesday, October 10, 2023**

Certified a true and correct copy of the
Minutes of the Regular meeting of the
Council of the City of Richmond held on
Tuesday, October 10, 2023.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



**Special Council
Monday, October 16, 2023**

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe (by teleconference)

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

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

The meeting did not reconvene as the item titled “TransLink Bus Rapid Transit Program – Update on Proposed Richmond Corridor” was defeated.



City of
Richmond

Minutes

Special Council
Monday, October 16, 2023

RES NO. ITEM

Certified a true and correct copy of the
Minutes of the Special meeting of the
Council of the City of Richmond held on
Monday, October 16, 2023.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



**Regular Council meeting for Public Hearings
Monday, October 16, 2023**

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe (by teleconference)

Claudia Jesson, Corporate Officer

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

1. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10475
(RZ 22-019002)**

(Location: 10111 & 10113 No. 5 Road; Applicant: Avtar Bhullar)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None

Submissions from the floor:

None

PH23/9-1

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10475 be given
second and third readings.*



**Regular Council meeting for Public Hearings
Monday, October 16, 2023**

The question on the motion was not called as in response to queries from Committee, staff advised that (i) these would be strata titled duplexes, (ii) there will be no parking allowed in the lane (iii) the hedge along the north property line will be maintained and only trimmed, and (iv) any setbacks are consistent with what would be seen in a single family zone.

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

2. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10485
(RZ 23-014545)**

(Location: 9371 Dolphin Avenue; Applicant: Gurjit Pooni)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None

Submissions from the floor:

None

PH23/9-2

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10485 be given second and third readings.

The question on the motion was not called as in reply to queries from Committee, staff noted that the applicant has made contact with the neighboring property owner and gained authorization for the removal of the neighboring tree.

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

3. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10491
(RZ 22-021110)**

(Location: 7560 Ash Street; Applicant: Lung Designs Ltd. (Danny Lung))

Applicant's Comments:

Danny Lung, Applicant spoke to Council about changing the proposed zoning in the report. In response, staff advised that such a change to the report would entail referring the application back to staff and starting the application process from the beginning.



**Regular Council meeting for Public Hearings
Monday, October 16, 2023**

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

PH23/9-3

It was moved and seconded

The staff report titled "Application by Lung Designs Ltd. for Rezoning at 7560 Ash Street from "Single Family (RS1/F)" Zone to "Single Family (RS2/E)" Zone" dated August 28, 2023, be referred back to staff for further review.

The question on the referral motion was not called as discussion ensued with respect to the timeline of the application process should a change in the proposed rezoning be undertaken.

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

ADJOURNMENT

PH23/9-4

It was moved and seconded

That the meeting adjourn (7:15 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular meeting for Public
Hearings of the City of Richmond held on
Monday, October 16, 2023.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



Community Safety Committee

Date: Wednesday, October 11, 2023

Place: Council Chambers
Richmond City Hall

Present: Councillor Alexa Loo, Chair
Councillor Andy Hobbs
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Bill McNulty

Also Present: Councillor Carol Day (left the meeting at 5:10 p.m.)
Councillor Michael Wolfe (by teleconference)

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

The Chair provided a statement offering condolences to fallen Constable Rick O'Brien's family and spoke about the risks first responders take every day keeping the public safe.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on September 12, 2023, be adopted.

CARRIED

COMMUNITY SAFETY DIVISION

1. **ANIMAL PROTECTION SERVICES MONTHLY ACTIVITY REPORT – AUGUST 2023**
(File Ref. No. 12-8375-01) (REDMS No. 7372375)

Community Safety Committee
Wednesday, October 11, 2023

In response to queries from Committee, staff advised that (i) the reduction in bylaw violation notices issued by the SPCA in 2023 compared to 2022 can be attributed to staff focusing on outstanding dog licencing accounts that were delinquent in 2022, and (ii) SPCA and animal protection staff have worked to reduce the number of outstanding dog licencing accounts from 444 in 2022 to 151 as of August 2023.

It was moved and seconded

That the staff report titled “Animal Protection Services Monthly Activity Report – August 2023”, dated September 15, 2023, from the General Manager, Community Safety, be received for information.

CARRIED

2. PROPERTY USE AND PARKING ENFORCEMENT MONTHLY ACTIVITY REPORT – AUGUST 2023

(File Ref. No. 12-8375-01) (REDMS No. 7372437)

In response to queries from Committee, staff advised that (i) further enforcement action will take place should voluntary compliance fail to remove non-compliant short term rental listings on online platforms (ii) there is an increase in activity of bylaw violation notifications, (iii) some ways that staff become aware of short term rental violations are public complaints, and proactive scanning of various platforms for rentals, (iv) two temporary fulltime staff are monitoring short term rentals, (v) approximately 50 percent or more of parking violations involve parking in no stopping areas, parking without payment and parking without permit, (vi) compliance for payment of parking tickets when they are first issued is approximately 50 percent, with the remainder going to collection agencies where approximately 20-25 percent is recovered, (vii) staff issue multiple tickets bundled together for a number of violations for short term rental violations, (viii) there are restrictions in Provincial government legislation capping a bylaw violation notification at \$500 and a municipal ticket information capped at \$1000 and repeat offenders may be prosecuted in Provincial court, and (ix) business licencing fees are not capped and can be amended through a consolidated fees bylaw amendment.

Discussion ensued with respect to (i) enforcement of non-compliant short term rentals, (ii) list of fines across Metro Vancouver for short term rentals, and (iii) significantly increasing business licence fees and violation fines for short term rentals.

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

It was moved and seconded

That staff consider options for increasing the short term rental business licencing fees and violation fines, and report back.

CARRIED

2.

Community Safety Committee
Wednesday, October 11, 2023

In response to further queries from Committee, staff advised that (i) calls for service represent one of many investigative tools to enforce short term rental violations, (ii) staff conducted 70 site inspections related to soil activity in the month of August, (iii) staff will be working on public awareness on watering restrictions, and (iv) the City works in conjunction with Agricultural Land Commission staff when dealing with many of the soil activity files.

It was moved and seconded

That the staff report titled “Property Use and Parking Enforcement Monthly Activity Report – August 2023”, dated September 15, 2023, from the Director, Community Bylaws & Licencing, be received for information.

CARRIED

3. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – AUGUST 2023

(File Ref. No. 09-5140-01) (REDMS No. 7376415)

In response to queries from Committee, Fire Chief Wishlove advised that (i) ambulance services respond in partnership with Fire-Rescue on medical calls, (ii) the boat fire near River Road did not cause any noticeable environmental damage, and (iii) separate data can be provided to Committee on drug overdose calls in the area near the low barrier housing on Alderbridge Road.

It was moved and seconded

That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – August 2023”, dated September 13, 2023, from the Fire Chief, be received for information.

CARRIED

4. FIRE CHIEF BRIEFING

(Verbal Report)

(i) National Fire Prevention Week

In recognition of National Fire Prevention Week (October 8-14), Richmond Fire Rescue outreach staff have created a series of informational videos focusing on preventing fire accidents in the kitchen. These videos will be released over the course of this week.

(ii) BC Shake Out Day

BC Shake Out day is Thursday, October 19. Emergency programs will work with outreach staff to educate the public on preparing for disasters. A memorandum will be provided to Council with more information.

(iii) Halloween Fireworks

Fire-Rescue staff will release educational information on fireworks once fire prevention week ends.

3.

Community Safety Committee
Wednesday, October 11, 2023

5. **RICHMOND RCMP MONTHLY ACTIVITY REPORT – AUGUST 2023**

(File Ref. No. 09-5000-01/2023) (REDMS No. 7339267)

In response to queries from Committee, Chief Supt. Chauhan noted (i) that the Richmond RCMP are not aware of any increase in calls for service for illicit drug usage in public spaces, (ii) average hospital wait times fluctuate, and some clients take longer than others, (iii) the Provincial government's proposal of changes to restrict drug usage in public places has been tabled but not passed, (iv) the RCMP's role if these changes are approved will not be for enforcement, rather more for providing public safety and offering individuals information regarding support services, (v) due to public safety concerns when dealing with mental health apprehensions, custody must be maintained by the RCMP until a physician has certified the individual, (vi) continued efforts are being made to enhance the Block Watch program, (vii) there has been an increase in offences such as shoplifting, mischief, theft, and other lower level crime, (viii) most shoplifting offences are committed by individuals residing outside of Richmond, and (ix) property crime such as commercial and residential break and enter offences are steadily declining.

Councillor Day left the meeting (5:10 p.m.) and did not return.

It was moved and seconded

That the report titled "RCMP Monthly Activity Report – August 2023", dated September 14, 2023, from the Officer in Charge, Richmond RCMP Detachment, be received for information.

CARRIED

6. **RCMP/OIC BRIEFING**

(Verbal Report)

(i) Update on Deployment for BC Fires

As the Provincial State of Emergency has been lifted, Richmond RCMP are no longer deploying officers to wildfires or any other major emergencies.

(ii) Recruiting Drive

In the past, the City of Richmond has benefitted by recruiting locally for the police force as many individuals return back to serve their home community. On September 16, a recruiting session was held in Richmond with a high turnout and many interested candidates. The next recruiting session is planned for October 12.

Community Safety Committee

Wednesday, October 11, 2023

(iii) RCMP 150 Anniversary-Acts of Giving

In May the RCMP celebrated 150 years of serving the Canadian public. In the spirit of celebrating the 150th Anniversary, Sergeant Katherine Chong created an initiative to give back to the City of Richmond. During the past seven months, Richmond RCMP has raised funds and gathered donations to support various local organizations, profiling a different organization monthly.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:28 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Wednesday, October 11, 2023.

Councillor Alexa Loo
Chair

Raman Grewal
Legislative Services Associate



General Purposes Committee

Date: Monday, October 16, 2023

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe (by teleconference)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on October 3, 2023, be adopted as circulated.

CARRIED

DELEGATIONS

1. Phil Karlsson, Harold Steves, and Linda Barnes, Britannia Shipyards National Historic Site Society, referenced their submission "Living in Harmony" (copy on file, City Clerk's Office), which provides a plan of interpretive themes to portray the history and development of Steveston into a reconstructed Phoenix Gillnet Loft building.

Discussion ensued regarding an outstanding referral on the options for the Britannia Shipyards National Historic Site.

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

It was moved and seconded

That staff review the Phoenix Gillnet Loft Project in the context of the existing referral regarding options for the Britannia Shipyards National Historic Site.

CARRIED

Delegations from the floor on Agenda items.

Item No. 4 – TransLink Bus Rapid Transit Program – Update on Proposed Richmond Corridor

Nathan Davidowicz, former Richmond resident, discussed the history of bus routes and the proposed R7 RapidBus route.

Devyn Cairns, HUB Cycling Richmond/YVR Local Committee representative, spoke on HUB Cycling's position on the proposed R7 RapidBus route.

Francis Leung expressed his concerns regarding the R7 Rapidbus Corridor as proposed in the staff report and referenced his submission (copy on file, City Clerk's Office).

Steve Ostrowski, CEO, Municipal Transit Solutions Inc., discussed an alternative approach to transit systems construction.

Item No. 6 – Homeless Crisis

De Whalen, President, Richmond Poverty Reduction Coalition (RPRC), expressed their full support with the intent of Item No. 6, referencing her submission (copy on file, City Clerk's Office).

COMMUNITY SAFETY DIVISION

2. **SEASONAL PATIO - 0873663 BC LTD DBA: COUNTRY VINES WINERY – 12900 STEVESTON HWY**

(File Ref. No. 12-8125-01) (REDMS No. 7375489)

It was moved and seconded

(1) *That the application from 0873663 BC Ltd doing business as: Country Vines Winery, for an addition of two Seasonal Patios for a Farm Based Winery with a Manufacturers Liquor Licence requesting:*

(a) *An addition of a Seasonal Patio area to permit outdoor wine tasting between April 1 and October 31, each year, with 15 seats; and*

General Purposes Committee
Monday, October 16, 2023

- (b) A second Seasonal Patio area for private bookings between April 1 and October 31, each year for 4 seats; and*
- (c) Total person capacity to remain the same at 65 occupants; be endorsed; and*
- (2) That the Country Vines Winery's transfer from a Temporary Outdoor Patio (TOP) to a Seasonal Patio Permit be approved.*

CARRIED

PLANNING AND DEVELOPMENT DIVISION

3. DRAFT RICHMOND ACCESSIBILITY PLAN 2023–2033

(File Ref. No. 08-4055-05) (REDMS No. 7286442)

In reply to queries from Committee, staff advised that (i) the City frequently brings in consultants to assist with accessibility work, many of those being people with lived experience, (ii) consulting expenses were approximately \$44,000, (iii) the intention of the Accessible British Columbia Act is to identify and remove barriers throughout the province, and as the legislation continues to evolve, it is expected that other sectors will be legislated beyond public sectors, (iv) City will look into what staff training and resources are required based on provincial requirements as legislation evolves, (v) Council adopted the Enhanced Accessibility Design Guidelines and Technical Specifications in 2018 to assist City staff and the development community in incorporating accessibility features in City-owned facilities, and (vi) the City's Enhanced Accessibility Design Guidelines follow the existing national standard, which is closely aligned with the Rick Hansen Foundation.

It was moved and seconded

- (1) That the draft Richmond Accessibility Plan 2023–2033, as outlined in the staff report titled “Draft Richmond Accessibility Plan 2023–2033” dated September 15, 2023 from the Director, Community Social Development, be approved;*
- (2) That staff be authorized to seek public feedback on the draft Richmond Accessibility Plan for the purposes of finalizing the plan; and*
- (3) That staff report back to City Council with the final Richmond Accessibility Plan, including a summary of the public feedback received.*

CARRIED

General Purposes Committee
Monday, October 16, 2023

4. TRANSLINK BUS RAPID TRANSIT PROGRAM – UPDATE ON PROPOSED RICHMOND CORRIDOR

(File Ref. No. 10-6480-03-01) (REDMS No. 7373357)

In reply to queries from Committee, staff advised that (i) if Council endorsed the TransLink proposal for Bus Rapid Transit (BRT), the City would be dedicating one of the two lanes in each direction on Cambie Road for a bus that comes approximately once every ten minutes, (ii) the intersection improvement project at Cambie Road and No. 5 Road is awaiting property acquisition, (iii) based on TransLink's ridership per kilometre, the proposed route ranks in the top three routes in the region for BRT, (iv) bike lanes on Cambie Road are included in the medium-term route improvements of the Cycling Network Plan, (v) staff are suggesting that BRT could potentially include an HOV lane instead of a bus-only lane, (vi) BRT is a top priority for TransLink at this time, (vii) there are some trade-offs when an HOV lane is created, however encouraging the use of HOV lanes does have merit, (viii) TransLink work indicates there is a desired line between Richmond's city centre and Metrotown and the proposed BRT route is a service that would benefit Richmond, (ix) TransLink has not indicated that any other services would be impacted as a result, (x) TransLink is seeking municipal support on proposed BRT routes, (xi) TransLink would fund the on-off ramp to Knight Street Bridge via Cambie Road, and (xii) the City of Vancouver endorsed multiple bus corridor improvements on October 4, and the City of Burnaby is considering their proposed resolution on the North Shore-Metrotown BRT route on October 16.

It was moved and seconded

That, as presented in the staff report titled "TransLink Bus Rapid Transit Program - Update on Proposed Richmond Corridor" dated October 5, 2023 from the Director, Transportation, the following be endorsed:

- (a) The resolution for Bus Rapid Transit commitment by the City as identified in Attachment 2; and*
- (b) The R7 RapidBus corridor, as identified in Figure 3, in Richmond in principle.*

DEFEATED
Opposed: Cllrs. Au
Day
Gillanders
Heed
Hobbs
McNulty

General Purposes Committee
Monday, October 16, 2023

LAW AND LEGISLATIVE SERVICES DIVISION

5. 2024 COUNCIL AND COMMITTEE MEETING SCHEDULE

(File Ref. No. 01-0105-01) (REDMS No. 7373386)

It was moved and seconded

- (1) That the 2024 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated October 3, 2023, from the Director, City Clerk's Office, be approved; and,*
- (2) That the following revisions as detailed in the staff report titled "2024 Council and Committee Meeting Schedule" dated October 3, 2023, from the Director, City Clerk's Office, be approved:*
 - (a) That the Regular Council meetings (open and closed) of August 12 and August 26, 2024 be cancelled; and*
 - (b) That the August 19, 2024 Public Hearing be rescheduled to September 3, 2024 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*

The question on the motion was not called as discussion ensued with regard to alternate options for the meeting schedule.

In reply to queries from Committee, staff advised that the schedule can be adjusted by a Council resolution at any time.

Discussion ensued regarding potential options for the meeting schedule. As a result of the discussion, a **referral motion** to defer the matter to the next General Purposes Committee Meeting was introduced, but failed to receive a seconder.

The question on the motion was not called as the following **amendment motion** was introduced:

It was moved and seconded

That the 2024 Council and Committee Meeting Schedule be amended to move the September 16 General Purposes Committee meeting to September 11.

The question on the amendment motion was not called as discussion ensued regarding changing the date of the September 16, 2024 General Purposes Committee meeting.

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

General Purposes Committee

Monday, October 16, 2023

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

COUNCILLOR KASH HEED

6. **HOMELESS CRISIS**

(File Ref. No.)

It was moved and seconded

- (1) *That Staff research, analyse, and recommend to the Committee a process to immediately implement action plans to mitigate the homeless crisis;*
- (2) *That Staff review and recommend a formal position to be considered by this Committee on secure care for the acute drug addicted and/or persons with critical mental illness that are homeless;*
- (3) *That other levels of Government and the Health Authority are apprised of this examination and to work collaboratively with Staff; and*
- (4) *That Staff report back to the Committee with recommendations within 45 days.*

The question on the motion was not called as in reply to queries from Committee, staff noted that (i) within the 45 day window, they would be able to report back on various City strategies and initiatives currently in place, and more time would be required to address Item 2 of the motion, (ii) City actions and initiatives include but are not limited to: the expansions of shelters, construction of supportive housing projects, working with senior government on additional projects, a City-supported emergency response centre through the pandemic period, a drop-in centre at Brighthouse Park, the expansion of warming centres within Richmond, and a robust outreach program, (iii) they have identified the need for outreach positions as part of the budget considerations for next year, (iv) the Minister of Mental Health and Addictions has a Provincial responsibility for addressing the issues of secure care outlined in Item 2 of the motion, and (v) the City has strong communication and relations with staff in other levels of government.

Discussion ensued regarding the homeless crisis and the need for immediate action. As a result of the discussion, the following **amendment motion** was introduced:

It was moved and seconded

That the motion be amended to add:

General Purposes Committee

Monday, October 16, 2023

- (5) *That, in order to determine further steps for local government to take further action to immediately address homelessness, the following be invited to present on the issue:*
- (a) *The Minister of Mental Health and Addictions;*
 - (b) *The Minister of Housing; and*
 - (c) *The Minister of Social Development; and*
- (6) *That staff review what groups are involved in the Richmond Community Homelessness Table and report back.*

The question on the amendment motion was not called as further discussion ensued.

The question on the main motion as amended, which reads as follows:

- (1) *That Staff research, analyse, and recommend to the Committee a process to immediately implement action plans to mitigate the homeless crisis;*
- (2) *That Staff review and recommend a formal position to be considered by this Committee on secure care for the acute drug addicted and/or persons with critical mental illness that are homeless;*
- (3) *That other levels of Government and the Health Authority are apprised of this examination and to work collaboratively with Staff;*
- (4) *That Staff report back to the Committee with recommendations within 45 days;*
- (5) *That, in order to determine further steps for local government to take further action to immediately address homelessness, the following be invited to present on the issue:*
 - (a) *The Minister of Mental Health and Addictions;*
 - (b) *The Minister of Housing; and*
 - (c) *The Minister of Social Development; and*
- (6) *That staff review what groups are involved in the Richmond Community Homelessness Table and report back.*

was then called, and it was **CARRIED**.

COUNCILLOR BILL MCNULTY

7. **SPONSORSHIP - CITY OF WAKAYAMA** (File Ref. No.) (REDMS No.)

It was moved and seconded

General Purposes Committee
Monday, October 16, 2023

- (1) *That the City of Richmond sponsor a dinner for the delegation and host clubs in celebration of the 50th Anniversary of Richmond Twinning with Wakayama, Japan; and*
- (2) *That the sponsorship of the Sayanara Dinner for \$5,000 be taken from the Council contingency account.*

CARRIED

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (6:01 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, October 16, 2023.

Mayor Malcolm D. Brodie
Chair

Shannon Unrau
Legislative Services Associate



Planning Committee

Date: Tuesday, October 17, 2023

Place: Council Chambers
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo (joined the meeting at 3:33 by teleconference)
Councillor Carol Day
Councillor Andy Hobbs

Absent: Councillor Chak Au

Also Present: Councillor Laura Gillanders (by teleconference)
Councillor Michael Wolfe (by teleconference)

Call to Order: The Chair called the meeting to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on October 4, 2023, be adopted as circulated.

CARRIED

AGENDA ADDITIONS & DELETIONS

The Chair noted that Short Term Rentals be added to the agenda as item 2A and Increasing Duplex Housing Stock being added as item 2B.

Councillor Loo entered the meeting (3:33 p.m.)

PLANNING AND DEVELOPMENT DIVISION

1. APPLICATION BY PATI YIK OF KENNON CONSTRUCTION FOR REZONING AT 10840/10860 BONA VISTA GATE FROM THE “TWO-UNIT DWELLINGS (RD1)” ZONE TO THE “SINGLE DETACHED (RS2/C)” ZONE

(File Ref. No. RZ 22-011063) (REDMS No. 7349947)

Staff provided a brief overview of the application noting that (i) the rezoning application is to facilitate the subdivision of the existing duplex into two-single family lots, (ii) a minimum one bedroom secondary suite is proposed on Lot B and a two bedroom secondary suite is proposed on Lot A, for a total of two suites, and (iii) seven on-site bylaw sized trees will be retained.

In response to queries from Committee, staff advised that (i) each unit of the existing duplex is owner-occupied, and (ii) the current zoning for this property would permit construction of a duplex.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10497, for the rezoning of 10840/10860 Bonavista Gate from the “Two-Unit Dwellings (RD1)” zone to the “Single Detached (RS2/C)” zone, be introduced and given first reading.

CARRIED

2. HOUSING AGREEMENT BYLAW NO. 10490 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 10140, 10160, 10180 NO. 1 ROAD AND 4051 CAVENDISH DRIVE

(File Ref. No. 08-4057-05) (REDMS No. 7280785)

In response to queries from Committee, staff advised that (i) the maximum monthly rent charged will be \$1480 and the maximum allowable yearly household income for rental is \$58,000, (ii) the city undertakes a statutory declaration process where the property manager of the affordable housing units is responsible for collecting information to confirm rent and incomes from the tenants and provide it to the City for verification, (iii) as these are privately owned units there are limits to what the City can do as it is operating under the terms of the housing agreement, and (iv) when the last statutory declaration process was undertaken it was found that the vast number of units were in compliance.

It was moved and seconded

That Housing Agreement (10140, 10160, 10180 No. 1 Road and 4051 Cavendish Drive) Bylaw No. 10490 to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with requirements of Section 483 of the Local Government Act, to secure the affordable housing units required by Rezoning application RZ 18-820669 and Development Permit DP 21-940028 be introduced and given first, second and third readings.

CARRIED

COUNCILLOR BILL MCNULTY

2A. **SHORT TERM RENTALS**

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

It was moved and seconded

That staff review the status of the City's short term rental agreements and provide background information on the regulations with respect to compliance regarding the existing zoning.

The question on the referral motion was not called as background information was provided noting the discrepancy in the registered short term rental business licences versus the advertised short term rental availability.

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

COUNCILLOR LAURA GILLANDERS

2B. **INCREASING DUPLEX HOUSING STOCK**

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

It was moved and seconded

Staff examine ways to increase the housing stock of duplexes in Richmond, including how to maintain or increase the zoning of side by side duplexes inside neighborhoods, not just front to back duplexes on arterial roads.

The question on the referral motion was not called as discussion ensued with respect to (i) maintaining existing duplexes as an affordable way to create more housing stock, (ii) pending Provincial government legislation that is regarding multi-plexes, (iii) this referral being reviewed as part of the Official Community Plan (OCP) review, (iv) as part of the referral looking at the current stock, location and zoning of duplexes, and if there is an opportunity to create new zones for duplexes and integrating them into the OCP and how this relates to the 702 policy.

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

Planning Committee
Tuesday, October 17, 2023

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (3:51 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, October 17, 2023.

Councillor Bill McNulty
Chair

Raman Grewal
Legislative Services Associate

Council/Board Liaison Committee

Public Meeting Minutes

Wednesday, September 13, 2023 – 9:30 am
via Zoom Webinar

Present:

Chairperson, School District #38
Vice Chairperson, School District #38
Councillor, City of Richmond
Councillor, City of Richmond
Superintendent, School District #38
Deputy Superintendent, School District #38
Secretary Treasurer, School District #38
Trustee, School District #38
Trustee, School District #38
Assistant Superintendent, School District #38
Assistant Superintendent, School District #38
Director, Richmond Project Team, School District #38
Director, Facilities Services, School District #38
Director of Instruction, Student Services & Data Analytics, School District #38
District Administrator Early Learning, School District #38
Director, Parks Services, City of Richmond
Director, Recreation & Sports Services, City of Richmond
General Manager, Community Services, City of Richmond
Acting Manager, Community Social Development
Senior Engineer, Transportation Department, City of Richmond
Supervisor, Traffic Operations, City of Richmond
Executive Assistant (Recording Secretary), School District #38

D. Tablotney
H. Larson
A. Hobbs
A. Loo
C. Usih
R. Ryan
C. Wang*
R. Belleza
A. Wong
J. MacMillan
C. Stanger*
S. Ahluwalia
K. Wilkins
R. Johal
C. Jule
T. Gross
K. Miller
E. Ayers
C. Duggan
S. Hingorani
B. Dhaliwal*
T. Lee

*Present for a portion of the meeting

The Chairperson called the meeting to order at 9:33 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

IT WAS MOVED AND SECONDED:

That the Council/School Board Liaison Committee Public Meeting Agenda for Wednesday, September 13, 2023, be adopted as circulated.

CARRIED

2. Adopt Minutes

IT WAS MOVED AND SECONDED:

That the Public Minutes of the Council/School Board Liaison Committee meeting held on Wednesday, April 5, 2023, be adopted as circulated.

CARRIED

3. Standing Items

3.1 Traffic Safety Advisory Committee

City staff provided updates relating to traffic safety improvements implemented around schools including a speed reader board, raised crosswalks, speed humps, curb extensions, speed cushions, and in-street delineator signs.

City staff then responded to questions from trustees' regarding the improvement of traffic and pick up and drop off safety at Burnett Secondary.

3.2 Child Care Update

City staff highlighted the 2022 update to the Richmond Child Care Needs Assessment and Strategy is complete and posted on the City website. The development of a new 10-year Child Care Strategy is underway and the process of preparing for public engagement will occur in fall.

City staff then responded to Trustee Belleza's question regarding child care space availability and affordability and ways the City and District are working together on projects.

3.3 Joint City and District Program Committee

Deputy Superintendent Ryan provided an update noting he will resume representing the district at the Joint City and District Program Committee meeting as Assistant Superintendent Stanger has moved into a role in human resources, and the next meeting is scheduled for October 11, 2023.

Director Miller then highlighted programs and initiatives including the Neighbourhood Celebration grants, Grade 5 Active Pass, and Summer Active Pass.

Assistant Superintendent Stanger and General Manager Ayers provided further details regarding facilities for the Richmond Delta Youth Orchestra and Richmond Community Band Society following a question from the Chairperson.

3.4 Future Agenda Items

Prior to discussing future agenda items, the Chairperson introduced the Superintendent to the Committee.

Councillor Loo noted Sport Council Priorities is an upcoming item on the agenda, however the topic could be further discussed at a future Council/Board Liaison Committee meeting.

4. Business Arising and New Business

4.1 Transportation Update

The item was addressed in standing item 3.1 and Senior Engineer Hingorani had no further comments.

4.2 2022-2032 Richmond Youth Strategy

City Staff presented a PowerPoint presentation and highlighted the ways the City supports youth in the community, including the strategic priorities and key actions to the City's initiatives.

Following a question from Councillor Loo, Director of Instruction Johal responded school district data regarding student learning survey results are publicly available, and further discussions with city staff can be arranged.

Acting Manager Duggan then responded to trustees' questions regarding youth not attending school and the distribution of information. Director of Instruction Johal also highlighted the United Way British Columbia funding for Community Schools programs, secondary alternate programs youth workers, and the youth peer support workers from the Integrated Child and Youth teams.

4.3 School District Staffing Update

Assistant Superintendent Stanger provided an update on enrollment, highlighting the increase of elementary and international student enrollments. He noted the space pressures at elementary sites and space capacity at secondary sites. District staff are ensuring to find spaces for students as close to their neighbourhood school as possible. He concluded by noting all new students have been accommodated.

4.4 Sport Council Priorities

Councillor Loo highlighted the Sport Facility and Infrastructure Prioritized List and the priorities of the Richmond Sports Council. She noted a possible partnership between the City and the School District to work on sports facilities. City staff noted the list will be brought to a future Joint City and District Program Committee meeting for further discussion.

5. Next Meeting Date: November 15, 2023 at 9:30 am

The School District will be hosting the committee meetings in 2023. The next meeting is scheduled for November 15, 2023.

6. Adjournment

IT WAS MOVED AND SECONDED:

That the meeting be adjourned at 10:30 am.

CARRIED



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** September 12, 2023
From: Mark Corrado **File:** 12-8125-01/2023-Vol
Director, Community Bylaws and Licencing 01
Re: **Seasonal Patio - 0873663 BC Ltd DBA: Country Vines Winery - 12900
Steveston Hwy**

Staff Recommendations

1. That the application from 0873663 BC Ltd doing business as: Country Vines Winery, for an addition of two Seasonal Patios for a Farm Based Winery with a Manufacturers Liquor Licence requesting:
 - a) An addition of a Seasonal Patio area to permit outdoor wine tasting between April 1 and October 31, each year, with 15 seats; and
 - b) A second Seasonal Patio area for private bookings between April 1 and October 31, each year for 4 seats; and
 - c) Total person capacity to remain the same at 65 occupants;be endorsed; and
2. That the Country Vines Winery's transfer from a Temporary Outdoor Patio (TOP) to a Seasonal Patio Permit be approved.

Mark Corrado
Director, Community Bylaws and Licencing
(604-204-8673)

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The Provincial Liquor and Cannabis Regulation Branch (LCRB) issues licenses in accordance with the Liquor Control and Licensing Act (Act) and the Regulations made pursuant to the Act.

This report considers an application to the City of Richmond by 0873663 BC Ltd., doing business as: Country Vines Winery, for an addition of a Seasonal Patio Permit for the Manufacturers Liquor Licence No. 306407 and request:

- A Seasonal Patio between April 1 and October 31 each year with a shift in occupancy of 15 person from indoors to outdoor capacity; and
- A Seasonal Patio between April 1 and October 31 each year with a shift in occupancy of 4 person from indoors to outdoor capacity for private bookings; and
- No change to total occupancy of 65 persons

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

Analysis

Country Vines Winery is requesting the serving of alcohol on an outdoor patio under the new Seasonal Patio program and a Council endorsement is required. Country Vines Winery was able to operate an outdoor patio under the Provincial Temporary Expanded Service Area (TESA) and the City's previous Temporary Outdoor Patio (TOP) program. However, the TOP program has expired and an application is required under the City's new Seasonal Patio program. A full public consultation process is not required given that Country Vines has operated a temporary patio for over three years without a public complaint or concern.

Country Vines Winery is operating a Farm Based Winery with a Manufacturers Liquor Licence currently covering indoor occupancy only for the establishment with a temporary recognition from LCRB for the structural change TESA to December of 2024. The Seasonal Patio Permit application will permit Country Vines Winery to shift 19 of the current 65 indoor occupants to outside occupancy to 10:00 PM, between April 1, and October 31, each year for the two patios.

Other Agency Comments

As part of the review process for Seasonal Patios or Public Space Patios, staff require comments from other agencies and departments such as Vancouver Coastal Health, Richmond Fire-Rescue, Building Approvals Department, Engineering Department, Transportation Department and the Business Licence Department. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. There are no concerns from Vancouver Coastal Health and no concerns provided by the noted City Departments.

Financial Impact

None

Conclusion

Country Vines Winery has operated with a TOP and a TESA for three years without public complaints. It is recommended that the proposed application by Country Vines Winery for a new Seasonal Patio be endorsed by Council.

A handwritten signature in black ink, appearing to read 'Victor M. Duarte', with a horizontal line drawn through the middle of the signature.

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

VMD:vmd

- Att. 1. Aerial Map
2. Site Plan with Proposed Patio Areas
3. Photo of main patio



8/21/2023, 6:48:38 AM

City Hall

Street Names

Property (black line)

Strata

Air Parcels

Property Address

Safety Hazard Areas

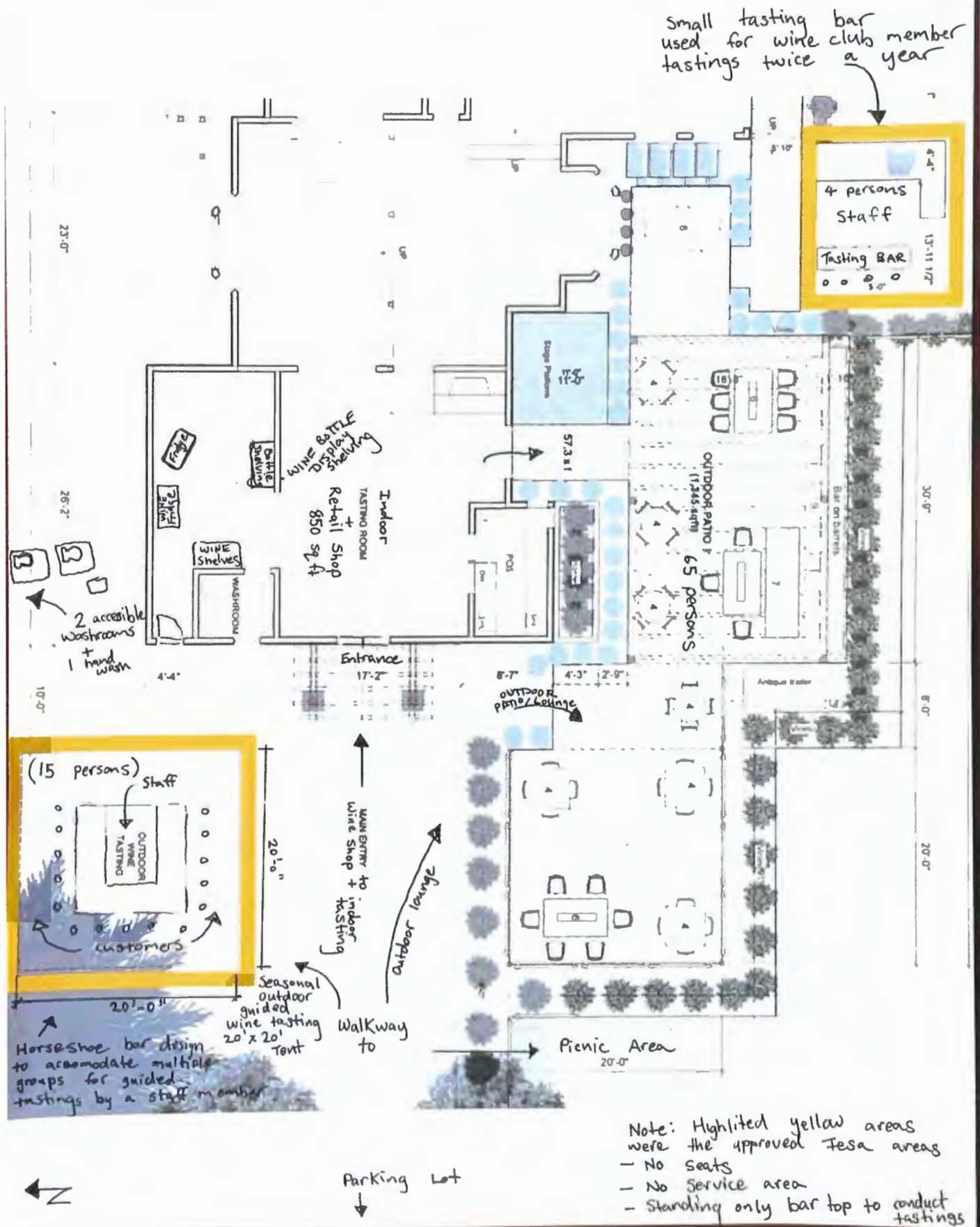
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City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 15, 2023

From: Kim Somerville
Director, Community Social Development

File: 08-4055-05/2023-Vol 01

Re: **Draft Richmond Accessibility Plan 2023–2033**

Staff Recommendations

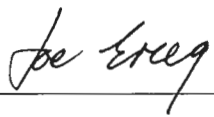

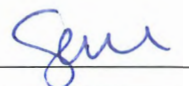
1. That the draft Richmond Accessibility Plan 2023–2033, as outlined in the staff report titled “Draft Richmond Accessibility Plan 2023–2033” dated September 15, 2023 from the Director, Community Social Development, be approved;
2. That staff be authorized to seek public feedback on the draft Richmond Accessibility Plan for the purposes of finalizing the plan; and
3. That staff report back to City Council with the final Richmond Accessibility Plan, including a summary of the public feedback received.



On behalf of

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	
City Clerk's Office	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Corporate Communications & Marketing	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Facilities & Project Development	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Fire Rescue & Emergency Programs	<input checked="" type="checkbox"/>	
Human Resources	<input checked="" type="checkbox"/>	
Information Technology	<input checked="" type="checkbox"/>	
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Public Works Operations	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Richmond Olympic Oval	<input checked="" type="checkbox"/>	
Richmond Public Library	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

On April 14, 2022, the provincial government approved the new Accessible British Columbia Regulation, which identifies municipalities as prescribed organizations that must comply with Part 3 of the Accessible British Columbia Act. As one of over 750 public-sector organizations legislated by the Act, the City of Richmond (the City) is required to meet the following initial requirements:

1. Establish an accessibility committee;
2. Implement a mechanism for feedback on the accessibility of the organization; and
3. Develop a multi-year accessibility plan.

The City has already completed two of the three initial requirements of the Act. On November 28, 2022, City Council approved the establishment of the Richmond Accessibility Advisory Committee, which had its first meeting on April 12, 2023. On September 1, 2023, the Accessibility Feedback Tool was launched on the City's website to receive ongoing feedback on the accessibility of the organization, including its built environment; programs and services; and communications, information and technology.

The new, draft Richmond Accessibility Plan 2023–2033 (the draft Plan) (Attachment 1) responds to the third, initial requirement of the Act that requires the City to develop a multi-year accessibility plan. The draft Plan outlines a comprehensive approach to advancing accessibility in Richmond and will guide the City's efforts to increase access in the community over the next ten years.

The development of the draft Plan is divided into five phases:

- Phase One: Initial consultation with people with disabilities (complete);
- Phase Two: A series of staff working sessions to develop potential actions for inclusion in the draft Plan based on findings from Phase one consultation (complete);
- Phase Three: Development of the draft Plan (complete);
- Phase Four: Public engagement on the draft Plan; and
- Phase Five: Finalize the Plan.

The purpose of this report is to present the draft Richmond Accessibility Plan 2023–2033 to City Council and to propose a public engagement process to seek community input on the strategic pillars and actions outlined in the draft Plan.

This report supports Council's Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.3 Increase the reach of communication and engagement efforts to connect with Richmond's diverse community.

1.4 Leverage a variety of approaches to make civic engagement and participation easy and accessible.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

This report also supports Richmond's 2041 Official Community Plan (OCP) Focus Area #11.1 Social Equity and Inclusion:

Objective 1 – Facilitate the establishment of an equitable, inclusive community, whereby City plans, policies, services and practices respect the diverse needs of all segments of the population.

Analysis

The introduction of the Accessible British Columbia Act (the Act) marks a momentous step towards building an inclusive province for all British Columbians that is reflective of a broader societal shift in awareness and understanding of disability. Disability is recognized today as being caused by barriers within society that prevent participation, rather than being the result of a person's individual circumstance. In this context, disability is defined as when the features of a person's body and/or mind meet a barrier created by the design of the society in which they live, preventing their full and equal participation. Individual features can be permanent, temporary or episodic; visible or invisible; range in severity; and include physical, sensory, mental health-related, developmental, cognitive and/or have multiple features.

The Act establishes the legal framework to develop, implement and enforce accessibility standards that aim to address these barriers. Barriers are defined in the Act as anything that impedes the full and equal participation of people with disabilities in society. The resulting standards will set out binding regulations that will work to remove barriers within specific areas, such as the built environment, program and service delivery, employment, procurement, communications and technology.

As part of the initial requirements of the Act, each municipality is required to develop a multi-year accessibility plan that outlines how it will identify, remove and prevent barriers experienced by people with disabilities when interacting with (i.e., members of the public) and within (i.e., staff) the organization. Each municipality must also consult with its accessibility committee and consider the principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design in the development of its accessibility plan. Plans are required to be updated at minimum every three years and updates must incorporate feedback received through the municipality's accessibility feedback mechanism and be developed in consultation with its accessibility committee.

Draft Richmond Accessibility Plan 2023-2033

The development and content of the draft Plan reflect the initial requirements of the Act and outline an action-oriented framework to identify, remove and prevent barriers experienced by people with disabilities throughout City planning and service delivery as well as across its physical and social infrastructure. The Richmond Accessibility Advisory Committee (RAAC), which is composed of both citizen representatives and representatives from local organizations that support people with disabilities, was actively involved in the draft Plan's development. The City's Interdepartmental Accessibility Committee also played a vital role. As the Richmond Public Library (the Library) is also legislated through the Act, both organizations collaborated on the development of the Plan to facilitate an aligned approach, with the intention being the Library will use the Plan to further its efforts to advance accessibility.

While the draft Plan provides the foundation to further accessibility in Richmond over the next ten years, to ensure implementation of the Plan complies with the Act, recommended actions will be revised every three years based on feedback received through the City's accessibility feedback mechanism and in consultation with the RAAC. Additionally, Department Annual Work Plans will incorporate accessibility-related initiatives to support the continuous advancement of accessibility across all areas of City planning and service delivery in accordance with the legislation.

As required by the Act, the principles of inclusion, adaptability, diversity, collaboration, self-determination and universal design were used to guide the development of the draft Plan. They have been adapted for the City from the British Columbia Framework for Accessibility Legislation as follows:

1. **Inclusion:** All community members, including persons with disabilities, are able to participate fully and equally in Richmond.
2. **Adaptability:** Disability and accessibility are evolving concepts and the needs of people with disabilities will continue to evolve as services, technology and attitudes change.
3. **Diversity:** Every person is unique. People with disabilities are individuals with varied backgrounds. Individual characteristics including race, gender, sexual orientation, religion and lived experience greatly inform the experiences of individuals. The Plan acknowledges the principle of intersectionality and the diversity within the disability community.
4. **Collaboration:** Promoting accessible communities is a shared responsibility and everyone has a role to play. Opportunities are created for organizations and community members to work together to further access and inclusion.
5. **Self-determination:** People with disabilities make their own choices and pursue the lives they wish to live in Richmond.
6. **Universal Design:** Defined by the Centre for Excellence in Universal Design as the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability or

disability. The built environment in Richmond is designed to meet the needs of the broadest range of people who wish to use city places and spaces.

These principles were utilized throughout the development of the draft Plan, including during its initial phase of consultation with people with disabilities. They will continue to guide this work throughout finalization of the Plan as well as for future updates and revisions required through the legislation.

Consultative Process

The draft Plan was developed through a multi-stage process that involved consultation with a wide range of groups, including people with disabilities, their families and caregivers, community organizations that support people with disabilities, the Richmond Accessibility Advisory Committee, and staff representatives from various departments across the City and Library. The process consisted of:

- A review of existing City strategies and plans to identify work currently being undertaken by the City to support people with disabilities;
- Consultation with people with disabilities, their families and caregivers, and community organizations in Richmond that support people with disabilities, including meetings, focus groups and interviews with representatives of key organizations;
- Ongoing discussion with the Richmond Accessibility Advisory Committee; and
- A series of workshops with City and Library staff.

Consultation focused on identifying the City's current strengths in advancing accessibility, barriers in the community, as well as priorities and potential solutions to remove and prevent these barriers. Consultation also explored the resources and partnerships necessary for the successful implementation, evaluation and revisions of the final Plan.

Themes

Eight themes emerged through the consultative process regarding the barriers experienced by people with disabilities in the community. Findings indicated that the City of Richmond is considered to be a leader in advancing accessibility within the physical and social environment and that a strong and growing network of community partners continue to collaborate closely together and with the City to meet the needs of people with disabilities. These themes included:

- Engaging People with Disabilities
- The Importance of Accessibility throughout Planning
- Strengthening Capacity
- Furthering Universal Access in the Built Environment
- Enhancing Access to Programs and Services
- Increasing Access to Information
- Inclusive Employment Practices

- Accessibility Benefits Everyone

Each of the themes are discussed in the draft Plan in relation to identified strengths, barriers and opportunities to enhance universal access in the community. These themes informed the development of the strategic pillars and corresponding actions outlined in the draft Plan that will advance work to create a more inclusive and accessible Richmond.

Strategic Pillars and Actions

The draft Plan consists of six strategic pillars and 34 recommended actions. The actions outlined in the draft Plan were developed in response to the priorities of people with disabilities in the community and include both organization-wide initiatives and targeted approaches that will be completed over the next ten years. The six pillars are:

1. An Accessible Community
2. An Inclusive Organization
3. Accessibility in the Built Environment
4. Accessible Programs and Services
5. Accessible Communications and Technology
6. Research and Monitoring

As progress is made on the Plan's actions, it is anticipated that there will be a number of positive outcomes that will benefit all members of the community, including people with disabilities. Highlights of these desired outcomes include accessibility being considered during all phases of City planning and development of any new project or initiative; increased organizational capacity and understanding of diverse barriers experienced by people with disabilities; and that barriers are addressed through the collective efforts of the City and community.

Achieving the desired outcomes of the Plan is a corporate responsibility that will require ongoing leadership across all City departments. As well, continuing to work closely with the strong network of community organizations that support people with disabilities in Richmond as well as with public-sector agencies, the private sector, senior levels of government and most importantly, people with disabilities will be essential to the successful development and implementation of the final Plan. The next phase in the project is to gather feedback from the public on the strategic pillars and recommended actions in order to finalize the Plan.

Public Engagement Process

Staff propose conducting various public engagement activities in the weeks following Council's approval of the draft Plan. Activities will include a survey on LetsTalkRichmond.ca and pop up events in the community. Engagement activities will be designed using accessibility best practices, such as providing American Sign Language (ASL) interpretation, to ensure the opportunities are inclusive for all community members. City-facilitated support will also be offered to support individuals who may face language or digital barriers to completing the online survey. As well, the design of the Plan considers accessibility best practices and ensures enhanced readability and legibility through overall design elements, including screen reader compatibility, sans serif fonts, larger font sizes and strong colour contrast.

Public engagement will provide valuable input to ensure the draft Accessibility Plan captures the needs and priorities of people with disabilities in the community. The feedback received through these activities will be used to inform the final Accessibility Plan.

Table 1: Proposed Public Engagement Activities

Activity	Format	Location
Online Survey	Individual online survey completion available through the City's Let's Talk Richmond platform. This platform meets or, wherever possible, exceeds standards for website accessibility.	Online at www.letstalkrichmond.ca .
Pop Up Events	Drop-in sessions with informational materials, including the draft Plan and printed surveys. Staff will be present to answer any questions.	Hosted by City staff at community and City facilities; locations, dates and times to be finalized.
Facilitated Survey Support	One-on-one and small group survey support will be available virtually, by phone and/or in-person. These will be scheduled as needed to remove barriers to survey participation by people with disabilities.	Facilitated virtually, by phone and/or in-person by City staff.

Additionally, an engagement session will be held with representatives from key partners including the Community Association and Society Boards, Richmond Public Library Board, and Richmond Olympic Oval Board of Directors to receive feedback on the draft Plan. This session will include an overview of the draft Plan, including the proposed strategic pillars and corresponding actions, as well as intended outcomes and next steps in the development process. Staff will also engage with City Council Advisory Committees, such as the Community Services Advisory Committee and Seniors Advisory Committee, and community groups whose members may face barriers to participation in the proposed public engagement activities.

A communications and public engagement plan will be developed, including actions to reach isolated and hard-to-reach residents. Activities will be promoted via LetsTalkRichmond.ca; the City's website and social media channels; non-profit organizations that support people with disabilities in Richmond; the Richmond Accessibility Advisory Committee; and other communication channels as appropriate.

Following public engagement, staff will compile the community feedback received and refine the draft Plan. A summary of the community's feedback will be presented to City Council along with the final Accessibility Plan for Council's consideration.

Commitment to Accessibility

The City remains committed to strengthening its accessibility practices, in collaboration with community organizations and people with disabilities, and to creating a more accessible and inclusive Richmond. The City's ongoing work to advance accessibility, includes the following highlights:

- In 2018, City Council adopted the Enhanced Accessibility Design Guidelines to promote accessibility in City facilities that goes beyond the BC Building Code. These guidelines are utilized in the development of all City major capital projects. It also guides the accessibility updates and retrofits of current facilities including the recent installation of grab bars in washrooms and change rooms at Brighthouse Park Pavilion; touchless plumbing fixtures at the Richmond Animal Shelter; and installation of accessible seating in the second floor mezzanine at Minoru Arenas.
- The City received the prestigious 2021 Architecture Prize for Accessibility from the International Olympic Committee, International Paralympic Committee, and International Association for Sports and Leisure Facilities for the Minoru Centre for Active Living.
- The City's recent website redesign, which incorporates current standards for web accessibility and includes more accessibility features and tools to better support the user experience.
- The implementation of the Accessibility Resource on the City of Richmond Intranet (CORI) to provide staff with information, tools, resources and training opportunities that assist them in identifying, preventing and removing barriers to accessibility through their work and in their workplace.
- The pilot of a designated Sensory Free Space at the 2023 Steveston Salmon Festival to provide a calm and safe area for individuals who have autism spectrum disorder, anxiety or other sensory processing needs who were attending the festival.

As actions outlined in the draft Plan build on these achievements and learnings, the City will need to continue to ensure its efforts to advance accessibility remain responsive to the evolving legislation.

Anticipated Future Impacts of the Act

The work necessary to implement the initial requirements of the Act, including the accessibility plan, will involve significant contributions from all City departments, with impacts to both resources and budgets anticipated. While departments that interface with the public domain, including service delivery, communications, technology and the built environment, will be most affected initially, staff anticipate an increased focus on furthering accessibility across all areas of City planning and service delivery will be required. As the three initial requirements of the Act are just the first stage of this new legislation, staff anticipate further impacts to the City as

accessibility standards are introduced through the Act. Staff will continue to monitor the ongoing development of the legislation and update City Council as appropriate.

Financial Impact

None. Development and finalization of the draft Plan, including public engagement activities, will utilize funds available through existing operating budgets.

Conclusion

The City is committed to being a leader in the advancement of accessibility. The draft Plan is an action-oriented framework that builds on the City's past achievements, learnings and ongoing collaboration with people with disabilities, non-profit organizations and community groups to advance accessibility in Richmond over the next ten years. The draft Plan outlines six strategic pillars and corresponding actions that will guide the City's work in identifying, removing and preventing barriers experienced by people with disabilities in the community. Seeking public feedback on the draft Plan will help ensure it reflects community needs and priorities now and in the coming years to ensure that everyone who lives, works, plays and visits Richmond has the same opportunity to fully and equally participate in all aspects of community life.

A handwritten signature in black ink, appearing to read 'MB', followed by a long horizontal line extending to the right.

Melanie Burner
Program Manager, Social Development
(604-276-4390)

Att. 1: Draft Richmond Accessibility Plan 2023–2033



Richmond Accessibility Plan 2023–2033





Richmond Accessibility Plan

Acknowledgements

The *Richmond Accessibility Plan 2023–2033* (the Plan) is the result of a collaborative effort made by community members, including people with disabilities, their family members and caregivers, community organizations that support people with disabilities in Richmond, City Council Advisory Committees, community groups, and City of Richmond and Richmond Public Library staff. Thank you to everyone who participated in the development of this Plan by sharing their valuable stories, insight and expertise.

The following committees played a key role in the creation of the Plan, helping to guide and inform its development.

Richmond Accessibility Advisory Committee

- Rob Sleath, Chair, Citizen Member
- Shaan Lail, Vice-Chair, Citizen Member
- Anne Bechard, Richmond Public Library Representative
- Cindy Larden, Vancouver Coastal Health Representative
- Damian Gorman, Citizen Member
- Dave MacDonald, Pathways Clubhouse Representative
- Ella Huang, Richmond Centre for Disability Representative
- Melanie Arnis, Citizen Member
- Pam Andrews, Citizen Member
- Sue Jones, Aspire Richmond Representative
- Tommy Leung, Citizen Member

The Interdepartmental Accessibility Committee

The Interdepartmental Accessibility Committee is composed of staff representatives from the following City of Richmond departments:

- Arts, Culture and Heritage
- Building Approvals
- Business Services
- City Clerk's Office
- Community Bylaws and Business Licences
- Community Social Development
- Corporate Communications and Marketing
- Development Applications
- Engineering
- Facility Services and Project Development
- Finance
- Fire Rescue and Emergency Programs
- Human Resources
- Information Technology
- Parks Services
- Policy Planning
- Recreation and Sport Services
- Roads and Construction Services
- Transportation

As the Richmond Public Library will align its efforts to advance accessibility with the strategic pillars and actions outlined in the Plan, Library staff from the Community Engagement, Human Resources, Finance, Facilities and Information Technology departments also contributed to the development of the Plan.

Project Team

- Melanie Burner, City of Richmond, Program Manager, Social Development
- Trevor Penrose, City of Richmond, Corporate Project Leader
- Olivia Boguslaw, City of Richmond, Planner 1
- Anne Bechard, Richmond Public Library, Manager of Community Engagement

Consultants

- Happy Cities
- Meaningful Access Consulting





CNCL - 68

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Glossary of Terms

Ableism: Prejudice and discrimination against people with a disability.¹

Accessibility: A barrier-free experience that offers the same opportunity for everyone to participate in their community.

Accessible Pedestrian Signage (APS): Provides auditory, visual and tactile information so that a person with sight and/or hearing loss will know when it's safe to cross at a set of traffic signals. An APS may provide information to help a person with sight loss travel in a straight line across a street.² APS was previously referred to as audible pedestrian signals.

Accommodation: An alteration of environment, program format or equipment that allows an individual with a disability to gain access or participate in a space, place, event or program in a way that meets their needs.³

American Sign Language (ASL): A visual language predominantly used by the Deaf community. ASL is expressed by movements of the hands, face and body.⁴

Barrier: Anything that hinders the full and equal participation in society of a person with a disability. Barriers can be caused by environments, assumptions, practices, policies, communication methods or technologies, and affected by intersecting forms of discrimination.

The six main types of barriers include:

- Physical barriers;
- Attitudinal barriers;
- Sensory barriers;
- Systemic barriers;
- Information and communication barriers; and
- Technological barriers.

For more details about each type of barrier, go to the section titled Understanding Accessibility on page 14.

Bias: A way of thinking or behaving that is influenced by prejudice, preferences or opinions of individuals or groups. People can be aware or unaware of their biases, the latter of which is known as unconscious bias.^{5 6}

Braille: A form of written language for people with sight loss, in which letters and numbers are represented by patterns of raised dots that are felt with the fingertips.⁷

Built Environment: The constructed aspects of physical surroundings. For the purposes of the Plan, the built environment applies to all public spaces, including buildings, sidewalks, road systems, parks, playgrounds and other public infrastructure encountered by people in their everyday life.

Communication Access Real Time (CART): The live, word-for-word transcription of speech to text so that individuals can read what is being said in group settings and at personal appointments on a laptop or a larger screen. CART services can be provided on-site or remotely, in both English and French, via a secure website.⁸

Cross-Disability: An umbrella term that describes the inclusivity of all forms of disability.

Disability: When the features of a person's body and/or mind meet a barrier created by the design of the society in which they live, preventing their full and equal participation. Individual features can be permanent, temporary or episodic; visible or invisible; range in severity; and include physical, sensory, mental health-related, developmental, cognitive and/or have multiple features.⁹

Disability Supports: A wide range of goods and services that help a person with a disability in overcoming barriers to carrying out everyday activities. These include adaptive office equipment and work environments;

information technology; assistive technologies; sign language interpretation, captioning or other assistive communication; flexible work arrangements; attendant care support; and formalized help from a colleague, friend and/or family member.¹⁰

Discrimination: The unequal or prejudiced treatment of individuals or groups that limits their access to opportunities available to other members of the community. Discrimination can be intentional or unintentional and can occur based on various factors, including disability.^{11 12}

Dual Disability: Having two disabilities, such as a person with a physical disability who also has a learning disability.

Equitable: To consider people's unique experiences and differing situations, and ensure they have access to the resources and opportunities that are necessary for them to attain just outcomes.¹³

Inclusive: To create a culture that embraces, respects, accepts and values diversity, where everyone feels respected, experiences a sense of belonging and is able to achieve their fullest potential.¹⁴

Intersectionality: A term coined in 1989 by Dr. Kimberlé Crenshaw, and built on by other Black feminist scholars, which acknowledges the ways in which people's experiences are shaped by their multiple and overlapping identities and social locations, as well as intersecting processes of discrimination, oppression, power, and privilege. Together, these interlocking identities and processes can produce a unique and distinct experience for an individual or group, such as the creation of additional barriers or opportunities.¹⁵

Medical Model of Disability: A historical, deficit-based approach to understanding disability that views disability as a medical problem that needs to be cured and focuses on labelling and treating people's symptoms.¹⁶

Multi-use pathways: Off-street pathways that are physically separated from motor vehicle traffic and can be used by any non-motorized user, also known as shared-use pathways. This may include people walking, rolling, cycling, skateboarding, kick scootering, in-line skating, and using other active modes.¹⁷

Neurodivergent: A variation in the way people's brains work that is considered to be different from societal expectations or the "neurotypical." The term is often used synonymously with autism spectrum disorder, however neurodivergent is also associated with other disabilities such as attention-deficit/hyperactivity disorder (ADHD), dyslexia and some mental health-related disabilities such as bipolar disorder.

Neurodiversity: Describes the differences in how people's brains work, recognizing the variety of ways that people perceive and respond to the world, and how these differences are to be embraced and encouraged.¹⁸

Nothing About Us Without Us: A principle of the international disability rights movement that promotes the meaningful participation of people with disabilities in shaping policy, programs and practices to create more inclusive communities.¹⁹

Prejudice: Pre-judgement or negative assumptions made about individuals or groups based on stereotypes rather than experiences. Prejudicial attitudes can prevent equal treatment and lead to discrimination.²⁰

Social Exclusion: The denial of access or leaving someone out either consciously or unconsciously.²¹ Excluded individuals or groups may experience feelings of isolation, loneliness and/or a lack of belonging. People with disabilities are at increased risk of experiencing exclusion.²²

Social Model of Disability: A contemporary approach to understanding disability that views disability as a consequence of societal barriers that prevent full participation. This model places the source of the problem on

society and focuses not only on physical barriers but also other barriers of a social nature such as prejudice and stereotyping.²³

Stereotype: An assumption about a certain group and the notion that the assumption applies to all members of the group. Stereotypes can be positive but are generally negative and ignore the diversity that exists within a group.²⁴

Stigma: The negative social attitude attached to a characteristic of an individual. Stigma implies social disapproval and can lead unfairly to discrimination against and exclusion of the individual.²⁵

Tactile: Tactile information, signals and wayfinding provide the means for individuals to access information through touch, either by input through their hands, when using raised print for example, or information received by tapping a white cane.

Universal Design: The design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. Universal design is linked to enhanced accessibility and barrier-free design.²⁶

Wayfinding: The process of using clues within the physical environment to understand the space and reach a destination. Available clues can include signage, surface textures, colours, illumination, acoustics and other architectural features.²⁷

Web Content Accessibility Guidelines (WCAG): International standards published as part of the Web Accessibility Initiative (WAI) by the World Wide Web Consortium (W3C), the main international standards organization for the Internet. These standards explain how to make web content more accessible to people with disabilities.²⁸

Executive Summary

On June 17, 2021, the Government of British Columbia passed the Accessible British Columbia Act (the Act) into law, the first provincial accessibility legislation of its kind in British Columbia. As one of over 750 public-sector organizations legislated by the Act, the City of Richmond (the City) is required to establish an accessibility advisory committee, develop a multi-year accessibility plan and implement a mechanism to receive feedback about the accessibility of its organization and its accessibility plan.

The City is committed to advancing accessibility in Richmond and has a long-standing history of working closely with local non-profit organizations that support people with disabilities and community members to identify, remove and prevent barriers to participation in Richmond. The *Richmond Accessibility Plan 2023–2033* (the Plan) builds on this work and past achievements and will guide the advancement of accessibility in Richmond, in collaboration with the community, over the next ten years. As the Richmond Public Library is also legislated through the Act, both organizations have collaborated on the development of the Plan to facilitate an aligned approach, with the intention being the Library will use the Plan to further their efforts to advance accessibility.

The purpose of the Plan is to:

- Identify, remove and prevent barriers experienced by people with disabilities when interacting with the City and the Library;
- Ensure that Richmond is a place where people of all abilities, backgrounds and ages are able to fully participate in and contribute to all aspects of community life in the manner of their choosing; and
- Foster a community that recognizes and values the contributions of people with disabilities and collaboratively works to promote accessibility across sectors.

The Plan is the result of a multi-stage process, including consultation with people with disabilities, their families and caregivers, and local organizations

that support people with disabilities. The six pillars and 34 actions outlined in the Plan were developed in response to the valuable insights and community needs identified during consultation. Together, they form a comprehensive framework to guide the development of a more accessible, equitable and inclusive Richmond. The six pillars are:

1. An Accessible Community
2. An Inclusive Organization
3. Accessibility in the Built Environment
4. Accessible Programs and Services
5. Accessible Communications and Technology
6. Research and Monitoring

Advancing accessibility in Richmond is a corporate responsibility that will require a concerted effort across City departments and its key partners, including the Library, Community Associations and Societies, and community organizations. Ongoing collaboration with people with disabilities, public-sector agencies, the private sector and senior levels of government will be essential to ensuring barriers experienced by people with disabilities are addressed through a holistic approach. Taking collective action to advance accessibility in Richmond will promote a community where people with disabilities are recognized and valued for their contributions and able to fully and equally participate in all aspects of community life.

Introduction

On June 17, 2021, the Government of British Columbia passed the Accessible British Columbia Act (the Act) into law, the first provincial accessibility legislation of its kind in British Columbia. The purpose of the Act is to make government and organizations more accessible in British Columbia, with a focus on removing barriers and promoting inclusion of people with disabilities in communities across the province. The Act creates the legal framework to develop, implement and enforce accessibility standards as binding regulations that will work to remove barriers within specific areas of the community, such as the built environment, program and service delivery, employment, procurement, communications and technology. As one of over 750 public-sector organizations legislated by the Act, the City of Richmond (the City) is required to establish an accessibility advisory committee, to develop a multi-year accessibility plan and to implement a feedback mechanism to receive input about the accessibility of its organization and its accessibility plan.

The City is committed to advancing accessibility in Richmond and works closely with community organizations and people with disabilities to continuously improve its accessibility practices. As a result of this ongoing work, a number of initiatives that promote best practices in the advancement of accessibility have been introduced, including:

- The City Council-adopted Enhanced Accessibility Design Guidelines and Technical Specifications, which guides the design of City facilities to exceed the requirements of the BC Building Code;
- The City's recent website redesign, which incorporates current standards for web accessibility and includes more accessibility features and tools to better support the user experience; and
- The creation of a universal design category in the City's Lulu Awards for Urban Design to promote and celebrate accessibility in the design of the built environment.

Building on past achievements and learnings to date, the Plan will guide the City's approach to advancing accessibility in Richmond, in collaboration with the community, over the next ten years. The City has worked closely with the Library on the Plan's development as the Library is also legislated through the Act, with the intent being the Library will use the Plan to further its efforts to advance accessibility. The Plan outlines six pillars and 34 actions, which include targeted approaches that respond to identified community needs.

The purpose of the Plan is to:

- Identify, remove and prevent barriers experienced by people with disabilities when interacting with the City and Library;
- Ensure that Richmond is a place where people of all abilities, backgrounds and ages are able to fully participate in and contribute to all aspects of community life in the manner of their choosing; and
- Foster a community that recognizes and values the contributions of people with disabilities and collaboratively works to promote accessibility across sectors.

Serving as a strong foundation going forward, the Plan represents Richmond's dedication to building and strengthening meaningful access for all members of the community, including empowering people with disabilities through increased agency and choice. Ongoing and collaborative efforts by the City and the Library, Community Associations and Societies, community organizations, public-sector agencies, the private sector, senior levels of government and most importantly, people with disabilities, will be essential to the successful implementation of the Plan.



Commitment to Accessibility

The City of Richmond is committed to advancing accessibility and inclusion in Richmond, so people with disabilities can fully and equally participate in all aspects of community life. By applying an accessibility and cross-disability lens throughout City planning and service delivery as well as across physical and social infrastructure, the City will continue to identify, remove and prevent barriers experienced by people with disabilities in the community. The City is equally committed to fostering a diverse, equitable and inclusive workplace that supports the participation of people with disabilities.

The City recognizes that people with disabilities are, first and foremost, unique individuals, each of whom has their own perspective, skills, knowledge, interests, abilities, goals and lived or living experience. To better meet everyone's diverse needs, the City will actively involve people with disabilities in the planning and development of initiatives to advance accessibility in Richmond. This demonstrates the City's dedication to "Nothing About Us Without Us," a principle of the international disability rights movement that promotes the meaningful participation of people with disabilities in shaping policy, programs and practices to create more inclusive communities.²⁹

The City remains dedicated to being a municipal leader in accessibility and will continue to collaborate with people with disabilities, the Library, Community Associations and Societies, community organizations, public-sector agencies, the private sector and senior levels of government to raise awareness of the critical need for accessibility and inclusion in Richmond. This includes promoting Richmond as a community that recognizes and values the important and ongoing contributions of people with disabilities.

Understanding Accessibility

Today, there is recognition that everyone has varying levels of abilities, limitations and strengths, and that disability is caused by barriers within society rather than being the result of a person's individual circumstance. Disability can be defined as follows:

When the features of a person's body and/or mind meet a barrier created by the design of the society in which they live, preventing their full and equal participation. These individual features can be permanent, temporary or episodic; visible or invisible; range in severity; and include physical, sensory, mental health-related, developmental, cognitive and/or multiple features.³⁰

In 2017, Statistics Canada reported that one in five Canadians, 15 years and over, have a disability, with Canadians aged 65 and older representing over 38% of individuals living with a disability.³¹ The prevalence and complexity of disability was also found to increase as people aged.³² This means that for many Canadians, disability has or will impact their lives at some point in time, either directly or indirectly. For many people, experiences of disability can be part of a healthy and natural aging process and with Canada's aging population, advancing accessibility is crucial to creating an appealing, livable community where everyone can fully participate in the daily activities of community life.

The understanding of disability has changed over time. Emphasis has shifted away from a medical model of disability, which emphasized disability as an individual medical problem or deficit that prevented participation, towards a social model of disability.³³ The social model of disability identifies disability as being caused by social, attitudinal and physical barriers within society that prevent full and equal participation of people with disabilities. The social model of disability recognizes that social change is necessary to address the often unintended consequences of unconscious bias, prejudice, stigma and

social exclusion of people with disabilities that lead to the creation of these barriers.

Accessibility is about creating barrier-free experiences so that everyone has the same opportunity to participate in their community. Barriers in the social and physical environment, although largely unintended, are considered to be anything that hinders the full and equal participation of a person with a disability, and can be categorized into six main types of barriers:

- **Physical Barriers:** When obstacles make access difficult, such as a washroom with an accessible stall but no automatic door opener or a meeting that is hosted in a space with no wheelchair access.³⁴
- **Attitudinal Barriers:** When people think and act based on assumptions and misconceptions that limit how a person with a disability can participate, such as making decisions about people with disabilities without including them or not believing that a person with a disability can contribute to the workforce.³⁵
- **Sensory Barriers:** When lights, sounds or smells prevent participation in an environment, such as co-workers wearing perfume in the workplace or use of fluorescent lighting in the workplace.³⁶
- **Systemic Barriers:** When policies or procedures are not inclusive, such as a process that only permits individuals to submit or access information through an online system without alternatives being provided or a driver's licence being required for a job when another form of transportation could be used.³⁷
- **Information and Communication Barriers:** When communication methods are not accessible by people with disabilities, such as information that is communicated using complex language or jargon or materials that are only available in small print without large print options.³⁸
- **Technological Barriers:** When technology cannot be accessed by people with disabilities, such as self-service kiosks without accessibility features or touch screens without screen reader software or tactile keyboards.³⁹

People with disabilities are a dynamic and growing group of individuals who have varying experiences, interests and needs. Maintaining ongoing dialogue and conscious efforts in advancing accessibility throughout City planning and service delivery as well as across physical and social infrastructure are necessary to foster a community that is inclusive for all. Integral to this is ensuring people with disabilities are empowered to actively contribute to the development of the community and have increased agency and choice in how and when they would like to participate.



Advancing Accessibility

Advancing accessibility throughout all aspects of community life requires intentional engagement and ongoing collaboration with people with disabilities and across sectors. The City has a long-standing history of working closely with people with disabilities, community organizations, public-sector agencies, the private sector and senior levels of government to develop and implement accessibility initiatives in Richmond. Sustaining these strong partnerships will be important to further an aligned and holistic approach to advancing accessibility throughout the community and across the various areas of responsibility and jurisdictions.

The Government of Canada and the Province of British Columbia

Senior levels of government are responsible for the laws that govern accessibility and the rights of people with disabilities in Canada, including the Canadian Charter of Rights and Freedoms, The Canadian Human Rights Act, the British Columbia Human Rights Code and the BC Building Code. In recent years, both the federal and the provincial governments have introduced accessibility legislation, the Accessible Canada Act and the Accessible British Columbia Act, to strengthen this legal framework and to promote more inclusive communities for people with disabilities across British Columbia and Canada.

The Federal government is responsible for many of the broader macro-economic policies and social programs that affect the well-being and overall prosperity of people with disabilities, including the Canada Disability Benefit, Child Disability Benefit, education funding for people with disabilities and the Registered Disability Savings Plan. The provincial government is responsible for health, education, transportation, social services and disability assistance programs that greatly contribute to the everyday standard of living and wellness of people with disabilities. As well, both levels of government provide grant-funding to municipalities and non-profit community

organizations to advance accessibility initiatives that support people with disabilities, their families and caregivers in their communities.

The City of Richmond

Municipalities are uniquely positioned to understand the needs of community members and to provide leadership in advancing accessibility in the social and physical environment. The City works closely with people with disabilities and local non-profit organizations to advance initiatives that promote inclusion and participation of people with disabilities in Richmond. The City also collaborates across sectors, working to strengthen networks and build capacity to further access in the community. The Act requires the City to identify, remove and prevent barriers experienced by people with disabilities when interacting with the City, including its built environment, programs and services, and information, communications and technology. As well, the Act requires the City to identify, remove and prevent barriers within the organization that are experienced by staff with disabilities. The City is committed to meeting the requirements of the Act by addressing barriers and improving accessibility throughout City planning and service delivery. The specific areas in which the City has the authority to advance actions are legislated through the Community Charter. These include:

- The City's public realm, including City-owned buildings, parks, playgrounds, sidewalks, roads and pathways;
- City programs and services, including those offered at community facilities as well as other services offered by the City, such as business licensing, environmental programs, building inspections, community engagement opportunities and civic processes, such as voting; and
- City systems and processes, including employment, financial, procurement, planning, technology, communication and governance.

The City's role also involves advocating to other levels of government for resources to support community members with disabilities, acting as a convener to support increased collaboration to advance accessibility across sectors and encouraging accessibility improvements in the private sector, where appropriate, through zoning and bylaw amendments. Through this

work, the City supports the advancement of accessibility in areas outside of City jurisdiction. These include:

- Privately-owned buildings and residences;
- Public spaces that are regulated by other levels of government, such as hospitals or public schools;
- Public transportation, including transit, HandyDART and taxicabs;
- Programs and services offered by non-profit organizations or private businesses; and
- Systems and processes under the jurisdiction of other levels of government, such as Disability Assistance, education and healthcare.

People with Disabilities

People with disabilities are a diverse and vibrant group of individuals with unique experiences, interests and backgrounds. The valuable knowledge, perspectives and expertise gained through lived experience is essential to developing initiatives that meaningfully work to remove and prevent barriers for people with disabilities. Advancing accessibility in a way that embraces the principle, “Nothing About Us Without Us” through intentional engagement with people with disabilities is vital to creating a more inclusive community. The City recognizes and values the important contributions that people with disabilities make in Richmond and will continue to engage with people with disabilities to develop and implement new accessibility initiatives.

Community Organizations

Richmond has a strong network of community organizations that provide essential services and supports to people with disabilities, their families and/or caregivers in the community. Participating in shared initiatives and advocating on behalf of people with disabilities in Richmond, these non-profit organizations have a strong understanding of the needs of people with disabilities in the community. This includes identified gaps in services and barriers to participation.

Community Associations and Societies

The City works closely with Community Associations and Societies to provide parks, recreation, sport, heritage and cultural programs to community members. The City provides the facilities and core staffing, and most of the Community Associations and Societies are responsible for the provision of programs, services and events that meet the diverse physical, social and cultural needs and interests of those who live, work and play in Richmond. The City and Community Associations and Societies strive to provide programs and services that are inclusive and remove barriers to participation so that all residents can participate. This includes offering adapted recreation, sport and social programs, and working with community organizations that support people with disabilities in Richmond, such as Aspire Richmond and Canucks Autism Network, to offer specialized programs. The Community Associations and Societies also provide a multitude of inclusive volunteer opportunities which contribute to building community capacity.

Public-sector Agencies

The City regularly collaborates with public-sector agencies to further accessibility in the community and support people with disabilities through joint initiatives, advocacy and inter-agency networks. These agencies include Richmond Public Library, Richmond School District (SD38) and Vancouver Coastal Health, all of which operate essential services that directly contribute to the well-being of people with disabilities in the community. The City will continue to foster opportunities for ongoing dialogue, information-sharing and collaboration with public-sector agencies to address participation barriers across public systems and services in Richmond.

Richmond Public Library

The Richmond Public Library (the Library) has a wide range of programs and services that offer opportunities for all community members, including people with disabilities, to learn, connect and experience a sense of belonging in Richmond. Through its work with the City and community partners, the Library continues to advance barrier-free access and

accessibility of both its digital and physical collections, customer experience and services and employment practices. The Library is committed to fostering welcoming and supportive spaces that are equitable and inclusive for people of all ages and abilities to enjoy.

The Private Sector

The private sector has and will continue to play an important role in advancing accessibility. This sector provides goods and services; builds housing and infrastructure; develops technology and communication systems; creates employment opportunities; and influences many other important aspects of community life that have a direct impact on the ability of people with disabilities to fully participate in community life.



Alignment with Other City Plans and Strategies

The advancement of accessibility is an ongoing priority for the City. The *Richmond Accessibility Plan 2023–2033* aligns with and is supported by many City Council-adopted plans and strategies that include actions to further accessibility and inclusion in the community. Current City strategies and plans that align with the Plan are listed below and summarized in the Appendix.

- Richmond 2041 Official Community Plan (OCP)
- Council Strategic Plan 2022–2026
- Building Our Social Future: A Social Development Strategy for Richmond 2013–2022 (update in progress)
- Richmond Community Wellness Strategy 2018–2023
- 2017–2022 Richmond Child Care Needs Assessment and Strategy (update in progress)
- 2021–2031 Richmond Child Care Action Plan
- 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond
- 2022 Parks and Open Space Strategy (POSS)
- ArtWorks: Richmond Arts Strategy 2019–2024
- City of Richmond Affordable Housing Strategy 2017–2027
- City of Richmond Seniors Strategy 2022–2032
- Community Energy and Emissions Plan (CEEP) 2050
- Cultural Harmony Plan 2019–2029
- Dementia-Friendly Community Action Plan 2019
- Recreation and Sport Strategy 2019–2024
- Richmond Homelessness Strategy 2019–2029

- Richmond Youth Strategy 2022–2032

The City is also working to further accessibility and inclusion within the organization by incorporating diversity, equity and inclusion best practices and strategies into its corporate culture. Through its ongoing efforts, the City will continue to promote a workplace that values every staff member's unique identities and contributions.

Additionally, the City and Library continue to work closely together to coordinate approaches to advancing accessibility. In 2019, the Library Board adopted the Library's Diversity and Inclusion Statement, demonstrating its commitment to delivering inclusive services and fostering an environment of respect, tolerance and understanding. Further to this, the values, goals and priorities outlined in the Richmond Public Library Strategic Plan 2019–2021 (update in progress) work in alignment with the recommended actions in the Plan to collaboratively support Richmond's diverse and growing community.



Developing the Plan

The Act established a set of guiding principles that organizations, including municipalities, are required to apply when developing their multi-year accessibility plans. These principles were integrated throughout all phases of development for the *Richmond Accessibility Plan 2023–2033*, which included meaningful consultation with people with disabilities as well as the individuals and organizations that support them.

Guiding Principles

The following principles (detailed in the British Columbia Framework for Accessibility Legislation)⁴⁰ were used to guide the Plan’s development. Ongoing updates and revisions made to the Plan will continue to reflect these principles. Each principle has been adapted for the City as follows:

- **Inclusion:** All community members, including persons with disabilities, are able to participate fully and equally in Richmond.
- **Adaptability:** Disability and accessibility are evolving concepts and the needs of people with disabilities will continue to evolve as services, technology, and attitudes change.
- **Diversity:** Every person is unique. People with disabilities are individuals with varied backgrounds. Individual characteristics including race, gender, sexual orientation, religion, and lived experience greatly inform the experiences of individuals. The Plan acknowledges the principle of intersectionality and the diversity within the disability community.
- **Collaboration:** Promoting accessible communities is a shared responsibility and everyone has a role to play. Opportunities are created for organizations and community members to work together to further access and inclusion.
- **Self-determination:** People with disabilities make their own choices and pursue the lives they wish to live in Richmond.

- **Universal Design:** Defined by the Centre for Excellence in Universal Design as the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, ability or disability.⁴¹ The built environment in Richmond is designed to meet the needs of the broadest range of people who wish to use city places and spaces.



Community Consultation

Consultation involved a diverse group of community members, including people with disabilities, their family members and caregivers, community organizations that support people with disabilities, community groups and City Council-appointed Advisory Committees.

Participating Organizations:

- ALS Society of British Columbia
- Alzheimer Society of British Columbia
- Aspire Richmond
- Autism Speaks
- BC Centre for Ability
- Canadian National Institute for the Blind
- Developmental Disabilities Association
- inGIRLS CLUB
- Kwantlen Polytechnic University – Employment and Community Studies Program
- Pacific Autism Family Network
- Pathways Clubhouse Society of Richmond
- Richmond Centre for Disability
- Richmond Poverty Reduction Coalition
- Richmond Therapeutic Riding Association
- Rick Hansen Foundation
- Special Olympics British Columbia – Richmond
- Wavefront Centre for Communication Accessibility

Consultation Details:

To gain insight into the lived experience, goals and priorities of people with disabilities in Richmond, a number of different consultation methods were used, including:

- Four focus groups with members of the disability community, including people with disabilities, their family members and caregivers and representatives from community organizations. The focus groups were designed using best practices for accessibility, including the provision of ASL interpretation and captioning;
- Nine interviews with representatives from community organizations that support people with disabilities in Richmond;
- Meetings with the Include Me and Self Advocacy groups from Aspire Richmond;
- Presentations to the Richmond Seniors Advisory Committee and the Richmond Centre for Disability Board of Directors; and
- Ongoing discussion with the Richmond Accessibility Advisory Committee.

Key Questions:

To better understand the experiences of people with disabilities in the community, the following key questions were used to guide consultation:

- Barriers and suggested solutions to improve accessibility in the community with a focus on the built environment, programs and services, information and communication, employment and procurement;
- Current City strengths and local best practices to learn and build from; and
- Key priorities and potential actions to include in the Plan.

In addition, findings from accessibility-related studies and other City consultation helped inform the development of the Plan. This included neighbourhood accessibility assessments conducted by Richmond residents,

as part of the Stakeholders' Walkability/Wheelability Audit in Neighbourhoods (SWAN), and consultation results from the City's Seniors Strategy 2022–2032.

Following consultation, a series of workshops were held with City and Library staff from the Interdepartmental Accessibility Committee to discuss learnings and outline potential actions for inclusion in the Plan that addressed key findings and themes identified throughout the consultative process.



Key Findings



What does accessibility mean to you?

"Creating spaces where people with disabilities feel confident and empowered to live the lives of their choosing."

- Focus Group Participant

Based on the feedback received during consultation a number of key findings and themes emerged about the different types of barriers people with disabilities experience in the community. The following section provides an overview of the findings including opportunities for improvement, all of which informed the development of actions in the Plan.

Engaging People with Disabilities

Throughout consultation, people with disabilities and community organizations focused on the need for people with disabilities to have equitable opportunities to contribute to and inform the processes, programs and initiatives that directly impact their lives. Promoting their active participation is in keeping with the principle, “Nothing About Us Without Us,” which emphasizes that people with disabilities are experts in their own lives and know what they require to best meet their needs and achieve their goals. Furthering opportunities to foster dialogue with people with disabilities was identified during consultation as important to increasing understanding of barriers to participation and the complexity of disability as well as implementing effective solutions for meaningful change in the community.



What does accessibility mean to you?
“Elimination of stigma through education and awareness as well as a more inclusive environment.”

- Focus Group Participant

The Importance of Accessibility throughout Planning

The importance of considering accessibility during all phases of planning and development of any new project or initiative was frequently raised during consultation by both people with disabilities and community organizations as they felt this would reduce the need for accommodations and retrofits. The initial stages of planning were noted as being particularly crucial given that accessibility can be most effectively integrated into an initiative's overall design during this stage, leading to more accessible outcomes. As a component of planning, the City's purchase of goods and services or procurement was also identified as a key process for incorporating accessibility considerations, so that selected goods and services meet the needs of a broader range of people in the community.

Strengthening Capacity

Richmond is home to many accessibility and disability organizations that work closely together to support people with disabilities in the community. The City frequently engages with these organizations through City-led focus groups, discussions and committees to facilitate the development of initiatives and gain insight into the needs of people with disabilities in Richmond. During consultation, participating organizations identified the opportunity to further build and strengthen this approach by expanding collaborative opportunities among these organizations and the City as well as other key partners, such as the Library and Community Association and Societies. Enhancing the capacity of the community to collectively respond to the needs identified by people with disabilities was viewed by community organizations as beneficial to supporting the City's ongoing efforts to advance accessibility in Richmond.

Additionally, increasing capacity to advance accessibility within and at all levels of the organization is a priority for people with disabilities and community organizations. Specific recommendations during consultation included sustaining and expanding current training to support awareness of

accessibility barriers from the perspectives of the entire spectrum of disability, including individuals with mental health-related disabilities and multiple disabilities; offering specialized training related to specific areas of planning and service delivery; and promoting the continuity of knowledge for public-facing roles that often have more frequent staff turnover. It was also identified that the development of supplemental tools and organizational resources is important as this will consolidate learning and support the City's dedication to providing consistent, high quality customer experiences for every member of the community.



What does accessibility mean to you?

"Creating networks and promoting awareness of community-based services to support people with disabilities within the community."

- Focus Group Participant

Furthering Universal Access in the Built Environment

Consultation highlighted that the City continues to advance accessibility in the built environment and remains responsive to addressing barriers experienced by people with disabilities. The high level of accessible design in new City facilities and the City's ongoing efforts to improve access in the built environment were recognized as key strengths by both people with disabilities and community organizations.

To build on these achievements, emphasis was placed on the importance of incorporating accessibility into the initial stages of planning for new buildings and infrastructure. During consultation, people with disabilities and community organizations spoke of how this would increase opportunities to implement universal features and increase people's holistic experience in these facilities and spaces. Other recommendations included maintaining consistency across infrastructure, such as design, placement and availability of sidewalks, curb cuts and crosswalks and ongoing accessibility updates to older City facilities, playgrounds and parks. In particular, increasing the number of accessible washrooms and change rooms, including those with lifts and adult change tables, available in Richmond was emphasized. To promote more inclusive mobility in the community, recommendations were made to continuously expand active transportation networks. This included networks connecting to and through City parks and public spaces. Using a consistent and standardized approach to wayfinding in the community was also identified.

Temporary changes in the built environment caused by construction, events, weather-related incidents, such as snow or flooding, or scheduled services, like garbage collection days, were identified as being particularly challenging by people with disabilities as these create obstacles that impact people's ability to move safely through the built environment. A priority for people with disabilities during consultation was the provision of accessible information about temporary changes in the built environment. This will support them to confidently plan trips around the community and safely

navigate changes in the built environment. The importance of ongoing efforts to prevent these types of barriers was also identified.



What does accessibility mean to you?

“Providing opportunities for people of all walks of life to participate in the community and supporting the entire spectrum of disability, including mental health and dual disability.”

- Focus Group Participant

Enhancing Access to Programs and Services

People with disabilities are a diverse group of individuals with a vast array of interests, goals, skills and needs. Programs and services that reflect these varied interests will be increasingly in demand over the next ten years as the number of individuals with disabilities continues to grow in Richmond.

Advancing a community-wide approach through continued collaboration with organizations that support people with disabilities will ensure programs and services are tailored to meet evolving needs. By continuously working to identify, remove and prevent barriers, the multitude of programs and services offered by the City—from tax payments to recycling services, programs at community facilities including age-friendly and dementia-friendly activities, major events and other offerings available in the community—will become increasingly inclusive for everyone.

A priority for people with disabilities identified during consultation is to expand the number of programs and services that promote access across the spectrum of disability, including the availability of accessibility supports. Recommendations included developing more options for people who are neurodivergent, have sight or hearing loss, are Deaf or have multiple disabilities. Another important consideration identified during consultation was ensuring that program information is consistently easy-to-find and available in accessible formats. This included streamlining access to information regarding the accessibility of programs and services. Both people with disabilities and community organizations also encouraged more alternatives to online registration processes. Online registration can pose challenges for some people with disabilities, including those who are neurodivergent, or use accessible communication platforms and devices, to access programs and services.

Increasing Access to Information

In recent years, there has been a rapid shift to digital technologies, which was further accelerated during the pandemic. This has created challenges for those with lower levels of digital literacy and/or limited access to technology,

including some people with disabilities. During consultation, people with disabilities shared how the transition to predominantly online forms of communication has benefitted some people with disabilities and also created significant challenges to accessing information for others.

Offering digital communications in a variety of accessible formats and designs is important to people with disabilities. In addition, providing access to information in a variety of non-digital formats, including print and phone options, was raised as a priority for people with disabilities during consultation. The importance of making considerations for other barriers, such as language barriers, was also identified. Consultation highlighted that this is essential when providing emergency information so people with all types of disabilities receive clear updates, understand what services are available and if any contingencies are in place.

Inclusive Employment Practices

During consultation, people with disabilities spoke broadly of the different barriers they face to accessing and maintaining meaningful employment within the community, including stigma and prejudice. Recommendations focused on the importance of evaluating the accessibility of recruitment and hiring processes, and exploring customizable opportunities, such as job sharing and reduced work schedules, as opportunities to increase access to employment for people with disabilities. The City's Employment Program for People with Disabilities was highlighted as an important program that works to remove barriers to employment with the City for people with disabilities. People with disabilities also identified that ongoing accessibility improvements to work spaces, and the provision of necessary supports and accommodations for people with disabilities to succeed in their roles are essential to promoting meaningful participation in the workforce. As healthy and supportive work environments are key to promoting the well-being of the entire organization, it was communicated that increasing inclusion through employment practices would benefit all staff.

Accessibility Benefits Everyone

An overarching theme of the consultation was that accessibility benefits everyone. When a community is accessible, each person has access to what they need to learn, grow and take charge of their own lives, regardless of ability or disability. As a result, the responsibility to advance accessibility was regarded throughout consultation as something that should be a priority for all City departments and the Richmond Public Library. This included addressing barriers within the City's scope of responsibilities and advocating for solutions in areas outside of its scope to senior levels of government, such as increasing accessible taxicabs and ride-hail vehicles. With its numerous benefits—from improving public safety to reducing stigma of visible and invisible disabilities, addressing labour shortages, diversifying perspectives from civic engagements, and increasing community participation and connectedness—accessibility matters to the City of Richmond, its residents and visitors.





Strategic Pillars and Actions

The Plan provides a framework to advance accessibility in Richmond over the next ten years and consists of six pillars and 34 recommended actions. Encompassing organization-wide initiatives and targeted approaches, the recommended actions build on ongoing work that has been accomplished to date and respond to identified community needs. The six pillars are:

1. An Accessible Community
2. An Inclusive Organization
3. Accessibility in the Built Environment
4. Accessible Programs and Services
5. Accessible Communications and Technology
6. Research and Monitoring

As the needs and experiences of people with disabilities overlap with initiatives outlined in many Council-approved strategies (Appendix), the Plan focuses on actions to advance accessibility in the city that are not currently addressed through other City strategies. Information collected during the development of the Plan that relates to particular actions within other strategies will be shared with relevant departments to further their work.

The Act requires the City to identify, remove and prevent barriers experienced by people with disabilities when interacting with the City, including its built environment, programs and services, and information, communications and technology. As well, the Act requires the City to identify, remove and prevent barriers within the organization that are experienced by staff with disabilities. As a result, making Richmond more accessible is a corporate responsibility. The actions outlined in the Plan create a ten-year framework to effectively advance accessibility throughout the City's planning and service delivery as well as across physical and social infrastructure. Successful implementation of these actions will require the shared commitment and collaboration of departments across the organization. The City and Library will continue to collaborate closely to ensure an aligned approach throughout the Plan's implementation, with the intent being the Library will use the Plan to guide its work in creating more accessible resources, programs and spaces. To comply with the Act, the Plan will continue to be revised and updated every three years, with guidance provided by the Richmond Accessibility Advisory Committee and feedback received through the accessibility feedback mechanism.

With accessibility best practices continuing to evolve, many of these actions are ongoing in nature in order to continuously improve accessibility and adapt to emerging community needs. Actions outlined in the Plan have been identified as short-term (0–3 years), medium-term (4–6 years), long-term (7–10 years) or ongoing, with the understanding that the actions will be updated and revised every three years to reflect changing community needs and priorities.

Strategic Pillar 1: An Accessible Community

When accessibility is integrated into the foundation of a community, everyone benefits. An accessible community fosters inclusivity, increased connections and barrier-free participation so that everyone can access the physical, economic, social and cultural aspects of a community. Taking a holistic approach through ongoing collaboration between community organizations, public-sector agencies, the private sector and senior levels of government is essential to effectively remove and prevent barriers across all aspects of community life. Accessible opportunities to participate in civic engagement processes support the increased choice and self-determination of people with disabilities as they are able to engage in matters that are important to them and that affect their lives. When all community members have the ability to contribute to civic life, it enhances the overall sense of belonging and inclusion in the community.

Recommended Actions

- 1.1 Enable equitable engagement of people with disabilities by identifying, removing and preventing barriers to participation in civic engagement processes and initiatives. Examples include Richmond's municipal elections, City Council meetings, community consultation opportunities, City Advisory Committees and the Richmond Public Library Board. ~ Short-term
- 1.2 Implement new initiatives related to stigma reduction and awareness campaigns that demonstrate that the community values the contributions and participation of people with disabilities. ~ Short-term
- 1.3 Collaborate with people with disabilities, non-profit organizations, public-sector agencies, the private sector and senior levels of government to explore opportunities to align approaches and create greater impact in furthering accessibility and inclusion throughout the community. ~ Ongoing

- 1.4 Identify new opportunities to participate in and share accessibility-related information among networks that advance Richmond as an accessible community. ~ Medium-term
- 1.5 Advocate to senior levels of government regarding the need for increasing resources to respond to the needs of Richmond residents with disabilities. ~ Ongoing



Strategic Pillar 2: An Inclusive Organization

Applying an accessibility lens to the policies, practices and processes that determine how an organization operates and makes decisions is important for addressing barriers at a systemic level. Integrating accessibility into the organizational structure supports an inclusive, diverse and equitable workplace and corporate culture. Sustaining and expanding accessibility-related training and development opportunities strengthens organizational capacity to advance accessibility within all areas of planning and service delivery and respond to the requirements of the Accessible British Columbia Act.

Recommended Actions

- 2.1 Review policies, procedures, processes and bylaws with an accessibility lens to identify opportunities to support barrier-free access and update as required. Examples include customer service procedures, permit and licence application processes, needs assessments and procurement requirements. ~ Ongoing
- 2.2 Develop and implement a comprehensive corporate training program to increase organizational awareness and capacity regarding identifying, preventing and removing accessibility barriers. ~ Short-term
- 2.3 Further the organization's commitment to advancing diversity, equity and inclusion by incorporating an accessibility focus into corporate culture. ~ Short-term
- 2.4 Develop and implement an inclusive employment strategy to continue fostering a workplace that reflects the diverse community, including the evaluation of recruitment and hiring practices. ~ Medium-term
- 2.5 Promote awareness of the BC Human Rights Code, including awareness of the employer's duty to accommodate, and provide resources to facilitate access to supports and accommodations when required. ~ Ongoing

Strategic Pillar 3: Accessibility in the Built Environment

Applying universal design principles to planning, developing and upgrading the built environment increases opportunities for participation, social connection and active living for all community members. Staying up-to-date on technological developments and innovative, accessible practices promotes solutions that continuously evolve to reflect changing needs. Continuing to incorporate these best practices into the City's Enhanced Accessibility Design Guidelines and Technical Specifications optimizes accessibility planning in the built environment for both public and staff and promotes aligned approaches among City departments.

Recommended Actions

- 3.1 Incorporate accessibility improvements in the built environment when planning annual City facility upgrades, capital projects and maintenance schedules. ~ Ongoing
- 3.2 Review City standards, plans and guidelines related to the built environment to identify opportunities to align and promote efforts to advance accessibility. Examples include Engineering Drafting and Design Standards, Parks and Open Space Strategy, and Enhanced Accessibility Design Guidelines and Technical Specifications. ~ Medium-term
- 3.3 Update the City's Enhanced Accessibility Design Guidelines, including identifying opportunities to expand the guidelines to other areas of the built environment in the city, such as plazas, community gardens and sensory-friendly spaces. ~ Medium-term
- 3.4 Enhance inclusive mobility throughout Richmond by integrating best practices in accessible design and innovative technologies into wayfinding systems. ~ Ongoing

- 3.5 Expand active transportation networks that promote accessible connections throughout the community, including routes to and from City facilities, parks and open spaces. ~ Ongoing
- 3.6 Develop and implement procedures to maintain access during temporary changes to the built environment, including planning for and communicating safe alternatives and temporary accessible paths of travel. ~ Long-term
- 3.7 Explore ways to address challenges in the built environment faced by people with disabilities during extreme weather incidents, such as flooding, extreme heat and snow. ~ Short-term



Strategic Pillar 4: Accessible Programs and Services

Accessible programs and services increase participation of people with disabilities and reduce the need for retroactive solutions and accommodations. Remaining informed of new and emerging practices in accessible program and service delivery supports an approach that continuously evolves to meet the diverse needs of the growing number of people with disabilities in Richmond. Continuing to collaborate with people with disabilities and community organizations that support people with disabilities in the development of new programs and services ensures that the organization is responsive to the varied interests and goals of people with disabilities.

Recommended Actions

- 4.1 Evaluate current programs and services from an accessibility perspective to identify opportunities to enhance participation and access for people with disabilities, including opportunities for collaboration with community organizations. ~ Short-term
- 4.2 Research and monitor community-based data and best practices and further engage people with disabilities to identify and develop new programs and services that respond to the diverse and changing needs of people with disabilities in Richmond. ~ Ongoing
- 4.3 Explore new opportunities to increase supports for people with disabilities to participate in programs and services, including ways to streamline access to and increase awareness of available supports. ~ Medium-term
- 4.4 Enhance inclusive volunteer opportunities for people with disabilities and strengthen volunteer capacity to support all program participants, including people with disabilities. ~ Medium-term

Strategic Pillar 5: Accessible Communications and Technology

Advancements in technology continue to transform how people with disabilities access information and engage in community dialogue. Information and communication methods in accessible formats, including non-digital formats, that provide variety and choice are fundamental to enhance access to information. When people with disabilities are able to access information, they are better able to determine which opportunities, programs and services meet their needs and interests, and better communicate what their needs are to more fully participate.

Recommended Actions

- 5.1 Review the City's Corporate Communications and Marketing standards, such as the Editorial Style Guide and Graphic Standards Manual, through the lens of accessible communications best practices to identify opportunities to increase access to information for people with disabilities. ~ Short-term
- 5.2 Develop standards to ensure emergency and time-sensitive information communicated by the City is accessible and considers the needs of people with disabilities. ~ Short-term
- 5.3 Continue to remove barriers to accessing information on the City and Library websites by incorporating current accessibility standards. ~ Ongoing
- 5.4 Conduct an audit of technology platforms, such as LetsTalkRichmond.ca and the MyRichmond app, to identify accessibility barriers and explore potential improvements to align with accessibility standards and best practices. ~ Long-term
- 5.5 Develop tools, resources and guidelines to increase capacity of staff to advance accessible communication practices in a variety of formats that enable all community members to readily access information and increase awareness of community opportunities and initiatives. ~ Ongoing

Strategic Pillar 6: Research and Monitoring

Maximizing the independence and choice of people with disabilities requires a commitment to staying apprised of the issues that impact them. As new regulations are introduced through the Accessible British Columbia Act and the community continues to grow and change, ongoing research and review of the Plan will be required. Monitoring the Plan's implementation will be conducted on an ongoing basis as will the refinement of the Plan's actions by incorporating public and staff feedback, as required by the Act. This will ensure implementation of the Plan is responsive to the current community context and the evolving needs of people with disabilities in Richmond. Maintaining awareness of the latest accessibility standards, trends and best practices will also be essential for informing the Plan's implementation and overall advancement of accessibility in Richmond.

Recommended Actions

- 6.1 Develop a community data profile to support all City departments in monitoring and analyzing trends in accessibility to respond to emerging and changing community needs. ~ Short-term
- 6.2 Monitor and evaluate the implementation of the Plan and report out on a biennial basis. ~ Ongoing
- 6.3 Revise and update the Plan every three years based on guidance provided by the Richmond Accessibility Advisory Committee and feedback received through the accessibility feedback mechanism. ~ Ongoing
- 6.4 Provide dedicated resources, including staff positions as required, to support the implementation of the Plan and respond to new standards introduced through the Accessible British Columbia Act. ~ Ongoing
- 6.5 Incorporate actions into City Department Annual Work Plans to advance action in the Plan and respond to information received through the City's accessibility feedback mechanisms. ~ Ongoing

- 6.6 Research and evaluate accessibility best practices, standards and emerging technologies relevant to each City department, to identify opportunities for implementation in Richmond. ~ Ongoing
- 6.7 Explore and apply for grants relevant to implement new initiatives that advance accessibility and respond to the Accessible British Columbia Act. ~ Ongoing



Implementation of the Plan

Implementation of the Plan is a corporate responsibility and will require intentional efforts and resources from all City departments as well as ongoing collaboration with key partners, including the Richmond Public Library, Community Association and Societies and community organizations that support people with disabilities. As part of the City's ongoing implementation efforts, accessibility-related actions will be included in Department Annual Work Plans to form an organizational approach to advancing accessibility in Richmond. To ensure implementation of the Plan remains responsive to emerging community needs and to feedback received through the new accessibility feedback mechanism, in accordance with the Act, the actions will be revised every three years. As new standards are introduced through the Act, the Plan will also be revised as needed to reflect any additional requirements.

Increasing organizational capacity to address barriers experienced by people with disabilities will be critical to the successful implementation of the Plan. Initial work to advance actions in the Plan will focus on strengthening the ability of staff to identify, prevent and remove barriers experienced by people with disabilities in the community through the development of an accessibility training program and the implementation of accessibility-related resources and tools. Continuing to work closely with the strong network of community organizations that support people with disabilities in Richmond as well as with public-sector agencies, the private sector and senior levels of government will be essential to promoting the advancement of accessibility across the community. Enhancing these networks and creating ongoing opportunities for people with disabilities to inform the development of accessibility-related initiatives in Richmond will be crucial to advancing accessibility in a way that benefits all community members who work, play, live and visit Richmond.

Key Outcomes

The following key outcomes will be used as guideposts to measure the overall impact and effectiveness of the Plan in advancing accessibility and inclusion in Richmond.

- Accessibility is regarded as a corporate responsibility and focus area within the City's thriving corporate culture.
- Capacity to advance accessibility within the organization has increased through the implementation of ongoing training opportunities, increased access to tools and resources and strengthened community networks.
- Understanding of the diverse range of barriers experienced by people with disabilities, as well as ways to remove and prevent them, is demonstrated consistently across the organization.
- Accessibility considerations are incorporated into the early planning phases of all new policies, projects and initiatives and people with disabilities actively contribute to their development.
- Richmond's community networks are strong, well-developed and diverse. They include community members and community organizations supporting people with disabilities, and take collective action to advance accessibility and inclusion.



Conclusion

With new provincial accessibility legislation, British Columbia is in the midst of a culture change that is bringing the importance of advancing accessibility and inclusion to the forefront. The Accessible British Columbia Act establishes the role and responsibility of public-sector agencies, including municipalities, to remove barriers and make spaces more accessible and inclusive for all community members.

The *Richmond Accessibility Plan 2023–2033* is a ten-year framework that represents the City's commitment to furthering accessibility and inclusion in Richmond. The Plan will guide the organization in identifying, removing and preventing barriers throughout the community, as well as fostering ongoing dialogue with people with disabilities and those who support them.

Ongoing collaboration by the City, Richmond Public Library, Richmond Accessibility Advisory Committee, Community Associations and Societies, community organizations, public-sector agencies, the private sector, senior levels of government and most importantly, people with disabilities, their families and caregivers will be essential moving forward. Working together will promote the advancement of meaningful access to meet the current and emerging needs of people with disabilities in Richmond.

Advancing accessibility benefits everyone. When people with disabilities are empowered to be active contributors in the community through increased independence, choice and participation, their diverse perspectives, knowledge and experiences are able to help shape a city that is livable and appealing for everyone.



Appendix: Aligned Strategies

The City has developed a range of plans and strategies that contribute towards making Richmond more accessible for all members of the community. The following section outlines supporting actions, objectives and strategic directions across departments that have been adopted by City Council and align with the *Richmond Accessibility Plan 2023–2033*.

Richmond 2041 Official Community Plan (OCP)

Richmond's 2041 Official Community Plan (OCP) establishes the City's commitment to social equity and inclusion and its goals for an accessible, diverse and connected community through the following objectives:

- Facilitate the establishment of an equitable, inclusive community, whereby City plans, policies, services and practices respect the diverse needs of all segments of the population.
- Meet the existing need and future demand for accessible housing for the increasing population that has difficulties with or a reduction in their daily activities, such as individuals with mobility challenges.
- Provide a full range of appealing, welcoming places for residents and visitors of all ages and backgrounds to walk, roll, exercise, play, socialize and engage in healthy, active lifestyles.
- Strengthen pedestrian, rolling (wheelchairs, scooters, etc.) and cycling linkages among every element of the city (neighbourhoods, schools, civic spaces, neighbourhood shopping centres, parks, natural areas, streets, commercial areas and industrial parks).
- Encourage sustainable travel by enhancing the safety, comfort and accessibility of the transportation system for vulnerable road users, such as pedestrians, the mobility challenged and cyclists.

Council Strategic Plan 2022–2026

The Council Strategic Plan identifies the collective priorities and focus areas for City Council and allows the City to provide effective management and delivery of services that address the current and future needs of Richmond's growing and evolving community. The strategic plan works to support the Richmond Accessibility Plan through the following focus areas:

- Focus Area 1 – Proactive in Stakeholder and Civic Engagement
- Focus Area 3 – A Safe and Prepared Community
- Focus Area 6 – A Vibrant, Resilient and Active Community

Building Our Social Future: A Social Development Strategy for Richmond 2013–2022 (update in progress)

Richmond's Social Development Strategy guides the City in building Richmond's social future and cites the City's commitment to furthering community accessibility. The City is currently in the process of updating the Social Development Strategy. The actions most related to the Richmond Accessibility Plan include:

- Establish cost-effective accessibility design specifications for affordable housing developments.
- Review and refine universal accessibility guidelines for multiple family residential dwellings, and promote the incorporation of adaptable design features in new single family developments.
- Establish formal targeted approaches to increase employment opportunities with the City for people living with disabilities.
- Ensure that, to the extent possible, City facilities and the public realm, such as parks and sidewalks, are accessible.
- Strive to ensure that City land use plans, policies and developments support aging in place; examples include diverse housing forms, accessible outdoor public spaces and built environments, and public realm features which encourage physical activity and social connections.

- Strives to ensure that key written information is presented in plain English and in additional languages, as appropriate.

Richmond Community Wellness Strategy 2018–2023

Richmond's Community Wellness Strategy guides the City's approach, in partnership with Vancouver Coastal Health – Richmond and Richmond School District No. 38, to promote healthy lifestyles and wellness outcomes for Richmond residents. The focus areas listed below most relate to advancing accessibility and inclusion within Richmond's physical and social environment:

- Focus Area 3 – Enhance equitable access to amenities, services and programs within and among neighbourhoods.
- Focus Area 4 – Facilitate supportive, safe and healthy natural and built environments.

2017–2022 Richmond Child Care Needs Assessment and Strategy (update in progress)

The Richmond Child Care Needs Assessment and Strategy promotes the planning and delivery of affordable, accessible and quality child care services in Richmond. The City is currently in the process of updating the Richmond Child Care Needs Assessment and Strategy. The collective efforts of the City, child care operators and community partners in addressing accessibility barriers are exemplified through the following actions:

- Work with the City departments and sections, like Accessibility and Inclusion, Planning, and Project Development, as well as external organizations who focus on accessibility issues to:
 - Incorporate barrier-free design into new City-owned early childhood development hubs and child care facilities; and
 - Explore innovations in child care facility design for both indoor and outdoor areas that would enhance the inclusion of children who require extra supports.

- Continue to monitor funding and grant opportunities along with future actions planned by senior levels of government regarding child care initiatives to maximize opportunities to enhance affordable, accessible and quality care in Richmond.

2021–2031 Richmond Child Care Action Plan

The Richmond Child Care Action Plan builds on the Child Care Needs Assessment and Strategy. The plan demonstrates the City’s ongoing commitment to expand and enhance quality child care choices in Richmond, including choices that are more accessible for children and families. The actions most related to the Richmond Accessibility Plan include:

- Collaborate with the Richmond School District to meet the space creation targets identified in this plan for school age care on-site or within walking distance of schools.
- Facilitate the development of a community Quality and Inclusion Strategy to support child care facilities in Richmond.
- Promote and assist the improvement of consistent and quality Child Care in Richmond through targeted City support and/or grant opportunities.

2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond

The Collaborative Action Plan to Reduce and Prevent Poverty in Richmond (Poverty Reduction Plan) acts as a guide for the City, Community Associations and Societies, community organizations, public-sector agencies and the business community to improve access to services and supports and increase inclusion and belonging for individuals and families at risk of or living in poverty in Richmond. As people with disabilities are at increased risk of living in poverty, the following actions from the Poverty Reduction Plan work in support of the Richmond Accessibility Plan:

- Provide accessible community wellness opportunities for residents at risk of or living in poverty. Examples include dental clinics and mental wellness-based programming.

- Develop programs and services that respond to the specific needs of demographics at risk of or living in poverty. Examples include energy poverty reduction programs, financial literacy training for young adults, and family-based outreach programming.
- Implement targeted outreach that facilitates connections to community programs and services for residents at risk of or living in poverty, such as community navigator programs.

2022 Parks and Open Space Strategy (POSS)

The POSS is a comprehensive parks and open space strategic plan that guides the City's approach to the delivery of services in parks and the development of the open space system. It aims to provide a complete understanding of the evolution of the system, from its history to the state of the current system in Richmond as well as identifying how the current system is changing and will continue to change. The strategy also defines desired outcomes so that the community will be able to continue to enjoy the benefits of healthy, vibrant parks, trails, greenways, natural areas, waterfronts and the urban realm. The actions most related to the Richmond Accessibility Plan include:

- Provide more opportunities for people to feel connected to their community and to be physically active.
- Incorporate a greater diversity of activities and functions to both accommodate changing and diversifying community needs.

ArtWorks: Richmond Arts Strategy 2019–2024

The Richmond Arts Strategy leads the City's approach for arts and cultural development to ensure affordable and accessible arts for all in addition to the promotion of inclusivity and diversity in the arts. The strategy focuses on enhancing accessibility and social connectedness through the following actions:

- Incorporate creative wayfinding elements to improve navigability and visibility to cultural events and venues.

- Identify ways to ensure cultural venues and other spaces providing arts experiences are appealing and welcoming to newcomers, people living with disabilities, LGBTQ2S residents and other typically under-represented groups.
- Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative consultation and art.
- Work with the City's Accessibility Coordinator to identify and address physical accessibility challenges to attending festivals, visiting cultural venues and exploring public art.

City of Richmond Affordable Housing Strategy 2017–2027

The Affordable Housing Strategy steers the City's response in developing and sustaining safe, suitable and affordable housing options for residents living in Richmond. Priority groups identified in the strategy include people with disabilities who are supported through the following actions:

- Set a target of securing 85% of all Low-end Market Rental (LEMR) and non-market units as Basic Universal Housing.
- Continue to encourage market developments to be built with Basic Universal Housing features.
- Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development to ensure that some LEMR units are designed with adaptable features to support the priority groups in need (i.e., persons with disabilities).
- Continue to build relationships with non-profit organizations to obtain input into housing needs and design for program clients that require accessibility features.
- Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development to ensure that some LEMR units are designed with adaptable features to accommodate.

City of Richmond Seniors Strategy 2022–2032

The Seniors Strategy demonstrates the City’s commitment to supporting seniors in aging well and remaining healthy and active in Richmond. The strategy’s vision is that “seniors living in Richmond are safe, respected, healthy and engaged in their communities.” The strategy works to support the Richmond Accessibility Plan through five strategic directions:

- Strategic Direction 1 – Age-friendly neighbourhoods that support seniors to age in place
- Strategic Direction 2 – Diverse, accessible and inclusive programs and services for seniors at all stages
- Strategic Direction 3 – Communication and awareness of programs and services available for seniors
- Strategic Direction 4 – Education and understanding about healthy aging
- Strategic Direction 5 – Planning for a growing population of seniors

Community Energy and Emissions Plan (CEEP) 2050

The CEEP 2050 supports the City’s goals for equity, affordability and sustainability in Richmond and includes a focus on centering equity into the design and implementation of climate action initiatives. While guiding the City’s approach to achieving deeper greenhouse gas emission reduction targets, the plan also works to improve inclusive mobility in Richmond through the following actions:

- Implement OCP and Local Area Plan objectives for compact, complete neighbourhoods throughout Richmond, with a range of services, amenities and housing choices, and sustainable mobility options within a five-minute walk of homes.
- Prioritize active transportation with investments in walking, rolling and cycling infrastructure that is safe, connected, easy to navigate, and accessible.
- Work with TransLink to increase transit service frequency and foster wider use of transit by implementing and upgrading transit stops that

are well-integrated with active transportation (walking/rolling, cycling) and with car-sharing networks.

Cultural Harmony Plan 2019–2029

The Cultural Harmony Plan represents the City's commitment to strengthening intercultural connections, removing barriers to participation and responding to the evolving needs of Richmond's increasingly diverse population. The actions most related to the Richmond Accessibility Plan include:

- Explore participation in networks that work towards building inclusive societies.
- Develop and implement a diversity and inclusion training program for City and Community Associations and Societies staff and volunteers to better serve Richmond's diverse population.
- Undertake a comprehensive review of City and Community Associations and Societies programs and services from a diversity and inclusion perspective, identifying gaps and improvements, and implementing any actions that have been identified.

Dementia-Friendly Community Action Plan 2019

The Dementia-Friendly Community Action Plan guides the City's approach in supporting people living with dementia and their families and caregivers in Richmond. As dementia can impact an individual's ability to perform activities of daily living independently, the plan works to address barriers through four strategic directions so people living with dementia can sustain both activities and relationships:

- Strategic Direction 1 – Awareness, Education and Stigma Reduction
- Strategic Direction 2 – Built Environment
- Strategic Direction 3 – Programs and Services
- Strategic Direction 4 – Support for People Living with Dementia and their Caregivers

Recreation and Sport Strategy 2019–2024 Focus Areas

The Recreation and Sport Strategy guides the City's planning and delivery of recreation and sport opportunities in Richmond by building on its strong and successful foundation. The strategy focuses on encouraging residents of all ages to enjoy the benefits of an active and involved lifestyle. The focus areas most related to the Richmond Accessibility Plan include:

- Focus Area 2 – Engaged Community
 - Recreation and sport opportunities are accessible, inclusive and support the needs of a growing and diverse population in Richmond.
- Focus Area 4 – Active People and Vibrant Places
 - Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.

Richmond Homelessness Strategy 2019–2029

The Homelessness Strategy provides a collaborative, action-oriented strategy for the homeless-serving system in Richmond that focuses on advancing an inclusive community where homelessness is rare, brief and non-recurring by 2029. With various factors having the potential to lead a person to experience housing insecurity and homelessness, including health concerns and disabilities, the strategy works to support the Richmond Accessibility Plan through the following actions:

- Work with Vancouver Coastal Health and other community partners to explore opportunities to enhance wrap-around supports to increase housing stability.
- Secure funding and a permanent site for supportive housing in Richmond.
- Raise awareness and educate the community of the factors contributing to homelessness and the benefits of affordable housing and supportive services.

Richmond Youth Strategy 2022–2032

The Youth Strategy guides the City's initiatives to support youth's well-being in the community. The strategy's vision is that "all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives." The actions most related to the Richmond Accessibility Plan include:

- Increase opportunities for youth to connect with peers and develop supportive positive relationships and a sense of belonging including youth from equity-deserving groups.
- Ensure the provision of safe, welcoming and inclusive programming and services for youth in the community.
- Identify and implement strategies to eliminate gaps and address the needs of youth across the developmental continuum and during transitions.
- Continue to provide a range of programs and services that prioritize accessible and inclusive recreation and social connection for youth.
- Continue to provide youth with safe, welcoming and accessible places to gather, socialize and engage within new and existing indoor and outdoor spaces in the community.
- Expand initiatives that provide leadership and mentorship for youth including refugees, new immigrants and youth who are at risk of or experiencing vulnerability.

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- ³⁰ Federal Disability Reference Guide. Government of Canada, 2022.
- ³¹ Canadian Survey on Disability Reports. Statistics Canada, 2018.
- ³² Canadian Survey on Disability Reports. Statistics Canada, 2018.
- ³³ Federal Disability Reference Guide. Government of Canada, 2022.
- ³⁴ AccessibleBC: B.C.'s Accessibility Plan 2022/23–2024/25. Government of British Columbia, 2022.
- ³⁵ AccessibleBC: B.C.'s Accessibility Plan 2022/23–2024/25. Government of British Columbia, 2022.
- ³⁶ AccessibleBC: B.C.'s Accessibility Plan 2022/23–2024/25. Government of British Columbia, 2022.
- ³⁷ AccessibleBC: B.C.'s Accessibility Plan 2022/23–2024/25. Government of British Columbia, 2022.
- ³⁸ AccessibleBC: B.C.'s Accessibility Plan 2022/23–2024/25. Government of British Columbia, 2022.
- ³⁹ AccessibleBC: B.C.'s Accessibility Plan 2022/23–2024/25. Government of British Columbia, 2022.
- ⁴⁰ British Columbia Framework for Accessibility Legislation. Government of British Columbia, 2019.
- ⁴¹ Centre for Excellence in Universal Design. National Disability Authority, 2020.





City of Richmond

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

Telephone: 604-276-4000

www.richmond.ca

SPONSORSHIP

WHEREAS

2023 is the 50th Sister City Twinning Anniversary with Wakayama, Japan.

The City of Richmond travelled to Wakayama in May of 2023.

The Japanese City Council and Sister City Committee will not be able to travel to Richmond in 2023 and may not be able in 2024.

The Steveston Judo Club has always been an ambassador of the City in having exchange with Wakayama.

The Judo Club is making their 4th trip to Japan with Wakayama.

The Wakayama Judo Club is coming to Steveston November 13 – 20, 2023 for competition and celebration of the 70th Anniversary of Judo in Richmond.

THEREFORE

Motion the City of Richmond sponsor a dinner for the delegation and host clubs in celebration of the 50th Anniversary of Richmond Twinning with Wakayama, Japan.

Motion the sponsorship of the Sayanara Dinner for \$5,000 be taken from the Council contingency account.

Bill McNulty

CITY of WAKAYAMA

CITY HALL, 23, SHICHIBANCHO, WAKAYAMA CITY, JAPAN ☎(81)73-432-0037 FAX(81)73-435-1252

August, 2023

Dear Honorable Mayor Brodie,

I trust that you are keeping well in the summer heat.

First, I would like to thank you for your continuous support to Wakayama and Richmond's sister city partnership.

Wakayama City's Judo Club will make a goodwill visit to Richmond City in November, 2023. This represents an excellent opportunity to strengthen our friendship and deepen sports exchanges. I would like to ask you for your warm support during the delegation's stay, and apologize for any inconvenience that this may cause during your busy official duties. I am deeply grateful for any consideration that you can offer.

I have also heard that the Steveston Judo Club, led by Mr. Jim Kojima, will visit Wakayama City from March 23rd to 27th of 2024. We are very excited for judo athletes from both cities to interact and learn from each other's culture and skills.

Furthermore, this year marks many great milestones: the 70th anniversary of the founding of the Steveston Judo Club, the 50th anniversary of Richmond and Wakayama's Sister City Affiliation, and the 50th anniversary of the Steveston Martial Arts Centre's construction. These important milestones offer a wonderful opportunity to deepen our international bond.

I express my sincere gratitude to you, the people of Richmond, and the Richmond Sister City Advisory Committee for their efforts in building this longstanding exchange.

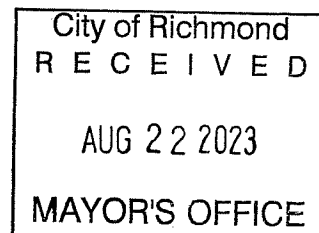
In conclusion, hoping that these visits will nurture the friendship between our cities, I wish for the good health and happiness of you and the people of Richmond.

Sincerely,

尾花正啓

Obana Masahiro

Mayor of Wakayama City





City of Richmond

Report to Committee

To: Planning Committee

Date: October 3, 2023

From: Wayne Craig
Director, Development

File: RZ 22-011063

Re: Application by Pati Yik of Kennon Construction for Rezoning at 10840/10860 Bonavista Gate from the "Two-Unit Dwellings (RD1)" Zone to the "Single Detached (RS2/C)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10497, for the rezoning of 10840/10860 Bonavista Gate from the "Two-Unit Dwellings (RD1)" zone to the "Single Detached (RS2/C)" zone, be introduced and given first reading.

Wayne Craig
Director, Development
(604-247-4625)

WC:le

Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Pati Yik of Kennon Construction has applied on behalf of the property owners, Thomas Mau Shing Ng, Ling Y Ha and Shui Ting Chua to the City of Richmond to rezone 10840 and 10860 Bonavista Gate from the “Two-Unit Dwellings (RD1)” zone to the “Single Detached (RS2/C)” zone in order to subdivide the existing duplex lot into two single-family lots, each with vehicle access from Bonavista Gate (Attachment 1). The proposed subdivision plan and site plan are provided in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

This site is currently occupied by an existing duplex (two-family) dwelling, which will be demolished prior to subdivision. The existing two-family dwelling is owner-occupied and does not contain any secondary suites.

Surrounding Development

Development immediately surrounding the site is as follows:

To the North: An existing strata-titled duplex on a lot zoned “Single Detached (RS1/E)”.

To the South: Existing single detached houses on a lot zoned “Single Detached (RS1/E)”.

To the East: An existing strata-titled duplex on a lot zoned “Two-Unit Dwellings (RD1)”.

To the West: Single family dwellings on lots zoned “Single Detached (RS1/E)” across Bonavista Gate.

Related Policies & Studies

Official Community Plan/Steveston Area Plan

The property is designated as Neighbourhood Residential in the Official Community Plan (OCP), and as Single Family in the Steveston Area Plan (Attachment 4). This proposal is consistent with both of those land use designations.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act* and the City's *Zoning Bylaw 8500*.

Analysis

Proposed Rezoning and Subdivision

The applicant is proposing to rezone the subject site and subdivide it into two single-family lots, each with a secondary suite, with access from Bonavista Gate. This development proposal is consistent with development in the area. The proposed subdivision plan and site plan are shown in Attachment 2. Staff worked with the applicant to modify the building envelope to enable retention of trees on site at the front and rear of the property.

Existing Legal Encumbrances

There is a 3.0 m wide Statutory Right-of-Way (SRW) in the backyard along the eastern property line for sanitary sewer utility purposes. The applicant has been advised that encroachment into the SRW is not permitted.

A City Covenant is registered on both 10840 and 10860 Bonavista Gate Titles that restrict the development to a duplex, therefore, the duplex covenants must be discharged from Title prior to the final adoption of the rezoning bylaw.

There is a Land Tax Deferment Act Agreement currently registered on the 10840 Bonavista Gate Title (proposed Lot A), which allows the property owner to defer the payment of taxes. All deferred taxes must be paid and the agreement must be discharged from Title prior to the preparation and registration of any legal documents associated with this rezoning application.

Transportation and Site Access

Vehicle access is proposed to be from Bonavista Gate for both of the proposed lots. The existing driveways will be removed and new driveways will be constructed as detailed in the Site Servicing and Frontage Improvements sub-section of this report. Two parking spaces will be provided for each dwelling unit in the garage.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses nine bylaw-sized trees on the subject property, one hedge on the neighbouring property to the north and one shrub on City property as shown on Attachment 5.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- One on-site tree located in the southeast corner of proposed Lot B (southern lot) a 59 cm Douglas fir tree (Tag# 2473), is in good condition; retain and protect.
- Three on-site trees located along the rear of both proposed lots on the (eastern) property line - a 70 cm oak tree (tag# 2474), a 42 cm Douglas fir tree (tag# 2475), and a 31 cm Japanese cherry tree (tag# 2756), are all in good condition; retain and protect.
- Three trees located in the front of the property, a 23 cm Douglas fir tree (Tag# 2479), a 23 cm Deodar cedar tree (tag #2478), and a 38 cm Yoshino cherry tree (Tag# 2477) are in moderate condition. As these trees are growing close together, they are reliant on each other for stability (co-dominate); retain and protect all three trees.
- One tree located on-site along the southern property line, a 49 cm Sycamore maple tree (tag# 2472), is in poor condition due to a large inclusion seam (structural defect) where the two main stems connect; remove and replace.
- One tree located on site near the front of the property, a 24 cm Douglas fir tree (tag# 2480), is dead; remove and replace.
- One hedge located along the northern property line and on the adjacent property to the north (10800/10820 Bonavista Gate) is identified to be retained and protected. Provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the OCP.
- Submission of a Tree Survival Security to the City in the amount of \$70,000.00 for the seven trees to be retained.

There are no trees on City property adjacent to the subject site. City Parks Staff reviewed the one shrub on City property, a 10 cm Eastern white cedar tree (tag# city shrub) adjacent to tree Tag# 2477 in moderate condition, and recommended removal with no compensation required.

Tree Replacement

The applicant wishes to remove two on-site trees that are in poor condition (Trees # 2472 and 2480). The 2:1 replacement ratio would require a total of four replacement trees. Based on the size of the lot and the number of trees already on-site, the applicant is unable to accommodate any of the four required replacement trees on-site. To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$3000.00 (\$750/ tree) to the City's Tree Compensation Fund in lieu of the four replacement trees that cannot be accommodated on the subject property after redevelopment.

Tree Protection

The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Staff worked with the applicant to ensure retention of existing trees at the front and rear of the two lots. The building footprint has been adjusted and setbacks increased to protect the critical root zone at the front and rear of both lots. Prior to final adoption of the rezoning bylaw, registration of a legal agreement will be required for modified setbacks of portions of the east, west and south setbacks on Lot A and Lot B to ensure the retention of tree tags # 2473, 2474, 2475, 2756, 2477, 2478, and 2479.
- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, the applicant is required to submit a Tree Survival Security to the City in the amount of \$70,000.00 for the seven trees to be retained.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees, hedges and shrubs to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications requires a secondary suite or coach house on 100 per cent of new lots created through single-family rezoning and subdivision applications; a secondary suite or coach house on 50 per cent of new lots created and a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of the total buildable area of the remaining lots; or a cash-in-lieu contribution of the total buildable area of all lots where a secondary suite cannot be accommodated in the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a one-bedroom secondary suite of a minimum of 33 m² [355 ft²] on Lot B and a two-bedroom secondary suite of a minimum of 40 m² [430 ft²] on Lot A, for a total of two suites.

Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no Building Permit inspection is granted until a minimum one-bedroom secondary suite of approximately 33 m² [355 ft²] on Lot B and a minimum two-bedroom secondary suite of approximately 40 m² [430 ft²] on Lot A is constructed, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Subdivision and Site Servicing

Upgrades to the site's servicing and driveways will be arranged through a Work Order with the City. Through a detailed design review of the work order, any impacts to the retained trees will be minimized.

At subdivision stage, the applicant is required to pay Development Cost Charges (City, GVS & DD and TransLink), School Site Acquisition Charge, Address Assignment Fees and other costs associated with the completion of the servicing works (water, storm, sanitary, and driveway installation) via work order as described in Attachment 6.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

Pati Yik of Kennon Construction has applied, on behalf of the property owners Thomas Mau Shing Ng, Ling Y Ha, and Shui Ting Chua, to the City of Richmond for permission to rezone 10840-10860 Bonavista Gate from the "Two-Unit Dwellings (RD1)" zone to the "Single Detached (RS2/C)" zone in order to subdivide the existing duplex lot into two single-family lots, each with vehicle access from Bonavista Gate.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10497 be introduced and given first reading.



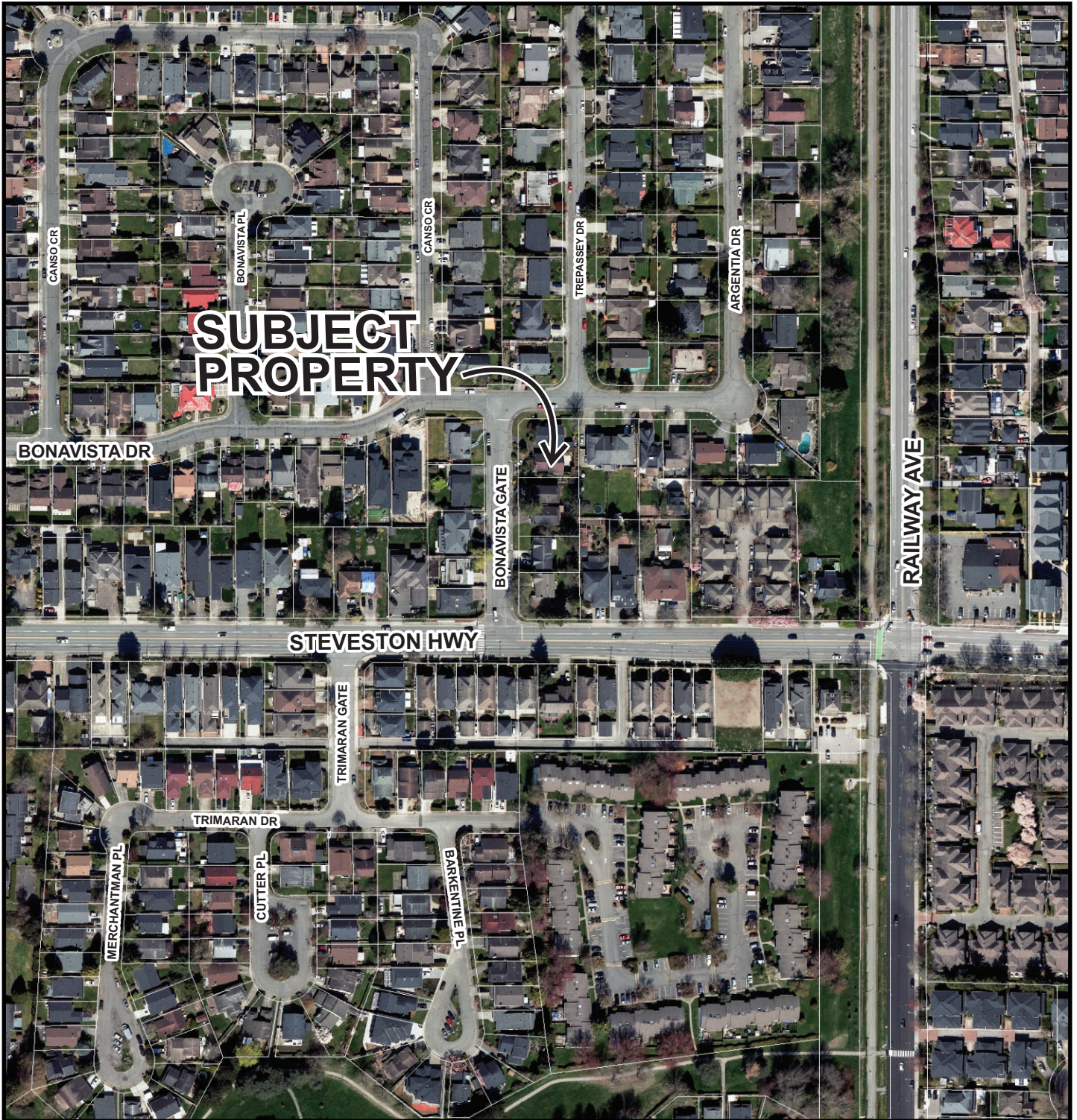
Laurel Eyton
Planning Technician
(604-276-4262)

LE:js

- Att. 1: Location Map
 2: Subdivision Plan and Site Plan
 3: Development Application Data Sheet
 4: Steveston Area Plan
 5: Tree Management Plan
 6: Rezoning Considerations



City of Richmond



RZ 22-011063

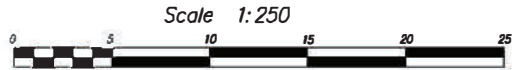
Original Date: 04/27/22

Revision Date:

Note: Dimensions are in METRES

**TOPOGRAPHICAL AND PROPOSED SUBDIVISION PLAN OF
STRATA LOT 1 & STRATA LOT 2 BOTH OF SEC 35 B4N R7W
NWD STRATA PLAN NW459 TOGETHER WITH AN INTEREST IN THE
COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT
OF THE STRATA LOT AS SHOWN ON FORM 1**

PID: 001-347-705
001-347-730
Civic Address:
10840/10860 Bonavista Gate
City of Richmond



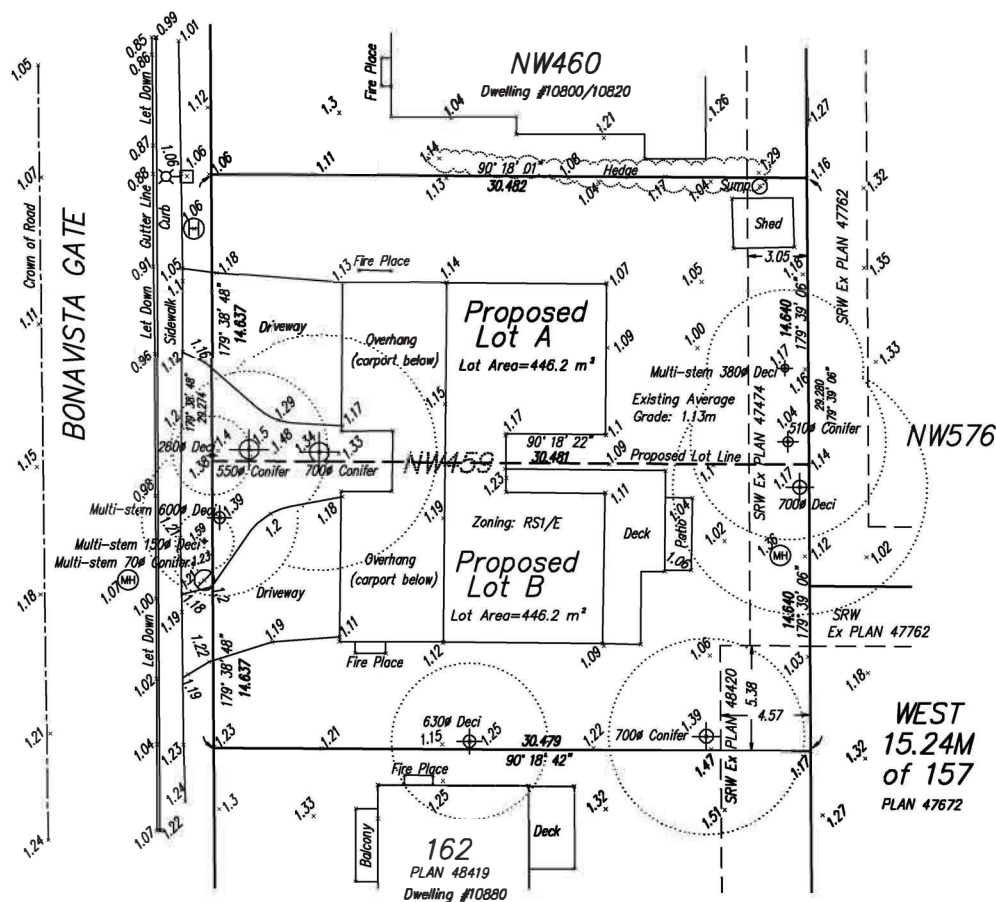
The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:250.

All distances and elevation are in metres and decimals thereof unless otherwise stated.

Parcel's dimensions and grid bearings are derived from PLAN NW459.

Legend:

- Tree (diameter in mm, measured at 1.4m above ground and Species)
- Lamp Standard
- Fire Hydrant
- Manhole
- Round Catch Basin



Benchmark Notes:

Elevations Are Geodetic (CVD28GVRD2018)
Referred To Monument HPN#205(77H4827)
Monument Elevation: 1.044m

Notes:

Information shown hereon is for municipal purposes only and is for the exclusive use of the owner.
All rights reserved. No person may copy, reproduce, transmit, alter, distribute, or store copies of this document in whole or in part without the prior written consent of the undersigned.

The property may be subjected to the following charges:
BH26255, CA3829608 & CA9149861.

This is certified correct and is valid only with respect to the improvements as shown hereon and located on the 9th day of February, 2023

Digitally signed by
Liming Yuan 3VSA1H
DN: c=CA, cn=Liming
Yuan 3VSA1H, o=BC
Land Surveyor, ou=Verify
ID at www.juricert.com/
LKUP.cfm?id=3VSA1H
Date: 2023.09.20 C.L.S. #869
16:17:45 -07'00'

LIMING YUAN

This Document is Not Valid Unless
Digitally Signed.



RZ 22-011063

Attachment 3

Address: 10840/10860 Bonavista Gate

Applicant: Pati Yik, Kennon Construction

Planning Area(s): Steveston

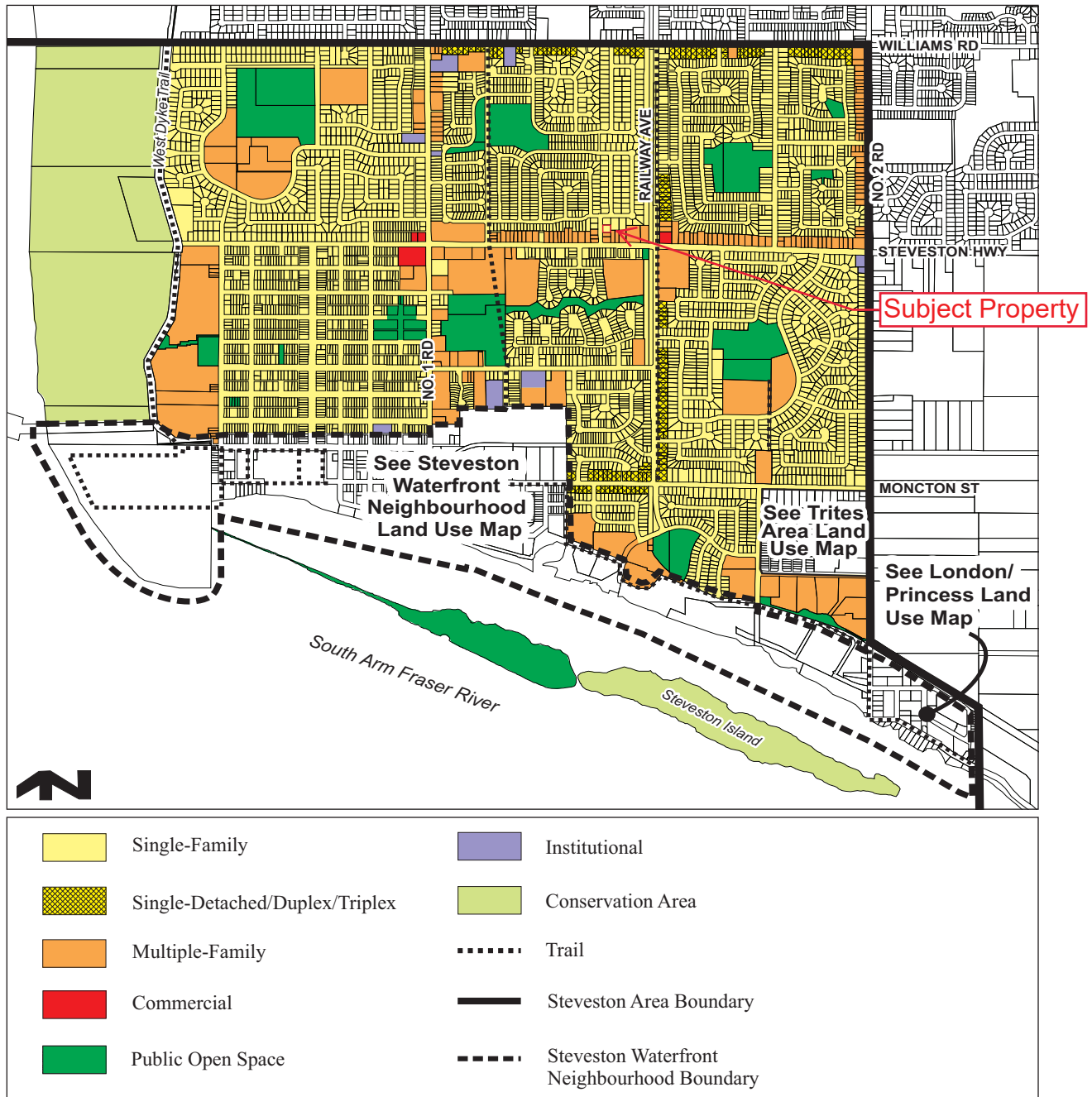
	Existing	Proposed
Owners:	SL1: Thomas Mau Shing Ng and Ling Y Ha SL2: Shui Ting Chua	Lot A: Thomas Mau Shing Ng and Ling Y Ha Lot B: Shui Ting Chua
Site Size (m²):	892.1 m ²	Lot A: 446.1 m ² Lot B: 446.0 m ²
Land Uses:	Duplex residential	Single family residential
OCP Designation:	Neighbourhood Residential	Neighbourhood Residential
Zoning:	"Two Unit Dwellings (RD1)"	"Single Family (RS2/C)"

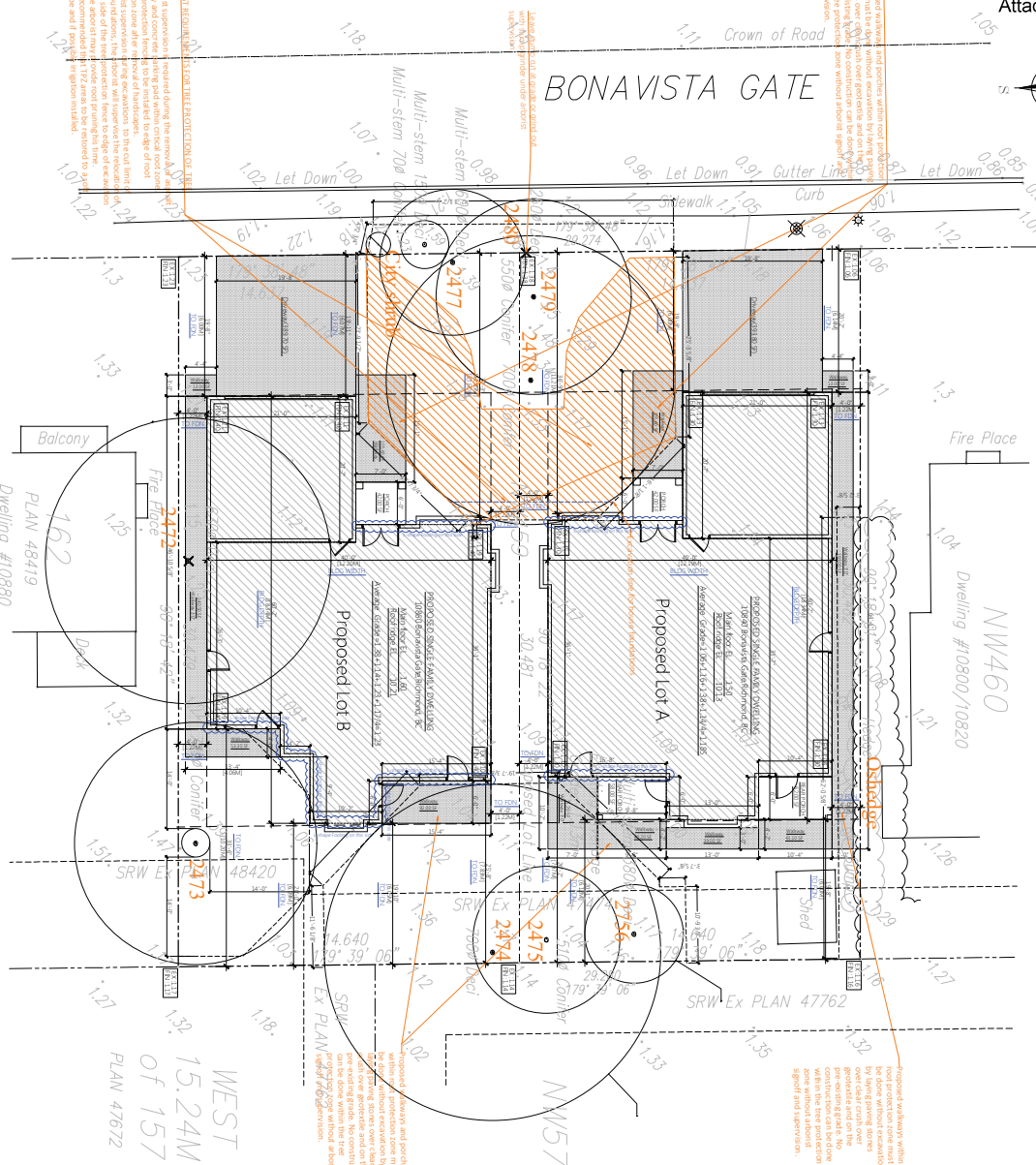
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Live landscaping: Min. 25%	Building: Max. 45% Non-porous Surfaces: Max. 70% Live landscaping: Min. 25%	none
Lot Size:	892.1 m ²	Lot A: 446.1 m ² Lot B: 446.0 m ²	none
Lot Dimensions (m):	Width: Min. 13.5 m Depth: Min. 24.0 m	Width: 14.6 m Depth: 30.5 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.1 m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.1 m Side: Min. 1.2 m	none
Height (m):	Max. 2.5 storeys	Max. 2.5 storeys	none

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

Steveston Area Land Use Map

Bylaw 9813
2019/06/24





- THESE PLANS CONFORM TO BCBC 2018

THIS DRAWING MUST NOT BE SCALED. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND LEVELS PRIOR TO COMMENCEMENT OF WORK. ALL ERRORS AND OMISSIONS SHALL BE REPORTED IMMEDIATELY TO THE DESIGNER. DESIGNER ASSUMES NO LIABILITY FOR ERROR, OMISSION, DEFICIENCY, DESIGN OR STRUCTURAL FLAW NOT REPORTED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THIS PLAN AND DESIGN ARE AND AT ALL TIMES REMAIN THE EXCLUSIVE PROPERTY OF SPACE SMART HOME DESIGN, L.P. AND ARE NOT BE LOANED, REPRODUCED, COPIED, EITHER WHOLLY OR IN PART, OR FOR ANY PURPOSES WITHOUT THE WRITTEN CONSENT OF SPACE SMART HOME DESIGN, L.P.

CNCL-148

SITE PLAN

A-01



Address: 10840/10860 Bonavista Gate

File No.: RZ 22-011063

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10497, the developer is required to complete the following:

1. Discharge of Strata Plan NW459.
2. A City Covenant is registered on both 10840 and 10860 Bonavista Gate Titles that restrict the development to a duplex, therefore, the duplex covenants (BH26255 and BH 26256) must be discharged.
3. City acceptance of the developer's offer to voluntarily contribute \$3,000.00 to the City's Tree Compensation Fund for the planting of four replacement trees within the City.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of a Tree Survival Security to the City in the amount of \$70,000.00 for the seven trees to be retained.
6. Registration of a flood indemnity covenant on title.
7. Registration of a legal agreement for modified setbacks of portions of the east, west and south setbacks on Lot A and Lot B to ensure the retention of tag # 2473, 2474, 2475, 2756, 2477, 2478, and 2479.
8. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a minimum 33 m² one-bedroom secondary suite is constructed proposed Lot B and a minimum 40 m² two-bedroom suite on proposed Lot A, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw No 8500.
9. A Land Tax Deferment Act Agreement (CA9149861) is currently registered on the 10840 Bonavista Gate Title, which allows the property owner to defer the payment of taxes. All deferred taxes must be paid and the agreement must be discharged from title prior to the preparation and registration of any legal documents associated with this rezoning application.
10. Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

Prior to Demolition Permit Issuance, the developer must complete the following requirements:

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

At Subdivision* stage, the developer must complete the following requirements:

1. Construct the required works as required by the City's Engineering Services department. Works include, but may not be limited to:

1) Water Works:

- a) Using the OCP Model, there is 406 L/s of water available at a 20 psi residual at the Bonavista Gate frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.

b) At Developer's cost, the Developer is required to:

- i) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.

- ii) Confirm the condition and size of the existing water service connections servicing 10840 Bonavista Gate. If not adequate, cut and cap the existing water service connections and replace with a new water service connection complete with water meter chamber to service lot #1 and #2 as per City specifications.
- iii) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process.

c) At Developer's cost, the City will:

- i) Complete all tie-ins for the proposed works to existing City infrastructure.

2) Storm Sewer Works:

a) At Developer's cost, the Developer is required to:

- i) Cut and cap all existing storm sewer service connections and inspection chambers servicing the proposed site.
- ii) Install a new storm sewer service connection to service lot #1, complete with inspection chamber and a service lead.
- iii) Install a new storm sewer service connection to service lot #2, complete with inspection chamber and a service lead.

b) At Developer's cost, the City will:

- i) Complete all tie-ins for the proposed works to existing City infrastructure.

3) Sanitary Sewer Works:

a) At Developer's cost, the Developer is required to:

- i) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
- ii) Confirm the condition of the existing sanitary sewer service connection at the Northeast corner of 10840 Bonavista Gate with video inspection and confirm the capacity through a sizing calculation. If not adequate, cut and cap the existing sanitary service connection and replace with a new sanitary sewer service connection complete with inspection chamber to service lot #1 as per City specifications.
- iii) Install a new sanitary sewer service connection to service lot #2, complete with inspection chamber and a service lead.

b) At Developer's cost, the City will:

- i) Complete all tie-ins for the proposed works to existing City infrastructure.

4) General Items:

a) At Developer's cost, the Developer is required to:

- i) Complete other frontage improvements as per Transportation requirements.
- ii) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
- iii) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (1) To pre-duct for future hydro, telephone and cable utilities along all road frontages.
 - (2) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - (3) To underground overhead service lines.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and

proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10497 (RZ 22-011063)
10840/10860 Bonavista Gate**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SINGLE DETACHED (RS2/C)”**.

P.I.D. 001-347-705

Strata Lot 1 Section 35 Block 4 North Range 7 West NWD Strata Plan NW459 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1

P.I.D. 001-347-730

Strata Lot 2 Section 35 Block 4 North Range 7 West NWD Strata Plan NW459 together with an interest in the Common Property in proportion to the unit entitlement of the Strata Lot as shown on Form 1

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10497”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 



City of Richmond

Report to Committee

To: Planning Committee **Date:** September 15, 2023
From: Kim Somerville **File:** 12-8060-20-010490/Vol 01
Director, Community Social Development
Re: **Housing Agreement Bylaw No. 10490 to Permit the City of Richmond to Secure Affordable Housing Units at 10140, 10160, 10180 No. 1 Road and 4051 Cavendish Drive**

Staff Recommendation

That Housing Agreement (10140, 10160, 10180 No. 1 Road and 4051 Cavendish Drive) Bylaw No. 10490 to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with requirements of Section 483 of the *Local Government Act*, to secure the affordable housing units required by Rezoning application RZ 18-820669 and Development Permit DP 21-940028 be introduced and given first, second and third readings.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The purpose of this report is to recommend that City Council adopt Housing Agreement Bylaw No. 10490 to secure at least 568 m² (6,114 ft²) of floor area comprised of six affordable housing units in the proposed development located at 10140, 10160, 10180 No. 1 Road and 4051 Cavendish Drive (Attachment 1).

The applicant, Cavendish Drive Holdings Ltd., has applied to the City for a Development Permit (DP 21-940028) to develop a 35-unit townhouse development, including six Low-End Market Rental (LEMR) units, consistent with the City's Affordable Housing Strategy 2017–2027. The associated Rezoning Application (RZ 18-820669) for the subject development received third reading following the public hearing held on May 19, 2020. The subject development is voluntarily providing affordable housing units in keeping with the provisions of the City's Affordable Housing Strategy and Arterial Road Land Use Policy. The Arterial Road Land Use Policy supports additional density provided the additional density is used exclusively for affordable housing units. The rezoning bylaw for this development provides a 0.05 FAR bonus exclusively for the provision of affordable housing units. The Housing Agreement Bylaw secures these six units in keeping with the rezoning bylaw considered by City Council.

This report supports Council's Strategic Plan 2022–2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.2 Develop and implement innovative and proactive solutions that encourage a range of housing options and prioritize affordability.

This report supports Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

Strategic Direction #1: Expand Housing Choices

This report is also consistent with the City of Richmond's Affordable Housing Strategy 2017–2027, including:

Strategic Direction #1: Use regulatory tools to encourage a diverse range of housing types and tenures.

Analysis

The subject development proposes the construction of 35 residential townhouse units, including six townhouse LEMR units, in a clustered configuration. The applicant has entered into a preliminary Memorandum of Understanding with Az-Zahraa Housing Society, an experienced non-profit housing operator, to support the clustered configuration of the LEMR units.

The proposed affordable housing units meet the requirements of the City's Affordable Housing Strategy 2017–2027.

The affordable housing units are anticipated to be delivered as shown in Table 1. All six units will be family friendly, three-bedroom townhouse units. All six units will be built as convertible housing units, with features that are constructed or installed for easy modification and adjustment to meet the needs of an occupant with mobility challenges.

Table 1: Proposed Unit Details

Unit Type	Affordable Housing Strategy Requirements			Project Targets
	Min. Unit Area	Max. Monthly Unit Rent*	Total Max. Household Income*	# of Units
3-BR	91 m ² (980 ft ²)	\$1,480	\$58,050 or less	6

*To be adjusted annually based on the terms of the Housing Agreement.

The Housing Agreement restricts the annual household incomes and maximum rents for eligible occupants and specifies that the units must be made available at affordable rental housing rates in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with City requirements. In addition, the Agreement restricts the owner from imposing any age-based restrictions on the tenants of the affordable housing units.

The Housing Agreement specifies that occupants of the affordable rental housing units shall have unlimited access to all indoor and outdoor residential amenity spaces as well as all associated shared facilities (e.g., visitor parking) in the development. Affordable housing tenants will not be charged any additional fees including parking fees, strata fees, amenity fees and move-in/move-out fees. In order to ensure that the owner is managing the affordable housing units according to the terms outlined in the Housing Agreement, the agreement permits the City to conduct a statutory declaration process no more than once a year. Should the owner choose to sell the affordable housing units, the Housing Agreement requires that all six units be sold to a single owner.

The applicant has agreed to the terms and conditions of the Housing Agreement and to register notice of the Housing Agreement on Title to secure the six affordable rental units.

Financial Impact

None.

Conclusion

In accordance with the *Local Government Act* (Section 483), adoption of Bylaw No.10490 is required to permit the City to enter into a Housing Agreement. Together with the Housing Covenant, this will act to secure six affordable rental units that are proposed in association with Rezoning Application RZ 18-820669.

A handwritten signature in black ink, appearing to read 'Kim Somerville', with a long horizontal flourish extending to the right.

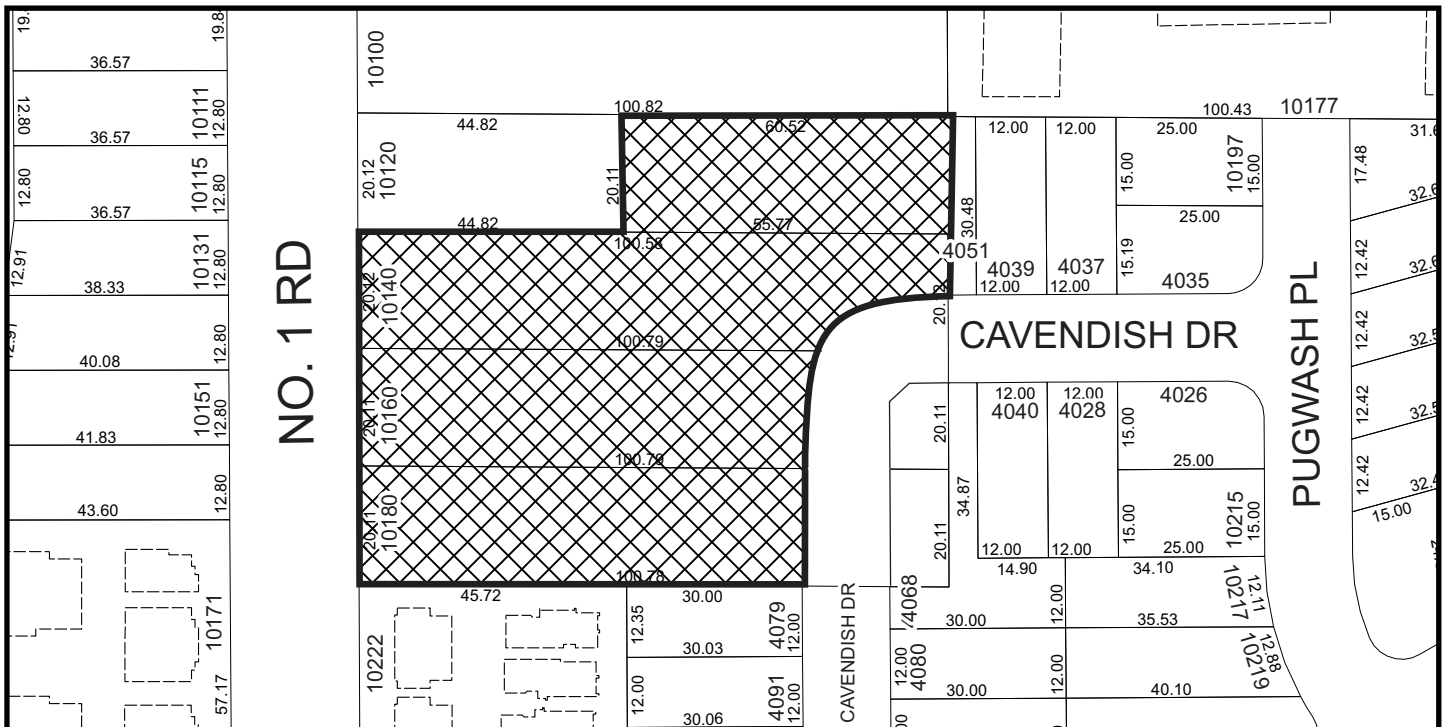
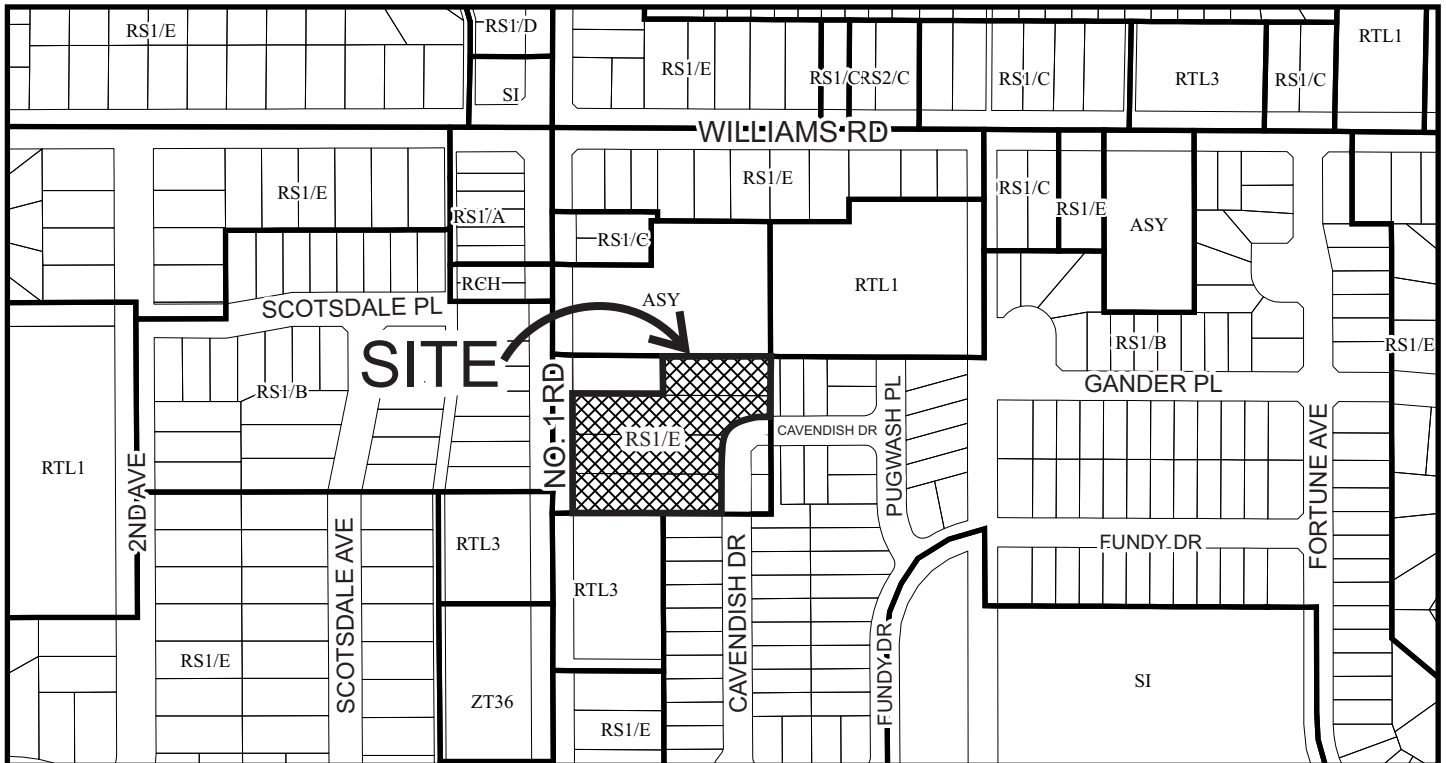
Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1: Map - Proposed Development at 10140, 10160 and 10180 No. 1 Road and 4051 Cavendish Drive



City of Richmond

Attachment 1



Proposed Development at 10140,
10160 and 10180 No. 1 Road and
4051 Cavendish Drive

Original Date: 10/21/21
Revision Date: 07/12/23
Note: Dimensions are in METRES



**Housing Agreement (10140, 10160 & 10180 No 1 Road and 4051 &
4068 Cavendish Drive) Bylaw No. 10490**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID : N/A Lot A Sec 35 Blk 4N Rg 7W, New Westminster Land District, Plan EPP119030

2. This Bylaw is cited as “**Housing Agreement (10140, 10160 & 10180 No 1 Road and 4051 & 4068 Cavendish Drive) Bylaw No. 10490**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

Bylaw 10490

Schedule A

To Housing Agreement (10140, 10160 & 10180 No 1 Road and 4051 & 4068 Cavendish Drive) Bylaw No. 10490

HOUSING AGREEMENT BETWEEN CITY OF RICHMOND AND CAVENDISH DRIVE
HOLDINGS LTD

HOUSING AGREEMENT
(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference ____ day of _____, 2023.

BETWEEN:

CAVENDISH DRIVE HOLDINGS LTD. (Incorporation No. BC1323785), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at #103 – 6791 ELMBRIDGE WAY, RICHMOND, BC, V7C 4N1

(the “Owner”)

AND:

CITY OF RICHMOND, a municipal corporation pursuant to the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

(the “City”)

WHEREAS:

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- C. The Owner is the registered owner of the Lands (as hereinafter defined); and
- D. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

NOW THEREFORE in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

Housing Agreement (Section 483 *Local Government Act*)
10140, 10160, 10180 No. 1 Road and 4051, 4068 Cavendish Drive (Lot A)
Application No. RZ 18-820669 Bylaw No.10156
RZ Consideration # 12

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **“Affordable Housing Strategy”** means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement, and **“Affordable Housing Units”** means collectively each Affordable Housing Unit in the Development;
- (c) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **“Building”** means any building constructed, or to be constructed, on the Lands, or a portion thereof;
- (e) **“Building Permit”** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) **“City”** means the City of Richmond;
- (g) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (h) **“Common Amenities”** means all indoor and outdoor areas, recreational facilities and amenities that are designated for common use of all residential occupants of the Development, or all Tenants of Affordable Housing Units in the Development, through the Development Permit process, including without limitation visitor parking, the required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage, outdoor recreation facilities, children’s play area, and related access routes;
- (i) **“CPI”** means the All-Items Consumer Price Index for Vancouver, British Columbia, published from time to time by Statistics Canada, or its successor in function;
- (j) **“Daily Amount”** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a

Housing Agreement (Section 483 *Local Government Act*)
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Application No. RZ 18-820669 Bylaw No.10156
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written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;

- (k) **“Development”** means the residential development to be constructed on the Lands;
- (l) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (m) **“Director, Community Social Development”** means the individual appointed to be the Director, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (n) **“Dwelling Unit”** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (o) **“Eligible Tenant”** means a Family having a cumulative annual income of:
 - (i) in respect to a two-bedroom unit, \$46,800.00 or less; or
 - (ii) in respect to a three or more bedroom unit, \$58,050.00 or less

provided that, commencing January 1, 2019, the annual incomes set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (p) **“Family”** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (q) **“GST”** means the Goods and Services Tax levied pursuant to the Excise Tax Act, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;

Housing Agreement (Section 483 *Local Government Act*)
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- (r) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the Land Title Act) charging the Lands from time to time, in respect to the use and transfer of the Affordable Housing Units;
- (s) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (t) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (u) **"Lands"** means certain lands and premises legally described as PID: No Pid, Lot A, Section 35 Block 4 North Range 7 West New Westminster District Plan EPP119030, as may be Subdivided from time to time, and including a Building or a portion of a Building;
- (v) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (w) **"LTO"** means the New Westminster Land Title Office or its successor;
- (x) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (y) **"Parking Operator"** means one of (i) the Owner, or (ii) any other company or entity, to whom the Owner grants a long-term lease over all (and not only some) of the parking spaces in the Development in order to facilitate the use, operation and management of the parking spaces, and the Parking Operator may be related or unrelated to the Owner;
- (z) **"Permitted Rent"** means no greater than:
 - (i) \$1,218.00 (exclusive of GST) a month for a two-bedroom unit; and
 - (ii) \$1,480.00 (exclusive of GST) a month for a three (or more) bedroom unit,

provided that, commencing January 1, 2019, the rents set-out above shall be adjusted annually on January 1st of each year this Agreement is in force and effect, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. Notwithstanding anything to the contrary contained in the *Residential Tenancy Act* or the *Residential Tenancy Regulation*, the foregoing

cap on the increase to Permitted Rent to that permitted by the *Residential Tenancy Act* shall apply to the annual calculation of the maximum Permitted Rent independent of any exemption status of the Owner (i.e. non-profit housing society). If there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the permitted rents set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (aa) **“Real Estate Development Marketing Act”** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (bb) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (cc) **“Residential Tenancy Regulation”** means the Residential Tenancy Regulation, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;
- (dd) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (ee) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (ff) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (gg) **“Tenant”** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;

- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including"; and
- (l) the terms "shall" and "will" are used interchangeably and both will be interpreted to express an obligation. The term "may" will be interpreted to express a permissible action

ARTICLE 2 USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner (or in the case of a corporate owner: the director, officer or authorized signatory of the Owner), containing

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all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit final or provisional occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit, the Building Permit, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
 - (ii) the Affordable Housing Units have received final building permit inspection granting provisional or final occupancy of the Affordable Housing Units; and
 - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Affordable Housing Units, any facilities for the use of the Affordable Housing units, including parking, and any shared amenities.
- 2.5 Notwithstanding anything to the contrary contained in the *Residential Tenancy Act* or the *Residential Tenancy Regulation*, the Owner will, for so long as the Affordable Housing Units remain located on the Lands, comply with sections 41 [Rent increases], 42 [Timing and notice of rent increases] and 43 [Amount of rent increase] of the *Residential Tenancy*

Act, as such sections may be amended or replaced from time to time, with respect to rent increases for Tenants.

ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit to be subleased, or the Affordable Housing Unit Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act*.
- 3.2 The Owner will not permit an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 If this Housing Agreement encumbers more than one Affordable Housing Unit, the following will apply:
 - (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Affordable Housing Units located in the Development in a single or related series of transactions, with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Affordable Housing Units in the Development; and
 - (b) the Lands will not be Subdivided such that one or more Affordable Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
 - (a) includes the following provision:

“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City of Richmond (the “City”) and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Owner with the City’s strategy, policies and requirements with respect to the provision and administration of affordable housing within the municipality and for no other purpose, each month during the Tenant’s occupation of the Affordable Housing Unit:

 - (i) a statement of the Tenant’s annual income once per calendar year;
 - (ii) the number of occupants of the Affordable Housing Unit;

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- (iii) the number of occupants of the Affordable Housing Unit under 18 years of age;
- (iv) the number of occupants of the Affordable Housing Unit who are "seniors" as that term is currently defined by the City;
- (v) a statement of before tax employment income for all occupants over 18 years of age; and
- (vi) the total income for all occupants of the Affordable Housing Unit;"
- (b) defines the term "Landlord" as the Owner of the Affordable Housing Unit; and
- (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.

3.5 At all times that this Agreement encumbers the Lands, the Owner shall retain and maintain in place a non-profit organization acceptable to the City to operate and manage all of the Affordable Housing Units in accordance with this Agreement and in accordance with the Housing Covenant. All Affordable Housing Units owned by the Owner must be managed and operated by one non-profit organization.

Without limiting the foregoing, the non-profit organization retained pursuant to this section 3.4 must have as one of its prime objectives the operation of affordable housing. At the request of the City, from time to time, the Owner shall deliver to the City a copy the agreement (fully signed and current) with the non-profit organization, to evidence the Owner's compliance with this Section 3.4.

3.6 If the Owner sells or transfers any Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within three (3) days of the effective date of sale or transfer.

3.7 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:

- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
- (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities in the Development and will not Subdivide the Lands unless all easements and rights of way are in place to secure such use;

- (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;
 - (iii) strata property contingency reserve fees;
 - (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities;
 - (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
 - (vi) property or similar tax;

provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of:

 - (vii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle charging infrastructure); and
 - (viii) installing electric vehicle and/or bicycle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) subject to any contrary provisions of the *Residential Tenancy Act*, the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(o) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City determines can reside in the Affordable Housing Unit

given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;

- (iv) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
- (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.7(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(o) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.7(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

3.8 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

3.9 The Owner shall not impose any age-based restrictions on Tenants of Affordable Housing Units, unless expressly permitted by the City in writing in advance.

3.10 The Owner acknowledges its duties not to discriminate with respect to tenancies and agrees to comply with the *Human Rights Code* (BC) with respect to tenancy matters, including tenant selection for the Affordable Housing Units.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

4.1 The Owner will not demolish an Affordable Housing Unit unless:

- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to

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repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or

- (b) the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Affordable Housing Unit has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Affordable Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any Common Amenities, common property, limited common property or other common areas, facilities, or indoor or outdoor amenities, if any, of the strata corporation.
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities contrary to section 3.7(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, and other permitted occupants or visitors of all the strata lots in the applicable strata plan

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which are not Affordable Housing Units; provided, however, that the electricity fees, charges, or rates for use of electric vehicle and/or bicycle charging stations by the Owner or any Tenant are excluded from this provision.

- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:
- (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
 - (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent;
 - (c) an Affordable Housing Unit is operated and maintained by an entity that is not a non-profit organization acceptable to the City (as contemplated in Section 3.5); or
 - (d) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

then the Owner will pay the Daily Amount to the City for every day that the breach continues after ten (10) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;

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- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet of the strata corporation stored in the LTO; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, then after the Lands are Subdivided, this Agreement will secure only the legal parcels which contain the Affordable Housing Units.

The City will partially discharge this Agreement accordingly, provided however that:

- (i) the City has no obligation to execute such discharge until a written request therefor from the Owners is received by the City, which request includes the registrable form of discharge;
- (ii) the cost of the preparation of the aforesaid discharge, and the cost of registration of the same in the Land Title Office is paid by the Owners;
- (iii) the City has a reasonable time within which to execute the discharge and return the same to the Owners for registration; and
- (iv) the Owners acknowledge that such discharge is without prejudice to the indemnity and release set forth in Section 7.5.

The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial discharge, otherwise unamended.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 Modification

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands.

The Owner further covenants and agrees that it will vote as owner of the Affordable Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation, to ensure that the Common Amenities are maintained in a good state of repair by the strata corporation which includes the Affordable Housing Units and any of the Common Amenities, and/or the Parking Operator, as applicable.

Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any Building, or any portion thereof, constructed on the Lands, arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators,

personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any Building, or any portion thereof, constructed on the Lands arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement, including but not limited to Sections 7.5 and 7.6 above, will survive termination or discharge of this Agreement.

7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

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- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To: Clerk, City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Copy to: City Solicitor, and the Director, Community Social Development

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, other than with respect to Section 2.4 hereof where the Housing Covenant prevails, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[The Remainder of This Page is Intentionally Blank]

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

CAVENDISH DRIVE HOLDINGS LTD.

(INC. NO. BC1323785)

by its authorized signatory(ies):

Per: Kush Patel
Name: KUSH PATEL

Per: _____
Name: _____

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
Claudia Jesson, Corporate Officer

CITY OF RICHMOND
APPROVED for content by originating dept.
Legal Advice
DATE OF COUNCIL APPROVAL (if applicable)

Appendix A to Housing Agreement

STATUTORY DECLARATION
(Affordable Housing Units)

)	IN THE MATTER OF Unit Nos. _____ - _____
CANADA)	(collectively, the " Affordable Housing Units ") located
)	at
PROVINCE)	_____
OF)	(street address), British Columbia, and Housing
BRITISH)	Agreement dated _____, 20____ (the
COLUMBIA)	" Housing Agreement ") between
TO WIT:)	_____ and
)	the City of Richmond (the " City ")

I, _____ (full name),

of _____ (address) in the Province

of British Columbia, DO SOLEMNLY DECLARE that:

- ☐ I am the registered owner (the "**Owner**") of the Affordable Housing Units;
or,
- ☐ I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;

This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units for each of the 12 months for the period from January 1, 20____ to December 31, 20____ (the "**Period**");

To the best of my knowledge, continuously throughout the Period:

- a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
- b) the Owner of the Affordable Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;

To the best of my knowledge, the information set out in the table attached as Appendix A hereto (the “**Information Table**”) in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration; and

I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such information relates to the Affordable Housing Unit occupied by such occupant/resident; and (ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at

in the Province of British Columbia,

Canada, this _____ day of

_____, 20____

(Signature of Declarant)

Name:

A Notary Public and a Commissioner
for taking Affidavits in and for the
Province of British Columbia

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.

Building Name:		Building Address:		Property Manager Name:	
Property Management Company:		Property Manager Email:		Property Manager Phone Number:	

Note: All capitalized terms in the column headers of the table below have definitions as set out in the Glossary.

Row Number	Unit and Household Information					Income and Rent						Special Features			
	Unit #	Unit Type (Studio, 1 Bed, 2 Bed, 3 Bed)	Number of Occupants (#)	Related to Owner (Yes/No)	Number of Occupants 18 Years and Under (#)	Number of Occupants 55 Years and Over (#)	Starting Year of Tenancy	Before Tax Income (Total Income) (If Occupants 18+ Years)	Income Certification (Yes/No)	Before Tax Total Income of All Occupants 18+ Years	Rent (\$ Month)	Utilities (Yes/No)	Stainless Steel Appliances (Yes/No)	Hardwood Floors (Yes/No)	
1															
2															
3															
4															
5															
6															

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City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: September 12, 2023

From: Suzanne Bycraft
Director, Public Works Operations

File: 10-6370-01/2023-Vol
01

Re: Commercial Recycling Services Review

Staff Recommendations

1. That Option 2, as outlined in the staff report titled "Commercial Recycling Services Review" dated September 12, 2023 be endorsed.
2. That staff prepare amendments to the *Solid Waste and Recycling Regulation Bylaw No. 6803* to remove commercial service options.

Suzanne Bycraft
Director, Public Works Operations
(604-233-3338)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

This report provides information on the Commercial Recycling Services Review, approved by Council on February 25, 2019 as part of the 2020 Utility Budget and Rates Report.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

Analysis

Background

The Commercial Recycling Services Review was undertaken during 2022 and 2023, delayed from 2020 due to COVID-19 impacts to business. The purpose of this review is to identify a strategy for options to increase recycling performance of commercial businesses. This sector is challenging due to considerable variations in the types of waste generated by business as well as cost factors associated with recycling.

The City of Richmond is a leader in diverting waste from landfill, achieving a 79% diversion rate from single-family homes in 2022. This is in large part due to the many City initiatives which Council has endorsed over the years to support sustainable waste management and recycling in the community. However, according to data provided by the 2021 Metro Vancouver Recycling and Solid Waste Management Summary, the regional commercial recycling rate of 46% is behind the overall regional recycling rate of 65%. To better understand this gap, the City undertook a Commercial Recycling Services Review to look at the current state of commercial recycling in Richmond and how the City can best support increased recycling in the commercial sector.

There are several City programs and initiatives already in place that affect commercial garbage and recycling, examples are highlighted below:

- **City Pilot for Commercial Garbage and Recycling Services:** Under the *Solid Waste and Recycling Regulation Bylaw No. 6803*, the City launched a Commercial Garbage and Recycling Collection Pilot in 2015. Though not currently accepting new businesses, 54 commercial customers subscribe to on-site collection services.
- ***Solid Waste and Recycling Regulation Bylaw No. 6803*:** Requires non-residential and commercial businesses to remove all garbage generated from such property as often as necessary.
- **Richmond Recycling Depot:** The Recycling Depot (Depot) accepts a number of recyclable items from businesses. Businesses are permitted to drop-off up to one cubic

yard of acceptable material for free, excluding yard trimmings and upholstered furniture which require fees for business.

- **Commercial and Multi-Family Waste Management Guidelines:** The City of Richmond recommends that all commercial, multi-family and mixed-used developments have adequate storage for garbage and recycling receptacles. At the building planning stage, City staff review plans to ensure the allocation of space for garbage and recycling rooms/receptacles is sufficient to meet the capacity of the building.
- ***Demolition Waste and Recyclable Materials Bylaw No. 9516:*** Requires demolition materials to be taken to a licensed recycling facility or reuse site. A building permit must be obtained by the agent of a one or two-family dwelling for any work planning to be completed. Part of the permit includes a completed waste disposal and recycling services plan related to the disposal and reuse of recyclable materials.

Regulatory and Service Review

In order to gain greater perspective on the current state of commercial garbage and recycling in Richmond, staff first conducted a jurisdictional scan and review of federal, provincial, regional and other municipal regulations that may impact business. It is important to note that Richmond businesses are required to ensure proper disposal of garbage generated on their property, but are not required by any level of government to have recycling collection. The Business Engagement Summary Report presented as Attachment 1 provides a summary of each level of government's authority to regulate commercial garbage and recycling in the Jurisdictional Review section.

In addition to the jurisdictional review, staff conducted a service review comparing waste removal models, regulatory structures and service payment models currently being utilized in select cities throughout North America. Staff have found that there are generally four service models offered: an opt-in City service, franchised with a single hauler, franchised with dedicated haulers for multiple zones, and required waste management diversion plans. The opt-in City service is the most similar to the City's Pilot Commercial Garbage and Recycling service. Details of each model are provided in Attachment 1 in the Service Model Review section.

Currently, as per Bylaw 6803, Richmond commercial businesses and property managers must source and contract garbage collection services through private waste haulers. Businesses may then determine which recycling services are required based on the materials generated by each business.

Consultation: What We Heard

The engagement strategy was developed according to stakeholder type as outlined below:

- Richmond Businesses
- Business Associations and Professional Associations
- Property Managers
- Waste Haulers

Details of each stakeholder consultation can be found in Attachment 1 in the Stakeholder Key Themes section. Key findings are summarized below.

Consultation with Businesses:

Staff began surveying businesses to review current waste management and recycling practices, and identify any challenges commercial businesses may encounter regarding sound waste management practices. The reception to the survey was positive and businesses appreciated the City's attention to supporting increased recycling.

Staff approached a total of 345 businesses throughout Richmond to participate in in-person, phone and online surveys with 113 responding to the survey.

The majority of businesses indicated they:

- were very satisfied with their recycling and garbage services;
- encountered frequent challenges with illegal dumping;
- are deterred by the cost of garbage and recycling collection;
- have limited space for additional bins; and
- were aware of Metro Vancouver disposal bans and the City's *Single-Use Plastic and Other Items Bylaw No. 10000*.

Feedback included:

- ideas on how the City could support increased recycling by educating businesses and building management on how to recycle correctly;
- requiring businesses to recycle; and
- increasing outreach for school-aged children and the public.

Consultation with Business Associations and Professional Associations:

Staff invited Richmond business associations and representatives to participate in a facilitated workshop and targeted one-on-one meetings to expand on the themes identified through consultation with businesses.

While there are common challenges and opportunities, there are also specific concerns that affect different commercial sectors as there is no one-size-fits-all solution. Top concerns identified are:

- illegal dumping;
- the cost and space required for additional bins; and
- the inconsistency of recycling programs between residential and businesses.

Opportunities identified were:

- a need to address language barriers; and
- an interest in increased education and awareness that could provide training and onboarding resources.

Consultation with Property Managers:

Staff reached out to eight commercial property managers of mini-mall complexes in Richmond and spoke to three, who represented five mini-mall complexes. Common feedback received included:

- property managers provide garbage, cardboard and some organics recycling to tenants;
- additional services have to be arranged by the business or they must dispose of items themselves;

- reducing contamination is dependent on employees recycling correctly, thus education around proper recycling practices is needed; and
- the most prominent challenge is the issue of household garbage and large items being illegally dumped in their bins.

Consultation with Waste Haulers:

Staff reached out to eight individual waste haulers operating in Richmond and throughout the Lower Mainland as well as the Waste Management Association of BC (WMABC) to gain perspective on commercial recycling. Of the eight approached, staff conducted one-on-one interviews with three haulers and the WMABC. Haulers were initially hesitant to provide feedback, unsure of the type of insight they may be able to provide, however as conversations progressed, helpful information was shared.

Most waste haulers aim to drive sales and offer a complete package of garbage, recycling and organics services to any prospective business regardless of business size or waste generated.

Waste haulers and the WMABC support:

- increased education for businesses about recycling services available, ways to reduce contamination;
- how improved waste diversion practices can positively impact businesses bottom line and;
- all waste haulers recommended that the City of Richmond not get involved in the commercial waste hauling business.

Options

There are a number of avenues the City could use to further support the garbage and recycling efforts of commercial businesses in Richmond. Options for Council consideration are summarized below:

Option 1: Regulate commercial recycling under Solid Waste and Recycling Regulation Bylaw No. 6803 (not recommended): Under this option, the *Solid Waste and Recycling Regulation Bylaw No. 6803* would be amended to require businesses to submit a ‘waste disposal and diversion plan’ when applying for or renewing business licences with the City. This option could be modeled after the City of Vancouver’s process, wherein City staff would require that a ‘waste disposal and diversion plan’ be submitted to the City by all commercial businesses at the time of business license application or renewal for review and approval.

Option 1 is not recommended as this requirement would slow down the business license approval process, and put additional burden on smaller businesses who may not have the resources to develop a ‘waste disposal and diversion plan.’

Option 2: Pilot a Business Education and Advisory Program; Discontinue Commercial Garbage and Recycling Services (recommended): Under this option, rather than provide collection services to business, the City would instead develop and pilot a Business Education and Advisory Program (the Program). The Program would operate at no cost to business and include Phases 1 and 2 as outlined below.

The existing City Commercial Garbage and Recycling Pilot program would be discontinued for the 54 commercial contracts under this option, and staff would bring forward appropriate amendments to Solid Waste and Recycling Regulation Bylaw 6803. This recommendation is based on feedback received from the consultation process. Further, if this program were to be formalized, it would require negotiation with pre-existing collection contracts to include and allow for the collection of commercial garbage and recycling materials.

Phase 1: Develop and Implement the Business Education and Advisory Pilot Program

This phase will include the development and implementation of the Business Education Toolkit, Business Advisory Program and a specific communications campaign. Details of each section are outlined below.

- 1) Develop Business Education Toolkit to include:
 - a. Information on services available on the market for waste collection
 - b. Information on how to develop a waste disposal and diversion plan
 - c. Best practices for sustainable operations and how to reduce contamination
 - d. Provide resources for alternatives to single-use items
 - e. Build interest in circular economy innovation including sharing, refill and reusable options available in the marketplace
- 2) Develop and implement a Business Advisory Program to include:
 - a. Onsite waste assessments provided by City staff to review the type of waste being generated and current garbage and recycling systems in place
 - b. Hands-on coaching on how to create specific waste disposal and diversion plans, set up garbage and recycling rooms, and contract a hauler to meet their specific business needs
 - c. Onsite/virtual tutorials and workshops to train employees in commercial businesses
 - d. Ongoing point of contact for education and resources
 - e. Encouraging businesses and non-profits to incorporate sharing and reuse opportunities such as refill and reusable container programs.
- 3) Communication campaign for Business Education and Advisory Program:
 - a. News Release
 - b. City e-newsletters
 - c. Bill insert in business license renewals letter
 - d. City website
 - e. Direct communication through professional associations
 - f. Communications through the business licensing process

Phase 2: Evaluation of the Business Education and Advisory Pilot Program

This phase will include further engagement with the business community to review and determine Program uptake, effectiveness, and overall feedback from the business community. This phase will be conducted upon completion of a full year of Program implementation to determine overall effectiveness and feasibility of continuing this service model.

Upon review and evaluation, staff will report back to Council with recommendations on formalization of the Program.

Financial Impact

The cost of the recommended approach can be accommodated within the current funding allocation of \$360,000. As this amount is offset from provision, it does not impact the rates charged to residents. This funding level is recommended to be maintained as a part of the 2024 Utility Budget and Rates.

Conclusion

This report presents a review of the current state of commercial garbage and recycling in Richmond, and proposes the development and implementation of the Business Education and Advisory Program, on a pilot basis. The Program will provide hands-on support for businesses to navigate commercial waste management and empower businesses to implement sustainable recycling solutions.



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KN:

Att. 1: Engagement Summary Report



City of Richmond
Commercial Recycling Services Review

Business Engagement Summary Report

SITUATION ANALYSIS

Studies show that commercial recycling rates (44%) are consistently lower than the overall regional recycling rate (64%). The City of Richmond (the City) would like to gain a better understanding of current challenges and how it can support improved recycling across the various commercial sectors as an integral part of supporting a circular economy. This would help to achieve both the *Richmond Circular City Strategy* and its *Community Energy Emissions Plan* objectives to reduce GHGs and support a circular economy. The need for improved commercial recycling was also identified by residents as part community engagement for the ban on single-use plastic and through the Rethink Waste Think Tank.

The review included several phases to gain insight into current service levels (types of services, collection frequency, what is working well), the challenges or barriers that prevent different business sectors from improving and expanding their recycling and opportunities to improve recycling quantity and quality.

The outreach targeted a cross-section of commercial businesses including restaurants, retail stores, entertainment businesses, grocery stores, medical offices, the hospitality sector, the health sector and education facilities. The project also included a review of how commercial recycling is managed in other jurisdictions, and an analysis of the legislation and regulations currently in place at federal, provincial, regional and local levels.

The overall outcomes for the review are to identify potential options to support increased commercial recycling in Richmond. This may include exploring options for how the City can help foster better recycling in the commercial sector.

This business engagement summary report includes the recycling site review summary and research on jurisdictions and regulations provided by Dillon Consulting as well as the key themes and information shared through workshops and targeted outreach coordinated by the City.

TARGETED AUDIENCES

The following are the primary audiences for the commercial recycling services review as they are directly involved either in providing or using recycling services. The percentages are approximate to show the relative mix of businesses in the community that generate commercial waste and recycling (as opposed to industrial waste). The outreach to businesses aligned with the representation of the various business operations in the community, with a greater proportion of outreach to the retail, restaurant and hospitality sectors as the largest representative groups.

- Commercial business operators – with focus on primary waste producers:
 - Restaurants
 - Hospitality/entertainment sector
 - Retail operations
 - Grocery
 - Medical offices
 - Industrial/office sector

- Business organizations
 - Chamber of Commerce
 - Hotel Association
 - Tourism Richmond
 - Steveston Merchants' Association
 - Asian Restaurant Association
- Commercial recycling haulers
- Waste Management Association of BC
- Commercial recycling associations/companies
 - Green Circle Salons
 - Target Zero Waste
- Health Care Sector
 - Vancouver Coastal Health (includes hospitals and care homes)
 - BC Dental Association
 - BC Chiropractic Association
 - BC Naturopathic Association
 - ACTMA – BC Association of Traditional Chinese Medicine and Acupuncture Practitioners
 - BC Pharmacy Association
 - BC Association of Laboratory Physicians

OBJECTIVES

The following are the primary objectives for the community engagement process related to commercial garbage and recycling services:

- Gain insight into current commercial recycling services in terms of how well they are working (e.g., quality and amount of recycling, actually recycling materials through processing facilities, safe handling), who is providing the services, current practices, capacity and challenges/limitations in the waste hauling industry
- Identify business concerns related recycling/sustainable waste management – barriers, challenges, issues related to how recycling is handled worldwide, environmental impacts
- Identify potential options for service solutions that support improved quality (correctly sorted, signage) and consistency of commercial recycling, including potential for City to foster increased recycling, including City's role as a regulator
- Identify concerns related to service options in terms of impacts on hauling industry and commercial business
- Increase understanding of current sustainable waste management that support a circular economy.
- Establish positive working relationships with affected audiences to support continued improvement in commercial recycling.

CHALLENGES

The following are some of the challenges that affected the engagement process and could impact recommendations for next steps.

- Commercial haulers may view this as City interfering in their business/taking business away from them.
- Commercial hauling is highly competitive, which means they were hesitant to discuss any specifics related to recycling operations.

- Business community may view this as the City imposing new requirements that cost them money/affect their ability to compete.
- Health care sector is largely under provincial authority and has unique requirements.
- It is recognized that space limitations are a significant challenge for commercial sector that could affect service options.

BUSINESS ENGAGEMENT OVERVIEW

Phase 1: Initial Outreach to Richmond Businesses

Notification for this phase included emails to business organizations, including the Richmond Chamber of Commerce, Tourism Richmond, the Hotel Association and Steveston Merchants' Association in advance of the outreach to Richmond businesses to advise them that the review was being done and to ask them to share information with their members.

Dillon Consulting led the direct notification and engagement with affected businesses through door-to-door visits in the Richmond Centre, Lansdowne, Aberdeen, Parker Place and Steveston Village areas, and via phone calls.

The in-person surveys were available in English, Cantonese and Mandarin and businesses were offered an extended and short-form version. The City also developed a handout which was provided to businesses to highlight the purpose of the commercial recycling service review and to highlight the opportunity for businesses to share their input online, which was offered in English, Simplified Chinese and traditional Chinese through the Let's Talk Richmond platform.

Survey Focus Areas:

- Current recycling and garbage service, including bin types, space and shared services
- Satisfaction with current services
- Estimated amount of waste being recycled
- Awareness of Metro Vancouver's disposal ban
- Awareness of Richmond's single-use plastic ban
- Barriers, challenges and limitations that affect recycling service
- Barriers, challenges and limitations that affect garbage service

Mix of Businesses:

- Retail 41.6%
- Food Service 23.4%
- Hotel/Hospitality 9.1%
- Office/Administration 7.8%
- Medical 6.5%
- Grocery 5.2%
- Industrial 2.6%
- Fitness Centre 2.6%
- School/University 1.3%

Consultation with the commercial sector took place the week of May 16, 2022. Dillon staff approached a total of 302 businesses, 231 in person and 71 by phone. Of the total 302 businesses, 77 responded to the survey (63 in person and 14 by phone). Overall, the retail sector completed the most surveys (42%), followed by the food service sector (23%).

Key Themes:

The following are the general key themes of the input shared by businesses in this phase:

- 66% of businesses indicated they have enough space for garbage and recycling containers
- Over 63% of businesses indicated they were very satisfied with both their recycling and garbage services
- 33% of respondents estimate that 26 to 50% of total waste generated is recycled
- 29 % of respondents estimated that 51 to 75% of total waste generated is recycled
- 58% of businesses share their waste containers with one or more other businesses
- Approximately 30% of businesses indicated they use the Richmond Recycling Depot
- 58% of businesses are aware of Metro Vancouver's disposal bans

The key themes shared about barriers, challenges and limitations for recycling services are highlighted below:

- 16% of businesses indicated that there was limited space for additional bins
- 8% indicated recycling was too expensive
- 6% indicated it is within their landlord's control
- 49% indicated a variety of "other" responses that included themes such as:
 - Bins are not secure
 - Inconsistent collection frequency
 - Illegal dumping
 - Issues with recycling hauler

The key themes shared about barriers, challenges and limitations for garbage services are highlighted below:

- 42% of businesses indicated that illegal dumping by third parties is an ongoing issue;
- 7% indicated cost was an issue;
- 7% indicated cleanliness was an issue; and
- 45% indicated a variety of "other" responses that included:
 - Overflow issues;
 - Garbage bin lids are too heavy;
 - Inconsistent collection frequency; and
 - Issues with security of bins.
- Ideas for how the City can support improved recycling/increased waste diversion:
 - Request that haulers provide pick up of recycling twice a week.
 - Educate businesses, building management and public with visual formats to explain bans, how to recycle.
 - Supplement or offer free recycling collection and provide recycling bags.
 - City implement green program service with private company pricing.
 - Better options for bottle recycling.
 - Audit business.
 - Increase amount of materials accepted in recycling.
 - Provide additional drop off stations in shopping plazas e.g., batteries.
 - Enforce bylaws.
 - More collection areas.
 - Pick up service for food/green waste, paper and bottles.

Phase 1: Jurisdictional and Regulatory Review

Dillon Consulting completed a jurisdictional review of the following North American municipalities:

- City of Toronto
- City of San Francisco
- City of New York

The topics reviewed as a part of the jurisdictional review included:

- Jurisdiction overview (population, area, country);
- Relevant legislation, bylaws, policy drivers and contractual requirements;
- Overview of existing waste management and recycling services provided (if any) to the commercial services sector;
- Existing partnerships (if any);
- Staffing and budget allocated to commercial services sector garbage and recycling;
- Frequency of service and/or service restrictions;
- Communications and marketing approaches;
- Educational materials utilized;
- Innovative strategy and/or program development and implementation;
- Enforcement activities;
- Program successes and challenges/opportunities for improvement; and
- Lessons learned and next steps.

The regulatory review assessed recycling and other waste management requirements at a federal, provincial, regional and municipal level, including environmental protection, regulations managing the movement of hazardous waste and recyclable materials, bans on specific products such as single-use plastic, zero waste and circular economy initiatives, producer responsibilities and disposal bans. The review also looked at commercial levies and hauler licensing. City staff also conducted a regulatory scan and the content below contains findings from both reviews.

Jurisdictional Review

Government of Canada

Commercial regulatory requirements at a federal level include the Canadian Environmental Protection Act (CEPA) which regulates the interprovincial and international movement of hazardous waste and recyclables, the Single-Use Plastics Prohibition Regulations and the Ocean Plastics Charter.

Province of BC

The provincial Environmental Management Act (EMA) grants local governments and regional districts the authority to regulate waste disposal in relation to liquid waste, municipal solid waste and recyclable materials. Additionally, under the Community Charter, municipalities are to provide services, laws and other matters for community benefit, and are granted the fundamental power to, by bylaw, regulate, prohibit and impose requirements in relation to municipal services.

The EMA includes regulations and policies specific to individual industries. The provincial government has also implemented the *Single-Use and Plastic Waste Prevention Regulation* as

part of the CleanBC Plastics Action Plan and has set provincial waste disposal targets as part of its zero waste and circular economy initiatives.

The Recycling Regulation, under the authority of the EMA, sets out the requirements for BC's Extended Producer Responsibility (EPR). EPR requires producers, such as manufacturers, distributors, and retailers to take responsibility for the life cycle of the products they sell. Producers often come together to form agencies that operate recycling programs on their behalf. Commercial businesses in Richmond are able to participate, operate and utilize EPR programs.

City of Richmond

The City's Solid Waste and Recycling Regulation Bylaw No. 6803 places the accountability for managing commercial waste on the occupier of the non-residential property to provide and keep on the property, an adequate number of commercial garbage containers for all garbage generated onsite. Additionally, every occupier of a residential property or non-residential property must remove all garbage generated as often as necessary, to prevent garbage from becoming unsightly or from causing a health concern.

Metro Vancouver

Metro Vancouver places restrictions and conditions on the materials accepted at regional disposal facilities and transfer stations. The Greater Vancouver Sewerage and Drainage District Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 330, 2019 does not regulate business activity, however, under the Disposal Ban Program certain recyclable materials are banned from the landfill. If loads of garbage delivered to regional disposal facilities or transfer stations, contain banned recyclable materials (see Table 1) in excess of established limits, surcharges are applied. The surcharges are designed to inflate disposal costs and incentivize businesses to recycle the materials properly.

Metro Vancouver is also responsible for regulation of waste haulers including collecting and remitting of the Generator Levy and maintaining records. At this time there is no licensing process required.

Metro Vancouver's *Bylaw 181: Private Solid Waste Facility Licensing* regulates all privately operated municipal solid waste and recyclable material operation facilities. Licenses are required for all privately operated landfills, transfer stations, material recovery facilities, storage facilities and brokers of municipal solid waste and recyclable materials.

Service Model Review

Commercial Garbage and Recycling Service Model Comparison

Service Models	Example	Applicable Businesses	Payment Structure	Regulatory Landscape
Opt-in City Service	Toronto, ON, Canada	Small commercial	Variable rate, paid by utility	City initiated service
	Burnaby, BC, Canada	Small commercial	Variable rate, paid quarterly	City initiated service - <i>City of Burnaby Bylaw 14046</i>
	Guelph, BC, Canada	Small mixed-use, institutional	Municipal property taxes	<i>City of Guelph Waste Management By-law (2019)-20392</i>
Franchise – single hauler	San Francisco, CA, USA	All commercial	Variable rate discounted in proportion to the volume diverted from the landfill.	<i>California Assembly Bill (AB) 341</i> <i>The San Francisco Mandatory Recycling and Composting Ordinance</i>
Franchise – multiple haulers zoned	New York, NY, USA	All commercial	Base and Variable Rates, paid by business	<i>The State of New York (16 RCNY§ 1 10(a))</i> <i>Local Law 199 Commercial Waste Zone Law (CWZ)</i>
Required – Recyclables & Organics Diversion Plans	Vancouver, BC, Canada	All non-residential	N/A	<i>City of Vancouver Solid Waste By-law 8417</i>

City of Toronto

The City of Toronto is not mandated to provide waste management services to the industrial, commercial and institutional services (IC&I) sector. Eligible “small commercial” customers pay for garbage collection and Yellow Bag program, and receive Green Bin organics and Blue Bin recycling collection at no additional cost. City of Toronto currently services approximately 14,500 small commercial establishments.

Garbage and yellow bag collection is financed through a subscription service (variable rate system) and charged through the utility. To be eligible the commercial businesses’ ground floor area must be less than 500 square metres and less than four stories, or at least a third of the building space is residential (no size restriction) and less than four stories. Of the 14,500 commercial business, 7,560 are not designated for the new provincial Blue Box Regulation, the City is considering operational and financial impacts.

The current commercial collection program has resulted in increased diversion as participation has been higher than if these businesses relied on private haulers. In their 2016 Long Term

Waste Management Strategy the City of Toronto is looking to identify a mechanism to allow the City to influence greater waste diversion in the IC&I sector.

The City of Toronto anticipates that IC&I will be addressed as part of an Ontario provincial strategy under the Waste-Free Ontario Act.

City of Burnaby

City of Burnaby provides garbage, green waste and recycling collection services for over 500 commercial customers. These include businesses, religious buildings and educational establishments and as an extension of the multi-family garbage and recycling collection.

Commercial rates are made available through the City of Burnaby website, payments are billed quarterly and can be paid through Burnaby Commercial Refuse, by mail or in person through the Burnaby Tax Office.

City of Guelph

City of Guelph provides garbage, recycling and organics collection to downtown IC&I properties and eligible small mixed-use and institutional properties on existing residential routes outside the downtown collection area. Collection services are funded by municipal property taxes.

Starting in January of 2025 Guelph will no longer be collecting blue box materials under the Government of Ontario's new Blue Box Regulation, blue box collection for schools (public, separate, and private that teach Kindergarten to Grade 12), non-profit retirement and long-term care homes, and multi-residential buildings (e.g., apartments and condos) will be provided by Ontario Producer Responsibility Organizations (PRO). Guelph's commercial recycling collection program will end, and IC&I properties will make alternate arrangements to have their recycling collected.

City of San Francisco

The San Francisco Mandatory Recycling and Composting Ordinance requires all commercial businesses to source separate their waste into recyclables, compostable and landfill trash.

San Francisco's waste management company, Recology, holds a no-bid contract with the City of San Francisco and provides garbage, recycling and compost collection. The City of San Francisco offers a variety of free services and assistance for waste management, including, consultations, bin labels, signs, commercial building toolkits, educational materials and multilingual training.

San Francisco's recycling and compost collection program is available to all business types at a reduced rate. Rates are based on service type, collection frequency, and site-specific diversion rates. Rates are designed to offer discounts to businesses based on their diversion rate. Rates are calculated using both a base and variable amount, depending on the businesses diversion success. The variable rate is discounted in proportion to the percent of service volume that is diverted from the landfill (up to 75% discount).

Regulations such as waste separation, mandatory recycling and composting as well as providing adequate space for all waste streams in addition to incentivizing waste diversion through a reduction of fees has helped to improve waste diversion.

New York City

The State of New York (16 RCNY§ 1 10(a)) requires commercial businesses and commercial tenants to recycle. Currently all garbage and recycling is collected by private haulers. In 2019 New York City established Local Law 199 Commercial Waste Zone Law (CWZ). Businesses in the City will be divided into 20 separate zones. Each zone will be serviced by up to three haulers.

In advance of the CWZ program implementation the DSNY aims to reach more than 100,000 business owners through in-person canvassing, phone calls and direct mail. The New York City Department of Sanitation (DSNY) expects to begin implementation of the first CWZ pilot zone in the second or third quarter of 2024.

Initial challenges with the program include revisions to the RFP process to gather more detailed information around pricing, technical plans and financial and compliance data as well as a lengthy evaluation process requiring a committee to score proposals, negotiate contracts, select awardees and approve contracts.

City of Vancouver

The City of Vancouver By-Law 8417 requires the owners and occupiers of non-residential properties to provide a Recyclable Materials Diversion Plan and an Organic Waste Diversion Plan. Non-residential properties are asked when obtaining a business license or renewing a license to detail the methods being used to divert food waste and recyclables for disposal at the landfill or incinerator site.

Phase 2: Workshops and Targeted Outreach

This phase of community engagement expanded on the Phase 1 input and research, and involved more in-depth discussion with businesses and local organizations who represent a variety of business sectors. This engagement included a business workshop and targeted outreach that involved one-on-one meetings and additional door-to-door site visits.

The notification for this phase included:

- Emails to businesses involved in Phase 1 who indicated an interest in further discussion on recycling services;
- Emails and phone calls to Richmond organizations that represent the various commercial sectors in the community, including Tourism Richmond, Richmond Chamber of Commerce, Asian Restaurant Association, School District No. 38;
- Emails to businesses currently receiving services through the City Pilot for Commercial Garbage and Recycling Services;
- Richmond Sustainability e-newsletter;
- Emails and phone calls to affected business sectors including area shopping centres, Vancouver Coastal Health Authority;
- Emails and phone calls to eight recycling and garbage hauler companies (three participated in meetings); and
- Door-to-door outreach to businesses in three mini-malls (Blundell, Ironwood and Terra Nova).

The engagement discussions focused on:

- Challenges related to garbage and recycling collection and ideas for how to address challenges;
- Opportunities to leverage what is working well, including sharing best practices and suggestions to promote commercial recycling and waste reduction; and
- The City's role in terms of encouraging and supporting increased commercial recycling, including requirements, what the City should do and should not do.

STAKEHOLDER KEY THEMES

The following is a summary of the key themes of the input shared by participants in this phase of the community engagement. This is not an itemized list of comments, and the input represents opinions and ideas shared by participants, which may differ from other data collected as part of this commercial recycling services review.

Business Workshop

The business workshop involved six participants, with representatives from Tourism Richmond, Lansdown Centre, Aberdeen Centre, School District No. 38 and Pro Claim Group. The facilitated workshop included a presentation highlighting some of the key outcomes from the Phase 1 survey input, followed by discussion on the challenges and opportunities that affect commercial recycling and waste management as well as discussion on the City's role.

In general, while there are some common challenges and opportunities, there are also specific concerns that affect different commercial sectors; there is no one size fits all solution.

Challenges – issues, gaps and processes that are not working:

- Illegal dumping is a top concern as, even when there are security cameras, there are no consequences. The RCMP does not enforce illegal dumping and the City's bylaw does not apply to dumping on private property so there is no means of addressing the issue. It's unclear whether the dumping is done by citizens or people operating a collection service who then dump the waste rather than paying tipping fees or sorting it into recycling.
- Visitors in the community are not familiar with recycling programs and are not accountable/do not care, so do not sort or recycling consistently.
- While some hotels have recycling bins in rooms, it is not required so it is not done consistently and there are no consistent types of bins/lid shapes and labels.
- Even though most families with students in School District No. 38 live in Richmond, the recycling programs are not consistent and the diversion rates at schools are significantly lower than at home. It's not clear why there is a difference; however, it could be due to the different types of recycling at school (only paper recycling and garbage cans in the classroom, but diverse recyclable materials in other areas, such as paper towels, food waste, automotive, take-out containers, cardboard, plastic and Styrofoam and e-waste), or it could be lack of accountability ("not mine"), or lack of clear, meaningful and consistent signage, or a combination.
- Need waste diversion to be part of the curriculum but there is no time.
- Anchor tenants in shopping centres are more on board with recycling services, but smaller tenants are less so, and many are hard to reach due to language barriers, so they don't read the onboarding materials.
- Cost is a factor as, other than cardboard, most recycling is no longer seen as a commodity. The cost involved to add services that is higher than what business gets for selling recyclables.
- High staff turnover in hospitality and retail sectors requires constant education.
- Construction/demolition waste makes up about 50% of landfill, yet there is limited waste diversion in this sector.
- When it is easier to just collect all waste in one bin (more convenient), there is no education about why it is important to recycle/divert waste and there are no consequences, there is no incentive to change behaviour.

- While retail tenants are recycling as part of business practices, it's more difficult to get customers to recycle, they put everything in the garbage and/or they don't sort items correctly even when the bins are available.
- Some businesses are impeded by "analysis paralysis" that results in no action to improve recycling as they cannot determine what will work best or how to address challenges.
- Language barriers in the community make it challenging to communicate how to recycle correctly.
- Currently there are no incentives from haulers to reduce waste, and customers who want to maximize waste are dealing with costs as a factor as half their cost is lease/rent and the other half is operational cost for collection.

Opportunities – what is working well or could be leveraged to improve recycling:

- Schools: "Zero Waste Day" where students take all lunch waste home, end of school locker clean out, working with parents, e.g., make sure kids will eat what you send for lunch.
- All waste streams should have EPR/Stewardship.
- Specialized waste from schools could go to the Recycling Depot, but would need a program in place.
- Use of cameras helps with identifying illegal dumping (but no enforcement) as well as identifying tenants who are not recycling properly. Generally, direct follow up with tenants and the use of fines will result in improved recycling and sorting.
- Organics are collected behind the food court and staff help with sorting in the food court.
- Quarterly diversion reports to gain insight into types of materials and bins required, sorting issues, cost benefits of recycling, annual rebates for recycling based on audits, etc.
- There are positive examples of demolition/construction waste diversion initiatives and benefits that could be highlighted to build on each success, e.g., LEED and GO Green buildings, adding extra bins at the work site and at transfer stations (can be as many as 26 diversion streams such as drywall, wood), and it costs less to recycle.
- Raise awareness about benefits of recycling, such as beverage containers value, post-COVID changes such as fewer cleaning days with cost-saving incentives.
- The City of Guelph in Ontario collects waste from small mixed-used buildings and institutional properties outside of the downtown area that meet certain criteria to establish equitable service levels in the IC&I sector. (For more details visit <https://guelph.ca/living/environment/garbage-and-recycling/waste-collection-for-businesses/>)
- Small businesses need education, resources such as training kits for onboarding new employees to make it as easy as possible to recycle correctly.
- Larger businesses and tourism sector can tap into the corporate responsibility priorities, but there needs to be a way to help apply it locally. They are also more likely to be responsive to customer priorities and consequences for not recycling. For example, tender processes could include waste diversion requirements to balance diversion costs with corporate responsibility.
- Hauler contract considerations: haulers charge per bin and weight, so could look at incentives to keep costs down as part of contracts, and waste audits are useful to better understand issues and could be something that is incorporated into contracts with haulers.

- Richmond could have a waste diversion audit and incentives program similar to BC Hydro Energy Audits with incentives through the permit process so there is a cost benefit rather than consequences.
- Create a culture of conservation in commercial sector, tracking diversion percentages and reporting out, perhaps by sector.
- Need to have the processors/systems in place for the range of recyclable materials being collected, e.g., demolition materials.
- The City needs to ensure the commercial sector allows for adequate space set up at the planning stage of new buildings, and once it is built, it is up to the building management to set up the services.

The City's Role in Supporting Commercial Recycling:

- Implement education and awareness communication, such as the single-use plastic ban communication and engagement with business and the community, including targeted information to business license holders.
- Avoid use of bylaws as they can be seen as a negative, resulting in a competitive disadvantage unless all municipalities in the Metro Vancouver must meet the same requirements.
- Consider incentives for doing the right thing, an opt-in approach, using waste audits, data showing progress.
- Treat everyone the same way, whether incentives or penalties, and have clear steps before any penalties, such as the way single-use plastic ban enforcement is managed.
- Provide bin signage so it is consistent and clear, looking at what others are doing to apply best practices.
- Consider operational shadowing/reviews, such as a day in the life of a tenant, hotel, restaurant, demolition company to understand needs and ways to improve recycling/waste diversion.

Suggestions:

- Reach out to local organizations with clear messaging about why the City is working to improve commercial recycling, the benefit to members, what organizations/businesses need to do and any incentives if applicable.
- Providing recycling tips handout and advice for waste management efficiency.
- Work through permitting and business licensing to reach businesses and understand their pain points.
- Connect with schools to leverage programs like Green Teams, waste audit information and Green Ambassadors, and to provide staff with information on local recycling programs (particularly for staff who don't live in Richmond).
- Help address illegal dumping.
- Support environmental champions in commercial sector – support staff by equipping them with tips, set them up for success and build their skills.

Individual Meetings

Following the business workshop, the City held one-on-one meetings with representatives from three hauling companies, Vancouver Coast Health, the Asian Restaurant Association and three property management companies. The discussions focused on the specific considerations for each sector.

Garbage and Recycling Haulers

The City reached out to eight different waste haulers operating in Richmond and throughout the Lower Mainland to gain insight into their perspectives on commercial recycling. Three companies agreed to meet with City based on the understanding that the hauler's input would remain anonymous for competitive reasons. The City met with each hauler representative individually, and the discussion focused on exploring why commercial recycling is lagging, what business sectors perform better, processes for handling contamination and what the City should or should not do to help support increased commercial recycling.

In general, most haulers said they aim to sell as many services as possible and offer a complete package of garbage, recycling and organics services. They all supported increased education for businesses about recycling services available and ways to reduce contamination, and enforcing how better waste diversion can impact their bottom line. All three waste haulers also indicated that the City of Richmond should not get involved in the hauling business.

The following are the key themes of the hauler's responses to each discussion topic.

Factors affecting commercial recycling/why it is lagging behind residential:

- Cost is the primary factor as recycling is not cost effective. It doesn't save money, and while it is a cost of doing business, the more services, the higher the cost so it is too expensive for some businesses. As well, single-stream recycling may be more convenient for customers, but it also costs more than garbage collection.
- Labour and time requirements are another major factor as staff capacity/resources are limited and sorting can be labour intensive. It's easier to throw everything in the garbage. There is also lack of training and employees are not motivated to recycle.
- There is often limited space for bins.
- The volume of specific items beyond garbage/cardboard are not worth the effort or cost to sort and recycle.
- Shift in priorities since the pandemic as many businesses are still recovering and just trying to keep their business open.

Sectors doing a better job with waste diversion/recycling:

- When it costs less to recycle than throw it in the garbage, businesses will recycle. For example, where it's more cost effective for food processors to have organics recycling or when they have compactors, or companies that generate a lot of cardboard, which often still has a commodity value. Organics recycling is easier to sell because it's mandated by Metro Vancouver and there was a lot of communication about the ban – much more than communication about other banned items.
- For some sectors, recycling is a priority because "it's the right thing to do" or expected from customers/the public even though there is a cost involved, e.g., schools, government, health sector and some hospitality, such as restaurants that are doing a lot of organics recycling.

Sectors doing less recycling/waste diversion:

- Newer businesses are less likely to have recycling, possibly because they are not aware of requirements, or they may not know what to recycle.
- Small businesses (without the space, time, labour).
- Businesses that don't feel they generate enough to warrant it (organics in offices).
- Collection and contamination at the end of the school year is particularly bad.

Resources haulers provide to customers:

- Posters with pictures/graphics.
- Dos and don'ts decals using graphics to show what can and can't go in bins.
- Website resources, such as links to Metro Vancouver information about bans.

Measures to address contamination:

- If contamination is visible in the bins, haulers do not pick it up. They also tag the bin to note the contamination.
- Contamination will contaminate the entire load.
- Some trucks have cameras in the hopper.
- Sometimes photos come at the processor.
- Follow up includes a phone call or email to outline the issue.
- Fines and other fees are charged to the customer for contamination or when banned items are in the bin.
- They have minimal issues with repeat offenders.

Information haulers would like commercial sector to understand:

- It's not up to the hauler to educate their employees and customers.
- Haulers don't make the rules about what goes in recycling and what is banned.
- Haulers are bound by rules and regulations and operate a business to provide a service and want to keep customers happy.
- Businesses need to take responsibility for their waste inside their operation (e.g., the right types of bins and recycling services, sorting materials correctly to avoid contamination).
- Businesses need to find the right resources for information.
- Layout and access are a business responsibility, including allocating space for recycling and where haulers will collect bins.
- You don't call a hauler just for recycling, you call for complete service and the haulers need to densify their run (have enough collection volume to justify cost for sending out trucks). Most contracts are for garbage and then the recycling are add-ons to get the garbage contract, such as a package deal that includes cardboard, paper and maybe organics.

Single-stream recycling versus source separation recycling:

- Single-stream recycling is convenient for users and requires less space, but it is generally the worst way to recycle as it is very contaminated so that most of the items are no longer recyclable, and it is also the most expensive service option.
- Multi-stream, source separation is the best way to get quality recycling.
- Only a couple processors will accept single-stream recycling in the Lower Mainland, and they have rules for the contamination levels, which means that if the load is contaminated, they charge even more.

Opportunities to increase commercial recycling:

- Some has to start at manufacturing: reduce the amount and type of packaging and don't use products that can't be recycled.
- Businesses need to take responsibility for their recycling programs, including who puts what into the bins, and for having the right receptacles, posters and decals in place.

- Promote and use websites like Recycle BC to learn more about all the materials that can be recycled.
- Educate staff and keep the information topical – why recycling is important, how to recycle correctly.
- Municipalities may have to push for more commercial recycling, such as through regulations or other requirements, but cost is going to be a factor.

What the City should do:

- Increase education and promote recycling through communication and marketing.
- Show ways recycling helps their bottom line and provide examples of what others are doing to promote increased recycling, e.g., good examples of front-end recycling programs and signage.
- Enforce current regulations/bans or businesses will do the bare minimum.
- Identify the real problem makers.
- Request waste audit information from companies that are already doing them to gain a better understanding of their waste and recycling needs.
- Offer audits, and possibly target certain areas with follow-up education.
- Allow commercial sector to use the Richmond Recycling Depot.
- Highlight what businesses are doing correctly and why it's important.
- Ask business what it's going to take to get them to recycle more.
- Provide information about commercial recycling – haulers that offer different services
- Develop a marketing/information sheet to send out with business licenses.
- Help with finding processors, particularly for recycling such as flexible plastic, glass, mixed containers that are not totally clean.

What the City should *not* do:

- Don't try to get involved providing commercial recycling as a service – it's too complex and creates a big mess when trying to manage it fairly.
- Don't be heavy handed with enforcement.
- Don't implement a commercial recycling bylaw.

Illegal dumping observations:

- The illegal dumping they see in Richmond is about the same as other cities.
- There can be safety concerns when people who are homeless light fires in bins or stockpile dumped materials.
- Encourage customers to lock their bins.
- It may be cheaper for the City to just collect it in the first place – offer Large Item Pick Up to all residents.
- Raise awareness about options like the Recycling Depot, Landfill Voucher and Large Item Pick Up Program.

Vancouver Coastal Health

There are four health authorities in the region and the waste contract is managed regionally, and waste includes both non-hazardous and hazardous materials. For this study, only non-hazardous materials are being reviewed as hazardous medical waste is federally regulated and managed by a separate vendor. There is a Waste Contract Manager for each health authority, and a standardized recycling program (same bins, accepted items, signage, decals) for all of the

health authority facilities in the region. The standard streams are mixed containers (including refundable bottles and cans), mixed paper and organics. If sites want to collect beverage containers separately on their own to keep the refund, they have that option.

The waste diversion goal for all health authorities is 50% by 2030. They have different goals for 2025 depending on their current diversion rates. The 50% target is a stretch goal for hospitals, in large part due to the limited access to available processing facilities for many of their non-hazardous recyclable waste. Smaller, long-term care facilities have already hit the first goal as they are currently recycling 25% to 30% of their waste, which is about the average (25%) for the health care sector in North America. Long-term care facilities are more like residential, where hygiene items are the biggest component of their waste.

Challenges affecting recycling in the health service sector:

- Many of the products used in health care are not recyclable in this market. For example, PVC products like oxygen masks, empty IV bags and other soft plastics. A business case was done to see if these items could be recycled as they are doing this in Ontario, but recycling processors in BC did not want to accept specialized products.
- There can be a perception that everything coming from a hospital or health care facility is hazardous waste, and recycling processors would take the materials for waste-to-energy, but that is not recycling.
- Patient care priorities can affect whether staff can sort waste into recycling. As an example, in the ICU, nurses don't leave bedside so when they generate waste, they can't leave the room to go sort it – everything goes into garbage.
- Isolation precautions in some health situations mean that none of the waste can leave the patient's room – everything goes into the garbage.
- The Polypropylene in personal protection equipment (PPE) can't be recycled.
- When COVID hit, all recycling went to waste-to-energy facilities, so now the health authorities are struggling to get some items back into recycling programs.
- The different recycling rules in different communities can cause confusion, and there are inconsistencies in what haulers will offer for service levels e.g., coffee cups are not accepted in recycling by their hauler even though these cups are accepted in most residential recycling programs. Recycling at work is not treated the same as recycling at home.

Opportunities and positive actions that improve waste diversion:

- Shifting products away from disposable to reusable might be the best way health care facilities can reduce waste most. A garbage composition study in six clinical units that generate a lot of waste found that around a quarter of garbage waste was technically compostable (paper towels) and there was a small amount of food scraps, but not much else could have been diverted. Food services is using reusable service ware in public cafeterias and for patients. Clinical products – a lot of them surgical – had shifted to disposable during the pandemic, and now they are trying to shift back to reusable. Also switching to reusable gowns instead of disposable.
- The provincial Ministry of Health is putting together a PPE recycling program for the whole province. PPE is very light, and waste is measured by weight, so it may not have a lot of impact on numbers, but still helps with waste diversion.
- Relationships can make a big difference, so work needs to be done to build relationships with haulers and processing facilities to educate them about what can and cannot be accepted, what is and isn't dangerous.

- Staff are passionate about recycling. They are very supportive of anything related to environmental sustainability and will request recycling bins for their units. They also come up with ideas, e.g., medical glove recycling.
- Education about managing hazardous medical waste is embedded in health care staff education, so they naturally have the same attention to detail when it comes to recycling non-hazardous materials.
- While staff are experts in how to recycle weird medical products, there's always a place for ongoing education. The health authority has online modules and opportunities for in-person training. They also have a whole course on waste management that covers hazardous and biomedical waste as well as other recycling streams. It's a required course when staff are on boarded.
- Bins are everywhere – in all of the clinical units, in hallways, by doors – and are easily accessible to public and staff. The bins are paired and with garbage close by. Also, having the same labels and bins across all facilities means that staff are familiar with how to recycle even when they move to other sites.
- There is a staff volunteer program for general sustainability and a staff position to manage the recycling program. There is support from managers to put in time towards sustainability projects and funding available to explore better waste management opportunities.

Information that is important for haulers and processors to understand:

- Most health authority waste is not dirty or gross. Only 6-7% of the waste is biomedical or hazardous. The vast majority has not been close to anything medical. It's just normal waste.
- It's difficult to understand why the recycling markets in B.C. cannot support health authority waste streams. For example, polypropylene fabric wrap is not accepted even though it's 100% recyclable and it's never even been in a patient room. It's in a sterile environment and then thrown away. Health authorities generate tonnes of this material, which feels like textile but made of polypropylene. It's referred to as 'blue wrap' and it's literally sterilized – the cleanest possible waste – but it is not accepted for recycling. The same goes for vinyl PVC products like oxygen masks, oxygen tubing and IV bags that are empty and would just hold fluid/water. They are clean, consistent waste streams. Ontario's program is PVC123.

Options to address challenges and leverage opportunities:

- Consistency in labelling, messaging and accepted items is needed to reduce confusion. There's also lack of clarity around biodegradable and compostable plastic.
- Waste processors and haulers would ideally accept the same products from businesses and health care that they do from residential recycling, e.g., coffee cups.
- Processing facilities are needed for items like flexible/soft plastic and other clean waste generated by hospitals.
- Be upfront about what is being sent to waste-to-energy facilities.
- Education needs to be consistent so people understand what to do and what the current state of recycling is in the community.
- Despite all the challenges in the health care sector, there is a shared goal to do better. They want to push themselves to do new things, and they don't see health care as requiring an automatic exemption - just an acknowledgement of their unique challenges and requirements.

- Their wish list is:
 - New waste streams for key categories where they can't find a recycling processor.
 - While they have data for standardized streams, they would like data for other streams like construction waste diversion.

What the City can do:

- Do a scan of current recycling processors, what they offer, where they are going in terms of technology/innovation and share their research and other data.

Property Managers

To gain a better understanding of the service levels, challenges and opportunities that affect garbage and recycling programs run by property management companies, City staff reached out to six property management companies and met with three property management companies representing six complexes in Richmond.

Types of services:

- Services vary depending on the tenant (e.g., offices vs food service/grocery), but generally they provide cardboard and organics recycling in addition to garbage collection.
- If a business requires services beyond garbage, organics and cardboard collection, they generally have to arrange their own collection service or dispose of it themselves, unless the majority of the tenants want the additional service.
- A large part of recycling is dependent on employees separating items correctly, so it might be wanted by tenants, but employees would need to follow the requirements.

Limitations, challenges and barriers:

- Have had to reduce services because they were not being used, was not seeing compliance. If requirements are not being followed, they can't force it on the tenant – will remove the service instead.
- If it's required, will provide the service.
- Depending on the situation, may increase or decrease service level, such as frequency.
- For monitoring, contamination is sometimes reported by the waste disposal hauler and there can be fees attached, which is passed on to the business if contamination from their business is happening repeatedly.
- Noticing a lot of household garbage in commercial garbage bins. Even when the bins are locked, people throw their garbage on the ground.
- Illegal dumping remains a challenge.
- Bins are removed from public areas on their properties as people were vandalizing bins and rummaging through recycling.

Opportunities and what is working well:

- Services are easy to source.
- There's an app to show the level of waste in the bins and how full the last service was to track usage and service level requirements.

What the City can do:

- Education and community awareness so people fully understand what is required and how to sort correctly.

- Educating business owners about banned materials, what is and isn't allowed in the garbage.

Asian Restaurant Association

The BC Asian Restaurant Cafe Owners Association is a non-profit organization of restaurant owners and related businesses that was created to strengthen and promote the Asian restaurant industry. Members offer mutual help to improve business and an environment to enhance the public image of the Asian restaurant industry.

City staff met with a representative of the Association to discuss the challenges and opportunities that relate to garbage and recycling services for their members.

Primary challenges:

- In general, restaurants have organics recycling, but other streams such as paper and containers is challenging due to space limitations.
- Waste is usually not sorted – everything goes in the garbage.
- Staff do not have the time to recycle, and most do not consider recycling a priority.
- Restaurants need to have the right containers for use inside the kitchen where there is never enough room.
- Recycling containers in the restaurant areas do not look good.
- Restaurant customers generally do not care about what happens after their meal, such as whether the leftover food is recycled.

Primary opportunities:

- Recycling is getting better as people are getting used to it and more people are continuing to improve their recycling, but it takes times time.
- It needs to start with rules (the City needs to make it a rule or most of these businesses will not do it), then training the staff and then the cost implications.

What haulers need to know about restaurant recycling:

- Most haulers understand the needs of restaurants.
- Haulers should take direction from the City and other authorities.
- Restaurants should be able to separate their recyclables properly, but if the hauler does not say no to certain items in the garbage, the restaurant operators will not change. If they are allowed to mix everything together, they will continue to do so. Organics is the only item they separate as they will get in trouble if organics are found in the garbage.
- Cost is another critical factor. Costs like fines will make people change, but they will annoy people as well. Know where to draw the line between the incentives and penalties.

Mini-Mall Surveys

As a follow up to the initial survey, staff conducted door-to-door surveys at three mini-malls in Richmond (Blundell Centre, Terra Nova Village and Ironwood Plaza). Staff approached 38 businesses and 31 responded to the survey. Businesses were asked about the garbage and recycling services provided at their complex, limitations to increased recycling and what they felt the City should do or not do to support increased commercial recycling.

Types of businesses reached with survey:

- Food Service/Restaurant 27%
- Retail 24%
- Service/Administration 14%
- Medical 13%
- Grocery 11%
- Financial Institution 8%
- Fitness 3%

Feedback from businesses about current services:

- For most businesses, recycling services are provided by and at the discretion of the property managers.
- All three mini-malls visited had access to garbage and cardboard services.
- 27% of the businesses had organics recycling as it was primarily limited to food establishments (restaurants, food service, and grocery stores).
- Restaurants and food retailers who had access to organics recycling used a cart that had been provided to that specific business. In some instances, the cart size and frequency of pick-up was not sufficient to handle the waste being created.
- Large corporate entities (multi-national banks, grocery chains, retailers) have an internal culture of waste reduction, including programs and training as well as janitorial staff to follow the organization's recycling requirements.
- 91% of businesses who completed the survey were aware that certain items are banned from the garbage including organics, Styrofoam and cardboard.
- In addition to the standardized services provided by property managers, some businesses also independently recycle items such as flexible plastics, Styrofoam, glass containers, return-it beverage containers, ink cartridges, batteries and lightbulbs.

Limitations or barriers that affect recycling:

- Capacity (bins are full) and access to bins can be limited.
- Recycling is inconsistent – some businesses doing more than others.
- They need to arrange their own recycling service for items beyond garbage and cardboard.
- Not everyone supports recycling and/or they do not know how to recycle correctly.

What the City can do to support increased recycling:

- Do nothing.
- Increase awareness on how to recycle correctly.
- Require more of businesses or create a bylaw.
- Increase education for school-aged children as well as for businesses and landlords.

Mini-Mall Site Audits

The mini-mall door-to-door visits included checking out bins to learn more about the types, location and general use.

- Large businesses with corporate sustainability practices (TD Bank and RBC primarily) have more comprehensive recycling programs in place.
- Most businesses appear to abide by the services offered by the property manager.

- A surprising number of businesses take the extra steps to properly dispose of recyclable materials (flex plastic, deposit bottles/cans, Styrofoam).
- The amount of contamination in the garbage bins shows that a lot of recyclable and banned materials are still just throw away (organics, Styrofoam, paper).

Phase 3: Business Survey (consultant recommended next phase)

As the final step in community engagement for this commercial recycling services review, a survey of local businesses is recommended. This would provide an opportunity to present affected businesses with an overview of the options for supporting increased commercial recycling that are being considered and provide an opportunity for them to share feedback on the recommendations before final review and consideration by Council.



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: September 20, 2023

From: Suzanne Bycraft
Director, Public Works Operations

File: 10-6000-01/2023-Vol
01

Lloyd Bie, P.Eng.
Director, Transportation

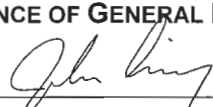

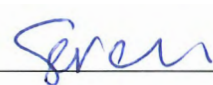
Re: Safety Measures for Heavy Trucks

Staff Recommendation

That staff report titled "Safety Measures for Heavy Trucks", dated September 20, 2023, from the Director, Public Works Operations and Director, Transportation be received for information.

Suzanne Bycraft
Director, Public Works Operations
(604-233-3338)

Lloyd Bie, P. Eng.
Director, Transportation
(604-276-4131)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

The following referral was made at the September 21, 2022 Public Works and Transportation Committee Meeting regarding safety measures for heavy trucks:

*“(1) That staff investigate and report back on the implications of the City of Richmond owned and contracted heavy trucks to be mandated to have side guards;
(2) That we encourage the installation of additional blind spot side mirrors and the use of back up cameras;
(3) That we review bike lanes in terms of turning conflicts and mitigate to reduce risk to vulnerable road users;
(4) That we advocate with regional, provincial and federal authorities to create consistent framework for truck operators;
(5) That we advocate to ICBC and truck-driving associations to deliver increased driver education to better inform of the responsibilities regarding vulnerable road users; and
(6) That staff report back on any immediate actions that can be taken to improve cyclist safety.”*

This report responds to the referral.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

Background

The City proactively implements a number of projects and programs every year to improve road safety, particularly for vulnerable road users (pedestrians, cyclists, etc.). Although staff are not aware of any incidents in Richmond between heavy trucks and vulnerable road users (VRUs), concerns about potential incidents have emerged.

A key aspect of traffic safety is safe vehicle design in minimizing collision severity between heavy vehicles and VRUs. Research indicates the most proven safety measure in mitigating the conflict between heavy trucks and cyclists is ongoing and up-to-date driver training and assessment programs. Physical alterations to heavy trucks can include the addition of side guards. Collision Avoidance Systems (CAS) for driver assisted camera technology can also help to improve visibility and provide warning systems to avoid conflicts between heavy trucks and VRUs.

Analysis

As part of evaluating opportunities to minimize conflicts between heavy trucks and VRUs, staff reviewed safety measures including current City practices and emerging vehicle technologies. Staff also consulted with regulators and industry representatives.

The following section provides staff's findings regarding preventative measures to address heavy truck safety.

Current Approach to Commercial Vehicle Safety

Safer Roads

The City proactively implements road infrastructure improvements to increase safety for VRUs. Staff have assessed high-risk places and collision prone areas and installed safety measures to reduce conflicts between vehicles and VRUs.

Projects such as the Top 20 Collision-Prone Intersections and implementation of protected cycling facilities are reducing the conflict zones between VRUs and other vehicles. City projects that improve road safety for VRUs include:

- *Top 20 Collision-Prone Intersections in the City:* Intersection upgrades include safety enhancements for VRUs by discouraging speeding and providing additional space and priority for pedestrians and cyclists. All short-term safety improvement identified through the study have been implemented. Medium-term safety measures are being implemented via annual capital projects.
- *Removal of Channelized Right-Turn Islands:* The Top 20 Collision-Prone Intersection study identified channelized right-turns as a safety hazard for VRUs. Two intersections have been modified with the removal of channelized right-turns and four locations are approved for construction through the City's capital plans. Additional locations are identified as part of future capital plans for Council consideration. The removal of channelized right-turn islands slows vehicle speeds and improves safety between motorists and VRUs crossing the intersection.
- *Cycling Facility Design and Upgrades:* Protection from adjacent traffic is implemented on Major Street cycling facilities to separate cyclists from adjacent traffic (e.g. Alderbridge Way multi-use pathway, Garden City Road delineators, Westminster Highway pathway, etc.).
- *Traffic Management Plans During Construction:* Where cycling facilities exist, traffic management plans are required to maintain a safe cycling route adjacent to construction zones.

The City's Traffic Safety Advisory Committee (TSAC) provides input, participates in the on-going and planned road safety initiatives, and provides feedback on a wide range of traffic safety issues. TSAC has representation from ICBC and staff will add commercial vehicle safety to future agendas for meetings of this multi-disciplinary committee.

Staff also engage in partnerships with various industry representatives such as ICBC as well as RCMP to administer safe driving campaigns. Most recently, staff worked with ICBC and the RCMP on a Distracted Driving campaign to educate Richmond commuters of the dangers of distracted driving. Staff will also be engaging and supporting ICBC and the RCMP in launching a Pedestrian Safety campaign in late October 2023 where an ICBC Road Safety and Community Coordinator and an RCMP staff member will deliver presentations and safety talks for City operations staff.

Provincial Commercial Vehicle Regulations

To become a Class 1 licensed commercial driver, ICBC has a new Class 1 Mandatory Entry-Level Training (MELT) requirement. The Class 1 MELT course includes practical in-yard training, on-highway driving and theoretical learning components. The National Safety Code (NSC) is a set of national standards supported by provincial regulations. The program establishes management and performance requirements for commercial carriers. The NSC standards establish minimum safety standards for commercial vehicles and drivers.

ICBC's new commercial vehicle operator training focuses on NSC compliance for commercial vehicle safety, hours of service requirements, load securement, and other fundamentals like air brakes and professional on-highway driving skills.

City Heavy Vehicle Driver Safety Training and Assessments

Through its Fleet Operations section, the City has a robust training and driving assessment program for staff who are required to drive a City vehicle, particularly for the operation of heavy trucks. The City follows National Safety Code standards for commercial drivers and provides in-house expertise for training, accident investigations, corrective action follow up and on-going assessments. A higher standard and additional training is required for City operators of heavy trucks.

In the past two and a half years, 180 heavy equipment training sessions with 518 training attendees have been undertaken. From 2014 to 2022, City owned tandem and single axle dump trucks travelled 1.7 million kilometres, or an average of 188,889 kilometres per year. The City's accident data to date indicates no instances of collision involving injury between City trucks or contracted heavy vehicles and VRUs. This is largely attributable to the standards in place for fleet training and assessments as well as monitoring contractor safety.

Evaluation of Commercial Vehicle Safety Measures*Side Guards*

Staff researched vehicle side guards. Side guards are brackets or bars that are attached to the side of a heavy truck, between the front and rear wheels on both sides of the vehicle. These brackets are intended to reduce the likelihood of a VRU being hit by the side of the truck and subsequently dragged under the truck and becoming caught under the tires and wheels.

Staff have reviewed regulatory aspects and liaised with regulatory organizations such as the Ministry of Transportation and Infrastructure (MOTI), Transport Canada, British Columbia Trucking Association (BCTA) and consultants that work on investigations related to VRU incidents.

Through these research findings and consultation with regulatory organizations and industry representatives, staff have found that side guards are not an optimal approach to providing additional safety to VRUs, particularly for trucks used in an operations environment.

Side guards can present safety and operational challenges such as:

- Side guards may eject or divert a VRU into oncoming traffic or other lanes, potentially causing a secondary event with another vehicle or with the road/sidewalk surface.
- If a VRU gets trapped under a vehicle, first responders may not be able to provide assistance due to limited access.
- Side guards may help prevent a VRU from going under a truck, however, they do not reduce the potential life altering impact of hitting a rigid side guard.
- Side guards would need to be removed at dumping facilities due to uneven terrain and to avoid damage that would result when items such as wood or rebar get caught or projected under the truck. This is not practical.
- Side guards have to be removed during snow and ice events due to the possibility of snow build up between the side guard and back wheels, which can impede and impact driving conditions, creating a potential hazardous situation.
- Side guards add additional gross vehicle weight therefore increasing fuel consumption and impacting the City's efforts to reduce greenhouse gas emissions.
- There is a scarcity of local product availability per staff's research findings with local vendors.

While some countries and various cities have mandated the use of side guards, Transport Canada has stated that there are no conclusive studies which demonstrate the effectiveness of side guards in preventing casualties. Transport Canada studied road casualty data and actual collision investigations, and concluded in a 2010 study that; "At present, there is no way to accurately quantify the potential reduction in VRU death or serious injury as a result of side guard installation." Therefore, side guards are not a regulatory requirement in Canada or the United States, nor is it anticipated that they will become mandated.

Collision Avoidance Systems

A Collision Avoidance System (CAS), also known as a Driver Assistance System (DAS), is a safety system designed to prevent a collision or decrease its severity through visual, auditory, and/or haptic warnings to alert the driver in advance. These systems help with blind spot detection and assist in early detection of VRUs.

How the technology works:

- Sensors/cameras are placed on various locations of a vehicle, continuously monitoring the driving environment in order to detect pedestrians and cyclists hidden in the vehicle's blind spots. Upon detection, the driver is alerted prior to any potential contact with VRUs.
- Pedestrian and blind spot detection utilizes dynamic detection angles to constantly monitor the vehicle's blind spots on the right- and left-hand sides of the vehicle.
- A yellow visual signal warns the driver that a pedestrian, cyclist or motorcyclist has been detected in the vehicle's blind spot and to act with caution.
- A red visual signal accompanied by an audio alert warn the driver of the risk of an imminent collision and of the need to take immediate preventative action.

- The Time to Collision (TTC) is calculated and when it drops below two seconds, a Pedestrian Collision Warning (PCW) is generated.

Collision avoidance technology does not alter any physical aspects of the heavy truck nor interfere with standard truck uses. Staff have identified challenges with CAS in an operations environment such as sensors/cameras being dislodged or knocked off, or sensor/camera impediment by dirt or debris, thereby potentially impacting system detection. Each CAS equipped vehicle is an estimated \$11,450 for one-time costs, plus approximately \$800 per year for annual operating costs.

Staff regularly monitor emerging opportunities as vehicle technology evolves for appropriate application to the City's fleet.

Summary

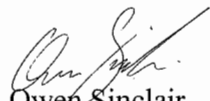
The current approach of conducting robust driver safety training and assessment programs for City staff, combined with monitoring of hired heavy truck contractors, has proven an effective approach to maximizing safety for VRUs, with no related accidents involving VRUs and heavy trucks in the City's historical records. This, coupled with the lack of conclusive studies that side guards offer any additional protection and can present other operational challenges, and the high costs associated with CAS at this time, would indicate the current training and assessment model offers considerable safety for VRUs. Staff will continue to evaluate cost effective vehicle technology-based safety systems as part of continuous improvement for safety-related initiatives.

Financial Impact

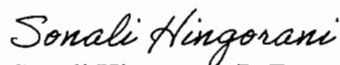
None.

Conclusion

The City is proactive in implementing projects that revise road geometry to increase safety, particularly for VRUs. There is no mandate at the Provincial or Federal level for the provision of side guards as part of commercial vehicle specifications given the lack of conclusive evidence in the effectiveness in mitigating conflicts between VRUs and heavy trucks. The City's current investment in infrastructure upgrades and commercial vehicle operator training has proven successful as staff are not aware of any incidents between heavy trucks, or City owned and contracted heavy trucks, and vulnerable road users.



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Sonali Hingorani, P. Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Milton Chan, P.Eng.
Director, Engineering
Date: September 22, 2023
File: 10-6060-01/2023-Vol
01
Re: Iona Island Wastewater Treatment Plant – Update September 2023

Staff Recommendation

That the proposed comments for the use of barges as the primary mode of transportation for construction materials and equipment for the Iona Island Wastewater Treatment Plant Upgrade project, as outlined in the staff report titled “Iona Island Wastewater Treatment Plant – Update September 2023,” dated September 22, 2023 from the Director, Engineering be endorsed for submission to Metro Vancouver.

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

Att. 2

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

Staff Report

Origin

The Iona Island Wastewater Treatment Plant is owned and operated by Metro Vancouver. It serves approximately 750,000 residents in the Vancouver Sewerage Area, including Vancouver, UBC Endowment Lands, and parts of Burnaby and Richmond. For Richmond, the Iona Plant only provides treatment for sewage originating from Mitchell Island and Richmond Island.

The Iona Island Wastewater Treatment Plant Upgrade involves the construction of a new facility to replace the existing primary treatment plant located on Iona Island. The upgrade is intended to comply with the updated Federal regulations of achieving a minimum of secondary level wastewater treatment by 2030. The new facility will provide a higher level of treatment and will be located in the same location as the existing wastewater treatment plant. The footprint of the new treatment plant will be larger than that of the existing.

At the November 20, 2019 Public Works and Transportation Committee Meeting, Metro Vancouver presented preliminary project design concepts. City comments on these design concepts were endorsed by Council at the January 27, 2020 Regular Council Meeting (Attachment 1) and submitted to Metro Vancouver. The response from Metro Vancouver has been largely positive, and staff will continue to communicate these comments to Metro Vancouver through the remainder of the design and construction process.

This report provides an update on the project, and outlines proposed comments on the potential use of barges during construction.

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the city.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

Current UpdateProject Status

In July 2020, following additional design work and stakeholder engagement, the Greater Vancouver Sewerage and Drainage District (GVS&DD) Board endorsed a design concept that included tertiary treatment, resource recovery opportunities, ecological enhancement opportunities, community and park integration, and interpretive programs.

Subsequently, Metro Vancouver implemented a project definition process for stakeholder and public engagement, and conducted engineering assessments to refine the design concept. Through this process, the conceptual design was further developed and later approved at the GVS&DD Board Meeting on March 25, 2022.

The project is currently in the early works and preliminary design phase, with work to prepare the site underway.

The preliminary project schedule identifies completion of the upgrade to secondary treatment by 2035, five years beyond the regulatory deadline of 2030. The ecological enhancements and remaining construction are expected to be completed by 2038.

Project Funding

The total estimated cost of the project is \$9.9 billion (including cost escalation), based on the conceptual design that was approved by the GVS&DD Board in March 2022. In March 2023, the provincial government announced a \$250M funding contribution for the project. Metro Vancouver will continue exploring senior government funding opportunities as the project progresses.

Project Governance

During the GVS&DD Board Meeting on February 3, 2022, the GVS&DD Board discussed the need to develop a more robust project governance to limit the potential for significant cost increases. As such, Metro Vancouver has established dedicated project delivery, procurement and real estate departments to improve the management and delivery of critical projects. Metro Vancouver staff provided an update to the Metro Vancouver Regional District (MVRD) Board on their process improvements in an information report titled “Due Diligence Improvements for Major Projects” at the July 28, 2023 MVRD Board meeting.

The Iona Island Wastewater Treatment Plant Upgrade is proposed to be delivered in accordance with Metro Vancouver’s stage gate framework. The framework defines five stage gates that capture key milestones associated with the project initiation, definition, design, and construction phases. All project tasks within each phase of the project are required to be completed before the next stage gate can begin. Metro Vancouver staff have advised that this project delivery method will clearly define project objectives, roles and responsibilities, and promote risk management and efficient reporting to project stakeholders and decision makers.

Community Engagement

Metro Vancouver began community engagement for the project in 2018 to receive feedback on the conceptual design and associated ecological projects. The engagement included member jurisdictions, the public, key stakeholders and First Nations. Many of the concerns that were raised during the engagement were addressed through the project conceptual design phase, and Metro Vancouver has indicated that the remaining concerns will be addressed during the ongoing project early works and preliminary design phase.

Project updates and community engagement events are regularly updated on Metro Vancouver's webpage for the project.

Temporary Barge Facility

During the project definition stage, Metro Vancouver identified the potential use of barges to transport materials and equipment during construction of the project. Using barges will reduce construction traffic on Ferguson Road, thereby improving safety for cyclists, pedestrians, and vehicles. In addition, greenhouse gas emissions will be significantly reduced as Metro Vancouver anticipates that the barge facility will replace over 500 dump trucks per day. If barges are not used, City-owned roads would be subject to large volumes of heavy truck traffic, which could significantly accelerate the deterioration of the roadways.

To facilitate this mode of transportation, a temporary barge facility is proposed to be constructed near the northeast portion of the site (Attachment 2). In an information report included on the March 25, 2022 GVS&DD Board Agenda, Metro Vancouver staff indicated that Deering Island residents had expressed concerns about the proposed barge facility location.

On October 5, 2023, Metro Vancouver is hosting an information session that will provide an opportunity for residents in the region to share their feedback on potential impacts of the barge facility. The engagement event will include updates on mitigation measures that Metro Vancouver will undertake for impacted nearby communities.

Analysis

The use of barges is in alignment with the Council endorsed comments on this project relating to road safety and additional loading of roads. Staff propose that the comment below be forwarded to Metro Vancouver:

- That the City supports the use of barges to transport materials and equipment during construction to reduce traffic congestion, enhance safety for cyclists accessing Iona Beach Park, and reduce greenhouse gas emissions.

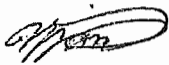
Financial Impact

None at this time.

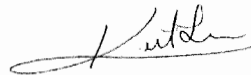
Conclusion

The Metro Vancouver Iona Island Wastewater Treatment Plant Upgrade Project will replace the existing primary treatment plant located in Richmond with a new facility that provides a higher level of treatment. The project conceptual design has been approved by the GVS&DD Board, and the total estimated cost of the project is \$9.9 billion. The project is currently in the early works and preliminary design phase, and construction is anticipated to be completed by 2038.

The use of barges during construction is consistent with the Council endorsed comments on this project, and staff recommend that the proposed comment be endorsed for submission to Metro Vancouver.



Manraj Gill, EIT
Senior Project Manager
(604)-247-4460



Keith Lam, P.Eng., PMP
Project Manager
(604)-204-8516

Att.1: Iona WWTP Comments Endorsed January 27, 2020

Att.2: Iona Island Wastewater Treatment Plant Projects Summary



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** December 11, 2019
From: Milton Chan, P.Eng.
 Acting Director, Engineering **File:** 10-6060-04-01/2019-Vol 01
Re: Iona Island Wastewater Treatment Plant Upgrade Project

Staff Recommendation

That the proposed comments on the Metro Vancouver Iona Island Wastewater Treatment Plant Upgrade project, as outlined in the staff report titled "Iona Island Wastewater Treatment Plant Upgrade Project," dated December 11, 2019 from the Acting Director, Engineering be endorsed for submission to Metro Vancouver.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Development Applications	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS	APPROVED BY CAO

Staff Report

Origin

At the November 20, 2019 Public Works and Transportation Committee, Metro Vancouver presented an update on the Iona Island Wastewater Treatment Plant (Iona Plant) Upgrade Project.

The treatment plant serves approximately 750,000 residents in the Vancouver Sewerage Area (VSA), which includes Vancouver, UBC Endowment Lands, and parts of Burnaby and Richmond. For Richmond, the Iona Plant only provides treatment for sewage originating from Mitchell Island and Richmond Island.

The Iona Plant Upgrade project involves construction of a new facility to replace the existing primary treatment plant located on Iona Island. This upgrade is required to comply with the updated Federal regulations of achieving a minimum of secondary level wastewater treatment by 2030. The new facility will provide a higher level of treatment and will be located on the site of the existing wastewater treatment plant on Iona Island, but with an expanded footprint.

The project is currently in the Project Definition phase and the Design and Construction phase is expected to begin in 2021. Project completion is anticipated by the end of 2030. Three preliminary concepts were provided to the Committee (Attachment 1). Metro Vancouver is currently presenting the three concepts to regional stakeholders and refining these into a preferred design. The preferred design may incorporate elements from any or all of the preliminary concepts and is scheduled to be presented to the Metro Vancouver Liquid Waste Committee in March, followed by another round of public engagement. Metro Vancouver is planning a public workshop in Richmond in early 2020; however, the date and location have not been finalized.

In December 2018, Council issued an Environmentally Sensitive Area (ESA) Development Permit (DP 18-820582) to Metro Vancouver to allow construction of temporary mechanical dewatering facilities on site in preparation for future upgrades to the treatment facility. A second associated ESA Development Permit (DP 19-850320) for a temporary concrete pad and gravel parking areas to further facilitate the dewatering activities has been endorsed by the Development Permit Panel and is anticipated to be brought forward to Council in early 2020.

In addition, at the November 20, 2019 Public Works and Transportation Committee, the Committee made the referral that “staff work with Metro Vancouver and YVR Airport Authority to improve the safety of the road out to Iona for cyclists and other users.” A joint meeting between the City, Metro Vancouver and Vancouver Airport Authority staff has been scheduled in January 2020 to initiate work on this matter.

This report supports the following strategies within 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.

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.

2.1 Continued leadership in addressing climate change and promoting circular economic principles

2.2 Policies and practices support Richmond's sustainability goals.

This report outlines proposed comments on the general treatment plant upgrade concept for Council consideration.

Analysis

Staff have reviewed the general concept of the project and have proposed comments, as outlined below:

1. That the City supports a tertiary level of treatment for the new wastewater treatment plant;
2. That Metro Vancouver seek opportunities to contribute to the provincial and federal efforts to revitalize Sturgeon Bank through the Steveston and Iona restoration projects that are currently under way;
3. That Metro Vancouver include discussions supporting fish and wildlife habitat enhancement in their stakeholder engagement events and further consider all wildlife receptors specific to the provincially protected Sturgeon Banks Wildlife Management Area;
4. That the effluent standards be reviewed to further reduce any environmental impacts;
5. That potential odour issues related to increased operation and expansion of the Iona Plant be investigated;
6. That public access to Iona Beach Park be maintained and enhanced, and pedestrian trails be implemented to make the beaches to the south and west of the Iona Plant more accessible;


7. That Metro Vancouver implement educational programming and interpretation amenities to promote the ecological values of the marsh and foreshore areas;
8. That Metro Vancouver work with the City and YVR to provide protected cycling facilities along Ferguson Road and Iona Island Causeway to improve safety of the road for cyclists accessing Iona Beach Park;
9. That the impacts of additional loading on the road be evaluated to ensure that ditch bank stability for both sides of the road is not compromised;
10. That Metro Vancouver consider climate change-induced sea level rise and flood risk management in the planning and implementation of this project, and explore options to raise the land elevation and/or implement flood protection infrastructure to ensure operational capability of the treatment plant over its service life;
11. That Metro Vancouver anticipate that future development associated with the Iona Plant project will continue to follow the City's Environmentally Sensitive Area Development Permit Process to secure appropriate compensation;
12. That discussions regarding the facility's waste recovery initiative, which will produce resources of value to the City, such as water for irrigation, be included as a part of the project's stakeholder engagement events; and
13. That Metro Vancouver explore opportunities to maximize energy recovery from the wastewater treatment process.

Financial Impact

None.

Conclusion

The Metro Vancouver Iona Island Wastewater Treatment Plant Upgrade Project will replace the existing primary treatment plant located in Richmond with a new facility that provides a higher level of treatment. The project is currently in the Project Definition phase and the construction is anticipated to be completed by the end of 2030. Staff have reviewed the information presented and have proposed comments regarding the project. The proposed comments aim to enhance the City's environmental quality and public safety, as well as encourage Metro Vancouver to explore waste and energy recovery initiatives. Staff recommend that the proposed comments outlined in this report be endorsed for submission to Metro Vancouver.


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

JH:rd

Attachment 1: Metro Vancouver Iona Plant Project Definition Update Presentation

Metro Vancouver Iona Plant Project Definition Update Presentation



IONA ISLAND WASTEWATER TREATMENT PLANT

PROJECT DEFINITION UPDATE

Fred Nenninger

DIRECTOR, POLICY, PLANNING AND ANALYSIS
LIQUID WASTE SERVICES

VSA Councils Update

3/25/2014



PROJECT GOALS

Secondary
Wastewater
Treatment

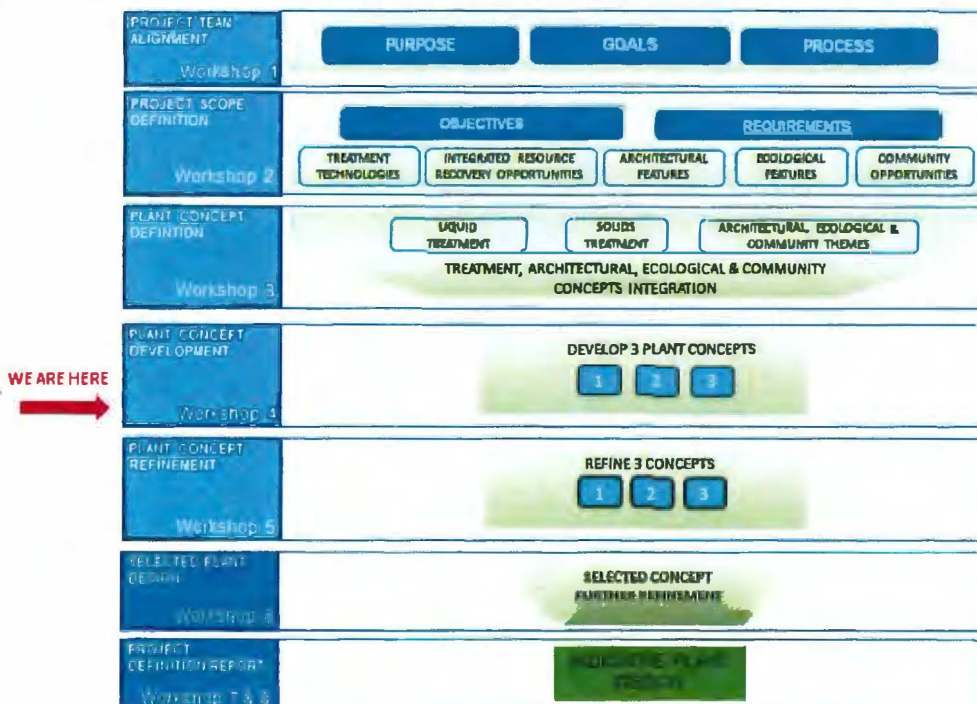
Community and
Park Integration

Resource Recovery












PROJECT DEFINITION PHASE

- Plan for plant to 2100
- Compare liquid treatment options
- Compare solids treatment options
- Develop an indicative design for 2030 build
- Integrate new plant with park
- Business case resource recovery opportunities

PROJECT DEFINITION PROCESS

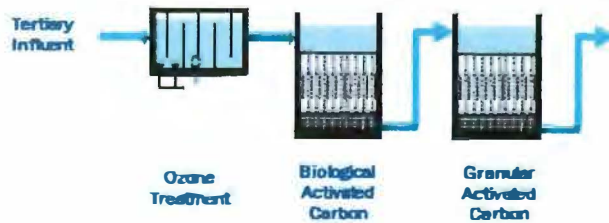


WASTEWATER TREATMENT MATRIX

	Plant Build Scenarios		
	Secondary Plant	Tertiary Plant (Filtration)	Tertiary Plant (MBR)
Primary Treatment Options	INCLINED PLATE CLARIFIERS 	BIOLOGICALLY ENHANCED CLARIFICATION 	INCLINED PLATE CLARIFIERS + CHEMICALS 
Secondary Treatment Options	ACTIVATED SLUDGE 	ACTIVATED SLUDGE 	MEMBRANE BIOREACTOR 
Tertiary Treatment Options		TERTIARY FILTRATION 	MEMBRANE BIOREACTOR 
Solids Treatment Options	AEROBIC DIGESTION  → BIOSOLIDS MANAGEMENT PROGRAM	THERMAL HYDROLYSIS + AEROBIC DIGESTION + BIOSOLIDS DRYING 	SLUDGE WASTE-TO-ENERGY 

ADVANCED TREATMENT PILOT PLANT

- Example process train for micropollutant removal



IONA ISLAND



SECONDARY PLANT



TERTIARY PLANT (FILTRATION)



TERTIARY PLANT (MBR)



RESOURCE RECOVERY OPPORTUNITIES



ENGAGEMENT ACTIVITIES (2019 / 2020)

Timeline	Activity
October 17 November 1	Present preliminary design concepts to Liquid Waste Committee and GVS&DD Board
November 2019 - February 2020	Present preliminary design concepts to: <ul style="list-style-type: none"> • VSA municipal councils / committees • Musqueam Chief and Council • Regional Parks Committee • Public Workshop #2 (Richmond) • Community associations / environmental groups • Musqueam Community Meeting #2
Ongoing	Monthly meetings with VSA municipal staff Meetings with Musqueam staff Stakeholder meetings

ENGAGEMENT ACTIVITIES (2020)

Timeline	Activity
March	Special Meeting of the Liquid Waste Committee to workshop design concepts and recommended design Present design concepts and recommended design to GVS&DD Board
April to September	Present recommended design to: <ul style="list-style-type: none">• VSA municipal councils / committees• Musqueam Chief and Council (TBC)• Regional Parks Committee• Public Workshop #3• Community associations / environmental groups• Musqueam Community Meeting #3 (TBC)
November	Project Definition Report and Indicative Design to Liquid Waste Committee and GVS&DD Board

QUESTIONS?







City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** September 13, 2023
From: Milton Chan, P.Eng.
Director, Engineering **File:** 10-6060-01/2023-Vol
01
Re: **UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk
Reduction – Climate Adaptation Grant Application**

Staff Recommendations

1. That the application to the Community Emergency Preparedness Fund, Disaster Risk Reduction – Climate Adaptation funding stream as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application” dated September 13, 2023 from the Director, Engineering be endorsed;
2. That should the grant application be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized on behalf of the City to negotiate and execute funding agreements with UBCM for the above mentioned projects; and
3. That should the grant application be successful, capital projects of \$150,000 for the Nature-Based Flood Protection Solutions Assessment, \$150,000 for Emergency Flood Protection Equipment, and \$2,500,000 for Dike Rehabilitation be approved with funding from the external grant, as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application” dated September 13, 2023 from the Director, Engineering, and be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.

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

REPORT CONCURRENCE		
ROUTED TO: Intergovernmental Relations Finance Public Works Sustainability and District Energy	CONCURRENCE <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

7349699

Staff Report

Origin

The Community Emergency Preparedness Fund (CEPF) is a collection of provincially funded programs that are intended to enhance the resilience of communities in responding to emergencies. The Union of BC Municipalities (UBCM) is currently accepting grant applications under the Disaster Risk Reduction – Climate Adaptation funding stream of the CEPF for projects that are aimed at reducing risks from future disasters due to natural hazards and climate change-induced risks. This report responds to the grant opportunity.

The grant application requires a Council resolution that indicates support for the proposed projects and a willingness to provide overall grant management. The purpose of this report is to seek Council approval to submit a grant application to the 2023/24 UBCM Disaster Risk Reduction – Climate Adaptation funding stream.

The deadline for submission of the grant application is October 6, 2023. As such, staff have prepared and submitted an application for the projects described in this report. Should Council choose not to endorse this submission, staff will contact UBCM to withdraw the application.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

4.4 Work with all levels of governments for grant and funding opportunities.

Analysis

Richmond continues to invest in its extensive network of flood protection infrastructure, which is integral to protecting the health, safety, and economic viability of the City. Predicted climate change impacts on weather patterns and sea level rise reinforce the need for continual upgrades to the City's flood protection infrastructure to address changing needs. The City's Flood Protection Management Strategy and Dike Master Plans are the guiding framework for the advancement of flood protection upgrades. The Flood Protection Management Strategy identifies senior government partnerships as a top priority.

Community Emergency Preparedness Fund

Funding for the CEPF is provided by the Province of BC and is administered by UBCM. The Disaster Risk Reduction – Climate Adaptation funding stream is a part of the CEPF and is intended to support communities in reducing the risk of future disasters due to natural hazards and climate-related risks. This funding stream is comprised of three separate project categories that will be evaluated and awarded individually. Staff have identified projects that would be appropriate for each category, as summarized in Table 1. The fund can contribute 100% of the cost of eligible activities up to a maximum amount. Projects are required to be completed within two years of notification of funding approval.

Table 1 – Proposed Projects for Disaster Risk Reduction – Climate Adaptation Fund Application

Funding Category	Grant Funding Requested	Proposed Project
Category 1: Foundational activities (risk mapping, risk assessments, planning)	\$150,000	Nature-Based Flood Protection Solutions Assessment
Category 2: Non-structural activities	\$150,000	Emergency Flood Protection Equipment
Category 3: Small-scale structural activities	\$2,500,000	Dike Rehabilitation

The Nature-Based Flood Protection Solutions Assessment includes evaluating the feasibility of integrating natural infrastructure for future dike construction and shoreline protection to enhance the environment and promote habitat cultivation. The project scope of work will be primarily focused on assessing sections of the coastal dike along Sturgeon Bank. Potential green infrastructure solutions will also be reviewed for river-front sections of dike, although the opportunities are limited by the need to protect the dike against erosion and damage from large debris that flows through the City during spring freshet. Completion of this project will support long-term climate adaptation planning and recommendations for future flood protection work.

The Emergency Flood Protection Equipment project involves the purchase of temporary flood protection equipment which will be deployed to protect vulnerable areas from potential short-term inundation during high water events, such as freshet, king tides and storm surges. This will improve the City's ability to respond to future high-water events, thereby increasing the City's flood resilience.

The Dike Rehabilitation project includes, but is not limited to, up to approximately 1.5 km of structural re-armouring and replacement of failed riprap along sections of dike in the Terra Nova area and along the 21000 Block of River Road. Completion of this project will reduce flood risks due to climate change-induced sea level rise, which is identified as a top priority in the City of Richmond's Flood Protection Management Strategy.

Financial Impact

Should the City be awarded the grant, staff recommend that the capital projects as outlined in Table 2, be approved and that they be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly. There is no operating budget impact related to the capital projects.

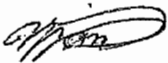
Table 2 – Proposed Capital Projects should the City's Grant Application be Successful

Project	Budget
Nature-Based Flood Protection Solutions Assessment	\$150,000
Emergency Flood Protection Equipment	\$150,000
Dike Rehabilitation	\$2,500,000

If the City's grant application is unsuccessful, staff will submit the capital projects for Council's consideration through future budget processes.

Conclusion

Grant funding opportunities are available through the CEPF to support municipalities and communities in reducing the risk of future disasters due to natural hazards and climate-related risks. Staff recommend that applications be submitted for the Nature-Based Flood Protection Solutions Assessment, Emergency Flood Protection Equipment, and Dike Rehabilitation Project. These projects align with the grant program guidelines and support the City's Flood Protection Management Strategy.

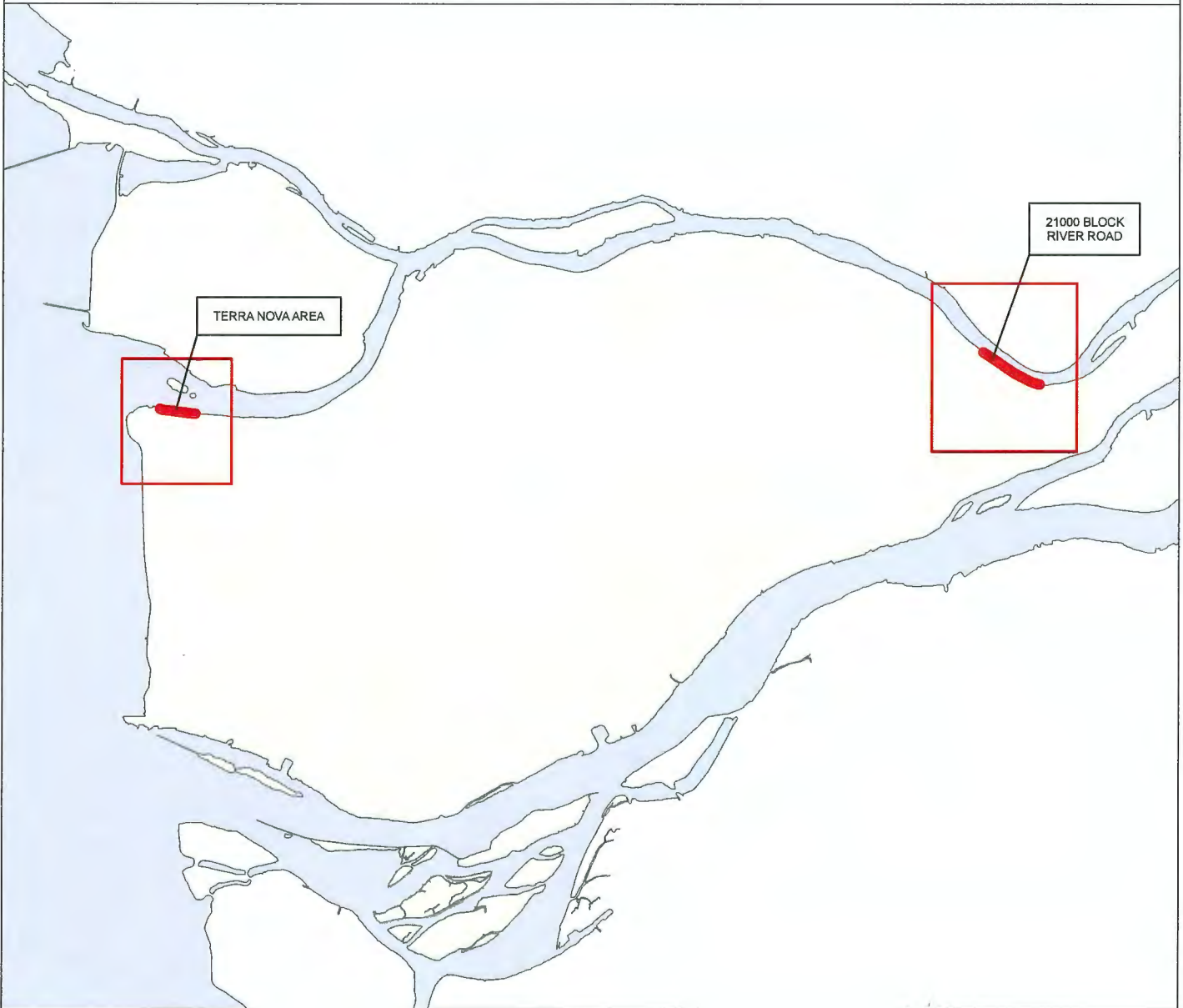


Manraj Gill, EIT
Senior Project Manager, Engineering Planning
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Ridhi Dalla, EIT
Project Manager, Engineering Planning
(604)-204-8521

Att. 1: Category 3: Project Locations Map





City of Richmond

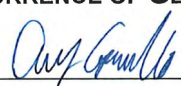

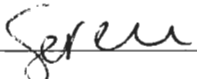
Report to Committee

To: General Purposes Committee
From: Claudia Jesson
Director, City Clerk's Office
Date: October 3, 2023
File: 01-0105-01/2023-Vol
01
Re: **2024 Council and Committee Meeting Schedule**

Staff Recommendation

1. That the 2024 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated October 3, 2023, from the Director, City Clerk's Office, be approved; and,
2. That the following revisions as detailed in the staff report titled "2024 Council and Committee Meeting Schedule" dated October 3, 2023, from the Director, City Clerk's Office, be approved:
 - a) That the Regular Council meetings (open and closed) of August 12 and August 26, 2024 be cancelled; and
 - b) That the August 19, 2024 Public Hearing be rescheduled to September 3, 2024 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)
Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

Under the *Community Charter* and the *Council Procedure Bylaw No. 7560*, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2024 Council meeting schedule is being presented at this time to provide advance notice of Council's regular meeting schedule. It should be noted that a Special Council meeting can be called with 24 hours' notice should any unusual or urgent circumstances arise outside of the usual schedule. Likewise, Council and Committee may make adjustments to the meeting schedule through the year as circumstances may necessitate.

This report supports Council's Strategic Plan 2022-2026 Strategy #1 Proactive in Stakeholder and Civic Engagement:

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

Analysis

August Meeting Break and December Holiday Season

It has been the City's usual practice to observe a meeting break in August. In accordance with the *Council Procedure Bylaw No. 7560*, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, in order to accommodate an August meeting break it is recommended that the Regular Council meetings (open and closed) of August 12 and 26, 2024 be cancelled.

For the December 2024 holiday season, City Hall will be closed from Wednesday, December 25, 2024 and will re-open on Thursday, January 2, 2025. Following the 2023 December City Hall closure, City Hall will re-open on Tuesday, January 2, 2024 and the General Purposes and Finance Committees will commence on Monday, January 8, 2024. Changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution.

A further change that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting that would normally fall on July 25, 2024, the day after the last Council meeting before the August meeting break. In order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 23, 2024, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 17, 2024.

In instances where there is a shortened week due to a holiday Monday, staff propose that the PWT meeting, which would otherwise fall on the Thursday, be scheduled on the Wednesday in tandem with the Planning Committee. For 2024, these double meetings would occur on February 21st, May 22nd, and October 16th. Keeping the PWT Committee meetings on

Wednesdays would allow for the timely publishing and distribution of the following week's agenda package.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 19, 2024 to September 3, 2024. This change to the Public Hearing schedule minimizes the delay, due to the August meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

In addition to the above noted adjustments, the proposed Council meeting schedule includes changes to accommodate Council members wishing to attend the UBCM Conference. The 2024 UBCM convention is scheduled for September 16 to 20, 2024 in Vancouver. Accordingly, the Planning Committee (PC) that would normally be scheduled for September 17, 2024 and the PWT Committee that would be scheduled on September 18, 2024, are both rescheduled to take place on Wednesday, September 11, 2024. It should be noted that no schedule adjustments are required for the FCM Convention that has proposed dates of June 6 to 9, 2024.

Accordingly, adjustments to the meeting schedule are proposed to:

- reschedule the July PRCS meeting for July 17th, following the PWT meeting so that Council may consider any recommendations from the PRCS meeting at the last Regular Council meeting before the August break on July 22nd;
- cancel the open and closed Regular Council meetings of August 12th and 26th and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 19th Public Hearing to September 3rd;
- reschedule the September 17th PC and September 18th PWT committees to September 11th to accommodate Council members wishing to attend the UBCM Conference;
- schedule PWT meetings to be in tandem with PC on February 21st, May 22nd, and October 16th; and
- schedule the December PRCS and the PWT meetings in tandem for December 18th.

Council is requested to approve the proposed meeting schedule as presented in Attachment 1.

Financial Impact

None.

Conclusion

It is recommended that the 2024 Council and Committee meeting schedule be approved as shown in Attachment 1. The approval of the meeting schedule at this time provides Council and the public with advance notice of the meeting schedule.



Claudia Jesson
Director, City Clerk's Office

Att. 1: Proposed 2024 Council and Committee Meeting Schedule

2024 MEETING SCHEDULE

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
JANUARY							FEBRUARY							MARCH						
	STAT 1	2	3	4	5	6					1	2	3						1	2
7	GP 8	FC 9	PC 10	11	12	13	4	GP 5	FC 6	7	8	9	10	3	GP 4	FC 5	6	7	8	9
14	CO 15	CS 16	DP 17	18	19	20	11	CO 12	CS 13	DP 14	15	16	17	10	CO 11	CS 12	DP 13	14	15	16
21	GP 22	PH 23	PC 24	PWT 25	26	27	18	STAT 19	GP 20	PH 21	PC 22	23	24	17	GP 18	PH 19	PC 20	PWT 21	22	23
28	CO 29	PRC 30	DP 31				25	CO 26	PRC 27	DP 28	29			24	CO 25	PRC 26	DP 27	28	STAT 29	30
														31						
APRIL							MAY							JUNE						
	STAT 1	GP 2	FC 3	4	5	6				1	2	3	4							1
7	CO 8	CS 9	DP 10	11	12	13	5	GP 6	FC 7	8	9	10	11	2	GP 3	FC 4	5	FCM 6	FCM 7	FCM 8
14	GP 15	PH 16	PWT 17	18	19	20	12	CO 13	CS 14	DP 15	16	17	18	FCM 9	CO 10	CS 11	DP 12	13	14	15
21	CO 22	PRC 23	DP 24	25	26	27	19	STAT 20	GP 21	PH 22	PC 23	24	25	16	GP 17	PH 18	PWT 19	20	21	22
28	29	30					26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29
														30						
JULY							AUGUST							SEPTEMBER						
	STAT 1	GP 2	FC 3	4	5	6				1	2	3		1	STAT 2	GP 3	FC 4	5	6	7
7	CO 8	CS 9	DP 10	11	12	13	4	STAT 5	6	DP 7	8	9	10	8	CO 9	CS 10	DP 11	12	13	14
14	GP 15	PH 16	PWT 17	18	19	20	11	12	13	14	15	16	17	15	GP 16	PH 17	PC 18	19	20	21
21	CO 22	23	DP 24	25	26	27	18	19	20	DP 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	STAT 30					
OCTOBER							NOVEMBER							DECEMBER						
		GP 1	FC 2	3	4	5					1	2		1	GP 2	FC 3	4	5	6	7
6	CO 7	CS 8	DP 9	10	11	12	3	GP 4	FC 5	6	7	8	9	8	CO 9	CS 10	DP 11	12	13	14
13	STAT 14	GP 15	PH 16	17	18	19	10	STAT 11	CO 12	CS 13	DP 14	15	16	15	GP 16	PH 17	PWT 18	19	20	21
20	CO 21	PRC 22	DP 23	24	25	26	17	GP 18	PH 19	PWT 20	21	22	23	22	23	24	STAT 25	STAT 26	27	28
27	28	29	30	31			24	CO 25	PRC 26	DP 27	28	29	30	29	30	31	STAT 1 JAN	2 JAN	3 JAN	4 JAN
																	* Special Council Meeting			

CO Regular Council Mtg., 7:00pm
 Regular (Closed) Council Mtg., 4:00pm
CS Community Safety, 4:00pm
DP Development Permit Panel, 3:30pm
FC Finance, following 1st General Purposes Meeting of each month
GP General Purposes, 4:00pm

PC Planning, 4:00pm
PH Public Hearing, 7:00pm
PRC Parks, Recreation & Cultural Services, 4:00pm
PWT Public Works & Transportation, 4:00pm
FCM FCM
UBCM UBCM

Note: All meeting dates are subject to change.



**Building Regulation Bylaw No. 7230,
Amendment Bylaw No. 10467
(2023 Step Code Requirements for New Buildings)**

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

1. *Building Regulation Bylaw No. 7230*, as amended, is further amended by deleting Section 10.1.1 and replacing it with the following:

“10.1.1 Part 3 and Part 9 **buildings** and **structures** must be designed and **constructed** in compliance with the applicable step of the **energy step code** and the applicable GHG emission level of the **zero carbon step code** as set out in the schedule below:

<i>Buildings subject to Part 9 of the Building Code</i>				
Building Type	Building permit application filed on or after September 1, 2018	Building permit application filed on or after December 15, 2020	Building permit application filed on or after July 1, 2022	Building permit application filed on or after October 31, 2023
Townhomes and apartments	Step 3	Step 3 OR Step 2	Step 5 OR Step 4 (using absolute metrics for the building envelope performance requirement)	Step 5 and EL-2 OR Step 4 (using absolute metrics for the building envelope performance requirement)
Single family, duplex and other dwelling units	Step 1	and a low carbon building energy system	OR Step 3 (using absolute metrics for the building envelope performance requirement) and EL-3	and EL-3 OR Step 3 (using absolute metrics for the building envelope performance requirement) and EL-4

<i>Buildings subject to Part 3 of the Building Code</i>				
Building Type	Building permit application filed on or after September 1, 2018	Building permit application filed on or after December 15, 2020	Building permit application filed on or after July 1, 2022	Building permit application filed on or after October 31, 2023
Hotels and Motels	n.a.	Step 3 OR Step 2 and a low carbon building energy system	Step 3 OR Step 2 and a low carbon building energy system	Step 4 and EL-1 OR Step 3 and EL-2 OR Step 2 and EL-3
Other Group C Residential occupancies greater than 6 stories or non-combustible construction (not including hotel and motel occupancies)	Step 3 OR Step 2 and a low carbon building energy system		Step 3 OR Step 2 and a low carbon building energy system	Step 3 and EL-1 OR Step 2 and EL-2
Other Group C Residential occupancies 6 stories or less and combustible construction (not including hotel and motel occupancies)	Step 3		Step 4 OR Step 3 and a low carbon building energy system	Step 4 and EL-1 OR Step 3 and EL-2
Group D Business and personal services occupancies or Group E mercantile occupancies	Step 2		Step 3 OR Step 2 and a low carbon building energy system	Step 3 and EL-1 OR Step 2 and EL-2

2. *Building Regulation Bylaw No. 7230*, as amended, is further amended at Section 16.1 by adding the following definitions in alphabetical order:

“EL-1 means the requirements of GHG emission level EL-1, as set out in the **Zero Carbon Step Code**.

EL-2 means the requirements of GHG emission level EL-2, as set out in the **Zero Carbon Step Code**.

EL-3 means the requirements of GHG emission level EL-3, as set out in the **Zero Carbon Step Code**.

EL-4 means the requirements of GHG emission level EL-4, as set out in the **Zero Carbon Step Code**.

ZERO CARBON STEP CODE means the requirements set out in Sections 9.37 and 10.3 of the **building code** and includes GHG emission level EL-1, EL-2, EL-3 and EL-4.”

3. *Building Regulation Bylaw No. 7230*, as amended, is further amended at Section 16.1 by deleting b) of the definition of “Low Carbon Building Energy System” and replacing it with the following:

“b) for **buildings** subject to Part 9 of the **building code**, modelled annual GHG emissions from **building** energy use of:

- i) no more than 1200 kg CO₂e per dwelling unit per year; or
- ii) no more than 6 kg CO₂e per square meter of conditioned floor space per year;”

4. This Bylaw may be cited as **“Building Regulation Bylaw No. 7230, Amendment Bylaw No. 10467”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

SEP 25 2023

OCT 10 2023

OCT 10 2023

CITY OF RICHMOND
APPROVED by

APPROVED by Manager or Solicitor
BRB

MAYOR

CORPORATE OFFICER



Permissive Property Tax Exemption (2024) Bylaw No. 10476

The Council of the City of Richmond enacts as follows:

PART ONE: RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 1.1 Pursuant to Section 224(2)(f) of the *Community Charter*, the religious halls and the whole of the parcels of land surrounding the religious halls shown on Schedule A are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2024 year.
- 1.2 Pursuant to Section 224(2)(f) of the *Community Charter*, the portions of the parcels of land and improvements surrounding the religious halls shown on Schedule B are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2024 year.
- 1.3 Notwithstanding Sections 1.1 and 1.2 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(f) will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(h) of the *Community Charter*.
- 1.4 Notwithstanding Sections 1.1 and 1.2 of this bylaw, if at any point from the period commencing on the date of Council approval of this bylaw and December 31, 2024, parcels of land or portions thereof that are listed in Schedule A or Schedule B no longer qualify for the statutory tax exemption set out in section 220(1)(h) of the *Community Charter*, such parcels of land or portions thereof will be reassessed and subject to taxation for the period commencing on the date on which qualification for the statutory tax exemption ceased and ending on December 31, 2024.

PART TWO: TENANTED RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 2.1 Pursuant to Section 224(2)(g) of the *Community Charter*, the portions of land and improvements shown on Schedule C are hereby exempt from taxation for the 2024 year.

PART THREE: CHARITABLE AND RECREATIONAL PROPERTIES PERMISSIVE EXEMPTION

- 3.1 Pursuant to Section 224(2)(a) of the *Community Charter*, the whole of the parcels of land shown on Schedule D are hereby exempt from taxation for the 2024 year.
- 3.2 Notwithstanding Section 3.1 of this bylaw, no additional exemption from taxation pursuant to Section 3.1 of this bylaw will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(i) of the *Community Charter*.
- 3.3 Pursuant to Section 224(2)(a) and Section 224(2)(j) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule E are hereby exempt from taxation for the 2024 year.
- 3.4 Pursuant to Section 224(2)(a) and Section 224(2)(k) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule F are hereby exempt from taxation for the 2024 year.
- 3.5 Pursuant to Section 224(2)(a) of the *Community Charter*, the whole or portions of the parcels of land and improvements shown on Schedule G are hereby exempt from taxation for the 2024 year.
- 3.6 Pursuant to Section 224(2)(i) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule H are hereby exempt from taxation for the 2024 year.
- 3.7 Pursuant to Section 224(2)(d) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2024 year.

PART FOUR: MISCELLANEOUS PROVISIONS

- 4.1 Schedules A through I inclusive, which are attached hereto, form a part of this bylaw.
- 4.2 Permissive Exemption Bylaw 10384 is hereby repealed in its entirety.
- 4.3 This Bylaw is cited as “Permissive Property Tax Exemption (2024) Bylaw No. 10476”.

FIRST READING

SECOND READING



THIRD READING

ADOPTED

OCT 10 2023

OCT 10 2023

OCT 10 2023

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

MAYOR_____
CORPORATE OFFICER

SCHEDULE A to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Bakerview Gospel Chapel (067-375-002) 8991 Francis Road	PID 009-294-902 Lot 135 Except: Parcel B (Bylaw Plan 87226) Section 21 Block 4 North Range 6 West New Westminster District Plan 23737	Bakerview Gospel Chapel 10260 Algonquin Drive Richmond, B.C. V7A 3A4
Beth Tikvah Congregation and Centre Association (099-358-999) 9711 Geal Road	PID 003-644-391 Lot 1 Except: Firstly: Part Subdivided by Plan 44537 Secondly: Part Subdivided by Plan LMP47252 Section 26 Block 4 North Range 7 West New Westminster District Plan 17824	Beth Tikvah Congregation and Centre Association 9711 Geal Road Richmond, B.C. V7E 1R4
Canadian Martyrs Parish (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8
Christian and Missionary Alliance (082-148-009) 3360 Sexsmith Road	PID 003-469-247 Lot 23 Except: Firstly: the East 414.3 Feet Secondly: the South 66 Feet, and Thirdly: Part Subdivided by Plan 33481 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 3404	North Richmond Alliance Church 3360 Sexsmith Road Richmond, B. C. V6X 2H8
Christian Reformed Church of Richmond (072-496-000) 9280 No. 2 Road	PID 018-262-767 Lot 2 of Section 30 Block 4 North Range 6 West New Westminster District Plan LMP9785	Christian Reformed Church of Richmond 9280 No. 2 Road Richmond, B.C. V7E 2C8
Church in Richmond (083-953-080) 4460 Brown Road	PID 028-628-110 Lot 7 Section 33 Block 5 North Range 6 West New Westminster District Plan 3318 Part S 1/2, Except Plan 24362, Exp 24381	Church in Richmond 4460 Brown Road Richmond BC V6X 2E8

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Conference of The United Mennonite Churches of B.C. (080-792-000) 11571 Daniels Road	PID 004 152 832 Lot 323 of Section 25 Block 5 North Range 6 West New Westminster District Plan 57915	Conference of Mennonites in B.C. c/o Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
Broadmoor Baptist Church (071-191-006) 8140 Saunders Road	PID 007-397-216 Lot 123 Section 28 Block 4 North Range 6 West New Westminster District Plan 44397	Broadmoor Baptist Church 8140 Saunders Road Richmond, B.C. V7A 2A5
Emmanuel Christian Community Society (102-050-053) 10351 No. 1 Road	PID 011-908-106 Lot 13 Block A Section 34 Block 4 North Range 7 West Except Plan 53407 New Westminster District Plan 710	Emmanuel Christian Community Society 10351 No. 1 Road Richmond, B.C. V7E 1S1
Fujian Evangelical Church (025-172-004) 12200 Blundell Road	PID 025-000-047 Lot 1 Section 19 Block A North Range 5 West New Westminster District Plan LMP49532	Fujian Evangelical Church 12200 Blundell Road Richmond, B.C. V6W 1B3
Gilmore Park United Church (097-837-001) 8060 No. 1 Road	PID 024-570-541 Strata Lot 1 Section 23 Block 4 North Range 7 West New Westminster District Strata Plan LMS3968	Congregation of the Gilmore Park United Church 8060 No. 1 Road Richmond, B.C. V7C 1T9
I Kuan Tao (Fayi Chungder) Association (084-144-013) 8866 Odlin Crescent	PID 025-418-645 Lot 30 Section 33 Block 5 North Range 6 West new Westminster District Plan LMP54149	I Kuan Tao (Fayi Chungder) Association #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2
Immanuel Christian Reformed Church (062-719-724) 7600 No. 4 Road	PID 003-486-486 Parcel One Section 14 Block 4 North Range 6 West New Westminster District Reference Plan 71292	Immanuel Christian Reformed Church 7600 No. 4 Road Richmond, B.C. V6Y 2T5

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 10476

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Johrei Fellowship (084-786-000) 10380 Odlin Road	PID 003-485 757 East Half of Lot 4 Except: Part Subdivided by Plan 79974; Section 35 Block 5 North Range 6 West, New Westminster District Plan 5164	Johrei Fellowship Inc. 10380 Odlin Road Richmond, B.C. V6X 1E2
Lansdowne Congregation Jehovah's Witnesses (061-569-073) 11014 Westminster Highway	PID 003-578-356 Lot 107 Section 12 Block 4 North Range 6 West New Westminster District Plan 52886	Trustees of the Lansdowne Congregation Jehovah's Witnesses c/o Jurgan Halbheer 10960 Ryan Road Richmond, B.C. V6A 2G4
Lutheran Church Hall (061-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	Our Saviour Lutheran Church of Richmond BC 6340 No. 4 Road Richmond, B.C. V6Y 2S9
Trustees Congregation of Meeting Room 8020 No. 5 Rd Richmond BC "Meeting Room" (025-166-010) 8020 No. 5 Road	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	Trustees Congregation of Meeting Room 8020 No. 5 Rd Richmond BC 419 Centennial Pkwy Delta BC V4L 1K9
North Richmond Alliance Church (063-418-009) 9140 Granville Avenue	PID 017-691-842 Lot 1 (BF53537) Section 15 Block 4 North Range 6 West New Westminster Plan 7631	North Richmond Alliance Church 9140 Granville Avenue Richmond, B.C. V6Y 1P8
St. Paul's Roman Catholic Parish (067-043-063) 8251 St. Albans Road	PID 010 900 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly: Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 10476

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Richmond (Bethel) Mennonite Church (030-869-001) 10160 No. 5 Road	PID 017 945 054 Lot A (BF302986) Section 31 Block 4 North Range 5 West New Westminster District Plan 35312	B.C. Conference of the Mennonite Brethren Churches 10200 No. 5 Road Richmond, B.C. V7A 4E5
Richmond Chinese Evangelical Free Church (025-162-005) 8040 No 5 Road	PID 004-332-695 South 100 feet West Half Lot 1 Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Richmond Chinese Evangelical Free Church Inc. 8040 No. 5 Road Richmond, B.C. V6Y 2V4
Richmond Chinese Alliance Church (102-369-073) 10100 No. 1 Road	PID 003-898-474 Lot 68 Section 35 Block 4 North Range 7 West New Westminster District Plan 31799	Christian and Missionary Alliance (Canadian Pacific District) 107 – 7585 132 nd Street Surrey, B.C. V2W 1K5
Richmond Faith Fellowship (085-780-002) 11960 Montego Street	PID 010-267-930 Lot A Except: Parcel E (Bylaw Plan LMP22889), Section 36 Block 5 North Range 6 West New Westminster District Plan 17398	Northwest Canada Conference Evangelical Church 11960 Montego Street Richmond, B.C. V6X 1H4
Richmond Gospel Hall (098-373-006) 5651 Francis Road	PID 008-825-025 Lot 45 Except: Parcel A (Statutory Right of Way Plan LMP11165) Section 24 Block 4 North Range 7 West New Westminster District Plan 25900	Congregation of the Richmond Gospel Hall 5651 Francis Road Richmond, B.C. V7C 1K2
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Parcel C Section 10 Block 4 North Range 6 West New Westminster District Plan 48990	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 10476

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Richmond Presbyterian Church (094-627-007) 7111 No. 2 Road	PID 009-213-244 Lot 110 of Section 13 Block 4 North Range 7 West New Westminster District Plan 24870	Trustees of Richmond Congregation of Presbyterian Church 7111 No. 2 Road Richmond, B.C. V7C 3L7
Richmond Sea Island United Church (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	Congregation of the Richmond United Church of Canada 8711 Cambie Road Richmond, B.C. V6X 1K2
The Salvation Army Richmond (066-497-000) 8280 Gilbert Road	PID 001-234-684 Lot "L" (Y24736) of Section 20 Block 4 North Range 6 West New Westminster District Plan 10008	Governing Council of the Salvation Army Canada West 8280 Gilbert Road Richmond, B.C. V7C 3W7
South Arm United Church Hall (plus Annex - Pioneer Church) (047-431-056) 11051 No. 3 Road	PID 015-438-562 Parcel E (Explanatory Plan 21821) of Lots 1 and 2 of Parcel A Section 5 Block 3 North Range 6 West New Westminster District, Plan 4120 Except: Firstly; Part Subdivided by Plan 29159 AND Secondly: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V6X 1X3
Steveston Congregation of Jehovah's Witnesses (102-520-003) 4260 Williams Road	PID 006-274-382 Parcel "A" (Reference Plan 17189) Lot 1 of Section 35 Block 4 North Range 7 West New Westminster District Plan 10994	Steveston Congregation of Jehovah's Witnesses Attn: Jonathan Mearns #87 – 6800 Lynas Lane Richmond, B.C. V7C 5E2
Steveston United Church (087-640-000) 3720 Broadway Street	PID 010-910-336 Parcel A Section 3 Block 3 North Range 7 West New Westminster District Reference Plan 77684	Trustees of Steveston Congregation of United Church of Canada 3720 Broadway Street Richmond, B.C. V7E 4Y8

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Subramaniya Swamy Temple (025-161-000) 8840 No. 5 Road	PID 000-594-261 Parcel B (Explanatory Plan 10524) Lot 3 Section 19 Block 4 North Range 5 West New Westminster District Plan 5239	Subramaniya Swamy Temple of B.C. 8840 No. 5 Road Richmond, B.C. V6Y 2V4
Trinity Pacific Church (076-082-008) 10011 No. 5 Road	PID 007-178-204 Lot 297 Except Parcel B (Bylaw Plan 79916) Section 36 Block 4 North Range 6 West New Westminster District Plan 35779	Trinity Pacific Church 10011 No. 5 Road Richmond, B.C. V7A 4E4
Vancouver International Buddhist Progress Society (082-265-053) 6670 – 8181 Cambie Road	PID 018-553-532 Lot 53 Section 28 Block 5 North Range 6 West New Westminster District Plan LMS 1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9
Walford Road Gospel Church (081-608-000) 9291 Walford Street	PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534	Holy Spirit Association For The Unification Of World Christianity 9291 Walford Street Richmond, B.C. V6X 1P3

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) (084-310-003) 4000 May Drive	PID 029-176-263 Lot A Section 34 Block 5 North Range 6 West New Westminster District Plan EPP32741	Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) 199 Sussex Drive Ottawa, ON K1N 1K6	100% of footprint of building 60,000 sq. ft. for parking	Remainder of land not exempted	100%	0%
Assumption of the Blessed Virgin Mary Ukrainian Catholic Church (098-394-005) 8700 Railway Avenue Manse	PID 011-070-749 Parcel "One" (Explanatory Plan 24522) of Lots "A "and "B" Plan 4347 and Lot 26 of Plan 21100 Section 24 Block 4 North Range 7 West New Westminster District	Ukrainian Catholic Episcopal Corp. of MB 8700 Railway Avenue Richmond, B.C. V7C 3K3	97.65% 2,031.18 m ²	2.35% 48.82 m ²	75.6% of Manse Building 302.59 m ² 100% of Religious Hall	24.4% of Manse Building 97.64 m ²
Bethany Baptist Church (000-821-001) 22680 Westminster Highway (Site Area 5.295 acres)	PID 018-604-897 Lot 1 Except: Part Dedicated Road on Plan LMP18317; Section 2 Block 4 North Range 4 West New Westminster District Plan LMP9648	Bethany Baptist Church 22680 Westminster Highway Richmond, B.C. V6V 1B7	48%	52%	100%	0%

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
BC Muslim Association (025-243-080) 12300 Blundell Road (Site Area 4.78 Acres)	PID 011-053-569 Lot 5 Except: Part Subdivided by Plan 33568; Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	BC Muslim Association 12300 Blundell Road Richmond, B.C. V6W 1B3	43.6% 8,440 m ² 2.086 acres	56.4% 10,903.97 m ² 2.694 acres	100%	0%
Canadian Martyrs Parish (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8	93% 9,034.3 m ² 2.23 acres	7% 680 m ² 0.17 acres	100%	0%
Church of Latter Day Saints (074-575-000) 8440 Williams Road (Site Area 2.202 acres)	PID 009-210-890 Lot 2 Section 33 Block 4 North Range 6 West New Westminster District Plan 24922	Corp. of the President of the Lethbridge Stake of the Church of Jesus Christ of Latter-Day Saints c/o LDS Church Tax Division #502 - 7136 50 E. North Temple Street Salt Lake City, Utah, 84150-2201	90.8% 8,093.7 m ² 2.00 acres	9.2% 817.5 m ² 0.202 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Cornerstone Evangelical Baptist Church (024-279-000) 12011 Blundell Road Church Parking	PID 002-555-310 South Half of South West Quarter Section 18 Block 4 North Range 5 West New Westminster District Except: Firstly: Part Dedicated Road on Plan 87640 Secondly: Parcel E (Bylaw Plan LMP4874) Thirdly: Parcel F (Bylaw Plan LMP12615) Fourthly: Part on SRW Plan 21735	Cornerstone Evangelical Baptist Church of Vancouver 7890 No. 5 Road Richmond, B.C. V6Y 2V2	10% 5,158.4 m ²	90% 46,426.6 m ²	100% 0%	0%
Dharma Drum Mountain Buddhist Association (025-222-030) 8240 No. 5 Road Manse	PID 003-740-315 Lot 23 Section 19 Block 4 North Range 5 West New Westminster District Plan 55080	Dharma Drum Mountain Buddhist Association 8240 No. 5 Road Richmond, B.C. V6Y 2V4	34.8% 3,384 m ² 0.836 acres	65.2% 6,333 m ² 1.565 acres	71.8% 729.75 m ²	28.2% 286.33 m ²
Fraserview Mennonite Brethren (080-623-027) 11295 Mellis Drive (Site Area 2.79 Acres)	PID 000-471-780 That portion of Lot 176 Section 25 Block 5 North Range 6 West New Westminster District Plan 53633	BC Conference of the Mennonite Brethren Churches 11295 Mellis Drive Richmond, B.C. V5X 4K2	71.7% 8,077 m ² 1.996 acres	28.3% 3,180.3 m ² 0.794 acres	100% 0%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
India Cultural Centre of Canada (024-908-040) 8600 No 5 Road Manse & Parking	PID 004-328-850 Lot 19 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	India Cultural Centre of Canada 8600 No 5 Road Richmond, B.C. V6Y 2V4	43.9% 21,778.93 m ²	56.1% 27,828.07 m ²	Remaining portion of Building	100% of Manse 103.87 m ²
International Buddhist Society (046-195-007) 9160 Steveston Highway Manse The land under the taxable improvements situated on this property shall also be assessed as taxable.	PID 026-438-160 Section 3 Block 3 North Range 6 West New Westminster District Plan BCP19994 Parcel 1	International Buddhist Society 9160 Steveston Highway Richmond, B.C. V7A 1M5	36.5% 16,458.69 m ²	63.5% 28,622.31 m ²	83.2% of remaining hall 3,132.4 m ² 0% of farm buildings	16.8% of hall used for Manse and dining 632.0 m ² 100% of farm buildings
Ling Yen Mountain Temple (030-901-000) 10060 No. 5 Road (Site Area 4.916 Acres) Manse	PID 025-566-806 Lot 42 Except: Part Dedicated Road on Plan LMP22689, Section 31 Block 4 North Range 5 West New Westminster District Plan 25987	Ling Yen Mountain Temple 10060 No. 5 Road Richmond, B.C. V7A 4C5	27.7% 5,502.6 m ² 1.36 acres	72.3% 14,391.7 m ² 3.556 acres	50.6% 1,199.3 m ²	49.4% 1,171.8 m ²

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Nanaksar- Gurdwara- Gursikh Temple (002-881-941) 18691 Westminster Highway (Site Area 14.88 Acres) Manse	PID 023-751-878 Lot 1 Section 6 Block 4 North Range 4 West New Westminster District Plan 33029	Nanaksar-Gurdwara- Gursikh Temple 18691 Westminster Highway Richmond, B.C. V6V 1B1	16% 9,619.5 m ² 2.377 acres	84% 50,597.7 m ² 12.503 acres	86.9% of Manse 2,925.05 m ² 100% of Religious Hall	13.1% of Manse 441.29 m ²
Parish of St. Alban's (Richmond) (064-132-000) 7260 St. Alban's Road Manse	PID 013-077-911 Parcel One Section 16 Block 4 North Range 6 West New Westminster District Reference Plan 80504	Parish of St. Alban's (Richmond) 7260 St. Alban's Road Richmond, B.C. V6Y 2K3	91.6% 4,464.1 m ²	8.4% 406.9 m ²	0% of Manse 100% of Religious Hall	100% of Manse 83.6 m ²
Parish of St. Anne's - Steveston, B.C. (097-615-002) 4071 Francis Road Religious Hall Commercial Use	PID 002-456-320 Lot 2 of Section 23 Block 4 North Range 7 West New Westminster District Plan 70472	Parish of St. Anne's 4071 Francis Road Richmond, B.C. V7C 1J8	99.2% 3,067.86 m ²	0.8% 24.14 m ²	97.8% 1,090.66 m ²	2.2% 24.14 m ²
Peace Evangelical Church (025-231-041) 8280 No. 5 Road Manse	PID 004-099-303 Lot 24 Section 19 Block 4 North Range 5 West New Westminster District Plan	Peace Evangelical Church 8280 No. 5 Road Richmond, B.C. V6Y 2V4	34.4% 3,614.3 m ² 0.893 acres	65.6% 6,892.7 m ² 1.703 acres	100% of Religious Hall 0% of Manse	100% Manse

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Alliance Church (047-535-044) 11371 No. 3 Road (Site Area 2.5 acres)	PID 004-113-331 South Half of 14 Section 5 Block 3 North Range 6 West New Westminster District Plan 4120	Christian and Missionary Alliance (Canadian Pacific District) 11371 No. 3 Road Richmond, B.C. V7A 1X3	80% 8,077.5 m ² 1.996 acres	20% 2,030.5 m ² 0.504 acres	100%	0%
Richmond Baptist Church (065-972-089) 6560 Blundell Road Manse and Parking	PID 006-457-118 Lot 43 Section 19 Block 4 North Range 6 West New Westminster District Plan 30356	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	57% 1,151.4 m ²	43% 868.6 m ²	0% of Manse	100% of Manse 106.84 m ²
Richmond Baptist Church (066-062-000) 6560 Blundell Road Manse and Parking	PID 033-732-193 Section 19 Block 4 North Range 6 West New Westminster District Plan 71422 Parcel A	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	Portion of land not under church	Land under manse	0% of Manse 100% of Religious Hall	100% of Manse
Richmond Pentecostal Church (060-287-008) 9260 Westminster Highway Manse and Parking	PID 004-140-125 Lot A Section 10 Block 4 North Range 6 West New Westminster District Plan 13172	Pentecostal Assemblies of Canada 9260 Westminster Highway. Richmond, B.C. V6X 1B1	30% Paved parking area behind building 652.2 m ²	70% Non- parking area 1,521.8 m ²	0%	100%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Lot 107 Section 10 Block 4 North Range 6 West New Westminster District Plan 64615	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1	58.7% 8,093.7 m ² 2 acres	51.3% 5,690.3 m ² 1.4 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Science of Spirituality Eco Centre (045-488-098) Civic address: 11011 Shell Road Farm Land	PID 015-725-871 Parcel F (Reference Plan 2869) Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road on Plan LMP4152 PID 013-082-566 North Easterly 5 and 1/5 th Square Chains Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road by Plan LMP54152 PID 015-342-433 Parcel D (Explanatory Plan 1980) Section 2 Block 3 North Range 6 West New Westminster District PID 015-725-880 Parcel "G" (Reference Plan 2870) Section 2 Block 3 North Range 6 West New Westminster District	Science of Spirituality SKRM Inc. 9100 Van Horne Way Richmond, B.C. V6X 1W3	50% 385 m ²	50% 385 m ²	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Shia Muslim Community of British Columbia (024-941-069) 8580 No. 5 Road (Site Area 9.8 acres)	PID 004-884-850 Lot 20 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	The Shia Muslim Community of British Columbia 8580 No. 5 Road Richmond, B.C. V6Y 2V4	38.1% 15,117.2 m ² 3.736 acres	61.9% 24,512.8 m ² 6.064 acres	100%	0%
South Arm United Church (047-431-056) 11051 No. 3 Road (Site Area 6.42 acres)	PID 015-438-562 Parcel "E" (Explanatory Plan 21821) of Lots 1 and 2 of Parcel "A" Section 5 Block 3 North Range 6 West New Westminster District Plan 4120 EXCEPT: FIRSTLY: Part Subdivided by Plan 29159 AND SECONDLY: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V7A 1X3	31.6% 8,093.7 m ² 2 acres	68.4% 17,496.3 m ² 4.42 acres	100%	0%
St. Gregory Armenian Apostolic Church of BC (018-330-000) 13780 Westminster Highway	PID 002-946-068 Lot "A" (RD 190757) Section 8 Block 4 North Range 5 West New Westminster District Plan 12960	Armenian Apostolic Church of British Columbia 13780 Westminster Highway Richmond, B.C. V6V 1A2	95% 2,505.15 m ²	5% 131.85 m ²	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
St. Joseph The Worker Parish (099-300-034) 4451 Williams Road (Site Area 8.268 acres) 3.26 and 5.00 acres	PID 010-887-725 Parcel "C" (Explanatory Plan 8670) of Lots 3 and 4 Except: Part Subdivided by Plan 30525; Section 26 Block 4 North Range 7 West New Westminster District Plan 3139	Roman Catholic Archbishop of Vancouver St. Joseph the Worker Parish 4451 Williams Road Richmond, B.C. V7E 1J7	38.8% 9,397.07 m ² 2.32 acres	61.2% 14,838.13 m ² 3.67 acres	60% 635.4 m ²	40% 423.6 m ²
St. Monica's Parish (040-800-004) 12011 Woodhead Road (Site Area 1.60 acres) Manse and Hall	PID 024-840-319 Lot A Section 31 Block 5 North Range 5 West New Westminster District Plan LMP47203	Roman Catholic Archbishop of Vancouver St. Monica's Parish 12011 Woodhead Road Richmond, B.C. V6V 1G2	Note: The land under the manse is exempt; the manse itself is not exempt. 73.35% 4,744.33 m ² 1.17 acres	Note: The land under the manse is exempt; the manse itself is not exempt. 26.65% 1,723.67 m ² 0.43 acres	0% of Manse 100% of Religious Hall	100% of Manse 196.8 m ²
St. Paul's Roman Catholic Parish (067-043-063) 8251 St. Alban's Road (Site Area 4.77 acres)	PID 010-900- 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly; Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2	40% 7,698.4 m ² 1.90 acres	60% 11,547.6 m ² 2.86 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Steveston Buddhist Temple (087-401-000) 4360 Garry Street (Site Area 4.53 acres)	PID 001-235-265 Lot 132 Except: Firstly: Part Road on Plan LMP20538, Secondly: Part Subdivided by Plan LMP25471, Section 2 Block 3 North Range 7 West New Westminster District Plan 40449	Steveston Buddhist Temple 4360 Garry Street Richmond, B.C. V7E 2V2	44.15% 8,093.7 m ² 2 acres	55.85% 10,238.56 m ² 2.53 acres	100%	0%
Thrangun Monastery Association (025-193-000) 8140 No. 5 Road Manse	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangun Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	0% of land beneath the dormitory 59.55% 11,421.8 m ² 2.82 acres	100% of land beneath the dormitory 40.45% 7,759.2 m ² 1.92 acres	76.3% 2,060.1 m ²	23.7% 639 m ²
Thrangun Monastery Association (025-193-000) & (025-202-011) - Combined 8140/8160 No. 5 Road	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangun Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	59.55% 11,421.8 m ² 2.82 acres	40.45% 7,759.2 m ² 1.92 acres	100% of the shed used to store religious artefacts	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Towers Baptist Church (070-101-000) 10311 Albion Road (Site Area 2.148 acres) Manse	PID 000-565-318 Parcel "A" Except Part on Plan 32239 Section 26 Block 4 North Range 6 West New Westminster District Plan 22468	New Wineskins Society 10311 Albion Road Richmond, B.C. V7A 3E5	78.9% 7,002.4 m ² 1.73 acres	21.1% 1,872.6 m ² 0.418 acres	0% of Manse 100% of Religious Hall	100% Manse 162.6 m ²
Trinity Lutheran Church Hall (064-438-000) 7100 Granville Avenue Manse and Hall	PID 025-555-669 Section 17 Block 4 North Range 6 West Plan BCP3056 Parcel A	Trinity Lutheran Church – Richmond 7100 Granville Avenue Richmond, B.C. V6Y 1N8	87.09% 6,012.32	12.91% Manse 891.68 m ²	0% of Manse 100% of Religious Hall	100% of Manse 142.5 m ² 0% of Religious Hall
Vancouver International Buddhist Progress Society (082-304-006) 8271 Cambie Road (Site Area 0.757 acres)	PID 00-316-002 9 Section 28 Block 5 North Range 6 West Plan 7532	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	76% 2,322.58 m ²	24% 740.42 m ²	N/A	N/A

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10476

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Vancouver International Buddhist Progress Society (082-265-059) 6680 – 8181 Cambie Road Manse	PID 018-553-591 Strata Lot 59 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	91.72% 1,212.05 m ²	8.28% 109.40 m ²	0% of Manse Remaining Religious Hall	100% Manse 109.4 m ²
Vancouver International Buddhist Progress Society (082-265-060) 6690 – 8181 Cambie Road	PID 018-553-605 Strata Lot 60 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation
Vedic Cultural Society of BC (025-212-021) 8200 No 5 Road	PID 011-053-551 South Half Lot 3 Block A Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Vedic Cultural Society of BC 8200 No 5 Road Richmond, B.C. V6Y 2V4	88% 8,883.6 m ²	12% 1,211.4 m ²	99.1% 2,144.6 m ²	0.9% 18.9 m ²

SCHEDULE C to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	TENANTS MAILING ADDRESS
(057-614-000) 200 – 7451 Elmbridge Way	PID 007-501-129 Lot 87 Section 5 Block 4 North Range 6 West New District Plan 36964	That portion of the property occupied by the Richmond Emmanuel Church	Richmond Emmanuel Church 200 – 7451 Elmbridge Way Richmond, B.C. V6X 1B8
(064-046-009) 8151 Bennett Rd	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	That portion of the property occupied by Apostolic Pentecostal Church International	Apostolic Pentecostal Church International 8151 Bennett Rd Richmond BC V6Y 1N4
(136-467-527) 3211 Grant McConachie Way	PID 009-025-103 Lot 58 Sections 14, 15, 16, 17, 20, 21, 23 and 29 Block 5 North Range 7 West New Westminster District Plan 29409	That portion of the property occupied by Vancouver Airport Chaplaincy	Vancouver Airport Chaplaincy Box 32362 Domestic Terminal RPO Richmond, B.C. V7B 1W2

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT - ELDERLY CITIZENS HOUSING
(PROVINCIAL ASSISTANCE)**

SCHEDULE D to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(086-938-001) 11820 No. 1 Road	PID 001-431-030 Lot 2 Section 2 Block 3 North Range 7 West NWD Plan 69234	Anavets Senior Citizens Housing Society #200 - 951 East 8th Avenue Vancouver, B.C. V5T 4L2

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT – COMMUNITY CARE OR
ASSISTED LIVING**

SCHEDULE E to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(099-561-000) 9580 Pendleton Road	PID 003-751-678 Lot 450 Section 26 Block 4 North Range 7 West NWD Plan 66281	Aspire Richmond Support Society (Tenant) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(086-080-000) 431 Catalina Crescent	PID 001-562-797 Lot 24 Block 5 North Range 6 West New Westminster District Plan NWP9740 Suburban Block J, Section 29/30	Aspire Richmond Support Society (Owner) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(064-762-037) 303 – 7560 Moffatt Road	PID 014-890-305 Strata Lot 37 Section 17 Block 4 North Range 6 West New Westminster District Strata Plan NW3081	Aspire Richmond Support Society (Owner) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(058-885-000) 6531 Azure Road	PID 003-680-100 Lot 525 Section 7 Block 4 North Range 6 West NWD Plan 25611	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(067-321-001) 8400 Robinson Road	PID 009-826-386 Lot 80 Except: Part Subdivided by Plan 81951, Section 21 Block 4 North Range 6 West NWD Plan 12819	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(099-371-000) 4811 Williams Road	PID 004-864-077 Lot 4 Section 26 Block 4 North Range 7 West NWD Plan 17824	Greater Vancouver Community Service Society 320 – 1212 W. Broadway Vancouver, B.C. V6H 3V1
(080-622-000) 11331 Mellis Drive	PID 004-107-292 Lot 175 Section 25 Block 5 North Range 6 West NWD Plan 53633	Pinegrove Place Mennonite Care Home Society of Richmond 11331 Mellis Drive Richmond, B.C. V6X 1L8

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT – COMMUNITY CARE OR
ASSISTED LIVING**

SCHEDULE E to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(082-199-000) 9020 Bridgeport	PID 002-672-855 Block 5 North Range 6 West New Westminster District Plan 60997 Parcel B, Section 27/28, REF 60997	0952590 BC Ltd. Richmond Lion's Manor Suite 500 – 520 W 6 th Avenue Vancouver BC V5Z 4H5
(097-575-028) 4433 Francis Road	PID 003-887-022 Lot 890 Section 23 Block 4 North Range 7 West New Westminster District Plan 66590	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(099-126-002) 5728 Woodwards Road	PID 027-789-471 Lot A Section 25 Block 4 North Range 7 West New Westminster District Plan BCP39662	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(065-571-000) 6260 Blundell Road	PID 005-146-135 Lot "A" (RD135044) Section 19 Block 4 North Range 6 West New Westminster District Plan 48878	Rosewood Manor Richmond Intermediate Care Society 6260 Blundell Road Richmond, B.C. V7C 5C4
084-988-041 10411 Odlin Road	PID 017-418-780 Lot 141 Section 35 Block 5 North Range 6 West New Westminster District Plan LMP942	Turning Point Recovery Society Suite 260 – 7000 Minoru Blvd. Richmond, BC V6Y 3Z5

CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT - ELDERLY CITIZENS HOUSING

SCHEDULE F to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(094-282-297) 7251 Langton Road	PID 003-460-525 Lot 319 Section 13 Block 4 North Range 7 West NWD Plan 49467	Richmond Legion Senior Citizen Society #800 - 7251 Langton Road. Richmond, B.C. V7C 4R6

SCHEDULE G to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(059-905-125) 8300 Cook Road	PID 023-800-496 Strata Lot 125 Section 9 Block 4 North Range 6 West New Westminster District Strata Plan LMS2845 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1	100% that is occupied by Society of Richmond Children's Centres	Cook Road Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(011-892-000) 23591 Westminster Highway	PID 028-376-650 Lot B Section 36 Block 5 North Range 4 West New Westminster District Plan BCP46528	That portion of the property occupied by Richmond Children's Centres	Cranberry Children's Centre Society of Richmond Children's Centres 23591 Westminster Highway Richmond, B.C.
(094-391-000) 7611 Langton Road	PID 004-700-368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	100%	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(030-700-001) 10640 No. 5 Road	PID 028-631-595 Lot F Section 31 Block 4 North Range 5 West New Westminster District Plan EPP12978	That portion of property occupied by Richmond Children's Centres	Gardens Children's Centre Society of Richmond Children's Centres 4033 Stolberg Street Richmond, B.C. V6X 3N7
(058-305-999) 6899 Pearson Way	PID 028-696-212 LT 13 SEC 5 BLK 4N RGE 6W NWD PL BCP49385	That portion of property occupied by YMCA of Greater Vancouver	Hummingbird Child Care Centre YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2

SCHEDULE G to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(064-810-002) 7000 Minoru Boulevard	PID 018-489-613 Lot 1 Section 17 Block 4 North Range 6 West NWD Plan LMP 12593	100% of land and improvements leased to Richmond Caring Place or 8,038 sq.m. as indicated in LMP 12594	Richmond Caring Place 140 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(067-813-001) 8660 Ash Street	PID 017-854-997 Lot C Section 22 Block 4 North Range 6 West Plan 2670	Exempting that portion of the property occupied by the Richmond Family Place	Richmond Family Place 8660 Ash Street Richmond, B.C. V6Y 2S3
(090-515-105) 5862 Dover Crescent	PID 023-648-058 Strata Lot 105 Section 1 Block 4 North Range 7 West New Westminster District Strata Plan LMS2643	That portion of property occupied by Riverside Children's Centre	Riverside Children's Centre Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(059-709-030) 6380 No. 3 Road	PID 031-603-432 SEC 9 BLK 4N RGE 6W NWD PL EPP115105 ARSPCPRCLNMBR 1	That portion of property occupied by Aspire Richmond Support Society	Seedlings Early Childhood Development Hub Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(073-560-608) 10380 No. 2 Road	PID 029-631-408 Lot 2 Section 31 Block 4 North Range 6 West New Westminster District Plan EPP49229	That portion of property occupied by YMCA of Greater Vancouver	Seasong Child Care Centre YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2
(082-020-000) 3368 Carscallen Road	PID 031-479-090 Air Space Parcel 1 Section 28 Block 5 North Range 6 West New Westminster District Air Space Plan EPP 108791	That portion of property occupied by YMCA of Greater Vancouver	Sprouts Early Childhood Development Hub YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2

SCHEDULE G to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(093-050-002) 6011 Blanshard Drive	PID 019-052-685 Lot 2 Section 10 Block 4 North Range 7 West New Westminster District Plan LMP19283	100% that is occupied by Society of Richmond Children's Centres	Terra Nova Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(089-830-129) 5500 Andrews Road, Unit 100	PID 023-684-801 Strata Lot 129 Section 12 Block 3 North Range 7 West New Westminster District Strata Plan LMS2701	That portion of property occupied by Treehouse Learning Centre	Treehouse Learning Centre Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(084-195-000) 4033 Stolberg Street	PID 028-745-540 Section 34 Block 4 North Range 6 West New Westminster District Plan BCP49848 Air Space Parcel 3	100% that is occupied by Society of Richmond Children's Centres	West Cambie Child Care Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(057-600-003) 650-5688 Hollybridge Way	PID 030 085 489 Section 5 Block 4 North Range 6 West NWD Plan EPP65030 Air Space Parcel 1	100% that is occupied by Atira Women's Resource Society	Willow Early Care and Learning Centre Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5
(079-772-001) 10277 River Drive	PID 031-035-124 Lot 1 Section 23 Block 5 North Range 6 West NWD Plan EPS5734	100% of the portion of the property in the name of the City of Richmond and occupied by Atira Women's Resource Society	River Run Early Care and Learning Centre Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5

SCHEDULE H to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(097-842-000) 4780 Blundell Road	PID 001-145-801 Lot 2 Block 4 North Range 7 West New Westminster District Plan 3892	That portion of the property occupied by Girl Guides of Canada	Girl Guides of Canada 4780 Blundell Road Richmond, B.C. V7C 1G9
(051-521-010) 11551 Dyke Road	PID 014-924-781 Dedicated Park Plan 565772	That portion of the property occupied by Girl Guides of Canada	Girl Guides of Canada 1476 West 8th Avenue Vancouver, BC V6H 1E1
(083-465-000) 7411 River Road CNCL - 279	PID 007 206 518 Lot "N" Except: Part Subdivided by Plan 35001, Fractional Section 6 and of Sections 5, 7 and 8 Block 4 North Range 6 West and of Fractional Section 32 Block 5 North Range 6 West New Westminster District Plan 23828 (see R083-466-000, R083-467-000, R083-467-505 for remainder)	That portion of the property occupied by Navy League of Canada National Council	Navy League of Canada National Council c/o Richmond/Delta Branch Box 43130 Richmond, B.C. V6Y 3Y3
(083-218-005) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Gymnastics Association	Richmond Gymnastics Association Unit 140 – 7400 River Road Richmond B.C. V6Y 2C1
(059-477-003) 6131 Bowling Green Road	PID 009 300 261 Lot 26, Except that part in Plan LMP39941 Section 8 Block 4 North Range 6 West New Westminster District Plan 24068	That portion of the property occupied by Richmond Lawn Bowling Club	Richmond Lawn Bowling Club 7321 Westminster Highway Richmond, B.C. V6X 1A3

SCHEDULE H to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(082-479-000) 7760 River Road	PID 009 311 998 Lot 2 Except: Firstly; Part Subdivided by Plan 28458; Secondly; Parcel "C" (Bylaw Plan 62679); Thirdly: Parcel G (Bylaw Plan 80333); Sections 29 and 32 Block 5 North Range 6 West New Westminster District Plan 24230	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(083-218-005) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(059-216-001) 6820 Gilbert Road	PID 017 844 525 Lot A Section 8 Block 4 North Range 6 West, New Westminster District Plan LMP 5323	That portion of the property occupied by Richmond Tennis Club	Richmond Tennis Club 6820 Gilbert Road Richmond, B.C. V7C 3V4
(057-590-001) 5540 Hollybridge Way	PID 007 250 983 Lot 73 Except: Part Subdivided by Plan 48002; Sections 5 and 6 Block 4 North Range 6 West New Westminster District Plan 36115	That portion of the property occupied by Richmond Winter Club	Richmond Winter Club 5540 Hollybridge Way Richmond, B.C. V7C 4N3
(088-500-046) 2220 Chatham Street	PID 004-276-159 Block 3 N Range 7W Section 4 Parcel D, Except Plan REF 43247, EXP 60417, REF 10984 File NO 1000-14-045	That portion of the property occupied by Scotch Pond Heritage Cooperative	Scotch Pond Heritage Cooperative 3811 Moncton Street Richmond, B.C. V7E 3A0
(091-575-614) 2771 Westminster Highway	PID 011-566-825 Block 4 North Range 7 West Plan NWP457	That portion of 2771 Westminster Highway occupied by Sharing Farm Society	Sharing Farm Society 2771 Westminster Highway Richmond, B.C. V7C 1A8

SCHEDULE H to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(091-488-000) 2900 River Road	PID 017-094-755 Lot 2 Section 4 Block 4 North Range 7 West Plan NWP88135	That portion of 2900 River Road occupied by Sharing Farm Society	Sharing Farm Society 2771 Westminster Highway Richmond, B.C. V7C 1A8

SCHEDULE I to BYLAW 10476

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(085-643-001) Unit 140-160 11590 Cambie Road	PID 018-844-456 Lot C Section 36 Block 5 North Range 6 West Plan LMP17749 Except Plan BCP 14207	That portion of the property occupied by Richmond Public Library	Richmond Public Library Cambie Branch Unit 150 - 11590 Cambie Road Richmond, B.C. V6X 3Z5
(044-761-005) 11688 Steveston Highway	PID 023-710-047 Lot 1 Section 1 Block 3 North Range 6 West Plan 32147	That portion of the property occupied by Richmond Public Library	Richmond Public Library Ironwood Branch 11688 Steveston Highway, Unit 8200 Richmond, B.C. V7A 1N6
(031-969-003) 4300 Entertainment Boulevard	PID 023-672-269 Lot C Section 33 Block 4 North Range 5 West NWD Plan LMP31752	That portion of the property occupied by City of Richmond	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-561-007) 3900 Minoru Boulevard	PID 028-325-257 Lot A Section 5 Block 4 North 6 West New Westminster District Plan BCP45912	That portion of the property occupied by City Centre Community Centre	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(051-557-060) 12071 No. 5 Road	PID 013-082-531 Section 12 Block 3 North Range 6 West NWD Plan 15624 Parcel A-J, Part NE 1/4, Ref 15624, Ref 8114 File No. 1000- 05-021	That portion of the property occupied by BC Society for the Prevention of Cruelty to Animals	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1



**Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429,
Amendment Bylaw No. 10492**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as "**Consolidated 5 Year Financial Plan (2023-2027) Bylaw No. 10429, Amendment Bylaw No. 10492**".

FIRST READING

OCT 10 2023

SECOND READING

OCT 10 2023

THIRD READING

OCT 10 2023

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A:

CITY OF RICHMOND

CONSOLIDATED 5 YEAR FINANCIAL PLAN (2023-2027)

AMENDED REVENUE AND EXPENSES

(In \$000's)

	2023 Amended Budget	2024 Amended Plan	2025 Amended Plan	2026 Plan	2027 Plan
Revenue:					
Taxation and Levies	287,052	305,455	322,929	342,371	362,527
Utility Fees	133,609	142,747	153,773	165,859	179,544
Sales of Services	48,817	49,979	51,056	52,105	53,097
Other Revenue	16,579	15,977	16,276	17,914	18,062
Payments In Lieu of Taxes	14,650	15,138	15,586	16,062	16,552
Gaming Revenue	14,500	14,500	14,500	14,500	14,500
Investment Income	14,323	14,882	15,320	15,813	16,371
Licenses and Permits	12,195	12,473	12,712	12,967	13,227
Provincial and Federal Grants	17,187	16,716	11,493	11,435	11,663
Developer Contributed Assets	48,745	74,526	48,745	48,745	48,745
Development Cost Charges	20,323	18,961	15,303	10,869	11,387
Other Capital Funding Sources	16,953	19,130	33,338	15,821	15,404
	\$644,933	\$700,484	\$711,031	\$724,461	\$761,079
Expenses:					
Community Safety	142,439	147,047	153,465	159,767	166,094
Community Services	76,855	72,605	74,319	76,203	78,047
Engineering and Public Works	69,989	68,698	69,243	70,755	72,243
Planning and Development Services	36,855	33,357	28,591	29,295	29,987
Finance and Corporate Services	28,361	27,665	28,362	29,125	29,868
Fiscal	28,337	26,502	29,079	30,602	31,819
Debt Interest	5,603	4,765	3,926	3,926	3,926
Corporate Administration	11,146	10,432	10,728	11,050	11,363
Law and Legislative Services	5,294	4,531	4,668	4,818	4,964
Utility Budget					
Water Utility	50,256	53,799	58,548	64,287	70,798
Sanitary Sewer Utility	44,092	47,915	52,722	58,577	65,245
Sanitation and Recycling	24,532	24,606	25,175	25,773	26,386
Flood Protection	16,561	17,561	18,606	18,818	19,037
Richmond Public Library	12,112	11,946	12,209	12,217	12,513
Richmond Olympic Oval Corporation	18,788	19,042	19,351	19,667	19,989
	\$571,220	\$570,471	\$588,992	\$614,880	\$642,279
Annual Surplus	\$73,713	\$130,013	\$122,039	\$109,581	\$118,800

SCHEDULE A (CONT'D):

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2023-2027)
AMENDED TRANSFERS
(In \$000's)

	2023 Amended Budget	2024 Amended Plan	2025 Amended Plan	2026 Plan	2027 Plan
Transfers:					
Debt Principal	9,187	9,538	3,636	3,764	3,895
Transfer To Reserves	81,863	85,259	88,312	91,539	94,958
Transfer from Reserves to fund Operating Reserve Programs:					
Bylaw 8206	(400)	(400)	(400)	(400)	(400)
Bylaw 8877	(210)	(210)	(210)	(210)	(210)
Bylaw 7812 S. 1.1.1 (a)	(525)	(525)	(525)	(525)	(525)
Bylaw 7812 S. 1.1.1 (d)	(50)	(50)	(50)	(50)	(50)
Bylaw 7812 S. 1.1.1 (j)	(170)	(150)	(150)	(150)	(150)
Operating Reserves Funding -- Prior Years	(7,036)	0	0	0	0
Transfer To (From) Surplus	(9,312)	10,944	21,047	27,187	32,752
Capital Expenditures - Current Year	167,586	124,615	145,091	123,861	111,963
Capital Expenditures - Prior Years	220,276	248,674	247,297	256,293	258,919
Capital Expenditures -- Developer Contributed Assets	48,745	74,526	48,745	48,745	48,745
Capital Expenditures - Richmond Public Library	1,250	610	610	610	610
Capital Funding	(437,491)	(422,818)	(431,364)	(441,083)	(431,707)
Transfers/Amortization offset:	\$73,713	\$130,013	\$122,039	\$109,581	\$118,800
Balanced Budget	\$-	\$-	\$-	\$-	\$-
Tax Increase	5.89%	5.37%	4.68%	5.00%	4.92%

SCHEDULE B:

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN
AMENDED CAPITAL PLAN FUNDING SOURCES (2023-2027)
(In \$000's)**

DCC Reserves	2023 Amended	2024	2025	2026	2027
Park Development DCC	3,292	941	1,552	1,223	1,646
Park Land Acquisition DCC	5,964	5,964	3,762	3,762	3,762
Roads DCC	12,727	9,827	7,766	5,885	5,979
Water DCC	-	2,229	2,224	-	-
Total DCC	\$21,983	\$18,961	\$15,304	\$10,870	\$11,387
Statutory Reserves					
Capital Building and Infrastructure	20,657	20,400	36,500	32,450	18,050
Capital Reserve	35,106	15,000	14,860	14,981	14,973
Drainage Improvement	19,647	16,833	14,161	15,677	18,096
Equipment Replacement	4,222	4,515	3,071	3,845	5,650
Flood Protection BL 10403	180	-	-	-	-
Sanitary Sewer	7,535	5,771	5,775	7,722	5,820
Sanitary Sewer BL 10401	4,172				
Steveston Road Ends	119	-	-	-	-
Water Supply BL 10402	5,828				
Watermain Replacement	9,909	11,205	9,591	9,466	9,555
Total Statutory Reserves	\$107,375	\$73,724	\$83,958	\$84,141	\$72,144
Other Sources					
Enterprise Fund	650	550	550	205	205
Grant and Developer Contribution	17,963	19,130	33,338	15,820	15,404
Other Sources	16,872	9,119	9,397	10,225	10,564
Rate Stabilization	-	800	-	-	-
Sewer Levy	555	450	712	36	191
Solid Waste and Recycling	300	300	300	300	300
Water Levy	1,888	1,581	1,532	2,264	1,768
Total Other Sources	\$38,228	\$31,930	\$45,829	\$28,850	\$28,432
Total Capital Program	\$167,586	\$124,615	\$145,091	\$123,861	\$111,963

SCHEDULE C:

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2023-2027)
AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2023.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	51.4%
User Fees	23.9%
Sales of Services	8.7%
Payments in Lieu of Taxes	2.6%
Gaming Revenue	2.6%
Investment Income	2.6%
Licenses and Permits	2.2%
Provincial and Federal Grants	3.1%
Other	2.9%
Total Operating and Utility Funding Sources	100.0%

SCHEDULE C (CONT'D):

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2023-2027)
AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

Distribution of Property Taxes

Table 2 provides the 2023 distribution of property tax revenue among the property classes.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

Table 2: (Based on the 2023 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	57.08%
Business (6)	32.65%
Light Industry (5)	8.22%
Others (2,3,4,8 & 9)	2.05%
Total	100.00%

Permissive Tax Exemptions**Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the *Community Charter*. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.



**City Centre District Energy Utility Bylaw No. 9895
Amendment Bylaw No. 10473**

The Council of the City of Richmond enacts as follows:

1. City Centre District Energy Utility Bylaw No. 9895, as amended, is further amended by deleting Schedule E (Energy Generation Plant Designated Properties) in its entirety and replacing it with a new Schedule E attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10473**”.

FIRST READING

OCT 10 2023

SECOND READING

OCT 10 2023

THIRD READING

OCT 10 2023

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>AP</i>
APPROVED for legality by Solicitor <i>BRB</i>

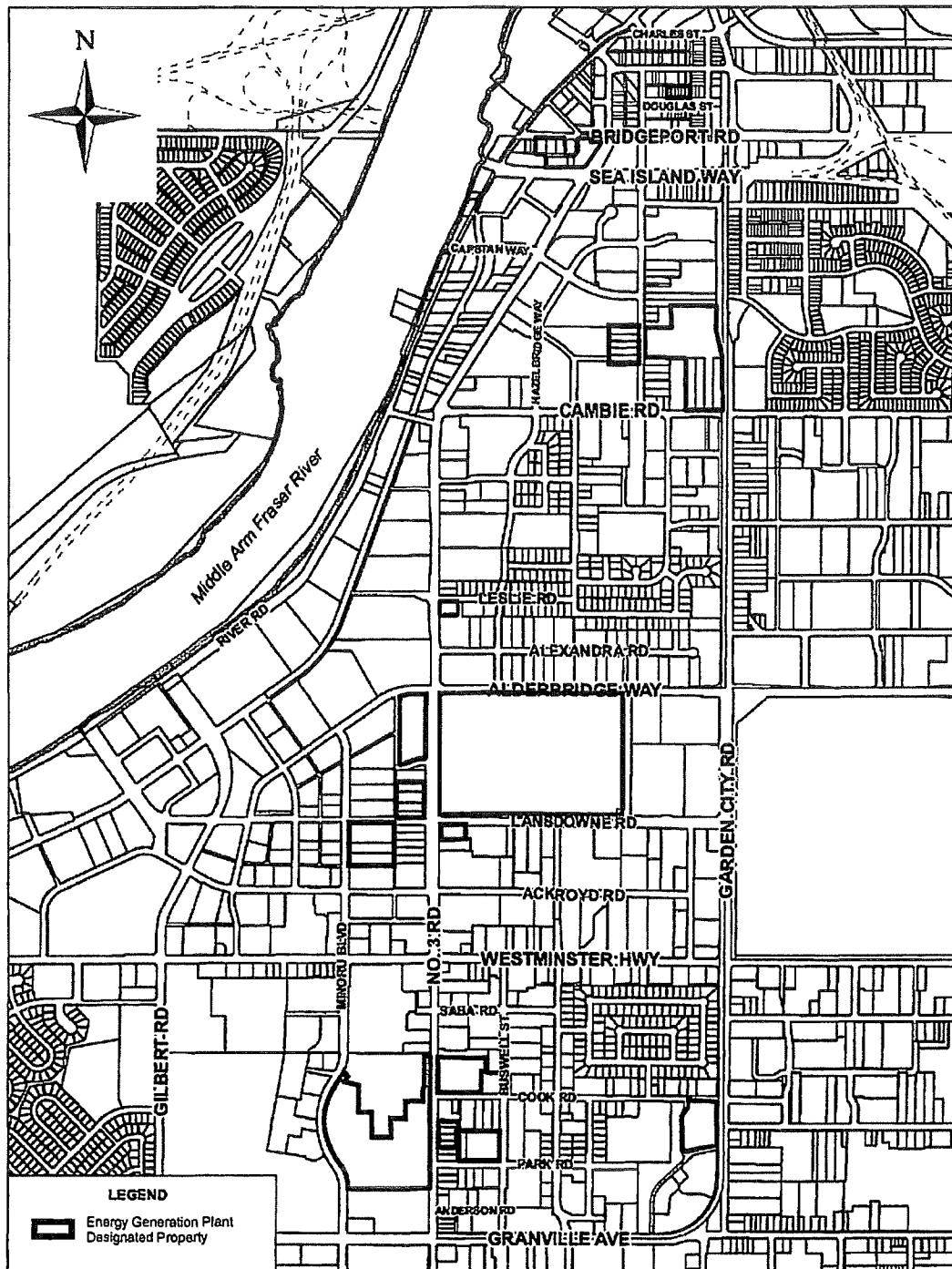
MAYOR

CORPORATE OFFICER

Schedule A to Amendment Bylaw No. 10473

SCHEDULE E to BYLAW NO. 9895

Energy Generation Plant Designated Properties





Housing Agreement (4831 Steveston Highway) Bylaw No. 10484

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID: 003-639-771, LOT 65 EXCEPT: PART SUBDIVIDED BY PLAN 47349,
SECTIONS 35 AND 36 BLOCK 4 NORTH RANGE 7 WEST NWD PLAN
24405

2. This Bylaw is cited as **"Housing Agreement (4831 Steveston Highway) Bylaw No. 10484"**.

FIRST READING

OCT 10 2023


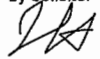
SECOND READING

OCT 10 2023

THIRD READING

OCT 10 2023

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. 
APPROVED for legality by Solicitor 

MAYOR

CORPORATE OFFICER

Bylaw 10484

Schedule A

To Housing Agreement (4831 Steveston Highway) Bylaw No. 10484

HOUSING AGREEMENT BETWEEN CITY OF RICHMOND AND BRITISH COLUMBIA
HOUSING MANAGEMENT COMMISSION AND PROVINCIAL RENTAL HOUSING
CORPORATION AND CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 Local Government Act)

THIS AGREEMENT is dated for reference ____ day of September, 2023.

BETWEEN:

CITY OF RICHMOND, a municipal corporation pursuant to the
Local Government Act and having its offices at 6911 No. 3 Road,
Richmond, British Columbia, V6Y 2C1

(the “**Owner**”)

AND:

BRITISH COLUMBIA HOUSING MANAGEMENT
COMMISSION, having its offices at 1701 - 455 Kingsway,
Burnaby, BC V5H 4V8

(the “**Commission**”)

AND:

PROVINCIAL RENTAL HOUSING CORPORATION, having
its offices at 1701 - 455 Kingsway, Burnaby, BC V5H 4V8

(“**PRHC**”)

AND:

CITY OF RICHMOND, a municipal corporation pursuant to the
Local Government Act and having its offices at 6911 No. 3 Road,
Richmond, British Columbia, V6Y 2C1

(the “**City**”)

WHEREAS:

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of

Housing Agreement (Section 483 *Local Government Act*)
4831 Steveston Hwy
Application No. RZ 23-018081 Bylaw No. 10478
RZ Consideration #5,6,7

housing units to classes of persons, administration of housing units and rent which may be charged for housing units;

- C. The Owner is the owner of the Lands (as hereinafter defined);
- D. The parties intend that the Owner and PRHC will enter into a ground lease (the “**Lease**”) pursuant to which the Owner will lease the Lands to PRHC for the construction, maintenance, and operation of the Development. PHRC will in turn enter into an operating agreement for the Development with the Commission and a non-profit operator; and
- E. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

NOW THEREFORE in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) “**Affordable Housing Strategy**” means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) “**Affordable Housing Unit**” means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (c) “**Agreement**” means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) “**Building**” means any building constructed, or to be constructed, on the Lands, or a portion thereof, including each air space parcel into which the Lands may be Subdivided from time to time. For greater certainty, each air space parcel will be a Building for the purpose of this Agreement;
- (e) “**Building Permit**” means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) “**City**” means the City of Richmond;

- (g) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (h) **“Common Amenities”** means all indoor and outdoor areas, recreational facilities and amenities that are designated for common use of all residential occupants of the Development, or all Tenants of Affordable Housing Units in the Development, through the Development Permit process, including without limitation visitor parking, the required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage, fitness facilities, outdoor recreation facilities, and related access routes;
- (i) **“CPI”** means the All-Items Consumer Price Index for Vancouver, British Columbia, published from time to time by Statistics Canada, or its successor in function;
- (j) **“Daily Amount”** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (k) **“Development”** means the affordable residential development to be constructed on the Lands;
- (l) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (m) **“Director, Community Social Development”** means the individual appointed to be the Director, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (n) **“Director of Development”** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (o) **“Dwelling Unit”** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (p) **“Eligible Tenant”** means a Family having a cumulative annual income at or below the rates for studio and 2-bedroom units, as applicable, established by the Commission for the Housing Income Limits (**“HILs”**), which for the year 2023 are as follows:

- (i) in respect to a studio unit, \$58,000.00 or less; and
- (ii) in respect to a two-bedroom unit, \$72,000.00 or less;

provided that, commencing February 1, 2024 the annual incomes rates shall be adjusted annually on February 1st of each year this Agreement is in force and effect:

- (iii) in a year for which the Commission has issued updated HILS (*for example the 2023 Report was issued in December 2022*), by increasing the annual incomes to be equal to those set out in the applicable HILS for Richmond, and if Richmond is not listed, for Vancouver; or
- (iv) if the HILS for the year have not been released, by applying a percentage increase equal to the CPI for the period January 1 to December 31 of the immediately preceding calendar year (*for example CPI for January 1 thru December 31, 2023 will apply to 2024*).

If there is a decrease in the incomes set out in the HILS, or the CPI for the period January 1 to December 31 of the immediately preceding calendar year, as applicable pursuant to the above, the annual incomes set-out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (q) **"Family"** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than 4 persons who are not related by blood, marriage or adoption.
- (r) **"GST"** means the Goods and Services Tax levied pursuant to the Excise Tax Act, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (s) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the Land Title Act) charging the Lands from time to time, in respect to the use and transfer of the Affordable Housing Units;
- (t) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (u) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;

- (v) **“Lands”** means certain lands and premises legally described as PID: 003-639-771, LOT 65 EXCEPT: PART SUBDIVIDED BY PLAN 47349, SECTIONS 35 AND 36 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 24405, as may be Subdivided from time to time, and including a Building or a portion of a Building;
- (w) **“Local Government Act”** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (x) **“LTO”** means the New Westminster Land Title Office or its successor;
- (y) **“Owner”** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (z) **“Permitted Rent”** means an amount equal to (i) less than thirty (30%) percent of the Eligible Tenant’s cumulative annual income, divided by 12 to calculate the monthly rent, or (ii) if the Tenant receives a shelter allowance as a portion of their provincial income assistance, the amount of the shelter allowance. This rent may be adjusted annually in relation to the Tenant’s then current cumulative annual income or any updated value of the received shelter allowance, as applicable. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;
- (aa) **“Real Estate Development Marketing Act”** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (bb) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (cc) **“Residential Tenancy Regulation”** means the Residential Tenancy Regulation, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;
- (dd) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (ee) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;

- (ff) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (gg) **“Tenant”** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including"; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action

ARTICLE 2 USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 The Owner agrees that notwithstanding that the Owner may otherwise be entitled, the Owner will not:
- (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit final or provisional occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit, the Building Permit, and any applicable City bylaws, rules or policies, to the satisfaction of the City;

- (ii) the Affordable Housing Units have received final building permit inspection granting provisional or final occupancy of the Affordable Housing Units; and
 - (iii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Affordable Housing Units, any facilities for the use of the Affordable Housing units, including parking, and any shared indoor or outdoor amenities.
- 2.5 Notwithstanding anything to the contrary contained in the *Residential Tenancy Act* or the *Residential Tenancy Regulation*, the Owner will, for so long as the Affordable Housing Units remain located on the Lands, comply with sections 41 [Rent increases], 42 [Timing and notice of rent increases] and 43 [Amount of rent increase] of the *Residential Tenancy Act*, as such sections may be amended or replaced from time to time, with respect to rent increases for Tenants.

ARTICLE 3

DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit to be subleased, or the Affordable Housing Unit Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act*.
- 3.2 The Owner will not permit an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 *Sale and Subdivision.* If this Housing Agreement encumbers more than one Affordable Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Affordable Housing Units located in one building in a single or related series of transactions, with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Affordable Housing Units in one building;
 - (b) if the Development contains one or more air space parcels, each air space parcel and the remainder will be a “building” for the purpose of this section 3.3; and
 - (c) the Lands will not be Subdivided such that one or more Affordable Housing Units form their own strata lot or air space parcel, separate from other Dwelling Units, without the prior written consent of the City.

- 3.4 *Notice of Sale or Transfer.* If the Owner sells or transfers the Lands or any Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within three (3) days of the effective date of sale or transfer.
- 3.5 *Tenant Acknowledgement of Information Collection.* Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:

“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City of Richmond (the “City”) and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Owner with the City’s strategy, policies and requirements with respect to the provision and administration of affordable housing within the municipality and for no other purpose, each month during the Tenant’s occupation of the Affordable Housing Unit:

 - (i) a statement of the Tenant’s annual income once per calendar year;
 - (ii) the number of occupants of the Affordable Housing Unit;
 - (iii) the number of occupants of the Affordable Housing Unit under 18 years of age;
 - (iv) the number of occupants of the Affordable Housing Unit who are “seniors” as that term is currently defined by the City;
 - (v) a statement of before tax employment income for all occupants over 18 years of age; and
 - (vi) the total income for all occupants of the Affordable Housing Unit;”
 - (b) defines the term “Landlord” as the Owner of the Affordable Housing Unit; and
 - (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.
- 3.6 *Non-Profit Management.* At all times that this Agreement encumbers the Lands, (a) the Owner shall retain and maintain in place a non-profit organization acceptable to the City to operate and manage all of the Affordable Housing Units in accordance with this Agreement and in accordance with the Housing Covenant or (b) during the term of the Lease, the Affordable Housing Units may be operated and managed directly by the Commission. All Affordable Housing Units owned by the Owner must be managed and operated by one non-profit organization, unless directly managed by the Commission.

Without limiting the foregoing, the non-profit organization retained pursuant to this section 3.6 must have as one of its prime objectives the operation of affordable housing. At the request of the City, from time to time, the Owner shall deliver to the City a copy the agreement (fully signed and current) with the non-profit organization, to evidence the Owner's compliance with this Section 3.6.

The parties acknowledge that as of the date of this Agreement it is their intention that PRHC and the Commission will retain Turning Point Recovery Society as the operator following the execution of the Lease by which the Owner will lease the Lands to the Commission for the construction, maintenance, and operation of the Development.

3.7 *Lease Requirements.* The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:

- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
- (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities in the Development and will not Subdivide the Lands unless all easements and rights of way are in place to secure such use;
- (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;
 - (iii) strata property contingency reserve fees;
 - (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities;
 - (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
 - (vi) property or similar tax;

provided, however, that if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of:

- (vii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle charging infrastructure); and
- (viii) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(p) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.7(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(p) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.7(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and

- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.
- 3.8 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.
- 3.9 *Age Restrictions.* The Owner shall not impose any age-based restrictions on Tenants of Affordable Housing Units, unless expressly permitted by the City in writing in advance.
- 3.10 *Discrimination.* The Owner acknowledges its duties not to discriminate with respect to tenancies and agrees to comply with the *Human Rights Code* (BC) with respect to tenancy matters, including tenant selection for the Affordable Housing Units. The parties acknowledge that the Affordable Housing Units are intended to serve as designated accommodation for women and children and thus the forgoing obligation does not apply with respect to sex or gender identity.
- 3.11 *Ground Lease.* Notwithstanding anything to the contrary herein, the City consents to the Lease pursuant to which the Owner will lease the Lands, including all Affordable Housing Units there on, to PRHC. PRHC and the Commission agree that, pursuant to the terms of the Lease, they will agree to be bound to all the terms and conditions of this Agreement as if they were the Owner, and to cause any operator of the Development to comply with the terms and conditions of this Agreement.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

- 4.1 The Owner will not demolish an Affordable Housing Unit other than in accordance with the provisions of the Lease. Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Affordable Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.

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- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any Common Amenities, common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation.
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities contrary to section 3.7(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units; provided, however, that the electricity fees, charges or rates for use of electric vehicle charging stations are excluded from this provision
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:
 - (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
 - (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent;
 - (c) an Affordable Housing Unit is operated and maintained by an entity that is not a non-profit organization acceptable to the City (as contemplated in Section 3.6); or
 - (d) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

and if the Owner fails to rectify such breach within forty-five (45) days of notice by the City, or if any such breach because of its nature would reasonably require more than forty-five (45) days to rectify, and the Owner fails to commence rectification within the forty-

five (45) day notice period and thereafter to promptly, effectively, and continuously proceed with the rectification of the breach to completion, then such breach will constitute a default under the Lease and the City will be entitled to exercise all of its rights and remedies in respect of default under the Lease.

- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, then after the Lands are Subdivided, this Agreement will secure only the legal parcels which contain the Affordable Housing Units.

The City will partially discharge this Agreement accordingly, provided however that:

- (i) the City has no obligation to execute such discharge until a written request therefor from the Owners is received by the City, which request includes the registrable form of discharge;
- (ii) the cost of the preparation of the aforesaid discharge, and the cost of registration of the same in the Land Title Office is paid by the Owners;
- (iii) the City has a reasonable time within which to execute the discharge and return the same to the Owners for registration; and
- (iv) the Owners acknowledge that such discharge is without prejudice to the indemnity and release set forth in Section 7.5.

The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial discharge, otherwise unamended.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 Modification

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner. This Agreement will not be materially modified or amended so as to conflict with any Operating Agreement, without the consent of the Commission, such consent not to be unreasonably withheld.

7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands.

Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any Building, or any portion thereof, constructed on the Lands,

arising out of or in connection, directly or indirectly, or that would not or could not have occurred “but for” this Agreement;

- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 **Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any Building, or any portion thereof, constructed on the Lands arising out of or in connection, directly or indirectly, or that would not or could not have occurred “but for” this Agreement; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 **Survival**

The obligations of the Owner set out in this Agreement, including but not limited to Sections 7.5 and 7.6 above, will survive termination or discharge of this Agreement.

7.8 **Priority**

The Owner will do everything necessary, at the Owner’s expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 **City’s Powers Unaffected**

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 **Agreement for Benefit of City Only**

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 **No Public Law Duty**

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 **Notice**

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To: Clerk, City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Copy to: City Solicitor, and the Director, Community Social Development

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

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7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

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7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

[The Remainder of This Page is Intentionally Blank]

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

BRITISH COLUMBIA HOUSING MANAGEMENT COMMISSION

by its authorized signatory(ies):

Per: [Signature] **John McEown**
Name: Associate Vice President, Development Strategies

Per: [Signature] **Michael Pistrin**
Name: Vice President Development & Asset Strategies

PROVINCIAL RENTAL HOUSING CORPORATION

by its authorized signatory(ies):

Per: [Signature] **John McEown, Director**
Name: Provincial Rental Housing Corporation

Per: [Signature] **Michael Pistrin**
Name: Director Provincial Rental Housing Corporation

CITY OF RICHMOND

by its authorized signatory(ies):

Per: Malcolm D. Brodie, Mayor

Per: Claudia Jesson, Corporate Officer

CITY OF RICHMOND
APPROVED for content by originating dept.
Legal Advice
DATE OF COUNCIL APPROVAL (if applicable)

Appendix A to Housing Agreement

STATUTORY DECLARATION (Affordable Housing Units)

CANADA)	IN THE MATTER OF Unit Nos. _____ - _____
)	(collectively, the " Affordable Housing Units ") located
)	at
PROVINC E OF)	_____
BRITISH)	_, (street address), British Columbia, and Housing
COLUMBI)	Agreement dated _____, 20____
A)	(the " Housing Agreement ") between
TO WIT:)	_____
)	and the City of Richmond (the " City ")

I, _____ (full name),

of _____ (address) in the Province

of British Columbia, DO SOLEMNLY DECLARE that:

- ☐ I am the registered owner (the "**Owner**") of the Affordable Housing Units;
or,
- ☐ I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;

This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units for each of the 12 months for the period from January 1, 20____ to December 31, 20____ (the "**Period**");

Continuously throughout the Period:

- a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
- b) the Owner of the Affordable Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;

I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such information relates to the Affordable Housing Unit occupied by such occupant/resident; and (ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

DECLARED BEFORE ME at

Canada, this day of

_____, 20____

(Signature of Declarant)
Name:

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.

Building Name:	Building Address:	Property Manager Name:
Property Management Company:	Property Manager Email:	Property Manager Phone Number:

Note: All capitalized terms in the column headers of the table below have definitions as set out in the Glossary.

Row Number	Unit and Household Information							Income and Rent			Fees Collected					
	Unit #	Unit Type (Studio, 1 Bed, 2 Bed, 3 Bed)	Number of Occupants (#)	Related to Owner (Yes/No)	Number of Occupants 18 Years and Under (#)	Number of Occupants 55 Years and Over (#)	Starting Year of Tenancy	Before-tax Total Income(s) (if Occupant is 18+ Years)	Income Verification Received (Yes/No)	Before-tax Total Income of All Occupants 18+	Rent (\$/Month)	Parking fees	Move-in/Move-out fees	Storage fees	Amenity Usage Fees	Other Tenant Fees
1																
2																
3																
4																
5																
6																



**Development Permit Panel
Thursday, October 12, 2023**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: Cecilia Achiam, General Manager, Community Safety, Acting Chair
Milton Chan, Director, Engineering
Peter Russell, Director, Sustainability and District Energy

The meeting was called to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on September 27, 2023 be adopted.

CARRIED

1. DEVELOPMENT VARIANCE PERMIT 23-024175
(REDMS No. 7280338)

APPLICANT: Pakland Armstrong Homes Ltd.

PROPERTY LOCATION: 7151, 7211, 7231 & 7251 Bridge Street

INTENT OF PERMIT:

Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum required rear yard setback for:

1. A portion of the second storey from 10.70 m to 10.64 m to allow the retention of an existing second-storey deck at 7151 Bridge Street.
2. Accessory buildings (i.e. a garage) with a wall length greater than 6.0 m from 2.4 m to 2.08 m to allow retention of an existing detached garage at 7211 Bridge Street.
3. 60 per cent of the first storey from 9.60 m to 7.4 m, as well as the remaining 40 per cent of the first storey and the second storey from 10.7 m to 8.0 m to allow the

1.

Development Permit Panel

Thursday, October 12, 2023

retention of an existing dwelling at 7231 Bridge Street. Reduce the minimum required rear yard setback for a portion of the second storey from 10.7 m to 6.8 m to allow retention of an existing second-storey deck.

4. 60 per cent of the first storey from 9.60 m to 7.02 m, as well as the remaining 40 per cent of the first storey and the second storey from 10.70 m to 7.02 m to allow the retention of an existing dwelling at 7251 Bridge Street.

Applicant's Comments

Khalid Hassan, Pakland Armstrong Homes Ltd., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the subject application and reviewed the proposed rear yard setback variances, noting that (i) the subdivision of six large lots will result in six lots fronting Bridge Street and ten lots fronting the future Armstrong Street extension, and (ii) the proposed variances will address the required rear yard setbacks for four of the six properties fronting Bridge Street to allow the retention of existing buildings on these properties.

Staff Comments

Wayne Craig, Director, Development, noted that (i) staff support the proposed rear yard setback variances as these are technical variances that are required to facilitate the retention of the existing structures on four properties fronting Bridge Street, (ii) the proposed variances will not facilitate any new construction, (iii) the proposed variances will not alter the on-site tree retention and tree replacement that were secured through the original rezoning application, and (iv) the retention of the existing structures was identified at the time of rezoning.

In reply to a query from the Panel, Mr. Craig confirmed that (i) the subject application will be required to provide a functional two-way traffic road as part of Armstrong Street, and (ii) the road will be widened when the adjacent properties fronting Ash Street redevelop in the future.

Correspondence

None.

Gallery Comments

None.

Development Permit Panel
Thursday, October 12, 2023

Panel Decision

It was moved and seconded

That a Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum required rear yard setback for:

1. *A portion of the second storey from 10.70 m to 10.64 m to allow the retention of an existing second-storey deck at 7151 Bridge Street.*
2. *Accessory buildings (i.e. a garage) with a wall length greater than 6.0 m from 2.4 m to 2.08 m to allow retention of an existing detached garage at 7211 Bridge Street.*
3. *60 per cent of the first storey from 9.60 m to 7.4 m, as well as the remaining 40 per cent of the first storey and the second storey from 10.7 m to 8.0 m to allow the retention of an existing dwelling at 7231 Bridge Street. Reduce the minimum required rear yard setback for a portion of the second storey from 10.7 m to 6.8 m to allow retention of an existing second-storey deck.*
4. *60 per cent of the first storey from 9.60 m to 7.02 m, as well as the remaining 40 per cent of the first storey and the second storey from 10.70 m to 7.02 m to allow the retention of an existing dwelling at 7251 Bridge Street.*

CARRIED

2. New Business

None.

3. Date of Next Meeting: October 25, 2023

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (3:41 p.m.).

CARRIED

Development Permit Panel
Thursday, October 12, 2023

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Thursday, October 12, 2023.

Cecilia Achiam
Acting Chair

Rustico Agawin
Committee Clerk

TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF:

- 1) THE NORTH HALF LOT 14 BLOCK "C", PLAN 1207 EXCEPT PLAN EPP110430, NOW ROAD;
- 2) THE SOUTH HALF LOT 14 BLOCK "C", PLAN 1207 EXCEPT PLAN EPP110430, NOW ROAD;
- 3) THE NORTH HALF LOT 16 BLOCK "C", PLAN 1207 EXCEPT PLAN EPP110430, NOW ROAD;
- 4) THE SOUTH HALF LOT 16 BLOCK "C", PLAN 1207 EXCEPT PLAN EPP110430, NOW ROAD;
- 5) LOT 106, PLAN 60961 EXCEPT PLAN EPP110430, NOW ROAD;
- 6) LOT 107, PLAN 60961 EXCEPT PLAN EPP110430, NOW ROAD;

ALL OF SECTION 15 BLOCK 4 NORTH RANGE 6 WEST
NEW WESTMINSTER DISTRICT

#7231 BRIDGE STREET, (REM. N. 1/2 OF 14)
RICHMOND, B.C.
P.I.D. 003-735-443

#7251 BRIDGE STREET, (REM. S. 1/2 OF 14)
RICHMOND, B.C.
P.I.D. 004-502-726

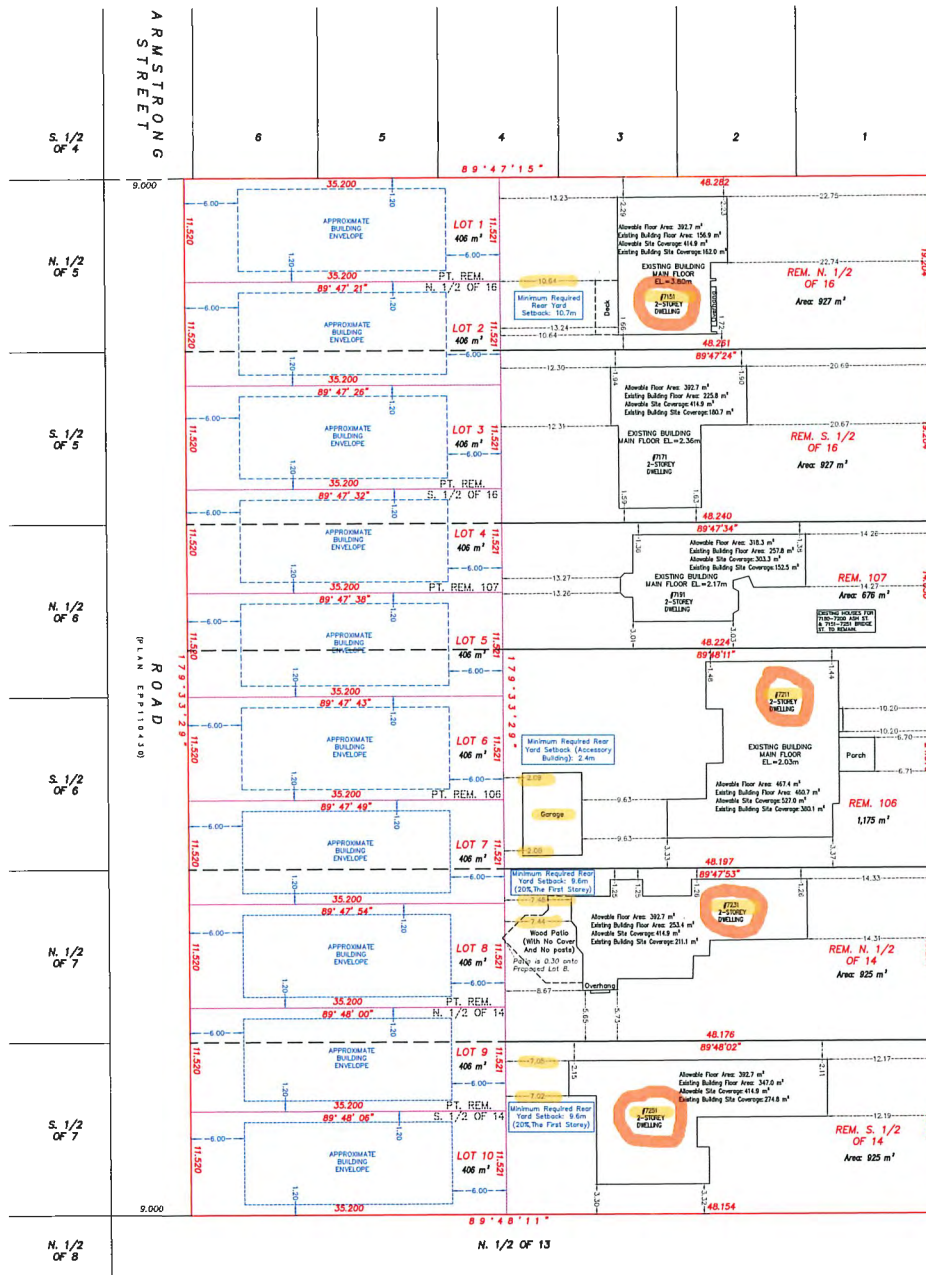
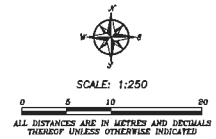
#7151 BRIDGE STREET, (REM. N. 1/2 OF 16)
RICHMOND, B.C.
P.I.D. 003-632-812

#7171 BRIDGE STREET, (REM. S. 1/2 OF 16)
RICHMOND, B.C.
P.I.D. 004-183-215

#7211 BRIDGE STREET, (REM. 106)
RICHMOND, B.C.
P.I.D. 002-671-379

#7191 BRIDGE STREET, (REM. 107)
RICHMOND, B.C.
P.I.D. 002-671-387

Schedule 1 to the Minutes of the Development Permit Panel meeting held on Thursday, October 12, 2023



7151 Bridge Street Variance
required for rear yard setback for
existing building from New

7211 Bridge Street requires
Variance for Accessory building
Setback from proposed New PL.

7231 Bridge Street requires
Variance for Rear Yard setback
for existing dwelling from
proposed New PL.

7251 Bridge Street Rear Yard
Setback required Variance for
existing dwelling from proposed
New PL.

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Canada and B.C. Land Surveyor
115 - 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
WebSite: www.jctam.com
Job No. 6228
FB-291 P22-25; FB-287 P146-149
FB-290 P84-87, 91-93
FB-292 P131-133; FB-291 P39-39
Drawn By: JCTAM

NOTE:
Elevations shown are based on City of
Richmond Benchmark Tag #418.
Elevation: 2106m
Located at North side of Granville Avenue &
Bridge Street intersection next to driveway
entrance to Valley School.

NOTE:
Survey data was collected between the dates of
September 18th, 2015 and October 7th, 2015.

CNCL - 320

RE-INSPECTED:
Johnson
Tam
JQQ5M3
July 28th, 2023.

CERTIFIED CORRECT:
LOT DIVISION ACCORDING TO
FIELD SURVEY.
JOHNSON C. TAM, B.C.L.S.
OCTOBER 7th, 2015.



City of Richmond

Report to Council

To: Richmond City Council

Date: October 13, 2023

From: Cecilia Achiam
Chair, Development Permit Panel

File: DV 23-024175

Re: **Development Permit Panel Meeting Held on October 12, 2023**

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DV 23-024175) for the property located at 7151, 7211, 7231 & 7251 Bridge Street, be endorsed and the Permit so issued.

Cecilia Achiam
Chair, Development Permit Panel
(604-276-4122)

Panel Report

The Development Permit Panel considered the following item at its meeting held on October 12, 2023.

DV 23-024175 – PAKLAND ARMSTRONG HOMES LTD. – 7151, 7211, 7231 & 7251
BRIDGE STREET
(October 12, 2023)

The Panel considered a Development Variance Permit (DV) to vary the provisions of Richmond Zoning Bylaw 8500 to reduce the minimum required rear yard setback for:

1. A portion of the second storey from 10.70 m to 10.64 m to allow the retention of an existing second-storey deck at 7151 Bridge Street.
2. Accessory buildings (i.e. a garage) with a wall length greater than 6.0 m from 2.4 m to 2.08 m to allow retention of an existing detached garage at 7211 Bridge Street.
3. 60 per cent of the first storey from 9.60 m to 7.4 m, as well as the remaining 40 per cent of the first storey and the second storey from 10.7 m to 8.0 m to allow the retention of an existing dwelling at 7231 Bridge Street. Reduce the minimum required rear yard setback for a portion of the second storey from 10.7 m to 6.8 m to allow retention of an existing second-storey deck.
4. 60 per cent of the first storey from 9.60 m to 7.02 m, as well as the remaining 40 per cent of the first storey and the second storey from 10.70 m to 7.02 m to allow the retention of an existing dwelling at 7251 Bridge Street.

The applicant, Khalid Hassan, of Parkland Armstrong Homes Ltd., provided a brief visual presentation highlighting:

- The subdivision of six large lots will result in six lots fronting Bridge Street and ten lots fronting the future Armstrong Street extension.
- The proposed variances will address the required rear yard setbacks for four of the six properties fronting Bridge Street to allow the retention of existing buildings on these properties.

Staff noted that (i) staff support the proposed rear yard setback variances as these are technical variances that are required to facilitate the retention of the existing structures on four properties fronting Bridge Street, (ii) the proposed variances will not facilitate any new construction, (iii) the proposed variances will not alter the on-site tree retention and tree replacement that was secured through the original rezoning application, and (iv) the retention of the existing structures was identified at the time of rezoning

In reply to a query from the Panel, Staff confirmed that (i) the subject application will be required to provide a functional two-way traffic road as part of Armstrong Street, and (ii) the road will be widened when the adjacent properties fronting Ash Street redevelop in the future.

The Panel recommends the Permit be issued.