City of Richmond

Agenda

City Council

Council Chambers, City Hall
6911 No. 3 Road

Monday, October 26, 2026
7:00 p.m.

Pg. # ITEM

MINUTES

1. ***Motion to:***

CNCL-8 ***(1) adopt the minutes of the Regular Council meeting held on October 13, 2026;***

CNCL-14 ***(2) adopt the minutes of the Special Council meeting held on October 19, 2026; and***

CNCL-16 ***(3) adopt the minutes of the Regular Council meeting for Public Hearings held on October 19, 2026.***

AGENDA ADDITIONS & DELETIONS

PRESENTATION

2026 Lulu Awards to Recognize Urban Design Excellence in Richmond

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. 12.

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
- Housing Target Order
- Award of Contract – 8522Q – Supply and Delivery of Valves & Hydrants
- West Richmond Pavilion Public Art Concept Proposal

- Land use application for first, second and third reading:
  - 3691/3695 Chatham Street – Rezone from "Steveston Commercial (CS3)" Zone to "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)" Zone – (Interface Architecture Inc. – Applicant)

5. ***Motion to adopt Items No. 6 through No. 10 by general consent.***

Consent Agenda Item

6. **COMMITTEE MINUTES**

That the minutes of:

CNCL-19 ***(1) the Community Safety Committee meeting held on October 14, 2026; and***

CNCL-22 ***(2) the General Purposes Committee meeting held on October 19, 2026;***

be received for information.

Consent Agenda Item

7. **HOUSING TARGET ORDER**
(File Ref. No. 12-8360-01) (REDMS No. 8296448)

CNCL-27 See Page **CNCL-27** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and

(2) That the Housing Target Progress Report be published on the City of Richmond website.

Consent Agenda Item

8. **AWARD OF CONTRACT – 8522Q – SUPPLY AND DELIVERY OF VALVES & HYDRANTS**
(File Ref. No. 10-6000-00) (REDMS No. 8519436)

CNCL-47

See Page **CNCL-47** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) That Contract 8522Q – Supply and Delivery of Valves & Hydrants be awarded in two parts for an initial three-year term commencing November 1, 2026, as follows:

(a) the supply and delivery of valves be awarded to Fred Surridge Ltd. for an estimated contract value of $651,000, excluding taxes; and

(b) the supply and delivery of hydrants be awarded to Andrew Sheret Ltd. for an estimated contract value of $726,000, excluding taxes;

for a combined contract value of $1,377,000, excluding taxes, as described in the report titled "Award of Contract – 8522Q – Supply and Delivery of Valves & Hydrants", dated September 16, 2026, from the Director, Public Works;

(2) That the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to execute the contracts and all related documents with Fred Surridge Ltd. and Andrew Sheret Ltd.; and

(3) That the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to extend the initial three-year contracts for up to two additional one year terms, to a maximum total term of five years, for a maximum aggregate contract value of $2,329,000, excluding taxes.

Pg. # ITEM

Consent Agenda Item

9. **WEST RICHMOND PAVILION PUBLIC ART CONCEPT PROPOSAL**
(File Ref. No. 11-7000-09-20-376) (REDMS No. 8394151)

CNCL-51

See Page **CNCL-51** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the concept proposal Postures of Resilience by artists Lee-Anne Harder and Aaron Harder, as presented in the report titled "West Richmond Pavilion Public Art Concept Proposal", dated September 14, 2026, from the General Manager, Parks, Recreation and Culture, be approved.

Consent Agenda Item

10. **APPLICATION BY INTERFACE ARCHITECTURE INC. FOR REZONING AT 3691/3695 CHATHAM STREET FROM "STEVESTON COMMERCIAL (CS3)" ZONE TO "COMMERCIAL MIXED USE (ZMU65) – CHATHAM STREET (STEVESTON)" ZONE**
(File Ref. No. RZ 24-042233) (REDMS No. 8497547)

CNCL-72

See Page **CNCL-72** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10759 to create the "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)" zone, and to rezone 3691/3695 Chatham Street from "Steveston Commercial (CS3)" to "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)", be introduced and given first, second and third reading.

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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NON-CONSENT AGENDA ITEMS

ENGINEERING AND PUBLIC WORKS

11. **SANITARY SEWER REPAIRS – 9000 BLOCK NO. 3 ROAD LANEWAY**
(File Ref. No. 0-6400-05-01) (REDMS No. 8565279)

CNCL-166 See Page **CNCL-166** for full report

STAFF RECOMMENDATION

That the estimated cost of $2,000,000 for the sanitary sewer repairs along 9000 Block No. 3 Road laneway be funded from the existing Council-approved Sanitary Sewer Gravity System and Rehabilitation capital projects.

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-170 Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10774**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-218 Consolidated 5 Year Financial Plan (2026-2030) Bylaw No. 10727, Amendment **Bylaw No. 10802**
Opposed at 1st/2nd/3rd Readings – None.

CNCL-224 Development Cost Charges Waiver for Supportive Housing (11771 Fentiman Place) **Bylaw No. 10805**
Opposed at 1st/2nd/3rd Readings – None.

Pg. # ITEM

DEVELOPMENT PERMIT PANEL

12. RECOMMENDATION

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

CNCL-226
CNCL-246
CNCL-249

(1) That the minutes of the Development Permit Panel meeting held on October 15, 2026, and the Chair's report for the Development Permit Panel meetings held on May 27, 2026 and July 15, 2026, be received for information; and

(2) That the recommendations of the Panel to:

(a) authorize the issuance of Development Permit (DP 26-009020) for the property at 10695 Aintree Place, be endorsed and the Permit so issued; and

(b) authorize changes to the design of the Development Permit (DP 18-841057) issued for the property at 7811 Alderbridge Way, be endorsed and the changes be deemed to be in General Compliance with the approved Development Permit.

PUBLIC ANNOUNCEMENTS AND EVENTS

ADJOURNMENT

City of Richmond

Minutes

Regular Council

Tuesday, October 13, 2026

Place: Council Chambers
Richmond City Hall

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

Acting Corporate Officer – Evangel Biason

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

RES NO. ITEM

MINUTES

R26/17-1 1. It was moved and seconded
That:

(1) the minutes of the Regular Council meeting held on September 28, 2026, be adopted as circulated; and

(2) the Metro Vancouver 'Board in Brief' dated September 25, 2026, be received for information.

CARRIED

Regular Council
Tuesday, October 13, 2026

COMMITTEE OF THE WHOLE

R26/17-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

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

R26/17-3 4. It was moved and seconded
That Committee rise and report (7:02 p.m.).

CARRIED

CONSENT AGENDA

R26/17-4 5. It was moved and seconded
That Items No. 6 through No. 11 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 29, 2026;

(2) the Finance and Audit Committee meeting held on October 5, 2026; and

(3) the Planning Committee meeting held on October 6, 2026.

ADOPTED ON CONSENT

7. **HERITAGE BOAT RESTORATION PROGRAM EXTENSION**
(File Ref. No. 11-7141-01, 06-2345-20-BRIT1; 11-7140-20-BSHI1) (REDMS No. 8502088, 8558828)

(1) That the Heritage Boat Restoration Program Two-Year Extension be approved and one time funding of $322,000 be considered as part of the 2027 budget process as detailed in the report titled "Heritage Boat Restoration Program Extension", dated September 4, 2026, from the General Manager, Parks, Recreation and Culture; and

(2) That the Heritage Boat Restoration Program Two-Year Extension, that includes the following:

(a) the restoration of the rum runner;

(b) that the shipwright oversees the completion of the North Star of Herschell Island; and

(c) that the Britania Heritage Shipyard Society be permitted to use one carriageway to bring the vessel out of the water in winter,

be referred to staff for more information and to consider along with the existing referral regarding the North Star of Herschell Island.

ADOPTED ON CONSENT

8. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10774**
(File Ref. No. 12-8060-20-010774) (REDMS No. 8432370, 8502452)

That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10774 be introduced and given first, second and third readings.

ADOPTED ON CONSENT

9. **PERMISSIVE PROPERTY TAX EXEMPTION (2027) BYLAW NO. 10773**
(File Ref. No. 12-8060-20-010773) (REDMS No. 8420439, 8420312)

That Permissive Property Tax Exemption (2027) Bylaw No. 10773 be introduced and given first, second and third readings.

ADOPTED ON CONSENT

10. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2026-2030) BYLAW NO. 10727**
(File Ref. No. 12-8060-20-010802) (REDMS No. 8521959, 8531190, 8558866)

That the Consolidated 5 Year Financial Plan (2026-2030) Bylaw No. 10727, Amendment Bylaw No. 10802, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2026-2030) Bylaw No. 10727", dated September 22, 2026, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.

ADOPTED ON CONSENT

11. **APPLICATION BY ECOWASTE INDUSTRIES LTD. FOR A ZONING TEXT AMENDMENT TO PERMIT A "CONSTRUCTION AND DEMOLITION WASTE LANDFILL" AND "RECYCLING OPERATION AND DROP-OFF" AT 15555 BLUNDELL ROAD AND PID 024-397-423**
(File Ref. No. 12-8060-20-010783, ZT 21-922710) (REDMS No. 8521807, 8524556, 8540452)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10783, for a Zoning Text Amendment to the "Agriculture (AG1)" zone to add "construction and demolition waste landfill" and "recycling operation and drop-off" as permitted uses at 15555 Blundell Road and PID 024-397-423, be introduced and given first reading.

ADOPTED ON CONSENT

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PUBLIC ANNOUNCEMENTS

Mayor Brodie announced that the terms of the renewed collective agreement between the City of Richmond and the Richmond Firefighter's Association, IAFF Local 1286, has been approved and both parties have ratified a two-year collective agreement commencing January 1, 2025, and expiring on December 31, 2026.

Regular Council
Tuesday, October 13, 2026

BYLAWS FOR ADOPTION

R26/17-5 It was moved and seconded
That Housing Agreement (Affordable Housing) (8520 Railway Avenue) Bylaw No. 10789 be adopted.

CARRIED

DEVELOPMENT PERMIT PANEL

R26/17-6 12. It was moved and seconded
That the minutes of the Development Permit Panel meeting held on September 16, 2026, and October 1, 2026, be received for information.

CARRIED

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

R26/17-7 13. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on non-agenda items (7:06 p.m.).

CARRIED

The delegate failed to attend the Council meeting.

R26/17-8 14. It was moved and seconded
That Committee rise and report (7:07 p.m.).

CARRIED

Regular Council
Tuesday, October 13, 2026

ADJOURNMENT

R26/17-9 It was moved and seconded
That the meeting adjourn (7:08 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Tuesday, October 13, 2026.

_____
Mayor (Malcolm D. Brodie)

_____
Acting Corporate Officer (Evangel Biason)

City of Richmond

Minutes

Special Council
Monday, October 19, 2026

Place: Anderson Room
Richmond City Hall

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

Corporate Officer – Claudia Jesson

Absent: Councillor Kash Heed

Call to Order: Mayor Brodie called the meeting to order at 4:20 p.m.

RES NO. ITEM

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Mayor Brodie recessed the meeting at 4:21 p.m. for the Closed General Purposes Committee Meeting.

The meeting reconvened at 4:26 p.m. following the Closed General Purposes Committee with all members of Council present, excluding Councillor Heed.

PLANNING AND DEVELOPMENT DIVISION

1. **DEVELOPMENT COST CHARGES WAIVER FOR SUPPORTIVE LIVING HOUSING AT 11771 FENTIMAN PLACE**
(File Ref. No. 08-4105-01) (REDMS No. 8555614)

SP26/5-1 It was moved and seconded

Special Council
Monday, October 19, 2026

RES NO. ITEM

(1) That Development Cost Charges Waiver for Supportive Housing (11771 Fentiman Place) Bylaw No. 10805 be introduced and given first, second and third readings; and

(2) That the estimated DCC offset of $2.98M be funded from the Rate Stabilization Account. The final DCC offset amount will be included in the Consolidated 5-Year Financial Plan upon issuance of the building permit.

CARRIED

ADJOURNMENT

SP26/5-2 It was moved and seconded
That the meeting adjourn (4:27 p.m.).

CARRIED

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 19, 2026.

_____
Mayor (Malcolm D. Brodie)

_____
Corporate Officer (Claudia Jesson)

City of Richmond

Minutes

Regular Council meeting for Public Hearings
Monday, October 19, 2026

Place:	Anderson Room Richmond City Hall
Present:	Mayor Malcolm D. Brodie, Chair Councillor Carol Day Councillor Laura Gillanders Councillor Andy Hobbs Councillor Alexa Loo Councillor Bill McNulty Councillor Michael Wolfe Claudia Jesson, Corporate Officer
Absent:	Councillor Kash Heed
Call to Order:	Mayor Brodie opened the proceedings at 5:30 p.m.

1. **OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT BYLAW 9215 AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9216 (RZ 14-672055)**
(Location: 4700 No. 3 Road; Applicant: Bene (No. 3) Road Development Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None

Submissions from the floor:

None

PH26/8-1 It was moved and seconded
That Official Community Plan Bylaw 7100, Amendment Bylaw 9215 be given third reading.

CARRIED

Regular Council meeting for Public Hearings
Monday, October 19, 2026

PH26/8-2 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 9216 be given third reading.

CARRIED

2. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10786**
(Location: City-wide; Applicant: City of Richmond)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None

Submissions from the floor:

None

PH26/8-3 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 10786 be given second and third readings.

CARRIED

PH26/8-4 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 10786 be adopted.

CARRIED

ADJOURNMENT

PH26/8-5 It was moved and seconded
That the meeting adjourn (5:34 p.m.).

CARRIED

City of Richmond

Minutes

Regular Council meeting for Public Hearings
Monday, October 19, 2026

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 19, 2026.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

City of Richmond

Minutes

Community Safety Committee

Date:	Wednesday, October 14, 2026
Place:	Anderson Room Richmond City Hall
Present:	Councillor Alexa Loo, Chair Councillor Andy Hobbs Councillor Laura Gillanders Councillor Bill McNulty
Absent:	Councillor Kash Heed
Also Present:	Councillor Carol Day Councillor Michael Wolfe
Call to Order:	The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the Community Safety Committee held on September 9, 2026, be adopted.

CARRIED

1. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – AUGUST 2026**
(File Ref. No. 12-8375-02) (REDMS No. 8531644)

It was moved and seconded
That the report titled "Community Bylaws Monthly Activity Report – August 2026", dated September 21, 2026, from the General Manager, Law and Community Safety, be received for information.

CARRIED

2. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT - AUGUST 2026**
(File Ref. No. 09-5140-01) (REDMS No. 8528818)

It was moved and seconded
That the report titled "Richmond Fire-Rescue Activity Report – August 2026", dated September 15, 2026, from the General Manager, Law and Community Safety, be received for information.

CARRIED

3. **FIRE CHIEF BRIEFING**
(Verbal Report)

Fire Chief Wishlove informed that the annual earthquake and tsunami preparedness BC ShakeOut event is scheduled on October 15, 2026, and an alert will be sent at approximately 10:15 a.m. marking the commencement of practice drills.

Discussion ensued with respect to the importance of emergency preparedness and family emergency planning.

In response to queries from Committee, Fire Chief Wishlove advised that (i) emergency programs and education are available on the Richmond Fire Rescue (RFR) website and incorporate provincial and federal emergency response advice; and (ii) if requested, RFR would support ShakeOut drills in Richmond schools and the airport.

To mark the October 4-10, 2026, National Fire Prevention Week, RFR Communications Department created safety videos featuring lithium battery safety and posted a different theme daily to the Website.

In response to queries from Committee, Fire Chief Wishlove advised that (i) overheating is a common cause of fires from lithium batteries often instigated by the use of non-standard cords; and (ii) it was important to follow manufacturer's instructions when using lithium batteries.

4. **RCMP MONTHLY ACTIVITY REPORT – AUGUST 2026**
(File Ref. No. 09-5350-01) (REDMS No. 8517346)

In response to Committee queries, Chief Supt. Chauhan advised that (i) policing activity captured in the reports incorporates all of the City of Richmond; (ii) statistics would display a reduction in crime rate if airport crimes were not included; and (iii) policing levels per capita were strong with four new officer positions added last year.

It was moved and seconded

That the report titled "RCMP Monthly Activity Report– August 2026", dated September 15, 2026, from the Officer in Charge, be received for information.

CARRIED

5. **RCMP/OIC BRIEFING**
(Verbal Report)

Chief Supt. Chauhan advised of ongoing education regarding the safe operation of e-bikes and e-scooters. CBC Market Place filmed a video highlighting issues addressed by Richmond Royal Canadian Mounted Police (RCMP), which has been distributed nationally.

In response to Committee queries, the Chief Supt. Chauhan agreed that the video titled, "Land, Sea, Air," could be shared on the City website.

The Committee expressed appreciation for RCMP enforcement and education efforts that garnered the interest of the national broadcaster.

6. **MANAGER'S REPORT**

None.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:15 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 14, 2026.

Councillor Alexa Loo
Chair

Vivian Guthrie
Recording Secretary

City of Richmond

Minutes

General Purposes Committee

Date:	Monday, October 19, 2026
Place:	Anderson Room Richmond City Hall
Present:	Mayor Malcolm D. Brodie, Chair Councillor Carol Day Councillor Laura Gillanders Councillor Andy Hobbs Councillor Alexa Loo Councillor Bill McNulty Councillor Michael Wolfe
Absent:	Councillor Kash Heed
Call to Order:	The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on September 21, 2026, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **DEVELOPMENT COST CHARGES WAIVER FOR SUPPORTIVE LIVING HOUSING AT 11771 FENTIMAN PLACE**
(File Ref. No. 08-4105-01) (REDMS No. 8555614)

It was moved and seconded
(1) That Development Cost Charges Waiver for Supportive Housing (11771 Fentiman Place) Bylaw No. 10805 be introduced and given first, second and third readings; and

(2) That the estimated DCC offset of $2.98M be funded from the Rate Stabilization Account. The final DCC offset amount will be included in the Consolidated 5-Year Financial Plan upon issuance of the building permit.

CARRIED

2. **HOUSING TARGET ORDER**
(File Ref. No. 12-8360-01) (REDMS No. 8296448)

It was moved and seconded

(1) That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and

(2) That the Housing Target Progress Report be published on the City of Richmond website.

CARRIED

3. **PILOT PROGRAM FOR ON-DEMAND / IRREVOCABLE SURETY BONDS – ONE-YEAR IMPLEMENTATION REVIEW**
(File Ref. No. 08-4105-01) (REDMS No. 8535022)

It was moved and seconded

That the report titled "Pilot Program for On-Demand / Irrevocable Surety Bonds – One-Year Implementation Review", from the General Manager, Planning and Development, dated September 21, 2026, be received for information.

The question on the motion was not called as in response to queries from Committee, staff advised that (i) the Provincial legislation and the Development Cost Charges (DCC) regulations mandate the DCC installment schedule requiring developers pay 25 percent of DCC's at building permit issuance, with the remaining 75 percent due at the earlier of occupancy permit issuance of four years after the Building Permit is issued, (ii) the $50 million limit for the Initial Surety Bond Pilot Program was intended to be a sufficient buffer against any potential financial risk, while staff gain experience with surety bonds as a relatively new form of security for the city, (iii) the cap provides a buffer to ensure the City can assess and manage risks associated with holding development securities in this form, and (v) feedback through the development industry and through ongoing permitting optimization work may inform future program adjustments. Council expressed interest in receiving a future update summarizing the feedback.

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

ENGINEERING AND PUBLIC WORKS DIVISION

4. **AWARD OF CONTRACT – 8522Q – SUPPLY AND DELIVERY OF VALVES & HYDRANTS**
(File Ref. No. 10-6000-00) (REDMS No. 8519436)

It was moved and seconded

(1) That Contract 8522Q – Supply and Delivery of Valves & Hydrants be awarded in two parts for an initial three-year term commencing November 1, 2026, as follows:

(a) the supply and delivery of valves be awarded to Fred Surridge Ltd. for an estimated contract value of $651,000, excluding taxes; and

(b) the supply and delivery of hydrants be awarded to Andrew Sheret Ltd. for an estimated contract value of $726,000, excluding taxes;

for a combined contract value of $1,377,000, excluding taxes, as described in the report titled "Award of Contract – 8522Q – Supply and Delivery of Valves & Hydrants," dated September 16, 2026, from the Director, Public Works;

(2) That the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to execute the contracts and all related documents with Fred Surridge Ltd. and Andrew Sheret Ltd.; and

(3) That the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to extend the initial three-year contracts for up to two additional one year terms, to a maximum total term of five years, for a maximum aggregate contract value of $2,329,000, excluding taxes.

The question on the motion was not called as discussion ensued with respect to the procurement process and the recommended split of the award of contract.

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

5. **TOP 20 COLLISION-PRONE INTERSECTIONS UPDATE 2026**
(File Ref. No. 10-6500-01) (REDMS No. 8489120)

It was moved and seconded
That the report titled "Top 20 Collision-Prone Intersections Update 2026", from the General Manager, Engineering and Public Works, dated September 22, 2026, be received for information.

The question on the motion was not called as discussion ensued with respect to further review of the removal of channelized right-turn islands at intersections.

In response to queries from Committee, staff advised that (i) medium-term improvements focus on targeted upgrades rather than a full intersection reconstruction, (ii) road realignment would be costly and would require assessment of the benefits compared to the cost, (iii) research generally indicates channelized right turns have approximately four times the collision rate of conventional right turns, (v) the higher collision rate is calculated relative to traffic volume, not solely by the total number of vehicles using the intersection, and (vi) modifications to curb returns at Steveston Highway and No. 2 Road are under review.

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

PARKS, RECREATION & CULTURE DIVISION

6. **WEST RICHMOND PAVILION PUBLIC ART CONCEPT PROPOSAL**
(File Ref. No. 11-7000-09-20-376) (REDMS No. 8394151)

It was moved and seconded
That the concept proposal Postures of Resilience by artists Lee-Anne Harder and Aaron Harder, as presented in the report titled "West Richmond Pavilion Public Art Concept Proposal," dated September 14, 2026, from the General Manager, Parks, Recreation and Culture, be approved.

The question on the motion was not called as in response to a query from Committee, staff advised that the proposed Public Art at the West Richmond Pavilion will be permanent art work.

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

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:19 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 19, 2026.

Mayor Malcolm D. Brodie
Chair

Raman Grewal
Legislative Services Associate

City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	September 22, 2026
From:	Wayne Craig General Manager, Planning and Development	**File:**	12-8360-01/2025-Vol 01
Re:	**Housing Target Order**		

Staff Recommendations

1. That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and

2. That the Housing Target Progress Report be published on the City of Richmond website.

Executive Summary

The Province issued the City of Richmond a Housing Target Order on August 18, 2025, under the Housing Supply Act, requiring a minimum of 6,753 net new completed housing units over five years. In the first reporting year, from September 1, 2025 to August 31, 2026, the City is required to achieve 1,013 net new completed residential units. Richmond recorded 2,582 net new completed units during this period, exceeding the first-year target by 1,569 units. This total includes 528 additional net new units completed since the initial, interim six-month report ending February 28, 2026. It's anticipated that completion totals over any short period will fluctuate due to the cyclical nature of development activity.

The accompanying Housing Target Progress Report Form fulfills the City's annual reporting requirement and includes information on housing types, development applications and municipal actions to facilitate additional residential development. The City has established new data collection processes to support the expanded provincial reporting requirements. Progress toward increasing the supply of below-market and supportive rental housing remains dependent on partnerships and investment from senior levels of government. Recent completions include the 80-unit Rio Vista affordable rental project.

Staff Report

Origin

The provincial government has set housing targets through the Housing Supply Act for 40 municipalities throughout the province. The City of Richmond received its Housing Target Order (HTO) on August 18, 2025 (Attachment 1).

As part of the requirements, municipalities are required to report annual progress. A one-time interim six-month report was brought forward to Council on March 23, 2026, for the reporting period ending on February 28, 2026. The current report builds cumulatively on that data to fulfill the one-year housing target data requirement. This report accompanies the housing target data, as per the Housing Target Progress Report Form (Attachment 2), to be provided to the Province.

Background

On August 18, 2025, the Province issued an HTO to the City of Richmond under the Housing Supply Act that gives the Province authority to set housing targets for municipalities.

The HTO requires the City to report on progress toward achieving the minimum number of net new completed housing units (new units at the occupancy stage minus those lost to demolition), set out annually over a five-year period. The Province has determined that the five-year housing target issued uniquely for the City of Richmond is 6,753 units.

The five-year housing target is further broken down into yearly totals that are cumulative from the year before, as shown in Schedule A of the HTO. The minimum number of net new completed housing units required for the first year is 1,013 units as reported herein for the first-year period between September 1, 2025, and August 31, 2026.

Although the Province has the authority to set housing targets, the City does not generally build housing, and investment from housing providers or the Provincial and/or Federal governments is needed to advance housing projects. In addition, there are housing types, such as below-market and supportive rental, included in the HTO guidelines (Attachment 3) and HTO reporting requirements that are not generally provided by the development industry and require support and funding from other levels of government to deliver.

All municipalities must use the Housing Target Progress Report Form to complete the requirements for progress reporting under the Housing Supply Act. The information provided will be evaluated by the Ministry of Housing and Municipal Affairs to determine whether targets have been met or satisfactory progress has been made towards meeting the targets. If a city fails to meet the HTO requirements, specifically failure to meet targets or demonstrate satisfactory progress in reporting, the Province may intervene by appointing an advisor to review progress and make recommendations, issuing directives to force bylaw changes, or using Orders in Council to bypass local government approval processes for housing projects.

Typically, Council must receive the report through Council resolution within 45 days of the end of the reporting period, as per Schedule C of the HTO. However, due to the consideration for the

municipal elections, the date was extended to after the elections taking place on October 17, 2026. The report must be sent to the Province on or before December 15, 2026, for the reporting period ending on August 31, 2026. Also, the report must be published on the City of Richmond website.

Analysis

The first-year housing target for net new housing units granted occupancy as set by the Province is 1,013 units. This was more than doubled during the first six-month reporting period ending February 28, 2026, where there were 2,054 net new housing units. For the first-year reporting period of September 1, 2025 to August 31, 2026, that number has increased to 2,582 net new housing units, as documented in the Housing Target Progress Form, exceeding the number required for the first-year target by 1,569 units. The Province's second-year housing target is 2,093 net new housing units granted occupancy, and this target has been exceeded by 489 units.

There have been 528 net new recorded units in the last six months. It is important to note that this housing data reflects the cyclical nature of the development industry. Over shorter periods, the number of completed housing units may vary and should not be interpreted as a trend.

The Housing Target Progress Report Form requires additional reporting details describing housing units by size, tenure and affordability in accordance with the following:

- Section 3: Number of housing units by category and type
- Section 4: Municipal actions and partnerships to enable more housing supply
- Section 5: Approved housing development applications
- Section 6: Withdrawn or not approved housing development applications
- Section 7: Any other information on the City's efforts to achieve the housing targets
- Section 8: Summary of planned actions to meet targets (not applicable for initial six-month reporting)

Sections 3 and 5 of the Housing Target Progress Report Form include a detailed breakdown of net new units by size, denoted by the number of bedrooms. In order to respond, City staff have implemented new data collection processes and systems for housing target reporting.

The Province has given guidelines to each municipality for unit breakdown by size, tenure, rental affordability and also rental units with on-site supports specific to each municipality to guide the delivery of diverse housing needs. These unit guidelines are not included as part of a Housing Target Order, but the City is expected to report on progress toward achieving a mix of housing types.

One key aspect is that the rental affordability guideline indicates the Province is seeking more than 50 per cent of units to be below market, which requires federal and provincial investment. It is seeking 334 supportive rental units with on-site supports in Richmond, requiring third-party partnerships and investment to become feasible. Development of these unit types is beyond the control and direction of the City.

Since the six-month interim report, an 80-unit affordable rental building called the Rio Vista at 5491 No. 2 Road was completed on July 13, 2026. This project was delivered in partnership between the Province, through BC Housing, the City of Richmond, and the Pathways Clubhouse Society. The Rio Vista is purpose-built to support a mix of residents, including families, seniors and people living with disabilities. The building includes a range of one-bedroom to three-bedroom homes, with several accessible units.

Another important highlight, since the six-month interim report, is the completion of 120 market rental units and 156 low-end market rental units at a development called Avira by Polygon, located at 3468 & 3488 Ketcheson Court.

Financial Impact

None.

Conclusion

Complying with provincial legislation, staff have developed a reporting structure to satisfy the requirements of the HTO. The City has exceeded the housing target set by the Province for the first year.

Respectfully submitted,

James Cooper, Director, Building Approvals

Report Contributors

This report was prepared by Kathryn McCreary, Manager, Plan Review and reviewed by Development Applications, Policy Planning and Housing Office.

Endorsed by Serena Lusk, CAO

Att. 1: Housing Target Order
2: Housing Target Progress Report Form
3: Housing Unit Guidelines

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS

Housing Supply Act

Ministerial Order No. M262

WHEREAS

A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Richmond.

B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Richmond regarding this housing target order.

C. The minister has:

   i. provided a description of the proposed Housing Target Order to the City of Richmond.

   ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Richmond an opportunity to provide written comments to the minister.

D. An extension to the consultation period, if any, granted by the minister to the City of Richmond, pursuant to section 4(2), Housing Supply Regulation, Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing and Municipal Affairs orders as follows:

1. A housing target order is made for the City of Richmond, effective September 1, 2025 (the "**Effective Date**").
2. The housing targets for the City of Richmond under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).
3. The performance indicators by which progress by the City of Richmond toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on August 31, 2030 (the "**End Date**").

August 18, 2025
Date

Minister of Housing and Municipal Affairs

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Housing Supply Act,* S.B.C. 2022, c. 38, s 2

Other: Housing Supply Regulation, B.C. Reg. 133/2023

5. The City of Richmond must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

SCHEDULE A
Housing Targets

1. The five-year housing target for the City of Richmond is **6,753 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of total Provincial Housing Needs Estimate for the City of Richmond.
3. For each Progress Reporting Period as set out in Schedule C, the annual cumulative number of net new housing units will be measured as follows:
    a. Year 1: 1,013
    b. Year 2: 2,093
    c. Year 3: 3,343
    d. Year 4: 4,862
    e. Year 5: 6,753

SCHEDULE B
Performance Indicators

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:

a. Progress toward achieving the annual cumulative housing target; and
b. Actions taken by the municipality toward meeting the annual housing target.

Table 1 - Performance Indicators

Category	Performance Indicator	Data to Measure
Annual cumulative housing target	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of net new housing units (completions minus demolitions) during the reporting period.
Actions taken by the municipality toward meeting the annual cumulative housing target	Satisfactory progress demonstrated by: 1. Update of land use planning documents to align with housing targets; 2. Adoption of policies and initiatives to meet housing targets; and 3. Residential approvals complete and/or in progress that met or will meet housing targets.	1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update and related policies that align with achieving annual housing targets. 2. Description of new/amended bylaws and policies, innovative approaches, and pilot projects undertaken to achieve housing targets. 3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.

SCHEDULE C
Housing Targets Progress Reporting

The City of Richmond must receive the progress report by resolution within 45 days of the end of the reporting period:

Reporting Period 1.1: September 1, 2025 – February 28, 2026
Reporting Period 1.2: September 1, 2025 – August 31, 2026
Reporting Period 2: September 1, 2026 – August 31, 2027
Reporting Period 3: September 1, 2027 – August 31, 2028
Reporting Period 4: September 1, 2028 – August 31, 2029
Reporting Period 5: September 1, 2029 – August 31, 2030

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.

HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the *Housing Supply Act* (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at **Housing.Targets@gov.bc.ca** as soon as practicable after Council resolution.

Do not submit the form directly to the Minister's Office.

Section 1: MUNICIPAL INFORMATION	
Municipality	City of Richmond
Housing Target Order Date	August 18, 2025
Reporting Period	September 1, 2025 – August 31, 2026
Date Received by Council Resolution	TBD
Date Submitted to Ministry	TBD
Municipal Website of Published Report	Bulletins, Schedules & Reports - City of Richmond, BC
Report Prepared By	☒ Municipal Staff ☐ Contractor/External
Municipal Contact Info	Kathryn McCreary, Manager Plan Review, kmccreary@richmond.ca, 604-204-8515
Contractor Contact Info	☐ N/A *(name, position/title, email, phone)*

Section 2:

Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.

Section 8 must be completed if a housing target has not been met for the reporting period.

	Completions (Reporting Period)	**Demolitions** (Reporting Period)	**Net New Units** (Reporting Period)	**Net New Units** (Since HTO Effective Date)
Total	2668	86	2582	2582

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)

Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.

	Completions (Reporting Period)	**Demolitions** (Reporting Period)	**Net New Units** (Reporting Period)	**Net New Units** (Since Effective HTO Date)
Units by Size				
Studio	82	0	82	82
One Bedroom	1090	0	1090	1090
Two Bedroom	974	0	974	974
Three Bedroom	359	86	273	273
Four or More Bedroom[1]	163	0	163	163

Units by Tenure				
Rental Units[2] – Total	571	0	571	571
Rental – Purpose Built	475	0	475	475
Rental – Secondary Suite	95	0	95	95
Rental – Accessory Dwelling	1	0	1	1
Rental – Co-op	0	0	0	0
Owned Units	2097	86	2011	2011
Units by Rental Affordability				
Market	296	0	296	296
Below Market[3] - Total	275	0	275	275
Below Market - Rental Units with On-Site Supports[4]	0	0	0	0

Note: The City of Richmond has not historically collected bedroom data and the following assumptions have been made when compiling housing unit data: Single Family demolished are all 3-Bedroom units, Secondary Suites are 1-Bedroom units and Single Family constructed units are all 4-Bedroom or more units.

Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY

A) Describe applicable actions taken in the last 12 months to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

Targeted OCP Update: In February 2026, Council adopted Phase 1 of the City's targeted OCP Update, which included a new 2050 land use map, new housing policies and an update to the Environmentally Sensitive Area (ESA) maps and guidelines. The OCP provides additional capacity for approximately 100,000 new dwelling units and includes incentives for rental and below-market housing.
Official Community Plan Report: Public_Hearing_1-19-2026.pdf (Item 2)

Bill 44 - Small-Scale Multi-Unit Housing (SSMUH): In June 2024, Council amended the zoning of almost 27,000 single-family and duplex lots throughout the City to permit SSMUH. These changes permit up to three, four and six ground-oriented units per lot subject to criteria. As part of the City's ongoing monitoring of SSMUH implementation, Council has adopted subsequent amendments to the City's SSMUH zoning in March 2025 and in February 2026 to support project viability and design flexibility.
SSMUH Report Addressing Setbacks: Open_Council_11-24-2025.pdf (Item 13)
SSMUH Report Addressing Vehicle Parking, Access, and Maneuvering: Revised_Open_Council_2-23-2026.pdf (Item 12A)

Housing Priorities Grant Program: The City launched a grant program in 2024/2025 to help address financial barriers that limit the delivery of affordable rental housing. Funded by the HAF, the program allocated $10 million to support the delivery of 347 affordable rental units over five projects, exceeding the Grant Program's target of 220 units. The developments supported by the Grant Program when completed will also deliver 609 market rental units, for a total of approximately 956 new purpose-built rental units, including affordable and market rental units. Each successful applicant has until November 2027 to receive a Building Permit to receive the grant funding. On July 28, 2028, Council adopted a DCC Waiver Bylaw for 9000 No. 3 Road, a 100% rental housing development. There were 64 rental units secured, of which seven units were voluntary affordable rental units, resulting in a DCC offset (waiver) of $108,000.
Housing Priorities Grant Program Allocation Report: Open_Council_7-28-2025.pdf (Item 10)

Fast-Track Program for 100 per cent Rental Housing: The City has established a fast-track program to expedite the review of development applications for 100 per cent residential rental housing projects, and those including a portion of below-market housing. The City has created a team dedicated to processing rental projects.

Pre-Zoning Strategic Sites for Affordable Housing: Council adopted new OCP policies to support potential opportunities to pre-zone strategic sites in Richmond. This may include pre-zoning for rental housing and/or pre-zoning based on ownership/operation to facilitate the construction of below-market and/or non-market housing.

Affordable Housing Non-Profit Partnership Program: In 2025, a Richmond-focused network of NPOs was established to build partnerships and advance the delivery of affordable housing. There are currently over 20 local NPOs engaged in the program who meet with staff quarterly. Meetings enable the City to provide updates on housing initiatives, seek input on affordable housing policy and share collective lessons learned and market updates.

Automated Plan Review: Council has approved the funding for advancing an Automated Plan Review system, which is under development, using software that evaluates design documents, presented as Building Information Modelling files, to determine conformance to the BC Building Code and critical elements of the Zoning Bylaw.
Provision of Automated Building Code and Zone Review Software Report: Open_Council_7-28-2025.pdf (Item 11)

Permit Optimization Program (POP): The City launched the online MyPermit portal to reduce approval times by optimizing and digitizing the permitting process, for which Council approved funding to advance. The advantage of the online MyPermit portal is that it leverages new technology to improve the customer experience and support end-to-end modernization, including digital submissions, review/ approval, and permit issuance. In 2023, MyPermit portal began accepting Plumbing and Gas permits, followed by an expansion in 2024/2025 of Sprinkler, Demolition and development-related Tree removal permits. In 2026, Servicing Agreements, Rezoning applications, and Building Permits (BP) for Single-Family Dwellings, SSMUH, and BP alteration/addition applications were recently added as additional types of applications that the MyPermit portal will accommodate. Another release is planned for November 2026 that will introduce online Development Permit and Subdivision applications, as well as additional BP application types for new commercial, industrial and multifamily construction projects. Staff have hosted industry engagement sessions to inform MyPermit enhancements, with a strong turnout. To date, over 1,600 applications have been submitted via MyPermit.

Development Permit (DP) Exemption Criteria: In December 2025, Council approved updates to the City's DP exemption criteria. Changes included an inflationary increase to the construction value for exterior renovations from $75,000 to $150,000.
DP Exemption Criteria Report: Open_Council_11-24-2025.pdf (Item 10)

Surety Bond Pilot Program: On July 14, 2025, Council approved a pilot program to permit the use of Surety Bonds as an alternative form of security for DCC installment payments, DP landscape securities, and SA works. On November 10, 2025, Council approved the expansion of the pilot program to permit the use of Surety Bonds for tree survival securities.
Surety Bond Pilot Program Report: Open_Council_7-14-2025.pdf (Item 15)

Harmonization of the Basic Universal Housing Features with the BC Building Code "Adaptable Dwelling Unit" Regulations: On March 9, 2026, Council amended the zoning regulations to harmonize the existing provisions of the Basic Universal Housing Features (Section 4.16) with those described in Section 3.8.5, Adaptable Dwelling Unit, of the current British Columbia Building Code.
Harmonization of the Basic Universal Housing Features with the BC Building Code "Adaptable Dwelling Unit" Regulations Report: Open_Council_3-9-2026.pdf (Item 12)

Development Cost Charges (DCC) Rate Freezing:
On March 9, 2026, Council meeting, Council directed staff to hold DCC rates at 2024 levels until March 2027.
DCC and ACC Public Consultation Update and Referral Response Report: Open_Council_3-9-2026.pdf (Item 15)

2026 UBCM Grant Application (Local Government Development Approvals Program): On March 23, 2026, Council endorsed Staff's application to the Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program, including the funding stream. The City was successful in receiving the UBCM grant and the work is underway.
Local Government Development Approvals Program - 2026 UBCM Grant Application Report: Open_Council_3-23-2026.pdf (Item 12)

Review of Low-End Market Rental (LEMR) Housing Contribution Rates: On May 25, 2026, Council directed staff to review the Low-End Market Rental (LEMR) contribution rates applied in the review of

rezoning applications associated with larger-scaled developments (i.e., having 60 or more dwelling units). Also, considering current market conditions, the City is reviewing its LEMR contribution rates to ensure such do not hinder the overall financial viability of residential development.
Review of Low-End Market Rental (LEMR) Housing Contribution Rates Report: Open_Council_5-25-2026.pdf (Item 8)

Housing Office Consultation on City Owned Sites: On May 25, 2026, Council directed staff to initiate City-wide public engagement, commencing in summer 2026 to capture community input on the City's proposal to build a portfolio of approximately 260 new affordable rental homes on four City-owned sites. The four City-owned sites that have been identified for potential affordable housing development are 23560 Westminster Hwy, 10171 No. 2 Rd, 8000 No. 3 Rd, and 4320 Moncton St.
Development of Four City-Owned Sites for Affordable Housing: Initial Community Engagement Program Report: Open_Council_5-25-2026.pdf (Item 9)

Response to Provincial Housing Bills: Density Bonus and Inclusionary Zoning Requirements and Associated Zoning Bylaw Amendments: On May 25, 2026, Council approved the bylaws to allow that the City's existing standard residential and mixed-use zones could be brought into compliance with the Local Government Act as amended by Bill 16, prior to the Provincial deadline of June 30, 2026. The purpose of the zoning bylaw changes was to amend the density bonus provisions in existing standard Small-Scale Multi-Unit Housing zones and remove the density bonus provisions in other existing standard residential and mixed-use zones; and also to create a new reserve fund for cash-in-lieu of affordable housing received through a density bonus bylaw.
Response to Provincial Housing Bills: Density Bonus and Inclusionary Zoning Requirements and Associated Zoning Bylaw Amendments Report: Open_Council_5-25-2026.pdf (Item 10)

Establishment of DCC rates for the new SSMUH development category
On June 8, 2026, Council approved bylaw amendments that would establish a DCC framework for SSMUH developments, while maintaining (freezing) current DCC rates for other development categories.
Development Cost Charges Imposition Bylaw No. 9499, Amendment Bylaw No. 10732 Report: Open_Council_6-8-2026.pdf (Item 17)

B) Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

Council has approved potential funding pending the outcome of the proposed Rezoning / Development Permit for the redevelopment of Bill Rigby Manor, located at 4100 Chatham Street, into a 104-unit building for seniors and families. Bill Rigby Manor is currently owned by BC Indigenous Housing Society. On February 27, 2026, the City received an application for rezoning (RZ # 26-006626) to permit a mixed-use development with approximately 350 m^2 of non-residential floor area and 104 affordable rental residential units, contained in one building of up to six storeys. The application is still in circulation at the City.

Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the **most current** application type. Provide the estimated number of new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning	Development Permit	Building Permit	Total
Applications	0	6	164	170
New Units	0	32	430	462
Unit Breakdown				
Units by Size				
Studio	0	0	12	12
One Bedroom	0	0	117	117
Two Bedroom	0	6	29	35
Three Bedroom	0	15	169	184
Four or More Bedroom[1]	0	11	103	114
Units by Tenure				
Rental Units[2] – Total[2]	0	0	157	157
Rental – Purpose Built	0	0	64	64
Rental – Secondary Suite	0	0	93	93
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	0	32	273	273
Units by Rental Affordability				
Market	0	0	150	150
Below Market[3] - Total	0	0	7	7
Below Market - Rental Units with On-Site Supports[4]	0	0	0	0

Note: The City of Richmond has not historically collected bedroom data and the following assumptions have been made when compiling housing unit data: Single Family demolished are all 3-Bedroom units, Secondary Suites are 1-Bedroom units and Single Family constructed units are all 4-Bedroom or more units.

Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS

A) Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	5 (RZ+DP) ,1 (BP)	0
Proposed Units	15 (RZ+DP), 134 (BP)	0

B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.

Address	Rational for Project Being Withdrawn or Not Approved	Project Description	Total Units
140 Wellington Cres	Due to new SSMUH policies implemented, rezoning application is not required	Applicant had applied to the City of Richmond for permission to rezone 140 Wellington Cres. from Single Detached (RS1/E) to Coach House (ZS20) - Burkeville to permit a coach house above a detached garage, with vehicle access to a rear lane, with one unit proposed.	1
10511 Lassam Road	Cancelled due to inactivity	Applicant had applied to the City of Richmond to rezone 10511 Lassam Road from Single Detached RS1/E to Single Detached RS2/B to subdivide to two equal lots, with two units proposed.	2
6660 Francis Rd	Cancelled due to inactivity	Applicant had applied to the City of Richmond to rezone 6660 Francis Road from Single Detached (RS1/E) to Arterial Road Two-Unit Dwelling (RDA).	2
10840 Bonavista Gate	Applicant withdrawn	Applicant had applied to the City of Richmond to rezone 10840-10860 Bonavista Gate from the RD-1 (Two-Unit Dwellings) zone to the RS2/C (Single Detached) zone to subdivide the existing duplex lot into two single family lots.	2
6560 and 6580 Williams Road	Applicant withdrawn due to change in development plans	Applicant had applied to the City of Richmond to develop two 3-storey townhouses at 6560 and 6580 Williams Road with five units building fronting Williams Road and three units building at the rear.	8

8131 Westminster Highway	Applicant recently canceled the Building Permit and Associated Development Permit as they no longer intend on proceeding with the development at this time.	Applicant had applied to the City of Richmond for permission to develop 8131 Westminster Hwy to construct a 14-storey mixed-use building, with 122 residential units and 13 LEMR units.	134

Section 7: OTHER INFORMATION

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

The City has implemented new data collection processes and systems at intake, including demolition and housing declaration forms.

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

If the housing target has not been met for the reporting period, please provide a summary of planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- dates of completion or other major project milestones;
- links to any publicly available information; and
- the number of units anticipated by completing the action.

NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	**Number of Units:**

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	**Number of Units:**

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	**Number of Units:**

**Copy/Paste above description tables as needed*

[1] If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.
[2] **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.
[3] **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.
[4] **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.

BRITISH COLUMBIA

Appendix B – Housing Unit Breakdown as Guidance for the City of Richmond

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site support. Needs are estimated over a five-year timeframe between 2025 and 2030.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom	4,475 (1-bedroom minimum: 1,430)
Two Bedroom	1,141
Three or More Bedroom	1,137

UNITS BY TENURE	GUIDELINE
Rental Units	5,166
Owned Units	1,587

Rental units: *Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g. secondary suites, accessory dwellings, etc.).*

RENTAL AFFORDABILITY	GUIDELINE
Below Market	2,728
Market	2,438

Below Market: *Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per unit size.*

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	334

Supportive rental units with On-Site Supports: *Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.*

City of Richmond

Report to Committee

To:	Public Works and Transportation Committee	**Date:**	October 2, 2026
From:	Roeland Zwaag General Manager, Engineering and Public Works	**File:**	10-6000-00/Vol 01
Re:	**Award of Contract – 8522Q – Supply and Delivery of Valves & Hydrants**		

Staff Recommendation

1. That Contract 8522Q – Supply and Delivery of Valves & Hydrants be awarded in two parts for an initial three-year term commencing November 1, 2026, as follows:

   a. the supply and delivery of valves be awarded to Fred Surridge Ltd. for an estimated contract value of $651,000, excluding taxes; and

   b. the supply and delivery of hydrants be awarded to Andrew Sheret Ltd. for an estimated contract value of $726,000, excluding taxes;

   for a combined contract value of $1,377,000, excluding taxes, as described in the report titled "Award of Contract – 8522Q – Supply and Delivery of Valves & Hydrants," dated September 16, 2026, from the Director, Public Works;

2. That the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to execute the contracts and all related documents with Fred Surridge Ltd. and Andrew Sheret Ltd.; and

3. That the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to extend the initial three-year contracts for up to two additional one-year terms, to a maximum total term of five years, for a maximum aggregate contract value of $2,329,000, excluding taxes.

Executive Summary

The City issued a Request for Quotation (RFQ) 8522Q – Supply and Delivery of Valves & Hydrants to establish contracts for materials required to support the ongoing operation, maintenance, repair and renewal of the City's water distribution system. Three quotations were received and evaluated separately for the RFQ.

Based on the lowest priced compliant bid received through the competitive procurement process, staff recommend awarding the valve portion of the contract to Fred Surridge Ltd. and the hydrant portion to Andrew Sheret Ltd. The recommended split award represents the lowest evaluated quotation for each respective product category and will provide the City with the best value. The contracts would commence on November 1, 2026 for a period of three years, renewable up to five years at a maximum combined contract value of $2,329,000, excluding taxes.

Staff Report

Origin

The purpose of this report is to recommend the award of contract for the supply and delivery of fire hydrants, valves and related waterworks components necessary to support the City's water distribution system.

These materials are required for the ongoing operation, maintenance, renewal and rehabilitation of the City's water infrastructure. Fire hydrants and valves enable reliable water delivery, system isolation, and emergency response such as fire protection throughout the City.

To engage qualified suppliers for these materials, the City issued a Request for Quotation (RFQ) 8522Q – Supply and Delivery of Valves & Hydrants on BC Bid.

This report presents the results of the RFQ process and recommends awarding the valve portion to Fred Surridge Ltd. and the hydrant portion to Andrew Sheret Ltd.
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.*

Analysis

The RFQ invited qualified bidders to provide quotations for the supply and delivery of valves and hydrants in support of capital, maintenance and repair works in the City's Water Services section.

All products are required to meet the City's technical specifications and applicable industry standards, including American Water Works Association (AWWA) and American National Standards Institute (ANSI) specifications.

Three (3) quotations were received by the closing date from the following bidders:

- Andrew Sheret Ltd.
- Fred Surridge Ltd.
- Wolseley Canada Inc.

The RFQ document advised bidders that the City would place the greatest emphasis on price, however, all bidders are known and reputable suppliers of these products.

The RFQ required bidders to submit separate financial quotations for valve and hydrant materials based on historical data and anticipated annual demand. The RFQ terms stipulated that the City may award different components of the work to one or more bidders.

A summary of quotations is provided in Tables 1 and 2 below.

Table 1: RFQ Submission Result Summary – Valves

Ranking	Company	Total Annual Amount (excluding taxes)
1	**Fred Surridge Ltd.**	**$196,833**
2	Wolseley Canada Inc.	$197,050
3	Andrew Sheret Ltd.	$197,528

Table 2: RFQ Submission Result Summary – Hydrants

Ranking	Company	Total Annual Amount (excluding taxes)
1	**Andrew Sheret Ltd.**	**$219,601**
2	Wolseley Canada Inc.	$220,152
3	Fred Surridge Ltd.	$220,699

Contract Term

The recommended contract is for an initial three-year term with the option to extend for up to two additional one-year terms at the conclusion of the initial term. The quoted unit prices are firm for the initial three-year contract term. The annual quantities are estimates only and do not represent a minimum purchase commitment by the City.

Budgetary Implications

Contract 8522Q will be funded through applicable capital and operating budgets on an “as and when needed” basis. The estimated value of the contracts over the initial three-year term is $1,377,000, excluding taxes.

The City will retain the option to extend the contracts for up to two additional one-year terms. The estimated value of the two optional extension years is $952,000, excluding taxes, resulting in a maximum aggregate contract value of $2,329,000, excluding taxes, as summarized in Table 3.

Table 3: Estimated Contract Cost

Estimated Cost			
	Valves	Hydrants	
	Fred Surridge Ltd.	Andrew Sheret Ltd.	Total
First Year (November 2026 – October 2027)	$217,000	$242,000	$459,000
Second Year (November 2027 – October 2028)	$217,000	$242,000	$459,000
Third Year (November 2028 – October 2029)	$217,000	$242,000	$459,000
Subtotal (Three-year Term)	**$651,000**	**$726,000**	**$1,377,000**
Optional Fourth Year – 2.5% price increase (November 2029 – October 2030)	$222,000	$248,000	$470,000
Optional Fifth Year – 2.5% price increase (November 2030 – October 2031)	$228,000	$254,000	$482,000
Subtotal (Optional Years)	**$450,000**	**$502,000**	**$952,000**
Total Estimated Costs (exclusive of taxes)	**$1,101,000**	**$1,228,000**	**$2,329,000**

Conclusion

The City completed a competitive procurement process for the supply and delivery of valves and hydrants required to support the ongoing operation, maintenance, repair and renewal of the water distribution system.

Staff recommend awarding the valve portion of Contract 8522Q to Fred Surridge Ltd. and the hydrant portion to Andrew Sheret Ltd. for an initial three-year term, with options to extend for up to two additional one-year terms.

Respectfully submitted,

Suzanne Bycraft, Director, Public Works

Report Contributors

This report was prepared by Deborah Prystay, Project Manager, and reviewed by Finance.

Endorsed by Serena Lusk, CAO

City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	September 14, 2026
From:	Elizabeth Ayers General Manager,Parks,Recreation and Culture	**File:**	11-7000-09-20-376/Vol 01
Re:	**West Richmond Pavilion Public Art Concept Proposal**		

Staff Recommendation

That the concept proposal *Postures of Resilience* by artists Lee-Anne Harder and Aaron Harder, as presented in the report titled "West Richmond Pavilion Public Art Concept Proposal," dated September 14, 2026, from the General Manager, Parks, Recreation and Culture, be approved.

Executive Summary

The West Richmond Pavilion Public Art Concept Proposal *Postures of Resilience* by artists Lee-Anne Harder and Aaron Harder is recommended following an artist selection process conducted in accordance with the Public Art Program Administrative Procedures and the Council-approved Terms of Reference for the project.

The recommended project was assessed and evaluated by a five-person selection panel comprised of community partner representatives, arts professionals, and community members at large who were selected from the Richmond Public Art Program Selection Panellist Roster.

Staff Report

Origin

On December 8, 2025, Council approved the Terms of Reference for the West Richmond Pavilion Public Art Project.

This report presents for Council's consideration the public art concept proposal *Postures of Resilience* by artists Lee-Anne Harder and Aaron Harder for the West Richmond Pavilion Public Art Project.

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

> *Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

Analysis

West Richmond Pavilion

The new two-storey, 10,830 sq.ft. community amenity building located in Hugh Boyd Community Park will feature multipurpose rooms, a kitchen, concession, change rooms, washrooms, storage and administrative spaces. A second-floor balcony area will provide users with an outdoor area to view the sports fields and gather during events. The entrance plaza located to the north of the facility will provide views to Francis Road and offer a welcoming gathering space for visitors and residents upon arrival to the facility.

West Richmond Pavilion – Public Art Terms of Reference

The Council-approved Public Art Terms of Reference for the West Richmond Pavilion Public Art Project (Attachment 1) describes the art opportunity, themes, site description, scope of work, budget, selection process, schedule and submission requirements. Artists were invited to respond to the guiding question: "How can art reflect the ideals of sportspersonship?" as it relates to the history of sports and recreation at Hugh Boyd Community Park.

An artist call for submissions was issued on January 22, 2026, with a deadline of February 26, 2026. Eligibility was for professional artists residing in British Columbia.

West Richmond Pavilion – Public Art Artist Selection Process

There were 24 submissions received during the first stage of the selection process. On April 23, 2026, following the Public Art Program's administrative procedures for artist selection for civic public art projects, a five-person selection panel comprised of community partners, arts professionals, and community representatives reviewed the submissions. The selection panel included the following individuals:

- Andrea Friesen, Richmond United Football Club;
- Elizabeth Komar, West Richmond Community Association;
- Heather Woolley, Arts Professional;
- Jeanette Lee, Arts Professional; and
- Monica Hetti, Richmond resident, Community Member-at-Large.

City staff facilitated and attended the selection panel meetings to provide project background for the selection panel and to address technical questions.

In addition, a representative from the project's architectural team attended the meeting to provide background on the new facility and address technical questions.

In reviewing the submissions, the selection panel considered the applicants' experience, skillsets and past projects that responded to similar themes and objectives identified in the artist call. Applicants were also evaluated based on their potential to create a compelling work of art as evidenced in examples of previous projects. Following discussion and deliberations, the panel shortlisted three artists to develop a concept proposal and presentation for the second stage of the selection process.

The shortlisted artists were:

- Glen Andersen;
- Mary Ann Liu; and
- Lee-Anne Harder and Aaron Harder.

As per the terms of reference, the three finalists were invited to attend an artist orientation meeting on April 28, 2026. The meeting provided an opportunity to share additional information about the site context and design parameters. The artists asked questions related to site users, procurement methods, project schedule and budget.

On June 8, 2026, the selection panel convened to interview the three finalists and review their concept proposals. Following deliberation, the panel recommended the concept proposal *Postures of Resilience* by artists Lee-Anne Harder and Aaron Harder for the West Richmond Pavilion Public Art Project (Attachment 2).

Recommended Artists

Lee-Anne Harder and Aaron Harder are a husband-and-wife artist team from Quesnel, BC. Their many years together have shaped their aesthetic and collaborative approach to combining design and sculpture to create public artworks that speak to diverse audiences.

Recommended Public Art Concept Proposal

In response to the guiding question in the Terms of Reference (artist call): "How can an artwork reflect the ideals of sportspersonship?" *Postures of Resilience* aims to reflect the beauty of nature, joy of sports, and respect through human gestures. The playful interpretation of larger-than-life dandelions is intended to symbolize resilience, hope and the ability to overcome adversity, attributes that are essential to becoming a great athlete.

The work is comprised of four stand-alone dandelion sculptures. Each spherical stainless steel seed head or "clock" of the dandelion is supported by a stem made of copper-finish steel pipe. The spherical design also references the many types of balls used in field sports at Hugh Boyd Community Park.

Two of the dandelions are posed in a gesture of embrace, expressing celebration, affection or consolation. The remaining pair of sculptures are gently bowing to one another, expressing respect, dignity, humility and gratitude, and common values across cultures and continents. These postures reflect the four core principles of sportspersonship: respect, fairness, integrity and responsibility.

The recommended concept proposal will be further refined through the detailed design process, and staff will ensure that the artwork design adheres to current accessibility and safety standards. Durability of materials and fabrication will also be reviewed to minimize maintenance requirements and extend the lifespan of the artwork. As per the Terms of Reference, the artwork design will be integrated into the northeast entrance area, complementing the rest of the building project's landscape design.

The Selection Panel cited the following rationale in their recommendation:

- Proposal responds thoughtfully to the guiding question: "How can an artwork reflect the ideals of sportspersonship?";
- Scale of the artwork is appropriate for the site and facility, signaling arrival and welcome for users and visitors to the facility and park, while taking into consideration views from Francis Road and the entrance drop-off and pick-up area;
- Artwork materials are durable and long-lasting and will minimize maintenance requirements by the City;
- Artwork minimizes risk and exposure to vandalism and safety concerns related to climbability and physical touching;
- LED lighting features were well received by the Selection Panel as an additional value-added feature proposed by the artists; and
- LED lighting features are in keeping with the environmental sustainability design principles of the new facility, will contribute to nighttime viewing experiences and complement placemaking for evening activities and events at the facility.

On June 16, 2026, the Richmond Public Art Advisory Committee reviewed and endorsed the selection process and the concept proposal.

Budgetary Implications

None

Conclusion

The new West Richmond Pavilion facility represents an opportunity to contribute to an inclusive, safe and welcoming public space for a culturally diverse and growing community of Hugh Boyd Community Park users. The public artwork will join a family of other public artworks in the area, contributing to a sense of vibrancy and identity in the Park. Council approval is required to commission Lee-Anne Harder and Aaron Harder to implement the West Richmond Pavilion Public Art Concept Proposal.

Respectfully submitted,

Marie Fenwick, Director, Arts, Culture and Heritage Services

Report Contributors

This report was prepared by Biliana Velkova, Public Art Planner and reviewed by:
Finance, Parks Services, PRC, Planning & Strategic Initiatives, Recreation and Sport Services, and Facilities and Project Development.

Endorsed by Serena Lusk, CAO

Att. 1: Public Art Terms of Reference for the West Richmond Pavilion Public Art Project
2: Concept Proposal *Postures of Resilience* by artists Lee-Anne Harder and Aaron Harder

call to artists

PUBLIC ART RICHMOND



Figure 1. West Richmond Pavilion. Architectural rendering.

West Richmond Pavilion

Public Art Opportunity

Request for Qualifications, RFQ

OPPORTUNITY

The Richmond Public Art Program is seeking an artist or artist team to create a stand-alone sculpture to be installed at the entrance to the new West Richmond Pavilion community facility and fieldhouse located in Hugh Boyd Community Park, 9200 No.1 Road.

This is a two-stage artist call, open to artists residing in British Columbia. Following review of the submissions, the Selection Panel will recommend up to three shortlisted artists. Shortlisted artists will be invited to develop artwork concepts and attend an interview. An artist fee of $750, plus applicable taxes, will be paid to each of the shortlisted artists or artist teams. All information about the opportunity is contained herein.

Artist Fee:	$120,000
Eligibility:	Professional artists residing in British Columbia
Deadline:	February 26, 2026
Completion:	Spring 2027

HUGH BOYD COMMUNITY PARK

Hugh Boyd Community Park is a well-utilized 41.66 acre community park in Richmond, serving as the primary location for West Richmond Community Centre, Hugh Boyd Secondary School, and many local sport groups' practices, home games and popular tournaments, including Richmond Raiders Spring Flag Football Jamboree, Richmond Pickleball Association Charity & Fundraising Tournament, and The Nations Cup.

Opened in 1964, the Park's outdoor sports fields have provided recreational space for over 60 years. Today, the sports fields include two full-size artificial turf fields, two smaller artificial turf mini fields, two full-size grass fields and the current Hugh Boyd Fieldhouse. The Park's outdoor facilities support a diversity of physical activities, including:

- soccer
- ultimate flag football
- pickleball
- tennis
- basketball
- pitch and putt golf
- fitness circuit
- children's playground

The current 970-sq.ft. Fieldhouse, built in 1969, contains a concession stand, change rooms and washrooms. Due to challenges with its ageing infrastructure, this facility's services will be succeeded by the construction of a new community facility and fieldhouse in the park.

WEST RICHMOND PAVILION

The new 10,830-sq.ft. community facility and fieldhouse will be centrally located within the park and include team change rooms, public washrooms, multipurpose rooms, kitchen and concession. In addition, the facility will include a covered outdoor viewing space of approximately 1,000 sq.ft.

The facility will support the provision of community programs, including:

- low impact fitness, wellness, martial arts and dance programs
- creative exploration and art programs
- 55+ social group drop-in sessions
- youth social group drop-in sessions
- children's after-school programs
- parent & tot programs
- community rentals

In addition, the facility will support the day-to-day needs of multiple local sport user groups and offer opportunities to attract and host high-profile tournaments and sporting competitions.

call to artists

PUBLIC ART RICHMOND

ARTIST OPPORTUNITY

Applicants are invited to respond to the guiding question, “How can an artwork reflect the ideals of sportspersonship?” as it relates to their material practice, considering the qualities of ethical and fair behaviour; graciousness in both winning and losing; and respect and generosity towards opponents, teammates and sport itself.

In addition, the artwork itself will:

- signal arrival and welcome to the facility,
- support wayfinding and placemaking, and
- enhance physical and social connectedness within the community.

Shortlisted artists will be invited to propose an artwork concept to be located at the north entrance plaza of the facility. More information regarding the site and project parameters will be provided to shortlisted artists prior to the second stage artist selection process. A $750 artist honorarium will be provided to each shortlisted artist.

The commissioned artwork will join a growing number of artworks in the Hugh Boyd Community Park, including:

- *Hidden Stories of the Bioverse*, Andrea Hoff, 2024
- *Community,* Dawn Lo, 2022
- *Signs of Pride*, Paige Gratland, Sam McWilliams, Phranc, 2021
- *Ladybug in the Sun*, Laura Kwok, 2020
- *Let’s Get Out and Play,* David Pacholko, 2020
- *Rising,* Jeanette Lee, 2014
- *Community Kaleidoscope*, Mark Glavina, 2005

LOCATION

The artwork will animate the north entrance plaza for the new facility. Please refer to Figure 3 for artwork location.

The artwork location will have a power connection. Shortlisted artists will have the option of incorporating an LED lighting component in their concept and budget proposal.

To understand the site context, applicants are encouraged to visit Hugh Boyd Community Park prior to submitting an application.

BUDGET

The commissioned artist will be awarded a contract budget of $120,000 CAD that is inclusive of all project expenses including, but not limited to: artist fee, materials, fabrication, production, structural engineering consultant fees, lighting design, installation, photography, administration, insurance and applicable taxes, excluding GST. The contract budget will also include administration and coordination meetings with City staff and City contractors.

ARTIST ELIGIBILITY

This opportunity is open to artists or artist teams residing in British Columbia. Qualified artists will have proven experience producing artworks for civic projects. City of Richmond staff, Public Art Advisory Committee members, selection panel members, project personnel and artists who are currently contracted by the Richmond Public Art Program are not eligible to apply.

SELECTION PROCESS

A selection panel comprised of artists, arts professionals and community representatives will recommend the artist/artist team through a two-stage process.

Any concept proposals submitted as part of the Stage 1 application and selection process will not be accepted.

Shortlisted artists will be required to attend an artist orientation session prior to developing a concept proposal.

ARTIST SELECTION CRITERIA

Stage 1

- Artist response to the Artist Opportunity and guiding question
- Artist's demonstrated qualifications, skills and experience of past work
- Artist's demonstrated ability to respond to the existing character of the site and building by taking into account scale, colour, material, texture, content and physical characteristics of the location
- Artist's demonstrated ability to create artwork that is durable, low maintenance and deters graffiti and vandalism
- Artist's capacity to work with other design professionals and stakeholders
- Appropriateness of the submission to the Public Art Program goals.

Stage 2

- Artist response to any feedback and follow-up questions from Selection Panel regarding Artist Statement of Interest
- Artist response to any feedback and follow-up questions from Selection Panel regarding ability of the artwork to respond to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics of the location
- Artist response to any feedback and follow-up questions from Selection Panel regarding appropriateness of the proposal to the Public Art Program goals.
- Artist visualizations, sketches or renderings to communicate how the artwork will respond to the site including scale, colour, material, subject matter, and physical characteristics of the location.
- Artist project budget, inclusive of all project expenses. The contract budget will also include administration and coordination meetings with City staff and City contractors.
- Updated Artist Team Statement and References, inclusive of all artist team members and subcontractors. If working with subcontractors to produce the work, the City will require three (3) references for each subcontractor.

SUBMISSION REQUIREMENTS

E-mail all documentation as one PDF document, not to exceed a file size of 5 MB to: publicart@richmond.ca

Applicants will receive a confirmation email upon receipt of their application. If a confirmation email is not received within 72 hours, please contact staff: T. (604) 204-8671.

- **INFORMATION FORM** – Please complete the information form attached to this document.
- **STATEMENT OF INTEREST** – (one page maximum) subject matter interest or artistic exploration in response to guiding question, demonstrated experience in large-scale public art sculpture.
- **ARTIST TEAM STATEMENT** – (one page maximum) If applying as a team, please list project team members, including responsibilities, relevant experience and how team members will work together.
- **ARTIST CV** – (one page maximum) current professional CV. Artist teams will include a one-page CV for each team member.

- **WORK SAMPLES** – Artists and artist teams can submit up to ten (10) samples of past work that best illustrate their qualifications for this project. One image per page. Please include artist name(s), title, year, location and medium information.

- **REFERENCES** – Three (3) references who can speak to your abilities, skills and accomplishments. Please only provide name, title and contact telephone number and email. Teams should include two references for each member. Only references for shortlisted artists will be contacted.

PROJECT TIMELINE

*Applicants are requested to reserve this date and time in their calendar, if they are shortlisted.

Submission Deadline:	February 26, 2026
Artist Orientation:	March 19, 2026, 1:00pm* (Virtual Meeting)
Finalist Interviews:	April 23, 2026, 5:00 – 7:00pm*
Completion:	Spring 2027

SOURCES FOR ADDITIONAL INFORMATION

City of Richmond Public Art Program

City of Richmond Archives

Richmond Arts Strategy

Richmond Recreation and Sport Strategy

Richmond 2022 Parks and Open Space Strategy

SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to the guidelines and submission requirements or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Past work images and concept sketches would be best formatted to landscape format.
3. Submission files must be a single PDF file that is 5 MB or less.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)

ADDITIONAL INFORMATION

1. Please be advised that the City and the selection panel are not obligated to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
2. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

Email: publicart@richmond.ca

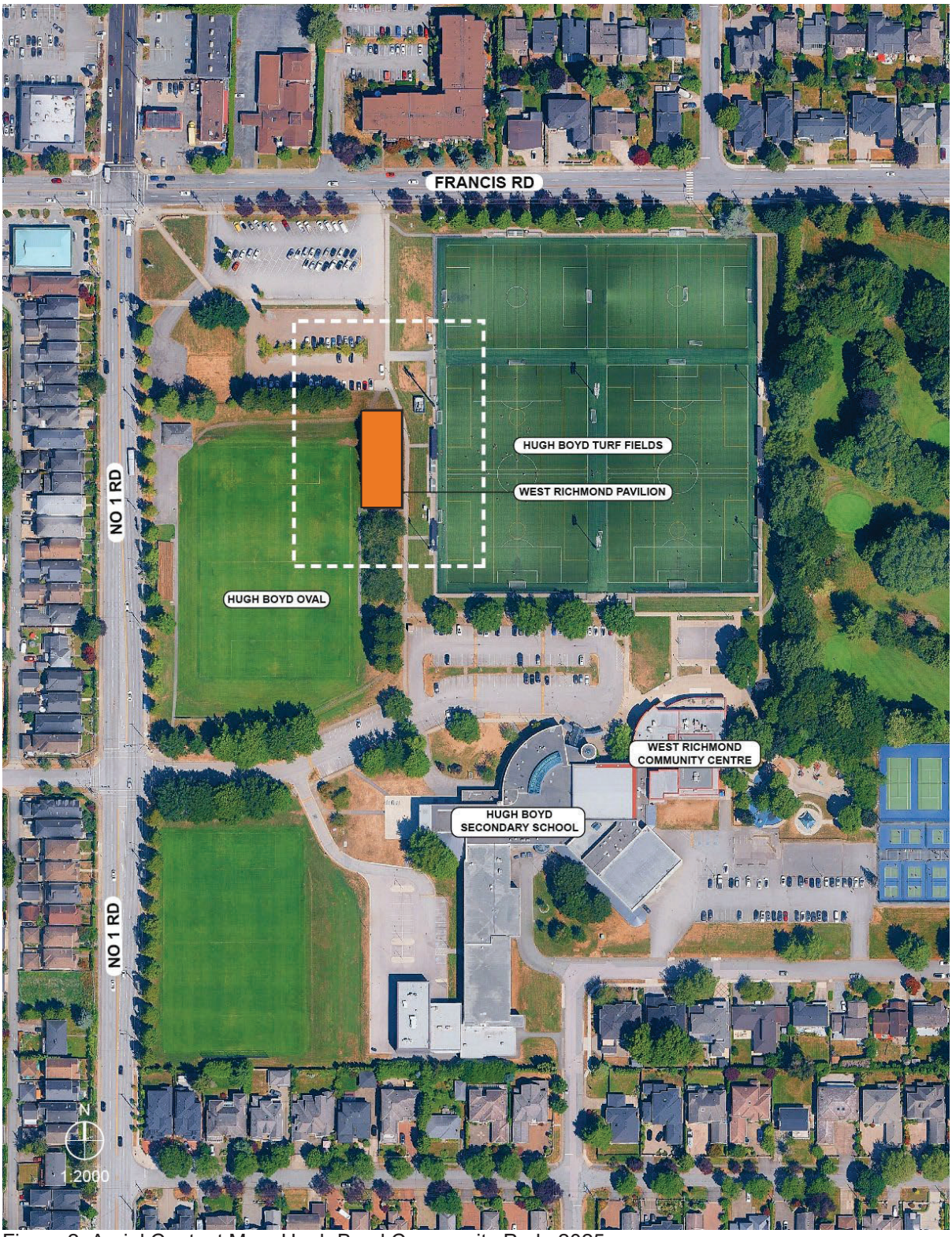


Figure 2. Aerial Context Map, Hugh Boyd Community Park, 2025.



Figure 3. West Richmond Pavilion and Public Art Location.



Figure 4. Hugh Boyd Community Park, January 1970. Richmond Archives, Photograph: 1988 123 478



Figure 5. Existing Hugh Boyd Fieldhouse.

call to artists

PUBLIC ART RICHMOND

Attach one (1) copy of this form as the first page of the submission.

Name: _____

Address: _____

City: _____ **Postal Code:** _____

Primary Phone: _____ **Secondary Phone:** _____

E-mail: _____ **Website:** _____
(One website or blog only)

Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.

If applicable, please indicate additional members of your artist team (collaborators, subcontractors):

_____

Optional: Do you self-identify as a member of an equity-seeking and/or underrepresented community? (examples: Indigenous, person of colour, LGBTQ2S+, mixed ability, newcomer, deaf, hard of hearing, living with a disability, etc.) If so, please specify:

_____

Please let us know how you found out about this opportunity:

_____

_____

Would you like to receive direct emails from the Richmond Public Art Program? ☐ Yes ☐ No

Signature: _____ **Date:** _____

Submit applications by email to: publicart@richmond.ca

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI as required. All submissions to this EOI become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

Postures of Resilience (working title)



West Richmond Pavillion Sculpture Proposal

Aaron Harder Phone: (250) 983-9803 Email; aaronharder@hotmail.ca
Lee-Anne Harder Phone: (250)983-9640 Email: leechism@yahoo.ca
Quesnel BC, CANADA

Project Proposal

Postures of Resilience (Working Title**)**

Artwork Statement

For the West Richmond Pavillion we would like to propose a work that reflects the beauty of nature, the joy of sports, and respect through human gesture, with a playful interpretation of larger-than-life dandelions clocks.

The dandelion was chosen because it is a representation of resilience, hope, and the abılity to overcome adversity. These attributes are essential in becoming a great athlete through sportspersonship.

Because the pavilion is centered around community and sports, we feel it is fundamental to introduce imagery to the piece that would reflect that, so the spherical seed head/ clock of the dandelion is proposed to be constructed as a wireframe truncated icosahedron. The spherical design would be interpreted as a ball shape used in many of the sports the facility has to offer. This design can also be adapted to a more undulating organic sphere.
These would be fabricated with stainless steel, which is also by nature, very resilient, embodying the characteristic of the dandelion through artistic interpretation.

The human gesture will be represented by the positioning of the individual pieces.
Two of the dandelions will be postured in a gesture of embrace, as though hugging each other. This can be seen as an expression of celebration, affection, or consolation.
The others would be positioned as bowing to one another. The bow is a gesture that exemplifies respect, dignity, humility, and gratitude across a variety of cultures and continents.
These postures reflect the four core principles of sportspersonship: respect, fairness, integrity, and responsibility.

We feel that this work embodies these values, would be an engaging piece to welcome people to the pavilion, and create a visual dialogue to ponder the postures of resilience.

Preliminary Concept Design

Technical Details/Specifications

Spherical Dandelion Clock

- 4pcs. @ 1.2-1.5m / 4-5ft. diameter / approx. weight 80-90 kg.
- 1.5" 304 Stainless Steel/SS welded tube wireframe truncated icosahedron
- Brushed or polished finish (TBD)
- Internal support structure - 60pcs ½" 304 SS tubing welded from each pentagon junction to a SS cylindrical central hub for attachment to stem/standpipe
- Black stainless finish on internal support tubes/mounting hub
- Integral LED light housing on cylindrical center hub

Stem/Standpipe

- 4pcs. 6-8" tapered / curved steel pipe 4-5m
- Integral Connection and hardware for truncated icosahedron
- Integral steel baseplates
- Tamper resistant electrical access at base
- Rose copper finish w/ Sculpture grade clear coat (Sculpt Nouveau/Everclear)
- Pipe/baseplate thickness TBD by engineer

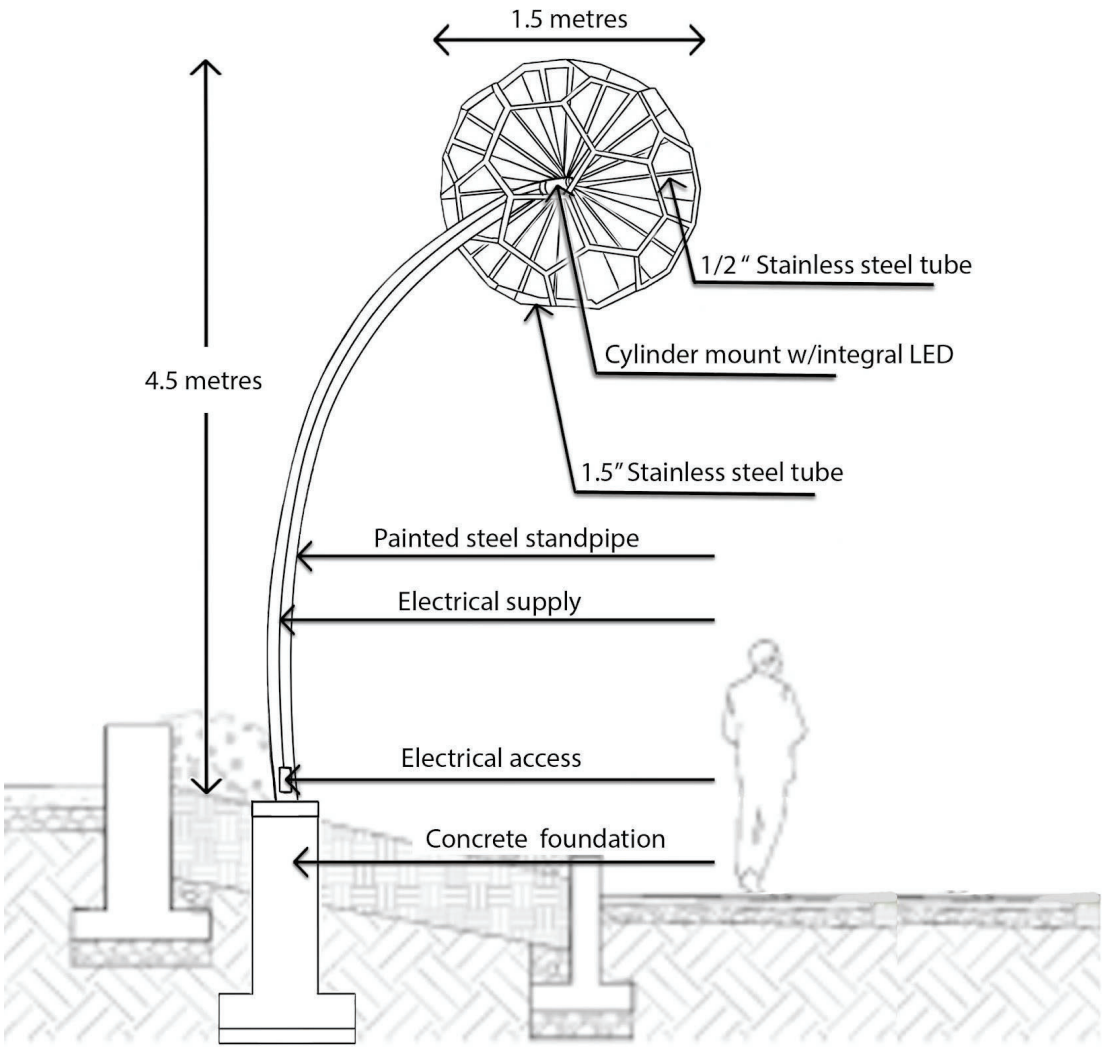
Electrical (each location)

- Waterproof medium lamp base w/ 14-2 120v waterproof supply wire
- Phillips Commercial LED corncob bulb (or equivalent) w/ diffuser/weather protection
- Selectable color temperature 3000K/4000K/5000K (or color to match landscape lighting)

Foundation

12"x12"x40" Concrete pedestal on 36"x36"x8" spread footing w/ integral steel reinforcement/ anchorbolts / electrical conduit
(sizing TBD by engineer)

Preliminary Concept Design (technical drawing)



Preliminary Concept design - Image 1.



Preliminary Concept Design - Image 2.



City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	September 21, 2026
From:	Wayne Craig General Manager, Planning and Development	**File:**	RZ 24-042233
Re:	**Application by Interface Architecture Inc. for Rezoning at 3691/3695 Chatham Street from "Steveston Commercial (CS3)" Zone to "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)" Zone**		

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10759 to create the "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)" zone, and to rezone 3691/3695 Chatham Street from "Steveston Commercial (CS3)" to "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)", be introduced and given first, second and third reading.

Executive Summary

This application proposes to rezone 3691/3695 Chatham Street to a new site-specific mixed-use zone, ZMU65, to enable a three-storey mixed-use development comprised of two commercial units at grade and seven three-bedroom residential units above.

The site is located within the Steveston Village Heritage Conservation Area but does not contain an identified heritage resource. The proposal is consistent with the subject site's Official Community Plan for the Steveston Area. The proposed development supports the City's heritage policies and objectives in Steveston Village, secures contributions for affordable housing and heritage conservation, and required frontage improvements and transportation demand management measures. Further design refinement would be undertaken through the Development Permit process.

Staff Report

Origin

Interface Architecture Inc., on behalf of the property owner Okus Homes Inc. (Directors: Ajay Arora and Volodymyr Kovalyov), has applied to the City of Richmond for permission to rezone 3691/3695 Chatham Street from "Steveston Commercial (CS3)" to a new "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)" zone in order to develop a three-storey mixed-use building with two commercial units at grade facing Chatham Street and seven residential units above. Vehicle access is from the existing lane to the north of the subject site. A location map and aerial photo are contained in Attachment 1.

The subject site is located in the Steveston Village Heritage Conservation Area but does not contain an identified heritage resource.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 2).

Subject Site Existing Housing Profile

The subject site is currently vacant. The previous single-family dwelling on the site was demolished in October 2025 (D7 24-040233). It was not an identified heritage resource.

Surrounding Development

To the North: Across the lane, are existing single-detached residences at 3660 and 3680 Broadway Street zoned "Single Detached (RS1/A)".

To the South: Across Chatham Street, is a one-storey, non-heritage commercial building at 12011 2nd Avenue zoned "Steveston Commercial (CS3)".

To the East: Across 2nd Avenue at 3711/3731 Chatham Street is a one-storey building known as the Steveston Methodist Church, which is one of 17 protected heritage resources in the Steveston Village Heritage Conservation Area and is zoned "Steveston Commercial (CS3)." A Heritage Alteration Permit (HA 25-022376) was issued by Council on April 27, 2026, to permit landscaping alterations, a flagpole, new signage, and a new door and access ramp on the rear elevation.

To the West: Immediately to the west, is a stratified three-storey mixed-use building at 3671 Chatham Street zoned "Steveston Commercial (CS3)" with commercial uses at grade and residential units above.

Related Policies & Studies

Official Community Plan/Steveston Area Plan

The subject site is designated "Local Villages – Tier 1" in the Official Community Plan (OCP) and "Heritage Mixed-Use (Commercial-Industrial with Residential & Office Above)" in the Steveston Area Plan. The subject site is located in the Steveston Village Core Area. The proposed mixed-use development is consistent with these land use designations.

The Steveston Village Land Use Density and Building Height Map (Attachment 3) in the Steveston Area Plan allows for a maximum Floor Area Ratio (FAR) of 1.6 and a maximum building height of 12 m (39.4 ft.) and three storeys on the subject site. The proposed height and density are consistent with the OCP and Steveston Area Plan.

Steveston Village Heritage Conservation Area

Steveston Village is designated as a Heritage Conservation Area (HCA) in the Steveston Area Plan. Developments within the HCA are subject to the City's applicable heritage policies and design guidelines to help retain and enhance the heritage values and special heritage character of Steveston Village, consistent with the Steveston Village Conservation Strategy (2009).

Recognizing the cumulative impact of new development on the overall heritage character of Steveston Village, an enhanced development review process, which requires engagement of a heritage consultant, is required for new construction or major renovations in Steveston Village to strengthen their role in conserving the heritage character. A Development Permit (DP) is also required for alterations and new construction on properties within the HCA that do not include an identified heritage resource.

The subject proposal is generally consistent with the heritage policies and DP Guidelines for Steveston Village HCA, including form, scale, character and materials. Further design refinement would be undertaken through the DP review process.

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 rezoning bylaw adoption.

Mixed-Use Noise

Registration of a covenant on Title is required prior to rezoning bylaw adoption that identifies that the building is a mixed-use building and indicates that the building is designed to avoid unwanted noise generated by internal use from penetrating into residential areas.

Public Consultation

In accordance with the City's Early Public Notification Policy No. 1316, notice of the development proposal was provided to residents within 100 metres of the subject site. Two rezoning signs have also been installed on the subject site fronting Chatham Street and 2nd Avenue. In response, staff received a phone enquiry from a member of the public seeking further information about the rezoning application. No comments from the public have been received.

Bill 44 prohibits local governments from holding a Public Hearing on a mixed-use rezoning bylaw that is consistent with the OCP and where the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, Council may not hold a Public Hearing on the proposed rezoning.

Richmond Heritage Commission

The rezoning application was reviewed by the Richmond Heritage Commission (RHC) on March 19, 2026. The RHC supported the application subject to the applicant giving consideration to the Commission's comments and further design review by the Commission at the DP stage. An excerpt from the meeting minutes is included in Attachment 4.

The Commission has recommended further design development of the character of the two-storey component of the proposed building fronting 2nd Avenue, which includes the residential entrance, lobby, vertical circulation and frontage of the second-floor courtyard. In response, the applicant proposes to further address the design of this part of the proposal during the DP application process, along with wider design refinement of the overall development.

Analysis

Built Form and Architectural Character

The proposed development is a three-storey, mixed-use building with two at-grade commercial units fronting Chatham Street and seven residential units on the upper levels. Vehicular access to the ground-level parkade is provided from the existing lane to the north. The residential lobby is located along 2nd Avenue and provides access to a common courtyard on the second level. Each residential unit is two storeys and is accessed from the courtyard. Each unit also includes a private rooftop deck which is accessed via stairs from each individual unit. The rooftop decks are well integrated into the overall design and setback from the building edges, consistent with the Steveston Area Plan and applicable development permit guidelines.

The proposed building design has been developed in accordance with the Steveston Area Plan DP Guidelines and is informed by the historic lot pattern of the subject properties. The applicant has engaged a heritage consultant to research the historical context of the site and provide input to the design development process, consistent with the enhanced development review process endorsed by Council in 2021. A heritage design rationale, prepared by the applicant’s heritage consultant, is attached (see Attachment 5). Conceptual development plans are provided in Attachment 6.

The building façades are divided into smaller portions that reflect the historic lot lines fronting Chatham Street, with narrow commercial frontages and recessed commercial entries that reinforce the traditional rhythm and character of historic buildings in Steveston Village. Vertically proportioned window groupings, horizontal lap siding, modest roofline variation, cornices, fascia detailing and historically appropriate colours and materials further reference the character of historic mixed-use buildings in the area. The predominant cladding material proposed is Hardie lap siding, which is considered an appropriate material for the site’s location within the HCA.

The building is generally sited at the property lines on both road frontages, consistent with the Steveston Area Plan DP Guidelines. The corner is emphasized through a distinct massing break and colour, with fabric awnings over retail entries along Chatham Street, and store windows facing both Chatham Street and Second Avenue. The recessed lower form and residential entry and lobby along Second Avenue further break the overall massing and reinforces the corner treatment.

The façade design responds to the site's public-facing edges and adjacent context, with retail storefronts and entries along Chatham Street, a residential entrance on 2nd Avenue, and vehicular access from the lane. The upper storeys maintain consistent architectural treatment. Although a portion of the west elevation will remain visible from the street and cannot accommodate openings, matching side and trim are proposed to ensure a cohesive appearance with the street-facing façades.

Additional design refinement of the architectural form and character, including consideration of comments from the RHC, will be addressed through the DP application.

Proposed Mixed Use Zone (ZMU65) – Chatham Street (Steveston) Zone

The proposed new zone allows for similar uses as other mixed-use zones in Steveston Village that include general commercial and residential (apartment) uses. The new proposed zone includes the following specific provisions:

- General base density of 1.6 FAR;
- A maximum building height of 12 m (3 storeys);
- Parking reductions in accordance with Steveston Area Plan policies; and
- Allowance of 50 per cent of the commercial parking spaces provided to be small car spaces.

As per the Steveston Area Plan, for sites designated within the Steveston Village Land Use Density and Building Height Map with a maximum possible density of 1.6 FAR, such as the subject site, the base density of 1.2 FAR may be increased to 1.6 FAR provided a contribution to the Steveston Village Heritage Conservation Grant (SVHCG) Program is provided.

In accordance with the Steveston Area Plan, the developer has agreed to provide a voluntary contribution to the SVHCG Program of $100,476.28 (based on the current contribution rate of $81.50 per square foot). This contribution amount is calculated based on the developable floor area of the subject site that exceeds the standard 1.2 FAR, (i.e. 0.4 FAR), minus any cash-in-lieu (CIL) contribution to the City's Affordable Housing Reserve Fund (AHRF) received under the City's Affordable Housing Strategy (AHS) for the development. This contribution is required prior to rezoning bylaw adoption.

Housing Type and Tenure

Consistent with OCP policy respecting multiple family housing development projects, and to maximize potential rental and housing opportunities throughout the City, the applicant has agreed to register a restrictive covenant on Title prior to rezoning bylaw adoption, prohibiting the imposition of any strata bylaw that would:

- prohibit any residential dwelling unit from being rented;
- place age-based restrictions on occupants of any residential dwelling unit.

All seven units (100 per cent of the residential units) are proposed to contain three bedrooms, exceeding the City's family-friendly (two-bedroom and above) target of 40 per cent. Aging-in-place features and accessible housing measures will be reviewed as part of the DP application process.

Affordable Housing Strategy

The City's AHS requires that all rezoning applications that propose 60 or fewer apartment units provide a voluntary CIL contribution to the AHRF. Consistent with the AHS, the applicant has agreed to submit a voluntary CIL contribution to the AHRF in the amount of $15.00 per buildable square foot (excluding the proposed commercial floor area) for a total contribution of $158,035.20 prior to rezoning bylaw adoption.

Market Rental Housing Strategy

The City's OCP establishes a policy framework for the provision of market rental housing. Projects including less than 60 residential units are not required to provide purpose-built market rental units, so long as a CIL contribution is provided. The applicant has agreed to provide a contribution of $36,769.52 ($3.49 per buildable square foot, excluding the proposed commercial floor area) prior to rezoning bylaw adoption.

Transportation and Site Access

Vehicle access to the ground-level parkade would be provided from the existing lane to the north of the subject site, which is accessed from 2nd Avenue and 3rd Avenue.

A total of 13 parking spaces are proposed, including four commercial spaces and nine residential spaces. Two of the commercial spaces would be shared with residential visitors. Commercial and shared commercial/residential visitor parking spaces are provided directly from the lane, while residential parking would be secured behind a gate. Prior to rezoning bylaw adoption, registration of a legal agreement on Title is required, ensuring the shared use of two commercial/residential visitor parking spaces and prohibiting assignment of either parking spaces to a particular unit or user.

Four commercial on-site parking spaces (i.e. 50 per cent) are proposed. Nine residential parking spaces, including one van-accessible residential parking space, are located on-site and secured by a security gate. No on-site accessible commercial parking space is proposed due to the site's spatial constraints. The proposed parking supply is consistent with the Steveston Area Plan and Zoning Bylaw 8500, which contemplate parking reductions of 33 per cent for commercial uses, and up to 20 per cent for residential uses respectively, where appropriate Transportation Demand Management (TDM) measures are provided. The applicant proposes to provide seven, one-year, two-zone transit passes (i.e. one per dwelling unit). A legal agreement is required to be registered on Title prior to rezoning bylaw adoption to secure the transit passes.

All residential parking spaces and two commercial parking spaces would be equipped with Level 2 energized outlets, and one shared commercial parking space would be equipped with Electric Vehicle (EV) opportunity charging in compliance with Zoning Bylaw 8500.

Bicycle parking is provided on site in compliance with Zoning Bylaw 8500.

Waste and recycling bins for commercial and residential uses are proposed in dedicated storage rooms in the parkade. All collection activities would occur from the existing lane to the north of the subject site.

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 two (Tag# 894 and 896) bylaw-sized trees on the subject property.

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

- One tree (Tag# 894) located on the development site is an 18 cm calliper Japanese maple in good condition but cannot be retained due to conflict with the proposed development. The tree is recommended to be removed and replaced.
- One tree (Tag# 896) located on the development site is a 14 cm calliper apple tree in advanced decline with a very large cavity in its main stem. The tree is recommended to be removed and replaced.

Tree Replacement

The applicant wishes to remove two on-site trees (Tag# 894 and 896). Based on the 2:1 replacement ratio in the City's Tree Protection Bylaw No. 8057, a total of four replacement trees are required at the following minimum calliper and height:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
4	8 cm	4 m

Due to the constrained nature of the site and the proposed form of development, replacement trees cannot be accommodated at grade. Although private rooftop decks and a landscaped courtyard are proposed, opportunities for replacement tree planting in these areas are limited by the available soil depth and volume. The applicant proposes to maximize planting opportunities within the courtyard through a combination of shrubs, perennials and groundcover planting. Further development of a landscape plan will occur through the DP stage. As a condition of rezoning, the applicant will provide a cash-in-lieu contribution to the City's Tree Compensation Fund at a rate of $750.00 for each of the four required replacement trees, for a total contribution of $3,000.00.

Amenity Space

For each residential unit, private outdoor rooftop decks are provided that exceed the minimum size required (6 m^2) for apartment units. In addition, an outdoor courtyard is proposed at the second-floor level which includes additional private amenity space.

A common outdoor amenity area is not provided given the small size of this development.

Landscaping of private amenity areas would be further reviewed as part of the DP review process.

Given the small size of this development, indoor common amenity space is not proposed. Accordingly, a CIL contribution of $16,163.00 ($2,309.00 per unit) is required prior to rezoning bylaw adoption.

Sustainability

Consistent with the City's Energy Step Code requirements, the project's architect has submitted a letter confirming that the applicable performance targets for each Code have been considered in the proposed design. Accordingly, Step 4 with Emission Level 1 (EL-1) or Step 3 with EL-2 for the residential portion and Step 3 with EL-1 or Step 2 with EL2 for the commercial units are being considered. Additional details on code compliance are required as part of the DP application review process.

Site Servicing and Frontage Improvements

Prior to rezoning bylaw adoption, the applicant is required to enter into a Servicing Agreement for the design and construction of the required site servicing and frontage works, which include, but are not limited to:

- Installation of a new water main and fire hydrant along 2nd Avenue;
- Installation of a new storm sewer along Chatham Street, upgrading of the existing rear lane drainage system, and new water, storm and sanitary service connections; and
- Upgrading of the Chatham Street frontage with new curb and gutter, a planted boulevard, sidewalk, and upgrades to the 2nd Avenue frontage with a new curb and gutter, boulevard, sidewalk and pavement widening to accommodate a travel lane and on-street parking, together with upgrades to the lane north of the site. Street lighting improvements are also required along the road frontages and rear lane.

Development Permit Application

A DP application is required to be processed to a satisfactory level prior to rezoning bylaw adoption. Further design refinements to the proposed form and character will be undertaken as part of the DP application review process, including, but not limited to:

- Compliance with OCP DP Guidelines and the Steveston Area Plan, including the Sakamoto Guidelines;
- On-site landscape design development, including for outdoor courtyard and roof decks;
- Further design development in response to the RHC's comments, particularly the two-storey connection along 2nd Avenue;
- Refinement of the proposed window and door treatments and signage design;
- Review of the acoustical and thermal report to verify that the interior noise levels and noise mitigation standards comply with the City's OCP and Noise Bylaw requirements;
- Review of the aging-in-place features and accessibility measures; and
- Review of the sustainability measures to ensure step code compliance.

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, streetlights, street trees and traffic signals.

Conclusion

Interface Architecture Inc. has applied to the City of Richmond for permission to rezone 3691/3695 Chatham Street from "Steveston Commercial (CS3)" to a new "Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)" zone in order to develop a three-storey mixed-use building with two commercial units at grade facing Chatham Street and seven residential units above.

The subject rezoning application is consistent with the land use designation and applicable policies for the subject site contained in the OCP and Steveston Area Plan. Further review of the project design will be undertaken as part of the DP application review process.

The list of Rezoning Considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10759 be introduced and given first, second and third reading.

Respectfully submitted

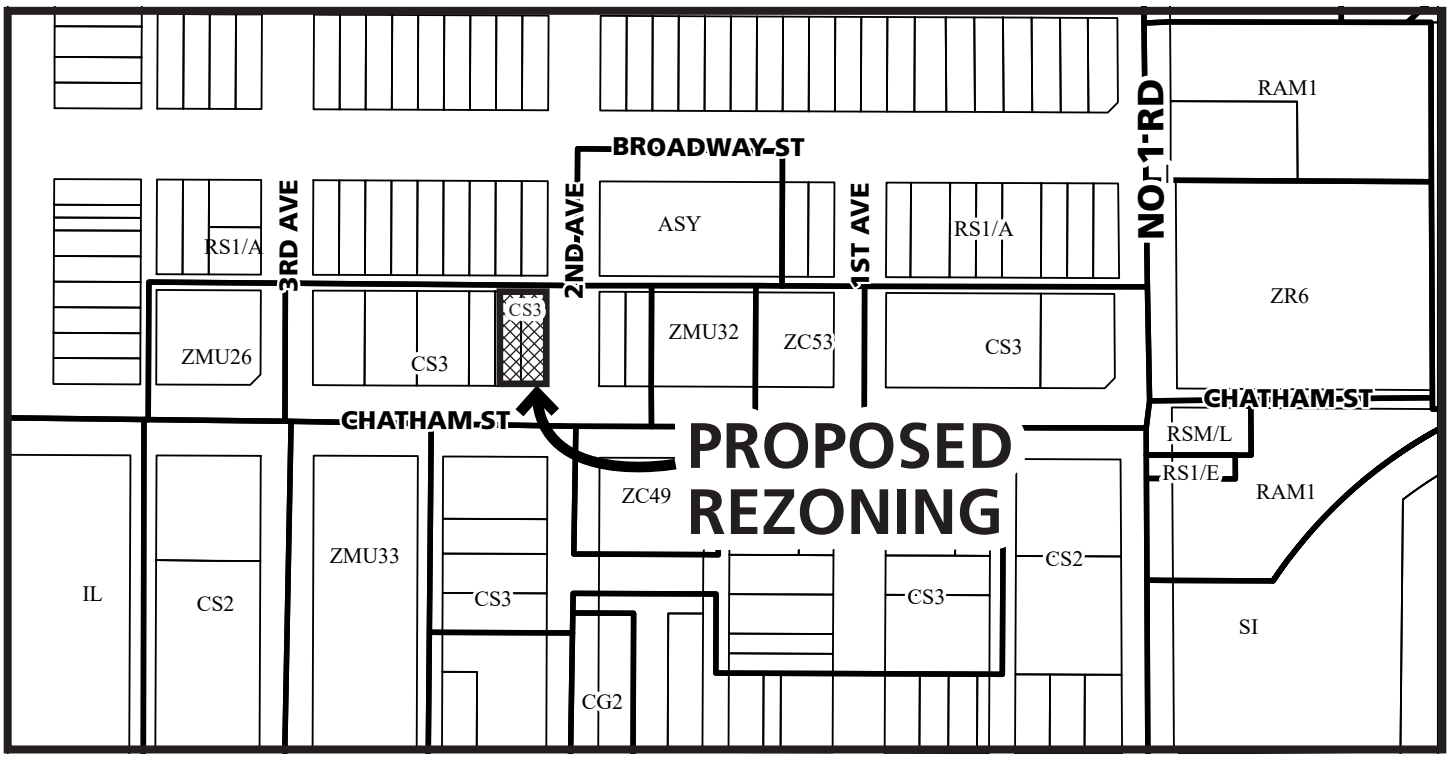
Joshua Reis, Director, Development

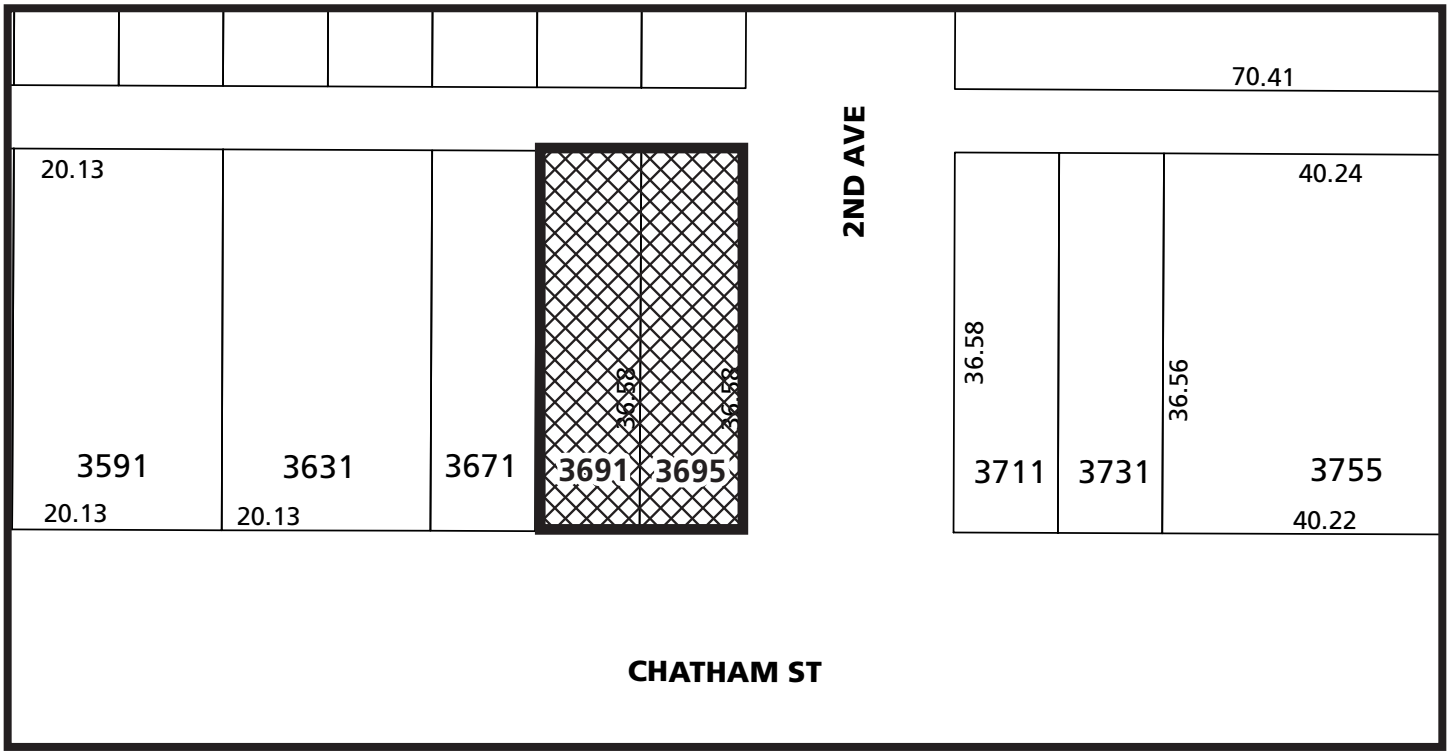
Report Contributors

This report was prepared by Alex Costin, Planner 1 and reviewed by the Engineering, Housing, Policy Planning and Transportation Departments.

Att. 1: Location Map
2: Development Application Data Sheet
3: Steveston Village Land Use Density and Building Height Map
4: Excerpt from March 19, 2026, Richmond Heritage Commission Meeting Minutes
5: Heritage Consultant Report
6: Conceptual Development Plans
7: Rezoning Considerations

City of Richmond





RZ 24-042233

Original Date: 09/09/24

Revision Date:

Note: Dimensions are in METRES

City of Richmond



RZ 24-042233

Original Date: 09/09/24

Revision Date:

Note: Dimensions are in METRES

City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 24-042233 **Attachment 2**

Address: 3691/3695 Chatham Street

Applicant: Interface Architecture Inc.

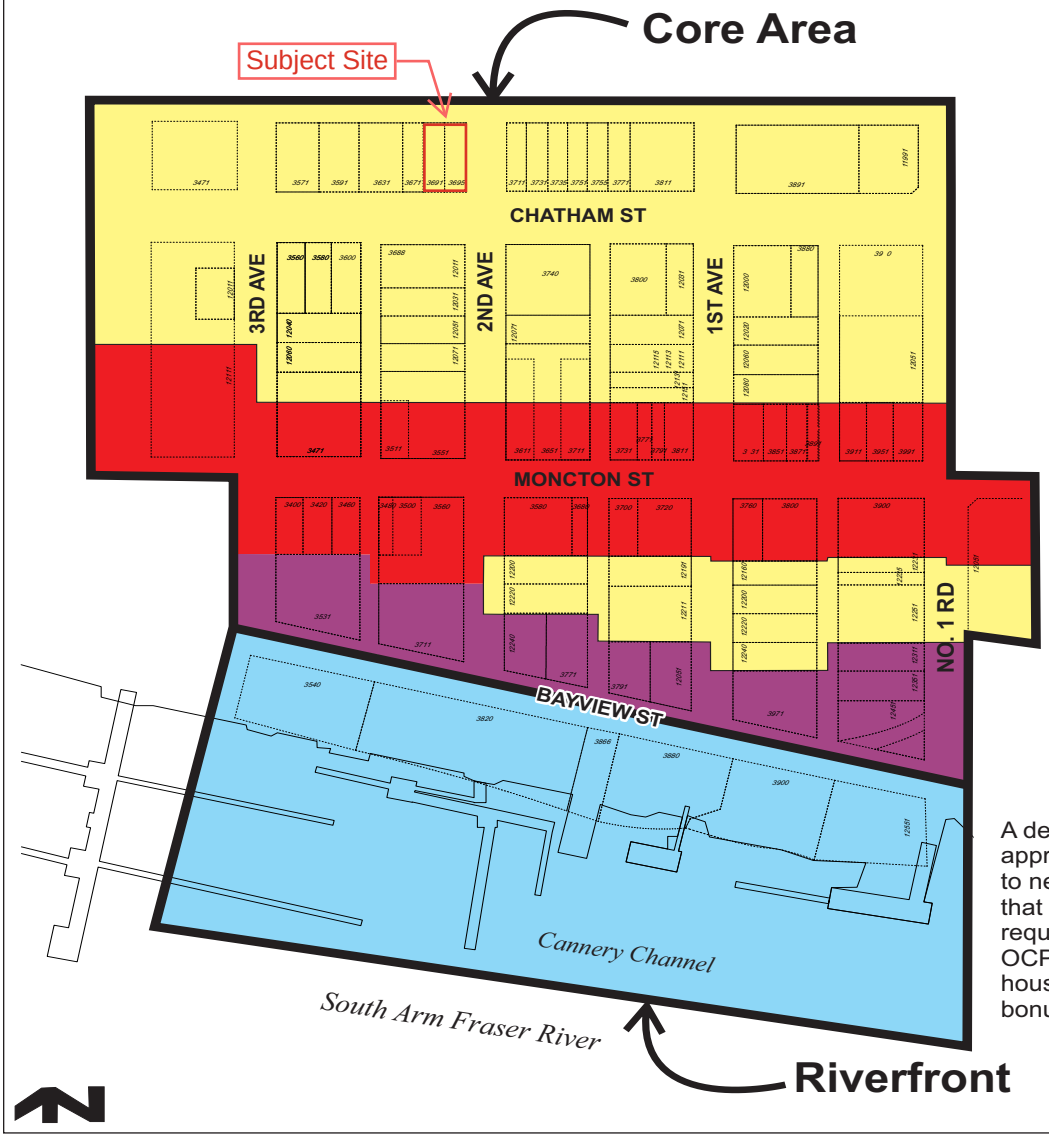
Planning Area(s): Steveston

	Existing	Proposed
Owner:	Okus Homes Inc	TBD
Site Size (m^2):	737 m^2 (7,929.8 ft^2)	No change
Land Uses:	Vacant	Mixed Use (commercial and residential)
OCP Designation:	Local Villages -Tier 1	No Change
Area Plan Designation:	Heritage Mixed-Use (Commercial-Industrial with Residential and Office above)	No Change
Zoning:	Steveston Commercial (CS3)	Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)
Number of Units:	Vacant	7

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 1.6	1.6	none permitted
Buildable Floor Area:	Max. 1,178.7 m² (12,687.6 ft²)	1,172 m² (12,618 ft²)	none permitted
Lot Coverage:	Max. 100%	82%	none
Setbacks (m):	No front, rear or side yard setback	No front, rear or side yard setback	none
Height (m):	Max. 12 m	12 m	none
Off-street Parking Spaces – Total	Commercial - 4 Residential - 9 Visitor - 2 (shared with Commercial)	Commercial - 4 Residential - 9 Visitor - 2 (shared with Commercial)	none
Off-street Parking Spaces – Small Car	Max 50% Permitted	Commercial - 2 Residential - 2	none
Class 1 Bicycle Parking Spaces - Residential	Residential - 9 Commercial - 1	Residential - 9 Commercial - 1	none
Class 2 Bicycle Parking Spaces - Residential	Residential - 2 Commercial - 1	Residential - 2 Commercial - 1	none

Steveston Village Land Use Density and Building Height Map

Bylaw 10392 2022/12/22



		Maximum FAR	Maximum Storeys	Maximum Building Height
	Core Area, generally	1.6	3	12 m *
	Core Area, Bayview Street (North)	1.2	3**	Varies due to grade elevation difference north of Bayview Street
	Moncton Street **	1.2	2	9 m *
	Riverfront Area	1.2	2	9 m***

Bylaw 10392 2022/12/19

* Maximum building height may increase where needed to improve the interface with adjacent existing buildings and streetscape, but may not exceed the maximum storeys.

** Three storey building height for buildings along the north side of Bayview Street shall Include two storeys over a parkade structure.

Bylaw 10392 2022/12/19

*** Maximum building height along the south side of Bayview Street shall not exceed two storeys above finished site grade.

Excerpt from the Minutes to the
Richmond Heritage Commission Meeting

Wednesday, March 19, 2026 - 7:00 pm
Microsoft Teams Online Meeting

Rezoning application for 3691 and 3695 Chatham Street – RZ 24-042233

Judith Mosley, Heritage Planner, introduced the rezoning application. The proposal is to rezone the site, which is located in the Steveston Village Heritage Conservation Area but is not a protected heritage property, from Steveston Commercial (CS3) to a site-specific zone to allow for development of a three-storey mixed use building with commercial at grade and seven residential units above.

Ken Chow, project architect, and Hugh McLean, heritage consultant, provided an overview of the proposal with reference to a PowerPoint presentation, including the context, history of the site, details of the development proposal and design rationale. This included the following information:

- The proposal is a three-storey mixed use development with commercial spaces and parking on the ground floor and seven residential units on the top two floors.
- The site fronts Chatham Street and 2nd Avenue and has lane access at the rear.
- The design is expressed as multiple buildings in response to the site's historic lot lines including two distinct facades facing Chatham Street and an additional building across the rear of the property linked to the corner Chatham Street "building" with a two-storey connection facing 2nd Avenue.
- Historic use of the property has been residential. A house was built on the property in 1913. Records indicate it was rebuilt in 1950. The one-storey, stucco-clad house was not identified as a heritage building.
- Stucco cladding on the two-storey connection was proposed to reference the house previously on the property.
- Windows on the Chatham Street façade are proposed to exceed the design guidelines maximum 40% of façade width on the upper floors, to provide more natural light to the residential units.
- The proposal features durable materials and colours in keeping with the character of Steveston Village.
- The project team has considered the development permit guidelines and context.

In response to the Commission's questions, the following additional information was provided by the project team and City staff:

- No photographic record of the original house on the property has been found to date.
- The demolition permit for the house on the property was issued in 2025.
- Materials from the house such as the stucco cladding were not identified for salvage for reference in the proposed development.
- A Development Permit process will follow once the rezoning application receives third reading of Council.
- Detailed design of off-site improvements will be addressed through a Servicing Agreement, including street trees and possible stormwater management measures.

The Commission provided the following comments:

- Overall, the character and massing of the proposed building will fit well within the context.
- Translucent windows to the parkade will provide natural light.
- As a rare example of a house remaining in Steveston Village, the history of the former dwelling could have been further established and documented and considered for inclusion as a protected heritage resource in the Heritage Conservation Area.
- Design development should be undertaken for the 2nd Avenue two-storey portion. Consideration of a more contemporary treatment of this element (including the residential entrance, lobby, vertical circulation and frontage of the second floor courtyard) is encouraged to complement and contrast with the development's heritage-inspired elements and enhance the sense of individual buildings.
- The proportion of windows on the Chatham Street façade is appropriate.
- The proposal is well planned for the constraints of the site.

Commissioners expressed concern that the development's large scale, heritage inspired facades did not reflect Steveston Village's historic formats but noted that the design approach was consistent with previously supported developments nearby. Commissioners further noted that it is important for new buildings to be respectful while also providing variety and attractive, interesting streetscapes.

The Commission thanked the project team for the presentation and indicated that further design development should be undertaken based on the comments provided. The Commission requested that the proposal be reviewed again by the Heritage Commission during the Development Permit process.

It was moved and seconded:

That the Richmond Heritage Commission supports the rezoning application for 3691 and 3695 Chatham Street (RZ 24-042233) subject to consideration of the Commission's comments and further design review by the Commission at the development permit stage.

CARRIED

Attachment 5



Heritage Assessment and Design Consultation

3691-3695 Chatham Street, Richmond

September 2026

McLEAN HERITAGE
PLANNING & CONSULTING



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1. INTRODUCTION

1.1. SITE INFORMATION

Primary Address: 3691-3695 Chatham Street, Richmond
Neighbourhood and Zoning: Steveston; CS2
Legal: Lot 1 and 2, Block 3N, Sub-block 21, Section 3, Range 7W, Plan NWP249
Zoning: CS3 (Existing); CD (Proposed)
Type of Resource: Building; Residential; Multiple unit dwelling
Historic Name: None
Original Owners: George and Margaret Jarvis (1950-1964) (City of Richmond Archives and 1944-1950 Tax Assessment Rolls)
Date of Construction: 1950 (Tax Assessment); demolished, 2025
Architect: Not known
Builder: Not known
Heritage Status: Not listed on Richmond Heritage Inventory, situated within Steveston Heritage Conservation Area

1.2. PROJECT SUMMARY

3691-3695 Chatham Street is situated in the southwest area of the City of Richmond, commonly known as Steveston (Figure 1). While the building is not formally registered as a historic resource, it is located within the Steveston Heritage Conservation Area (HCA), and does contribute, albeit in a limited way, to the historic context. The City's updated requirement is that such a development in the HCA no longer requires a Heritage Alteration Permit as part of any Development Permit.



Figure 1: 3691-3695 Chatham Street (outlined) in context to Steveston.

The project as presented in this report consists of a rezoning from CS3 to CD / site-specific ZMU Zone (Commercial mixed-use Steveston village) and a development permit as part of a redevelopment that would see the removal of the modest dwelling on site and construction of a three-storey mixed use building consisting of two ground-floor commercial units, seven residential units on the second and third floors, and surface parking accessed from the rear lane.

2. HISTORIC AND CURRENT CONTEXT

The properties on which the proposed development is located, at the northwest corner of Chatham Street and Second Avenue, is located on the northern fringe of what is defined as the "Core Area" of the Steveston Heritage Conservation Area, along a transitional-commercial street that is generally considered secondary to Moncton Street, which is the historic and primary commercial street (Figure 2).

3691-3695 Chatham Street, built in 1950, is now demolished: it was a single-family dwelling that straddled two parcels that defined the earliest subdivision of the community. With its demolition, the site is currently vacant. Records indicate that there was a previous residential building on this site.

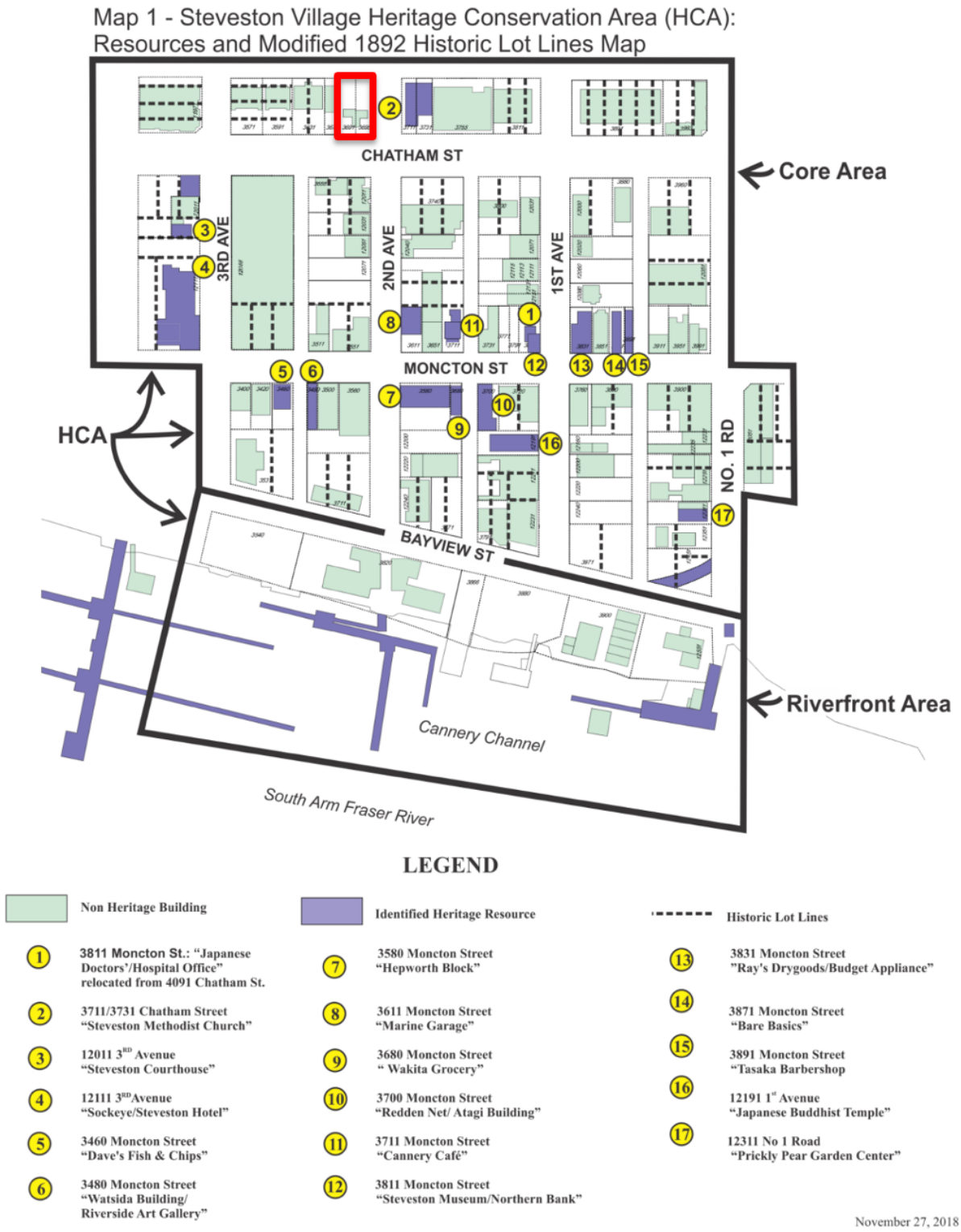

Figure 2: Steveston Heritage Conservation Area Map, City of Richmond, Planning Bulletin #3. 3691-3695 Chatham Street outlined.

2.1. STEVESTON HISTORIC AREA

The development of Steveston's historic core area through the late 1800s and into the early 1900s began as a result of the abundance of fish, primarily salmon, that passed into the mouth of the Fraser River, which resulted in construction of canneries to process the fish. It was new fish processing technology developed in the 1880s that allowed for canning, which required the fresh stocks to be as close as possible to the processing. Steveston also served as a service centre for Richmond's agricultural community as the area began to be settled and farmed. Its prosperity, driven in large part by the nearby canneries, was fueled in large part by labour which included First Nations, and those of Chinese and Japanese descent.

The original layout of the village, as illustrated by the 1892 survey plan (Figure 3), had a commercial core focused along Moncton Street and with some commercial running along the cross-roads, mostly between Moncton and Bayview Street. To the north of Chatham Street were urban-sized lots, intended to be developed as residential. This reflected the optimism of that time, led by W.H. Steves, who purchased the land that would become the townsite: his vision was for a town that would rival Vancouver.



Figure 3: Original 1892 Survey Plan, subject site outlined.
Source: City of Richmond Archives Map 1990 14 6.

As the village gradually began to develop in the mid to late 1890s, the focus of commercial development was along Moncton Street between Third Avenue and No. 1 Road, and to the docks located along the mouth of the Fraser River (Cannery Channel). The growth, prosperity and overall optimism, both economic and cultural, were evident in the construction of an Opera House in 1890.

However, despite W.H. Steve's dream of rivaling Vancouver, the buildings that were developed in the 1890s and through the early 1900s along Moncton Street reflected more of a modest working-class community that was dependent on a cyclical industrial economy, servicing local agricultural areas and the canneries. The commercial buildings, while ornate in some cases, such as the 1894 Sockeye Hotel and London Hotel built around the same time, were otherwise mostly modest one or two-storey wood frame structures. Similarly, the residential design was, for the most part, of a simple style, located along Chatham Street and beyond, outwards to the farming area – consisting of single-family dwellings and farmhouses.

Telephone service was implemented as early as 1895. A further boost occurred around 1904, following the 1902 completion of a rail line to Steveston by the CPR. By 1905 that rail line was leased to the BCER and electrified, which allowed for the Interurban to use the route; this also provided electricity to the community. Known as the "Sockeye Express" (Figure 4), the interurban ran as frequently as every hour, "attaining 90 km/h on the flat lands of Richmond." [1] It took 45 minutes to get to downtown Vancouver. The last run of the Marpole-Steveston tram took place in 1958.

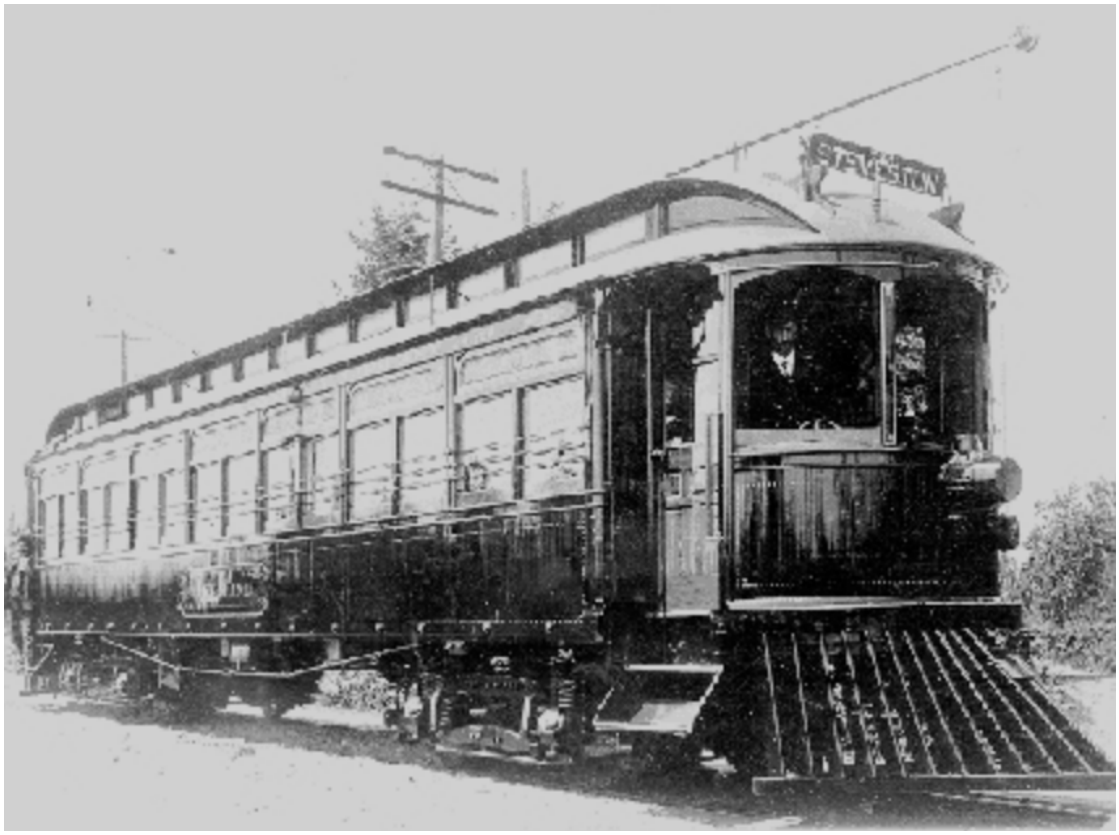

Figure 4: An Interurban Tram, 1906

[1] *Historical Atlas of Vancouver*, Derek Hayes, Douglas & McIntyre, 2005, p. 66.

Source: Source: Source: Community Stories – Steveston Recollections, The History of a Village, Steveston Museum.
https://www.communitystories.ca/v1/pm_v2.php?id=record_detail&fl=0&lg=English&ex=00000591&hs=0&rd=263624#

By 1906, there were 18 canneries set along the two miles of foreshore making up the Fraser River waterfront. Steveston became the largest centre of commercial fishing in Canada. The Northern Bank (which later became the Royal Bank) was in place on Moncton Street by that time. This economic growth continued into the early years of the second decade. By 1912, however, the growth was beginning to peak, similar to other areas of the Lower Mainland.

The decline in the salmon Industry starting in 1913, followed by a depression in world markets that had hit by 1914, had profound impacts on all communities on the west coast, including Steveston. The economic growth tied to the canneries along the river also led to major downturns.

Further devastation occurred with the fire of May 1918. The Star Cannery was the source of the fire, caused by accidental ignition from an oil lamp (Figure 5). This, combined with several bad fishing seasons, resulted in the closure and merging of several canneries.



Figure 5: Charred pilings of the Lighthouse, Steveston and Star Canneries after the fire of 1918. Source: City of Richmond Archives, 1971 1 242.

The fire's impact on the canneries and parts of the village was traumatic. It spread quickly, fueled by strong winds, and destroyed three canneries and three hotels and put roughly 600

workers – predominantly First Nations, Japanese-Canadian and Chinese-Canadian – out of work. It also destroyed many buildings on the south side of Moncton Street, as far east as First Avenue. However, it did not spread to the north and into Chatham Street.

Over the first several decades of the 20th century, Steveston became a focus of Japanese-Canadian settlement, second only to Powell Street in Vancouver. Similar to Powell Street, by the 1930s the commercial development along Moncton Street expanded. The success of Japanese-Canadians was reflected in the community over time, with business owners who were tenants acquiring ownership of many buildings. The prosperity and importance of that community was also evident with a separate Japanese School and Japanese hospital. The community endured until the forced relocation from the west coast and the internment beginning in 1942.

Japanese-Canadian fishermen were allowed to return to the west coast for the duration of the fishing season in 1949; the first evacuated Japanese-Canadian families were permitted to return to Steveston in 1951. Two years later, the Japanese United Church and Steveston United Church merged, and a new Buddhist temple opened on Gary Street in the 1960s to serve the growing Japanese-Canadian congregation. Nevertheless, Steveston's Japanese-Canadian community did not receive official restitution until 1988, which materialized in the official opening of the Japanese Canadian Cultural Centre in 1992.

Local examples of Canada's postwar general economic wealth and modernization were expressed in the upgrade of stores and the pavement of Moncton Street, including concrete sidewalks. In 1957, the Steveston Community Centre opened on Moncton Street, and in 1966, the expansion of the British Columbia Packers facilities was completed.

As was the case throughout Canada, demolition, preservation and development congruently characterized change occurring in Steveston starting in the 1970s. Merchants battled for the revitalization of Moncton Street, a court case settled a rezoning proposal dispute at Garry Point in favour of community groups, the Gulf of Georgia Cannery was declared a National Historic Site (Figure 6), and the 1895 landmark, Hong Wo store was demolished. A downtown Steveston revitalization program was initiated in the mid-1980s. Garry Point Park opened in 1989, and in 1992, the Britannia Shipyard was declared a National Historic Site. Various rezonings altered Steveston's small-scale and fishing industry character into denser residential areas and a mixed commercial-residential core.



Figure 6: Gulf of Georgia Cannery, Steveston, c. 1900. Source: City of Richmond Archives, Henning Wolf Fonds, 1996 13 45.

2.2. CHATHAM STREET – HISTORIC CONTEXT

The development of Chatham Street as the secondary commercial focus of Steveston was not until the flurry of post-war development took place, as it did throughout the Lower Mainland. It spilled over from Moncton Street, which by that time had reached full build-out. By the early 1900s, Moncton Street was the site of many businesses and services. (Figure 7).

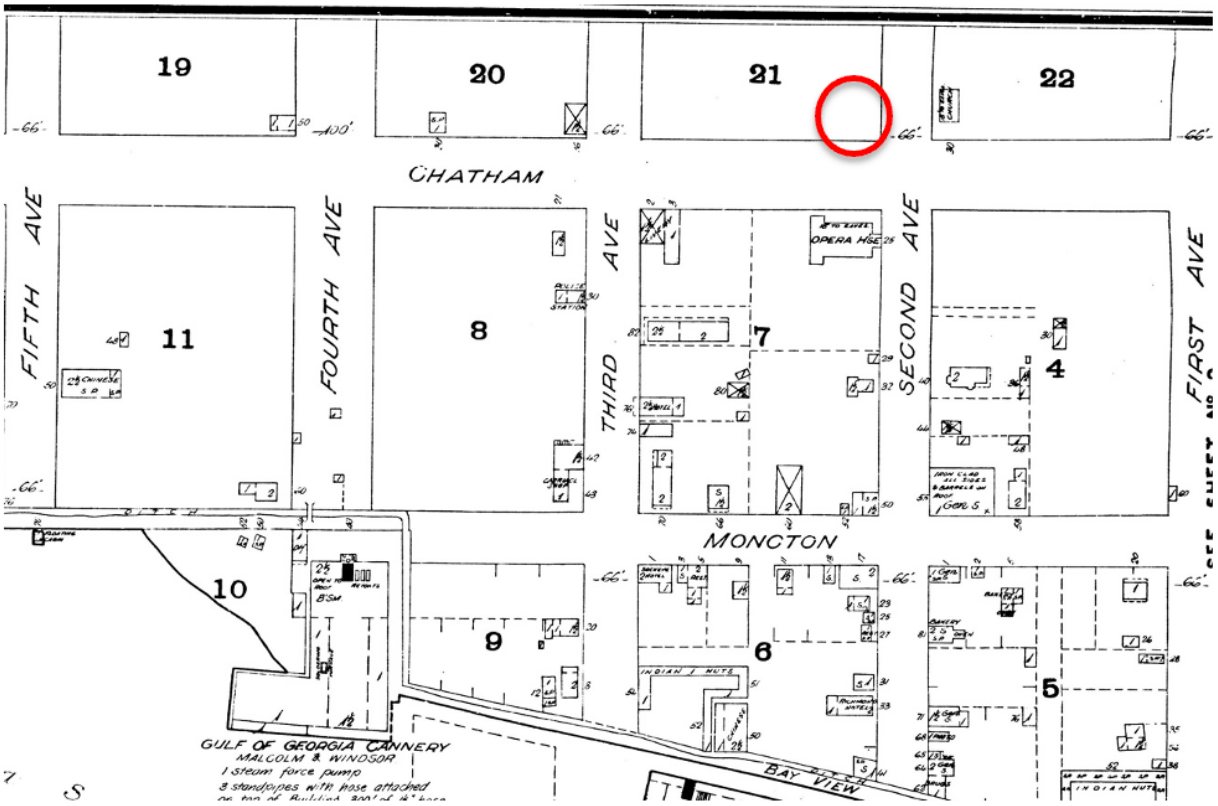

Figure 7: Map of Steveston, ca. 1895-1911. Subject site outlined (undeveloped). Located east of the subject site is the Methodist church. The Opera House is situated south of the subject site. Source: City of Richmond Archives, 1985 132 1.

Chatham Street, on the other hand, remained largely undeveloped. It comprised a scattering of houses and other buildings such as churches (Figures 8 and 9).



Figure 8: Steveston Methodist Church, Chatham Street (1894), 1914. Source: Community Stories – Steveston Recollections, The History of a Village, Steveston Museum. https://www.communitystories.ca/v1/pm_v2.php?id=record_detail&fl=0&lg=English&ex=00000591&hs=0&rd=263594

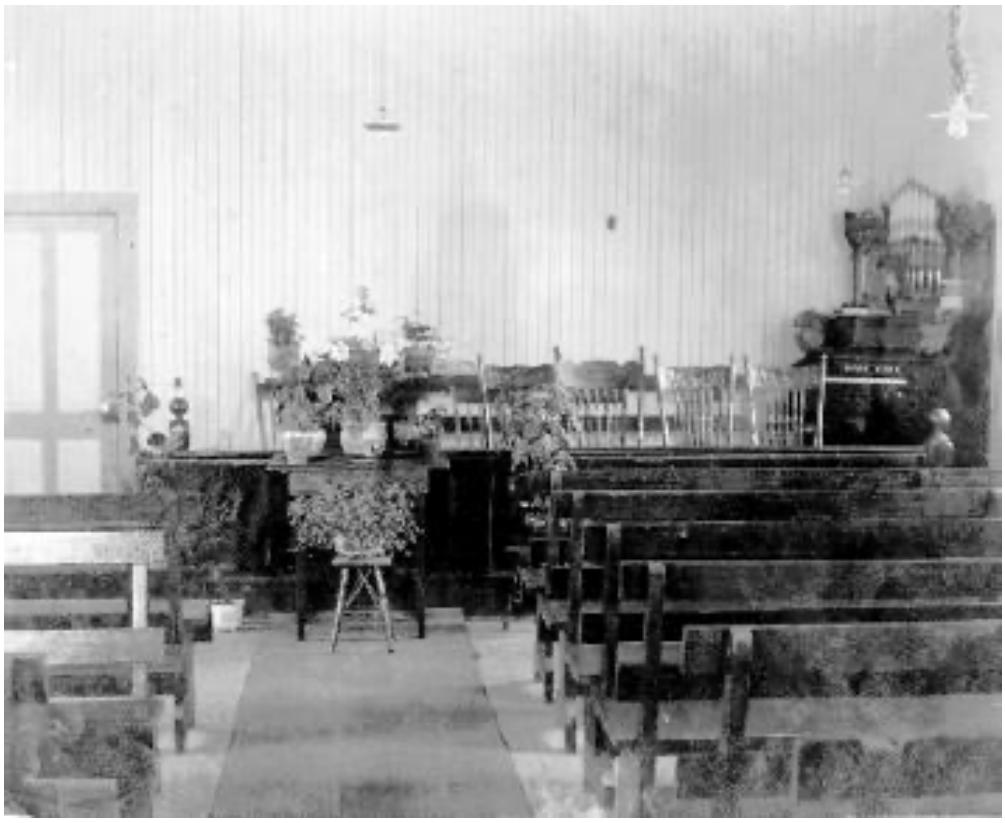

Figure 9: Inside Steveston Methodist Church, Chatham Street, 1914.
Source: Community Stories – Steveston Recollections, The History of a Village, Steveston Museum.
https://www.communitystories.ca/v1/pm_v2.php?id=record_detail&fl=0&lg=English&ex=00000591&hs=0&rd=263595

Chatham Street retained its predominantly residential character until the late 20th century. Two important exceptions include the Opera House at the southwest corner of Chatham Street and Second Avenue, and the Methodist Church at this intersection's northeast corner. Development on either side of Chatham Street between First and Third Avenues was limited through the first half of the twentieth century. Commercial activity was focused along Moncton Street; other significant density was situated on the blocks between Moncton Street and Chatham Street, between Fourth and Fifth Avenues (Figure 10).

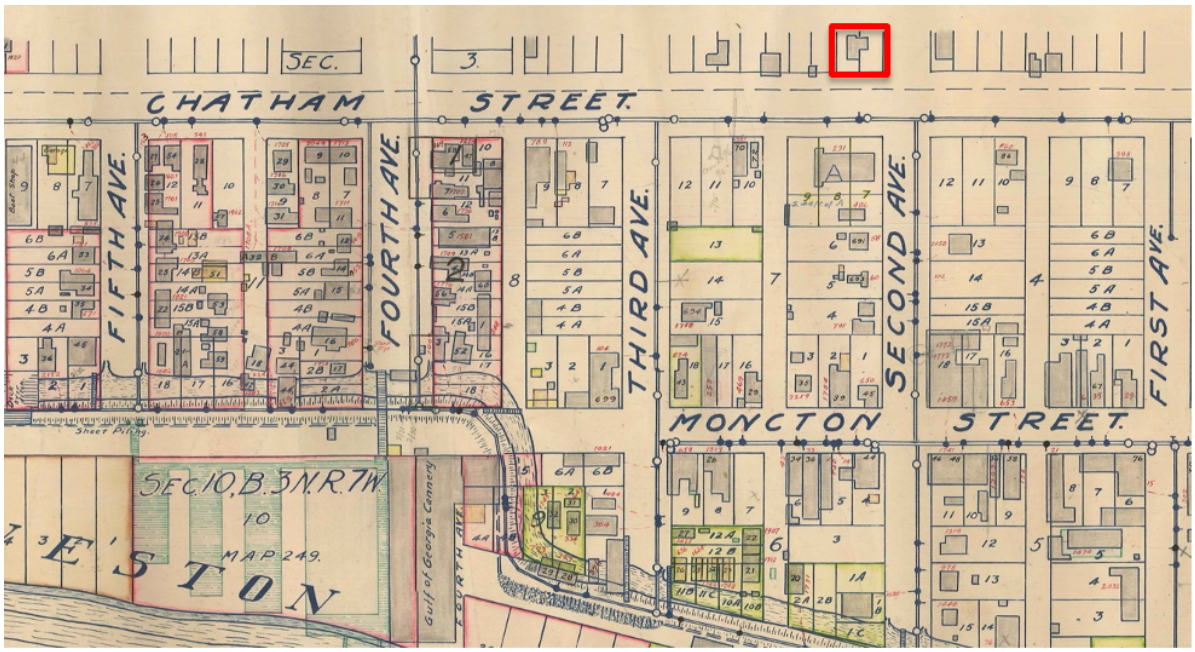

Figure 10: Water works map of Steveston, 1936. Subject site outlined. Source: City of Richmond Archives, 1991 40 18.

Chatham Street, particularly the north side, retained its low-scale density and predominantly residential character until the 1970s (Figures 11, 12 and 13).

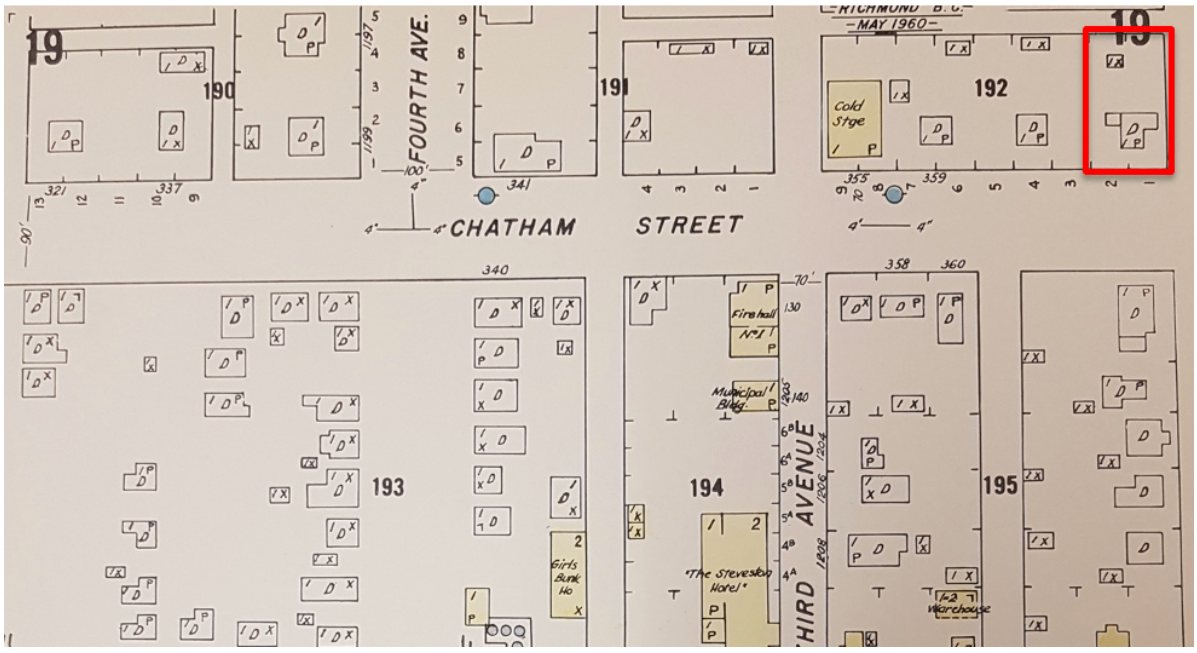

Figure 11: Fire Insurance Plan of the Townsite of Richmond, B.C., 1960. Subject site outlined. The subject house was built, and a shed was located at the rear of the property. The map illustrates Chatham Street's low-density, residential character (buildings marked with a 'D'). Source: City of Richmond Archives, 1985 146 1-38, #19.

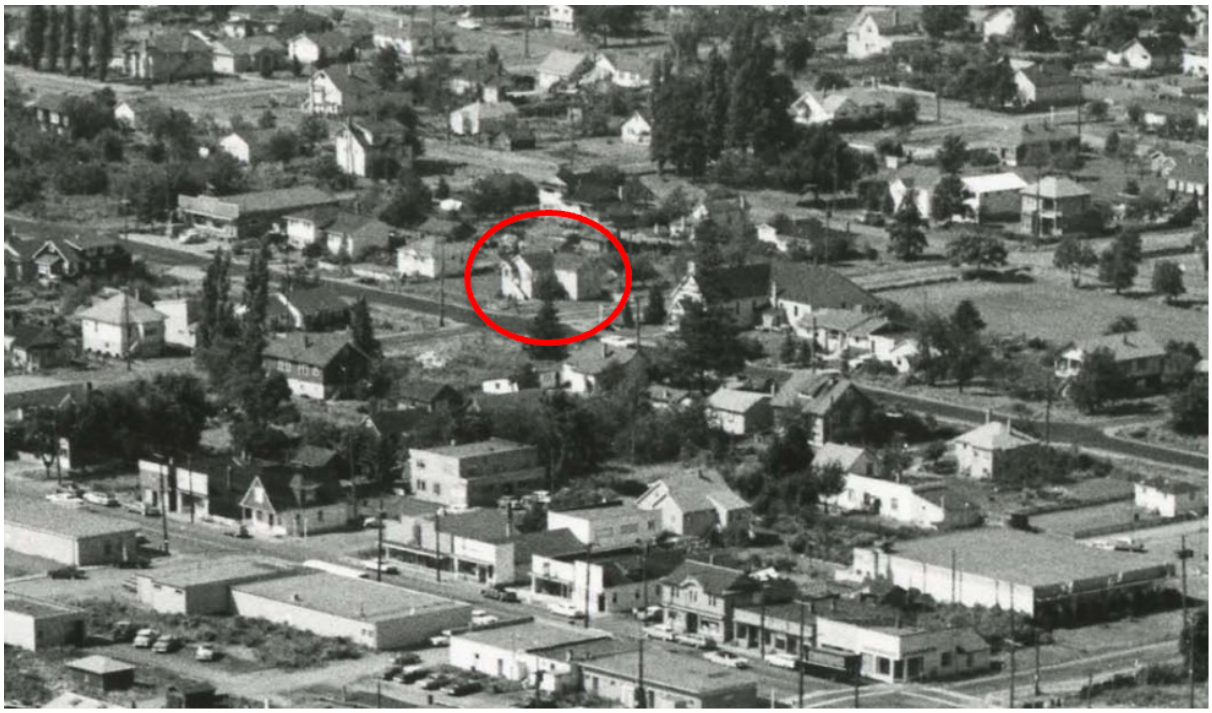

Figure 12: Aerial view of Steveston, 1966. Subject site circled.
Source: City of Richmond Archives, 1985 4 210, via Ance Building Services.

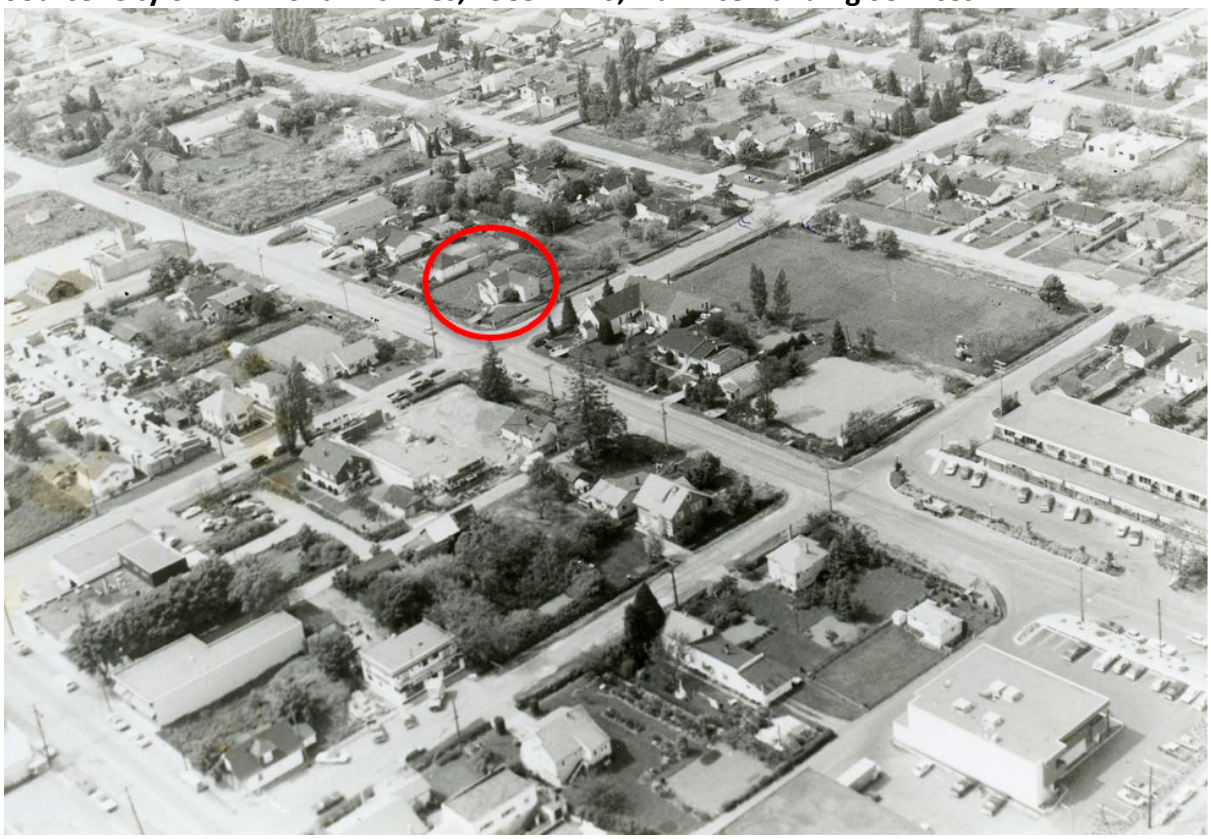

Figure 13: Aerial view of Steveston, 1977. Subject site circled.
Source: City of Richmond Archives, 1978 27 6.

However, as evident in Figure 13, by the 1970s Chatham Street was beginning to evolve from a solely residential street into a secondary commercial area, beginning at the eastern end, at No. 1 Road, with the construction of shopping plazas set back from the road with parking areas set in front.

From this point and well into the 1990s, multi-unit residential, commercial and mixed commercial-residential development took place on Chatham Street, moving westward and drastically altering the street's landscape. This made the subject house the last surviving dwelling on Chatham Street between No. 1 Road and Fourth Avenue (Figure 14). Further to the west, between Fourth and Seventh Avenues, low-rise modest dwellings survive along the north side of Chatham Street.



Figure 14: View of Steveston, 2023. Subject site outlined. Development around the subject site is dated as per available construction years. Source: City of Richmond Interactive Map.

The one listed (i.e. protected) heritage building fronting Chatham Street is illustrated as it compares to the concentration of listed buildings along Moncton Street (Figure 15).

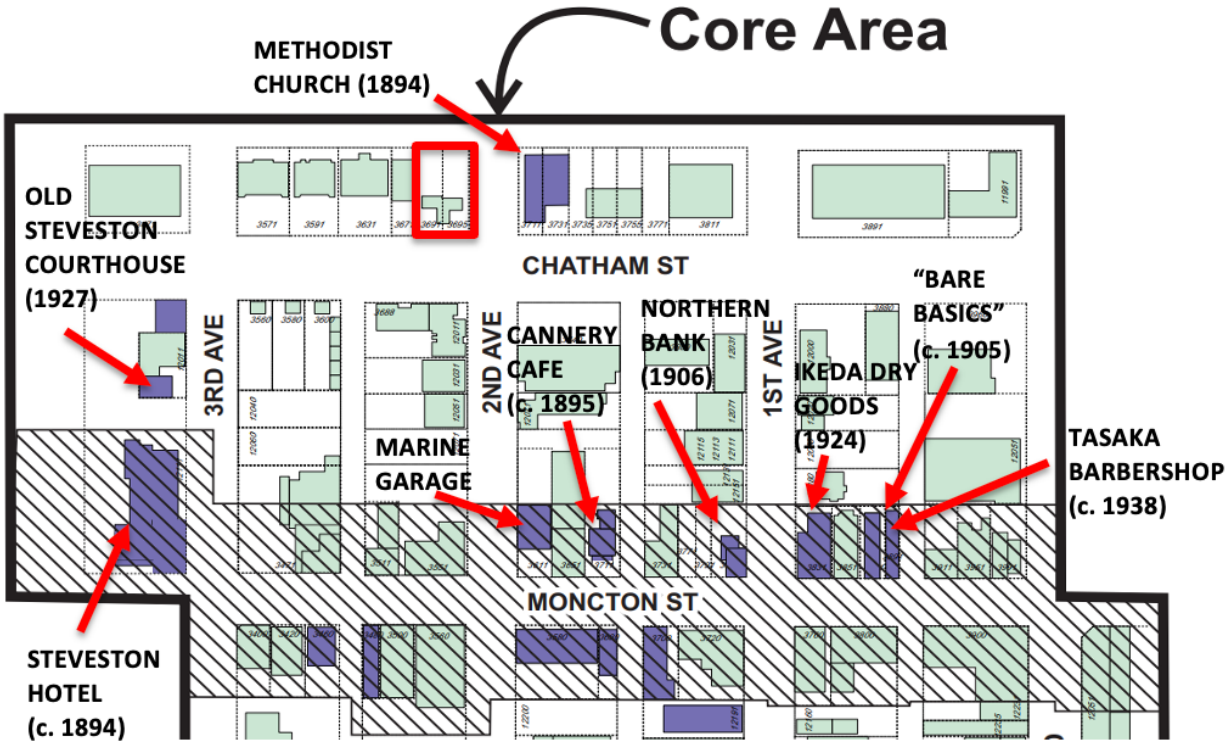

Figure 15: Historic context map outlining listed or protected historic sites along and adjacent to Moncton Street and Chatham Street. Source: Steveston Area Plan, 9-19.

The development pattern along the Moncton Street commercial core, particularly as affected by the 1918 fire, is evident in the ages of the listed buildings along this street. Those on the north side tend to date from the pre-fire era, as this side was saved by being slightly further away from the source of the fire. Chatham Street remained untouched by the fire and as such, as it did not rapidly lose its residential character in the same way that Moncton Street had its commercial character altered.

Collectively and individually, these buildings have become the basis for the creation of the Heritage Conservation Area and have informed the area's design guidelines.

2.3. SUBJECT SITE – 3691-3695 CHATHAM STREET

The first dwelling at the subject site was built in 1913-1920 by Merione and John D. O'Neill and was used as a rooming house. The O'Neills also owned the four lots to the west of the subject site, which all remained undeveloped until the 1930s.

The Jarvis Family purchased the property in the 1940s. For reasons unknown, they demolished the existing house and built the subject house in 1950 (Figures 16, 17 and 18). It remained here until its demolition in 2025.



Figure 16: Subject site, house built in 1950 (front and east side).



Figure 17: Subject site, house built in 1950 (east side).



Figure 18: Subject site, house built in 1950 (rear).

As outlined above, residential use on Chatham Street was common throughout the twentieth century, as this pattern only began to change in the 1970s. The subject building has been surrounded by larger developments and is the only example of mid-century architecture surviving in this part of Steveston. The development pattern for this site, though, does not have any connection to that commercial redevelopment that became common along Chatham Street in the 1960s and 1970s, as the subject site remained unchanged from its original residential use. The only notable characteristic pertaining to development pattern is the lack of activity on a street that underwent rapid change in form, use and pattern in the latter half of the 20th century.

Margaret and George Jarvis lived at the subject house – then listed as 369 Chatham Street – with their two sons, William and Stanley. When George died in 1958, Margaret continued to live at the house until she passed away in 1964.

Gwen and Paul Brentzen moved to 369 Chatham Street in 1965 and lived there with their four children, Paul, Richard, Joyce and Janice. During their residence in 1977, Richmond's addresses were changed (adding 0 or 1 to the existing house number), which meant that the subject site's new address became 3691 Chatham Street.

Residents changed more often in the 1980s, which is an indication of the dwelling being used as a rental home. To conclude, there is no known historical association with persons, events or other activities tied to this building.

City Directories for 3691 Chatham Street

YEAR	STREET ADDRESS, BUSINESS, INDIVIDUAL
1944-1964	Jarvis Family
1965-1978	Brentzen Family
1979	Unknown / no name listed
1981-1982	K.R. Clark
1983-1987	A. Calnek
1988	Unknown / no name listed

Common to many buildings of the mid-twentieth century, the architectural detailing and overall merit was minimal as it was designed at a time when newer simpler styles were being explored on the west coast. However, unlike West Coast Modern, this house demonstrated no innovative construction technologies, materials or style. It was a very simple vernacular style of the post-war era.

From purely an architectural assessment, there are aspects that correspond with a 1950 date of construction and apply to many houses that range from 1935 to 1955. This was a response to the winding-down of the "Craftsman" era in the Lower Mainland. In particular, the windows on this house, which at the time of its assessment were no longer visible (either removed or covered up) but were visible in recent streetview photographs, correspond with this era. This included a move away from solely double-hung windows, with or without muntins in the upper sash, to a more "modern" application of bold multipaned windows, placement of windows on a corner setting (i.e. "wrap-around") rather than centred on a wall, bold horizontal muntins and the dominant use of stucco rather than lap siding or shingles, and much more modest front entry porches. This is illustrated in Figures 19 to 21.



Figure 19: Subject site, illustrating the historic wrap-around (corner) window as the dominant design element at the front



Figure 20: Subject site, seen from Second Avenue, illustrating the lack of other competing or dominant design elements on the exposed street sides of the house



Figure 21: Subject site, limited rear face seen from the lane, illustrating the tripartite window arrangement with bold horizontal muntins on the flanking windows

Its evolution is illustrated in a comparison between the previous house at this site and the subject house (Figure 22).

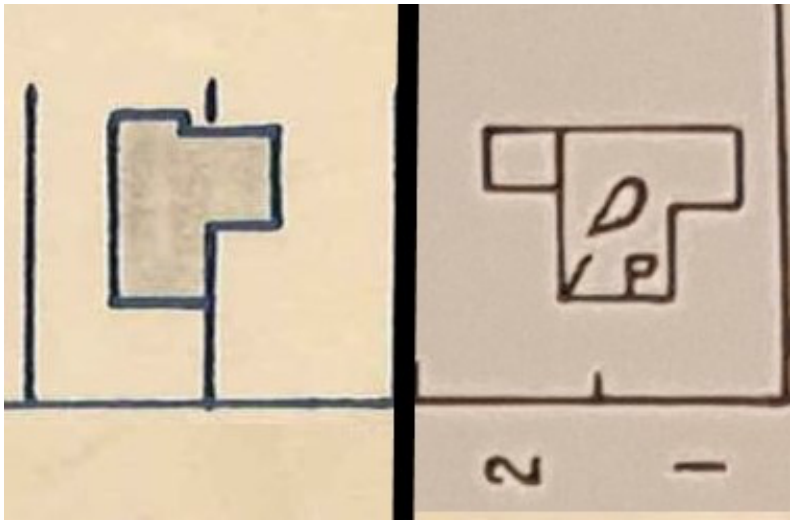

Figure 22: Comparison image of the previous house at the subject site in 1932 (left) and the subject house in 1960 (right) – noting that the house was built in 1950. Whereas the earlier house was mostly located on lot 2, the subject house is centered within the two lots. There are no archival photographs available of the older (c. 1920) dwelling. Sources: City of Richmond Archives, 1991 40 18 and 1985 146 1-38, #19.

2.4. CHATHAM STREET – CURRENT CONTEXT

The area's diversity stems from the historical and cultural components, visually expressed through a collection of buildings that range from the 1890s and well into the 20th century. Most of the earlier (i.e. historic) buildings are such a simple expression of commercial development at that time (i.e. Vernacular style) that their tangible value is as much in the collective streetscape as it is in the individual components; however, these are primarily centred along Moncton Street and are not found on Chatham Street.

The architectural Importance – the tangible heritage values – stem from the historic development (i.e. listed heritage resources) which is reinforced by intangible values that are present.

Along Chatham Street, some of the buildings, such as the subject site, do not integrate well into the community: this is not in a historic sense, but rather primarily because of the shifting uses and form of development along Chatham Street, namely evolving over the second half of the 20th century, from a primarily residential street to a ground-floor commercial use with residential above. Other sites on Chatham Street do not integrate well simply because of a rudimentary design and an early emphasis on the automobile, with parking set in front and the development being completed prior to any design guidelines being in place. However, particularly some newer developments on Chatham Street, achieve a better sense of place through the use of varied massing, simple Vernacular styles, materials, fenestration and signage that complements the surrounding historic resources – these would have been developments completed in the last 10-20 years, when there was some semblance of design guidelines.

These newer developments along Chatham Street have had variable success in drawing from the historic character of Steveston. Some, and primarily the newest developments, have drawn their inspiration from the older collection along Moncton Street – since there was no historic commercial precedent along Chatham Street – and follow designs that are respectful of the local area, following one of the key objectives of the Steveston Area Plan, and associated Guidelines.

Examples of both poor and good local area design along Chatham Street are illustrated below (Figures 23 and 24).

They involve a variation of forms, streetscape retail continuity with inviting storefronts, cladding, fenestration, circulation, viewpoints and signage. Wood is the predominant material and variation in colour provides additional visual interest.




Good corner presence with low massing but neighbouring development shows a weak street presence, using "heritage" components but set back notably to accommodate parking




Weak presence in attempt to recreate "heritage"



Cornice articulation, weaker in other respects.



Strong street presence and good articulation



Reasonable degree of street presence

Figure 23: South side of Chatham Street, examples of which do and do not follow the desired historic character (parapet/cornice, siting, cladding, façade articulation and window pattern)

Façade articulation and siting





Good corner presence and siting (left), desirable design elements and cladding (right) but siting is poor



Desirable design elements and cladding but siting is poor



Historic street presence (former church) and good presence with some articulation on adjacent low-rise

Figure 24: North side of Chatham Street, examples of which do and do not follow the desired historic character (any combination of siting, parapet/cornice, siting, cladding, façade articulation and window pattern).

2.5. SUMMARY

The subject site was first developed in the early 1900s and is as such immediately associated with the growth of Steveston. However, for reasons unknown, the original house was demolished – it may have been dilapidated or had a fire, or simply been too small for the new owners – and neither building material nor archival material (other than maps) survives that could enhance our knowledge of this early structure. Hence, this assessment only concerns the analysis of the current dwelling on the subject site.

The house at 3691-3695, demolished in 2025, was an example of typical post-war development. It was built as an affordable, one-storey model house and was clad in stucco. The house had some limited historic value for its association with the Jarvis Family, who built the house, as well as the Brentzen Family, who lived at the dwelling for thirteen years. However, the values do not extend beyond tenure of ownership and tenancy.

Although the dwelling, prior to its demolition, was the last surviving low-scale density building in this part of Chatham Street, it did not serve as a landmark within the Steveston Historic Area. Furthermore, it did not express any intangible value either as part of the development pattern or historical association (beyond tenure, in two cases). Its tangible elements were limited in scope and value and were predominantly the corner wrap-around window on the front, the tripartite window at the rear, and the stucco cladding.

The earliest development of Chatham Street, which initially was entirely residential, evolved in the last half of the 20th century to accommodate a growing commercial core of Steveston, with many sites consolidated into block-length commercial uses with residential above. Those that were developed prior to the introduction of design guidelines that attempted to respect the area's historic context, the developments were inappropriately designed for what was to become a heritage conservation area. Emphasis was placed on modern designs and provision of parking in front, thereby setting the buildings well back from the property lines. This created a poor sense of scale, a generally unattractive place to walk and shop and contrasted sharply with the form of development along Moncton Street.

3. DEVELOPMENT PROPOSAL – 3691-3695 CHATHAM STREET

A new rezoning application was submitted to the City of Richmond Planning Department for a site-specific rezoning to develop a new three-storey mixed-use project from a permitted FAR of 1.0 to a maximum density of 1.59 FAR. The goal is to improve the design and make it more compatible with, complementary to, and respectful of, the heritage character of Steveston. It is important to note that, with the update to the Heritage Procedures Bylaw in 2023, a Heritage Alteration Permit is no longer required in addition to a Development Permit for this proposal.

It is that application on which this design consultation report is based.

The site is located on a property in the Steveston Village Heritage Conservation Area. The site is currently vacant, and until 2025, contained a one-storey dwelling, which was not a listed heritage resource and had neither tangible nor intangible heritage value.

The purpose of the development is to:

1. Develop a new mixed-use building, comprising two commercial retail units fronting Chatham Street and seven residential units above, that respects the form, scale and character of the surrounding historic area, and streetscape, by way of massing and spatial separation, and detachment from the heritage resources with a use of appropriate design and other fenestration.
2. Use massing, fenestration and materials that are highly distinguishable yet complementary to the neighbouring heritage buildings and acknowledge the house that is presently on site through the use of certain elements and materials.
3. Apply a colour scheme that is appropriate to the historic character of the local area.
4. Achieve ground level street-oriented retail units along Chatham Street to activate the pedestrian realm.

The manner in which the guidelines have been covered, and successfully met, are outlined in the following sections.

3.1. DEVELOPMENT TIED TO LOCAL PLANNING OBJECTIVES

The development meets a number of local planning objectives. The site does present some limitations due to its size, and the use that is currently (and historically) been in place, particularly the single-family form, is no longer viable on Chatham Street. However, it also presents an excellent opportunity to integrate principles that will enhance the heritage character of Steveston Village. These include:

- Placement on the lot, at front lot lines
- Historic lot pattern – required to be reflected as per the Steveston Area Plan
- Strong corner orientation
- Rhythm of building form assisted by vertical division distinguished by use of materials, height, window patterns, cornices, etc.

The historic lot pattern, as defined in the 1892 survey plan of Steveston, reflects narrow lots fronting Chatham Street, including this site, and the Steveston Area Plan requires this to be integrated into the design of the new building on the subject site (Figure 25).

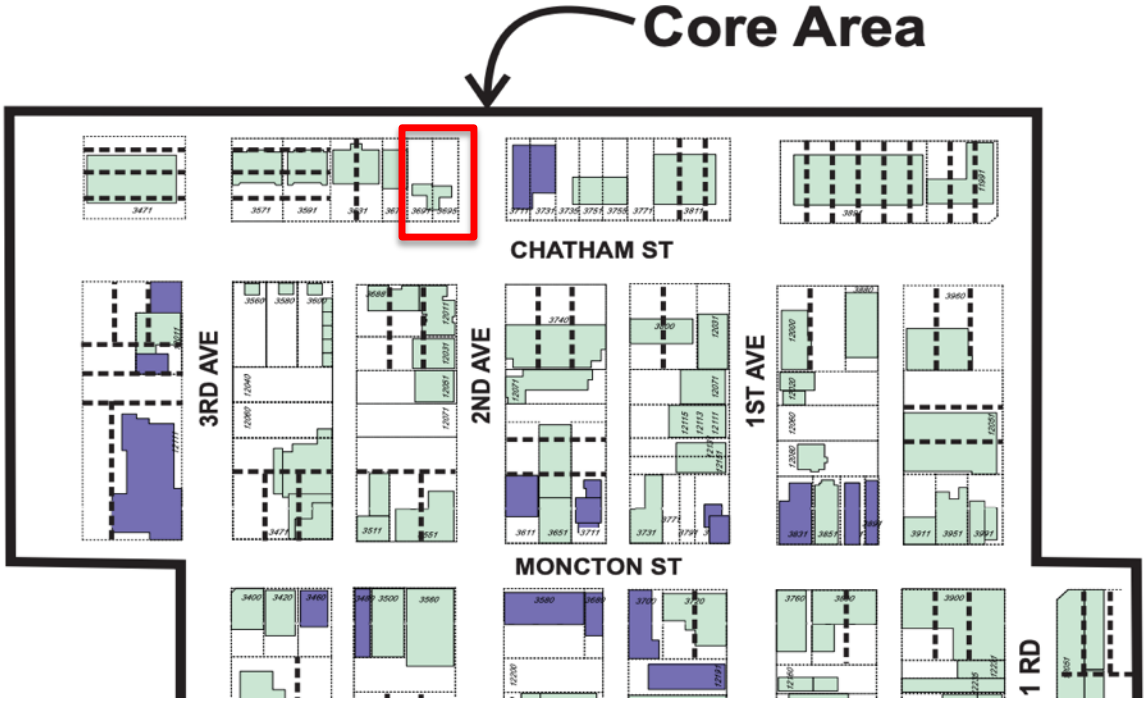

Figure 25: Subject site and historic lot lines map based on 1892 survey plan
Source: Steveston Area Plan, 9-29.

3.2. DEVELOPMENT DESIGN PRINCIPLES AND RATIONALE (PRECEDENT)

3.2.1. HISTORIC CONTEXT AND SITE CONSIDERATIONS

As noted above, although there are no bold dashed lines on Figure 25 that illustrate **historic lot lines** currently identified on the subject site; however, it is understood that the direction on the design approach, and the way in which any new development should be expressed vis a vis "historic lots" and follow this pattern in order to abide by current policy. In addition, further consideration has been given to the ways in which some of the history and context of this site can be captured in the new development, recognizing the design challenges that exist between its form changing from a modest, relatively unadorned, mid-20th century one storey single family dwelling to a low-rise multi-use development.

The rationale for the support of this development proposal, in its current form, is the historic development pattern of Steveston in general, and more relevant to those successful (newer) developments on and adjacent to Moncton Street. As noted in the following section as well, few "successful" designs have yet to be completed on Chatham Street, as most were completed prior to design guidelines for the historic area, and many gave priority to the automobile (i.e. parking with generous front setbacks).

The application of smaller-scale storefronts in a three-storey form can create a **rhythmic division of the streetscape** that reflects both the historic lot expression of the subject site, and the original subdivision layout of Steveston. This is the objective here.

The design should integrate **materials** and **window and door openings** that are compatible with, and historically represent, early Steveston. This includes wood or metal doors and large storefront (picture) windows at street level with minimal divisions (muntins), and with windows and doors featuring wood as the primary material (unless Building Code provisions tied to life safety or spatial separation dictate otherwise). The design should also draw from the current dwelling, acknowledging the historic single-family use of this site, and beyond, as Chatham Street was historically not commercial.

The rhythmic pattern of windows on the upper floors should be in either single-set, paired or tripartite windows, with strong divisions of mullions and trim. Double hung windows are the expected profile on the upper floors. Rectangular form for double-hung windows should be the norm. This also opens up the opportunity to integrate select components of fenestration, form and cladding into select components of the new design that recognize and acknowledge the current single-family form and use on site. This is further explained in detail in the following section.

The fact that this site will be entirely new and is not noted as one of the 17 resources that are to be protected and have a high level of conservation achieved, is the rationale for recommending that the upper floor windows (but not the storefronts) be considered for high quality vinyl with an appropriate colour (i.e. not white or beige). Because the storefronts are highly visible and, for the most part, better protected than the upper floors, wood frame is the recommended material for this project. In addition, while the recommended material for cladding is also wood, consideration could be made for non-combustible cladding, given that this appears to have been the approach for all the recently approved multi-use developments in Steveston.

Along with variable height, materials, roof form and fenestration patterns, the expression of “separate” buildings within the single one proposed can additionally be accomplished by **colour** application. Likewise, this is also outlined in the following section.

3.2.2. PLANS AND ELEVATIONS

The proposal is to develop a new three-storey mixed-use building that respects the form, scale and character of the wider heritage area, and the existing site, improving upon past developments along Chatham Street by achieving a more compatible yet distinguishable form of mixed-use development. Commercial uses are set at ground level along both the Chatham Street and Second Avenue sides, with residential use

above and parking set at the rear. The site plan is presented as Figure 26 (Source: Interface Architecture).

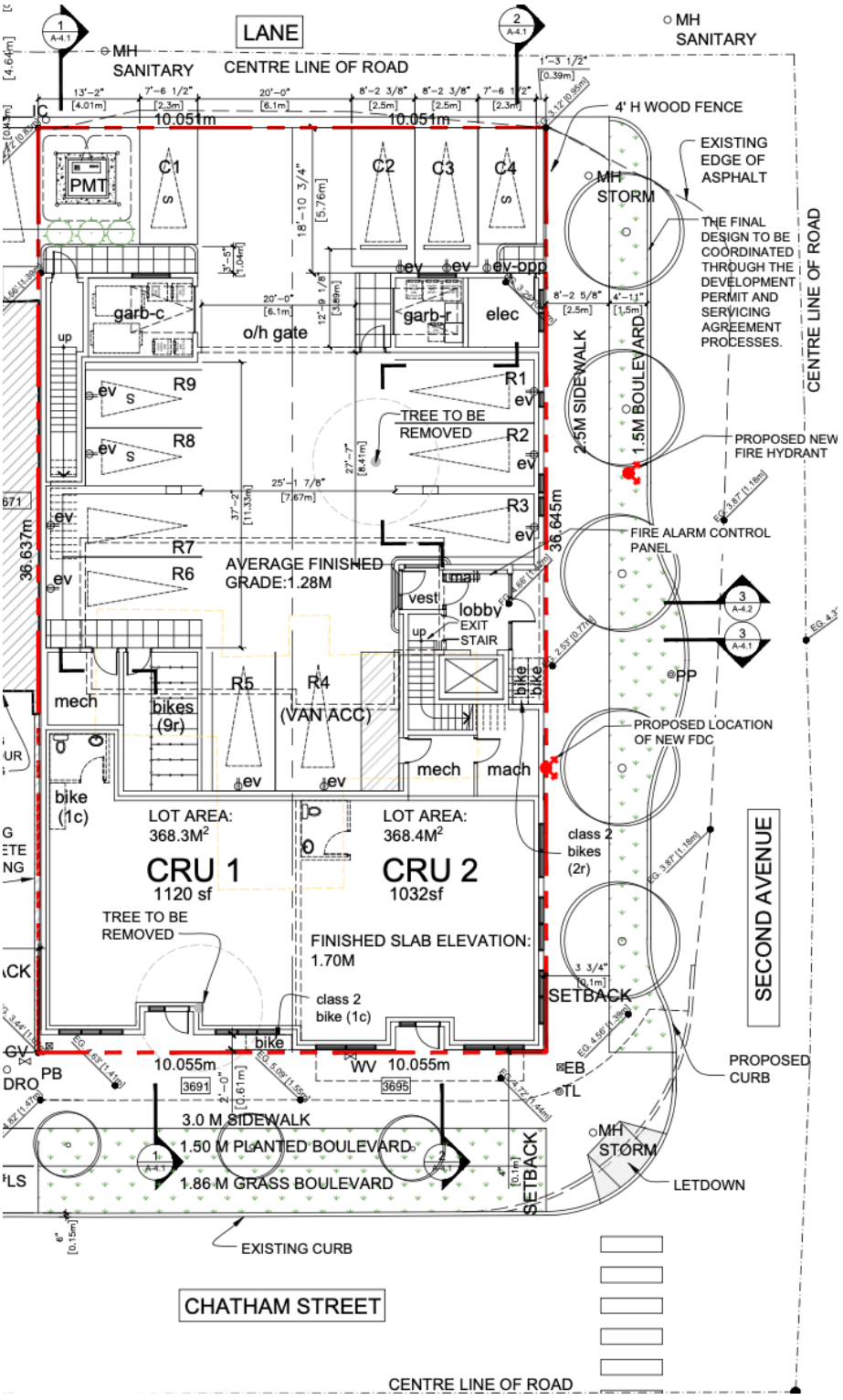

Figure 26: Proposed Site Plan

To achieve this, the proposed design presents a single building but "distinguished" as several smaller buildings grouped together. The design is strongly supported on all major components, with some adjustments to be considered as part of this report.

It is important to note that since there is no historic "precedent" on this site for commercial development – with a modest post-war house remaining – the precedent for establishing a respectful form of development must be drawn from other successful sites in Steveston (few of which exist on Chatham Street).

For the purposes of this report and noting that the overall form of development and its visual streetscape expression is presented in four components, for the purposes of this report, they will be described as follows:

1. The "west half," namely the section fronting Chatham Street that is situated on the "historic" west lot of the site;
2. The "east half," namely the section fronting Chatham Street that is situated on the "historic" east lot of the site, and with its side facing Second Avenue, but extending only up to the lobby;
3. The "connector," comprising a distinctly designed two-storey section that is slightly recessed and connects the western and eastern half to the rear portion and serves as the lobby entry to the residential units;
4. The "rear," fronting Second Avenue but situated to the north of the lobby entry and spanning the full width of the site at the rear.

This is illustrated in Figure 27 (Source: Interface Architecture).

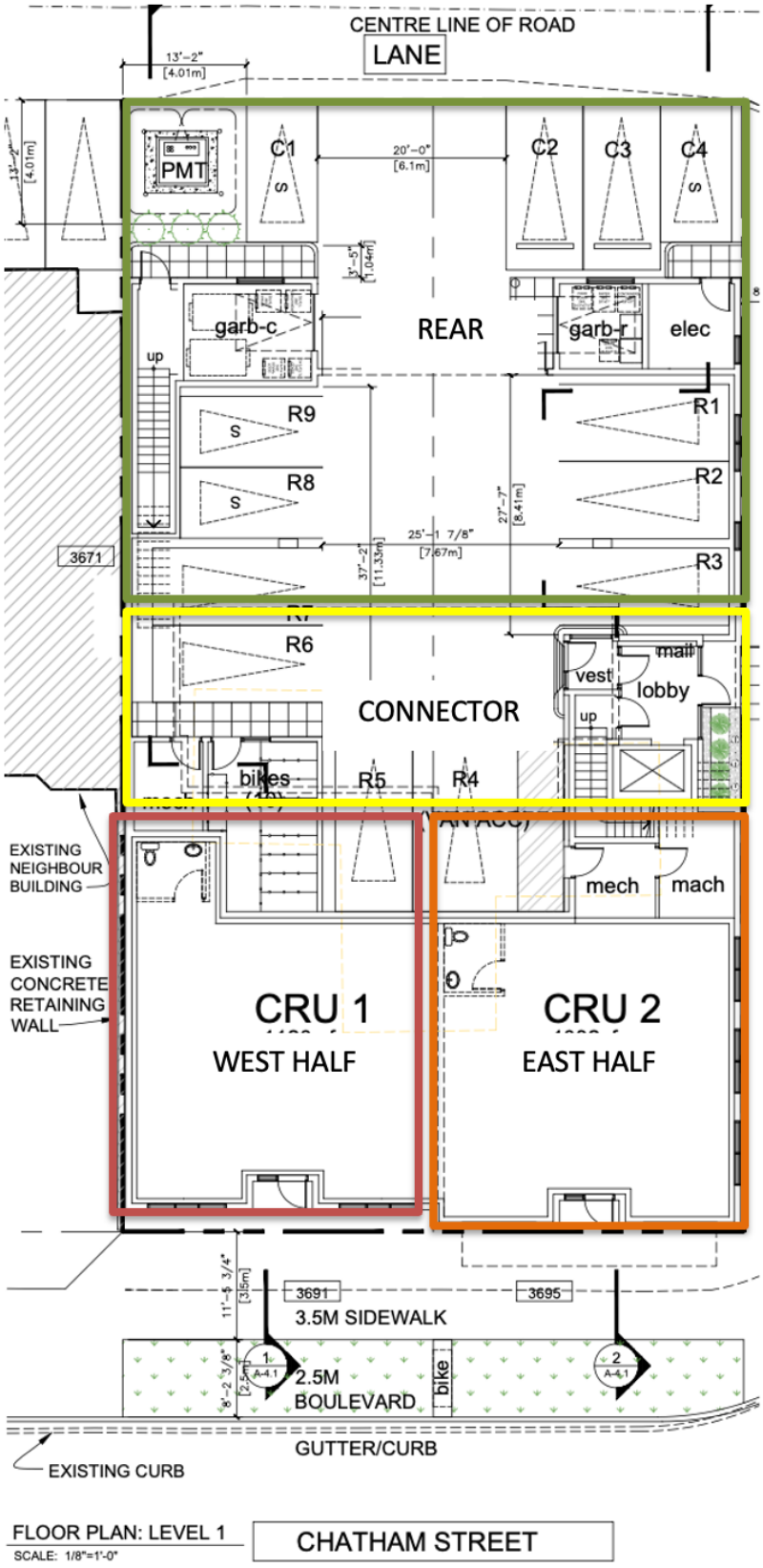

Figure 27: Visual Streetscape Expression - four major components as outlined

For the primary (Chatham Street) face, rather than designing one large, long building spanning the entire frontage, the architect has developed a design that works with the historic lot lines of the site – as illustrated on the map showing historic lot lines in the Area Plan – and has presented this as the "west half" and "east half". As such, this reduces the visual massing and provides a more respectful form. It also creates a strong streetscape with the building set at the front and side lot lines and large fixed windows presented as commercial retail units (Figure 28 and 29, Source: Interface Architecture).

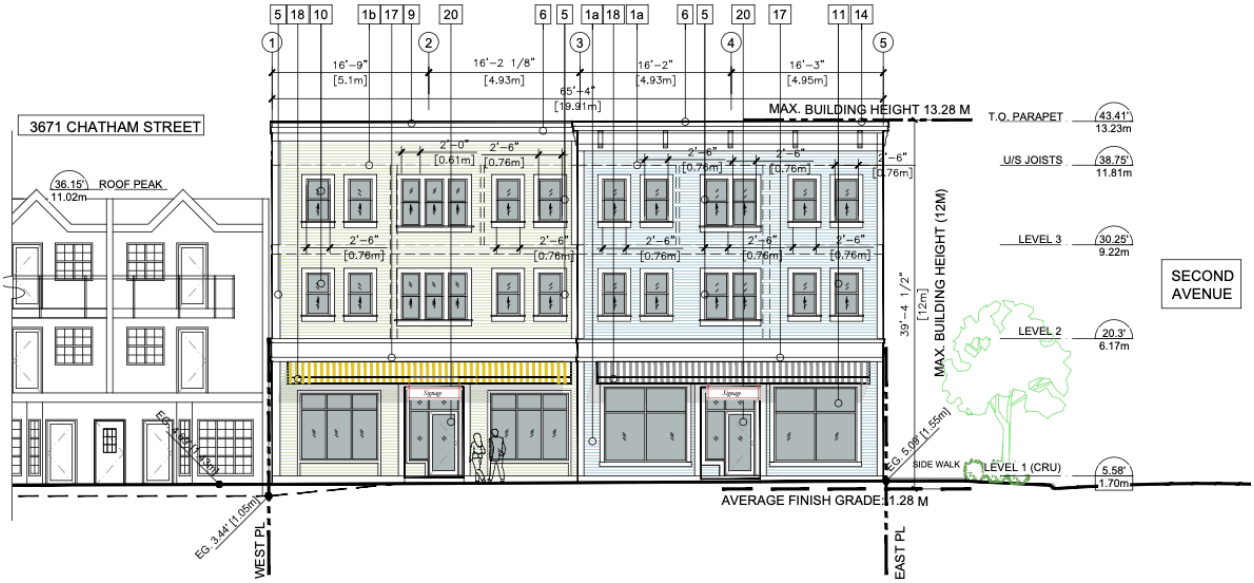

Figure 28: South Elevation (Chatham Street)

For the south elevation, the single building is presented in the form of dominant corner building (the "east half"), with a "separate" building abutting (the "west half"), distinguished by height, window pattern, and other design elements such as parapets (with a slight variation in height) and materials. The storefront, however, is continuous and complementary with a slight variation in its arrangement of picture windows, and with the "west half" set back slightly from the property line, while the "east half" is set on the property line. Components that have been amended from a previous design include removal of balconies on the "west half" and a more historically appropriate presentation of windows on the upper floors.

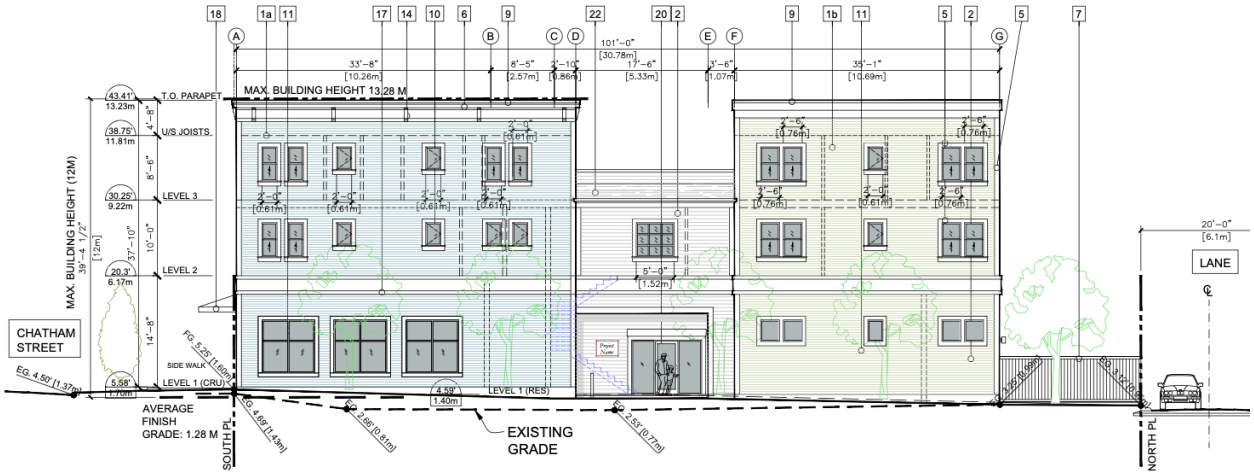

Figure 29: East Elevation (Second Avenue)

For the east elevation fronting Second Avenue, the building is presented in three parts: the wrap-around of the corner building (the "east half") with its notable parapet and variation in upper floor window pattern, with a centre-set smaller and lower-set inset section of the building distinguished by height, window pattern, recessed placement and other design elements such as cladding material and colour, serving as the entry to the residential floors above (the "connector") and the portion set at the rear (the "rear") distinguished by main and upper floor window pattern and colour.

The front section (comprising the "east half") retains a strong storefront presence as a "wrap-around" of the Chatham Street side, while the rear section facing Second Avenue is distinguishable. This rear does not have this same ground floor effect due to the requirement for enclosed parking. The ground floor windows at the rear are notably different, although the recommended approach should be to provide taller windows that have a lower sill, but with translucent glazing to maintain privacy and security of the enclosed parking area at the rear. This is the supported approach here, rather than creating a larger massing or one that prioritizes the automobile, as is found on many older commercial developments on Chatham Street.

Components that have been amended from a previous design include removal of balconies on the side facing Second Avenue (on the entire section of this elevation) and substitution of a more historically appropriate upper floor window pattern including single-set and paired windows, and the "connector" which is designed in a distinctly different manner.

While the north and west elevations are not as critical in their presentation, facing the lane and the abutting property respectively, they are illustrated in Figures 30 and 31 (Source: Interface Architecture).

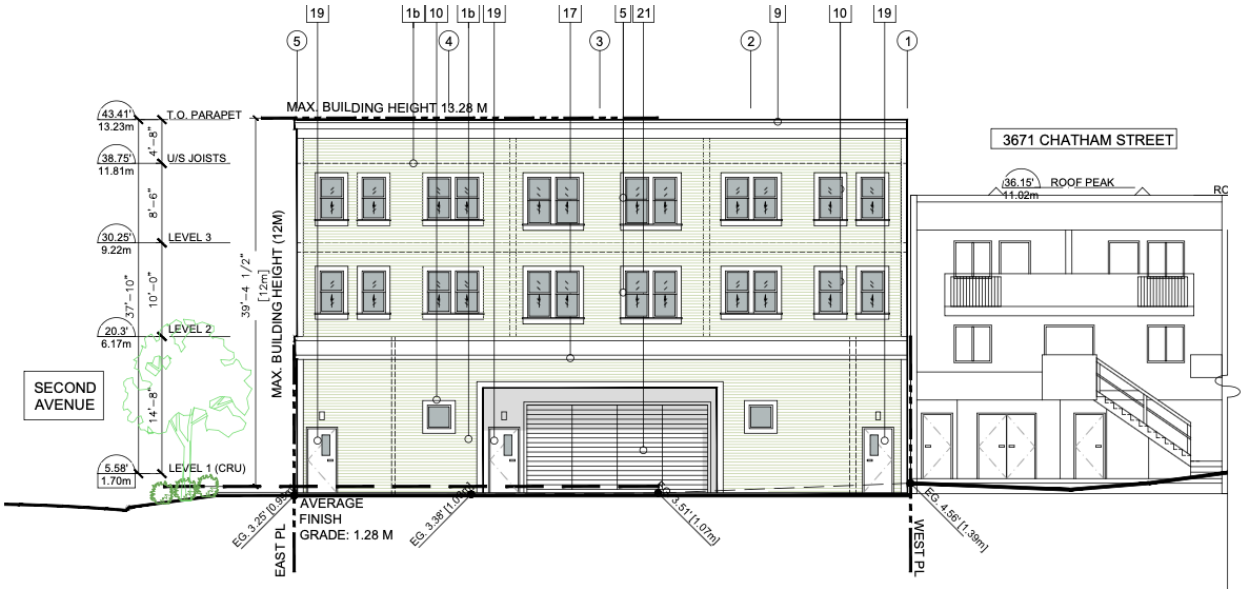

Figure 30: North Elevation (Lane)

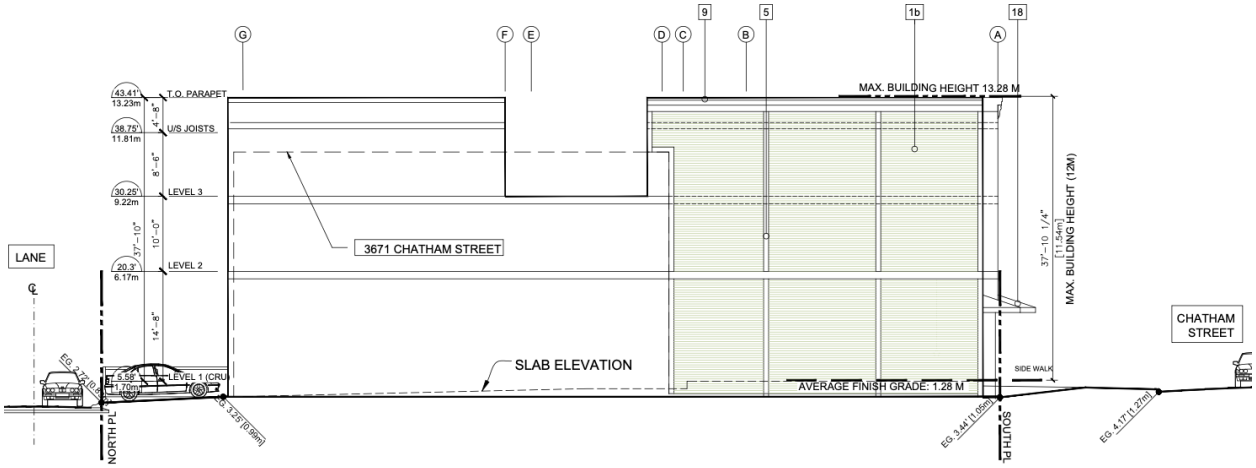

Figure 31: West Elevation abutting neighbouring property

It is important that the north elevation, facing the lane, still achieves much of the same positive effect with the design from the other front and side elevations carrying through.

Similar to the east side, the components on the north elevation that have been amended from a previous design include removal of balconies facing the lane and substitution of a more historically appropriate upper floor window pattern, comprising single-set and paired windows.

Colour renderings also provide a good context of the proposed development as seen from Chatham Street and Second Avenue (Figures 32 to 35, Source: Interface Architecture).



Figure 32: Rendering of site from above, looking northwest.



Figure 33: Rendering of front and east side of site, looking north along Second Avenue.



Figure 34: Rendering of front and west sides of site, looking northeast.



Figure 35: Rendering of rear and east side of site, looking southwest.

A more detailed assessment of design is presented as follows:

Streetscape massing:
As noted above, the massing along Chatham Street is softened by presenting the building in two sections along the frontage (the "west half" and "east half"), and similarly two sections along the side frontage (Second Avenue) with a slight variation in height, cornices and fenestration with a connector that creates a variable, visually interesting, "sawtooth" streetscape, and is a supported approach here.

Rooftop definition:
Continuity of cornices is important to express each section: the corner building has a bolder and more detailed cornice defining the entire two street frontages. The "west half" along Chatham Street is expressed slightly differently, with a simpler and wider cornice with less decorative elements, while the "east half" has a modest cornice. Likewise, the "connector" has a shed roof, acknowledging the house presently on site, while the rear portion facing Second Avenue has a simple flat-face "cornice." Each of these is supportable.

Circulation:
The design does not incorporate a circulation in the same way that some developments on Moncton Street do, with the use of a breezeway along either Chatham Street or Second Avenue. This is appropriate, since there is no historic precedent here and there is no need for such circulation. This is supportable.

Storefront presentation:
The Chatham Street storefronts, which had previously been presented as inset significantly from the front property line to create a walkway or concourse, have been amended to bring them forward to the property line and eliminate this unnecessary walkway (or breezeway). It was felt that this would have created a "dead space" because it does not allow continuity of pedestrian flow between one property and another: blocking potential continuity of flow and in consideration of CPTED (public safety).[2] This is a significant improvement in the design.

For weather protection the ideal means is by adding fabric awnings, and this has been done here.

Cladding and Trim:
Each of the two "buildings" is presented at the streetscape with similar cladding, but using other design components such as height, balconies and fenestration to present a variation. This is fully supportable and creates visual interest. This works to break up the massing. While a conservation approach in Steveston would normally call for wood cladding, as introduced in Section 3.2, most or all recent multi-use developments in Steveston have been approved with non-combustible cladding on all sides. It is on that basis that the recommendation is that the cladding be non-combustible, which may be required by Building Code to be non-combustible in any case (i.e. "hardiplank").

Other features:
The simplicity of avoiding excessive detail is strongly supported and in line with the area's design guidelines and is also a supporting principle of Standards and Guidelines for the

[2] It has been proven in other historic areas, such as Gastown, where storefront setbacks and a concourse was used many decades ago, that it is not a redeeming design feature.

Conservation of Historic Places. As noted in the Rooftop Definition subsection above, the use of a modest cornice with simple, small brackets on the corner building is appropriate and supportable. In addition, the application of a bold, horizontal divide between the ground floor and the upper floors, one that is simple and unadorned, is a subtle and more modern approach to visually separating the two sections (commercial and residential) without adding excessive ornamentation. Also, as outlined in other parts of this section, the use of an accent material on the low-set "connector" along with a window that is unique to the facades and a shed roof above is an acknowledgement to the house that was previously on site.

Fenestration:
Entry doors are one of the key character-defining features and, on a "boomtown" Pioneer building, are most often centred and recessed on the façade. The DP Guidelines stipulate this provision. The proposed placement of doors is historically appropriate for the Chatham Street facade, as they are recessed slightly, but as recommended in an earlier report from this consultant, the storefront windows have now been pulled to the front property line. The Second Avenue side does not require entries to any side street CRUs; however, it does allow for a door to the residential lobby, elevator and mail room, that is inset and distinguishable.

All storefront entries have a transom window set above the door(s) which is also historically accurate and compatible.

The placement and pattern of windows for both the storefronts and upper floor is variable and visually interesting. The storefront windows of the corner CRU have been brought closer together – thereby reducing the wall surface on that face.

All storefront and upper floor windows have a bold horizontal and vertical division expressed using mullions which is similarly supportable. As introduced in Section 3.2, it is recommended that the storefront windows (but not the upper floors) be wood frame.

The articulation on the upper floors of the west and east half fronting Chatham Street allows for a variation in window types and configuration – set in singles, pairs and tripartite. This follows Section 9.3.2.1 of the General DP Guidelines, which calls for windows with traditionally dimensioned frames.

While the DP Guidelines do note that windows and other fenestration be wood, it is recommended that the option for upper floor windows be high quality vinyl. Additional consideration should be given to providing a door and window schedule as part of the final DP drawings.

Colour:
Further consideration was given to a colour pattern that is either historically compatible to the site and the surrounding area. [3] The proposed light green building on the west half, and the light blue on the east half, combined with the off-white of the connector and the light green on the rear are considered respectful and appropriate. A deep, rich colour, often recommended on a development in this area, is not recommended here.

However, the window sashes should be a darker colour (they are often black) and should contrast with an off-white or cream tone for the window trim and sills. It is recommended that the Vancouver Heritage Foundation's *True Colours* pallet be considered when choosing a final colour scheme.

3.3. CONCLUSIONS

The proposed development is supported as one that works to respect the heritage character of the area, will ultimately strengthen Chatham Street as the secondary "high street" of the village and will improve upon past developments that have been, in some cases, poorly executed. It has taken direction from the *Steveston Area Plan*, the DP Guidelines, and uses certain principles for cultural landscapes (historic districts) from *Standards and Guidelines for the Conservation of Historic Places* (see Section 4).

This is a distinctive façade presentation of a single building, set in four sections in order to break up the massing, and is generally an acceptable form of development that respects the historic character of Steveston. Previous recommendations of this report, or overall design improvements that have now been implemented include following:

- Removal of upper floor balconies on the west half fronting Chatham Street and the balconies on the east side fronting Second Avenue;
- Storefronts on Chatham Street no longer recessed but set at the property line;
- Window profiles that are more historically accurate on the west half fronting Chatham Street – either double hung tripartite or singles;
- Colour variation for each of the parts that make up the single building and bolder contrasting window sash and trim colour, taking cues from the Vancouver Heritage Foundation's *True Colours* pallet;
- Clarification on the materials – cladding, windows, trim – ideally wood as per the DP Guidelines but to allow some consideration for variation.

[3] There was no consideration for a "historically accurate colour scheme" since the building that exists now displays no evidence of any noteworthy colour pattern. Therefore, the approach taken here is to have a colour scheme that is historically compatible, and in the context of the centre section fronting Second Avenue, reflects the pale colour of the existing house.

The following recommendations remain in place:

- Window profiles on the ground floor, Second Avenue side toward the rear, that need to be more historically appropriate despite the fact that there is ground level parking behind that wall face;
- Provide a window and door schedule as part of the final DP drawings;
- Consider a Commemoration Plan for the site, and use the notably large wall sections facing Second Avenue, either the section to the left of the residential entry or the rear portion as the means to display this piece (see Section 5 for more comments on this).

Further commentary from both the public and the Richmond Heritage Advisory Committee will be necessary to work towards a positive outcome.

It is recommended that the proposed design for the rezoning of 3691-3695 Chatham Street proceed forward.

4. MUNICIPAL POLICY, STRATEGY, REGULATION AND GUIDELINES

There are a number of plans, policies, guidelines and a regulatory framework that sets the foundation for evaluating the work on the subject site.

The subject site has not been identified as a heritage resource within the Steveston Village Heritage Conservation Area (see Figure 15, page 15). Therefore, the Steveston Village Conservation Strategy and the *Standards and Guidelines for the Conservation of Historic Places in Canada* have limited application here, although the DP Guidelines remain paramount.

For new construction and/or major alterations affecting the exterior of buildings that are not identified heritage resources, a series of Development Permit guidelines in Richmond's Official Community Plan apply, specifically:

- the Development Permit Guidelines for all Development Permit areas in the City contained in Schedule 1 to Official Community Plan Bylaw No 9000;
- the Development Permit Guidelines contained in Schedule 2.4 to Official Community Plan Bylaw No. 7100, including:
    - the General Development Permit Guidelines for Steveston;
    - the Development Permit Guidelines for the Steveston Village Character Area;
    - the Development Permit Guidelines for the Steveston Village Core and Riverfront Sub-Areas; and
    - the Sakamoto Guidelines (particularly the portion entitled Design Criteria for the Steveston Revitalization Area).[4]

[4] City of Richmond. A Guide to Development in the Steveston Village Heritage Conservation Area. Development Applications Department. v7 / August 2022

4.1. OFFICIAL COMMUNITY PLAN (OCP) – SCHEDULE 1 OF BY-LAW NO. 9000

The City of Richmond's *Official Community Plan* (OCP) is a legal community planning document for managing the City's social, economic, land use, servicing and environmental future. It sets out a vision, goals, objectives, and policies that reflect overall community values that have been determined through a public consultation process.[5]

The Development Permit Guidelines for the City of Richmond are articulated in section 14 of the OCP: Development Permit Guidelines.

The *OCP* designates Steveston as a Heritage Conservation Area as part of its long-range strategy. The OCP identifies 17 properties that are to be protected which significantly embody the strong heritage character of the area[6]. It is important to note that, however, that with the update to the Heritage Procedures Bylaw in 2023, a Heritage Alteration Permit is no longer required in addition to a Development Permit for this proposal. Nevertheless, it is critical to ensure that the development is respectful of the overall heritage character.

The strategic designation of Steveston as a Heritage Conservation Area (HCA) In 2009 was to recognize and protect its broader heritage character and the intrinsic values found in certain buildings, but equally as important, the cumulative historical significance of this cultural landscape. The rate of change was already evident then, and it was recognized that an HCA was the planning tool that could most effectively counteract the types of changes that were not in keeping with the historic character of the Village.

The HCA By-law protects the properties that are set within the boundaries, whether or not they have heritage value (i.e. they are not required to be formally listed in order to be protected). The subject site is one of those properties and as such any development must include a rigorous evaluation to ensure the design is in keeping with the heritage character. This is also the basis for the Heritage Alteration Permit that is necessary as part of many development permits (but not this one).

[5] City of Richmond. Richmond Official Community Plan. Bylaw 9000 Schedule 1. 2041 OCP – Moving Towards Sustainability. Plan Adoption: November 19, 2012
[6] City of Richmond, Planning Bulletin-04, 2009

4.1.1. DEVELOPMENT PERMIT GUIDELINES

A mixed-use residential/commercial building is proposed for the subject site. Relevant Guidelines for the subject proposal are articulated in section 14.5: Commercial and Commercial/Mixed Use Guidelines:

- 14.5.13: Site
- 14.5.14: Building Form

The proposal follows the guidelines by accommodating commercial uses at grade in the form of two CRUs and seven residential uses above, each self-contained and with a separate entrance for residential. The commercial units are oriented to, and have direct access from, the commercial frontage street; access to the upper level residential units is provided from the east elevation (Second Avenue). The entries to the commercial units are slightly recessed and maintain a continuous frontage with near identical design, except for the window openings, to allow for the experience at grade level of two distinct commercial units. Signage is restricted to two fascia signs, on Chatham Street one for each commercial unit, plus another one on Second Aveue to allow for maximum exposure to the corner CRU.

Residential parking is provided via an enclosed at-grade parkade, with access from the lane. Four outdoor commercial parking spaces are located at the rear, also accessed from the lane. Garbage and recycling containers storage is integrated as an extension of the building, enclosed and covered from view.

4.2. STEVESTON AREA PLAN – SCHEDULE 2.4 OF BY-LAW 7100

As part of the City of Richmond's Official Community Plan, this Area Plan sets out the City's intentions for the future development of the Steveston Area through sets of Council approved Goals, Objectives, Policies and Guidelines.[7]

The relevant sections from this Area Plan of the OCP for the subject site are:

- Section 9.2: General Development Permit Guidelines for Steveston
- Section 9.3: Additional DP Guidelines (Character Areas) and particularly Section 9.3.2: Area B: Steveston Village
    - 9.3.2.1: Steveston Village General Guidelines
    - 9.3.2.2: Area B: Steveston Village Sub-Area Guidelines
- Appendix 2: Sakamoto Guidelines for Design Criteria for the Steveston Revitalization Area

[7] City of Richmond. Richmond Official Community Plan. Steveston Area Plan. Bylaw 7100 Schedule 2.4. Original Adoption: April 22, 1985; Plan Adoption: June 22, 2009

4.2.1. SECTIONS 9.2 AND 9.3 – DP GUIDELINES FOR STEVESTON

Section 9.2 of the *Steveston Area Plan* contains general guidelines for new development (the "DP Guidelines"). This is intended to preserve and enhance the valued elements of the village, supporting its heritage and special character, and recognizing the qualities and opportunities that exist there.

The proposed development is intended to achieve desired heritage streetscapes and architecture that is visual pleasing and functional and encourages a scale of development and intensity of use that is respectful of the historic building pattern. The following general principles are important and have been considered for the proposed development:

- Massing and height that reinforces a continuous streetwall of commercial uses, along with flat roofs, recessed entries and a varied street façade
- Architectural elements need to be complementary yet distinguishable and not mimic existing (recognizing that Steveston continues to evolve)
- Exterior walls and finishes should similarly complement and be of natural materials that display craftsmanship, historically accurate profiles and dimensions
- Weather protection
- Historically appropriate signage

The proposed development respects the traditionally modest scale and varied forms of commercial buildings in Steveston. The building's entries at grade are recessed and the fronting is devoted to window display. The building is clad in narrow-board, wood lap siding , with stucco as an accent material, and further features modest facias, window trim and brackets.

4.2.2. SECTION 9.3.2, AREA B: STEVESTON VILLAGE

Section 9.3 of the *Steveston Area Plan* contains additional (more detailed) DP Guidelines for the character areas. The subject site is situated in Area "B", known as the Steveston Village Character Area, with the Village Core focused on Moncton Street and extending as far north as the subject site.

This proposal is reflective of both historic and select examples of more recent developments in this area, including false fronts and individual commercial units with a focus on window display. It thereby provides a strong street and pedestrian presence along Chatham Street, similar to the relatively successful design of the development west of the subject site at the northwest corner of Chatham Street and Third Avenue

and also at the southeast corner of that same intersection, and on the north side of Chatham Street between First and Second Avenue.

The proposed development follows the old town's grid pattern layout (Steveston Village 1892 Historic Lot Lines Map) by projecting the building along Chatham Street as two "separate" buildings that follow the narrow lots. The three-storey building contributes to a continuous 'street wall', expressed through its siting located at the property line and continuity of commercial use frontage at grade, while including a minimal inset store entry. The streetwall, as it continues around Second Avenue, has a similar kind of division into three distinct facades and creates a much-needed "sawtooth" relief of massing. The building's flat roof form and use of false fronts is compatible with other older, false-fronted buildings within the Steveston Historic Area, while the limited application of a shed roof is an acknowledgement of the house currently on site.

More specific DP Guidelines, while more applicable to the Village Core Sub-area (i.e. Moncton Street) include:

- Development illustrating the pattern of small lots and small blocks – retaining or re-establishing the small historic lots and a varied street façade with select passageways where historically appropriate
- Architectural elements that are high quality and natural (i.e. wood)
- Windows on ground level to be large and consistent with retail, with recessed storefront entries and upper floor windows displaying a historically appropriate pattern, with a coordinated colour scheme

4.2.3. STEVESTON AREA PLAN, APPENDIX 2 – SAKAMOTO GUIDELINES

The Sakamoto Guidelines were developed 34 years ago and serve as a supplement to the Steveston Area Plan DP Guidelines.

It appears that the primary purpose at that time of the Sakamoto Guidelines was to encourage authentic restoration of heritage storefronts. While this approach was commendable for its era, the concept of restoration and rehabilitation has come a long way since that time and the tangible values found on any site are not necessarily the most important. Often, it is the intangible values, as expressed through select tangible character-defining elements, that are the most important. Their complexity requires careful assessment and expression, often through a Statement of Significance.

These guidelines were prepared to provide focus on how existing historic resources should be treated and how new development should be designed, however, the focus was on Moncton Street, while Chatham Street was largely ignored – or at least allowed to continue in a way that reflected past decades (i.e. block-wide developments set back

to accommodate parking) and its parameters included only the south side of Chatham Street.

The best that can be drawn from these guidelines is to have them used as an underlying principle of how new development should be designed on Chatham Street.

4.2.4. SUMMARY OF DEVELOPMENT AS IT PERTAINS TO GUIDELINES

CHARACTER OF BUILDINGS
Following the guidelines, the proposed building respects the scale and features of older buildings in the Steveston Historic Area as expressed through its three-storey height and materials compatible to traditional materials.

The building is not intended to be a replica of an either existing or demolished building in the historic area.

CONTINUITY OF COMMERCIAL FRONTAGE
The commercial units are set at, or extremely close to, the property line and have modest recessed entries and windows that face both the commercial street and the flanking street.

BUILDING HEIGHT
Buildings in Steveston have traditionally been one to three storeys in height. The proposed building does not exceed this standard and achieves a small section fronting Second Avenue as a two-storey height.

EXTERIOR FINISH
The proposed development is compatible with older buildings in Steveston in terms of its wood siding and trim.

PARKING LOCATION & TYPE
Following the guidelines, enclosed residential parking is provided at the rear of the building with access from the lane. Commercial parking is exposed at the rear, adjacent the lane.

SIGNS
The proposed development features fascia signs, traditional to Steveston's historic area.

LANDSCAPING
No significant consideration has been given to landscaping in this proposal.

4.3. STANDARDS AND GUIDELINES FOR THE CONSERVATION OF HISTORIC PLACES

3691-3695 Chatham Street is situated in the Steveston commercial district, in southwest Richmond, which is formally recognized by the City of Richmond as a Heritage Conservation Area. As elaborated further in Section 4 of this report, the subject site has minimal architectural, historical and cultural value. As such, conservation standards such as Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (hereafter referred to simply as "Standards and Guidelines"), as applied to the existing built form, is not relevant here. However, there are some select principles found in *Standards and Guidelines* as applied to cultural landscapes that are relevant. These can assist in assessing the approach taken here.

Heritage District

> *"A heritage district is a cultural landscape. The Canadian Register of Historic Places defines a heritage district as a place comprising a group of buildings, structures, landscapes and/or archaeological sites and their spatial relationships where built forms are often the major defining features and where the collective identity has heritage value for a community, province, territory or the nation. Heritage districts can be urban or rural. Most heritage districts are governed by municipal by-laws that are complemented by guidelines to protect their heritage value."* [8]

This analysis of relevant guidelines is limited to the relevant **Section 4.1 Guidelines for Cultural Landscapes, Including Heritage Districts** are divided into 11 subsections: for the purpose of this report, only certain ones are highlighted, given that the existing building is not proposed to be retained, but the new construction is expected to be compatible and respect the character and values of the HCA.

Preservation: the action or process of protecting, maintaining, and/or stabilizing the existing materials, form and integrity of a historic place or of an individual component, while protecting its heritage value.

Restoration: the action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: the action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

[8] *Standards and Guidelines for the Conservation of Historic Places*, Parks Canada, Section Ed., 2010, p. 50

Of the 11 subsections, those that apply in this case are: **spatial organization, visual relationships, and built features**. Although much of the guidelines apply to conservation, there are still some principles can still be extracted for a development such as 3691-3695 Chatham Street, where the proposed development is entirely new.

4.3.1. SPATIAL ORGANIZATION

Standards and Guidelines (Section 4.1.4) notes that in urban heritage districts, "land use, buildings, streets and topography often define or influence spatial organization. The buildings' siting, the open spaces between them and the circulation corridors are often identified as character-defining elements in urban heritage districts."

General Guidelines

Standard	Description
1	**Understanding the spatial organization and how it contributes to the heritage value of the cultural landscape. Location, as one of its character-defining elements, is to be retained.** *Comment: The historic relationship of the subject site to the main and flanking streets should be reflected in any new development.*

Standard	Description
3	**Documenting the spatial organization of the cultural landscape, including the orientation, alignment, size, configuration and interrelationships of its component features, the relationship of features to the overall landscape, and its evolution and condition before beginning project work.** *Comment: The historic lot lines should be the basis for developing individual components that make up the collective single building proposed for this site. Furthermore, the other developments that have occurred on the blocks of Chatham Street between No. 1 Road and Third Street should be assessed as to how well they create a harmonious and noteworthy streetscape (in some cases they do not) and how well they relate to each other and the proposed development on the subject site.*

Standard	Description
4	**Assessing the overall condition of the spatial organization early in the planning process so that the scope of work is based on current conditions.** *Comment: This is the fundamental standard expected of this development.*

4.3.2. VISUAL RELATIONSHIPS

Standards and Guidelines (Section 4.1.5) notes that "the visual relationships between elements of …… heritage districts can influence the user experience. For example, a tall building in a low-rise heritage district may be perceived as out of scale."

General Guidelines

Standard	Description
1	**Understanding the visual relationships and how they contribute to the heritage value of the cultural landscape.** *Comment: The historic visual relationship of the subject site to the modest buildings along Chatham Street should be reflected in the massing and design elements and material. However, it is critical that the proposed development deviate from the older developments along Chatham Street which prioritized the automobile and pushed the storefronts well away from the street, creating a weak and uninviting pedestrian streetscape.*

Standard	Description
4	**Understanding the evolution of visual relationships. This could include using historic photographs or artwork to understand how the visual relationships may have changed or been lost over time.** *Comment: The evolution of visual relationships is expected to draw from the experience of Moncton Street as a historic and strong retail street presence and its application to Chatham Street.*

Additions or Alterations to a Cultural Landscape

15	**Designing a new feature when required by a new use that respects the historic visual relationships in the cultural landscape. This can include matching established proportions and densities, such as maintaining the overall ratio of open space to building mass in an urban heritage district.** *Comment: While the increased height is a reflection of the necessity for vertical expression of mixed use (as opposed to historic mixed uses that almost always were within the horizontal plane), the modest three-storey height expected of new developments along Chatham Street is respectful of, and sensitive toward, the area's character. It is also broken up with a two-storey section along Second Avenue.*

4.3.3. BUILT FEATURES

Standards and Guidelines (Section 4.1.11) notes that built features such as commercial buildings and that "additions to recent cultural landscapes should be undertaken with the utmost respect and care and complement the heritage value of the historic place."

General Guidelines

Standard	Description
1	**Understanding the built features and how they contribute to the heritage value of the cultural landscape.** *Comment: The building will keep its orientation facing Chatham Street.*
2	**Understanding the evolution of built features over time.** *Comment: The site's evolution over time should be documented and recognized as a historic expression. While it will not be part of the new development's design, there are select components that are proposed to be integrated into the new design, including windows, cladding and roof form.*

Standard	Description
3	**Documenting the function, condition, materials and surroundings of built features and the relationship of those features to each other and to the historic place, before beginning project work.** *Comment: Design elements are to recognize those of the surroundings in terms of profile, material and colour.*

Therefore, as noted above, while this is not a conservation project, it is located in a formally recognized Heritage Conservation Area and the principles of studying, understanding, documenting and respecting the values of that wider area are paramount. Elements of the existing house are proposed to be integrated into specific areas of the new design.

4.4. SUMMARY

The application of principles found in the *Steveston Area* Plan, using the thematic framework of the "*Steveston Village Conservation Program – Conservation Strategy, Managing Change*" is the starting point for review of the proposed development. The DP Guidelines are the most up-to-date and relevant source on the direction for new design and development and should be carefully followed. It can also draw from certain design principles of other historic areas. Limited principles from *Standards and Guidelines for the Conservation of Historic Places* should also be followed as they apply to new development in a cultural landscape such as the historic district of Steveston Village.

This is elaborated on further in the following section of this report, which assesses strengths of the most current design development and which aspects may still require some refinement to achieve an even stronger design that respects the historic character of Steveston Village.

5. COMMEMORATION PLAN

Normally a Commemoration Plan is prepared as a result of the demolition of a building that is either formally recognized (i.e. on a Heritage Register) or has known tangible and intangible heritage values. The purpose of a Commemoration Plan is public awareness and education. In this situation, a commemoration is recommended, even though this site does not have any formally recognized heritage value. This is in order to present, for public information and awareness, the historic use of the site and how is the only remaining example of mid-century architecture surviving in this part of Steveston. Furthermore, in a broader sense, commemoration can also illustrate how the wider Chatham Street evolved in the post-war era from a quiet residential street to a busier, commercial focus that, while secondary to Moncton Street, became an important part of the area's growth, prosperity and economic development.

To address City of Richmond staff comments, the wall portion of the rear facing Second Avenue presents an ideal opportunity for some kind of commemorative component reflecting the history of this site.

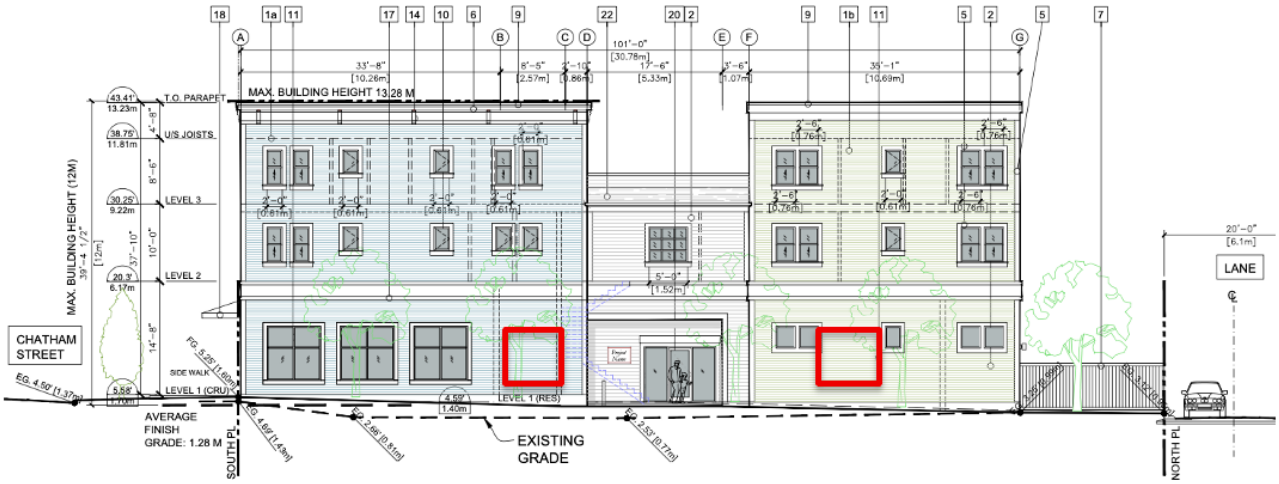

Figure 34: Recommended areas of wall facing Second Avenue on which a graphic commemoration display might be set.

6. APPENDICES

6.1. BIBLIOGRPAPHY

Stand*ards and Guidelines for the Conservation of Historic Places in Canada,* Parks Canada, Second Edition, 2010
Richmond's Suburban History, Denise Cook, written for City of Richmond, 2002
The Spirit of Steveston: A History of the Steveston Community Society, Richmond B.C. Steveston Community Society, 1986
Steveston Recollected: A Japanese-Canadian History. Daphne Marlatt, Victoria B.C., Provincial Archives of British Columbia, 1975.
Steveston: A Community History, 1859-2011. Bill McNulty, Richmond, B.C., 2011

6.2. VITAL STATISTICS, NEWSPAPER ARTICLES AND OTHER RECORDS

Obituaries:

- *Vancouver Province,* September 1, 1929 – John Dennis O'Neill
- *Vancouver Sun,* February 4, 1948 – William Smallwood
- *Vancouver Province,* January 25, 1958 – George Jarvis
- *Vancouver Sun,* December 13, 1965 – Margaret Jarvis
- *Richmond Review,* November 8, 1967 – Paul George Reid
- *Vancouver Sun,* September 9, 1992 – Paul George Brentzen

6.3. CITY DIRECTORIES AND ASSESSMENT RECORDS (1944-1950)

- 1944-1950 Tax Assessment Rolls: George and Margaret Jarvis (1950-1964) – original owners
- Criss-Cross City Directories, 1950-1964
    - 1944 (1950) – 1964: Jarvis family
    - 1965-1978: Brentzen family
    - 1979: Unknown
    - 1981-1982: K.R. Clark
    - 1983-1987: A. Calnek
    - 1988: Unknown

6.4. CONSULTANTS

6.4.1. MCLEAN HERITAGE PLANNING AND CONSULTING

Highlights of Qualifications

Drawing from 26 years of experience in public sector heritage planning and land development with the City of Surrey and City of Vancouver, Hugh McLean established his heritage consultancy in 2021. He serves clients in the public and private sector, and prepares reports covering a range of heritage scenarios: evaluating a building for addition to a heritage register, values-based historic research and architectural assessment as part of Statements of Significance, assessment of building condition and preservation strategies, restoration and rehabilitation as part of Conservation Plans, and higher-level strategies for potential incentives using an array of planning tools including legal protection and agreements. This requires interest-based negotiation to achieve heritage conservation, and familiarity with and application of, relevant legislative provisions, policy, zoning, guidelines and *Standards and Guidelines for the Conservation of Historic Places*.

Consultancy Project Summary (partial) – 2021-2025
Principal, McLean Heritage Planning and Consulting

- **1300 Oxford Street, Halifax:** Heritage Impact Statement to determine the conservation strategies for a church as part of a new residential development on an adjacent property
- **1489-1491 Carlton Street, Halifax:** Heritage Impact Statement to determine the conservation strategies for two residences as part of a new mixed-use development in a podium-tower form integrated into the same (consolidated) property
- **City of White Rock, Statements of Significance for P'Quals (White Rock), The Pier and the Train Station, 2023-2024**
- **5522 Russell Street, Halifax:** Heritage Impact Statement to determine the conservation strategies for a church as part of a new residential development on the same property

- **City of Chilliwack, Heritage Interest Inventory Review:** Assess current heritage buildings and update as a first step towards creating a Heritage Register
- **BC Housing SRO Buildings, 124 Powell Street, 303 Columbia Street, 311-319 Carrall Street, 1161-1163 Granville Street, Vancouver:** Statements of Significance for SRO buildings in the Downtown Eastside and Downtown South
- **203 Pembina Street, New Westminster:** Conservation Plan for a historic oak tree proposed to be retained as part of a new residential development
- **86 Ochterloney Street, Dartmouth, NS:** Heritage Impact Statement to assess the degree of retention for two historic buildings and rationale for removal of one other building as part of a multi-use commercial-residential tower development
- **3560 Moncton Street, Richmond:** Design Consultation for a new multi-use development situated in the Steveston Heritage Conservation Area
- **Duncan City Hall, 200 Craig Street, Duncan:** Conservation Plan and Roof Replacement Strategy as part of seismic upgrades, window restoration and slate roof replacement
- **Elmwood Hotel, 5185 South Street, Halifax, NS:** Heritage Impact Statement for the "best practices strategy" to determine the appropriate degree of higher-density redevelopment and conservation in the context of Halifax's "Old South Suburb" Heritage Conservation District
- **Ray's Dry Goods, 3831 Moncton Street, Richmond:** Conservation Plan including condition assessment for retaining a small commercial building with a boutique hotel addition, situated in the Steveston Heritage Conservation Area
- **Sandwick Manor, 276 Sandwick Road, Courtenay:** Heritage Strategy Report to assess potential incentives and planning tools to conserve a historic house within a commercially-zoned area
- **Frome Residence, 228 Thrift Street, Coquitlam**: Heritage Assessment for a single-family house situated in the historic area of Maillardville
- **Anglican Church of the Epiphany, 10553 148 Street, Surrey:** Heritage Assessment of a church including reincorporation of select character-defining elements into a new development
- **Mackenzie Residence, 5418 184 Street, Surrey**: Heritage Interiors Study, with recommendations to maximize the conservation of the interior elements of this legally-protected house
- **Dolman Residence, 1611 Cedar Crescent, Vancouver:** Heritage Assessment of proposed exterior rehabilitation to a legally-protected residence within the First Shaughnessy Heritage Conservation Area

Previous Experience

2001 to 2006; 2008 to 2020: Heritage Planner, Planning, Urban Design and Sustainability, City of Vancouver

- Negotiation of Heritage Revitalization Agreements and heritage designation as part of development applications, with incentives based on merits of restoration, adaptive re-use and financial analysis; presentation of reports to Council at Public Hearing
- Managing all aspects of Statements of Significance (SoS) with staff and heritage consultants, chair of the SoS/VHR Subcommittee; management of heritage SoS projects including RFP and contracts, securing provincial funding, coaching of consultants
- Oversee the upgrade to the City of Vancouver's Heritage Register Evaluation system
- Coordination with Province to place Statements of Significance on Canadian Register
- Management of Transfer of Density database, By-law updates and Heritage Register database
- Design of biennial Heritage Awards program
- Liaison to Heritage Commission, Gastown Planning Committee and Shaughnessy Design Panel
- Issuance of heritage alteration permits including conditions for heritage clearance
- Management of plaque program, updates to heritage website, administrative bulletins

2006 to 2008: Planner, Central Area Planning, City of Vancouver

- Design and implementation of a consultant's historical/cultural review of Paueru Gai (Powell Street) in the context of themes, community values, potential for zoning incentives, including community outreach and development of an interactive website
- Department representative to Oppenheimer Park planning process
- Policy and ODP review for Downtown Eastside and review and input on local initiatives such as the new Strathcona Library

1994 to 2001: Planner, City of Surrey

- Project management of rezoning and subdivision applications including negotiation of Heritage Revitalization Agreements as the staff member responsible for the heritage program
- Updated heritage, transportation and parks provisions of the Official Community Plan
- Established Surrey's Heritage Register: evaluation of buildings and owner consultation

Other Relevant Roles

Vancouver Heritage Foundation Granting Committee, 2013 to present
Collaborator – Landscapes of Injustice, University of Victoria, 2013 to 2020
Board Member, BC Association of Heritage Professionals, 2019 to present
President, BC and Yukon Chapter, Canadian Association of Heritage Professionals, 2023 to present

6.4.2. TER HORST RESEARCH

Highlights of Qualifications

Cultural historian Jurian ter Horst, MA, CAHP (Intern), established ter Horst Research in 2018. Jurian ter Horst provides services in historical research and heritage consultancy, including Statements of Significance, Heritage Assessments and Conservation Plans. Previous work includes site research and reports in B.C.'s Lower Mainland and on Vancouver Island.

Other Relevant Roles:
Community Heritage Representative, Gastown Historic Area Planning Committee, 2019-2022
Director, Heritage Vancouver Society, 2020 to present
Director, Vancouver Historical Society, 2020 to present



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Attachment 6

REZONING PERMIT APPLICATION - 18 FEBRUARY 2026

PROPOSED 7-UNIT RESIDENTIAL MIXED-USE BUILDING

3691 & 3695 Chatham Street, Richmond, B.C.

RZ 24-042233



VIEW 7: 3671 & 3631 CHATHAM STREET



VIEW 6: TWO-STOREY HOUSE



VIEW 5: STEVESTON UNITED CHURCH



VIEW 8: THREE-STOREY MIX-USE BUILDING AT 3671 & 3631 CHATHAM STREET



KEY PLAN



VIEW 4: THRIFT STORE ALONG CHATHAM STREET



VIEW 1: THREE-STOREY MIX-USE BUILDING



VIEW 2: TWO-STOREY RESTAURANT BUILDING



VIEW 3: THRIFT STORE

REVISIONS

AUG 18, 2026 RZ3 Re-Submission

FEB 18, 2026 RZ2 Re-Submission

SEPT 19, 2025 RZ Re-Submission

JULY 8, 2024 Rezoning Permit Application

CONSULTANTS

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PROJECT
7-UNIT COMMERCIAL MIXED-USE BUILDING

2 LOT ASSEMBLY
3691,3695 Chatham Street
Richmond, B.C.

PROJECT NO.
2408CHT2

SCALE
AS NOTED

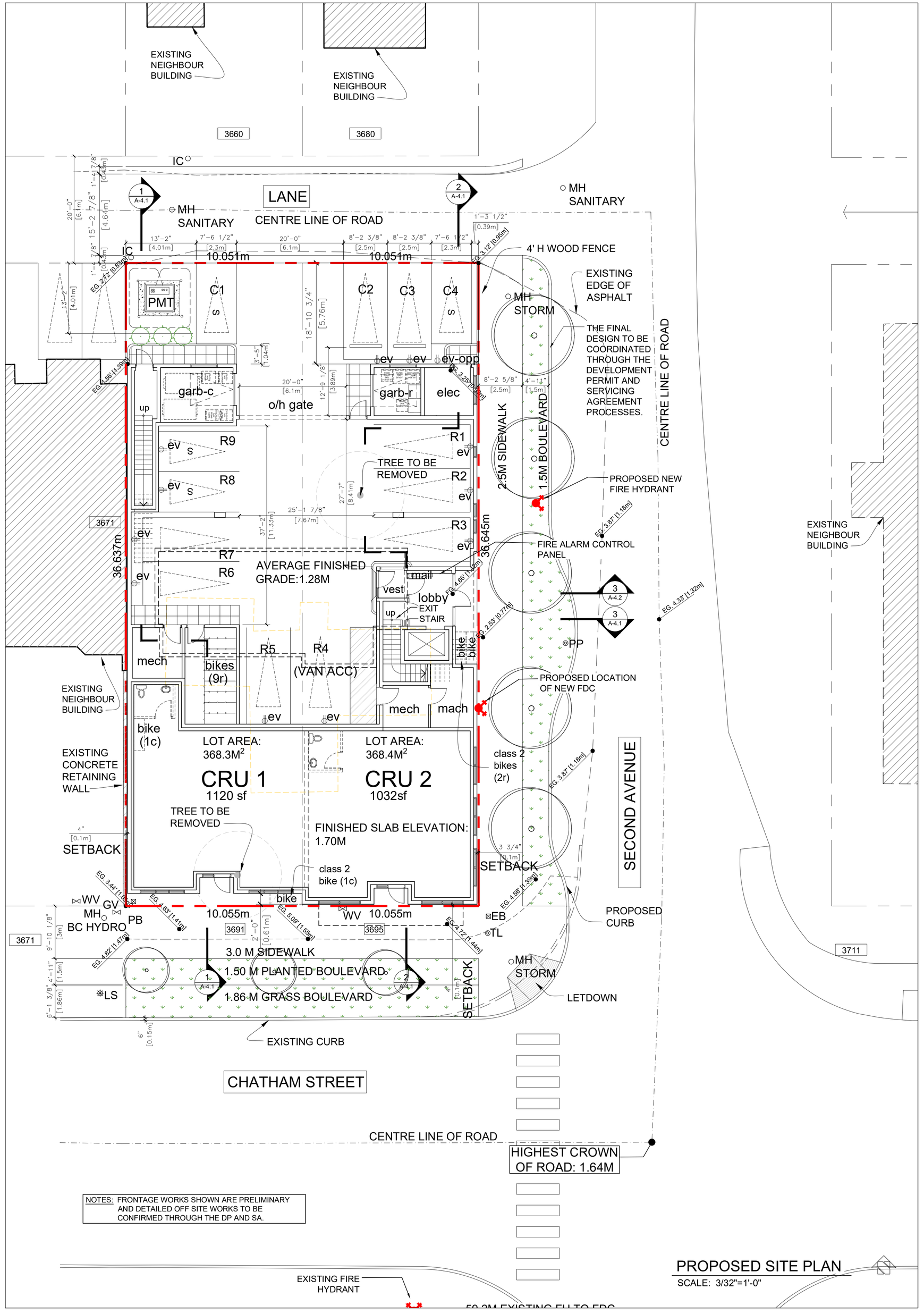
DATE
MARCH 5, 2024

DRAWN BY
KYC / AL

CHECKED BY
KYC

SHEET TITLE
CONTEXT PLAN

DRAWING
A1.0



NOTES: FRONTAGE WORKS SHOWN ARE PRELIMINARY AND DETAILED OFF SITE WORKS TO BE CONFIRMED THROUGH THE DP AND SA.

PROPOSED SITE PLAN
SCALE: 3/32"=1'-0"

CNCL - 147

REZONING APPLICATION
(2 LOTS, 7-UNIT RESIDENTIAL MIXED-USE)

ZONING SUMMARY — Zoning Bylaw No. 8500

NOTE: ✱ ZONING VARIANCE MAY BE REQUIRED

CIVIC ADDRESS:	3691 & 3695 CHATHAM STREET, RICHMOND, BC
LEGAL DESCRIPTION:	LOTS 1 & 2 BLOCK 21 SECTION 3 BLOCK 3N RANGE 7W NWD PLAN 249
PARCEL I.D.	3691: P.I.D. 010-899-090 (LOT2) 3695: P.I.D. 010-899-081 (LOT1)
LOT SIZE:	APPROX. 66.0' x 120' (7,929.8 SF = 0.182 ACRES [736.7 M2])
HERIT/ALR/ESA/NEF:	NO / NO / NO / NO
AREA PLAN / OCP:	STEVESTON 04 / HERITAGE MIXED-USE

	PERMITTED/REQUIRED	PROJECT SPECIFICS (PROPOSED)
LOT ZONING:	CURRENTLY: CS3	ZMU ZONE
DENSITY (MAX):	FAR 1.6 (OCP); 1.0 (CS3)	FAR 1.59 (12,618 SF / 7,929.8 SF)
LOT COVERAGE:	100% MAX FOR BLDGS	82.3% (6,520.9 SF / 7,929.8 SF)
YARD SETBACKS:		
FRONT YARD (S)	0 M W/ LIMITED RECESSES	0.10 M [4"]
SIDE YARD 1 (W)	NONE REQ'D	0.10 M [4"]
SIDE YARD 2 (E)	NONE REQ'D	0.09 M [3.75"]
REAR YARD (N)	NONE REQ'D	5.76 M [18.90']
FCL:	EXEMPT IN STEV. VILLAGE	MBE TO MEET ADJACENT SIDEWALK
BUILDING HEIGHT:	12.0 M [39.37'] MAX	11.95 M [39.21'] TO TOP OF PARAPETS
	3 STOREYS	3 STOREYS
AMENITY SPACE:		
COMMON OUTDR	42 M2 (6 M2/UNIT x 7)	PAY-IN-LIEU
PRIVATE OUTDR	6 M2 [64.6 SF]/UNIT MIN	MIN 16.0 M2 [172 SF]
COMMON INDOOR	50 M2 OR PAY-IN-LIEU	PAY-IN-LIEU
ON-SITE PARKING	13 SPACES REQ'D TOTAL	13 SPACES PROVIDED TOTAL
RESIDENTIAL	9 (7x1.5 PER UNIT) WITH LESS 20% TDM	9 SPACES (INCLUDE 1 H/C SPACE)
VISITORS	2 (7x0.2 PER UNIT) (SHARE WITH CRU)	2 SPACES (SHARE WITH CRU)
COMMERCIAL	4 (2 PER 100M² AFTER 33% REDUCTION)	4 SPACES (INCLUDE 1 H/C SPACE)
EV CHARGING (LVL 2)		
RESIDENTIAL	ALL (9 STALLS)	9 STALLS
COMM. & VISITOR	35% OF NON-RESID PARKING (2 STALLS) + 10% STALL OPP CHG (1 STALLS)	2 STALLS (LEVEL 2) + 1 STALL OPP CHG
SMALL PARKING STALL		
RESIDENTIAL	50%	23% (2/9)
✱ COMMERCIAL	0%	50% (2/4) ✱
BICYCLE PARKING:		
CLASS 1	10 IN TOTAL	10 SPACES IN BICYCLE ROOM
RESIDENTIAL	9 (7 x 1.25/UNIT)	
COMMERCIAL	1 (200 x 0.24/100M2)	
CLASS 2	3 IN TOTAL	3 SPACES
RESIDENTIAL	2 (7 x 0.2/UNIT)	2
COMMERCIAL	1 (200 x 0.4/100M2)	1

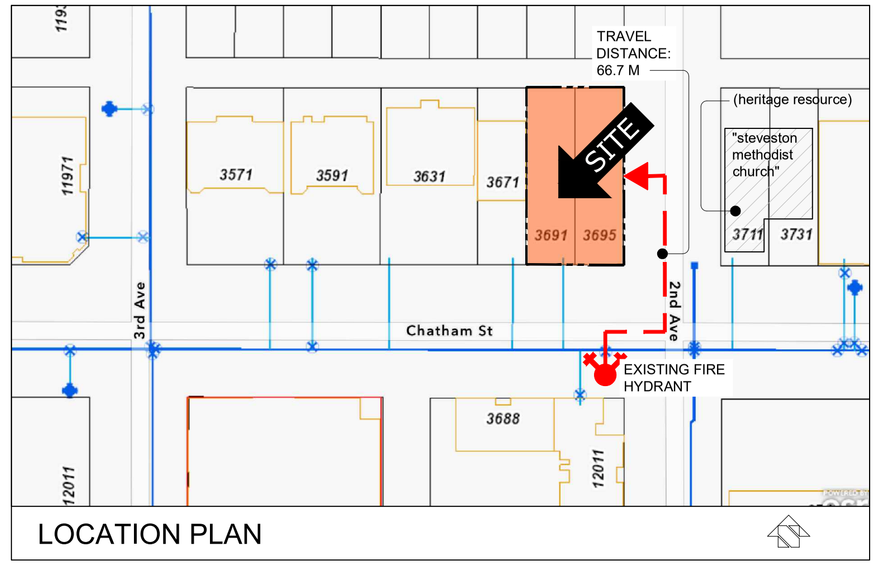
GARBAGE/RECYLE DEPOT:	RESIDENTIAL	COMMERCIAL (RETAIL)
GARBAGE	2 x 360 L CARTS	1 x 3YD3 CART
RECYCLE (MIXED CONTAINERS)	1 x 360 L CARTS	1 x 360 L CARTS
RECYCLE (MIXED PAPER)	1 x 240L BLUE CARTS	2 x 360 L CARTS
FOOD SCRAPS	1 x 240L GREEN CART	1 x 240L CART
GLASS	1 x 240L BLUE CART	-
CARDBOARD	-	1 x 3YD3 CART

AVERAGE FINISHED GRADE (m)				
	SITE (SURVEY)	SITE (EXPECTED)	BLDG	TOTAL AVG.
SW CORNER	1.05	1.52	1.60	
SE CORNER	1.43	1.55	1.60	
NE CORNER	0.95	0.95	1.08	
NW CORNER	0.83	0.83	1.10	
AVG GRD		1.21	1.35	1.28

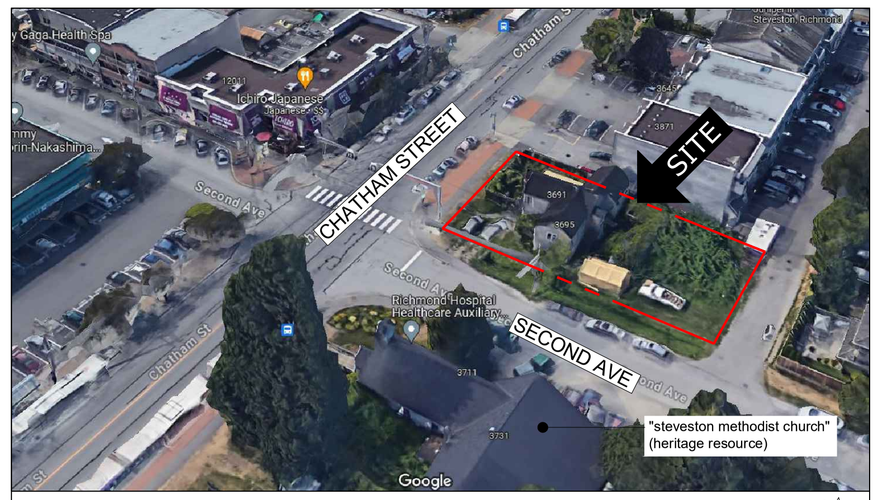
PROPOSED FLOOR AREA BREAKDOWN (sf)

	CRU AREA	RESID AREA	NO. UNITS	EXEMPT (UNIV DSGN)	FAR AREA	EXEMPT (MECH/PKG)	EXEMPT (SHAFT)
L1	2152	523	-----	-----	2,675	3,747	-----
L2-3	-----	9,943	7	?	9,943	65	184
TOTAL	2152	10,466	7	?	12,618	3,812	184

*PERMITTED 1.6 FAR = 12,687.6 SF / 7,929.8 SF



LOCATION PLAN



CONTEXT PLAN

PROJECT DESCRIPTION

A MIXED-USE RESIDENTIAL/COMMERCIAL BUILDING IS PROPOSED FOR THIS 0.18-ACRE, TWO-LOT [66' x 120'], CORNER SITE IN STEVESTON VILLAGE, REQUESTING A REZONING FROM CS3 TO A SITE-SPECIFIC ZMU ZONE (COMMERCIAL MIXED USE – STEVESTON VILLAGE). ALTHOUGH THE EXISTING CS3 ZONE PERMITS UP TO A 1.0 FAR DENSITY (WITH THE INTENT TO "SUPPORT THE CONSERVATION OF THE HERITAGE CHARACTER OF STEVESTON VILLAGE"), THE STEVESTON AREA PLAN 2.4 PERMITS UP TO 1.6 FAR IN A 3-STOREY BUILDING.

THE PROJECT PROPOSES 2152 SF OF COMMERCIAL RETAIL SPACE AND AN ENCLOSED PARKADE FOR 9 RESIDENTIAL SPACES AT LEVEL 1 (MAIN FLOOR). FOUR OUTDOOR COMMERCIAL PARKING SPACES ARE LOCATED ADJACENT TO THE LANE. THE SECOND AND THIRD FLOORS PROPOSE 7 TWO-STOREY RESIDENTIAL DWELLING UNITS, RANGING IN SIZE FROM 1339 SF TO 1520 SF, EACH WITH PRIVATE OUTDOOR AREAS OF FRONT YARDS AND ROOF DECKS. TWO STEVESTON VILLAGE CONSERVATION BULLETINS (PLANNING 01 AND 02) OUTLINE THE KEY PLANNING ISSUES AND REQUIREMENTS FOR DEVELOPMENT APPROVALS. FOR THIS PROJECT, THEY INCLUDE:

- CONSIDER THE IMPACT ON, AND RELATIONSHIP TO, THE ADJACENT HERITAGE RESOURCE, WHICH IS ONE OF THE 17 IDENTIFIED HERITAGE BUILDINGS (OWNERS TO "STRIVE TO CONSERVE AND MAINTAIN THEIR EXTERIORS").
- REFLECT THE SMALL LOT PARCELING FROM THE ORIGINAL 1892 VILLAGE SURVEY PLAN.
- REQUIRE A DEVELOPMENT PERMIT FOR THE PROPOSED DEVELOPMENT AND A HERITAGE ALTERATION PERMIT FOR THE DETAILED AWNING AND SIGNAGE DESIGN.
- REVIEW AVAILABLE FINANCIAL INCENTIVES, VIA A NEW STEVESTON CONSERVATION ZONE, FOR INCREASED FAR, HERITAGE COST SHARING, REDUCED PARKING REQUIREMENTS, ETC.

DRAWING LIST

Architectural

A1.0 CONTEXT PLAN
A1.1 PROJECT DATA, SITE/PARKING PLAN
A1.2 FIREFIGHTING PLANS
A1.3 FAR CALCULATION
A1.4 SITE IMPERMEABILITY AND SITE COVERAGE
A2.1 FLOOR PLANS: LEVEL 1 & 2
A2.2 FLOOR PLANS: LEVEL 3 & ROOF
A3.1 SOUTH & EAST ELEVATIONS
A3.2 NORTH & WEST ELEVATIONS
A4.1 SECTIONS
A4.2 SECTIONS
A5.1 3D VIEWS
A5.2 3D VIEWS

Survey

TOPO SURVEY DATED FEBRUARY 28, 2024

Arbourist

REVISED REPORT , DATED JULY 29, 2024

Landscape

DRAWINGS , DATED FEB 18, 2026

Heritage

REPORT , DATED SEPT 2025
EXECUTIVE SUMMARY, DATED FEB 18, 2026

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REVISIONS

AUG 18, 2026 RZ3 Re-Submission

FEB 18, 2026 RZ2 Re-Submission

SEPT 19, 2025 RZ Re-Submission

JULY 8, 2024 Rezoning Permit Application

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7-UNIT COMMERCIAL MIXED-USE BUILDING
2 LOT ASSEMBLY
3691,3695 Chatham Street
Richmond, B.C.

PROJECT NO.
2408CHT2

SCALE
AS NOTED

DATE
MARCH 5, 2024

DRAWN BY
KYC / AL

CHECKED BY
KYC

SHEET TITLE
PROJECT DATA, SITE / PARKING PLAN

DRAWING
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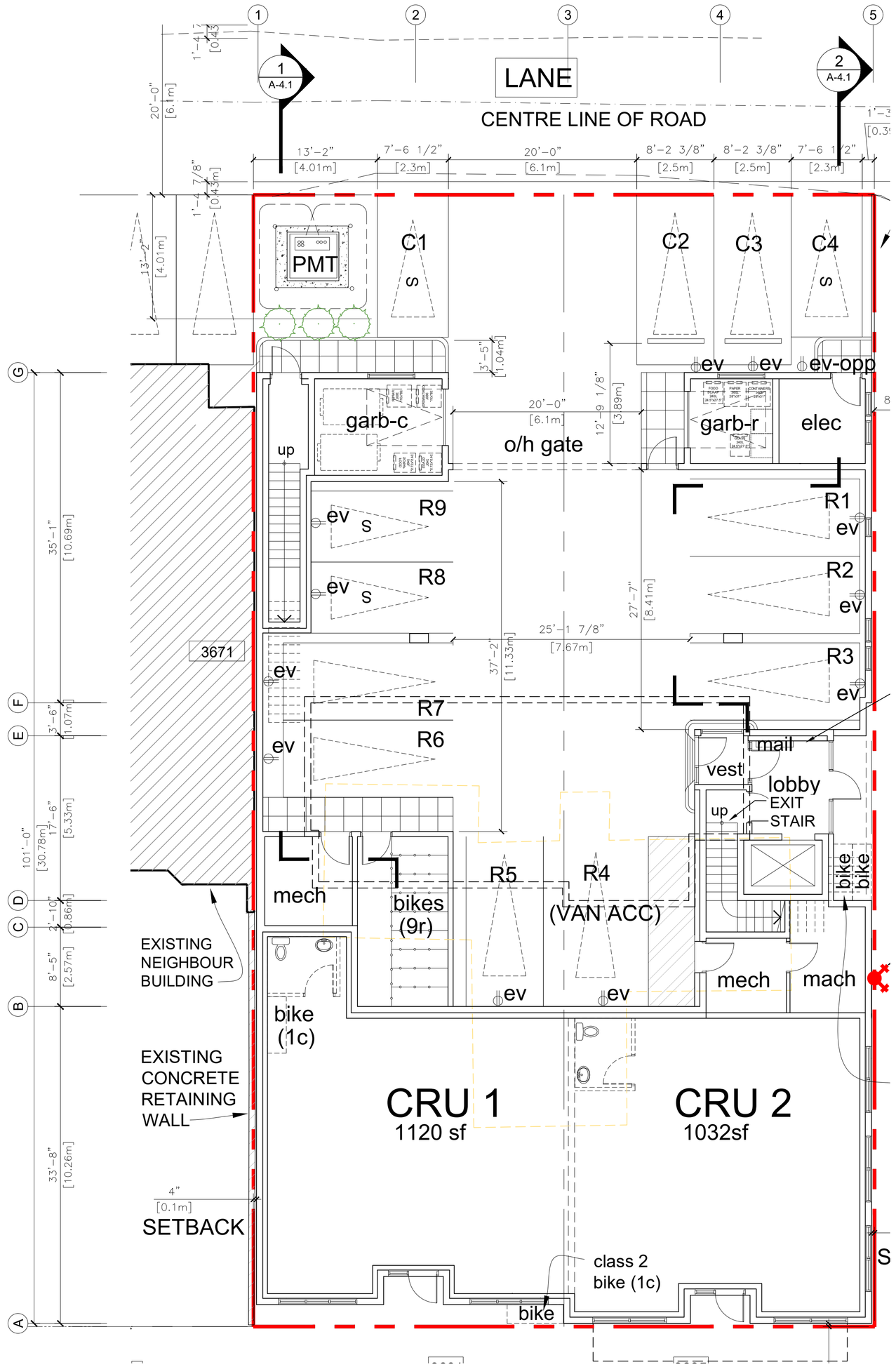
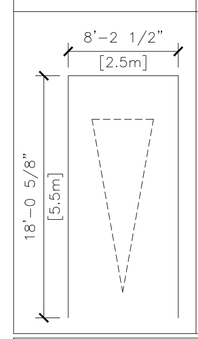
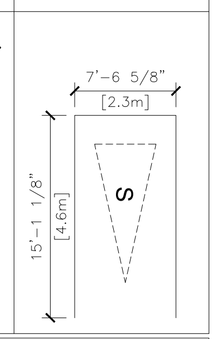
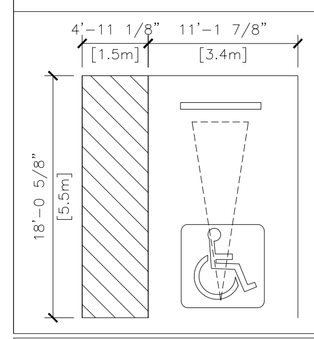
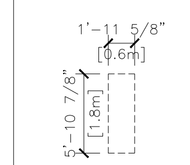
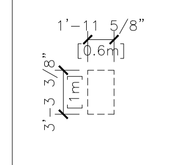


PARKING STALL TYPES:

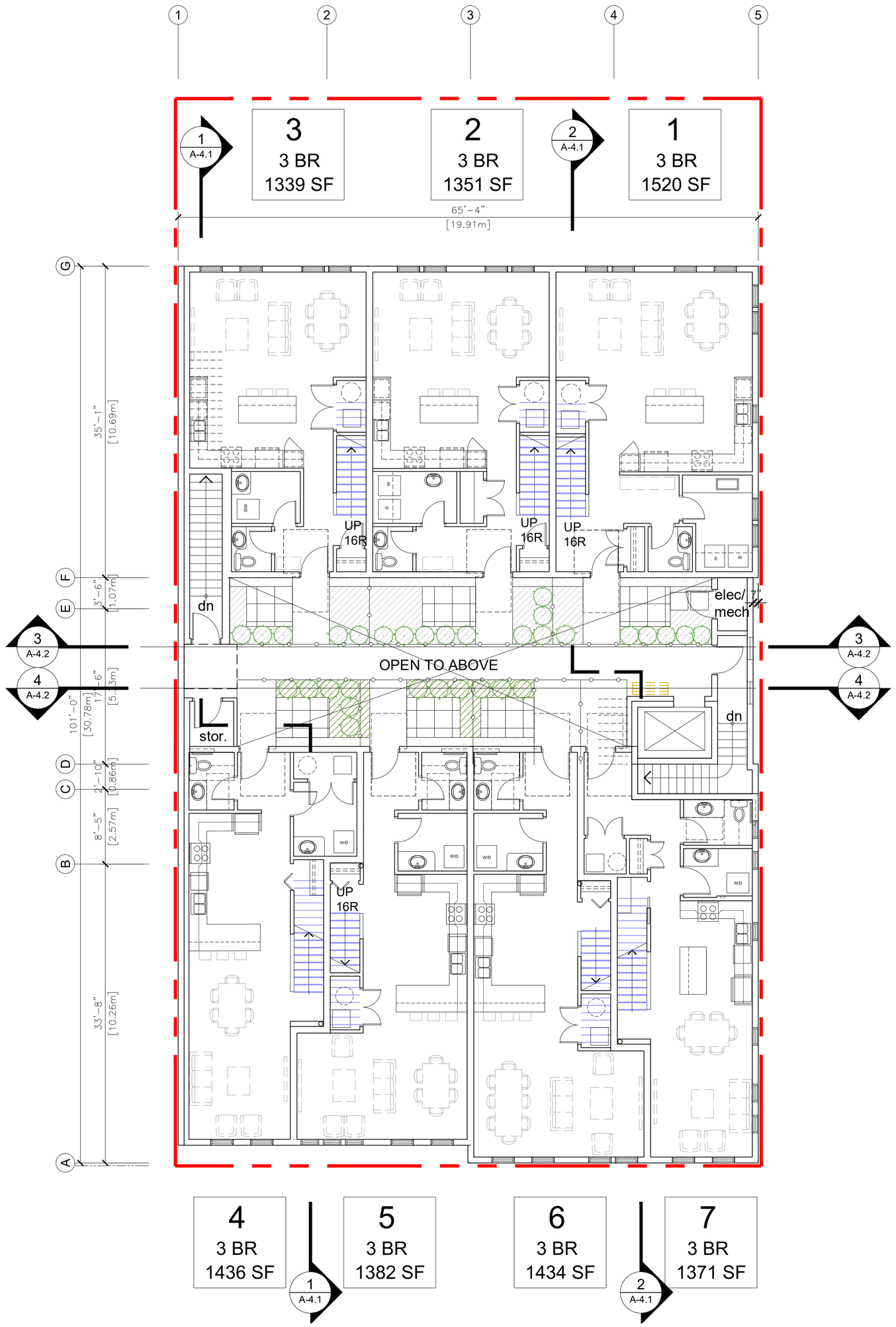
CAR (STANDARD)	CAR (SMALL)
	

CAR (VAN ACCESSIBLE)



BIKE (HORIZONTAL)	BIKE (VERTICAL)
	

FLOOR PLAN: LEVEL 1
SCALE: 1/8"=1'-0"



FLOOR PLAN: LEVEL 2
SCALE: 1/8"=1'-0"

REVISIONS

AUG 18, 2026 RZ3 Re-Submission

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SEPT 19, 2025 RZ Re-Submission

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PROJECT
7-UNIT COMMERCIAL MIXED-USE BUILDING

2 LOT ASSEMBLY
3691,3695 Chatham Street
Richmond, B.C.

PROJECT NO.
2408CHT2

SCALE
1/8"=1'-0"

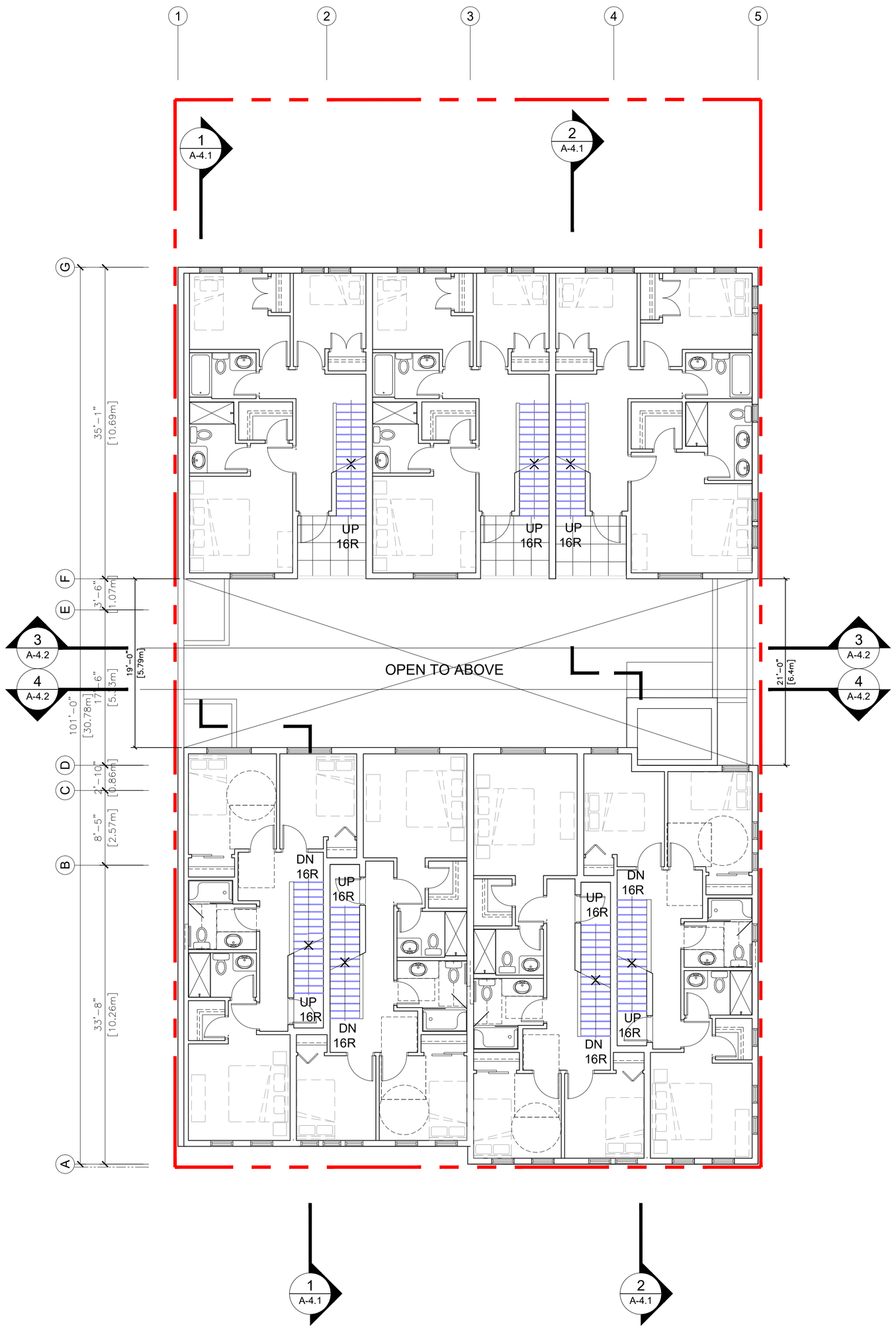
DATE
MARCH 5, 2024

DRAWN BY
KYC / AL

CHECKED BY
KYC

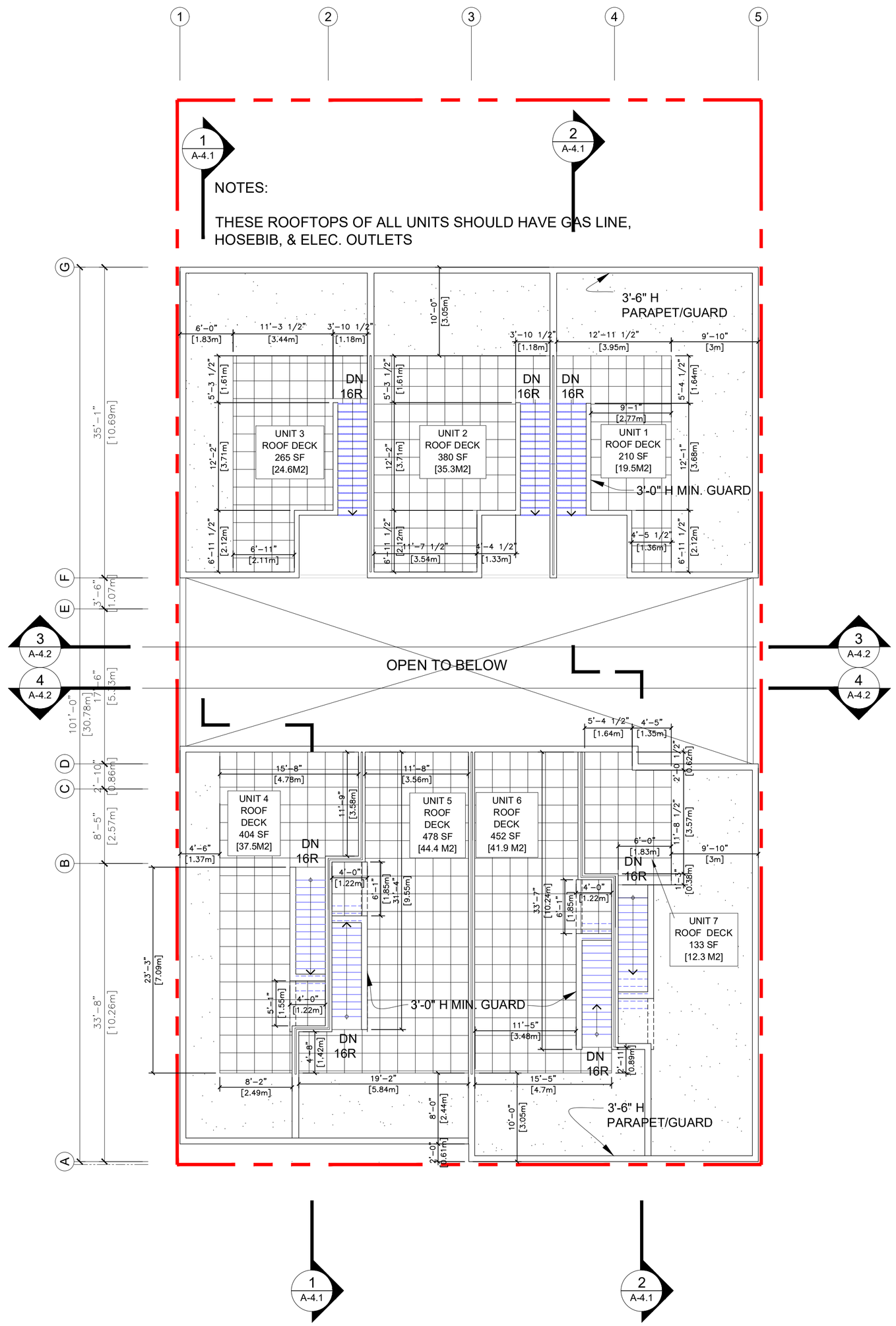
SHEET TITLE
FLOOR PLANS:
LEVEL 1 & 2

DRAWING
A2.1



FLOOR PLAN: LEVEL 3

SCALE: 1/8"=1'-0"



FLOOR PLAN: ROOF

SCALE: 1/8"=1'-0"

CNCL - 149

REVISIONS

AUG 18, 2026 RZ3 Re-Submission

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3691,3695 Chatham Street
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PROJECT NO.
2408CHT2

SCALE
1/8"=1'-0"

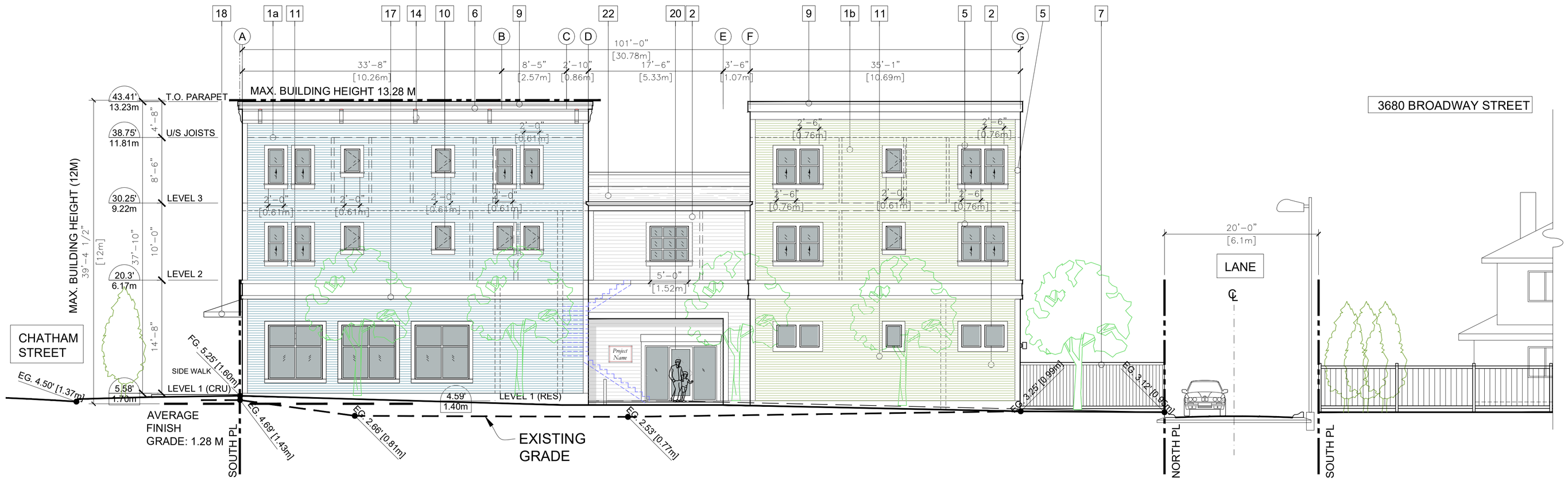
DATE
MARCH 5, 2024

DRAWN BY
KYC / AL

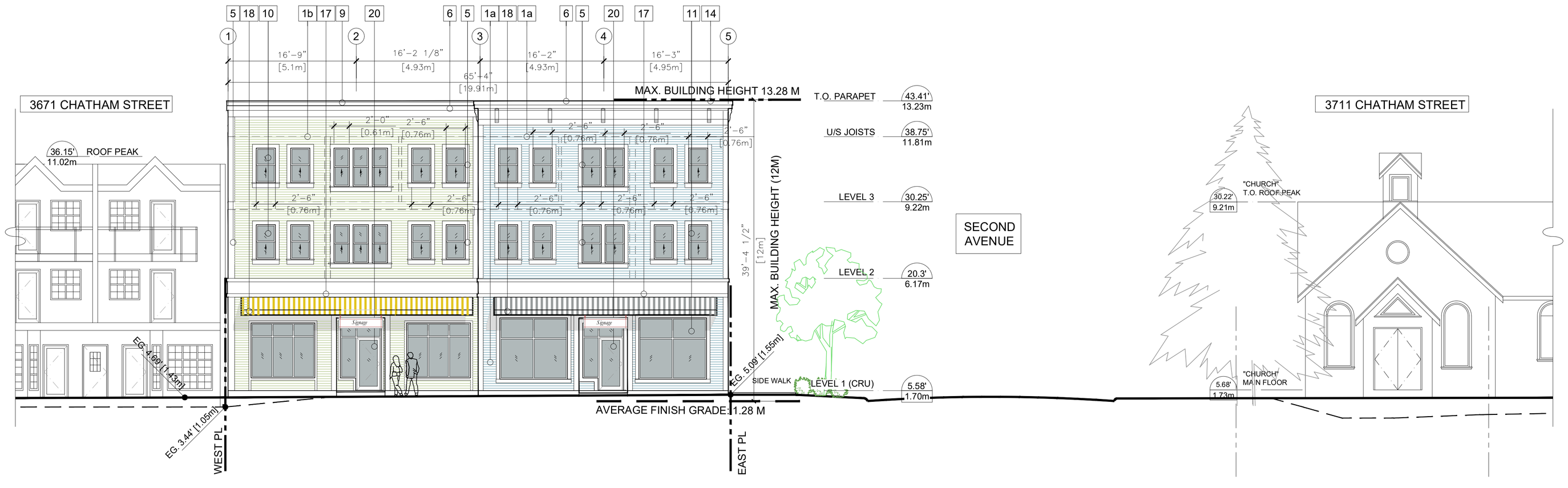
CHECKED BY
KYC

SHEET TITLE
FLOOR PLANS:
LEVEL 3 & ROOF

DRAWING
A2.2



EAST ELEVATION
SCALE: 1/8"=1'-0"



SOUTH ELEVATION
SCALE: 1/8"=1'-0"

NOTE: *ALL COLOURS TO BE VERIFIED WITH MATERIAL MANUFACTURER OR EQUIVALENT FOR APPROVAL.*

1 HARDIE LAP SIDING (4" EXP)
   a. COLOUR: LIGHT BLUE
   b. COLOUR: SAGE GREEN

2 HARDIE LAP SIDING (6" EXP)
   -COLOUR: LIGHT GREY

3 SBS ROOFING: COLOUR NEUTRAL

4 RESERVED

5 FIBRE CEMENT (OR WOOD) TRIM
- COLOUR: OFF-WHITE

6 BUILT UP WOOD / FOAM CORNICE TRIM
COLOUR: OFF-WHITE

7 1X6 VERTICAL WOOD BOARDS FENCE

8 METAL PICKET GUARDRAIL AT ROOF DECK
COLOUR: DARK GREY OR OFF-WHITE

9 PREFINISHED METAL FLASHING
COLOUR: OFF-WHITE

10 PREFINISHED PVC FRAME WINDOWS C/W DOUBLE GLAZING
COLOUR: CHARCOAL

11 METAL FRAME WINDOWS C/W DOUBLE GLAZING
COLOUR: CHARCOAL

12 RESERVED

13 RESERVED

14 RESERVED

15 CORNICE DETAIL - WOOD
COLOUR: OFF-WHITE

16 RESERVED

17 WOOD MARQUEE OR FASCIA SIGN PER DEVELOPMENT PERMIT GUIDELINES. ILLUMINATED WITH CONCEALED OVERHEAD LIGHTING.

18 CANOPY CANVAS AWNING
(SIDEWALK ENCROACHMENT AGREEMENT WITH CITY)

19 HOLLOW METAL DOOR AND PRESSED STEEL FRAME
COLOUR: DARK GREY

20 INSULATED HOLLOW METAL DOOR AND PRESSED STEEL FRAME
COLOUR: CHARCOAL
GLAZE PANEL: CLEAR

21 METAL SECURITY GATE OVERHEAD DOOR
3 OPEN GRILLE SECTIONS WITH 2"X3" FRAMEWORK & 5/8" PICKETS AT 4 1/2" O.C.
COLOUR: DARK GREY

22 SHINGLE ROOF
COLOUR: DARK GREY

REVISIONS

AUG 18, 2026 RZ3 Re-Submission

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2 LOT ASSEMBLY
3691,3695 Chatham Street
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PROJECT NO.
2408CHT2

SCALE
1/8"=1'-0"

DATE
MARCH 5, 2024

DRAWN BY
KYC / AL

CHECKED BY
KYC

SHEET TITLE
SOUTH & EAST ELEVATIONS

DRAWING
A3.1

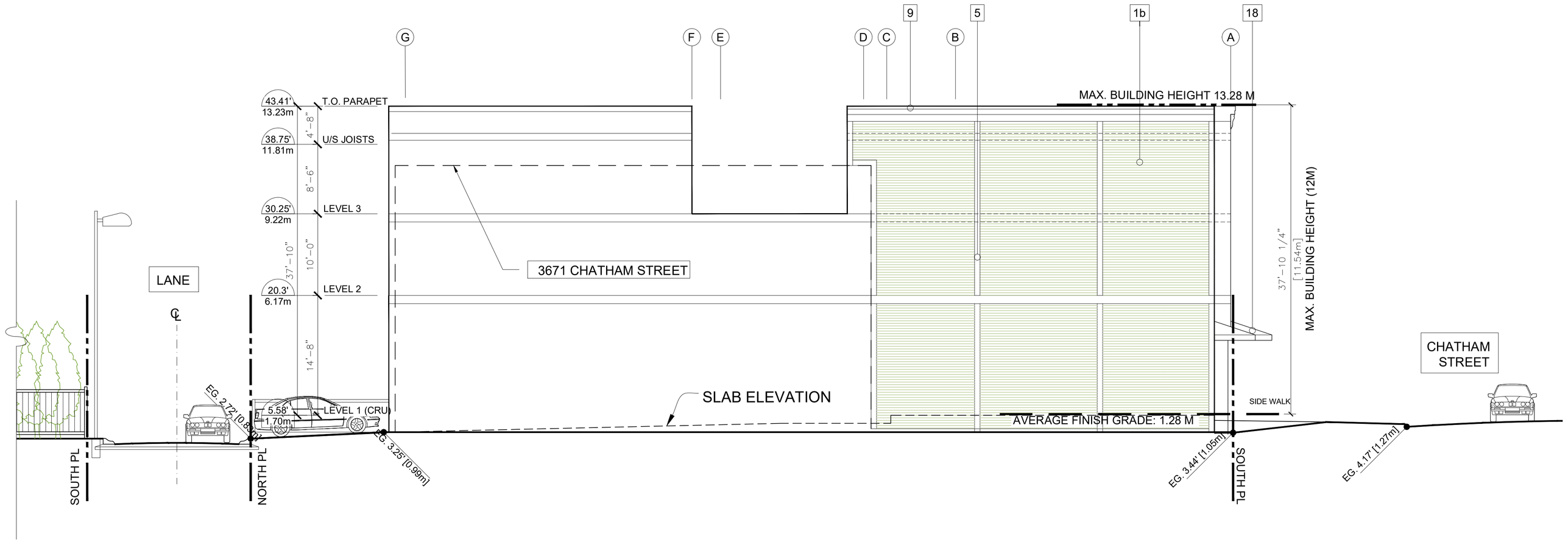
CNCL - 150

CNCL - 151



NORTH ELEVATION

SCALE: 1/8"=1'-0"



WEST ELEVATION

SCALE: 1/8"=1'-0"

NOTE: *ALL COLOURS TO BE VERIFIED WITH MATERIAL MANUFACTURER OR EQUIVALENT FOR APPROVAL.*

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- b. COLOUR: SAGE GREEN

2 HARDIE LAP SIDING (6" EXP)
-COLOUR: LIGHT GREY

3 SBS ROOFING: COLOUR NEUTRAL

4 RESERVED

5 FIBRE CEMENT (OR WOOD) TRIM
- COLOUR: OFF-WHITE

6 BUILT UP WOOD / FOAM CORNICE TRIM
COLOUR: OFF-WHITE

7 1X6 VERTICAL WOOD BOARDS FENCE

8 METAL PICKET GUARDRAIL AT ROOF DECK
COLOUR: DARK GREY OR OFF-WHITE

9 PREFINISHED METAL FLASHING
COLOUR: OFF-WHITE

10 PREFINISHED PVC FRAME WINDOWS C/W DOUBLE GLAZING
COLOUR: CHARCOAL

11 METAL FRAME WINDOWS C/W DOUBLE GLAZING
COLOUR: CHARCOAL

12 RESERVED

13 RESERVED

14 RESERVED

15 CORNICE DETAIL - WOOD
COLOUR: OFF-WHITE

16 RESERVED

17 WOOD MARQUEE OR FASCIA SIGN PER DEVELOPMENT PERMIT GUIDELINES. ILLUMINATED WITH CONCEALED OVERHEAD LIGHTING.

18 CANOPY CANVAS AWNING
(SIDEWALK ENCROACHMENT AGREEMENT WITH CITY)

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COLOUR: DARK GREY

20 INSULATED HOLLOW METAL DOOR AND PRESSED STEEL FRAME
COLOUR: CHARCOAL
GLAZE PANEL: CLEAR

21 METAL SECURITY GATE OVERHEAD DOOR 3 OPEN GRILLE SECTIONS WITH 2"X3" FRAMEWORK & 5/8" PICKETS AT 4 1/2" O.C.
COLOUR: DARK GREY

22 SHINGLE ROOF
COLOUR: DARK GREY

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2 LOT ASSEMBLY
3691,3695 Chatham Street
Richmond, B.C.

PROJECT NO.
2408CHT2

SCALE
1/8"=1'-0"

DATE
MARCH 5, 2024

DRAWN BY
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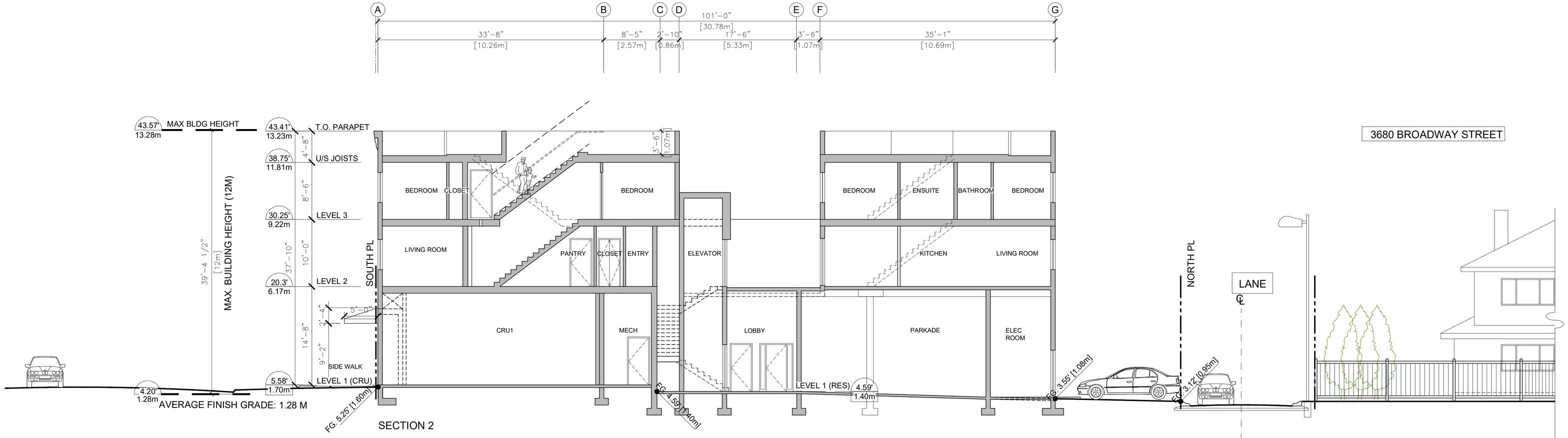
KYC

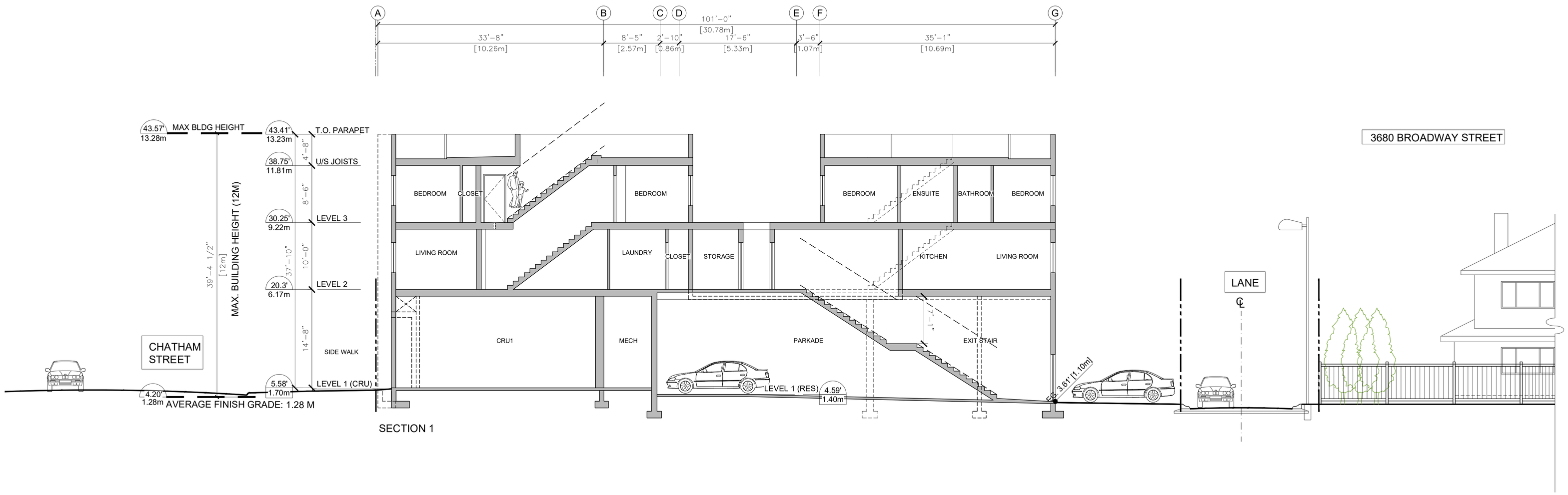
SHEET TITLE
NORTH & WEST ELEVATIONS

DRAWING
A3.2



SECTION 2

2 SECTION
SCALE: 1/8"=1'-0"



SECTION 1

1 SECTION
SCALE: 1/8"=1'-0"

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AUG 18, 2026 RZ3 Re-Submission

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3691,3695 Chatham Street
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SCALE
1/8"=1'-0"

DATE
MARCH 5, 2024

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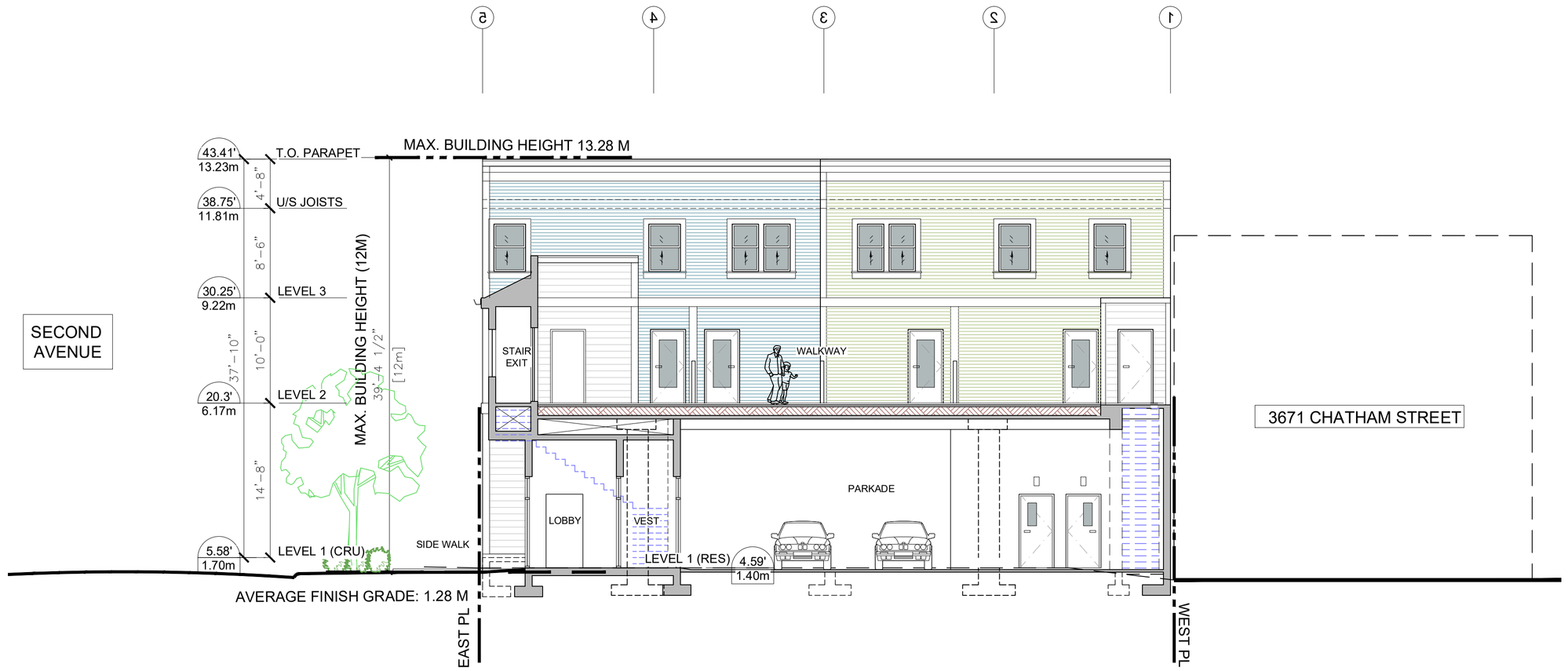
KYC

SHEET TITLE
SECTIONS

DRAWING
A4.1

CNCL - 152

CNCL - 153



4 SECTION
SCALE: 1/8"=1'-0"



3 SECTION
SCALE: 1/8"=1'-0"

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KYC

SHEET TITLE
SECTIONS

DRAWING
A4.2





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KYC

SHEET TITLE
3D VIEWS

DRAWING
A5.1

CNCL - 154





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SHEET TITLE
3D VIEWS

DRAWING
A5.2

City of Richmond

Rezoning Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 3691/3695 Chatham Street **File No.:** RZ 24-042233

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10759, the developer is required to complete the following:

1. **(Development Permit)** The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
2. **(Lot Consolidation)** Consolidation of all the lots into one development parcel.
3. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on Title.
4. **(Contribution – Affordable Housing)** City acceptance of the developer's offer to voluntarily contribute $15 per buildable square foot ($158,035.20) to the City's Affordable Housing Fund.
5. **(Contribution – Market Rental)** City acceptance of the developer's offer to voluntarily contribute $3.49 per buildable square foot ($36,769.52) to the City's Affordable Housing Fund.
6. **(Contribution – Steveston Village Heritage Conservation Grant Program)** City acceptance of the developer's offer to voluntarily contribute $81.50 per buildable square foot for 0.4 FAR of the site's density ($258,511.48), minus the applicable affordable housing cash-in-lieu contribution (under consideration 4 above) for the development, in accordance with the Steveston Village Heritage Conservation Grant Program (Policy 5900). The total required amount is $100,476.28.
7. **(Contribution – Indoor Amenity)** City acceptance of the developer's offer to voluntary contribute $2,309.00 per dwelling unit (e.g. $16,163.00) in-lieu of on-site indoor amenity space. Where the contribution is not received within one year of the rezoning bylaw receiving third reading, the contribution shall be recalculated based on the rate in effect at the time of payment, as updated periodically and published in a City Bulletin.
8. **(Voluntary Tree Contribution)** City acceptance of the developer's offer to voluntarily contribute $3,000 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
9. **(Housing Tenure and Age Restriction)** Registration of a restrictive covenant prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.
10. **(Mixed Use Noise)** Registration of a legal agreement on Title that identifies the building as a mixed use building indicating that they are required to mitigate unwanted noise and demonstrate that the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's Noise Bylaw and noise generated from rooftop HV AC units will comply with the City's Noise Bylaw.
11. **(Shared Commercial / Residential Visitor Vehicle Parking)** Registration of a legal agreement on Title ensuring the shared use of two commercial and residential visitor parking spaces and prohibiting assignment of either parking space to a particular unit or user.
12. **(Transportation Demand Management – Transit Passes)** Registration of a legal agreement on Title to ensure the execution and completion of a transit pass program, including the following method of administration and terms:
    a) Provide seven (i.e. one per residential unit), one year, two zone monthly transit passes.
    b) Provide a letter of credit to the City for 100% of transit pass program value.
    c) If administered by TransLink or a management company, the owner is not responsible for the monitoring of transit pass use, only noting the number of "subscribed" users to the program until the full unit count is exhausted.
    d) If the transit pass program is not fully subscribed within one year, the program is to be extended until the equivalence of the costs of the full one year transit pass program has been exhausted. Should all transit passes not be utilized by the end of the second year, the remaining funds equivalent to the value of the unsubscribed transit passes are to be transferred to the City of Richmond for alternate transportation demand management measures at the City's discretion.

Initial: _____

e) The availability and method of accessing the two-zone transit passes is to be clearly explained in the tenancy and sales agreements.

13. **(Fees - Notices)** Payment of all fees in full for the cost associated with the public notices (e.g., Notice of First Reading), consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

14. **(Servicing Agreement)** Enter into a Servicing Agreement* for the design and construction of the following works. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works may include, but are not limited to the following, to the satisfaction of the Director, Transportation:

Transportation Works

a) Along the site's full frontage along 2nd Avenue:
   - 0.15m curb and gutter.
   - A minimum 1.5m planted boulevard.
   - A minimum 2.5m sidewalk/pathway clear of above-grade obstructions.
   - Pavement widening to 5.6m from new curb to centerline to accommodate one southbound travel lane and one parking lane.
   - Retention and protection of the existing utility pole within the 2nd Avenue road right-of-way, with the final design and appropriate treatment to be determined through detailed design.

b) Along the site's full frontage on Chatham Street:
   - 0.15m curb and gutter.
   - 1.5 m grassed boulevard clear of trees and utilities, to allow for potential future road widening.
   - 1.5 m planted boulevard.
   - Sidewalk/Pathway clear of obstructions between boulevard and the PL.

c) Along the sites full frontage of the Lane north of the property line, at the applicant's cost:
   - 0.15 m curb and gutter
   - 5.2 m paved roadway
   - 0.15 m curb and gutter
   - 0.6 m utility strip with street lighting

d) Utility relocations as required to accommodate these frontage upgrades.

e) Construction of curb bulges and letdowns at the intersection of Chatham Street and 2nd Avenue.

Water Works:

a) Using the OCP Model, there is 600.0 L/s of water available at a 20 psi residual at the Chatham Street frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.

b) The Developer is required to coordinate with Richmond Fire Rescue to confirm whether fire hydrants are required along the proposed development's lane frontage. If required by RFR, the necessary water main and hydrant installations shall be reviewed by Engineering and added to the servicing agreement scope.

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

   i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.

   ii) Install approximately 55m of new water main along 2nd Avenue, from the existing water main at Chatham Street to the north property line of the development site. At the dead-end of the water main, provide a hydrant and blow-off assembly as per City's specifications. Alignment and details such as the diameter and fittings of the new water main shall be determined via the servicing agreement design.

   iii) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use. At minimum, one additional hydrant on the 2nd Avenue frontage is required. Fire department approval is required for all fire hydrant installations and relocations.

   iv) 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 W2n-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized via the servicing agreement process.

Initial: _____

d) At Developer's cost, the City will:
   i) Cut and cap at the main the existing water service connection and remove meter servicing the development site.
   ii) Install one new water service connection, complete with water meter and meter box in a right-of-way which will be provided by developer as per City's specifications. Location of the water meter shall be along 2nd Avenue frontage.
   iii) Complete all tie-ins for the proposed works to existing City infrastructure.

Storm Sewer Works:

a) At Developer's cost, the Developer is required to:
   i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
   ii) Install approximately 25m of new storm sewer along Chatham Street frontage, complete with manholes. Connect the proposed storm sewer to the existing storm sewer at the north side of Chatham Street via new manholes. Alignment and details such as the slope and high point of the new storm sewer shall be determined via the servicing agreement design.
   iii) Perform a capacity analysis to size the proposed new storm sewer in Chatham Street. The analysis shall consider both the existing condition and the 2041 OCP condition and include runoff from the future roads proposed in the OCP. The minimum diameter of the new storm sewer shall be 600mm as per City specifications.
   iv) Upgrade approximately 25m of existing storm lane drainage at the north property line of the development site, complete with manholes and catch basins as required. Tie-in to the east shall be to the existing storm sewer along 2nd Avenue through a new manhole. West end of the new lane drainage shall terminate with a manhole. Alignment and details such as the slope and high point of the new storm lane drainage shall be determined via the servicing agreement design.
   v) Install one new storm service connection, complete with inspection chamber in a right-of-way, off of the existing storm sewer at the 2nd Avenue frontage to service the development site.
b) At Developer's cost, the City will:
   i) Cut and cap at main, all existing storm service connections and remove associated inspection chambers servicing the development site.
   ii) Complete all tie-ins for the proposed works to existing City infrastructure.

Sanitary Sewer Works:

a) At Developer's cost, the Developer is required to:
   i) Install one new sanitary service connection complete with inspection chamber in a right-of-way, off of the existing manhole SMH5500 at the 2nd Avenue and rear lane intersection to service the development site.
b) At Developer's cost, the City will:
   i) Cut and cap, at inspection chamber, the existing sanitary service connection located at the northwest corner of the development site. Retain the inspection chamber to serve adjacent properties.
   ii) Complete all tie-ins for the proposed works to existing City infrastructure.

Street Lighting:

a) At Developer's cost, the Developer is required to:
   i) Provide street lighting along the development's frontages according to the following:
      (1) Chatham Street (North side at intersection with 2nd Ave)
         (a) Decorative Luminaire Pole and associated Luminaire.
      (2) 2nd Avenue (West Side)

Initial: _____

(a) Standard Roadway Luminaire Pole and associated Luminaire.

(3) Rear Lane

(a) Laneway Luminarie Pole and associated Luminaire

ii) Provide roadway lighting calculations as per City of Richmond Standards.

iii) Lowered streetlight conduits to provide adequate depth of cover.

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

i) If required, coordinate with BC Hydro regarding the removal of leased BC Hydro Street lighting luminaries and associated items.

General Items:

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

i) Complete other frontage improvements as per Transportation requirements.

ii) 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.

iii) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all above ground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:

- BC Hydro PMT – 4.0 x 5.0 m
- BC Hydro LPT – 3.5 x 3.5 m
- Street light kiosk – 1.5 x 1.5 m
- Traffic signal kiosk – 2.0 x 1.5 m
- Traffic signal UPS – 1.0 x 1.0 m
- Shaw cable kiosk – 1.0 x 1.0 m
- Telus FDH cabinet – 1.1 x 1.0 m

iv) Provide, prior to start of site preparation works or within the first servicing agreement submission, whichever comes first, a preload plan and geotechnical assessment of preload, dewatering, and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.

v) Provide a video inspection report of the existing sanitary sewer and storm sewer along the 2nd Avenue and rear lane frontages prior to start of site preparation works or within the first servicing agreement submission, whichever comes first. A follow-up video inspection, complete with a civil engineer's signed and sealed recommendation letter, is required after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities and provide recommendations to retain, replace, or repair. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced or repaired at the Developer's cost.

vi) Conduct pre- and post-preload elevation surveys of all surrounding roads, utilities, and structures. Any damage, nuisance, or other impact to be repaired at the developer's cost. The post-preload elevation survey shall be incorporated within the servicing agreement design.

vii) Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.

viii) Submit a proposed strategy at the building permit stage for managing excavation de-watering. Note that the City's preference is to manage groundwater onsite or by removing and disposing at an appropriate facility. If this is not feasible due to volume of de-watering, the Developer will be required to apply to Metro Vancouver for a permit to discharge into the sanitary sewer system. If the sanitary sewer does not have adequate capacity to receive the volume of groundwater, the Developer will be required to enter into a de-watering agreement with the City wherein the developer will be required to treat the groundwater before discharging it to the City's storm sewer system.

ix) 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.

x) Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream. The developer's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:

(a) Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.

(b) Pipe sizes, material and slopes.

(c) Location of manholes and fire hydrants.

(d) Road grades, high points and low points.

(e) Alignment of ultimate and interim curbs.

(f) Proposed street lights design.

xi) Enter into, if required, additional legal agreements, as determined through 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, 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.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. **(Acoustic and Thermal Report)** Submission of an acoustical and thermal report with recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

2. **(Landscape Plan and Security)** Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100 per cent of the cost estimate provided by the Landscape Architect, including installation costs.

Initial: _____

3. **(Energy Efficiency Report)** Submission of an energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required BC Energy Step Code and/or Zero Carbon Code, in compliance with the City's Official Community Plan and Building Regulation Bylaw No. 7230.

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

1. **(Construction Parking and Traffic Management Plan)** 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. **(Accessibility Measures)** Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. **(Construction Hoarding)** 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.

- If the development intends to create one or more air space parcels, an Air Space Parcel Subdivision Application is required. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.

- 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 concurrence on file)

_____ _____

Signed Date

City of Richmond

Bylaw 10759

Richmond Zoning Bylaw 8500
Amendment Bylaw 10759 (RZ 24-042233)
3691 and 3695 Chatham Street

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended by:

   a. Inserting the following into Section 20 – Site Specific Mixed Use Zones, in numerical order:

"**20.65 Commercial Mixed Use (ZMU65) – Chatham Street (Steveston)**

20.65.1 Purpose

The **zone** provides for a combination of commercial, industrial and residential **uses** in the Steveston Village Heritage Conservation Area.

20.65.2 Permitted Uses

- **animal grooming**
- **broadcasting studio**
- **child care**
- **education**
- **education, commercial**
- **government service**
- **health service, minor**
- **housing, apartment**
- **industrial, general**
- **liquor primary establishment**
- **manufacturing, custom indoor**
- **microbrewery, winery and distillery**
- **office**
- **parking, non-accessory**
- **recreation, indoor**
- **recycling depot**
- **restaurant**
- **retail, convenience**
- **retail, general**

20.58.3 Secondary Uses

- **boarding and lodging**
- **community care facility, minor**
- **home business**

- **retail, second hand**
- **service, business support**
- **service, financial**
- **service, household repair**
- **service, personal**
- **studio**
- **veterinary service**

20.65.4 Permitted Density

1. The maximum **floor area ratio** is 1.6.

2. There is no maximum **floor area ratio** for **non-accessory parking** as a principal use.

20.65.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 100% for **building**s.

20.65.6 Yards & Setbacks

1. There is no minimum **front yard, rear yard** or **side yard setback**.

20.65.7 Permitted Heights

1. The maximum **building height** for the **site** is 12.0 m, containing not more than three **storeys**.

20.65.8 Subdivision Provisions/Minimum Lot Size

1. The minimum **lot area** is 700 m^2.

20.65.9 Landscaping & Screening

1. **Landscaping** and **screening** shall be provided according to the provision of Section 6.0.

20.65.10 On-Site Parking

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set-out in Section 7.0 except that:

   a) Required **parking spaces** for residential visitor and non-residential **uses** may be shared.

   b) On-site **vehicle** parking shall be provided at the following rate:

      i) Commercial **uses** - on-site parking requirements contained in Section 7.0 of this Bylaw are reduced by 33% with the

exception that a rate of 2 spaces per 100 m^2 of **gross leasable floor area** be applied to **retail convenience, retail general, retail second hand, service business support, service financial and service personal.**

ii) Residential **uses** - on-site parking requirements contained in Section 7.0 of this Bylaw are reduced by 20%.

c) A minimum of 50% of the commercial spaces provided shall be standard spaces.

d) No accessible parking space is required for non-residential **uses**.

20.65.11 Other Regulations

1. For **apartment housing**, no portion of the **first storey** of a **building** within 9.0 m of the **lot line abutting** a **road** shall be used for residential purposes.

2. For **apartment housing**, an entrance to the residential **use** or parking area above or behind the commercial space is permitted if the entrance does not exceed 5.3 m in width.

3. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply."

2. 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 **"COMMERCIAL MIXED USE (ZMU65) – CHATHAM STREET (STEVESTON)" zone.**

P.I.D. 010-899-081
Lot 1, Block 21, Section 3, Block 3 North, Range 7 West, New Westminster Land District, Plan 249

P.I.D. 010-899-090
Lot 2, Block 21, Section 3, Block 3 North, Range 7 West, New Westminster Land District, Plan 249

3. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10759".**

FIRST READING _____

SECOND READING _____

THIRD READING _____

CITY OF RICHMOND
APPROVED by
Ac
APPROVED by Director or Solicitor

OTHER CONDITIONS SATISFIED _____

ADOPTED _____

_____ _____

MAYOR CORPORATE OFFICER

City of Richmond

Report to Council

To:	Richmond City Council	**Date:**	October 20, 2026
From:	Roeland Zwaag General Manager, Engineering and Public Works	**File:**	10-6400-05-01/2025-Vol 01
Re:	**Sanitary Sewer Repairs – 9000 Block No. 3 Road Laneway**		

Staff Recommendation

That the estimated cost of $2,000,000 for the sanitary sewer repairs along 9000 Block No. 3 Road laneway be funded from the existing Council-approved Sanitary Sewer Gravity System and Rehabilitation capital projects.

Executive Summary

On October 18, 2026, a section of failed sanitary sewer was discovered in the laneway west of No. 3 Road, south of Broadmoor Boulevard.

To ensure sanitary service to the neighbourhood, a sanitary bypass system was installed. Due to the emergency nature of the work, no detailed cost estimate can be completed in time for this report. Also, given depth of the sanitary sewer and complexity of the work, the anticipated costs are approximately $2,000,000. This capital work will be funded from the existing Council-approved Sanitary Sewer Gravity System Assessment and Rehabilitation capital projects.

Staff Report

Origin

On October 18, 2026, a section of failed sanitary sewer was discovered in the laneway behind 9491 No. 3 Road in the location shown on Attachment 1.

The failed section of sanitary sewer was isolated, and a temporary bypass system was installed to provide continuous sewer service to the surrounding properties.

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

The City has a failed gravity sanitary sewer, constructed around 1956, that is located under the paved laneway behind 9491 No. 3 Road and is approximately four metres below ground level.

The failed section of sanitary sewer was isolated, and a temporary bypass system was installed to provide continuous sewer service to the surrounding properties. To mitigate the risk of sewer leaks or overflow, the sewer bypass system is checked daily, including on weekends, and sewer levels are continuously monitored. Temporary drainage connections were also installed to minimize flooding risk.

The anticipated scope of repair work includes ground stabilization measures and replacement of approximately 100 metres of deep sanitary sewer. Nearby sanitary sewer infrastructure will be inspected to determine whether it was affected and requires rehabilitation. Drainage infrastructure and third-party utilities have also been impacted and will be assessed and rehabilitated as required.

In accordance with Council's Procurement Policy 3104, limited tendering may be necessary when unforeseen urgent situations or emergencies make a competitive tendering process not feasible. Therefore, the City will retain the services of qualified consultants and contractors on an expedited basis to assist with the emergency repair works.

Budgetary Implications

Due to the emergency nature of the work, no detailed cost estimate can be completed in time for this report. Also, given depth of the sanitary sewer and complexity of the work, the anticipated costs are approximately $2,000,000. This capital work will be funded through the existing Council-approved 2025 and 2026 Sanitary Sewer Gravity System Assessment and Rehabilitation capital projects.

Conclusion

The sanitary sewer system in the 9000 Block No. 3 Road Laneway has failed. This capital work will be funded from the existing Council-approved Sanitary Sewer Gravity System Assessment and Rehabilitation capital projects.

Respectfully submitted,

Milton Chan, Engineering

Report Contributors

This report was prepared by Eric Sparolin, Manager, Engineering Design and Construction and reviewed by: Finance and Public Works.

Endorsed by Serena Lusk, CAO

Att. 1: Location of Failed Sanitary Sewer

Location of Failed Sanitary Sewer



City of Richmond

Bylaw 10774

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10774

The Council of the City of Richmond enacts as follows:

1) The Consolidated Fees Bylaw No. 8636, as amended, is further amended:

   By deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.

2) This Bylaw comes into force and effect on January 1, 2027.

3) This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10774".**

FIRST READING	OCT 13 2026
SECOND READING	OCT 13 2026
THIRD READING	OCT 13 2026
ADOPTED	

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

MAYOR

CORPORATE OFFICER

SCHEDULE - ANIMAL CONTROL REGULATION

Animal Control Regulations Bylaw No. 7932

Cat Breeding Permit Fee

Section 2.2

Description	Fee
Cat breeding permit for three years	$50.25

Impoundment Fees

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	$57.75
Non-neutered male or unspayed female dog	$174.00
Dangerous Dog*	$703.00
2nd time in any calendar year	
Neutered male or spayed female dog	$116.00
Non-neutered male or unspayed female dog	$357.00
Dangerous Dog*	$1,374.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	$357.00
Non-neutered male or unspayed female dog	$703.00
Dangerous Dog*	$1,374.00
Bird	$9.00
Domestic farm animal	$85.50
Impoundment fee also subject to transportation costs	
Other animal	$43.50
Impoundment fee also subject to transportation costs	

**Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.*

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Maintenance Fees

Section 8

Description	Fee
Dog	$19.00
Dangerous Dog	$35.75
Cat	$19.00
Bird	$6.00
Domestic farm animal	$43.50
Other animal	$15.75

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE - ARCHIVES AND RECORDS

Archives and Records
Image Reproduction Fees

Description	Fee	Units
Copying Records *Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.*		
Photocopying and printing (First 4 pages free)	$0.35 $0.50	per b&w page per colour page
Scanned electronic copy of a paper record	$0.50	per b&w or colour page
Digitization of audio recording and moving image recordings	(actual cost)	per audio file
Photograph Reproductions Scanned image (each)	$21.25	

Archives
Research Service Fee

Description	Fee	Unit
Commercial Research Service Fee	$56.75	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

Archives
Tax Search Fees

Description	Fee
Tax Searches and Printing of Tax Records Searches ranging from 1 to 5 years Each year greater than 5 years	 $37.00 $9.00

Archives and Records
Preliminary Site Investigation

Description	Fee
Active Records Check Survey (per civic address searched)	$286.00

Records
Building Records Request Fees

Description	Fee	Units
Administration Fee	$30.75	per request
Each Copy Requested (Printed)	$5.75	per page
Each File Requested (Electronic)	$5.75	per file
Large File Charge	$12.50	per request

SCHEDULE - BILLING AND RECEIVABLES

Billing and Receivables
Receivables Fees

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	$43.00

SCHEDULE - BOARD OF VARIANCE

Board of Variance Bylaw No. 9259
Application Fees
Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 540 of *Local Government Act* [Variance or exemption to relieve hardship]	$807.00
Application for order under section 543 of *Local Government Act* [Exemption to relieve hardship from early termination of land use contract]	$807.00
Application for order under section 544 of *Local Government Act* [Extent of damage preventing reconstruction as non-conforming use]	$807.00
Fee for notice of new hearing due to adjournment by applicant	$192.00
Board of Variance Meeting Notices- Board of Variance Applications (Section 3.1.6(a))	$2.50 per address identified

SCHEDULE - BOULEVARD AND ROADAY PROTECTION AND REGULATION

Boulevard and Roadway Protection and Regulation Bylaw No. 6366
Inspection Charges
Section 12(b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m^2 in size; In-ground Swimming Pools & Demolitions	$216.00
Move-Offs; Single or Two Family Dwelling Construction	$216.00
Combined Demolition & Single or Two Family Dwelling Construction	$216.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	$286.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	$286.00
Each Additional Inspection as Required	$109.00

SCHEDULE - BUILDING REGULATION

Building Regulation Bylaw No. 7230
Plan Processing Fees
Section 5.4

Description	Fee
For one dwelling unit For two dwelling units For three dwelling units For four dwelling units For five dwelling units For six dwelling units	$775.00 $775.00 $1,548.00 $1,548.00 $2,425.00 $2,425.00
For other than one through six dwelling units *Greater of (a) or (b);* *(a)* *(b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of $10,000.00*	$87.25
For a sewage holding tank	$184.00

Note: The dwelling unit count for the purpose of this fee includes secondary suites. For example, a one-family dwelling with a secondary suite is two dwelling units.

Building Regulation Bylaw No. 7230
Building Permit Fees for those buildings referred to in Subsection 5.13.6
Sections 5.2, 5.5, 5.6, 7.2

Description		Fee
Nil to $1,000.00 (minimum fee)		$101.00
Exceeding $1,000.00 up to $100,000.00		$101.00
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$16.75
Exceeding $100,000.00 to $300,000.00		$1,759.25
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$14.50
Exceeding $300,000.00		$4,659.25
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$11.00

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description		Fee
Nil to $1,000.00 (minimum fee)		$101.00
Exceeding $1,000.00 up to $100,000.00		$101.00
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$17.25
Exceeding $100,000.00 up to $300,000.00		$1,808.75
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$14.75
Exceeding $300,000.00		$4,758.75
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$11.25

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types (cont.)
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Despite any other provision of the Building Regulation Bylaw No. 7230, the "construction value" of:

(a) one dwelling unit, two dwelling units, three dwelling units, four dwelling units, five dwelling units, or six dwelling units; and

(b) a garage, deck, porch, interior finishing or addition to a one dwelling unit, two dwelling units, three dwelling units, four dwelling units, five dwelling units, or six dwelling units, is assessed by total floor area and deemed to be the following:

Description	Construction Value - Single Family or One-Family Dwelling*	Construction Value - Other **	Units
(i) new construction of first storey	$1,475.00	$3,078.00	per m^2
(ii) new construction of second storey	$1,361.00	$3,078.00	per m^2
(iii) detached garage	$757.00	$1,143.00	per m^2
(iv) decks or porches	$626.00	$945.00	per m^2
(v) interior finishing on existing buildings	$700.00	$1,057.00	per m^2
(vi) additions	$1,475.00	$3,080.00	per m^2

**Note: This fee applies to any construction related to single family construction or a one-family dwelling including a secondary suite.*

***Note: This fee applies to any construction up to 6 dwelling units but excludes a single family or one-family dwelling that includes a secondary suite. The dwelling unit count for the purpose of this fee includes secondary suites. For example, a duplex each with a secondary suite is four dwelling units.*

Description	Fee
Building Design Modification Fee Plan Review (per hour or portion thereof) Building Permit Fee for Temporary Building for Occupancy	 $158.00 $687.00
Modifications or Changes to Instream Building Permit Application Plan Review (per hour or portion thereof)	 $158.00
Re-inspection Fees (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection *Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection*	 $105.00 $144.00 $279.00
Special Inspection Fees: (a) during the City's normal business hours (b) outside the City's normal business hours **for each hour or part thereof after the first four hours* *Plus	 $158.00 $604.00 $158.00

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types (cont.)
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description		Fee
Building Permit Transfer or Assignment Fee *or (b) a fee of 10% to the nearest dollar of the original building permit fee* *- whichever is greater of (a) or (b)*	(a)	$87.00
Building Permit Extension Fee *or (b) a fee of 10% to the nearest dollar of the original building permit fee* *- whichever is greater of (a) or (b)*	(a)	$87.00
Building Move Inspection Fee: (a) within the City boundaries (b) outside the City boundaries when travel is by City vehicle *** per km travelled* *Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.*	**Plus	$158.00 $158.00 $4.75
Provisional Occupancy Inspection Fee (per building permit inspection visit) Provisional Occupancy Notice Extension Fee Building Demolition Inspection Fee for each building over 50 m² in floor area Sewage Holding Tank Permit Fee		$357.00 $565.00 $555.00 $357.00
Use of Equivalents Fees: (a) each report containing a maximum of two separate equivalents (b) for each equivalent greater than two contained in the same report (c) for an amendment to an original report after the acceptance or rejection of the report (d) for Air Space Parcels (treating buildings as one building)		$772.00 $320.00 $162.00 $2,739.00

Building Regulation Bylaw No. 7230
Gas Permit Fees
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description		Fee	Units
Domestic Installation – **one family dwelling** *- whichever is greater (a) or (b)*	(a) (b)	$87.00 $33.00	per appliance
Domestic/Commercial/Industrial Installations – **two family dwellings**, multiple unit residential buildings, including townhouse units) (a) appliance input up to 29 kW (b) appliance input exceeding 29 kW		$87.00 $144.00	
Special Inspection Fees: (a) during the City's normal business hours (b) outside the City's normal business hours **for each hour or part thereof after the first four hours*	*Plus	$158.00 $604.00 $158.00	
Design Modification Fees Plan Review		$158.00	per hour
Modifications or Changes to Instream Building Permit Application Plan Review		$158.00	per hour
Re-Inspection Fee: (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection *Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection*		$109.00 $148.00 $286.00	
For a vent and/or gas valve or furnace plenum (no appliance)		$89.25	
Piping alteration – for existing appliances First 30 metres of piping Each additional 30 metres or part thereof Gas permit transfer or assignment fee *or (b) a fee of 10% to the nearest dollar of the original gas permit fee* *- whichever is greater of (a) or (b)* Gas permit extension fee *or (b) a fee of 10% to the nearest dollar of the original gas permit fee* *- whichever is greater of (a) or (b)*	(a) (a)	$89.25 $33.75 $89.25 $89.25	

Building Regulation Bylaw No. 7230
Plumbing Permit Fees
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description		Fee	Units
Plumbing			
(a) installation of each plumbing fixture		$33.75	
(b) minimum plumbing fee		$89.25	
(c) connection of City water supply to any hydraulic equipment		$89.25	
Sprinkler & Standpipes			
(a) installation of any sprinkler system		$89.25	
*per additional head	*Plus	$5.50	
(b) installation of each hydrant, standpipe, hose station,	(i)	$89.25	
hose valve, or hose cabinet used for fire fighting	(ii)	$33.75	per item
-whichever is greater of (i) or (ii)			
Water Service			
(a) for the first 30 metres of water supply service pipe to a building or structure		$87.00	
(b) for each additional 30 metres of water supply service pipe to a building and structure		$33.00	
Sanitary & Storm Sewers: Building Drains & Water Distribution			
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof		$87.00	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof		$33.00	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof		$87.00	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof		$33.00	
(e) for the installation of any neutralizing tank, catch basin,	(i)	$87.00	
sump, or manhole	(ii)	$33.00	per item
- whichever is greater of (i) or (ii)			
Special Inspections			
(a) during the City's normal business hours		$158.00	
(b) outside the City's normal business hours or each hour		$604.00	
for part thereof exceeding the first four hours	*Plus	$158.00	
Design Modification Fees			
Plan review		$158.00	per hour
Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions			
Modifications or Changes to Instream Building Permit Application			
Plan Review		$158.00	per hour

Building Regulation Bylaw No. 7230
Plumbing Permit Fees (cont.)

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
Plumbing Re-Inspection Fee (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection *Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection.*	 $109.00 $148.00 $286.00
Plumbing Permit Transfer or Assignment Fee (a) *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee* *- whichever is greater of (a) or (b)*	$89.25
Plumbing Permit Extension Fee (a) *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee* *- whichever is greater of (a) or (b)*	$89.25
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	$184.00 $286.00 $29.75

SCHEDULE - BUSINESS LICENCE

Business Licence Bylaw No. 7360
Assembly Use Group 1

Group 1 – Business Licence Fee Assessed by Total Floor Area *Except Food Caterers which are assessed a fee in accordance with Group 3*		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1,000)	$209.00
93.1 to 232.5	(1,001 to 2,500)	$314.00
232.6 to 465.0	(2,501 to 5,000)	$537.00
465.1 to 930.0	(5,001 to 10,000)	$852.00
930.1 to 1,860.1	(10,001 to 20,000)	$1,506.00
1,860.2 to 2,790.1	(20,001 to 30,000)	$2,154.00
2,790.2 to 3,720.2	(30,001 to 40,000)	$2,808.00
3,720.3 to 4,650.2	(40,001 to 50,000)	$3,452.00
4,650.3 to 5,580.3	(50,001 to 60,000)	$4,106.00
5,580.4 and over	(60,001 and over)	$4,654.00
Food Primary Liquor Licence Fee		$429.00
Mobile Vendors (Food) Fee (per vehicle)		$99.75

Business Licence Bylaw No. 7360 (cont.)
Assembly Use Group 2

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	**Fee**
0 to 30	$645.00
31 to 60	$1,175.00
61 to 90	$1,914.00
91 to 120	$2,554.00
121 to 150	$3,182.00
151 to 180	$3,818.00
181 to 210	$4,450.00
211 and over	$4,654.00

Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$170.00
6 to 10	$280.00
11 to 15	$399.00
16 to 25	$591.00
26 to 50	$852.00
51 to 100	$1,230.00
101 to 200	$1,730.00
201 to 500	$2,495.00
501 to 1,000	$3,766.00
1,001 and over	$4,654.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Adult Oriented Uses

Description	**Fee**
Adult entertainment establishment licence	$4,654.00
Casino	$7,356.00
Body-Painting Studio	
Studio licence	$4,654.00
Each body-painting employee	$170.00
Body-Rub Studio	
Studio licence	$4,654.00
Each body-rub employee	$170.00
Escort Service	
Escort service licence	$4,654.00
Each escort employee	$170.00

Business Licence Bylaw No. 7360 (cont.)
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	$441.00

Farmer's Market

Description	Fee
Farmer's market licence	$170.00

Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$201.00
6 to 10	$330.00
11 to 15	$457.00
16 to 25	$645.00
26 to 50	$904.00
51 to 100	$1,279.00
101 to 200	$1,788.00
201 to 500	$2,545.00
501 to 1,000	$3,812.00
1,001 and over	$4,654.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (per address/business)	$90.75
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	$58.00
Changing the category or subcategory of a licence *(a)* *or* *(b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)*	$58.00
Licence reprint	$15.50

Business Licence Bylaw No. 7360 (cont.)
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1,000)	$170.00
93.1 to 232.5	(1,001 to 2,500)	$265.00
232.6 to 465.0	(2,501 to 5,000)	$482.00
465.1 to 930.0	(5,001 to 10,000)	$805.00
930.1 to 1,860.1	(10,001 to 20,000)	$1,454.00
1,860.2 to 2,790.1	(20,001 to 30,000)	$2,109.00
2,790.2 to 3,720.2	(30,001 to 40,000)	$2,751.00
3,720.3 to 4,650.2	(40,001 to 50,000)	$3,399.00
4,650.3 to 5,580.3	(50,001 to 60,000)	$3,519.00
5,580.4 and over	(60,001 and over)	$4,654.00

Off-Leash Permits

Description	**Fee**
Annual permit	$145.00

Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	**Fee**
0 to 5	$201.00
6 to 10	$309.00
11 to 25	$520.00
26 to 50	$841.00
51 to 100	$1,474.00
101 to 200	$2,108.00
201 to 300	$2,743.00
301 to 400	$3,373.00
401 to 500	$4,000.00
501 and over	$4,654.00

Business Licence Bylaw No. 7360 (cont.)
Service Use

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$170.00
6 to 10	$287.00
11 to 15	$418.00
16 to 25	$612.00
26 to 50	$872.00
51 to 100	$1,262.00
101 to 200	$1,769.00
201 to 500	$2,560.00
501 to 1,000	$3,850.00
1,001 and over	$4,654.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Short Term Boarding and Lodging Use

Description	**Fee**
Short Term Boarding and Lodging Business Licence	$441.00

Vehicle for Hire Businesses

Description		**Fee**
Vehicle for Hire Business Fee		
Each vehicle for hire applicant must pay (1) and (2)*:		
(1) Vehicle for hire office fee		$170.00
(2) Per vehicle licence fee*		
based on the number of vehicles		
CLASS "A" Taxicab		$158.00
CLASS "B" Limousine		$99.75
CLASS "C" Sightseeing Taxicab		$158.00
CLASS "D" Airport Taxicab		$158.00
CLASS "E" Private Bus		$158.00
CLASS "I" Charter Minibus		$158.00
CLASS "J" Rental Vehicle		
	Group 1	$20.50
	Group 2	$99.75
CLASS "K" Driver Training Vehicle		$75.00
CLASS "M" Tow-Truck		$158.00
CLASS "N" Taxicab for Persons with Disabilities		$158.00
CLASS "P" Pedicab		$158.00

Business Licence Bylaw No. 7360 (cont.)
Vehicle for Hire Businesses (cont.)

Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business	$4,654.00
Transferring a vehicle for hire licence within any calendar year	$58.00
Replacing a vehicle for hire licence plate or decal	$24.25

Vending Machine Uses

Description	Fee
Vending Machine Business Licence Fee	
Group 1 (per machine)	$38.25
Group 2 (per machine)	$52.75
Group 3 (per machine)	$12.25
Banking machine licence fee (per machine)	$163.00
Amusement machine licence fee (per machine)	$38.25

SCHEDULE - COMMUNITY BYLAWS DOCUMENTATION FEE

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	$90.75

SCHEDULE – CONSTRUCTION ENCROACHMENT

Construction Encroachment Bylaw No. 9833
Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	$585.00 per Underpinning Works Permit application
Encroachment Fee	$61.75 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	$280.00
Additional Inspection Fees	$106.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	$5,814.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Renewal Application Fee	$585.00 per Underpinning Works Permit renewal application

Construction Encroachment Bylaw No. 9833 (Con't)
Sections 2.1, 2.2 and 3.4

Construction Fence	**Fee**
Application Fee	$121.00 per Construction Fence Permit application
Encroachment Fee	$12.25 per year per square meter of encroachment
Inspection Fee	$280.00
Additional Inspection Fees	$106.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	$5,814.00
Renewal Application Fee	$121.00 per Construction Fence Permit renewal application
Crane Swing	**Fee**
Application Fee	$585.00 per Crane Swing Permit application
Renewal Application Fee	$585.00 per Crane Swing Permit renewal application

SCHEDULE - DEMOLITTION WASTE AND RECYCLABLE MATERIALS

Demolition Waste and Recyclable Materials Bylaw No. 9516
Section 4.1

Description	**Fee**
Application Fee	$315.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	$4.25 per square feet of structure to be demolished

SCHEDULE - DEVELOPMENT APPLICATION FEES

Zoning Amendments No. 8951

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	$2,158.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) or Small-Scale Multi-Unit Housing (RSM) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	 $2,743.00 $3,424.00	 Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	$4,107.00	For residential portion of development: - **$53.00** per dwelling unit for first 20 dwelling units and - **$27.25** per dwelling for each subsequent dwelling unit
			For non-residential building area: - **$34.25** per 100 m² of building area for the first 1,000 m² and - **$21.50** per 100 m² thereafter
			$5,192.00 if advanced to Council and/or Committee for preliminary review
	Zoning Bylaw Designation Amendment for all other zoning districts	$2,743.00	For residential portion of development: - **$28.00** per dwelling unit for first 20 dwelling units and - **$15.25** per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - **$21.50** per 100 m² of building area for the first 1,000 m² and - **$8.75** per 100 m² thereafter
			$5,192.00 if advanced to Council and/or Committee for preliminary review
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	$1,036.00	**$1,036.00** for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	$1,377.00	Not Applicable
Section 1.2.6	Early Public Notices – Zoning Amendments	$2.50 per address identified	Not Applicable
Section 1.2.7	Public Hearing Notices – Zoning Amendments	$2.50 per address identified	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	$4,107.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment *for second public hearing*	$1,036.00	**$1,036.00** for each subsequent Public Hearing required
Section 1.3.3	Early Public Notices – Official Community Plan Amendments	$2.50 per address identified	Not Applicable
Section 1.3.4	Public Hearing Notices – Official Community Plan Amendments	$2.50 per address identified	Not Applicable

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	$2,059.00	**$687.00** for the first 464.5 m^2 of gross floor area plus: **$145.00** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area up to 9,290 m^2, plus **$29.00** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area over 9,290 m^2
Section 1.4.2	Development Permit for Coach House, Granny Flat or Small-Scale Multi-Unit Housing	$1,319.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	$2,059.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	$694.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	$1,377.00	Not Applicable
Section 1.4.6	Early Public Notices – Development Permits	$2.50 per address identified	Not Applicable
Section 1.4.7	Development Permit Panel Meeting Notices – Development Permits	$2.50 per address identified	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	$2,059.00	Not Applicable
Section 1.5.2	Early Public Notices – Development Variance Permits	$2.50 per address identified	Not Applicable
Section 1.5.3	Development Permit Panel Meeting Notices – Development Variance Permits	$2.50 per address identified	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	$2,743.00	Not Applicable
	Temporary Use Permit Renewal	$1,377.00	Not Applicable
	Temporary Use Permits for Seasonal Outdoor Patio	$320.00	Not Applicable
	Temporary Use Permit Renewal for Seasonal Outdoor Patio	$320.00	Not Applicable
	Temporary Use Permit for Mobile Food Vendor	$115.00	Not Applicable
	Temporary Use Permit Renewal for Mobile Food Vendor	$115.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	$694.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	$370.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	$1,036.00	**$145.00** for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	$356.00	**$356.00** for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	$1,036.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	$8,040.00	**$202.00** for each additional air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	$145.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	$2,743.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	$4,107.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	$694.00 for first phase	**$694.00** for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of $1,377.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	$6,563.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	$356.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	$356.00	Not Applicable
	Civic Address change due to personal preference	$1,377.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	$2,743.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1(a)	Heritage Alteration Permit with a variance to the Zoning Bylaw or additional floor area	$2,059.00	**$686.00** for the first 464.5 m² of gross floor area plus: - **$145.00** for each additional 92.9 m² or portion of 92.9 m² of gross floor area up to 9,290 m², plus - **$29.00** for each additional 92.9 m² or portion of 92.9 m² of gross floor area over 9,290 m²
Section 1.15.1(b)	Heritage Alteration Permit without a variance of additional floor area	$305.00	Not Applicable
Section 1.15.1(c)	Heritage Alteration Permit (issued by delegated authority referred to in Section 7.1.2 of the *Heritage Procedures Bylaw No. 8400*)	$305.00	Not Applicable
Section 1.15.1(d)	Heritage Alteration Permit For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.2(a)	Heritage Revitalization Agreement where use or density is varied	$2,743.00	For residential portion of development: - **$27.50** per dwelling unit for first 20 dwelling units and **$15.25** per dwelling unit for each subsequent dwelling unit For non-residential building area: - **$21.50** per 100 m² of building area for the first 1,000 m² and **$8.75** per 100 m² thereafter
Section 1.15.2(b)	Heritage Revitalization Agreement where use or density is not varied	$2,059.00	**$686.00** for the first 464.5 m² of gross floor area plus: - **$145.00** for each additional 92.9 m² or portion of 92.9 m² of gross floor area up to 9,290 m², plus - **$29.00** for each additional 92.9 m² or portion of 92.9 m² of gross floor area over 9,290 m²
Section 1.15.3	Early Public Notices - Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance, or Heritage Revitalization Agreement	$2.50 per address identified	Not Applicable

Heritage Applications No. 8951 (cont.)

Section	Description	Base Fee	Incremental Fee
Section 1.15.4	Public Hearing Notices - Heritage Revitalization Agreement (where use or density is varied)	$2.50 per address identified	Not Applicable
Section 1.15.5	Meeting Notices for Heritage Alteration Permit that involves a variance to the Zoning Bylaw or additional floor area, or Heritage Revitalization Agreement that is not subject to the Public Hearing requirement	$2.50 per address identified	Not Applicable

Administrative Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	$356.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	$67.00	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	$356.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	$74.25 per legal Plan	Not Applicable
Section 1.16.5	Site Disclosure Statement submission	$74.25 per Site Disclosure Statement	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	$356.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	$1,377.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	$153.00 for second inspection	**$150.00** for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	$90.75 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	$90.75 per property	Not Applicable
Section 1.16.11	On-Demand/Irrevocable Surety Bond, as alternative security	$780.00	Not Applicable
Section 1.16.12	City's external legal fees and disbursements	Actual cost	Not Applicable

SCHEDULE - DOG LICENCING

Dog Licencing Bylaw No. 7138
Sections 2.1, 2.3

Description	Fee
Dog – Not neutered or spayed Normal Fee Prior to March 1st of the year for which the application is made	 $97.50 $70.25
Dog – Neutered or spayed Normal Fee Prior to March 1st of the year for which the application is made For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	 $43.00 $29.25 $15.50
Dangerous Dog – Not neutered or spayed Normal Fee Prior to March 1st of the year for which the application is made	 $347.00 $281.00
Dangerous Dog – Neutered or spayed Normal Fee Prior to March 1st of the year for which the application is made For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	 $281.00 $213.00 $107.00
Replacement tag* **Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction*	$8.75

Note: As stated in the Dog Licencing Bylaw, all dogs over eight (8) weeks of age must be licensed. For a dog that is not able to be neutered/spayed, verification from a Veterinarian must be provided. The fee will be determined on a case-by-case basis.

SCHEDULE - DONATION BIN REGULATION

Donation Bin Regulation Bylaw No. 9502
Section 2.1.3

Description	Fee
Annual Permit Fee	$130.00 per donation Bin
Damage Deposit Fee	$1,215.00 per donation bin location to a maximum of $3,000 per permittee

Donation Bin Regulation Bylaw No. 9502
Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502
Section 2.4

Description	Fee
Bin Removal Fee	$130.00 per donation bin
Bin Retrieval Fee	$253.00 per donation bin
Storage Fee	$20.00 per day per donation bin
Disposal Fee	$100.00 per donation bin disposal

SCHEDULE - EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	$130.00
Photocopying fees additional	$2.75 per page $3.00 per page (double sided)

SCHEDULE – FILMING APPLICATION AND FEES

Filming Application and Fees Bylaw No. 8708
Administration Fees
Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	$242.00
Film Production Business Licence	$170.00
Film Regulation Hours Extension Fee	$204.00 per day
Road Use Fee	$204.00 per road
Street Use Fee (100 feet/day)	$66.75
Administrative Fee	20% for cost recovery

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites
Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
Per day	$990.00	
Per ½ day	$663.00	
Neighbourhood Park		
Per day	$663.00	
Per ½ day	$397.00	
Britannia Shipyard		
Filming	$2,621.00	per day
Preparation & Wrap	$1,316.00	per day
Per Holding Day	$663.00	per day
City Employee		
Per regular working hour	$48.00	
Per hour after 8 hours	$70.25	
Minoru Chapel		
Filming		
October through June	$3,274.00	per day
July through September	$3,929.00	per day
Preparation & Wrap	$1,316.00	per day
Per Holding Day	$663.00	per day
City Employee		
Per regular working hour	$48.00	
Per hour after 8 hours	$70.25	
Nature Park		
Filming	$1,316.00	per day
Preparation & Wrap	$663.00	per day
City Employee		
Per regular working hour	$48.00	
Per hour after 8 hours	$70.25	
City Hall		
Filming on regular business days	$2,621.00	per day
Filming on weekends or statutory holidays	$1,316.00	per day
Preparation & Wrap	$1,316.00	per day
City Employee		
Per regular working hour	$48.00	
Per hour after 8 hours	$70.25	

Filming Application and Fees Bylaw No. 8708
Other Fees
Section 2.1.1 and 2.1.2

Description	Fee	Units
RCMP (4-hour minimum) Per person	$140.00	per hour
Fire Rescue (4-hour minimum) Fire Engine Fire Captain Firefighter (minimum 3 firefighters)	$173.00 $122.00 $97.00	per hour per hour per hour, per person

SCHEDULE - FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery

Description	Section	Fee	Units
Permit	4.3	$29.75	
Permit Inspection, first hour	4.3	$117.00	
Permit Inspection, subsequent hours or part thereof	4.3	$71.50	
Attendance – open air burning without permit *first hour*	4.5.1	$588.00	per vehicle
Attendance – open air burning without permit *subsequent half-hour or part thereof*	4.5.1	$300.00	per vehicle
Attendance – open air burning in contravention of permit conditions *first hour or part thereof*	4.5.3	$588.00	per vehicle
Attendance – open air burning in contravention of permit conditions *subsequent half-hour or part thereof*	4.5.3	$300.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm *per hour or portion of hour Fire Dept standing by*	6.1.4 (b)	$588.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	$588.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	$148.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee	Units
Fire Extinguisher Training	15.1.1 (h)	$33.25	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	$85.25	per address

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m² area		$148.00
Any building > 600 m² area		$216.00
High building, institutional		$286.00
Revisions (per occurrence)		$71.50
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m² per floor		$286.00
4 stories or less and between 914 m² and 1,524 m² per floor		$427.00
5 stories or more and between 914 m² and 1,524 m² per floor		$703.00
5 stories or more and over 1,524 m² per floor		$979.00
Inspection or follow-up to an order *first hour*	15.2.1 (b)	$117.00
Re-inspection or follow-up to an order *subsequent hours or part of hour*	15.2.1 (b)	$71.50
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
Attendance – False alarm		
No false alarm reduction program in place, second or each subsequent false alarm occurring in any calendar year	15.5.1	$427.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	$145.00
Caused by security alarm system	15.6.1	$286.00
Monitoring agency not notified	15.7.1	$286.00
Alternate solution report or application review	General	$216.00

SCHEDULE – FLOOD PROTECTION

Flood Protection Bylaw No. 10426

Description	Fee
Design Plan Prepared by City [s.1.2.1(d)] a) Design plan prepared by **City** for One-Family Dwelling or Two- Family Dwelling	$1,114.00 each
Service Requests [s.2.4.1] For responses by the **City** in connection with a request for maintenance or emergency services	$337.00 each

SCHEDULE - GARDEN CITY LANDS SOILS DEPOSIT FEES

Garden City Lands Soils Deposits Fees Bylaw No. 9900
Fees & Cost Recovery
Section 2.1

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	$7m^3$	$115.00
Tri-Tandem	$9m^3$	$142.00
Truck + Transfer	$12m^3$	$181.00
Soil Management and Site Supervision		Actual Cost

SCHEDULE - NEWSPAPER DISTRIBUTION REGULATION

Newspaper Distribution Regulation Bylaw No. 7954

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	$204.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	$99.75, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	$137.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	$335.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	$137.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION

PARKING (OFF-STREET) REGULATION Bylaw No. 7403
EV Charging – City EV Parking Stall User Fees
Section 3.5.3

Description	Fee
Charging Level of EV Supply Equipment	*Per kilowatt-hour (kWh) while charging* *Per minute following full charge or stoppage of charging*
Level 2 Charging Session Metered Rate Idel fee (7am - 11pm)	$0.3083/kWh $0.05 per minute after a five minute grace period following a full charge or stoppage of charging
Level 3 Charging Session Metered Rate Idel fee	$0.3969/kWh $0.40 per minute after a five minute grace period following a full charge or stoppage of charging

PARKING (OFF-STREET) REGULATION Bylaw No. 7403
Section 5.1.3, 6.1.2

Description	Fee
Pay Parking Fees:	
All Off-Street City Property Locations, other than those set out below	$4.00 per hour, plus applicable taxes – 7:00 am to 9:00 pm
6131 Bowling Green Road	$4.00 per hour, plus applicable taxes – 7:00 am to 9:00 pm
6500 Gilbert Road	$4.00 per hour, plus applicable taxes – 7:00 am to 9:00 pm Gateway Theater Productions - $7.00 plus applicable taxes for maximum stay
7840 Granville Avenue	$3.50 per hour, plus applicable taxes – 7:00 am to 4:00 pm
5540 Hollybridge Way	$3.50 per hour, plus applicable taxes – 7:00 am to 9:00 pm $10.25 per day, plus applicable taxes
3500 McDonald Road	$26.75 first day (vehicle towing watercraft trailer only), plus applicable taxes - Plus $13.00 per additional day (to a maximum of 5 days), plus applicable taxes

PARKING (OFF-STREET) REGULATION Bylaw No. 7403 (Con't)
Section 5.1.3, 6.1.2

Description	Fee
Parking Permit / Decal Fees:	
All Off-Street City Property Locations, other than those set out below.	$57.75 per calendar month plus applicable taxes, subject to discounts of: - 10% for groups of 11 or more permit decals
Gateway Theater Staff Parking (6500 Gilbert Road)	$6.75 per calendar year, plus applicable taxes
Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)	$6.75 per calendar year, plus applicable taxes
Richmond Seniors' Centre Members Parking (Minoru Park)	$9.75 per calendar year, plus applicable taxes
Richmond Tennis Club Members Parking (Minoru Park)	$6.75 per calendar year, plus applicable taxes
Richmond Winter Club Members Parking (5540 Hollybridge Way)	$6.75 per calendar year, plus applicable taxes
McDonald Beach – Watercraft Trailer Parking (3500 McDonald Road)	$112.00 Richmond Residents, per calendar year, plus applicable taxes $169.00 Non-Richmond Residents, per calendar year, plus applicable taxes

SCHEDULE - PLAYING FIELD USER FEES

Playing Field User Fees
Natural Turd Field Fees

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$47.50	per hour
Mini field	$24.25	per hour
Private or Non-resident (all ages)		
Full size	$38.75	per hour
Mini field	$20.50	per hour
Richmond Youth Groups*		
Full size	$14.50	per hour
Mini field	$8.00	per hour
Richmond Adult Groups*		
Full size	$29.00	per hour
Mini field	$15.50	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$34.25	per hour
Private or Non-resident (all ages)		
Full size	$28.00	per hour
Richmond Youth Groups*		
Full size	$10.25	per hour
Richmond Adult Groups*		
Full size	$21.50	per hour
Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$12.25	per hour
Mini field	$7.25	per hour
Private or Non-resident (all ages)		
Full size	$10.00	per hour
Mini field	$6.50	per hour
Richmond Youth Groups*		
Full size	$5.50	per hour
Mini field	$4.25	per hour
Richmond Adult Groups*		
Full size	$8.00	per hour
Mini field	$5.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
Full size	$29.25	per hour
Mini field	$15.50	per hour
Richmond Adult Groups*		
Full size	$48.25	per hour
Mini field	$24.75	per hour
Commercial/Non-residents (all ages)		
Full size	$70.00	per hour
Mini field	$36.00	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$31.00	per hour
Private or Non-resident (all ages)		
Full size	$24.50	per hour
Richmond Youth Groups*		
Full size	$9.25	per hour
Richmond Adult Groups*		
Full size	$19.50	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$27.50	per hour
Private or Non-resident (all ages)		
Full size	$22.50	per hour
Richmond Youth Groups*		
Full size	$8.75	per hour
Richmond Adult Groups*		
Full size	$18.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds (cont.)

Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$9.00	per hour
Private or Non-resident (all ages)		
Full size	$7.75	per hour
Richmond Youth Groups*		
Full size	$4.75	per hour
Richmond Adult Groups*		
Full size	$6.75	per hour
Artificial Turf (With Lights)		
Commercial (all ages)		
Full size	$74.50	per hour
Private or Non-resident (all ages)		
Full size	$74.50	per hour
Richmond Youth Groups*		
Full size	$31.00	per hour
Richmond Adult Groups*		
Full size	$51.50	per hour
Artificial Turf Infield and Sand Turf Outfield (With Lights)		
Commercial (all ages)		
Full size	$66.75	per hour
Infield Only	$36.50	per hour
Private or Non-resident (all ages)		
Full size	$60.50	per hour
Infield Only	$36.50	per hour
Richmond Youth Groups*		
Full size	$24.00	per hour
Infield Only	$15.25	per hour
Richmond Adult Groups*		
Full size	$44.25	per hour
Infield Only	$25.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)

Description	Fee	Units
Training Fee – all ages Track and Field Club	$962.00	per year
Richmond Youth Meets*	$184.00	per meet
Richmond Adult Meets*	$284.00	per meet
Private Group Track Meets or Special Events	$702.00	per day
Private Group Track Meets or Special Events	$60.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE - POLLUTION PREVENTION AND CLEAN-UP

Permit Application Fees
Section 6.1.2

Description	Fee
Application Fee	$3,483.00
Request for comfort letters per civic address and per unit	$97.50

SCHEDULE - PROPERTY TAX FEES

Property Tax Administration Fees

Description	Fee
Electronic Payment Error - Transfer to another account (Tax and Utility)	$15.50
Refund* - amount must be over $50 (Tax and Utility)	$25.50

**Note: Pre-Authorized Payments are excluded from being refunded.*

Property Tax Billing Information

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	$8.00
Digital roll data report	$1,051.00
Tax apportionment – per child folio	$40.75
Mortgage company tax information request – per folio	13.75

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	$77.25
Requested through APIC	$44.00

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	$188.00

SCHEDULE - PUBLIC SPACE PATIO FEES

Public Space Patio Regulation Bylaw No. 10350
Section 2.3(c)

Public Space Patio Permit Application Fee	**Fee**
Permit	$320.00
Renewal	$320.00
Small Sidewalk Patio Permit Application Fee	**Fee**
Permit	$108.00
Renewal	$108.00

SCHEDULE - PUBLICATION FEES

Publication Fees

Description	**Fee**
As-Builts Drawings A-1 Size, 24" x 36" B Size, 18" x 24"	 $8.50 $6.75
Computer Sections Maps, 24" x 24" Individual Digital Download	 $8.50 $105.00
Custom Services Custom Mapping (per hour)	 $83.75
Engineering Manuals Design Specifications (contents only) Supplemental Specifications and Detail Drawings (contents only)	 $134.00 $134.00
GIS Data Requests Non-refundable Data Request Fee First Layer* Each Additional Layer* Digital download of GIS layers of Municipal Works of City of Richmond	 $134.00 $209.00 $71.50 $8,320.00
Street Maps Large, 36" x 57" Small, 22" x 34"	 $11.25 $8.50
Traffic Camera Video Recording Search Fee Per Site (minimum charge) Per hour additional for large requests	 $403.00 $64.50
Utility Section Maps, 15" x 24" Individual Digital Download	 $6.75 $105.00

**Fees are multiplied by the number of sections requested.*

SCHEDULE - RCMP DOCUMENTATION FEES

RCMP Documentation Fees

Description		Fee
Criminal Record Checks		$77.75
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond		$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond		No Charge
Police Certificate (including prints)		$77.75
Fingerprints		$77.75
Record of Suspension / Local Records Checks		$77.75
Name Change Applications		$77.75
Collision Analyst Report		$713.00
Field Drawing Reproduction		$52.75
Scale Drawing		$153.00
Mechanical Inspection Report		$311.00
Police Report and Passport Letter		$77.75
Insurance Claim Letter		$77.75
Court Ordered File Disclosure		$77.75
* per page	*Plus	$4.25
**Shipping cost	**Plus	$10.75
Photos 4" x 6" (per photo)		$5.75
***Shipping cost	***Plus	$10.75
Photos (each laser)		$4.75
Digital Photo Reproduction		$25.00
Video Reproduction (first hour)		$77.75
- per additional half-hour of staff time		$39.50
Audio Tape Reproduction (first hour)		$77.75
- per additional half-hour of staff time		$39.50
Information transfer/storage to USB		$10.50

SCHEDULE - REGULATION OF MATERIAL ON HIGHWAYS

Regulation of Material on Highways Bylaw No. 10226
Section 1.2.5

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal or clearance and disposal	Actual Cost

Regulation of Material on Highways Bylaw No. 10226
Section 1.3.2

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal, impoundment or seizure	Actual Cost

Regulation of Material on Highways Bylaw No. 10226
Section 1.3.6

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal and disposal	Actual Cost

SCHEDULE - RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222
Administration Fees
Section 2.3

Description	Fee
Driveway Crossing Application Administration/Inspection Fee	$109.00

SCHEDULE - SANITARY SEWER

Sanitary Sewer Bylaw No. 10427

Description	Fee
Design Plan Prepared by City [s.1.2.1(d)] a) Design plan prepared by **City** for One-Family Dwelling or Two- Family Dwelling	$1,114.00 each
Service Requests [s.2.7.1] For responses by the **City** in connection with a request for maintenance or emergency services	$337.00 each
Application for Sanitary Sewer User Fee Reduction [s.2.3.1(b)] Application fee	$328.00 each

SCHEDULE - SIGN REGULATION

Sign Regulation Bylaw No. 9700
Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	$96.25 (creditable towards appropriate permit fee)
Fee for home-based sign	$96.25
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, free standing panel alterations, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs>25%)	<15.0m^2: $124.00 15.01-45.0m^2: $242.00 >45.01m^2: $420.00
Fee for new freestanding signs	< 3.0m^2: $242.00 3.01-9.0m^2: $479.00 9.01-15.0m^2: $718.00
Fee for temporary construction freestanding/fencing signs	Single/two family: $124.00 $70.25 for each additional 6 months. 3+ family construction: $242.00 $124.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	$242.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE - SOIL DEPOSIT AND REMOVAL

Soil Deposit and Removal Bylaw No. 10200
Section 4.1.1(d), 4.2.1, 4.4.1(d), 4.7.1(b)

Description	Fee
Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	$671.00
Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	$1,114.00
Security Deposit	$5.19 per cubic metre ($15,000 minimum to a maximum of $200,000)
Volume Fee - Soil Removal	$1.08 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported within the City)	$1.08 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	$2.10 per cubic metre
Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	$337.00

SCHEDULE - TRAFFIC

Traffic Bylaw No. 5870
Parking Fees
Section 12A.3, 12B.4

Description	Fee
Pay Parking Fees: Block Meter Zones	All rates include applicable taxes. $4.00 per hour – 8:00 am to 9:00 pm
Parking Permit / Decal Fees: Parking Permit Decal	$57.75 per calendar month, plus applicable taxes, subject to discount of: • 10% for groups of 11 or more permit decals

Traffic Bylaw No. 5870
Parking Fees
Section 12B.1, 12B.4

Description	Fee
Parking Permit / Decal Fees: Parking Permit Decal	$105.00 per calendar year, per registered vehicle • *Registration is optional* • *City Centre Parking Management Zone*
Commercial Truck Parking Zones	*For dedicated truck parking spaces as identified in Traffic Bylaw 5870, the following fees are applicable:* $113.00 per calendar month, plus applicable taxes - Small commercial trucks less than 12 metres in total length. $170.00 per calendar month, plus applicable taxes - Large commercial trucks greater than 12 metres in total length.

Traffic Bylaw No. 5870
Metered Fees
Section 12D.4

Description	Fee
Charging Level of EV Supply Equipment	*Per kilowatt-hour (kWh) while charging* *Per minute following full charge or stoppage of charging*
Level 2 Charging Session Metered Rate Idel Fee (7am - 11pm)	$0.3083/kWh $0.05 per minute after a five minute grace period following a full charge or stoppage of charging
Level 3 Charging Session Metered Rate Idel fee	$0.3969/kWh $0.40 per minute after a five minute grace period following a full charge or stoppage of charging

Traffic Bylaw No. 5870
Construction Permit Zone with Block Meter and/or Metered Parking Spaces
Section 42.2A

Obstruction of Block Meter Machine	$118.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	$118.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	$57.75 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	$38.75 per day per metered parking space plus applicable taxes

SCHEDULE - TREE PROTECTION

Tree Protection Bylaw No. 8057
Permit Fees
Section 4.2, 4.6

Description	Fee
Permit application fee To remove a hazard tree One (1) tree per parcel during a 12 month period Two (2) or more trees	 No Fee $71.50 $86.00 per tree
Permit renewal, extension or modification fee	$71.50

Tree Protection Bylaw No. 8057
Permit Fees
Sections 4.4.1, 5.2.6. 7.6(c)

Section	Description	Fee
Section 4.4.1	Security Deposit for replacement tree under a permit: - not related to works - related to a building permit - related to subdivision	 $0 per replacement tree $0 per replacement tree $750 per replacement tree
Section 5.2.6	Security Deposit for retained tree that is not a significant tree: - related to a building permit - related to subdivision - for trees 20cm to 30cm caliper - for trees 31cm to 91cm caliper	 $0 per retained tree $5,000 per retained tree $10,000 per retained tree
Section 5.2.6	Security Deposit for retained tree, if significant tree	$20,000 per significant tree

Tree Protection Bylaw No. 8057 (Con't)
Permit Fees
Sections 4.4.1, 5.2.6. 7.6(c)

Section	Description	Fee
Section 7.6(c)	Security Deposit for replacement trees planted as compensation for a significant tree, if significant tree damaged, cut or removed without permit	$20,000 per significant tree

SCHEDULE – USE OF CITY STREETS

Traffic Bylaw No. 5870
Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	$118.00

Traffic Bylaw No. 5870
Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	$34.75 per day

Traffic Bylaw No. 5870
Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	$344.00 per year

Traffic Bylaw No. 5870
EV Charging – City EV Parking Stall User Fees
Section 12D.4

Description	Fee
Charging Level of EV Supply Equipment	*Per kilowatt-hour (kWh) while charging* *Per minute following full charge or stoppage of charging*
Level 2 Charging Session Metered Rate Idel Fee (7am - 11pm)	 $0.3083/kWh $0.05 per minute after a five minute grace period following a full charge or stoppage of charging
Level 3 Charging Session Metered Rate Idel fee	 $0.3969/kWh $0.40 per minute after a five minute grace period following a full charge or stoppage of charging

Traffic Bylaw No. 5870
Oversize Vehicles and Building Moves – Permit
Section 25.1

Description	Fee
Individual Vehicle Trip	$29.50
One Vehicle for More than One Trip	$118.00
One Building Move	$57.75
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	$29.50

Traffic Bylaw No. 5870
Construction Zones – Permit
Section 42.1

Description		Fee
Permit Fee		$344.00
* per day	*Plus	$34.75
** per metre of roadway to which permit applies, per day	**Plus	$1.75

SCHEDULE - VEHICLE FOR HIRE REGULATION

Vehicle for Hire Regulation Bylaw No. 6900
Permit & Inspection Fees
Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	$9.00	per trunk
Towing permit	$157.00	
Inspection fee for each inspection after the second inspection	$37.00	

SCHEDULE - VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR

Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068
Section 2.1

Description		Fee
City Hall Tour		$315.00 Plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	$315.00 plus room rental fee
	2 to 4 hours	$624.00 plus room rental fee
	More than 4 hours	$1,241.00 plus room rental fee

SCHEDULE - WATER USE RESTRICTION

Water Use Restriction Bylaw No. 7784
Permit Fees
Section 3.1

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	$43.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	$43.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE - WATERCOURSE PROTECTION AND CROSSING

Watercourse Protection and Crossing Bylaw No. 8441
Application, Design Drawing and Inspection Fees

Description	Fee
Culvert Application Fee City Design Option Inspection Fee	 $738.00 $1,690.00 $143.00 plus $29.25 per additional linear metre of culvert over 5 metres wide
Bridge Application Fee Inspection Fee	 $145.00 $280.00

Note: There is no City Design Option for bridges.

Watercourse Protection and Crossing Bylaw No. 8441
Riparian Management Area Building Permit – Application Review Fees
Section 8.2

Description	Fee
Application Review Fees	
(a) Single or two-family dwelling construction	$874.00
(b) Single or two-family dwelling demolition	$410.00
(c) Addition to and/or accessory building over 10 m^2 (for single or two-family dwellings) construction	$410.00
(d) Addition to and /or accessory building over 10 m^2 (for single or two-family dwellings) demolition	$410.00
(e) Retaining wall over 1.2 m in height, for single or two-family dwellings	$410.00
(f) Site services for single or two-family dwelling	$410.00
(g) Combination of three (3) or more of the following: single or two-family dwelling construction and/or demolition, addition to and/or accessory building over 10m^2 for single or two-family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two-family dwelling, and/or site services for single or two-family dwelling.	$1,743.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
Section 8.5

Description	Fee
Initial Inspection Fee	$87.75
Re-inspection Fees (a) first additional inspection (b) second additional inspection (c) third additional inspection *Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection*	 $87.75 $177.00 $351.00

SCHEDULE – WATERWORKS

Waterworks and Water Rates Bylaw No. 5637

Description [Section]	Fee
Design Plan Prepared by City [s. 2(d)] (a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling (b) Design plan for all other buildings	 $1,114.00 each $2,226.00 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	$123.00
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	$423.00
Fee for water meter verification request [s. 26(d)]	$56.25
Troubleshooting on private property	Actual Cost
Fire flow tests of a watermain (a) First test (b) For each subsequent test	 $281.00 $170.00
Locate or repair of curb stop service box or meter box	Actual Cost
Fee for use of City fire hydrants [s. 37] (a) Where the installation of a water meter is required: (i) Refundable Deposit (ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or (b) Where the installation of a water meter is not required: (i) First day (ii) Each additional day of use beyond the first day	 $381.00 $245.00 $245.00 $80.75

Waterworks and Water Rates Bylaw No. 5637 (Con't)

Description [Section]	Fee
Fee for use of Private fire hydrants [s. 37.1] (a) Where the installation of a water meter is required: (i) Refundable Deposit (ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or (b) Where the installation of a water meter is not required: (i) First day (ii) Each additional day of use beyond the first day	 $402.00 $237.00 $115.00 $73.00

SCHEDULE – WHARVES REGULATION

Wharves Regulation Bylaw No. 10182
Moorage Fees
Section 4.1

Description	Fee
Non-Commercial Pleasure Craft Moorage Fee - Per Lineal Foot per 24 hour period:	$2.25
Commercial Vessel Docking fee at Imperial Landing - Per Lineal Foot per 24 hour period: 1. A Non-Refundable deposit, set out in the Wharves Regulation Bylaw No. 10182, is required for Commercial Vessel Docking at the time of notification of intent to use Imperial Landing; 2. Balance is due within 30 days of the vessel sailing at the Commercial Vessel Docking and Service Fee LESS the non-refundable deposit.	$37.00

Note: All stays, by non-commercial pleasure crafts, at Imperial Landing are limited to a maximum of three (3) consecutive days within a fourteen (14) day period.

Separate tickets must be purchased for each day of moorage (i.e. 24 hour period). The separate tickets may be purchased at the same time OR a single ticket can be purchased at the beginning of each day.

Tickets are non-transferable.

City of Richmond

Bylaw 10802

Consolidated 5 Year Financial Plan (2026-2030) Bylaw No. 10727, Amendment Bylaw No. 10802

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 (2026-2030) Bylaw No. 10727, 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 (2026-2030) Bylaw No. 10727, Amendment Bylaw No. 10802"**.

FIRST READING	OCT 13 2026
SECOND READING	OCT 13 2026
THIRD READING	OCT 13 2026
ADOPTED	

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

MAYOR

CORPORATE OFFICER

SCHEDULE A:

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2026-2030)
AMENDED REVENUE AND EXPENSES
(In $000's)

	2026 Amended Budget	2027 Plan	2029 Plan	2029 Plan	2030 Plan
Revenue:					
Taxation and Levies	349,207	367,850	386,918	405,321	423,470
Utility Fees	176,334	196,200	204,273	211,638	220,926
Sales of Services	65,349	66,636	67,977	69,241	70,466
Investment Income	48,715	43,715	41,214	38,714	36,714
Other Revenue	26,144	24,642	24,693	25,479	25,099
Provincial and Federal Grants	19,492	25,634	5,862	5,583	5,662
Payments In Lieu of Taxes	16,302	16,758	17,261	17,761	18,276
Licenses and Permits	14,967	15,225	15,517	15,800	16,089
Gaming Revenue	10,500	10,500	10,500	10,500	10,500
Developer Contributed Assets	48,414	50,271	70,972	48,414	48,414
Development Cost Charges	12,122	20,451	22,094	14,981	11,804
Other Capital Funding Sources	26,900	29,830	12,580	12,868	12,656
	$814,446	**$867,712**	**$879,861**	**$876,300**	**$900,076**
Expenses:					
Law and Community Safety	180,939	185,308	192,708	200,429	207,515
Parks, Recreation and Culture	94,153	88,980	91,109	93,122	95,253
Engineering and Public Works	82,179	81,891	83,313	84,704	86,504
Utility Budget					
Sanitary Sewer Utility	69,142	75,287	78,219	80,201	83,197
Water Utility	59,545	61,148	62,535	63,896	65,836
Sanitation and Recycling	28,271	28,090	28,705	29,309	29,928
Flood Protection	22,667	23,141	23,579	24,009	24,449
Fiscal	38,848	36,355	38,738	40,196	41,745
Finance and Corporate Services	37,955	36,400	36,829	37,747	38,693
Planning and Development Services	30,315	36,060	17,858	18,294	18,743
Corporate Administration	13,144	12,967	13,324	13,679	14,046
Debt Interest	3,931	3,931	3,931	3,931	3,931
Richmond Olympic Oval Corporation	21,329	21,912	22,450	22,951	23,463
Richmond Public Library	13,965	14,138	14,426	14,710	15,000
	$696,383	**$705,608**	**$707,724**	**$727,178**	**$748,303**
Annual Surplus	**$118,063**	**$162,104**	**$172,137**	**$149,122**	**$151,773**

SCHEDULE A (CONT'D):

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2026-2030)
AMENDED TRANSFERS
(In $000's)

	2026 Amended Budget	2027 Plan	2028 Plan	2029 Plan	2030 Plan
Transfers:					
Debt Principal	3,838	3,970	4,106	4,247	4,393
Transfer To Reserves	138,669	139,869	144,772	150,063	156,695
Transfer from Reserves to fund Operating Reserve Programs:					
Bylaw 8206	(400)	(400)	(400)	(400)	(400)
Bylaw 8877	(210)	(210)	(10)	(10)	(10)
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)	(175)	(175)	(175)	(175)	(175)
Operating Reserves - Prior Years	(1,680)	-	-	-	-
Transfer To (From) Surplus	(12,981)	14,439	14,287	15,323	14,728
Capital Expenditures - Current Year	249,029	158,497	147,229	208,608	219,253
Capital Expenditures - Prior Years	231,646	301,444	335,584	324,135	349,306
Capital Expenditures - Developer Contributed Assets	48,414	50,271	70,972	48,414	48,414
Capital Expenditures - Richmond Public Library	910	710	710	710	710
Capital Expenditures - Richmond Olympic Oval	2,113	4,992	2,438	2,242	1,750
Capital Funding	(540,535)	(510,728)	(546,801)	(603,460)	(642,316)
Transfers/Amortization offset:	**$118,063**	**$162,104**	**$172,137**	**$149,122**	**$151,733**
Balanced Budget	**$-**	**$-**	**$-**	**$-**	**$-**
Tax Increase	**3.04%**	**4.55%**	**4.41%**	**4.03%**	**3.82%**

SCHEDULE B:

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN
AMENDED CAPITAL PLAN FUNDING SOURCES (2026-2030)
(In $000's)

DCC Reserves	2026 Amended	2027	2028	2029	2030
Drainage DCC	3,437	4,725	6,373	4,112	3,584
Parks Development DCC	1,270	1,505	1,364	1,035	1,176
Roads DCC	5,415	12,791	13,449	8,323	6,254
Sanitary DCC	202	112	73	176	62
Water DCC	1,798	1,318	835	1,335	728
Total DCC	**$12,122**	**$20,451**	**$22,094**	**$14,981**	**$11,804**
Statutory Reserves					
Capital Building and Infrastructure	57,300	4,726	17,260	48,700	55,600
Capital Reserve	59,828	36,586	29,857	48,882	48,920
Capstan Station	-	2,000	-	-	-
Drainage Improvement	3,624	-	-	-	-
Equipment Replacement	7,339	6,667	5,967	3,812	7,163
Flood Protection	24,832	28,826	24,189	24,201	26,301
Sanitary Sewer	10,405	9,960	5,854	-	-
Sanitary Sewer BL10401	10,250	-	4,222	20,474	20,588
Water Supply	14,650	450	450	15,668	20,819
Watermain Replacement	4,917	6,410	7,991	5,368	1,786
Total Statutory Reserves	**$193,145**	**$95,625**	**$95,790**	**$167,105**	**$181,177**
Other Sources					
Canada Community Building Fund	1,175	850	600	850	600
Enterprise Fund	175	-	-	-	-
Grant and Developer Contribution	21,586	24,100	10,100	10,100	10,100
MRN Rehabilitation	4,844	4,880	1,880	1,918	1,956
Other Sources	13,622	10,620	13,854	11,318	11,545
Rate Stabilization Account	160	-	-	-	-
Sewer Levy Stabilization	150	135	-	-	150
Solid Waste and Recycling	350	300	300	300	300
Steveston Community Amenities Fund	-	-	1,000	375	-
Water Levy Stabilization	1,700	1,536	1,611	1,661	1,621
Total Other Sources	**$43,762**	**$42,421**	**$29,345**	**$26,522**	**$26,272**
Total Capital Program	**$249,029**	**$158,497**	**$147,229**	**$208,608**	**$219,253**

SCHEDULE C:

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2026-2030)
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 2026.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	48.03%
User Fees	24.26%
Sales of Services	8.99%
Investment Income	6.70%
Provincial and Federal Grants	2.68%
Payments in Lieu of Taxes	2.24%
Licenses and Permits	2.06%
Gaming Revenue	1.44%
Other	3.60%
Total Operating and Utility Funding Sources	100.00%

SCHEDULE C (CONT'D):

CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2026-2030)
AMENDED STATEMENT OF POLICIES AND OBJECTIVES

Distribution of Property Taxes

Table 2 provides the 2026 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 2026 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	57.49%
Business (6)	33.06%
Light Industry (5)	7.59%
Others (2,3,4,8 & 9)	1.86%
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 of Richmond

Bylaw 10805

Development Cost Charges Waiver for Supportive Housing (11771 Fentiman Place) Bylaw No. 10805

WHEREAS the **City** collects **development cost charges** through the **City's** *Development Cost Charges Imposition Bylaw No. 9499*;

WHEREAS Section 563 of the ***Local Government Act*** permits a local government to waive **development cost charges** for eligible developments, including **supportive living housing**;

WHEREAS the **City** wishes to waive the **development cost charges** for any **supportive living housing** use to be provided as part of the **development** located at 11771 Fentiman Place;

AND NOW THEREFORE the Council of the City of Richmond enacts as follows:

1.0 INTERPRETATION

1.1 In this bylaw:

(a) "**City**" means the City of Richmond;

(b) "**development**" means the institutional long-term health care facility development located on the Lands;

(c) "**development cost charge**" means a development cost charge payable by a person to the **City** pursuant to the **DCC Bylaw**;

(d) "**DCC Bylaw**" means the **City's** *Development Cost Charges Imposition Bylaw No. 9499* as may be amended or replaced;

(e) "**supportive living housing**" means not-for-profit long-term residential care institutional use operated by, or for, Vancouver Coastal Health in a facility and on the **lands** owned by Vancouver Coastal Health;

(f) "**Lands**" means the lands and premises located at 11771 Fentiman Place, Richmond, BC, and legally described as PID 016-621-662, Lot "A" Section 2 Block 3 North Range 7 New Westminster District Plan 87236;

(g) "**Local *Government Act***" means the *Local Government At* (BC), as may be amended or replaced;

(h) "**payment date**" means the date on which **development cost charges** must be paid under the **DCC Bylaw**; and

(i) "**Zoning Bylaw**" means the *Richmond Zoning Bylaw 8500*, as may be amended or replaced.

2.0 WAIVER OR REFUND OF DEVELOPMENT COST CHARGES

2.1 Notwithstanding Section 1.4 of the DCC Bylaw, the **City** hereby waives the **development cost charges** payable for the **supportive living housing** use in the **development** on the **lands** on the **payment date.**

3.0 SEVERABILITY

3.1 If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this bylaw is held invalid by a Court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed and the remainder of this bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

4.0 CITATION

4.1 This Bylaw may be cited as **"Development Cost Charges Waiver for Supportive Housing (11771 Fentiman Place) Bylaw No. 10805".**

FIRST READING	OCT 19 2026
SECOND READING	OCT 19 2026
THIRD READING	OCT 19 2026
ADOPTED	

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

MAYOR

CORPORATE OFFICER

City of Richmond

Minutes

Development Permit Panel
Thursday, October 15, 2026

Time:	3:30 p.m.
Place:	Council Chambers Richmond City Hall
Present:	Wayne Craig, General Manager, Planning and Development, Chair James Cooper, Director, Building Approvals Peter Russell, Director, Housing

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 October 1, 2026, be adopted.

CARRIED

1. DEVELOPMENT PERMIT 25-022217
(REDMS No. 8526991)

APPLICANT: Eric Law Architect Inc.

PROPERTY LOCATION: 9620, 9640, 9660 and 9700 Alberta Road

INTENT OF PERMIT:

That a Development Permit be issued which would permit the construction of 29 townhouse units at 9620, 9640, 9660 and 9700 Alberta Road on a site zoned "Medium Density Townhouses (RTM3)".

Applicant's Comments

Eric Law, Eric Lam Architect Inc, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the application highlighting the following:

- The subject site is currently comprised of four lots, surrounding the subject site are multi-family three-storey townhouses to the north, east and west and an existing school playing field and parking area to the south;
- The site layout is organized around a shared internal drive aisle accessed from Alberta Road near the northeast portion of the site;
- The proposed townhouse development continues the established pattern of street-facing units with individual entrances, and pitched roof forms;
- The proposed building form and architectural treatments reflect the character of the townhouse developments immediately east and west of the site;
- The outdoor amenity area includes an accessible play area, play equipment, seating and landscaped gathering areas;
- Three-storey units are proposed along Alberta Road, and two-storey units are located within the southern portion of the site adjacent to the school property and sports field;
- A centralized garbage and recycling enclosure is located adjacent to the internal drive aisle near the site entrance; and
- Three townhouse units are designed as convertible units with adaptable design features.

Denitsa Dimitrova, PMG Landscape Architects, with the aid of the same visual presentation, spoke to the landscape architecture component of the proposal noting that (i) the landscape plan retains existing trees at the southeast corner, with existing grades within the tree protection area maintained, (ii) private outdoor yards are provided for each unit, including lawn areas, landscape screening, and shade trees, (iii) streetscape improvements include low transparent aluminum fencing set back about two feet from the property line, creating a landscaped buffer, (iii) privacy is provided through six foot wood fencing along the east and west property lines. Along the south property line adjacent to the school, a low retaining wall, four foot wood fencing, and columnar trees provide screening, (iv) three amenity areas are proposed consisting of a children's play area at the south end of the site with equipment for various age groups, an open lawn area, and a seating area located near the mailboxes, with two benches and seven bicycle racks, (v) permeable pavers are proposed for driveways and visitor parking spaces, and (vi) all Advisory Design Panel (ADP) comments have been addressed, including provision of 10 cubic metres of soil volume per tree and climate resilient tree species.

Staff Comments

Joshua Reis, Director, Development, noted that (i) three convertible units are proposed, with the ability for future installation of stair lifts. (ii) all units include private at grade outdoor space, and the common outdoor amenity area exceeds City Development Permit guidelines, (iii) existing off-site trees along the south property line will provide additional screening from the adjacent school, (iv) all planting areas will be irrigated by a high efficiency irrigation system, (v) all units incorporate aging-in-place features, including handrails, solid wall backing, and washroom facilities with grab bars, and (vi) prior to rezoning bylaw adoption, the applicant must enter into a Servicing Agreement (SA) for frontage improvements, a new pedestrian crosswalk across Alberta Road, and required utility works, including cutting and capping existing services and installing new connections.

Panel Discussion

In response to queries from the Panel, the applicant advised that (i) all townhouse buildings are proposed under Part 9 of the BC Building Code, as each has a building area of less than 600 m^2, the eastern building contains six units and remains eligible for Part 9 construction, (ii) a fire access plan identifies existing and proposed fire hydrants and demonstrates that required distances to each unit are met. Fire truck access requires reversing within the site; the reversing distance is expected to be less than 90 m. The Panel advised that these comments should be noted by the applicant for confirmation at the Building Permit stage, including verification of fire access and hydrant distances, (iii) for the convertible units, the upper landings provide a 1.5 m turning circle and corridors with a minimum width of 900 mm, allowing for future installation of a chair lift, and (iv) pedestrian scale bollard lighting is proposed throughout the site, including along pedestrian routes from the main entry, driveways, the seating and bicycle parking area, play area access, and the garbage and recycling area.

In response to a query from the Panel with respect to on-site measures to deter vehicles from traveling at higher speeds within the development, staff advised that the proposed on-site driveway treatments include different materials at key points within the internal driveway network.

Correspondence

Bryan, Richmond resident (Schedule 2). Staff noted that (i) staff have responded to the correspondents concerns about traffic congestion near the schools, pedestrian safety, and on-street parking noting that the SA will include sidewalk and frontage improvements, including a new pedestrian crosswalk on Alberta Road, (ii) before Building Permit issuance, the applicant must submit a Construction Traffic and Parking Management plan for review and which will include consultation with the Principals of the adjacent schools, (iii) removal of at least three existing driveways will create additional on-street parking opportunities. In addition, the development provides six visitor parking spaces on-site, and each unit includes two side-by-side parking stalls, exceeding City parking requirements.

Gallery Comments

None

Panel Discussion

The Panel expressed support for the application, noting that the proposed development fits well with the neighbourhood and completes most of the block.

Panel Decision

It was moved and seconded
That a Development Permit be issued which would permit the construction of 29 townhouse units at 9620, 9640, 9660 and 9700 Alberta Road on a site zoned "Medium Density Townhouses (RTM3)".

CARRIED

2. New Business

It was moved and seconded
That the Development Permit Panel meeting tentatively scheduled on Wednesday, October 28, 2026 be cancelled.

CARRIED

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:00 p.m.).

CARRIED

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 October 15, 2026.

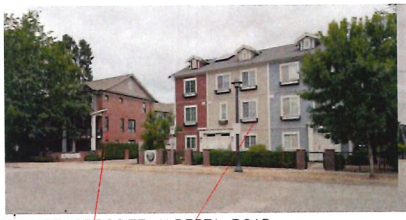
Wayne Craig
Chair

Raman Grewal
Legislative Services Coordinator

Schedule 1 to the Minutes of the Development Permit Panel meeting held on Thursday, October 15, 2026

PROPOSED TOWNHOUSE AT
9620, 9640, 9660, 9700 ALBERTA ROAD, RICHMOND, BC





TOWNHOUSE OPPOSITE ALBERTA ROAD



ADJACENT TOWNHOUSE



ADJACENT TOWNHOUSE



NORTH

AERIAL CONTEXT VIEW



ADJACENT SCHOOL

SITE

ADJACENT TOWNHOUSE

ADJACENT TOWNHOUSE



SITE VIEW ALONG ALBERTA ROAD

DP 25-022217

CNCL - 231

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8.	2026.10.15 FOR CITY DP PANEL PRESENTATION

	REVISION
6.	2026.09.23 UPDATE RETAINING WALL LABELS
5.	2026.09.21 RECESS CONVERTIBLE UNIT ENTRY PER CITY COMMENTS
4.	2026.09.01 ADD SEPARATE ADD LIGHTING PER CITY REQUEST
3.	2026.08.31 REVISE PER ADP COMMENTS
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1.	2026.05.25 REVISE PER CITY STAFF COMMENT LETTER

PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

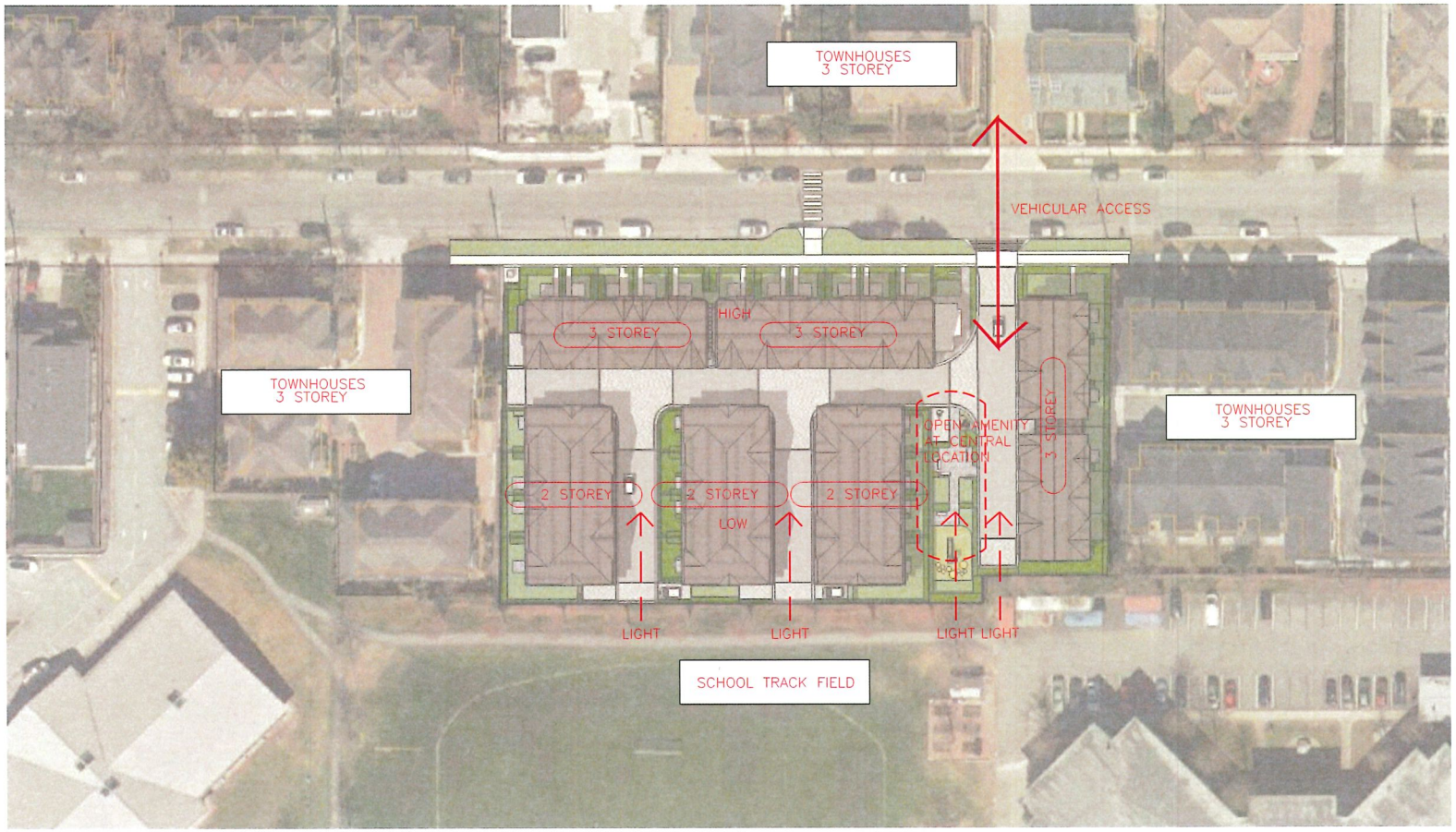
CONTEXT

PROJECT NUMBER:	18-05
ISSUED:	10/7/2026
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

CONTEXT

DEVELOPMENT PERMIT

PROPOSED TOWNHOUSE AT
9620, 9640, 9660, 9700 ALBERTA ROAD, RICHMOND, BC



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PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

MASSING

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CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

MASSING

DEVELOPMENT PERMIT



ILLUSTRATIVE PERSPECTIVE FROM ALBERTA ROAD



ILLUSTRATIVE AERIAL VIEW FROM ALBERTA ROAD



ILLUSTRATIVE AERIAL VIEW FROM SOUTH

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PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

IMAGES

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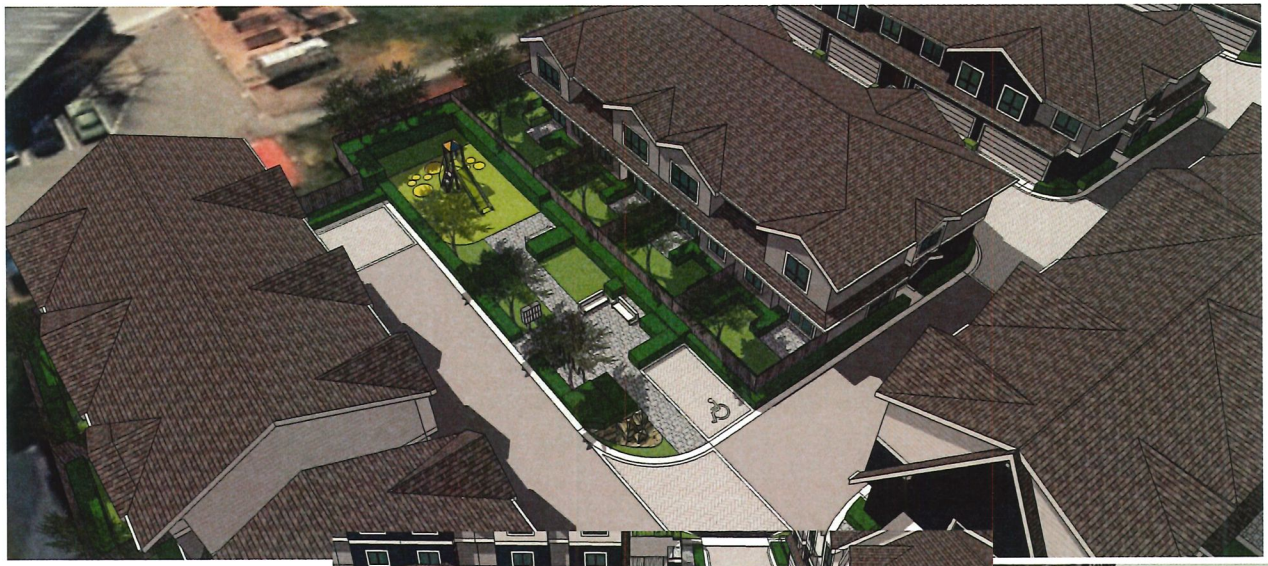
IMAGE1

DEVELOPMENT PERMIT

IMAGE OF AMENITY SPACE



ILLUSTRATIVE IMAGE OF AMENITY SPACE



ILLUSTRATIVE IMAGE OF AMENITY SPACE



ILLUSTRATIVE ENTRANCE PERSPECTIVE IMAGE

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IMAGE2

DEVELOPMENT PERMIT

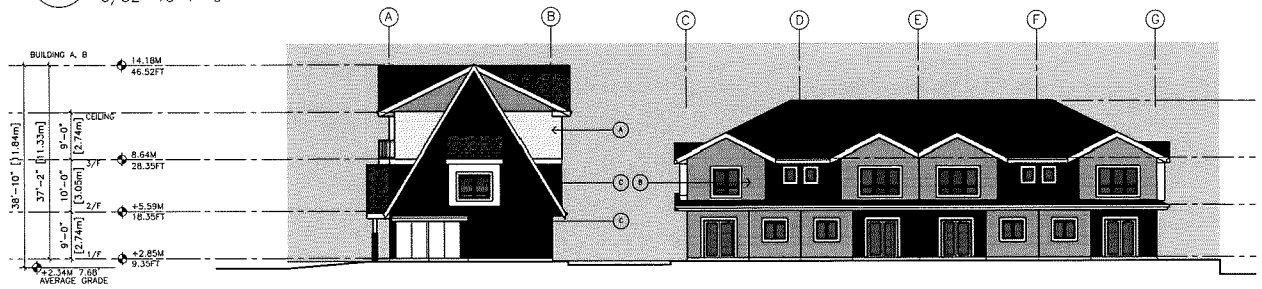
DP 25-022217



ALSO REFER TO 1/A8 SITE NORTH ELEVATION (ALBERTA ROAD)
3/32" TO 1'-0"



ALSO REFER TO 2/A8 SITE INTERNAL SOUTH ELEVATION (DRIVE AISLE)
3/32" TO 1'-0"

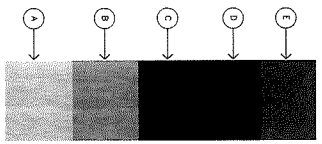


ALSO REFER TO 3/A8 SITE WEST ELEVATION
3/32" TO 1'-0"

EXTERIOR COLOUR
- A → HARDI PLUS ARCTIC WHITE
- B → HARDI PLUS PEARL GREY
- C → HARDI PLUS EVENING BLUE
- D → DOOR COLOUR SW6055
- E → DOOR COLOUR SW7624

HARDI SIDING COLOUR LEGEND

ALL HARDI TRIM OR CORNER TRIM SHALL MATCH THE ADJACENT HARDI PANEL COLOUR



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PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

COLOUR ELEVATIONS

PROJECT NUMBER:	18-05
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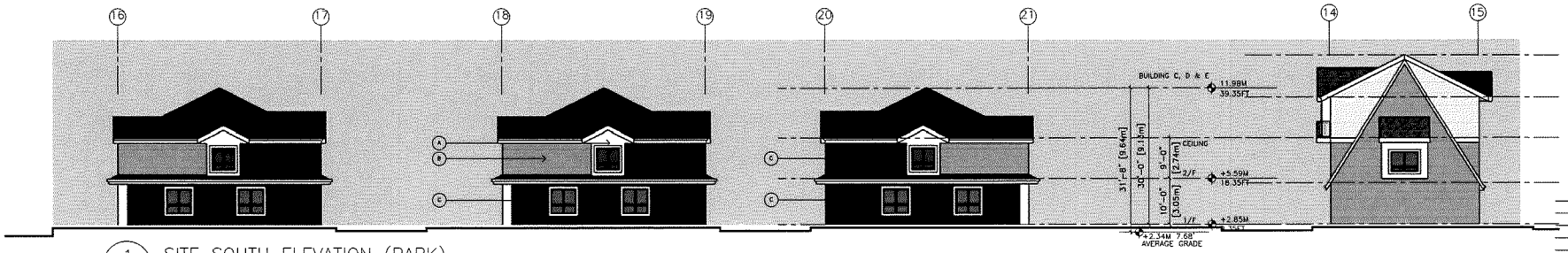
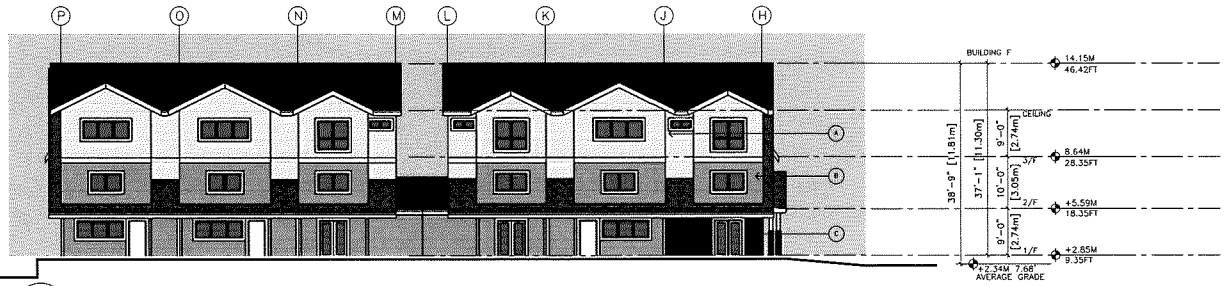
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

COLOUR1

DEVELOPMENT PERMIT



ALSO REFER TO 1/A9 SITE SOUTH ELEVATION (PARK)
3/32" TO 1'-0"



ALSO REFER TO 2/A9 SITE EAST ELEVATION
3/32" TO 1'-0"



ALSO REFER TO 3/A9 SITE INTERNAL WEST ELEVATION (DRIVE AISLE)
3/32" TO 1'-0"

EXTERIOR COLOUR
- A → HARDI PLUS ARCTIC WHITE
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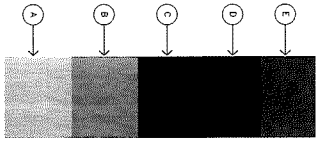
HARDI SIDING COLOUR LEGEND

ALL HARDI TRIM OR CORNER TRIM SHALL MATCH THE ADJACENT HARDI PANEL COLOUR



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PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

COLOUR ELEVATIONS

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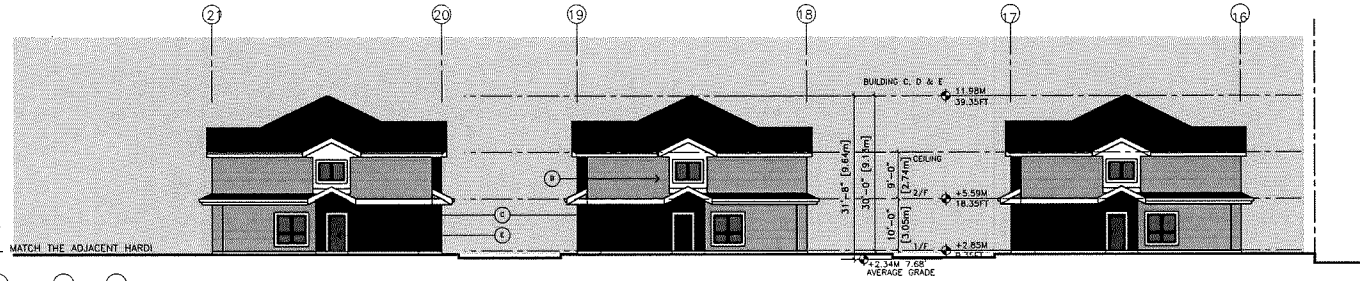
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

COLOUR2

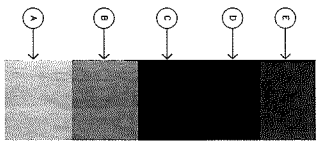
DEVELOPMENT PERMIT

CNCL - 237



HARDI SIDING COLOUR LEGEND

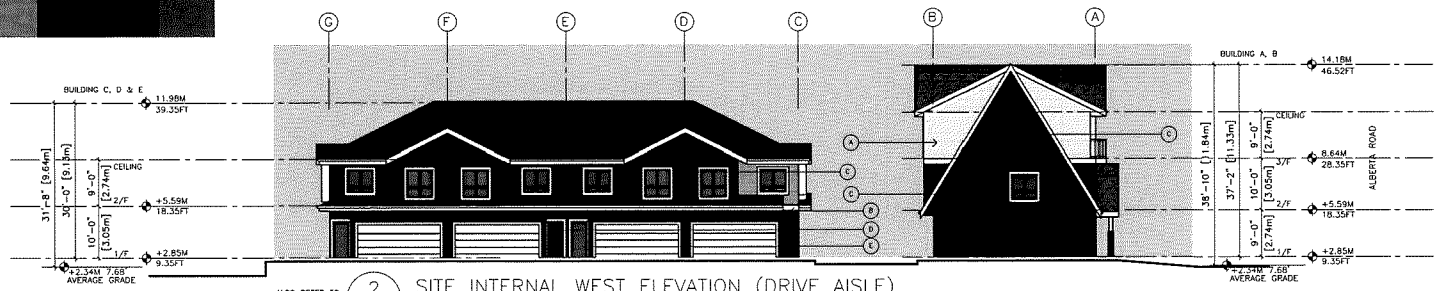
ALL HARDI TRIM OR CORNER TRIM SHALL MATCH THE ADJACENT HARDI PANEL COLOUR



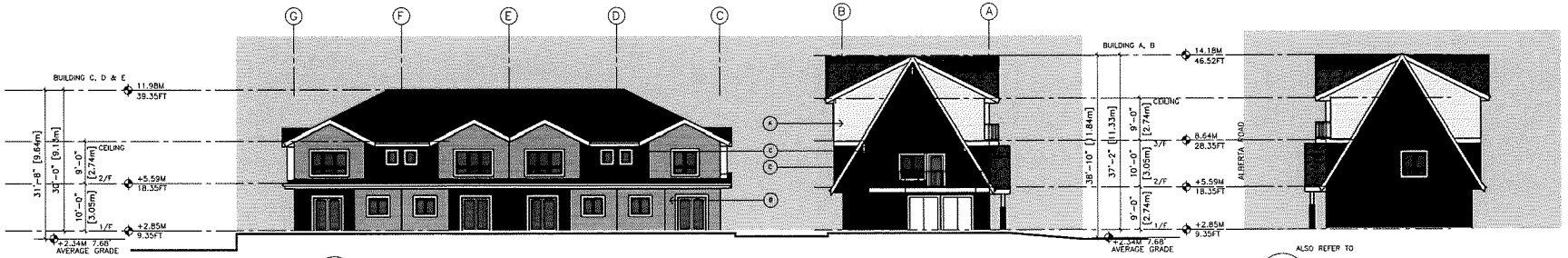
EXTERIOR COLOUR

- (A) → HARDI PLUS ARCTIC WHITE
- (B) → HARDI PLUS PEARL GREY
- (C) → HARDI PLUS EVENING BLUE
- (D) → DOOR COLOUR SW6055
- (E) → DOOR COLOUR SW7624

ALSO REFER TO 1/A10 — SITE INTERNAL NORTH ELEVATION (DRIVE AISLE)
3/32" TO 1'-0"



ALSO REFER TO 2/A10 — SITE INTERNAL WEST ELEVATION (DRIVE AISLE)
3/32" TO 1'-0"



ALSO REFER TO 3/A10 — SITE INTERNAL EAST ELEVATION (YARD)
3/32" TO 1'-0"

ALSO REFER TO 4/A10 — BLDG A WEST ELEVATION
3/32" TO 1'-0"

DP 25-022217

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PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

COLOUR ELEVATIONS

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FILENAME:	18-05_NAB_261007-DPP.DWG

COLOUR3

DEVELOPMENT PERMIT

PROPOSED TOWNHOUSE AT
9620, 9640, 9660, 9700 ALBERTA ROAD, RICHMOND, BC

DEVELOPMENT DATA

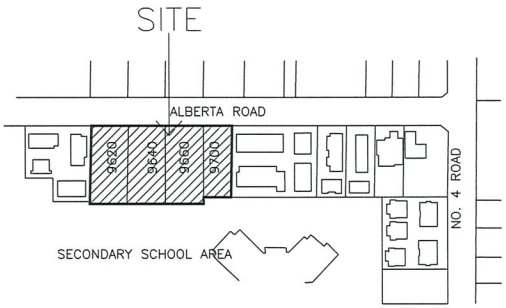
(A) CIVIC ADDRESS:	9620, 9640, 9660, 9700 ALBERTA ROAD, RICHMOND, BC		
(B) LEGAL DESCRIPTION:	EAST HALF OF LOT 10 AND WEST HALF AND EAST HALF OF LOT 11 BLOCK C. PLAN 1305 AND LOT 1, PLAN 1712 ALL SECTION 10, BLOCK 4 NORTH, RANGE 6 WEST NEW WESTMINSTER DISTRICT		
(C) LOT AREA:	5,304.1 SM (57,092 SF)		
(D) ZONING USE	CURRENT: RSM/XL, CURRENT ZONING (UNDER RSM/XL ZONING)	REZONING (RTM3)	PROPOSED
(E) FLOOR AREA RATIO	0.55 TO 464.5 SM 0.3 TO REST OF SITE AREA	0.70 TOTAL FAR FLOOR AREA 0.7 X 5301.1 SM = 3,712.87 SM (39,965 SF)	0.70 39,965 SF FAR FLOOR AREA (3712 SM)
(F) NUMBER OF UNIT:	4 PER LOT	29 UNITS	29 UNITS
(G) BUILDING COVERAGE:	MAX – 45%	MAX – 40% (22,836 SF)	39.8% (22697 SQ. FT.)
(H) BUILDING HEIGHT:	MAX HEIGHT – 9M	MAX MAIN BUILDING HEIGHT – 12M	BUILDING HEIGHT – 11.78M
(I) SETBACK:	FRONT YARD – 6M SIDE YARD – 1.2M REAR YARD – 6M	FRONT YARD FACING ALBERTA RD – 6M EAST AND WEST SIDE YARD – 3M REAR YARD – 3M	FRONT YARD FACING ALBERTA RD – 6.03M (19'9") EAST SIDE YARD – 3.62M (11'10") WEST SIDE YARD –3.84M (12'7") REAR YARD – 3.09M (10'2")
(J) OUTDOOR AMENITY		6.0 SM (64.58 SF) PER UNIT 6SM X29 = 174 SM (1873 SF)	207.8 SM (2238 SQ. FT.)
(K) PARKING:		1.4 PER DWELLING UNITS X 29 = 41 0.2 VISITOR PARKING / UNIT X 29 = 6 TOTAL = 47 REQUIRED SMALL PARKING – MAX 50%	RESIDENTIAL PARKING: 29 REGULAR, 29 SMALL VISITOR PARKING: 1 DISABLED, 5 REGULAR
(L) VISITOR BICYCLE		0.2 PER DWELLING UNIT X 29= 6 RESIDENTIAL BICYCLE STORAGE 1.25 PER DWELLING UNIT X 29=37	BICYCLE VISITOR BIKE RACK 6 RESIDENTIAL 49 (INSIDE GARAGE)











NORTH

1 — LOCATION MAP
NTS

THREE CONVERTIBLE UNITS ARE PROVIDED IN THIS DEVELOPMENT

ALL THE UNITS IN THIS PROJECT SHALL INCORPORATE THE FOLLOWING FEATURES IN THE UNITS

(1) PROJECT SHALL MEET BCBC STEP CODE 3 WITH EL–4
(2) AGING IN PLACE FEATURES SHALL BE PROVIDED TO ALL UNITS:
(a) STAIRWELL HANDRAILS
(b) LEVER TYPE HANDLES FOR PLUMBING FIXTURE AND DOOR HANDLES
(c) SOLID BLOCKING IN WASHROOM WALLS TO FACILITATE FUTURE GRAB BAR INSTALLATION BESIDE TOILETS, BATHTUBS AND SHOWERS

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DP 25–022217

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7.	2026.09.23 FOR CITY DP PANEL REVIEW
8.	2026.10.15 FOR CITY DP PANEL PRESENTATION

	REVISION
6.	2026.09.23 UPDATE RETAINING WALL LABELS
5.	2026.09.21 RECESS CONVERTIBLE UNIT ENTRY PER CITY COMMENTS
4.	2026.09.01 ADD SEPARATE AID LIGHTING PER CITY REQUEST
3.	2026.08.31 REVISE PER ADP COMMENTS
2.	2026.07.03 REVISE FOR ADP PRESENTATION
1.	2026.05.25 REVISE PER CITY STAFF COMMENT LETTER

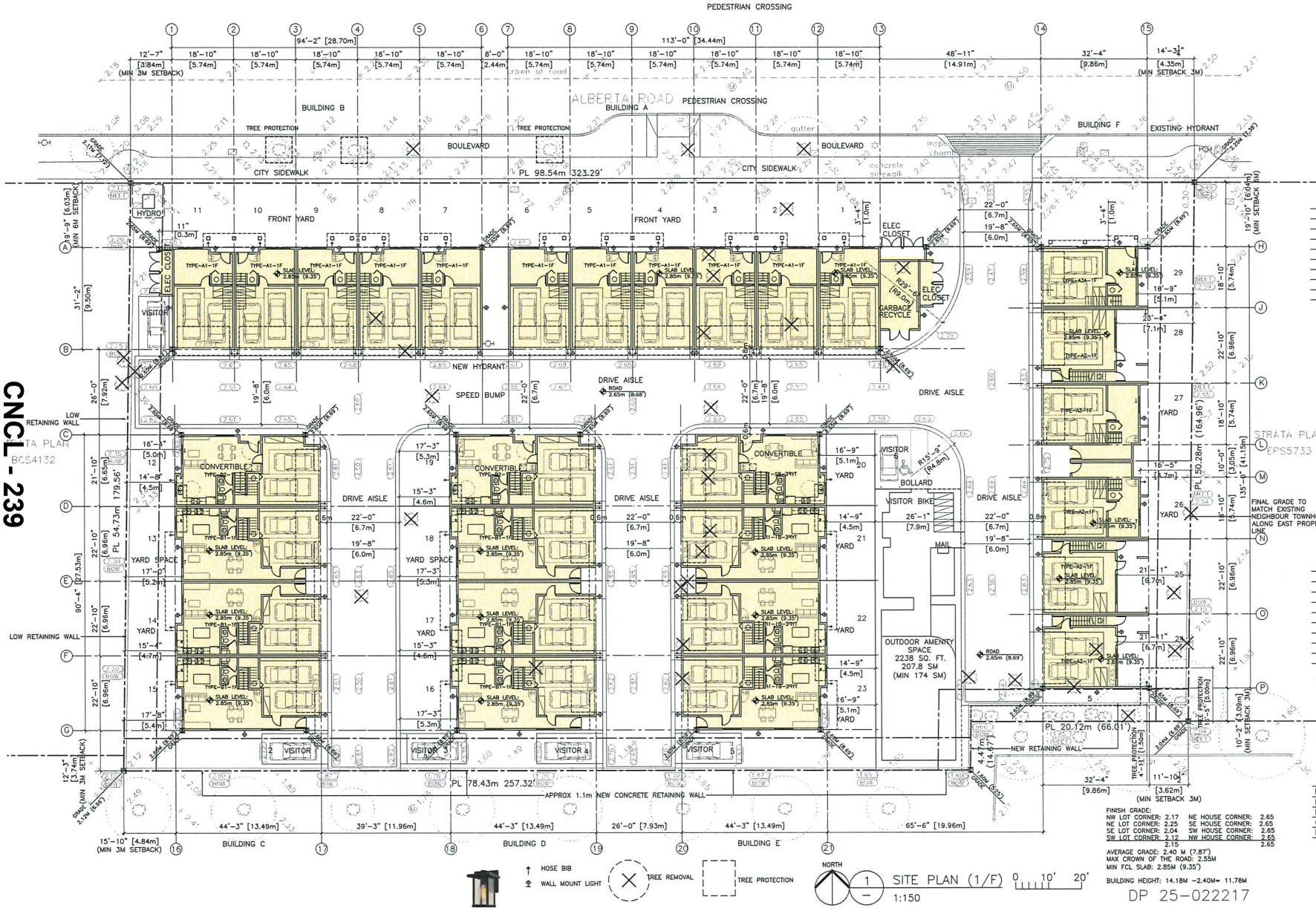
PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

DEVELOPMENT SUMMARY

PROJECT NUMBER:	18–05
ISSUED:	10/7/2026
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18–05_NAB_261007–DPP.DWG

A1

DEVELOPMENT PERMIT



CNCL - 239

FINISH GRADE:
NW LOT CORNER: 2.17 NE HOUSE CORNER: 2.65
NE LOT CORNER: 2.25 SE HOUSE CORNER: 2.65
SE LOT CORNER: 2.04 SW HOUSE CORNER: 2.65
SW LOT CORNER: 2.12 NW HOUSE CORNER: 2.65
2.15 2.65

AVERAGE GRADE: 2.40 M (7.87')
MAX CROWN OF THE ROAD: 2.55M
MIN FCL SLAB: 2.85M (9.35')

BUILDING HEIGHT: 14.18M -2.40M= 11.78M

DP 25-022217

ERIC LAW ARCHITECT

ericlaw.architect@gmail.com
103 4300 NORTH FRASER WAY BURNABY BC V5J 0B3

TEL: (604) 505-2099

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PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

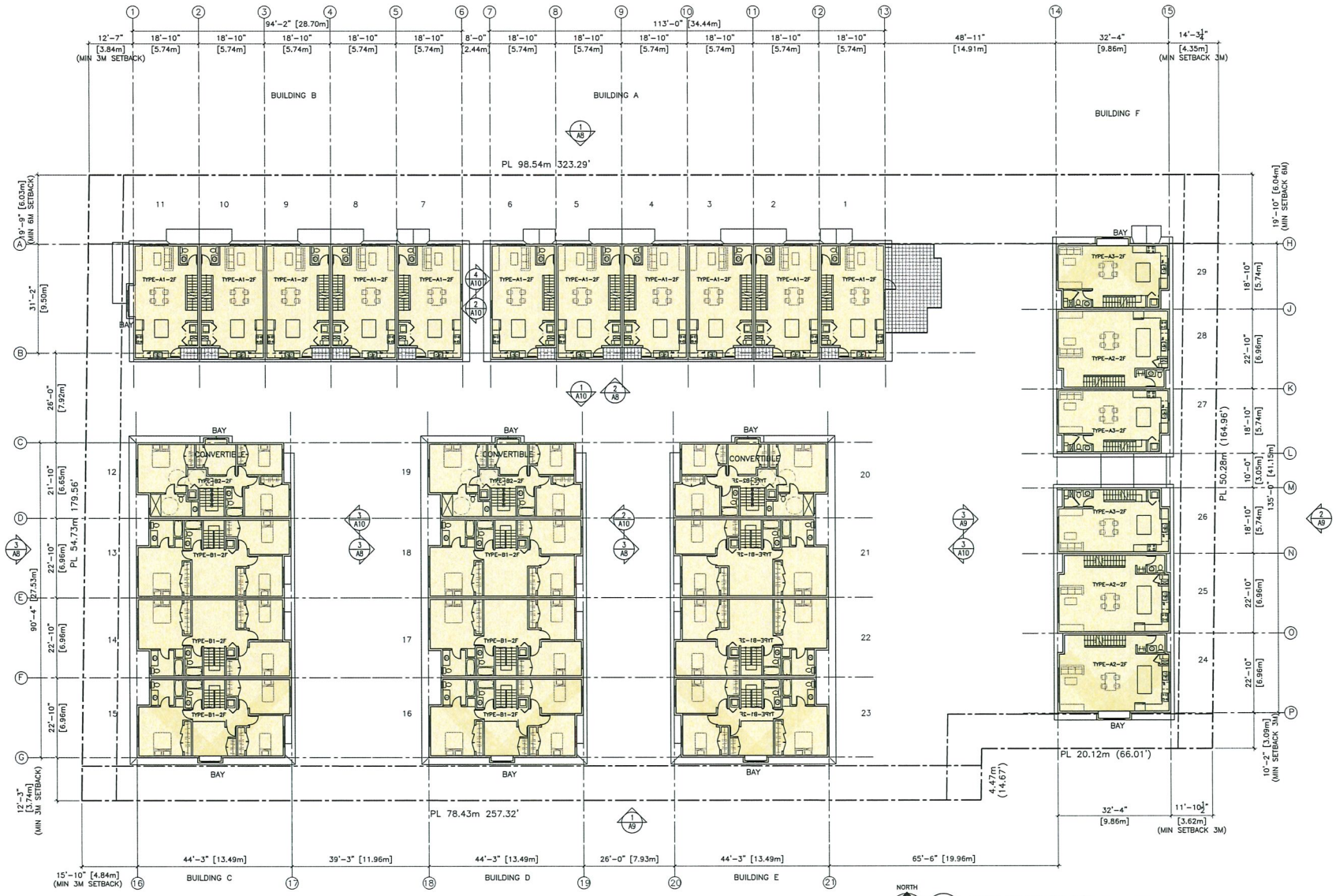
SITE PLAN - 1/F

PROJECT NUMBER:	18-05
ISSUED:	10/7/2026
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

A2

DEVELOPMENT PERMIT

CNCL - 240



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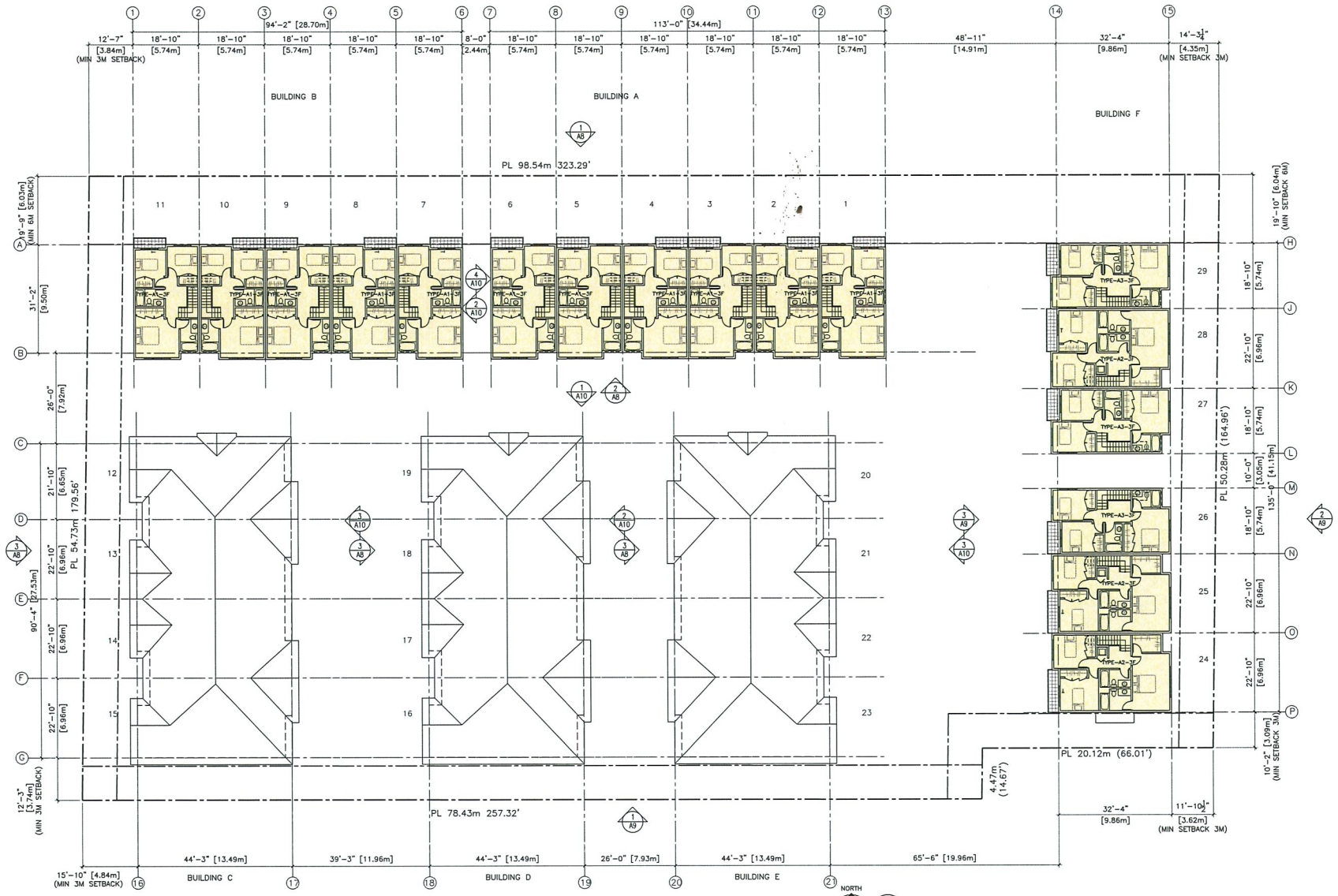
PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

SITE PLAN - 2/F

PROJECT NUMBER:	18-05
ISSUED:	10/7/2026
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

A3

DEVELOPMENT PERMIT



CNCL - 241

DP 25-022217

ERIC LAW ARCHITECT

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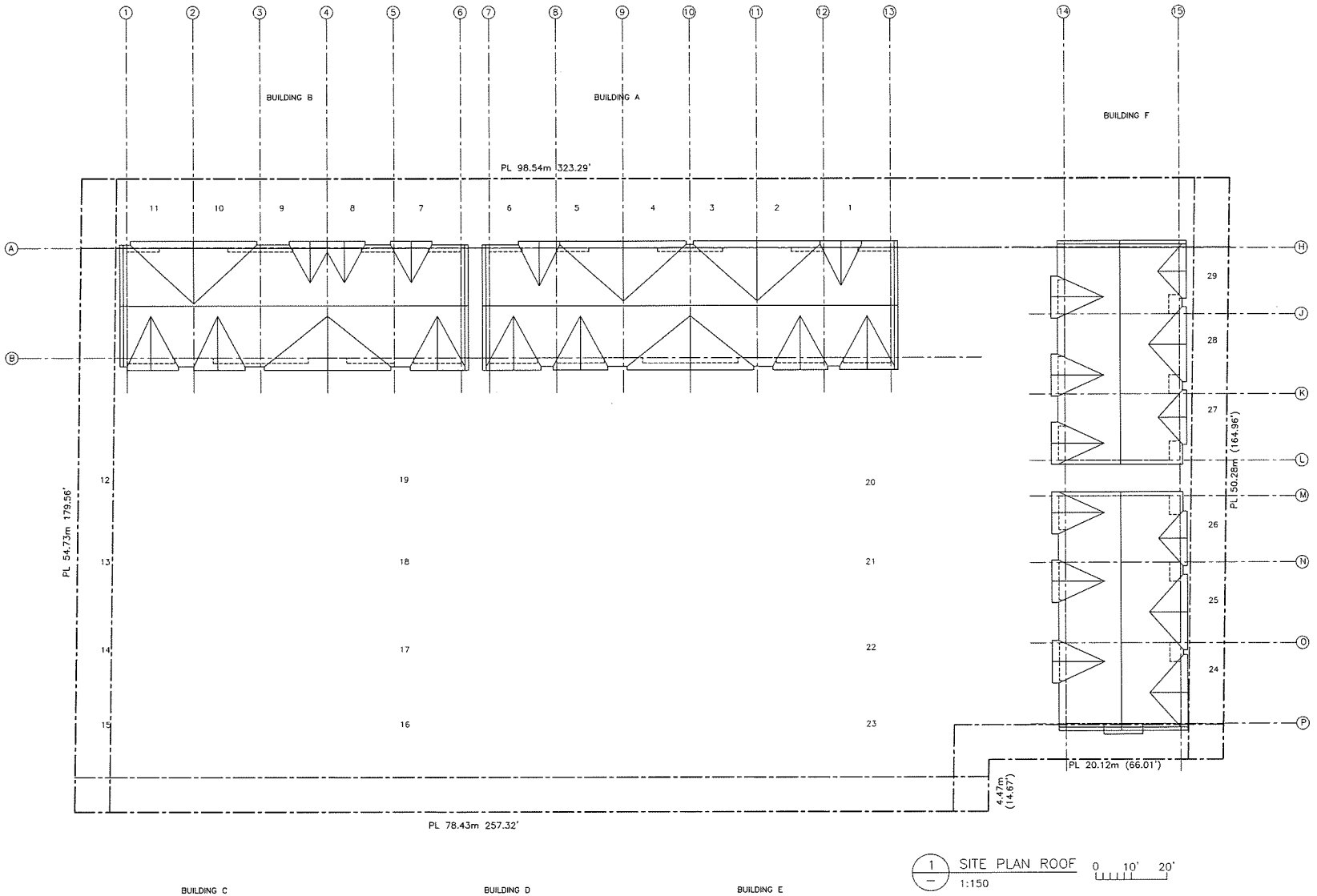
PROPOSED TOWNHOUSE AT 9620, 9640, 9660 & 9700 ALBERTA RD RICHMOND

SITE PLAN - 3/F

PROJECT NUMBER:	18-05
ISSUED:	10/7/2026
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

A4

DEVELOPMENT PERMIT



1 SITE PLAN ROOF
1:150

0 10' 20'

DP 25-022217

CNCL - 242

ERIC LAW ARCHITECT

ericlaw.architect@gmail.com
103 - 4300 NORTH FRASER WAY BURNABY BC V5J 0B3

TEL: (604) 565-2099

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PROPOSED TOWNHOUSE
AT
9620, 9640, 9660 & 9700
ALBERTA RD RICHMOND

SITE PLAN - ROOF

PROJECT NUMBER:	18-05
ISSUED:	10/7/2026
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	18-05_NAB_261007-DPP.DWG

A5

DEVELOPMENT PERMIT

CNCL - 243



HARDSCAPE LEGEND

- STANDARD PAVERS, BY NEWSTONE GROUP NORTHERN SHADOW COLOR
- AQUALINE SERIES PERMEABLE PAVERS BY BELGARD FOUNDRY COLOR
- SOD LAWN
- POURED IN PLACE RUBBER SAFETY SURFACE
- RIVER ROCK OVER WEED MAT

FENCE LEGEND

SYMBOL	STYLE
	42" HT FENCING
	4' HT. FENCING
	6' HT. FENCING

LIGHTING LEGEND

SYMBOL	STYLE
	BOLLARD 36" HT

LITHONIA RADEAN LED BOLLARD

FURNITURE LEGEND



WISHBONE MODENA WIDE BODY BENCH

100% RECYCLED PLASTIC LUMBER

POWDERCOATED - TEXTURED SILVER



WISHBONE BIKE RACK-ISFBRP-7 POWDERCOATED - TEXTURED SILVER

POWDERCOATED - TEXTURED SILVER



JAMDETT J3-22457

ALL PAVERS TO BE INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.

ALL FURNITURE TO BE SURFACE MOUNTED AS PER MANUFACTURER'S SPECIFICATIONS.

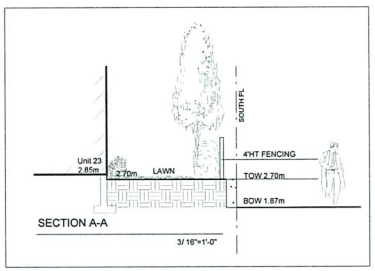
PLANT SCHEDULE - MAIN FLOOR

PMG PROJECT NUMBER: 24-197

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE				
	5	GINKGO BILOBA 'AUTUMN GOLD'	AUTUMN GOLD MAIDENHAIR TREE	8CM CAL; 2M STD; B&B; CLIMATE RESILIENT
	8	LIQUIDAMBAR STYRACIFLUA 'SLENDER SILHOUETTE'	SLENDER SILHOUETTE SWEETGUM	8CM CAL; B&B; CLIMATE RESILIENT
	8	PICEA OMORIKA 'BRUNS'	BRUNS SERBIAN SPRUCE	4.0M HT; B&B; CLIMATE CHANGE RESILIENT
	12	PRUNUS SERRULATA 'PINK PERFECTION'	PINK PERFECTION FLOWERING CHERRY	8CM CAL; 1.5M STD; B&B; CLIMATE RESILIENT
	13	PYRUS CALLERYANA 'CHANTICLEER'	CHANTICLEER PEAR	8CM CAL; 1.8M STD; B&B; CLIMATE RESILIENT
	8	STYRAX JAPONICUS	JAPANESE SNOWBELL	8CM CAL; 1.8M STD; B&B; CLIMATE RESILIENT

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

NOTE:
- PROVIDE DESIGNED BUILD HIGH EFFICIENCY AUTOMATIC IRRIGATION SYSTEM TO I.I.A.B.C. STANDARDS TO ALL SOFT LANDSCAPE AREAS.
- SHOP DRAWINGS O BE REVIEWED AND APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.



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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
6	26.SEP.25	NEW SITE&CIVIL PLANS, CITY COMMENTS	DD
5	26.AUG.25	NEW SITE PLAN&DP COMMENTS	DD
4	26.JUL.07	CITY COMMENT	DD
3	26.JAN.27	NEW SITE PLAN @ CITY COMMENTS	DD
2	25.AUG.01	REVISION AS PER CLIENT REQUEST	DD
1	25.JUL.24	NEW SITE PLAN	DD

CLIENT: SIAN GROUP
WITH: ERIC LAW ARCHITECT

PROJECT:
29 UNITS TOWNHOUSE DEVELOPMENT
9620 - 9700 Alberta Road
RICHMOND

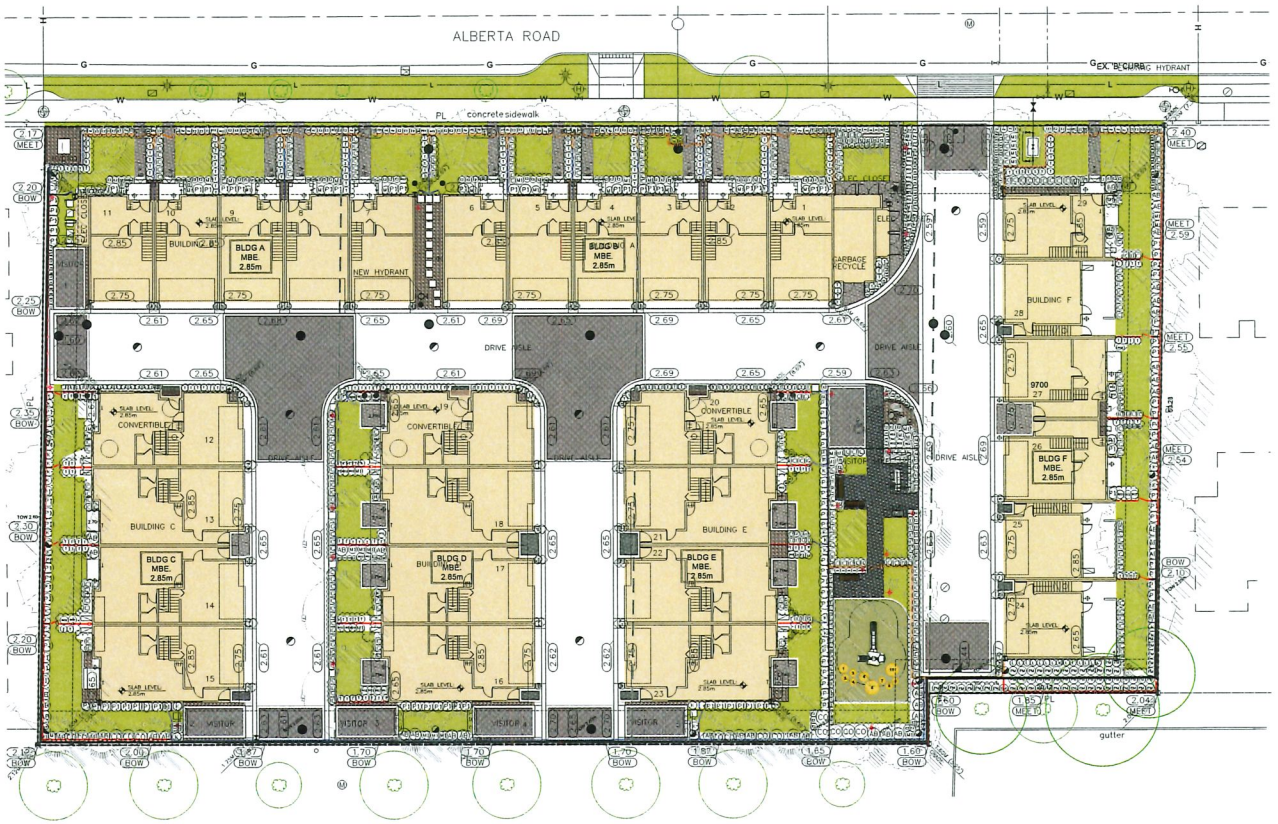
DRAWING TITLE:
LANDSCAPE PLAN

DATE: November 20, 2024
SCALE: 1/ 16"=1'-0"
DRAWN: DD
DESIGN: DD
CHK'D: YR

DRAWING NUMBER: **L1** OF 5

24197-6.ZIP

PMG PROJECT NUMBER: **24-197**



PLANT SCHEDULE

PMG PROJECT NUMBER: 24-197

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
SHRUB				
(AB)	45	ABELIA 'EDWARD GOUCHER'	PINK ABELIA	#2 POT; 30CM
(CA)	16	CORNUS ALBA 'KELSEYII'	KELSEY DWARF DOGWOOD	#2 POT
(IC)	313	ILEX CRENATA 'SKY PENCIL'	JAPANESE HOLLY;	#3 POT; 60CM
(KL)	32	KALMIA LATIFOLIA 'ELF'	DWARF MOUNTAIN LAUREL	#3 POT; 50CM
(PJ)	115	PIERIS JAPONICA 'VALLEY FIRE'	PIERIS	#3 POT; 50CM
(RM)	51	ROSA MEIDELAND 'ROYAL BONICA'	MEIDILAND ROSE; PINK	#2 POT; 40CM
(TM)	320	TAXUS X MEDIA 'HICKSII'	HICK'S YEW	1.0M B&B
GRASS				
(CO)	109	CAREX OSHIMENSIS 'EVERGOLD'	EVERGOLD JAPANESE SEDGE	#1 POT
(MS)	57	MISCANTHUS SINENSIS 'LITTLE KITTEN'	COMPACT MAIDEN GRASS	#1 POT
(PA)	106	PENNISETUM ALOPECUROIDES 'HAMLIN'	DWARF FOUNTAIN GRASS	#1 POT
PERENNIAL				
(R)	55	RUDBECKIA FULGIDA VAR SULLIVANTII 'GOLDILOCKS'	RUDBECKIA; YELLOW-ORANGE	15CM POT
GC				
(EJ)	134	EUONYMUS JAPONICA 'EMERALD GAIETY'	EUONYMUS; SILVER VARIEGATED	#1 POT; 25CM
(LP)	14	LONICERA PILEATA	PRIVET HONEYSUCKLE	#1 POT; 25CM
(PM)	63	POLYSTICHUM MUNITUM	WESTERN SWORD FERN	#1 POT; 25CM

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SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
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5	26.AUG.25	NEW SITE PLANS&DP COMMENTS	DD
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CLIENT: SIAN GROUP
WITH: ERIC LAW ARCHITECT

PROJECT:
29 UNITS TOWNHOUSE DEVELOPMENT
9620 - 9700 Alberta Road
RICHMOND

DRAWING TITLE:
SHRUB PLAN

DATE: November 20, 2024
SCALE: 1/ 16"=1'-0"
DRAWN: DD
DESIGN: DD
CHK'D: YR

DRAWING NUMBER: **L2**
OF 5

24197-6.ZIP
PMG PROJECT NUMBER: **24-197**

CNCL - 244

From: bingo r1r
To: CityClerk
Subject: Opposition to Development Permit DP 25-022217 (9620, 9640, 9660 & 9700 Alberta Road)
Date: Saturday, October 3, 2026 1:34:02 PM

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City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe..

To the City Clerk and Development Permit Panel,

I am writing as a local resident to express my strong opposition to the proposed 29-unit townhouse development at 9620, 9640, 9660, and 9700 Alberta Road (File: DP 25-022217).

Our neighborhood is already struggling with severe traffic congestion, particularly during school drop-off and pick-up hours due to the nearby schools. Alberta Road and the surrounding side streets simply do not have the capacity to handle additional traffic. Adding 29 new multi-vehicle households will only exacerbate the bottleneck and make daily commuting much worse for current residents.

More importantly, this issue poses a significant safety risk to children. With young students walking to and from school, the substantial increase in daily vehicular traffic—along with construction heavy machinery during the build phase—creates a dangerous environment for pedestrians.

Furthermore, on-street parking along Alberta Road is already at full capacity. Visitors and multi-car families from this new development will inevitably spill over into street parking, reducing visibility at intersections and making navigation even more hazardous for drivers and pedestrians alike.

I strongly urge the Panel to reject or significantly reconsider this application until proper infrastructure, traffic management, and pedestrian safety solutions are put in place.

Thank you for considering my concerns.

Sincerely,

Brian

City of Richmond

Report to Council

To:	Richmond City Council	**Date:**	October 7, 2026
From:	Wayne Craig Chair, Development Permit Panel	**File:**	DP 26-009020
Re:	**Development Permit Panel Meeting Held on May 27, 2026**		

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of Development Permit (DP 26-009020) for the property at 10695 Aintree Place, be endorsed and the Permit so issued.

Respectfully submitted

Wayne Craig, General Manager, Planning and Development

Panel Report

The Development Permit Panel considered the following item at its meeting held on May 27, 2026.

DP 26-009020 – BRAD DORE – 10695 AINTREE PLACE
(May 27, 2026)

The Panel considered a Development Permit (DP) application to permit the construction of a two-storey rear yard infill building at 10695 Aintree Place on a site zoned "Small-Scale Multi-Unit Housing (RSM/L)".

The applicant and architect, Brad Dore, and the applicant's landscape architect, Ethan Li, provided a brief visual presentation highlighting:

- The proposed development would add a non-stratified, 88.3 m^2 (950 ft^2) small-scale multi-unit housing infill unit to a site containing an existing dwelling.
- The proposed rear-yard infill unit would be located in the northwest corner of the subject property.
- The subject site is irregularly shaped, has both street and lane access, and is within walking distance of transit.
- The covered patio attached to the existing dwelling would be removed to provide the required separation between the existing dwelling and the proposed infill unit.
- The form and character of the proposed infill unit would complement the existing dwelling and create a cohesive overall development.
- The principal entrance and windows would face the lane, with a small, covered patio and private outdoor space also provided.
- The south elevation would have limited windows and architectural detailing due to the required separation from the existing dwelling and applicable Building Code requirements.
- The proposed infill unit would be accessible from both the lane and the street and landscape buffers would be provided along the walkway from the street to enhance privacy.
- Private outdoor space would be provided on the west side of the proposed infill unit.
- Landscaping would include a variety of native and evergreen plant species.

Staff noted that (i) the proposed rear yard infill unit is compliant with the site's Small-Scale Multi-Unit Housing (RSM) zoning, (ii) ground-oriented outdoor space is proposed for the exclusive use of the infill unit, defined through fencing, paving and landscape elements, (iii) two new trees are proposed, and an irrigation system will be installed, and (iv) parking for the rear yard infill unit will also be provided on-site.

The Panel commented on the choice of landscaping for the subject site and suggested to replace the proposed Pacific crabapple tree in the front yard with Dogwood or a Magnolia. In reply to queries from the Panel, the applicant noted that (i) the pathway remains on the south-west side of the subject site, and (ii) the proposed front yard tree could be changed to a native dogwood. In reply to further queries from the Panel, the applicant noted that the heating and cooling unit will be moved to the east side of the infill unit with proposed landscape screening.

The Panel expressed support for the application, noting that the subject site is a good location for an accessory rental unit. The Panel directed staff to work with the applicant to review the location and landscape screening of the heat pump and to review the tree species for the front yard.

In response to the Panel's direction, the applicant revised the location and screening of the heat pumps, which are now positioned along the infill building wall and screened by surrounding shrub planting, and replaced the proposed crabapple tree with a dogwood tree in the front yard.

The Panel recommends the Permit be issued.

City of Richmond

Report to Council

To:	Richmond City Council	**Date:**	October 7, 2026
From:	Roeland Zwaag Chair, Development Permit Panel	**File:**	DP 18-841057
Re:	**Development Permit Panel Meeting Held on July 15, 2026**		

Staff Recommendation

That the recommendation of the Panel to authorize changes to the design of the Development Permit (DP 18-841057) issued for the property at 7811 Alderbridge Way be endorsed and the changes be deemed to be in General Compliance with the approved Development Permit.

Respectfully submitted,

Roeland Zwaag, General Manager, Engineering and Public Works

Panel Report

The Development Permit Panel considered the following item at its meeting held on July 15, 2026.

DP 18-841057 – CHRISTOS PLATIS (ONNI 7811 ALDERBRIDGE HOLDING CORP.) – 7811 ALDERBRIDGE WAY
(July 15, 2026)

The Panel considered whether changes to the approved development, including to the building facade, amenity areas, on-site landscaping and parking areas, are in General Compliance with the approved Development Permit (DP) (DP 18-841057).

The applicant, Christos Platis, of Onni 7811 Alderbridge Holding Corp., and the applicant's architect, Taizo Yamamoto, of Yamamoto Architecture, provided a brief visual presentation highlighting minor changes from the original DP application in 2020:

- The proposed changes to the buildings known as Riva 5 and 6 reflect lessons learned through the construction of earlier phases of their development (Riva 1 through 4), while maintaining the previously approved massing and elevation composition and creating a consistent design language across all six buildings in the Riva development.
- Fin walls and parapets would be removed in select locations to increase natural light within the residential units.
- Double doors would be added to the ground-floor commercial retail unit.
- The originally proposed red panelling at Riva 5 would be changed to grey to better match the surrounding building.
- Two trees fronting the commercial signage area would be slightly relocated to provide greater flexibility for use and programming of the space.
- Additional revisions are proposed to improve structural efficiency and modify the configuration and programming of the indoor and outdoor amenity spaces.
- Three stacks of two-bedroom units, each extending across six floors of Riva 6, would be reconfigured to create 18 additional units, increasing the total number of units from 206 to 224.

Staff noted that (i) the proposed changes are generally the result of some lessons learned from previous phases of the development, together with building efficiencies and some changes to the overall unit mix, (ii) the proposed Riva 6 unit changes will continue to maintain 60 per cent of the units as being two bedrooms or larger, exceeding the City's target of 40 per cent family-friendly units, and there is no change to the number of low-end market rental units as a result of those changes, (iii) the addition of a micro-mobility hub is being proposed as designated spaces to accommodate e-scooters on site, (iv) no variances are proposed as part of the development project maintaining the general building massing form and character, and (v) there is no change to the site servicing requirements, all of which were secured as part of the previously adopted rezoning and issued development permit.

In reply to a query from Panel regarding bike parking or car parking, Mr. Yamamoto confirmed there will not be a reduction in the bike or car parking resulting from the proposed changes.

In reply to a further query from Panel regarding the fin walls and potential impact on privacy between units, Mr. Yamamoto clarified there were a few different conditions where fin walls contributed to the design aesthetic and form and, in some cases to help create more presence of the street wall, which wasn't necessary and blocked natural light; therefore, those would be replaced with aluminum privacy screens with frosted glass as opposed to a framed wall that needs to be clad on both sides.

In reply to the further query from Panel regarding the removal of the red colour on Riva 6, Mr. Platis noted the original intent of the red colour related to the requirements of the intended tenant at the time; however, the space is no longer going to be occupied by that tenant; therefore, the red panelling has been replaced to match the existing façade at Riva 5.

In reply to a query from Panel regarding the replacement of aluminum windows to vinyl in certain key areas, Mr. Yamamoto confirmed the entire building will have the same vinyl specs, which will also streamline associated suppliers and warranties.

The Panel expressed support for the comprehensive presentation and noted appreciation for the thoughtful changes.

The Panel recommends the Permit be issued.