



**City Council**

**Council Chambers, City Hall  
6911 No. 3 Road**

**Monday, October 7, 2024  
7:00 p.m.**

Pg. #      ITEM

MINUTES

1.    *Motion to:*  
CNCL-11    *adopt the minutes of the Regular Council meeting held on September 23, 2024.*



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



3. Delegations from the floor on Agenda items.

**PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 18.**

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
- Naming of the New Community Facility and Fieldhouse Located in Hugh Boyd Community Park
- Washer and Dryer for New West Richmond Pavilion
- High Jump Equipment Cover
- Metro West Inter-Municipal Business Licence Bylaws
- Response To Metro Vancouver's Referral: Land Use Designation Amendment To The Metro 2050 Regional Growth Strategy Proposed By The City Of Surrey For The Property Located At 7880 128 Street
- UBCM – Community Works Agreement – Canada Community Building Fund
- Council Strategic Plan 2022-2026 Mid-Term Highlights
- Next Generation 9-1-1
- Amendments To The Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515
- Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568



## Council Agenda – Monday, October 7, 2024

Pg. # ITEM

- Permissive Property Tax Exemption (2025) Bylaw No.10566

5. *Motion to adopt Items No. 6 through No. 17 by general consent.*

☐

Consent  
Agenda  
Item

6. COMMITTEE MINUTES

*That the minutes of:*

CNCL-22

- (1) *the Parks, Recreation and Cultural Services Committee meeting held on September 24 , 2024;*
  - (2) *the Finance Committee meeting held on October 1, 2024; (distributed separately) and*
  - (3) *the General Purposes Committee meeting held on October 1, 2024; (distributed separately)*
- be received for information.*

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Consent  
Agenda  
Item

7. NAMING OF THE NEW COMMUNITY FACILITY AND FIELDHOUSE LOCATED IN HUGH BOYD COMMUNITY PARK

(File Ref. No. 06-2052-01) (REDMS No. 7772636)

CNCL-26

[See Page CNCL-26 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

*That the facility to be constructed in Hugh Boyd Community Park be named West Richmond Pavilion, as presented in the staff report titled “Naming of the New Community Facility and Fieldhouse located in Hugh Boyd Community Park”, dated August 29, 2024, from the Director, Recreation and Sport Services.*

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## Council Agenda – Monday, October 7, 2024

Pg. #

ITEM

Consent  
Agenda  
Item

8. **WASHER AND DRYER FOR NEW WEST RICHMOND PAVILION**  
(File Ref. No.)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That staff include an appropriate hook-up for a washer and dryer in the  
new West Richmond Pavilion.*

☐

Consent  
Agenda  
Item

9. **HIGH JUMP EQUIPMENT COVER**  
(File Ref. No.)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That staff work with Richmond Kajaks to provide a cover for the high jump  
equipment at the Minoru Track.*

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Consent  
Agenda  
Item

10. **METRO WEST INTER-MUNICIPAL BUSINESS LICENCE BYLAWS**  
(File Ref. No. 12-8060-02-01) (REDMS No. 7737244)

CNCL-33

See Page CNCL-33 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Inter-Municipal Business Licence Agreement Bylaw No. 10584  
be introduced and given first, second and third readings; and*
- (2) *That Inter-Municipal Business Licence Bylaw No. 10583 be  
introduced and given first, second and third readings.*

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## Council Agenda – Monday, October 7, 2024

Pg. # ITEM

Consent  
Agenda  
Item

11. **RESPONSE TO METRO VANCOUVER'S REFERRAL: LAND USE DESIGNATION AMENDMENT TO THE METRO 2050 REGIONAL GROWTH STRATEGY PROPOSED BY THE CITY OF SURREY FOR THE PROPERTY LOCATED AT 7880 128 STREET**

(File Ref. No. 01-0157-30-RGST1) (REDMS No. 7788990)

CNCL-47

See Page CNCL-47 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 7880 128 Street", dated September 9, 2024, from the Director, Policy Planning.*



Consent  
Agenda  
Item

12. **UBCM – COMMUNITY WORKS AGREEMENT – CANADA COMMUNITY BUILDING FUND**

(File Ref. No. 01-0130-01) (REDMS No. 7763249)

CNCL-63

See Page CNCL-63 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the City enter into a funding agreement with the Union of British Columbia Municipalities (UBCM), as described in the report titled "UBCM – Community Works Agreement – Canada Community Building Fund," dated September 9, 2024, from the Director, Intergovernmental Relations and Corporate and Strategic Planning; and*
- (2) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized on behalf of the City to execute the above noted agreement with UBCM.*



## Council Agenda – Monday, October 7, 2024

Pg. # ITEM

Consent  
Agenda  
Item

13. **COUNCIL STRATEGIC PLAN 2022-2026 MID-TERM HIGHLIGHTS**  
(File Ref. No. 01-0005-01) (REDMS No. 7730292)

CNCL-77

See Page CNCL-77 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *The report titled “Council Strategic Plan 2022-2026 Mid-Term Highlights,” dated August 21, 2024 from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be received for information; and*
- (2) *Attachments 1 and 2 of the report be made available for viewing and download on the City of Richmond website.*



Consent  
Agenda  
Item

14. **NEXT GENERATION 9-1-1**  
(File Ref. No. 03-1000-13-025) (REDMS No. 7810539)

CNCL-154

See Page CNCL-154 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the Chief Administrative Officer and the General Manager, Finance & Corporate Services be authorized to execute and deliver the Next Generation 9-1-1 Implementation and Operation Contract, between the City and Metro Vancouver Regional District, on substantially the terms described in the report titled “Next Generation 9-1-1”, from the General Manager, Law & Community Safety and the General Manager, Finance & Corporate Services, dated September 18, 2024.*



## Council Agenda – Monday, October 7, 2024

Pg. # ITEM

Consent  
Agenda  
Item

15. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028) BYLAW NO. 10515**  
(File Ref. No. 03-0975-01) (REDMS No. 7759234)

CNCL-160

[See Page CNCL-160 for full report](#)

### FINANCE COMMITTEE RECOMMENDATION

*That the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604, which incorporates and puts into effect the changes as outlined in the staff report titled “Amendments to the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515” dated September 17, 2024, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.*

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Consent  
Agenda  
Item

16. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10568**  
(File Ref. No. 03-1240-01) (REDMS No. 7761097)

CNCL-186

[See Page CNCL-186 for full report](#)

### FINANCE COMMITTEE RECOMMENDATION

*That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568 be introduced and given first, second and third readings.*

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Consent  
Agenda  
Item

17. **PERMISSIVE PROPERTY TAX EXEMPTION (2025) BYLAW NO.10566**  
(File Ref. No. 03-0925-02-04) (REDMS No. 7699135)

CNCL-244

[See Page CNCL-244 for full report](#)

### FINANCE COMMITTEE RECOMMENDATION

*That Permissive Property Tax Exemption (2025) Bylaw No. 10566 be introduced and given first, second and third readings.*

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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA  
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PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

**CNCL-281**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10428**  
(8220 Gilbert Road, RZ 21-926304)  
Opposed at 1<sup>st</sup> Reading – Cllrs. Day and Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – Cllrs. Day and Wolfe

**NOTE:**      *With the implementation of Bylaw No. 10573 (SSMUH) Bylaw, Bylaw No. 10428 is now rezoning from RS2/B to RSM/M zone.*

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**CNCL-283**      Business Licence Bylaw No.7360, Amendment **Bylaw No. 10597**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-288**      Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment **Bylaw No. 10598**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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## Council Agenda – Monday, October 7, 2024

Pg. #	ITEM	
CNCL-290	Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, Amendment <b>Bylaw No. 10599</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.	<input type="checkbox"/>
CNCL-297	Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment <b>Bylaw No. 10600</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.	<input type="checkbox"/>
CNCL-299	Consolidated Fees Bylaw No. 8636, Amendment <b>Bylaw No. 10601</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.	<input type="checkbox"/>

### DEVELOPMENT PERMIT PANEL

#### 18. RECOMMENDATION

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

CNCL-302	(1)	<i>That the minutes of the Development Permit Panel meetings held on September 12, 2024, and September 25, 2024 and the Chair's report for the Development Permit Panel meeting held on July 26, 2023, be received for information; and</i>	
CNCL-361			
CNCL-385	(2)	<i>That the recommendations of the Panel to authorize the issuance of Development Permit (DP 23-011608) for the property located at 8220 Gilbert Road, be endorsed, and the Permits so issued.</i>	<input type="checkbox"/>

### PUBLIC DELEGATION ON NON-AGENDA ITEM

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

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## Council Agenda – Monday, October 7, 2024

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Pg. #

ITEM

Jerome Dickey to delegate on establishing a Richmond Housing Authority

20. *Motion to rise and report.*

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ADJOURNMENT

☐





**Regular Council**

**Monday, September 23, 2024**

Place: Council Chambers  
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO.    ITEM

**MINUTES**

- R24/16-1    1.    It was moved and seconded  
*That:*
- (1)    *the minutes of the Regular Council meeting held on September 9, 2024, be adopted as circulated; and*
  - (2)    *the minutes of the Special Council meeting held on July 22, 2024, be adopted as circulated.*

**CARRIED**



**Regular Council**  
**Monday, September 23, 2024**

**COMMITTEE OF THE WHOLE**

- R24/16-2      2.      It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).*

**CARRIED**

3.      Delegations from the floor on Agenda items –

Item No. 15 – Referral Response – Heritage Alteration Permit For 12111 3rd Avenue (Steveston Hotel)

Linda Barnes, Co-chair, Steveston Historical Society, spoke to the heritage significance of the existing pub being that of a gathering place for Steveston and advised that Steveston Historical Society is opposed to the heritage alteration permit application.

Item No. 15 – Item No. 15 – Referral Response – Heritage Alteration Permit For 12111 3rd Avenue (Steveston Hotel)

Sadru Ramji, owner of 12111 3<sup>rd</sup> Avenue (Steveston Hotel) spoke to his concerns regarding the economic viability and low occupancy of the pub and noted that the application is to make exterior alterations to the heritage building and does not pertain to the business operations.

In response to queries from Council, the owner advised that (i) consideration of extending the hours of operation will be dependent on demand from customers, and (ii) the café/restaurant has a capacity of 100.

Item No. 10 Application By Wayne Fougere Inc. For Rezoning At 9311/9331 Ferndale Road From “Small-Scale Multi-Unit Housing (RSM/XI)” Zone To The “Town Housing (ZT104) - North Mclellan (City Centre)” Zone

Helen, Richmond resident, noted that she does not support the rezoning application, and expressed her concerns regarding availability of street parking and safety.

- R24/16-3      4.      It was moved and seconded  
*That Committee rise and report (7:10 p.m.).*

**CARRIED**

2.



**Regular Council**  
**Monday, September 23, 2024**

**CONSENT AGENDA**

- R24/16-4    5.    It was moved and seconded  
*That Items No. 6, 8 and 10 through No. 14 be adopted by general consent.*

**CARRIED**

6.    **COMMITTEE MINUTES**

*That the minutes of:*

- (1)    *the Community Safety Committee meeting held on September 10, 2024;*
- (2)    *the Planning Committee meeting held on September 11, 2024;*
- (3)    *the Public Works and Transportation Committee meeting held on September 11, 2024; and*
- (4)    *the General Purposes Committee meeting held on September 16, 2024;*

*be received for information.*

**ADOPTED ON CONSENT**

7.    **EARLY REVIEW OF REZONING APPLICATIONS INVOLVING A MAJOR OCP AMENDMENT**

(File Ref. No. 08-4105-00) (REDMS No. 7695134)

Please see page 6 for action on this item.

8.    **PROPOSED AMENDMENTS TO THE RICHMOND SENIORS ADVISORY COMMITTEE MEMBERSHIP COMPOSITION**

(File Ref. No. 08-4055-01) (REDMS No. 7744309)

*That the Richmond Seniors Advisory Committee Terms of Reference be updated as described in the report titled "Proposed Amendments to the Richmond Seniors Advisory Committee Membership Composition", dated August 22, 2024, from the Director, Community Social Development.*

**ADOPTED ON CONSENT**





**Regular Council**  
**Monday, September 23, 2024**

**ADDITIONAL MOTION**

- (1) *That the Richmond Seniors Advisory Committee membership composition be amended from 15 to 16 voting members; and*
- (2) *That the 11 citizen appointees on the Richmond Seniors Advisory Committee be maintained.*

**ADOPTED ON CONSENT**

9. **APPLICATION BY DF ARCHITECTURE INC. FOR REZONING AT 9951, 9991 BLUNDELL ROAD AND 7951 NO. 4 ROAD FROM THE "SMALL-SCALE MULTI-UNIT HOUSING (RSM/XL)" ZONE TO THE "MEDIUM DENSITY TOWNHOUSES (RTM2)" ZONE**

(File Ref. No. RZ 19-856171) (REDMS No. 7650741)

Please see page 7 for action on this item.

10. **APPLICATION BY WAYNE FOUGERE INC. FOR REZONING AT 9311/9331 FERNDAL ROAD FROM "SMALL-SCALE MULTI-UNIT HOUSING (RSM/XL)" ZONE TO THE "TOWN HOUSING (ZT104) - NORTH MCLENNAN (CITY CENTRE)" ZONE**

(File Ref. No. RZ 22-023114) (REDMS No. 7725364)

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10586 to create the "Town Housing (ZT104) – North McLennan (City Centre)" zone, and to rezone 9311/9331 Ferndale Road from "Small-Scale Multi-Unit Housing (RSM/XL)" zone to the "Town Housing (ZT104) – North McLennan (City Centre)" zone, be introduced and given first, second and third reading.*

**ADOPTED ON CONSENT**

11. **BICYCLE PARKING REVIEW**

(File Ref. No. 10-6490-00) (REDMS No. 7751326)

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10576, To Update On-Site Bicycle Parking Requirements, Be Introduced And Given First Reading.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, September 23, 2024**

**12. RESCINDMENT OF HIGHWAY RAIL USE BY-LAW (C.P.R. RELOCATION) BYLAW NO. 2636**

(File Ref. No. 10-6510-03-01) (REDMS No. 7695021)

*That the Highway Rail Use By-law (C.P.R. Relocation) Bylaw No. 2636 be rescinded.*

**ADOPTED ON CONSENT**

**13. LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP) YEAR 3 SURVEY REPORT AND 2023 CORPORATE EMISSION INVENTORY**

(File Ref. No. 10-6125-01) (REDMS No. 7756343)

*That as described in the report titled 'Local Government Climate Action Program (LGCAP) Year 3 Survey Report and 2023 Corporate Emission Inventory' from the Acting Director, Climate and Environment, dated August 22, 2024, the LGCAP Year 3 Survey Report and Attestation Form be endorsed and posted on the City's website for public information, in accordance with Provincial requirements.*

**ADOPTED ON CONSENT**

**14. AMENDMENT TO UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT BYLAW NO. 9833 - ADDITION OF CRANE SWING PROVISIONS**

(File Ref. No. 10-6050-01) (REDMS No. 7738805)

- (1) That Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, Amendment Bylaw No. 10599, be introduced and given first, second and third readings;*
- (2) That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10601, be introduced and given first, second and third readings; and*
- (3) That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10600 be introduced and given first, second, and third readings.*

**ADOPTED ON CONSENT**

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Regular Council  
Monday, September 23, 2024

CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

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7. **EARLY REVIEW OF REZONING APPLICATIONS INVOLVING A  
MAJOR OCP AMENDMENT**

(File Ref. No. 08-4105-00) (REDMS No. 7695134)

R24/16-5

It was moved and seconded

- (1) *That staff bring forward all new rezoning applications involving a major amendment to the City's Official Community Plan for early review by Planning Committee and Council, as described in the report titled "Early Review of Rezoning Applications Involving a Major OCP Amendment", dated August 22, 2024 from the Director, Development;*
- (2) *That staff provide a review of the "Early Review of Rezoning Applications Involving a Major OCP Amendment" process after one year of implementation; and*
- (3) *That staff bring forward to the Finance Committee, amendments to the Consolidated Fees Bylaw, reflecting a nominal fee for applicants who pursue this option.*

The question on the motion was not called as in response to queries from Council, staff advised that (i) the early review process will pertain only to rezonings applications involving major amendments to the Official Community Plan (OCP), (ii) this review process is not a vetting of inquiries, it is an early review of legitimate applications intended to be forwarded to Council for consideration, (iii) staff anticipate approximately three to six applications a year for consideration under this review process, (iv) early review of an application helps the applicant ascertain through early Council feedback if their application is valid or supportable and whether it makes sense to proceed further, (v) staff will provide Council with a memorandum with respect to other municipalities experience and approach with the early review process, and (vi) staff will review this process after a year of implementation, and report back to Council.

The question on Resolution R24/16-5 was then called and it was **CARRIED**.





**Regular Council**  
**Monday, September 23, 2024**

9. **APPLICATION BY DF ARCHITECTURE INC. FOR REZONING AT 9951, 9991 BLUNDELL ROAD AND 7951 NO. 4 ROAD FROM THE "SMALL-SCALE MULTI-UNIT HOUSING (RSM/XL)" ZONE TO THE "MEDIUM DENSITY TOWNHOUSES (RTM2)" ZONE**

(File Ref. No. RZ 19-856171) (REDMS No. 7650741)

R24/16-6

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10596, for the rezoning of 9951, 9991 Blundell Road and 7951 No. 4 Road from the "Small-Scale Multi-Unit Housing (RSM/XL)" zone to the "Medium Density Townhouses (RTM2)" zone, be introduced and given first, second and third reading.*

The question on the motion was not called as discussion ensued with respect to lack of indoor amenity space, and tree retention, removal and replacement.

The question on Resolution R24/16-6 was then called and it was **CARRIED** with Cllrs. Gillanders and Wolfe opposed.

**NON-CONSENT AGENDA ITEMS**

**PLANNING COMMITTEE**

Councillor Bill McNulty, Chair

15. **REFERRAL RESPONSE – HERITAGE ALTERATION PERMIT FOR 12111 3RD AVENUE (STEVESTON HOTEL)**

(File Ref. No. HA 23-035279) (REDMS No. 7760433)

R24/16-7

It was moved and seconded

*That a Heritage Alteration Permit which would permit exterior alterations on the identified heritage building, and associated landscaping, at 12111 3rd Avenue be issued.*

The question on the motion was not called as discussion ensued with respect to (i) exterior alterations changing the heritage value of the heritage building, (ii) the pub as a gathering place tying into the heritage value of the building; (iii) the application pertaining to exterior alterations to the heritage building, and (iv) the owner's entitlement to operate any business they wish as long it is permitted within the land use.



**Regular Council**  
**Monday, September 23, 2024**

In response to a query from Council, staff advised that they will work with the property owner to retrieve some items from the heritage building for the Richmond Museum's collection and that staff will also capture an oral history of the pub.

The question on Resolution R24/16-7 was then called and it was **CARRIED** with Cllrs. Au, Gillanders, McNulty and Wolfe opposed.

**GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

16. **APPLICATION TO AMEND FOOD PRIMARY LIQUOR LICENCE # 308160 HAI DI LAO CANADA RESTAURANTS GROUP LTD., DBA HAIDILAO HOT POT AT 5890 NO 3 ROAD UNIT 200**  
(File Ref. No. 7775284) (REDMS No. 12-8275-30-001)

R24/16-8

It was moved and seconded

- (1) *That the application from Hai Di Lao Canada Restaurants Group Ltd., doing business as Haidilao Hot Pot, for an amendment to Food Primary Licence #308160, requesting an increase to their hours of liquor service from Sunday to Saturday, 10:00AM to Midnight, to Sunday to Saturday, 9:00AM to 2:00AM, be supported; and*
- (2) *That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information as set out in Attachment 1 to this report, advising that Council recommends the approval of the liquor licence amendment.*

**CARRIED**

Opposed: Cllr. Wolfe

**BYLAW FOR ADOPTION**

R24/16-9

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 10510 be adopted.*

**CARRIED**





**Regular Council**  
**Monday, September 23, 2024**

*With the implementation of Bylaw No. 10573 (SSMUH) Bylaw, Bylaw No. 10510 is now rezoning from RS2/B to RSM/M zone.*

**DEVELOPMENT PERMIT PANEL**

- R24/16-10 17. It was moved and seconded
- (1) *That the Chair's report for the Development Permit Panel meetings held on August 21, 2024, be received for information; and*
  - (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 24-037979) for the property at 6551 No. 3 Road, be endorsed and the Permit so issued.*

**CARRIED**

**PUBLIC DELEGATIONS ON NON-AGENDA ITEMS**

- R24/16-11 18. It was moved and seconded
- That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:23 p.m.).*

**CARRIED**

- (1) Sheldon Starrett, Richmond Resident spoke to his concerns regarding lack of transparency, accountability and public consultation with respect to the Cambie and Sexsmith Permanent Supportive Housing project and expressed his thoughts on housing needs for people with mental health challenges and the need for detox and rehabilitation treatment centres.
- (2) Kevin Lai, Richmond resident, spoke to his business petition (copy on file, City Clerk's Office) against Cambie and Sexsmith Permanent Supportive Housing, noting that business owners are concerned about the negative impact the housing project would have on their businesses.
- (3) Eric Poon, Richmond resident, spoke to his concerns about lack of community engagement, safety, transparency and management of the Cambie and Sexsmith Permanent Supportive Housing project.



**Regular Council**  
**Monday, September 23, 2024**

- (4) Mahdi Torabi, Richmond resident, strata president of Avanti, expressed concerns about safety and security, location of the project, transparency, and impacts of existing permanent housing projects.

R24/16-12 19. It was moved and seconded  
*That Committee rise and report (8:46 p.m.).*

**CARRIED**

In response to queries from Council with respect to the Sexsmith Permanent Supportive Housing project, staff advised that (i) there were two components to engagement with residents and businesses in the radius of the project, one was City of Richmond initiated and the other by BC Housing, (ii) the City initiated their own public consultation by sending out correspondence to over 500 homes within a 100 m radius of the housing project, and utilized the Let's Talk Richmond platform and a City email address to seek feedback from the Community, (iii) BC Housing initiated its own public engagement process with four in-person information sessions targeting residents within the radius of the project and an online information session that was open to all, and (iv) the status of project as this time is that it has been suspended by the Provincial government for the purpose of further consultation.

**ADJOURNMENT**

R24/16-13 It was moved and seconded  
*That the meeting adjourn (8:57 p.m.).*

**CARRIED**



**City of  
Richmond**

**Minutes**

**Regular Council  
Monday, September 23, 2024**

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, September 23, 2024.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, September 24, 2024

Place: Anderson Room  
Richmond City Hall

Present: Councillor Chak Au, Chair  
Councillor Michael Wolfe  
Councillor Laura Gillanders  
Councillor Andy Hobbs  
Councillor Bill McNulty

Also Present: Councillor Carol Day

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 Parks, Recreation and Cultural Services Committee held on July 17, 2024, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

October 22, 2024, (tentative date) at 4:00 p.m. in the Anderson Room.

### DELEGATION

1. Jim Wright, with the aid of a PowerPoint presentation (copy on file, City Clerk's Office), highlighted viewscapes along the Garden City Lands.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 24, 2024**

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In reply to queries from Committee, staff advised that (i) the Legacy Landscape Plan is in the implementation ages, (ii) over the past few years over 100 trees and shrubs have been planted, (iii) the next step is to develop the playground and new wayfinding signage, (iv) comments made by the delegation will be addressed in the plan, (v) orchards and fruit trees will be included as part of the plan, and (vi) opportunities to improve viewsapes and tree planting are always being reviewed.

**PARKS, RECREATION AND CULTURE DIVISION**

**2. NAMING OF THE NEW COMMUNITY FACILITY AND FIELDHOUSE LOCATED IN HUGH BOYD COMMUNITY PARK**

(File Ref. No. 06-2052-01) (REDMS No. 7772636)

Discussion took place on naming the new community facility and fieldhouse West Richmond Pavilion as it is more community focused.

It was moved and seconded

*That the facility to be constructed in Hugh Boyd Community Park be named West Richmond Pavilion, as presented in the staff report titled "Naming of the New Community Facility and Fieldhouse located in Hugh Boyd Community Park", dated August 29, 2024, from the Director, Recreation and Sport Services.*

**CARRIED**

**3. RECOGNITION OF FALLEN SOLDIERS ON RICHMOND CENOTAPH**

(File Ref. No. 06-2000-20-001) (REDMS No. 7771142)

Discussion ensued with regard to options to add additional space for names to the existing cenotaph, and in response to queries from Committee, staff advised that a webpage is underway with information for members of the public on ways to provide information they may have with regard to individuals' names that should be considered for inclusion on the Cenotaph.

It was moved and seconded

*That the staff report titled "Recognition of Fallen Soldiers on Richmond Cenotaph", dated August 26, 2024, from the Director, Arts, Culture and Heritage Services, be received for information.*

**CARRIED**

The Chair advised that Multi-Purpose Recreational Facility be added as Item 3A, Washer and Dryer for the New West Richmond Pavilion be added as Item 3B, and High Jump Equipment Cover be added as Item 3C.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 24, 2024**

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**3A. MULTI-PURPOSE RECREATIONAL FACILITY**

(File Ref. No.)

Discussion ensued with regard to developing a recreational facility similar to the Jack Crosby Centre in the City of Burnaby. As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That staff investigate and analyze, including costs, the propriety of Richmond duplicating a facility similar to the Jack Crosby Centre in Burnaby for the purpose of providing facilities for pickleball, tai chi, lacrosse, ball hockey and other sports, and report back to Committee in three months.*

**CARRIED**

**3B. WASHER AND DRYER FOR NEW WEST RICHMOND PAVILION**

(File Ref. No.)

Discussion ensued with regard to adding washer and dryer connections to the proposed West Richmond Pavilion, and as a result, the following **motion** was introduced:

It was moved and seconded

*That staff include an appropriate hook-up for a washer and dryer in the new West Richmond Pavilion.*

**CARRIED**

**3C. HIGH JUMP EQUIPMENT COVER**

(File Ref. No.)

Discussion ensued with regard to adding a cover to the high jump equipment in Minoru Park, and as a result, the following **motion** was introduced:

It was moved and seconded

*That staff work with Richmond Kajaks to provide a cover for the high jump equipment at the Minoru Track.*

**CARRIED**

**4. MANAGER'S REPORT**

***Homeless Connect Event***

Discussion ensued with regard to the upcoming Homeless Connect Event scheduled on October 16, 2024 at Brighthouse Neighbourhood Park and access to the lacrosse box for event organizers. In response to queries, staff advised that Events staff can assist event organizers with their request.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 24, 2024**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:47 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, September 24, 2024.

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Councillor Chak Au  
Chair

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Sarah Goddard  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Keith Miller  
Director, Recreation and Sport Services  
**Date:** August 29, 2024  
**File:** 06-2052-01/2024-Vol 01  
**Re:** **Naming of the New Community Facility and Fieldhouse located in Hugh Boyd Community Park**

### Staff Recommendation

That the facility to be constructed in Hugh Boyd Community Park be named Hugh Boyd Park Pavilion, as presented in the staff report titled "Naming of the New Community Facility and Fieldhouse located in Hugh Boyd Community Park", dated August 29, 2024, from the Director, Recreation and Sport Services.

Keith Miller  
Director, Recreation and Sport Services  
(604-247-4475)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Parks Services Facilities and Project Development	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



### Staff Report

On July 8, 2024, Council approved the program, site, form and concept design as well as the capital budget in the amount of \$19,000,000 for the Hugh Boyd Community Facility and Fieldhouse. Subsequently, on July 22, 2024, Council adopted the resolution to include a limited Class 3 service kitchen, add a premium movable wall between the multipurpose rooms and amend the capital budget as well as the Consolidated 5 year Financial Plan (2024-2028) by \$850,000.

The purpose of this report is to recommend the adoption of a name for the new facility.

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.*

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

*6.3 Foster intercultural harmony, community belonging, and social connections.*

This report supports the City's Community Wellness Strategy, Focus Area #3 Enhance equitable access to amenities, services and programs within and among neighbourhoods:

*Align availability and access of programs and services to meet the needs of Richmond residents by addressing inequities at a neighbourhood level, e.g., geographical, cost of programs and transportation, timing, cultural relevance and language needs or facilitating outreach opportunities.*

This report also supports the City's Recreation and Sport Strategy, Focus Area #4 Active People and Vibrant Places:

*Natural and built environments within neighbourhoods in Richmond encourage connectedness and participation in recreation and sport.*

*Action 4.3 Provide inclusive, safe and welcoming facilities and spaces for recreation and sport programs and services.*

### Analysis

#### Background

Hugh Boyd Community Park (the Park) is located in West Richmond, adjacent to Hugh Boyd Secondary School and West Richmond Community Centre. In addition to serving as the primary location for many local sport groups' practices, home games and tournaments, the Park is well-utilized and valued by the Richmond community as a whole. The 41.66 acre park includes

sports fields, pitch and putt golf, basketball, pickleball and tennis courts, outdoor fitness, and a playground.

The new 10,830 square foot (total indoor area) facility will be centrally located within the Park and include team change rooms, public washrooms, multipurpose rooms, a Class 3 kitchen, and concession. In addition, the facility will include a covered outdoor viewing space of approximately 1,000 square feet. The facility will facilitate the provision of community programs, support the day-to-day needs of multiple local sport groups and offer opportunities to attract as well as host high-profile tournaments and sporting competitions.

### Enabling Policy

Council Policy No. 2016, Naming of Public Buildings – Parks or Places (Attachment 1) states the following:

3. *A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:*
  - *an event or date is significant in the City's history.*
  - *a program, activity or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.*
5. *A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.*

### Naming Considerations

In identifying potential names for the facility, in addition to compliance with Council Policy No. 2016, consideration was given to:

- 1) Whether the name would resonate with residents, park users and visitors;
- 2) Synergy with the facility's location;
- 3) Alignment with the sport, recreation and community uses that will be facilitated; and
- 4) Alignment with the names of other City facilities.

### Naming Options

The following naming options are provided for consideration:

- Hugh Boyd Park Pavilion (Recommended);
- West Richmond Pavilion; or
- West Richmond Annex.

*Option 1 – Hugh Boyd Park Pavilion (Recommended)*

Staff recommend that the facility be named “Hugh Boyd Park Pavilion”.

This name responds to the naming considerations. Including “Hugh Boyd Park” in the name creates a geographical connection and emphasizes the facility’s location within the Park. This name supports wayfinding and will enable residents, park users, and visitors to locate the facility quickly and effectively.

Including "Pavilion" in the name aligns with the naming convention of other facilities in Richmond’s community parks, such as the Brighthouse Pavilion and the former Minoru Park Pavilion. The term "Pavilion" and the function these facilities perform in our community is familiar and recognizable to residents. As such, the use of “Pavilion” reinforces a consistent naming convention across the city, enhances public awareness of the new facility and reflects the facility’s amenities and spaces.

This name also reflects the history of the naming of the “Hugh Boyd Community Park”, which was named after Mr. Hugh Boyd, the first reeve (head of municipality) of Richmond (then Township of Richmond) who served from 1880–1885. Therefore, it is in keeping with the historical significance of this name to this area.

*Option 2 – West Richmond Pavilion*

This name responds to the naming considerations and is consistent with the naming of other facilities in Richmond which are named for both the area within which they are located and the function that they perform in the community. The proposed name also highlights the facility's proximity to the West Richmond Community Centre. However, it is not recommended, as “West Richmond” references a broad geographical area and therefore does not provide the same level of clear identification, wayfinding, and visibility, as “Hugh Boyd”.

*Option 3 – West Richmond Annex*

This naming option responds to some of the naming considerations. Similar to Option 2, it emphasizes the facility's location within the West Richmond planning area and proximity to the West Richmond Community Centre. It is in alignment with the name of one other City facility accessed by the general public, the Richmond Cultural Centre Annex. The disadvantage of this name and the reason it is not recommended is that it does not fully encompass the building’s functionality and may not be easily identifiable to residents, park users and visitors.

**Financial Impact**

There is no financial impact as a result of selecting a name for this new facility.

**Conclusion**

Staff are recommending that the new community facility and fieldhouse located in Hugh Boyd Community Park be named the Hugh Boyd Park Pavilion, which is in line with Council Policy No. 2016. This facility will function as a central hub in Hugh Boyd Community Park and support

August 29, 2024

- 5 -

a diverse range of recreation, community and sport programs and events contributing to a more active and connected community.

A handwritten signature in black ink, appearing to read "Bains", with a large, stylized loop underneath.

Mandeep Bains  
Manager, Planning and Projects  
(604-247-4479)

Att. 1: Policy 2016: Naming Public Buildings – Parks or Places



Page 1 of 2	<b>Naming Public Buildings – Parks or Places</b>	<b>Policy 2016</b>
	Adopted by Council: May 12, 1997	

## **POLICY 2016:**

It is Council policy that:

The naming of public buildings, parks or places within the City shall be undertaken to:

1. Honour or memorialize individuals, corporations, events, and places that have attained achievements of extraordinary and lasting distinction and contribution to the City, or
2. Pay tribute to an association with an activity or program which is specific to the use of the public building, park, or place.

In all cases, staff will review the proposals/submissions based on the following "Guidelines for Naming", prior to making a recommendation to City Council. The final decision rests with City Council by means of a resolution adopted by majority vote of Council. In the absence of a clear direction or decision from staff, the final decision will be made by Council.

After the final decision on the naming of public facilities, parks and spaces has been made, the City Clerk shall notify all parties affected by, or interested in, such new public buildings, parks or places.



### GUIDELINES FOR NAMING

1. Proposals/submissions for naming a public building, park or place may be received from the public (including residents, community associations and organizations), staff, and corporations.
2. A proposal for naming a public building, park or place in honour of a person who has rendered outstanding service to the City, will be considered. Names of living individuals may be considered, but the use of individual names should be minimized.
3. A proposal for naming a public building, park or place, other than in honour of an individual, will be considered if:
  - an organization has had historical and exceptional ties to the City.
  - an event or date is significant in the City's history.
  - a place has significant meaning for, or ties to, the City.
  - a program, activity, or symbol is pertinent to the life of the City specific to the location and may be used to effectively promote and market the program or activity both within and outside the community.
4. In a proposal for naming "joint sites" between the City and School District, the park and school names should coincide through consultation between the two organizations.
5. A proposal for naming "parks and open spaces" may consider the name of the abutting road. Similarly, a public building accommodated on a park, the park name, or the building, should relate to each other.
6. A proposal for naming a "character area" such as a neighbourhood and/or open space should be designated by names linking persons, events, places or activities with appropriate references to location and activities to be conducted on the site or land form.
7. A proposal for naming a public building or park in recognition of a corporation which has made a significant gift or contribution to the City may be considered.
8. A named facility will retain that name as long as it exists. However, if a name is designated for a facility associated with a specific program or activity and that activity is subsequently changed, the name may be applied to a similarly-used facility, if possible, and if not, to another facility.



# City of Richmond

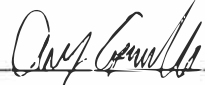


## Report to Committee

**To:** General Purposes Committee **Date:** August 20, 2024  
**From:** Mark Corrado **File:** 12-8060-02-01/2024-  
Director, Community Bylaws and Licencing Vol 01  
**Re:** **Metro West Inter-Municipal Business Licence Bylaws**

### Staff Recommendations

1. That Inter-Municipal Business Licence Agreement Bylaw No. 10584 be introduced and given first, second and third readings; and
2. That Inter-Municipal Business Licence Bylaw No. 10583 be introduced and given first, second and third readings.

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

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

## Staff Report

### Origin

On July 22, 2013, Council approved the City of Richmond's participation in a two-year pilot of the Metro West Regional Inter-Municipal Business Licence program (the "Pilot Program"), in conjunction with the Municipalities of Vancouver, Surrey, Burnaby, New Westminster and Delta. The Pilot Program focused on businesses engaged in the construction industry. The Pilot Program allowed participating municipalities to permit a person who has obtained an Inter-municipal Business Licence (a "Licence") to carry on business within any participating municipality without obtaining a Licence in the other participating municipalities. Eligible businesses in the Pilot Program included trade contractors and other professionals related to the construction industry. The Pilot Program ended on December 31, 2015.

On December 14, 2015, Council approved the City of Richmond's participation as a permanent partner of the Metro West Regional IMBL program (the "IMBL Program"). The IMBL Program reduced costs and administration for construction related businesses operating in the partnering municipalities while promoting a greater business environment and improving economic development. Subsequent to 2015, business eligibility was expanded to also include businesses that perform maintenance, repair and/or inspections of land and buildings.

The Regional IMBL group has now requested expansion to allow for businesses that provide home healthcare and other in-home support services.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance [Note: This section is usually put near the beginning of the RTC]:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.2 Seek improvements and efficiencies in all aspects of City business.*

### Background

Under the provisions of the Regional IMBL agreement, businesses must obtain a business licence in their home municipality where their business premise is maintained. For the additional fee they obtain a Licence which allows the eligible business to operate in the participating municipalities. Businesses are required to comply with relevant bylaw conditions of each municipality in which they work.

The IMBL Program is intended to assist businesses carrying out activities in their participating jurisdictions by relieving some of the administrative burdens, opening up larger markets, improving customer choice and achieving greater licencing regulatory compliance with local government requirements. The terms and conditions of a Licence including the fee and licence administration are set out in a set of common bylaws enacted by each participating municipality.

In BC there are 17 IMBL regional partnerships between 104 municipalities. Consumers can benefit from increased choice as businesses expand services across participating municipalities.



Uptake of the IMBL Program has been steady. Since 2015, the annual number of Licences issued has increased. In 2023, a total of 6,817 Licences were issued by the participating municipalities with 846 being issued by Richmond.

The Metro West Regional IMBL group has been made aware of considerable demand from home health care service providers to facilitate cross-jurisdictional services. Many of these home health care service providers have clients in multiple Metro Vancouver municipalities who require in-home medical care, transportation, companionship, and home making. All changes to the Regional IMBL Program require approval from all participating municipalities. Staff from each participating municipality will submit similar reports and recommendations to expand the Regional IMBL category to include home health care to their Councils for approval prior to December 31, 2024.

### **Analysis**

In 2024, the City issued 483 licences to businesses that could provide in-home services as part of their business. These businesses provide a vital role in servicing a broad demographic of our community with a range of health care needs. Often the demand and the complexity of health needs can exceed the supply of any single municipality. At the same time, both clients and service providers have identified an issue with having to commute or disrupt a relationship when a client moves to another lower mainland jurisdiction.

This report recommends adding health care professionals and services to the Regional IMBL Program so that businesses providing in-home health care and related services can operate in the participating municipalities with a cross regional IBL Licence. This report also recommends increasing the Regional IMBL Licence fee from \$250 to \$300. These changes if approved, will become effective January 1, 2025.

If approved, these recommendations will reduce administrative and cost burdens for businesses providing in-home health care and related services within the participating municipalities. The annual fee for the Regional IMBL has not changed since 2013. If approved, the increase from \$250 to \$300 will bring Regional IMBL Licence fees more in line with other licensing fees that have increased over the years to cover municipal cost escalations. Increasing the Regional Licence fee is expected to generate an additional \$42,300 dollars in new revenue for the City in 2025.

If these changes are not approved then the City would cease to participate in the Regional IMBL Program.

### **Financial Impact**

Staff expect that including health care professionals and services to the IMBL Program will not have a financial impact on the City. Any revenue obtained from Richmond businesses purchasing a Regional IMBL Licence will offset any revenue lost as a result of non-resident businesses purchasing the IMBL Program in their home municipality. Further the revenue sharing protocol of the Program ensures that all participating municipalities receive a portion of the total revenues from the IMBL Licences issued.

## **Conclusion**

Staff recommend both the continuation and expansion of the Regional IMBL program to include home health care professionals and services as well as an increase in licencing fees. These recommendations will require subsequent bylaw related changes including: a new Inter-Municipal Business Licence Agreement Bylaw No. 10584 and a new Inter-Municipal Business Licence Bylaw No. 10583. Current regional IMBL participating municipalities have until January 1, 2025 to enact the above bylaw changes or cease to participate in the program.

Should the recommendations be approved by all participating municipalities, the IMBL Program will be available to health care professionals and in-home care services businesses on January 1, 2025, and the fee for all Licence holders will be \$300.

A handwritten signature in black ink, appearing to read 'Victor M. Duarte', with a stylized, cursive script.

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

VMD:vmd



**Inter-municipal Business Licence Agreement Bylaw No. 10584**

A Bylaw to enter into an agreement among the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the “Participating Municipalities”) regarding an Inter-municipal Business Licence Scheme

The Council of the City of Richmond enacts as follows:

1. That effective December 31, 2024, Inter-municipal Business Licence Agreement Bylaw No. 9493 be repealed.
2. Council hereby authorizes the City to enter into an Agreement with the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver, in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Chief Administrative Officer and the General Manager, Finance and Corporate Services to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Chief Administrative Officer and the General Manager, Finance and Corporate Services deem fit.
3. This Bylaw is cited as “**Inter-municipal Business Licence Agreement Bylaw No. 10584**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule A****Inter-municipal Business Licence Agreement**

WHEREAS the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (hereinafter the "*Participating Municipalities*") wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver agree as follows:

1. The *Participating Municipalities* agree to establish an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The *Participating Municipalities* will request their respective municipal Councils to each ratify this Agreement and enact a bylaw to implement an inter-municipal business licence scheme effective January 1, 2025.
3. In this Agreement:

"*Business*" has the meaning in the *Community Charter*;

"*Community Charter*" means the Community Charter, S.B.C. 2003, c. 26;

"*Inter-municipal Business*" means any of the following businesses that provide services outside of their Principal Municipality:

- (a) A trades contractor or other professional related to the construction industry;
- (b) A contractor who performs maintenance, repair and/or inspections of land and buildings; and
- (c) A health care professional or a health care service provider who provides services by visiting clients in their homes;

"*Inter-municipal Business Licence*" means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"*Inter-municipal Business Licence Bylaw*" means the bylaw adopted by the Council of each *Participating Municipality* to implement the inter-municipal business licence scheme contemplated by this Agreement;

"*Municipal Business Licence*" means a licence or permit, other than an Inter-municipal Business Licence, issued by a *Participating Municipality* that authorizes a Business to be carried on within the jurisdictional boundaries of the *Participating Municipality*;

*“Participating Municipality”* means any one of the *Participating Municipalities*;

*“Person”* has the meaning in the Interpretation Act, R.S.B.C. 1996, c. 238,

*“Premises”* means one or more fixed or permanent locations where the person ordinarily carries on business;

*“Principal Municipality”* means the *Participating Municipality* where a *Business* is located or has *Premises*; and

*“Vancouver Charter”* means the Vancouver Charter, S.B.C. 1953, c.55.

4. Subject to the provisions of the *Inter-municipal Business Licence Bylaw*, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of the *Inter-municipal Business Licence Bylaw*, in addition to the requirements of the *Principal Municipality’s* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Inter-municipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$300 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite section 15, the *Inter-municipal Business Licence* fee will not be pro-rated.
12. The *Participating Municipalities* will distribute revenue generated from *Inter-Municipal Business Licence Fees* amongst all *Participating Municipalities* based on the *Principal Municipality* retaining 90% of the *Inter-municipal Business Licence* fee and the remaining 10% distributed equally to the remaining *Participating Municipalities*.

13. The *Participating Municipalities* will review the *Inter-municipal Business Licence* scheme and the revenue sharing formula established by this Agreement from time to time and may alter the formula in section 12 by written agreement of all *Participating Municipalities*.
14. The revenue generated from *Inter-municipal Business Licence* fees collected from January 1 to December 31 inclusive that is to be distributed to other *Participating Municipalities*, in accordance with section 12, will be distributed by February 28 of the year following the year in which fees were collected. The *Participating Municipalities* will designate one municipality, which may change from time to time, to calculate and distribute the revenue generated from *Inter-municipal Business Licence* fees.
15. The length of term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the length of term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
16. An *Inter-municipal Business Licence* will be valid within the jurisdiction boundaries of all the *Participating Municipalities* until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal business licence scheme among the *Participating Municipalities* in accordance with the *Inter-municipal Business Licence Bylaw*.
17. Each *Participating Municipality* will share a database of *Inter-municipal Business Licences*, which will be available for the use of all *Participating Municipalities*.
18. Each *Participating Municipality* which issues an *Inter-municipal Business Licence* will promptly update the shared database after the issuance of that licence.
19. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for the period of the suspension.
20. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
21. The cancellation of an *Inter-municipal Business Licence* under section 20 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.

22. Nothing in this agreement affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
23. A Participating Municipality may, by notice in writing to each of the other Participating Municipalities, withdraw from the *Inter-municipal Business Licence* scheme among the Participating Municipalities, and the notice must:
  - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice; and
  - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the *Inter-municipal Business Licence* scheme.
24. Prior to the effective date of a withdrawal under section 23 of this Agreement, the remaining *Participating Municipalities* will review and enter into an agreement to amend the revenue distribution formula set-out in section 12 of this Agreement.
25. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Council of the *Participating Municipalities*. Further, nothing contained or implied in this Agreement shall prejudice or affect the *Participating Municipalities'* rights, powers, duties or obligations in the exercise of its functions pursuant to the *Community Charter*, *Vancouver Charter*, or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the *Participating Municipalities'* discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each *Participating Municipality* so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the *Participating Municipalities*.
26. Despite any other provision of this Agreement, an *Inter-municipal Business Licence* granted in accordance with the *Inter-municipal Business Licence Bylaw* does not grant the holder of a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*. Furthermore, a business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this Agreement even if a *Participating Municipality* is a participating member of the other inter-municipal licence scheme.
27. This Agreement may be executed in several counter parts, each of which shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the *Participating Municipalities* are not signatories to the original or the same counterpart.
28. This Agreement replaces and supersedes the Inter-municipal Business Licence Agreement entered into by the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver in 2016.

**SIGNED AND DELIVERED** on behalf of the *Participating Municipalities*, the Councils of each of which has, by bylaw, ratified this Agreement and authorized their signatures to sign on behalf of the respective Council, on the dates indicated below.

**CITY OF BURNABY**

City Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF DELTA**

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF NEW WESTMINSTER**

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF RICHMOND**

Chief Administrative Officer \_\_\_\_\_

General Manager, Finance  
and Corporate Services \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF SURREY****Mayor** \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF VANCOUVER**

Director of Legal Services \_\_\_\_\_

Date \_\_\_\_\_





**Inter-municipal Business Licence Bylaw No. 10583**

WHEREAS the City of Burnaby, the City of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the "*Participating Municipalities*") wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction.

AND WHEREAS each of the *Participating Municipalities* has or will adopt a similar bylaw and has or will enter into an agreement with the other *Participating Municipalities* to implement the inter-municipal business licence scheme;

NOW THEREFORE the Council of the City of Richmond enacts as Follows:

1. Council Repeals Inter-municipal Business Licence Bylaw No. 9040.
2. There is hereby established an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
3. In this bylaw:

"*Business*" has the meaning in the *Community Charter*;

"*Community Charter*" means the *Community Charter*, S.B.C. 2003, c. 26;

"*Inter-municipal Business*" means any of the following businesses that provide services outside of their *Principal Municipality*:

- (a) A trades contractor or other professional related to the construction industry;
- (b) A contractor who performs maintenance, repair and/or inspections of land and buildings; and
- (c) A health care professional or a health care service provider who provides services by visiting clients in their homes;

"*Inter-municipal Business Licence*" means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"*Municipal Business Licence*" means a licence or permit, other than an *Inter-municipal Business Licence*, issued by a *Participating Municipality*, that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

*“Participating Municipality”* means any one of the *Participating Municipalities*;

*“Person”* has the meaning in the *Interpretation Act*, R.S.B.C. 1996, c. 238;

*“Premises”* means one or more fixed or permanent locations where the *Person* ordinarily carries on *Business*;

*“Principal Municipality”* means the *Participating Municipality* where a *Business* is located or has a *premises*; and

*“Vancouver Charter”* means the Vancouver Charter, S.B.C. 1953, c. 55.

4. Subject to the provisions of this bylaw, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of this bylaw in addition to the requirements of the *Principal Municipality’s* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Inter-municipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$300 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite the provisions of section 12, the *Inter-municipal Business Licence* fee will not be prorated.

12. The term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
13. An *Inter-municipal Business Licence* will be valid within the jurisdiction boundaries of all of the Participating Municipalities until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal licensing scheme in accordance with this bylaw.
14. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the licence holder to carry on *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for a period of the suspension.
15. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
16. The cancellation of an *Inter-municipal Business Licence* under section 15 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.
17. Nothing in this bylaw affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of business under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279 C of the *Vancouver Charter*.
18. A *Participating Municipality* may, by notice in writing to each of the other Participating Municipalities, withdraw from the inter-municipal business licensing scheme and notice must:
  - (a) Set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice, and

- (b) Include a certified copy of the Council resolution or bylaw authorizing the municipality's withdrawal from the *Inter-municipal Business Licence Scheme*.
19. The invalidity or unenforceability or any provision of this Bylaw shall not affect the validity or enforceability of any other provisions of this Bylaw and any such invalid or unenforceable provision shall be deemed to be severable.
20. Despite any other provision of this Bylaw, an *Inter-municipal Business Licence* granted in accordance with this Bylaw does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*.
21. A business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this bylaw, even if Participating Municipality is a participating member of the other inter-municipal business licence scheme.
22. A decision by a court that any part of this bylaw is illegal, void, or unenforceable severs that part from this bylaw, and is not to affect the balance of this bylaw.
23. *This bylaw is to come into force and take effect on January 1, 2025.*
24. This Bylaw is cited as **"Inter-Municipal Business Licence Bylaw No. 10583"**.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

_____	<div>CITY OF RICHMOND</div> <div>APPROVED for content by originating dept.</div> <div>VD</div> <div>APPROVED for legality by Solicitor</div> <div>LB</div>
_____	
_____	
_____	
_____	

MAYOR

CORPORATE OFFICER



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** John Hopkins  
Director, Policy Planning  
**Date:** September 9, 2024  
**File:** 01-0157-30-  
RGST1/2024-Vol 01  
**Re:** Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 7880 128 Street

### Staff Recommendation

That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 7880 128 Street", dated September 9, 2024, from the Director, Policy Planning.

John Hopkins  
Director, Policy Planning

(604-276-4279)

Att. 1

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

## Staff Report

### Origin

The Metro Vancouver Regional District (MVRD) Board has initiated a process to amend the Metro 2050 Regional Growth Strategy (RGS), in relation to a request from the City of Surrey for the property located at 7880 128 Street.

At its July 26, 2024 meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

*That the MVRD Board:*

- a) initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to Employment for the lands located at 7880 128 Street;*
- b) give first, second and third readings to Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1392, 2024; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

The City of Surrey's requested amendment to the Metro 2050 RGS involves a regional land use designation amendment to re-designate the subject site from Industrial to Employment. Industrial designated land in the Metro 2050 RGS is generally intended for heavy and light industrial activities. Employment lands is generally intended to accommodate a broad range of employment related activities that includes commercial and light industrial activities along with supporting services for these areas.

As part of Metro Vancouver's notification process, the City of Richmond has been invited to provide written comments on the proposed amendments by October 11, 2024 (refer to Attachment 1 for the Metro Vancouver letter and accompanying report).

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

*Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.*

- 1.1 Continue fostering effective and strategic relationships with other levels of government and Indigenous communities.*
- 1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.*

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.*

### Findings of Fact

The proposed amendment is a Type 3 amendment in accordance with the criteria and procedures contained in the Metro 2050 RGS, which requires that the amendment bylaw be passed by an affirmative 50% +1 weighted vote of the MVRD Board.

#### Information about the Development Proposal at 7880 128 Street (City of Surrey)

The subject site is 1.3 hectares (3.2 acres) in size. The surrounding land uses include commercial uses to the north and industrial uses to the east, west and south. The proposal would see the subject site developed to permit commercial buildings (containing retail and office uses) and a childcare facility. On February 26, 2024, Official Community Plan (OCP) and Zoning amendment bylaws were granted third reading from the City of Surrey in relation to the proposed redevelopment of the subject site. Surrey can only proceed to adopt the proposed OCP amendments if the MVRD Board approves the corresponding Metro 2050 Type 3 amendment.

### Analysis

#### Summary of the Metro 2050 RGS Amendment for 7880 128 Street (City of Surrey)

The proposed regional land use designation amendment is from Industrial to Employment. Refer to Figure 1 and Figure 2 for maps of the subject site showing the existing and proposed amendments to the RGS

*Figure 1 – Existing Regional Land Use Designation*

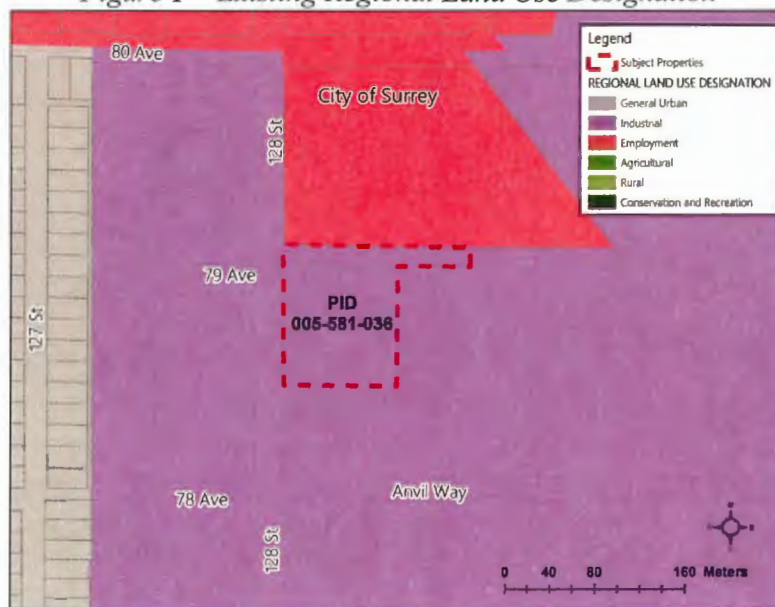
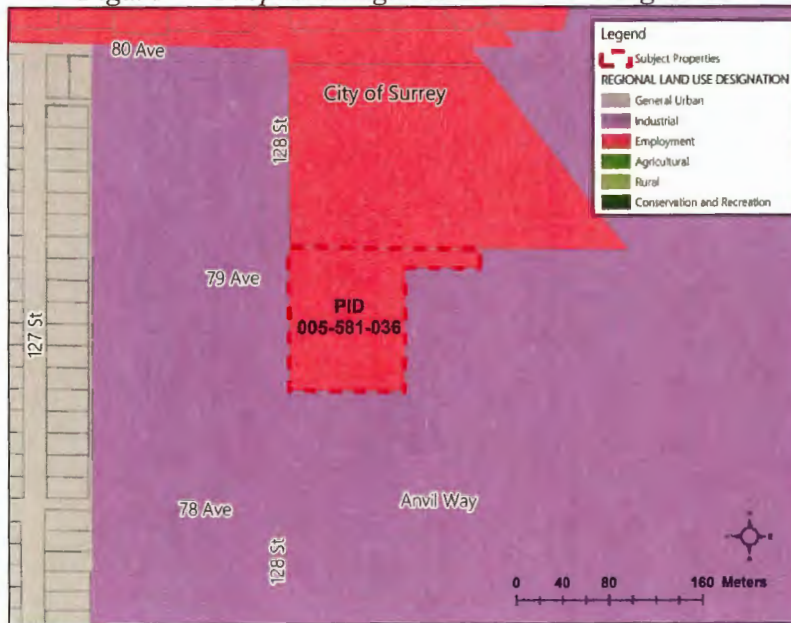




Figure 2 – Proposed Regional Land Use Designation



A summary of the regional land use rationale and assessment contained in the Metro Vancouver report is as follows:

- The subject site is located within the Urban Containment Boundary (UCB). No changes are proposed to the UCB.
- In 2014, the City of Surrey created the Newton Cultural Commercial District, which consists of 16 hectares (39.5 acres) of land directly north of the subject site. One of the objectives of this commercial district is to stop and contain the ongoing loss of industrial lands and discourage the intrusion of commercial uses into the surrounding area. Development of the subject site with commercial uses and its addition to the Newton Cultural Commercial District is contrary to the District's stated objective as this will:
  - erode the industrial land base;
  - increase pressures on surrounding industrial land for non-industrial uses, which may lead to further requests to amend the Metro 2050 RGS; and
  - remove 1.3 hectares (3.2 acres) of strategically located industrial land, with direct access to designated truck routes, which Metro Vancouver studies have identified as being in short supply and high-demand across the region.
- The proposal for commercial development on the subject site may increase jobs and contribute towards a more diverse regional economy, but this would be achieved at the expense of losing strategically located industrial land.
- The subject site is not located within Urban Centres and/or Frequent Transit Development Areas where the current Metro 2050 RGS prefers to concentrate commercial uses. Despite this, frequent-service bus routes serve the subject site and sustainable transportation infrastructure (i.e., bike lanes and greenways) is located nearby.



City of Richmond Comments on the Proposed Metro 2050 RGS Amendment

This section summarizes the recommended City of Richmond comments on the proposed Metro 2050 RGS amendments requested by the City of Surrey for the site at 7880 128 Street:

- City staff generally concur with the information and comments contained in the Metro Vancouver report dated May 15, 2024, provided in Attachment 1 to this report.
- The subject proposal is contrary to the City of Richmond's Industrial Lands Intensification Initiative (ILII), approved by Council in 2021, which seeks to protect industrial land, prevent its conversion to other uses (i.e., commercial), and align City objectives with regional initiatives aimed at maintaining industrial land (i.e., Metro Vancouver Regional Industrial Lands Strategy; 2020 Regional Industrial Lands Inventory). For the subject site, improved utilization and intensification of development for industrial focussed activities would be aligned with the ILII and other regional industrial land initiatives.
- Re-designation of the subject site to facilitate commercial uses should be discouraged in favour of strategies aimed at preserving industrial land and intensifying industrial development opportunities supportive of a wide range of industrial activities, as per the objectives of Richmond's ILII.

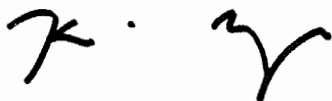
**Financial Impact**

None.

**Conclusion**

Metro Vancouver has provided information on a proposed amendment to the Metro 2050 RGS by the City of Surrey for the site at 7880 128 Street and an opportunity for comment by the City of Richmond.

City staff have reviewed the proposed amendment to the Metro 2050 RGS and recommend that the comments in this staff report, which are aligned with the objectives of Richmond's Industrial Lands Intensification Initiative (ILII), be communicated to the MVRD Board prior to the October 11, 2024 deadline.



Kevin Eng  
Planner 3  
(604-247-4626)

KE:cas

Att. 1: Metro Vancouver Letter and Report (excluding attachments)

Office of the Chair  
Tel. 604-432-6215 or via Email  
[CAOAdministration@metrovancover.org](mailto:CAOAdministration@metrovancover.org)

August 20, 2024

File: CR-12-01  
Ref: RD 2024 07 26

Mayor Malcolm Brodie and Council  
City of Richmond  
6911 No. 3 Rd  
Richmond, BC V6Y 2C1  
**VIA EMAIL:** [mbrodie@richmond.ca](mailto:mbrodie@richmond.ca); [mayorandcouncillors@richmond.ca](mailto:mayorandcouncillors@richmond.ca)

Dear Mayor Malcolm Brodie and Council:

**Metro 2050 Type 3 Proposed Amendment – City of Surrey (7880 128 St)**

*Metro 2050*, the regional growth strategy, is the regional federation's plan for managing growth coming to Metro Vancouver in a way that: protects important lands like agriculture, ecologically important and industrial lands; contains growth within an urban containment boundary and directs it to transit oriented locations; and supports the efficient provision of utilities and transit. *Metro 2050* contains six regional and parcel based land use designations that support those objectives. By signing on to *Metro 2050*, if a member jurisdiction aspires to change the land use designation for a site then, as a first step, they have agreed to have the Metro Vancouver Board consider regional implications of the proposed amendment. *Metro 2050* outlines the process for proposed amendments.

The City of Surrey is requesting a Type 3 Amendment to *Metro 2050* for a 1.3-hectare site comprising one property located on 128 Street in the Newton area. The proposed amendment would redesignate the regional land use of the property from Industrial to Employment to accommodate commercial uses, including retail, office space, and a childcare facility. There would be no change to the Urban Containment Boundary.

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At its July 26, 2024 regular meeting, the Board of Directors of the Metro Vancouver Regional District (MVRD) passed the following resolution:

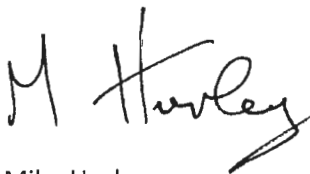
*That the MVRD Board:*

- a) initiate the Metro 2050 amendment process for the City of Surrey's requested regional land use designation amendment from Industrial to Employment for the lands located at 7880-128 Street;*
- b) give first, second, and third readings to Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1392, 2024; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro 2050.*

The proposed amendment is a Type 3 amendment to *Metro 2050*, which requires that an amendment bylaw be passed by the MVRD Board by an affirmative 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2050*. Enclosed is a Metro Vancouver staff report dated June 3, 2024, titled "Metro 2050 Type 3 Proposed Amendment – City of Surrey (7880 128 St)" providing background information and an assessment of the proposed amendment regarding its consistency with *Metro 2050*.

You are invited to provide written comments on the proposed amendment. If you have any questions or wish to comment with respect to the proposed amendment, please contact Jonathan Cote, Deputy General Manager, Regional Planning and Housing Development, by phone at 604-432-6391, or by email at [jonathan.cote@metrovancouver.org](mailto:jonathan.cote@metrovancouver.org) by **October 11, 2024**.

Yours sincerely,



Mike Hurley  
Chair, Metro Vancouver Board

MH/HM/vc

cc: Serena Lusk, Chief Administrative Officer, City of Richmond  
Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver  
Heather McNell, Deputy Chief Administrative Officer, Policy and Planning, Metro Vancouver

Encl: [MVRD Board report dated June 3, 2024, titled "Metro 2050 Type 3 Proposed Amendment – City of Surrey \(7880 128 St\) \(pg. 498\)"](#)



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To: Regional Planning Advisory Committee

From: Marcin Pachcinski, Division Manager, and Mikayla Tinsley, Senior Policy and Planning Analyst, Electoral Area and Implementation Services, Regional Planning and Housing Services

Date: May 15, 2024 Meeting Date: June 21, 2024

Subject: **Metro 2050 Type 3 Proposed Amendment – City of Surrey (7880 128 St)**

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### **RECOMMENDATION**

That the Regional Planning Advisory Committee receive for information the report dated May 15, 2024, titled “Metro 2050 Type 3 Proposed Amendment – City of Surrey (7880 128 St)”.

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### **EXECUTIVE SUMMARY**

The City of Surrey is requesting a Type 3 *Metro 2050* amendment for a 1.3 hectare parcel located on the east side of 128 Street and south of 80 Avenue in the Newton Industrial area, directly adjacent to the Newton Cultural Commercial District. The proposed amendments would redesignate the regional land use from Industrial to Employment to accommodate commercial uses, including retail, office space, and a childcare facility. The subject site is located within the Urban Containment Boundary. The requested *Metro 2050* Type 3 amendment bylaw requires an affirmative 50% + 1 weighted vote of the MVRD Board.

The proposed amendment has been assessed in relation to applicable *Metro 2050* goals and policies. The key points of analysis are as follows:

- The proposed amendment would remove 1.3 hectares of Industrial land that is strategically located from a goods movement perspective;
- The 16 hectare Newton Cultural Commercial District was created by the City of Surrey in 2014 to stop and contain the ongoing loss of industrial lands and intrusion of commercial uses. Adding the subject site to the Newton Cultural Commercial District may further erode the industrial land base and increase pressure for adjacent lands to seek redesignation to non-industrial uses;
- The proposed amendment would add 1.3 hectares of land with a regional Employment land use designation, and likely lead to the creation of jobs, as commercial uses tend to provide a higher density of jobs;
- While provisions in *Metro 2050* stipulate that it is preferable to concentrate commercial uses within Urban Centres and Frequent Transit Development Areas, the subject site is located near bus routes with frequent service and a greenway; and
- The City of Surrey staff report estimates that the proposed amendment would lead to a significant increase in vehicle trip generation compared to the site’s current Industrial use.

### **PURPOSE**



This report provides Regional Planning Advisory Committee members information about the proposed amendment and the opportunity to provide feedback on the City of Surrey's proposed *Metro 2050* amendment.

## BACKGROUND

On March 21, 2024, Metro Vancouver received a request from the City of Surrey to consider a *Metro 2050* amendment for the subject site. The proposed amendment would amend the regional land use designation from Industrial to Employment. No amendments to the Urban Containment Boundary are proposed. Proposed amendments are provided to the Regional Planning Advisory Committee for information and discussion.

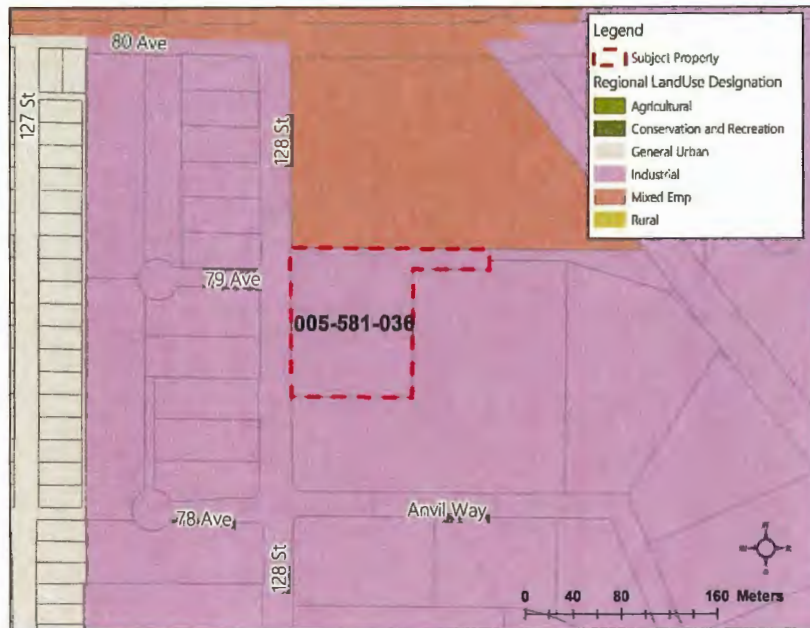
## SITE CONTEXT

The subject site is a single parcel that is approximately 1.3 hectares in size. It is bounded by commercial uses to the north, and industrial uses to the east, west, and south. The City's staff report notes that the subject site is abutting, but not within, the Central Newton Cultural Commercial District. The Central Newton Cultural Commercial District was created to address development pressure to introduce commercial uses throughout the Industrial lands in Newton. As such, the plan concentrates commercial uses on lands designated Mixed Employment around the intersection of 80 Avenue and 120 Street, with the intent that, elsewhere in Newton, these uses would not be permitted on Industrial lands to help retain Industrial uses. The City of Surrey intends to add the subject lot to the Central Newton Cultural Commercial District plan area, should Metro Vancouver approve the RGS amendment.

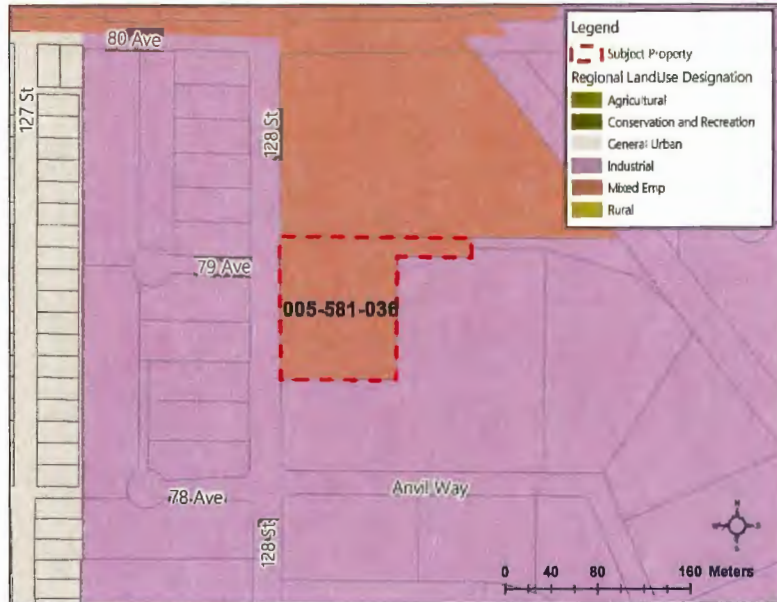
**Figure 1 – Site Context**



**Figure 2 – Existing Regional Land Use Designations**



**Figure 3 – Proposed Regional Land Use Designations**



The proposal would see the site developed into two five storey commercial buildings and one childcare building with a total FAR of 2.0. The commercial building would consist of retail uses on the ground and second floors, and office uses on floors three through five.

**Table 1 – Proposed Lot Area and Floor Area**

Lot Area	
Gross Site Area	13,453 sq.m.
Road Dedication	345 sq.m.
Net Site Area	13,109 sq.m.
Floor Area	
Retail	10,472 sq.m.
Office	14,685 sq.m.
Childcare	1,060 sq.m.
Total	26,218 sq.m.

### PROPOSED REGIONAL LAND USE DESIGNATION AMENDMENT

On February 26, 2024, the City of Surrey held a public hearing and granted 3<sup>rd</sup> reading to the respective OCP and zoning amendment bylaws. The proposal would amend the City's OCP and Zoning Bylaw for the subject site to accommodate commercial uses. The City can only proceed to adopt the proposed OCP amendments after the MVRD Board approves the corresponding *Metro 2050* Type 3 amendment given the change of land use being requested. The proposed land use changes are outlined in Table 2 and on Figures 2 and 3.

**Table 2 – Proposed Site Designations**

	Current	Proposed
<i>Metro 2050</i>	Industrial	Employment
OCP	Industrial	Mixed Employment
Zoning	IL (Light Impact Industrial Zone)	CD (Comprehensive Development Zone)

### REGIONAL PLANNING ANALYSIS

The City of Surrey's proposed *Metro 2050* amendment has been assessed in relation to the applicable goals and policies of the Regional Growth Strategy. The intent of the assessment by Regional Planning staff is to identify regional planning implications and the regional significance of the proposed land use changes in consideration of *Metro 2050*, not to duplicate the municipal planning process. *Metro 2050* sets out a long-term regional vision to support growth and change while protecting the natural environment, fostering community well-being, and supporting economic prosperity, among other objectives. Staff's role in assessing amendment requests is primarily to consider any implications to the shared *Metro 2050* vision, goals and strategies from a long-term, regional perspective. A summary of the regional analysis is provided as follows.

#### Goal 1: Create a Compact Urban Area

Goal 1 of *Metro 2050* includes strategies to concentrate urban development within the Urban Containment Boundary, and to direct growth to a network of Urban Centres and along transit corridors, with an aim to support the development of resilient, healthy, connected, and complete communities with a range of services and amenities.

*Consideration 1: Contain urban development within the Urban Containment Boundary*

The proposed amendment does not affect the Urban Containment Boundary.

*Consideration 2: Focus growth in Urban Centres and Frequent Transit Development Areas*

The subject site is not located within an Urban Centre or Frequent Transit Development Area. The shared regional vision in *Metro 2050* sets out that major commercial uses are most strategically located within Urban Centres and Frequent Transit Development Areas. However, it is worth noting that the subject site does have good transit service, with two current bus routes, the 323 and 393 routes, with the former providing Frequent Transit Network service, with all-day frequencies under 15 minutes and peak-period services under 10 minutes.

*Consideration 3: Develop resilient, healthy, connected, and complete communities with a range of services and amenities*

*Metro 2050* encourages member jurisdictions to locate a variety of services, including local serving retail uses and child care facilities in areas with good access to transit to support the development of resilient, healthy, connected, and complete communities. The proposed amendment would introduce office, retail and childcare, all of which are in strong demand in a fast growing community. The 2023 Survey of Licensed Child Care Spaces in Metro Vancouver showed that the City of Surrey is particularly lacking in childcare spaces, with only 18.3 childcare spaces per 100 children under the age of 12 (Reference 1). The inclusion of retail, office and child care uses into this location would generally support the regional goal of creating complete communities with a range of services and amenities.

Goal 2: Support a Sustainable Regional Economy

Goal 2 of *Metro 2050* includes strategies to promote land development patterns that support a diverse regional economy. This includes the protection and enhancement of the region's supply of industrial and agricultural lands, while supporting employment opportunities close to where people live.

*Consideration 1: Promote land development patterns that support a diverse regional economy and employment opportunities close to where people live*

Although commercial uses and employment are needed in every community, the shared regional vision set out in *Metro 2050* sets out that they should be primarily focused in Urban Centres and Frequent Transit Development Areas. While provisions in *Metro 2050* stipulate that it is preferable to concentrate commercial uses within Urban Centres and Frequent Transit Development Areas, the subject site is located in a fast growing community that is well served by transit and other transportation options. The proposed amendment will result in the creation of additional office, retail and child care related jobs in a location that is easily accessible. Economic activity on industrial lands also contributes directly to employment and plays a significant role in helping to support a diverse regional economy. As noted in the Economic Value of Industrial Lands to the Metro Vancouver Region study, not all jobs are the same, and the average wages from industrial jobs are higher than the regional average (Reference 2). The proposed amendment would be mixed in terms of supporting the regional goal to support the development of a diverse regional economy. The proposal would increase economic activity and jobs on the site, but this would come at the expense of losing a small site of strategically located industrial land in the region.



*Consideration 2: Protect the supply and enhance the efficient use of industrial land*

The supply of industrial lands in Surrey and the region is limited and in high demand as documented in the Metro Vancouver Regional Industrial Lands Strategy and the 2020 Regional Industrial Lands Inventory (References 3 and 4).

In 2014, a Regional Growth Strategy land use designation amendment from the City of Surrey created the 16 hectare Newton Cultural Commercial District. One stated objective of this new commercial district was to stop and contain the ongoing loss of industrial lands and intrusion of commercial uses into the surrounding areas. This is confirmed and stated in the City's staff report submitted in support of this proposal where it notes:

*In order to relieve commercial pressure on Industrial lands throughout the community, the Central Newton Cultural Commercial District was established so that cultural and commercial uses could be focused in one area, thus protecting and maintaining the integrity of the remaining industrial lands.*

Metro Vancouver staff note that a change in the regional land use designation from Industrial to Employment will further erode the city's and region's supply and capacity of industrial lands. When considering a re-designation from Industrial to Employment or any other designation, it is important to consider whether accepting this request will lead to additional requests. If this application is approved it is likely that there will be further pressure for land use changes, conversions, and speculation in the area, that will result in increased pressures for more non-industrial uses on designated Industrial lands.

The City's staff report on this proposal notes similar concerns:

*Approval of the current proposal would draw commercial uses farther south along 128 Street, further eroding the industrial land base, and providing increasing pressure for adjacent lands to redevelop to non-industrial uses.*

*The proposed development, if approved, would put pressure on other Industrial lands in Surrey to be converted to commercial uses, including other lands located in the Newton industrial area.*

Goal 3: Protect the Environment, Address Climate Change, and Respond to Natural Hazards

Goal 3 of *Metro 2050* includes strategies to protect, enhance, restore and connect ecosystems while advancing land uses that reduce greenhouse gas emissions and improve resilience to climate change impacts.

*Consideration 1: Protect, enhance, restore, and connect ecosystems*

The City's staff report notes that the applicant has proposed to remove one mature cottonwood tree on-site and plant 40 replacement trees (including birch, maples, spruce and cherry trees), which exceeds the City's 1:1 replacement requirement. As the site is within the Urban Containment Boundary, planting 40 trees on site will contribute to the *Metro 2050* regional tree canopy cover target to increase the total regional tree canopy cover within the urban containment boundary to 40 percent by the year 2050. This is provided that: the tree species are resilient to harsh urban

conditions (i.e. high temperatures, summer drought); sufficient soil volume is provided; and the trees are regularly irrigated and properly maintained so they can reach full maturity.

*Consideration 2: Advance land use, infrastructure, and human settlement patterns that improve resilience to climate change impacts and natural hazards*

The proposed amendment application is not expected to negatively affect the shared *Metro 2050* objective to advance land use, infrastructure, and human settlement patterns that collectively improve our resilience to climate change impacts and natural hazards. The site is not located within a high-probability hazard area, according to Metro Vancouver's Regional Multi-Hazard Mapping Project.

Goal 4: Provide Diverse and Affordable Housing Choices

Goal 4 of *Metro 2050* includes strategies that encourage greater supply and diversity of housing to meet a variety of needs. The proposed amendment does not enable or impact residential development, therefore the Goal 4 strategies and policies of *Metro 2050* are not applicable.

Goal 5: Support Sustainable Transportation Choices

Goal 5 of *Metro 2050* includes strategies that encourage the coordination of land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking, and support the safe and efficient movement of vehicles for passengers, goods and services.

*Consideration 1: Supporting sustainable transportation options*

The subject site is located close to transit with many sustainable transportation options, which supports increasing the intensity of uses at the site. The subject site is directly served by two current bus routes, the 323 and 393 routes, with the former providing Frequent Transit Network service, with all-day frequencies under 15 minutes and peak-period services under 10 minutes. Moreover, the site is directly linked by a bike lane on 128 Street, connecting facilities on both 80 Avenue and 76 Avenue, and a multi-use path on the nearby Serpentine Greenway (which is part of the Regional Greenway Network).

However, these assets seemingly did not inform the design of the proposed project. The project is largely being designed to accommodate private vehicles and will likely drive significantly more vehicle traffic to the area compared to the site's current industrial use. The City of Surrey's amendment application materials estimate that the site will generate approximately 900 vehicles per hour in the peak and 713 off-street parking spaces, primarily underground, are proposed. To help manage this incremental demand, the applicant is being required to construct a new traffic signal at 79 Avenue and extensions of existing turn bays at 80 Avenue, along with unspecified improvements to pedestrian and transit infrastructure along 128 Street.

*Consideration 2: Supporting efficient movement of goods and services*

128 Street is a designated truck route and part of the Major Road Network, which makes the site favourable for industrial uses. Given the importance of protecting industrial lands with access to goods movement networks set out in *Metro 2050*, the site's proximity to truck routes and major roads does not support a change in land use to commercial-oriented uses from a regional goods movement perspective.

## **IMPLICATIONS FOR METRO VANCOUVER UTILITY SERVICES**

### *Water Services (GVWD)*

The City's staff report does not provide an estimation of the increase in population served and the associated water demand resulting from this redesignation and rezoning. As soon as the population and water demand details are available, the City is requested to forward the information to Metro Vancouver's Water Services.

### *Liquid Waste Services (GVS&DD)*

The proposed amendment should be of minimal hydraulic impact on Metro Vancouver's sewer conveyance system.

## **REGIONAL CONTEXT STATEMENT**

An updated Regional Context Statement (RCS) that reflects the proposed regional land use designation change will be required from the City of Surrey prior to final adoption of the amendment bylaw. It is expected that the City will submit the updated RCS for consideration of acceptance if the Board chooses to initiate the proposed amendment process for Metro 2050 and gives 1st, 2nd and 3rd readings to the Metro 2050 amendment bylaw. The updated RCS will then be considered alongside the final adoption of the amendment bylaw. This process is in alignment with regional growth strategy and associated implementation guidelines. Once received, Metro Vancouver has 120 days to accept or not accept the RCS.

## **REGIONAL GROWTH STRATEGY AMENDMENT PROCESS AND NEXT STEPS**

Subsequent to the Regional Planning Advisory Committee meeting, Metro Vancouver staff will prepare a report for the Regional Planning Committee and MVRD Board with a draft amendment bylaw for consideration. If the amendment bylaw receives 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings, it will then be referred to affected local governments, local First Nations, and relevant agencies, as well as posted on the Metro Vancouver website for a minimum of 45 days to provide an opportunity for comment.

*Metro 2050* identifies additional public engagement opportunities that may be used at the discretion of the MVRD Board including: appearing as a delegation to the Regional Planning Committee for the MVRD Board when the amendment is being considered; conveyance of comments submitted from the respective local public hearing to the MVRD Board, and hosting a public information meeting (digitally or in person). All comments received will be summarized and included in a report advancing the amendment bylaw and updated RCS to the MVRD Board for consideration of final adoption.

## **ALTERNATIVES**

This is an information report. No alternatives are presented.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to this report.

## **CONCLUSION**

The City of Surrey has requested that the MVRD Board consider a Type 3 amendment to *Metro 2050* for a 1.3 hectare site in the Newton Industrial area to change the land use designation from

Industrial to Employment. This proposal would add 1.3 hectares of Employment land to accommodate commercial uses, including retail, office space, and a childcare facility. It will also result in the loss of 1.3 hectares of well-located Industrial land. Metro Vancouver staff are concerned that this proposal could lead to further applications to convert adjacent industrial land, which was meant to be contained through the creation of the 16 hectare Newton Cultural Commercial District. However, the subject site is quite a small parcel, and therefore the direct impact of redesignation is minor.

From a transportation perspective, the proposed amendment is likely to generate significantly more vehicle trips than its current industrial use. Although commercial uses are more ideally located in Urban Centres and Frequent Transit Development Areas, the site does have frequent bus service and is located near a greenway. The proposed amendment is also likely to confer benefits in terms of job creation and the provision of amenities, such as childcare, in the area.

The proposed amendment is unlikely to have a significant impact on Metro Vancouver's sewer conveyance system. Additional information is required to fully assess water servicing implications for this application, should it proceed. This information can be received post-bylaw during the development planning stage.

#### **ATTACHMENTS**

1. City of Surrey Regional Growth Strategy Amendment Application and Staff Report, dated March 21, 2024 (File: 7923-0090-00)

#### **REFERENCES**

1. [The 2023 Survey of Licensed Child Care Spaces in Metro Vancouver](#), Metro Vancouver, December 2023.
2. [Economic Value of Industrial Lands to the Metro Vancouver Region Study](#), Metro Vancouver, 2019
3. [Regional Industrial Lands Strategy](#), Metro Vancouver, June 2020.
4. [Metro Vancouver 2020 Regional Industrial Lands Inventory: Technical Report](#), Metro Vancouver, March 2021.

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# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Jason Kita  
Director, Intergovernmental Relations and  
Corporate and Strategic Planning  
**Date:** September 9, 2024  
**File:** 01-0130-01/2024-Vol  
01  
**Re:** UBCM – Community Works Agreement – Canada Community Building Fund

### Staff Recommendations

1. That the City enter into a funding agreement with the Union of British Columbia Municipalities (UBCM), as described in the report titled “UBCM – Community Works Agreement – Canada Community Building Fund,” dated September 9, 2024, from the Director, Intergovernmental Relations and Corporate and Strategic Planning; and
2. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized on behalf of the City to execute the above noted agreement with UBCM.

Jason Kita  
Director, Intergovernmental Relations and Corporate and Strategic Planning  
(604-276-4091)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>APPROVED BY CAO</b>
Finance	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	

## **Staff Report**

### **Origin**

The Canada Community-Building Fund (previously the Gas Tax fund) ten year renewal agreement took effect on April 1, 2024 from 2024 to 2034 and is replacing the earlier tripartite agreement between Canada, British Columbia, and UBCM from 2014-2024.

This report responds to the renewed agreement and a requirement to include a Council Resolution. The Council Resolution authorizes the City's signing authorities and the execution of the 2024-2034 Community Works Fund Agreement between the City of Richmond and UBCM.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.4 Work with all levels of governments for grant and funding opportunities.*

### **Analysis**

The Canada Community-Building Fund provides direct and long-term funding to local governments in BC for infrastructure and capacity-building projects and is administered by UBCM. This fund brings approximately \$1.6 billion over the next five years in federal funding to BC for local infrastructure investments and approximately \$650 million is delivered through the Community Works Fund program.

The Community Works Fund program allows local governments to make priority choices at the local level. Examples of eligible project categories include: local roads, bridges, and active transportation; drinking water, wastewater and stormwater; community energy systems; solid waste; recreation and sport infrastructure; cultural infrastructure; resilience; and capacity building (Attachment 1). Some changes to the categories have been made in this renewed agreement along with some reporting requirements. Program reporting requirements will be required to submit annually to UBCM for review.

In the last agreement, examples of projects the City funded were streetlight LED upgrades, solar energy system, asphalt re-paving, and electrical vehicle charging infrastructure.

Staff will identify potential priority projects that would be eligible under this funding program and bring those forward for City Council's review and consideration as part of the City's annual budget process.

### **Financial Impact**

The Community Works Fund Program Allocation (Attachment 2) is estimated to be the following over the next five years for Richmond.

<b>Year 1</b> <b>2024/2025</b>	<b>Year 2</b> <b>2025/2026</b>	<b>Year 3</b> <b>2026/2027</b>	<b>Year 4</b> <b>2027/2028</b>	<b>Year 5</b> <b>2028/2029</b>
\$747,731	\$747,731	\$747,731	\$777,640	\$777,640

This estimate is based on an annual base funding amount and per-capita allocation. The allocations are noted in the table below for local governments within Metro Vancouver and outside Metro Vancouver for the first five years, 2024/25 – 2026/27 and 2027/28 – 2028-29.

#### **2024/25 – 2026/27**

<b>Local Government Type</b>	<b>Base Funding Amount</b>	<b>Per Capita Amount</b>
Metro Vancouver	\$63,411	\$3.23/person
Outside Metro Vancouver	\$63,411	\$45.50/person

#### **2027/28 – 2028/29**

<b>Local Government Type</b>	<b>Base Funding Amount</b>	<b>Per Capita Amount</b>
Metro Vancouver	\$65,948	\$3.36/person
Outside Metro Vancouver	\$65,948	\$47.36/person

Funding is required to be expended on eligible projects within five years of each funding allocation year.

#### **Conclusion**

The Canada Community-Building Fund – Community Works Fund agreement provides direct fund delivery to municipalities to make local decisions about priority projects in their community. UBCM has requested that the City execute the “Community Works Fund Agreement” which will provide annual funding for community projects over the next ten years.



Alisa Carey  
Manager, Intergovernmental Relations  
(604-247-4695)

Att. 1: Schedule B – Eligible Expenses and Schedule C – Eligible and Ineligible Expenditures  
Att. 2: UBCM – Community Works Fund Program Allocations Table



**SCHEDULE B - Eligible Project Categories**

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is available for public use
7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
  - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes

16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

## **SCHEDULE C - Eligible and Ineligible Expenditures**

### **1. Eligible Expenditures**

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
  - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
  - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
  - iii. training directly related to asset management planning; and
  - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

### **2. Ineligible Expenditures**

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
  - i. highways;
  - ii. regional and local airports;
  - iii. short-line rail;

- iv. short-sea shipping;
  - v. disaster mitigation;
  - vi. broadband connectivity;
  - vii. brownfield redevelopment;
  - viii. cultural infrastructure;
  - ix. tourism infrastructure;
  - x. sport infrastructure; and
  - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
  - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
  - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
  - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
  - g) purchase of land or any interest therein, and related costs;
  - h) legal fees;
  - i) routine repair or maintenance costs; and
  - j) costs associated with healthcare infrastructure or assets.

**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
100 Mile House	\$ 151,201	\$ 151,201	\$ 151,201	\$ 157,249	\$ 157,249
Abbotsford	\$ 7,053,953	\$ 7,053,953	\$ 7,053,953	\$ 7,336,111	\$ 7,336,111
Alberni-Clayoquot	\$ 549,713	\$ 549,713	\$ 549,713	\$ 571,702	\$ 571,702
Alert Bay	\$ 83,856	\$ 83,856	\$ 83,856	\$ 87,210	\$ 87,210
Anmore	\$ 71,029	\$ 71,029	\$ 71,029	\$ 73,870	\$ 73,870
Armstrong	\$ 305,788	\$ 305,788	\$ 305,788	\$ 318,020	\$ 318,020
Ashcroft	\$ 139,453	\$ 139,453	\$ 139,453	\$ 145,031	\$ 145,031
Barriere	\$ 143,779	\$ 143,779	\$ 143,779	\$ 149,530	\$ 149,530
Belcarra	\$ 65,633	\$ 65,633	\$ 65,633	\$ 68,258	\$ 68,258
Bowen Island	\$ 77,173	\$ 77,173	\$ 77,173	\$ 80,260	\$ 80,260
Bulkley-Nechako	\$ 923,045	\$ 923,045	\$ 923,045	\$ 959,967	\$ 959,967
Burnaby	\$ 868,924	\$ 868,924	\$ 868,924	\$ 903,681	\$ 903,681
Burns Lake	\$ 150,836	\$ 150,836	\$ 150,836	\$ 156,870	\$ 156,870
Cache Creek	\$ 107,534	\$ 107,534	\$ 107,534	\$ 111,835	\$ 111,835
Campbell River	\$ 1,680,729	\$ 1,680,729	\$ 1,680,729	\$ 1,747,958	\$ 1,747,958
Canal Flats	\$ 99,930	\$ 99,930	\$ 99,930	\$ 103,927	\$ 103,927
Capital	\$ 1,367,183	\$ 1,367,183	\$ 1,367,183	\$ 1,421,870	\$ 1,421,870
Cariboo	\$ 1,882,444	\$ 1,882,444	\$ 1,882,444	\$ 1,957,742	\$ 1,957,742
Castlegar	\$ 443,073	\$ 443,073	\$ 443,073	\$ 460,796	\$ 460,796
Central Coast	\$ 226,514	\$ 226,514	\$ 226,514	\$ 235,574	\$ 235,574
Central Kootenay	\$ 1,550,730	\$ 1,550,730	\$ 1,550,730	\$ 1,612,759	\$ 1,612,759
Central Okanagan RD	\$ 969,626	\$ 969,626	\$ 969,626	\$ 1,008,412	\$ 1,008,412
Central Saanich	\$ 855,018	\$ 855,018	\$ 855,018	\$ 889,218	\$ 889,218
Chase	\$ 172,647	\$ 172,647	\$ 172,647	\$ 179,553	\$ 179,553
Chetwynd	\$ 168,230	\$ 168,230	\$ 168,230	\$ 174,960	\$ 174,960
Chilliwack	\$ 4,307,304	\$ 4,307,304	\$ 4,307,304	\$ 4,479,597	\$ 4,479,597
City of Langley	\$ 157,059	\$ 157,059	\$ 157,059	\$ 163,342	\$ 163,342
City of North Vancouver	\$ 251,335	\$ 251,335	\$ 251,335	\$ 261,388	\$ 261,388

- Population adjustments, boundary changes, incorporations of new local governments may vary the available funding in future years

- Funds are subject to federal transfer of CCBF

Published 04/15/2024

**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Clearwater	\$ 172,146	\$ 172,146	\$ 172,146	\$ 179,032	\$ 179,032
Clinton	\$ 92,826	\$ 92,826	\$ 92,826	\$ 96,539	\$ 96,539
Coldstream	\$ 572,070	\$ 572,070	\$ 572,070	\$ 594,953	\$ 594,953
Columbia-Shuswap	\$ 1,097,713	\$ 1,097,713	\$ 1,097,713	\$ 1,141,622	\$ 1,141,622
Colwood	\$ 926,779	\$ 926,779	\$ 926,779	\$ 963,850	\$ 963,850
Comox Town	\$ 737,586	\$ 737,586	\$ 737,586	\$ 767,089	\$ 767,089
Comox Valley	\$ 1,191,376	\$ 1,191,376	\$ 1,191,376	\$ 1,239,031	\$ 1,239,031
Coquitlam	\$ 543,971	\$ 543,971	\$ 543,971	\$ 565,729	\$ 565,729
Courtenay	\$ 1,357,484	\$ 1,357,484	\$ 1,357,484	\$ 1,411,783	\$ 1,411,783
Cowichan Valley	\$ 1,869,330	\$ 1,869,330	\$ 1,869,330	\$ 1,944,103	\$ 1,944,103
Cranbrook	\$ 1,001,090	\$ 1,001,090	\$ 1,001,090	\$ 1,041,134	\$ 1,041,134
Creston	\$ 317,627	\$ 317,627	\$ 317,627	\$ 330,332	\$ 330,332
Cumberland	\$ 265,901	\$ 265,901	\$ 265,901	\$ 276,537	\$ 276,537
Dawson Creek	\$ 624,525	\$ 624,525	\$ 624,525	\$ 649,506	\$ 649,506
Delta	\$ 414,086	\$ 414,086	\$ 414,086	\$ 430,650	\$ 430,650
District of Langley	\$ 492,166	\$ 492,166	\$ 492,166	\$ 511,852	\$ 511,852
District of North Vancouver	\$ 348,491	\$ 348,491	\$ 348,491	\$ 362,431	\$ 362,431
Duncan	\$ 293,221	\$ 293,221	\$ 293,221	\$ 304,950	\$ 304,950
East Kootenay	\$ 884,205	\$ 884,205	\$ 884,205	\$ 919,573	\$ 919,573
Elkford	\$ 188,584	\$ 188,584	\$ 188,584	\$ 196,127	\$ 196,127
Enderby	\$ 201,288	\$ 201,288	\$ 201,288	\$ 209,340	\$ 209,340
Esquimalt	\$ 861,757	\$ 861,757	\$ 861,757	\$ 896,227	\$ 896,227
Fernie	\$ 351,185	\$ 351,185	\$ 351,185	\$ 365,233	\$ 365,233
Fort St. James	\$ 126,521	\$ 126,521	\$ 126,521	\$ 131,582	\$ 131,582
Fort St. John	\$ 1,040,796	\$ 1,040,796	\$ 1,040,796	\$ 1,082,428	\$ 1,082,428
Fraser Lake	\$ 107,352	\$ 107,352	\$ 107,352	\$ 111,646	\$ 111,646
Fraser Valley	\$ 1,013,612	\$ 1,013,612	\$ 1,013,612	\$ 1,054,157	\$ 1,054,157
Fraser-Fort George	\$ 762,356	\$ 762,356	\$ 762,356	\$ 792,851	\$ 792,851

- Population adjustments, boundary changes, incorporations of new local governments may vary the available funding in future years

- Funds are subject to federal transfer of CCBF

Published 04/15/2024

**Union of BC Municipalities  
Canada Community Building Fund  
Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Fruitvale	\$ 152,567	\$ 152,567	\$ 152,567	\$ 158,669	\$ 158,669
Gibsons	\$ 280,062	\$ 280,062	\$ 280,062	\$ 291,264	\$ 291,264
Gold River	\$ 120,147	\$ 120,147	\$ 120,147	\$ 124,953	\$ 124,953
Golden	\$ 244,909	\$ 244,909	\$ 244,909	\$ 254,706	\$ 254,706
Grand Forks	\$ 250,647	\$ 250,647	\$ 250,647	\$ 260,673	\$ 260,673
Granisle	\$ 78,756	\$ 78,756	\$ 78,756	\$ 81,907	\$ 81,907
Greenwood	\$ 95,376	\$ 95,376	\$ 95,376	\$ 99,191	\$ 99,191
Harrison Hot Springs	\$ 150,153	\$ 150,153	\$ 150,153	\$ 156,160	\$ 156,160
Hazelton	\$ 76,616	\$ 76,616	\$ 76,616	\$ 79,681	\$ 79,681
Highlands	\$ 176,427	\$ 176,427	\$ 176,427	\$ 183,484	\$ 183,484
Hope	\$ 367,851	\$ 367,851	\$ 367,851	\$ 382,565	\$ 382,565
Houston	\$ 202,381	\$ 202,381	\$ 202,381	\$ 210,476	\$ 210,476
Hudson's Hope	\$ 107,033	\$ 107,033	\$ 107,033	\$ 111,314	\$ 111,314
Invermere	\$ 241,768	\$ 241,768	\$ 241,768	\$ 251,438	\$ 251,438
Kamloops	\$ 4,521,268	\$ 4,521,268	\$ 4,521,268	\$ 4,702,119	\$ 4,702,119
Kaslo	\$ 111,176	\$ 111,176	\$ 111,176	\$ 115,624	\$ 115,624
Kelowna	\$ 6,646,516	\$ 6,646,516	\$ 6,646,516	\$ 6,912,376	\$ 6,912,376
Kent	\$ 350,275	\$ 350,275	\$ 350,275	\$ 364,286	\$ 364,286
Keremeos	\$ 136,630	\$ 136,630	\$ 136,630	\$ 142,095	\$ 142,095
Kimberley	\$ 432,919	\$ 432,919	\$ 432,919	\$ 450,236	\$ 450,236
Kitimat	\$ 438,428	\$ 438,428	\$ 438,428	\$ 455,966	\$ 455,966
Kitimat-Stikine	\$ 799,284	\$ 799,284	\$ 799,284	\$ 831,256	\$ 831,256
Kootenay Boundary	\$ 574,438	\$ 574,438	\$ 574,438	\$ 597,416	\$ 597,416
Ladysmith	\$ 472,761	\$ 472,761	\$ 472,761	\$ 491,671	\$ 491,671
Lake Country	\$ 783,621	\$ 783,621	\$ 783,621	\$ 814,965	\$ 814,965
Lake Cowichan	\$ 214,812	\$ 214,812	\$ 214,812	\$ 223,404	\$ 223,404
Langford	\$ 2,184,561	\$ 2,184,561	\$ 2,184,561	\$ 2,271,944	\$ 2,271,944
Lantzville	\$ 237,214	\$ 237,214	\$ 237,214	\$ 246,703	\$ 246,703

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Published 04/15/2024



**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Lillooet	\$ 168,230	\$ 168,230	\$ 168,230	\$ 174,960	\$ 174,960
Lions Bay	\$ 67,906	\$ 67,906	\$ 67,906	\$ 70,622	\$ 70,622
Logan Lake	\$ 166,090	\$ 166,090	\$ 166,090	\$ 172,734	\$ 172,734
Lumby	\$ 157,348	\$ 157,348	\$ 157,348	\$ 163,642	\$ 163,642
Lytton	\$ 72,974	\$ 72,974	\$ 72,974	\$ 75,893	\$ 75,893
Mackenzie	\$ 212,808	\$ 212,808	\$ 212,808	\$ 221,320	\$ 221,320
Maple Ridge	\$ 357,616	\$ 357,616	\$ 357,616	\$ 371,920	\$ 371,920
Masset	\$ 101,569	\$ 101,569	\$ 101,569	\$ 105,632	\$ 105,632
McBride	\$ 90,185	\$ 90,185	\$ 90,185	\$ 93,793	\$ 93,793
Merritt	\$ 384,471	\$ 384,471	\$ 384,471	\$ 399,850	\$ 399,850
Metchosin	\$ 294,132	\$ 294,132	\$ 294,132	\$ 305,897	\$ 305,897
Metro Vancouver RD	\$ 158,550	\$ 158,550	\$ 158,550	\$ 164,892	\$ 164,892
Midway	\$ 93,054	\$ 93,054	\$ 93,054	\$ 96,776	\$ 96,776
Mission	\$ 1,953,932	\$ 1,953,932	\$ 1,953,932	\$ 2,032,089	\$ 2,032,089
Montrose	\$ 109,537	\$ 109,537	\$ 109,537	\$ 113,919	\$ 113,919
Mount Waddington	\$ 217,908	\$ 217,908	\$ 217,908	\$ 226,624	\$ 226,624
Nakusp	\$ 135,765	\$ 135,765	\$ 135,765	\$ 141,195	\$ 141,195
Nanaimo	\$ 4,610,560	\$ 4,610,560	\$ 4,610,560	\$ 4,794,982	\$ 4,794,982
Nanaimo RD	\$ 2,055,154	\$ 2,055,154	\$ 2,055,154	\$ 2,137,360	\$ 2,137,360
Nelson	\$ 569,111	\$ 569,111	\$ 569,111	\$ 591,875	\$ 591,875
New Denver	\$ 85,586	\$ 85,586	\$ 85,586	\$ 89,010	\$ 89,010
New Hazelton	\$ 90,823	\$ 90,823	\$ 90,823	\$ 94,456	\$ 94,456
New Westminster	\$ 318,576	\$ 318,576	\$ 318,576	\$ 331,319	\$ 331,319
North Coast	\$ 212,262	\$ 212,262	\$ 212,262	\$ 220,752	\$ 220,752
North Cowichan	\$ 1,520,040	\$ 1,520,040	\$ 1,520,040	\$ 1,580,841	\$ 1,580,841
North Okanagan	\$ 983,150	\$ 983,150	\$ 983,150	\$ 1,022,476	\$ 1,022,476
North Saanich	\$ 620,518	\$ 620,518	\$ 620,518	\$ 645,339	\$ 645,339
Northern Rockies RM	\$ 267,312	\$ 267,312	\$ 267,312	\$ 278,005	\$ 278,005

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**Union of BC Municipalities**  
**Canada Community Building Fund**  
**Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Oak Bay	\$ 882,566	\$ 882,566	\$ 882,566	\$ 917,868	\$ 917,868
Okanagan-Similkameen	\$ 1,251,800	\$ 1,251,800	\$ 1,251,800	\$ 1,301,872	\$ 1,301,872
Oliver	\$ 295,361	\$ 295,361	\$ 295,361	\$ 307,175	\$ 307,175
Osoyoos	\$ 316,398	\$ 316,398	\$ 316,398	\$ 329,054	\$ 329,054
Parksville	\$ 684,584	\$ 684,584	\$ 684,584	\$ 711,968	\$ 711,968
Peace River	\$ 979,689	\$ 979,689	\$ 979,689	\$ 1,018,877	\$ 1,018,877
Peachland	\$ 327,007	\$ 327,007	\$ 327,007	\$ 340,087	\$ 340,087
Pemberton	\$ 218,545	\$ 218,545	\$ 218,545	\$ 227,287	\$ 227,287
Penticton	\$ 1,742,928	\$ 1,742,928	\$ 1,742,928	\$ 1,812,645	\$ 1,812,645
Pitt Meadows	\$ 125,318	\$ 125,318	\$ 125,318	\$ 130,330	\$ 130,330
Port Alberni	\$ 894,814	\$ 894,814	\$ 894,814	\$ 930,607	\$ 930,607
Port Alice	\$ 97,061	\$ 97,061	\$ 97,061	\$ 100,943	\$ 100,943
Port Clements	\$ 78,893	\$ 78,893	\$ 78,893	\$ 82,049	\$ 82,049
Port Coquitlam	\$ 262,257	\$ 262,257	\$ 262,257	\$ 272,747	\$ 272,747
Port Edward	\$ 84,812	\$ 84,812	\$ 84,812	\$ 88,205	\$ 88,205
Port Hardy	\$ 241,085	\$ 241,085	\$ 241,085	\$ 250,728	\$ 250,728
Port McNeill	\$ 170,689	\$ 170,689	\$ 170,689	\$ 177,517	\$ 177,517
Port Moody	\$ 171,842	\$ 171,842	\$ 171,842	\$ 178,716	\$ 178,716
Pouce Coupe	\$ 98,108	\$ 98,108	\$ 98,108	\$ 102,033	\$ 102,033
Powell River City	\$ 698,290	\$ 698,290	\$ 698,290	\$ 726,222	\$ 726,222
Prince George	\$ 3,556,223	\$ 3,556,223	\$ 3,556,223	\$ 3,698,472	\$ 3,698,472
Prince Rupert	\$ 623,478	\$ 623,478	\$ 623,478	\$ 648,417	\$ 648,417
Princeton	\$ 195,186	\$ 195,186	\$ 195,186	\$ 202,994	\$ 202,994
qathet	\$ 406,373	\$ 406,373	\$ 406,373	\$ 422,627	\$ 422,627
Qualicum Beach	\$ 487,013	\$ 487,013	\$ 487,013	\$ 506,494	\$ 506,494
Queen Charlotte	\$ 107,306	\$ 107,306	\$ 107,306	\$ 111,598	\$ 111,598
Quesnel	\$ 513,696	\$ 513,696	\$ 513,696	\$ 534,244	\$ 534,244
Radium Hot Springs	\$ 124,381	\$ 124,381	\$ 124,381	\$ 129,357	\$ 129,357

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**Union of BC Municipalities  
Canada Community Building Fund  
Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Revelstoke	\$ 440,204	\$ 440,204	\$ 440,204	\$ 457,812	\$ 457,812
Richmond	\$ 747,731	\$ 747,731	\$ 747,731	\$ 777,640	\$ 777,640
Rosland	\$ 251,922	\$ 251,922	\$ 251,922	\$ 261,999	\$ 261,999
Saanich	\$ 5,424,341	\$ 5,424,341	\$ 5,424,341	\$ 5,641,315	\$ 5,641,315
Salmo	\$ 115,320	\$ 115,320	\$ 115,320	\$ 119,933	\$ 119,933
Salmon Arm	\$ 948,226	\$ 948,226	\$ 948,226	\$ 986,155	\$ 986,155
Sayward	\$ 78,620	\$ 78,620	\$ 78,620	\$ 81,765	\$ 81,765
Sechelt	\$ 557,317	\$ 557,317	\$ 557,317	\$ 579,610	\$ 579,610
Sechelt Indian	\$ 98,245	\$ 98,245	\$ 98,245	\$ 102,175	\$ 102,175
Sicamous	\$ 182,391	\$ 182,391	\$ 182,391	\$ 189,687	\$ 189,687
Sidney	\$ 624,298	\$ 624,298	\$ 624,298	\$ 649,270	\$ 649,270
Silverton	\$ 71,653	\$ 71,653	\$ 71,653	\$ 74,519	\$ 74,519
Slocan	\$ 80,669	\$ 80,669	\$ 80,669	\$ 83,896	\$ 83,896
Smithers	\$ 308,293	\$ 308,293	\$ 308,293	\$ 320,624	\$ 320,624
Sooke	\$ 750,335	\$ 750,335	\$ 750,335	\$ 780,349	\$ 780,349
Spallumcheen	\$ 305,060	\$ 305,060	\$ 305,060	\$ 317,262	\$ 317,262
Sparwood	\$ 252,286	\$ 252,286	\$ 252,286	\$ 262,377	\$ 262,377
Squamish	\$ 1,147,983	\$ 1,147,983	\$ 1,147,983	\$ 1,193,902	\$ 1,193,902
Squamish-Lillooet	\$ 381,511	\$ 381,511	\$ 381,511	\$ 396,771	\$ 396,771
Stewart	\$ 86,952	\$ 86,952	\$ 86,952	\$ 90,431	\$ 90,431
Strathcona	\$ 542,974	\$ 542,974	\$ 542,974	\$ 564,693	\$ 564,693
Summerland	\$ 611,730	\$ 611,730	\$ 611,730	\$ 636,199	\$ 636,199
Sun Peaks Mountain	\$ 127,341	\$ 127,341	\$ 127,341	\$ 132,435	\$ 132,435
Sunshine Coast	\$ 783,803	\$ 783,803	\$ 783,803	\$ 815,155	\$ 815,155
Surrey	\$ 1,901,005	\$ 1,901,005	\$ 1,901,005	\$ 1,977,045	\$ 1,977,045
Tahsis	\$ 81,306	\$ 81,306	\$ 81,306	\$ 84,559	\$ 84,559
Taylor	\$ 123,380	\$ 123,380	\$ 123,380	\$ 128,315	\$ 128,315
Telkwa	\$ 130,528	\$ 130,528	\$ 130,528	\$ 135,750	\$ 135,750

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Published 04/15/2024

**Union of BC Municipalities  
Canada Community Building Fund  
Community Works Fund Program Allocations**

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Terrace	\$ 610,592	\$ 610,592	\$ 610,592	\$ 635,016	\$ 635,016
Thompson-Nicola	\$ 1,202,714	\$ 1,202,714	\$ 1,202,714	\$ 1,250,823	\$ 1,250,823
Tofino	\$ 177,975	\$ 177,975	\$ 177,975	\$ 185,094	\$ 185,094
Trail	\$ 424,040	\$ 424,040	\$ 424,040	\$ 441,001	\$ 441,001
Tumbler Ridge	\$ 172,647	\$ 172,647	\$ 172,647	\$ 179,553	\$ 179,553
Ucluelet	\$ 157,484	\$ 157,484	\$ 157,484	\$ 163,784	\$ 163,784
Valemount	\$ 111,313	\$ 111,313	\$ 111,313	\$ 115,766	\$ 115,766
Vancouver	\$ 2,204,702	\$ 2,204,702	\$ 2,204,702	\$ 2,292,890	\$ 2,292,890
Vanderhoof	\$ 261,302	\$ 261,302	\$ 261,302	\$ 271,754	\$ 271,754
Vernon	\$ 2,090,534	\$ 2,090,534	\$ 2,090,534	\$ 2,174,155	\$ 2,174,155
Victoria	\$ 4,246,471	\$ 4,246,471	\$ 4,246,471	\$ 4,416,330	\$ 4,416,330
View Royal	\$ 590,466	\$ 590,466	\$ 590,466	\$ 614,085	\$ 614,085
Warfield	\$ 143,232	\$ 143,232	\$ 143,232	\$ 148,962	\$ 148,962
Wells	\$ 73,338	\$ 73,338	\$ 73,338	\$ 76,271	\$ 76,271
West Kelowna	\$ 1,706,182	\$ 1,706,182	\$ 1,706,182	\$ 1,774,430	\$ 1,774,430
West Vancouver	\$ 206,074	\$ 206,074	\$ 206,074	\$ 214,317	\$ 214,317
Whistler	\$ 700,066	\$ 700,066	\$ 700,066	\$ 728,069	\$ 728,069
White Rock	\$ 134,348	\$ 134,348	\$ 134,348	\$ 139,722	\$ 139,722
Williams Lake	\$ 561,871	\$ 561,871	\$ 561,871	\$ 584,346	\$ 584,346
Zeballos	\$ 69,149	\$ 69,149	\$ 69,149	\$ 71,915	\$ 71,915

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Published 04/15/2024



# City of Richmond

## Report to Committee

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<b>To:</b>	General Purposes Committee	<b>Date:</b>	August 21, 2024
<b>From:</b>	Jason Kita Director, Intergovernmental Relations and Corporate and Strategic Planning	<b>File:</b>	01-0005-01/2024-Vol 01
<b>Re:</b>	<b>Council Strategic Plan 2022-2026 Mid-Term Highlights</b>		

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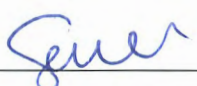
### Staff Recommendations

That:

1. The report titled "Council Strategic Plan 2022-2026 Mid-Term Highlights," dated August 21, 2024 from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be received for information; and
2. Attachments 1 and 2 of the report be made available for viewing and download on the City of Richmond website.

Jason Kita  
Director, Intergovernmental Relations and Corporate and Strategic Planning  
(604-276-4091)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Communications	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Community Safety Administration	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
District Energy	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Housing Office	<input checked="" type="checkbox"/>	
Information Technology	<input checked="" type="checkbox"/>	
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Public Works Operations	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
Climate & Environment	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>
		

## Staff Report

### Origin

At the start of each new term, Richmond's City Council has the opportunity to collectively identify a strategic direction for the municipality that will guide decision-making throughout the four-year term of office. As outlined by the Province of British Columbia, the purposes of a municipality include:

- Providing for good government of its community;
- Providing for services, laws and other matters for community benefit;
- Providing for stewardship of the public assets of its community; and
- Fostering the economic, social and environmental well-being of its community.

On March 13, 2023, Council adopted the Council Strategic Plan 2022-2026. This report highlights key accomplishments made in advancing the strategic plan's focus areas and priorities from November 2022 to June 2024.

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

*Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.*

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.*

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.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

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

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



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

A strategic plan allows the City to provide effective management and delivery of services in a manner that is responsive and flexible to address the current and future needs of the community. Once established, City Administration aligns with the Council Strategic Plan in order to achieve a focused and productive term of office that makes effective use of public resources.

The Council Strategic Plan 2022-2026 identifies six strategic focus areas:

1. **Proactive in Stakeholder and Civic Engagement:** Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.
2. **Strategic and Sustainable Community Growth:** Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.
3. **A Safe and Prepared Community:** Community safety and preparedness through effective planning, strategic partnerships and proactive programs.
4. **Responsible Financial Management and Governance:** Responsible financial management and efficient use of public resources to meet the needs of the community.
5. **A Leader in Environmental Sustainability:** Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.
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.

Notable progress has been made thus far to support the advancement of these focus areas and the supporting priorities this term. **Attachment 1** highlights key achievements made from November 2022 to June 2024. A brief overview report is also included in **Attachment 2**. If endorsed by Council, staff recommend that the attached reports be made available on the City of Richmond website ([www.richmond.ca](http://www.richmond.ca)).

## Financial Impact

None.

## Conclusion

The Council Strategic Plan 2022-2026 forms the basis of a focused and productive work program for the City's operations and services. The attached reports provide Council with information on some of the key work that was completed from November 2022 to June 2024 to advance the six focus areas identified in the plan. Should Council wish to share the attached reports, staff

August 21, 2024

- 5 -

recommend that they be made available for viewing and download on the City of Richmond website.

A handwritten signature in blue ink, appearing to read 'DBy', with a long horizontal flourish extending to the right.

Daisy Byrne  
Manager, Corporate Strategic Initiatives  
(604-204-8683)

Att. 1: Council Strategic Plan 2022-2026 Mid-Term Highlights Report

Att. 2: Council Strategic Plan 2022-2026 Mid-Term Highlights Overview



# Council Strategic Plan 2022–2026 Mid-Term Highlights Report







## Richmond City Council

### Front Row (left to right)

Councillor Alexa Loo, Councillor Bill McNulty, Mayor Malcolm Brodie, Councillor Chak Au, Councillor Carol Day

### Back Row (left to right)

Lieutenant Jim Dickson (Richmond Fire-Rescue), Councillor Andy Hobbs, Councillor Kash Heed, Councillor Laura Gillanders, Councillor Michael Wolfe, Constable Jordan Hitchon (Richmond RCMP)

# City of Richmond Council Strategic Plan 2022–2026

The Council Strategic Plan 2022–2026 identifies the collective priorities and focus areas for Richmond City Council’s current term of office.

Council adopted six strategic focus areas, each with specific priorities for the current term. This plan serves as a guide for the City, ensuring effective management and delivery of services that are responsive and adaptable to the evolving needs of everyone who lives, works, and plays in Richmond.

This mid-term report highlights the achievements made in advancing the Council Strategic Plan 2022–2026 from November 2022 to June 2024.



## Proactive in Stakeholder and Civic Engagement

Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond’s interests.



## Strategic and Sustainable Growth

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



## A Safe and Prepared Community

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



## Responsible Financial Management and Governance

Responsible financial management and efficient use of public resources to meet the needs of the community.



## A Leader in Environmental Sustainability

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



## 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.





# Table of Contents

- 1. Proactive in Stakeholder and Civic Engagement ..... 2
- 2. Strategic and Sustainable Community Growth ..... 8
- 3. A Safe and Prepared Community ..... 14
- 4. Responsible Financial Management and Governance..... 20
- 5. A Leader in Environmental Sustainability ..... 24
- 6. A Vibrant, Resilient and Active Community ..... 28
- 7. Awards and Recognition ..... 36





# Proactive in Stakeholder and Civic Engagement



1. Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.

## 1.1 Continue fostering effective and strategic relationships with other levels of government and Indigenous communities.

The City participated in annual conferences and conventions with other local governments and key stakeholders such as the Union of BC Municipalities (UBCM) and the Federation of Canadian Municipalities (FCM). These gatherings provide opportunities to engage with other orders of government on policy issues and seek solutions and new opportunities for success at the local level.

The City supported approximately 10 protocol events such as announcements, openings, and ground-breakings and worked with other levels of governments and key stakeholders to highlight funding and projects supported by senior levels of government.

To support the City's application for a fish Habitat Bank, preliminary meetings were held with the Department of Fisheries and Oceans Canada to develop an engagement plan, including considerations for Indigenous engagement. A Habitat Bank would advance the City's Flood Protection Management Strategy and Dike Master Plans by streamlining environmental permitting processes for dike upgrade projects. Additional stakeholder engagement sessions are underway to support the application.



*Visit from Prime Minister Justin Trudeau*

## 1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

The City championed enhanced active transportation and transit facilities as part of the provincial government's Steveston Interchange Project and Fraser River Tunnel Project. Throughout

the infrastructure design, construction and environmental assessment processes, the City provided input on Richmond's interests and requirements to support enhancements beneficial to the community. Construction of the new five-lane Steveston Interchange is underway and will provide mobility improvements and congestion relief in 2025 once complete, including protected cycling and pedestrian facilities and enhanced bus stops to promote sustainable travel options.

The City supported the Vancouver Airport Fuel Facilities Corporation (VAFFC) from construction, to testing and evaluation, and through the final phase of occupancy and operation. The relationships developed with the VAFFC and the Port of Vancouver have improved Richmond Fire-Rescue's (RFR) response to the site and reduced the risk to the City and the community. Following the success of the various table-top training and validation exercises, VAFFC has expressed a desire to participate in future exercises and training events within the City.

The City hosted approximately 15 Ministerial visits and delegations to showcase Richmond priorities and advocate for the needs of the community.

The City actively advocated for Richmond's interests while working collaboratively with various external agencies. Some examples include:

- Vancouver Airport Authority;
- TransLink;
- Metro Vancouver;
- Vancouver Coastal Health;
- Port of Vancouver;
- Agricultural Land Commission;
- Richmond School District No. 38 (School District); and
- Lower Mainland municipalities.

Council sent letters to other levels of government and agencies to advocate for Richmond's needs and interest on a wide range of topics, such as housing, homelessness, mental health and substance use, transportation, utilities, and local businesses. Recipients of such letters include, but are not limited to, the Province of BC's Premier, Minister of Municipal Affairs, Minister of Environment and Climate Change Strategy, Minister of Agriculture, Minister of Transportation and Infrastructure, Minister of Mental Health and Addictions, Minister of Housing, Minister of Social Development and Poverty Reduction. Letters were also sent to other public agencies, such as the Vancouver Airport Authority, BC Housing, BC Hydro, TransLink, Health Canada, and other municipalities.



*Richmond RCMP Youth Academy*

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

The City unveiled a refreshed and redesigned City website ([richmond.ca](http://richmond.ca)). The new site provides easier access to a range of online services as well as information and Council-related materials. New features include a multi-lingual translation tool, enhanced accessibility features and streamlined navigation. The City website receives over 4.3 million views annually.

Launched in 2023, the Energize Richmond Toolkit pilot empowered community members to engage their social networks on climate and energy issues. Through peer-to-peer dialogues and action planning sessions, Energize Richmond Leaders inspired their community to take steps to reduce energy use and carbon emissions. Throughout 2024, the leaders were further supported in their work to motivate and enable residents to take their own actions to reduce greenhouse gas (GHG) emissions.

In November 2022, the City launched the Newcomers Video Series highlighting newcomer programs and services in Richmond. The five-part video series was created to help new residents learn more about the city and the services available to help them settle into the community and to complement the City's Newcomer's Guide to Richmond. Since 2023, both resources have been available in eight languages (English, Traditional and Simplified Chinese, Punjabi, Farsi, Arabic, Ukrainian, and Korean).

In 2023, a new interactive fire safety education program was launched for kindergarten and grade one students. Building on the success of the program, the training was then expanded to include a grade two curriculum in 2024. The innovative

learning experience is available to teachers in Richmond and provides a fun and engaging way to share fire and life safety education online in a classroom setting.

The second annual Richmond RCMP Youth Academy took place in February 2023. The program was jointly coordinated with the School District for students in grades 10 to 12 interested in policing. Thirty-two participants engaged in practical police-related scenarios and had the opportunity to speak with police officers from various specialized sections, including the Integrated Police Dog Services and Emergency Response Team.

The City facilitated a series of public dialogue sessions titled "Home: A Community Conversation on Homelessness" to increase awareness and understanding of the circumstances of homelessness. Participants discussed what contributes to homelessness, shared their hopes for the future, and generated ideas for how we can create a more connected, inclusive community.

The City Archives has partnered with the UBC Department of Education and their Community Field Experience program. For a total of six weeks, future teachers are based on-site at the Archives to develop lesson plans based on the community of Richmond and the primary resource records available at the Archives. This program will enhance educational opportunities for students visiting the Archives either in-person or virtually.

The 2023 Sport for Life Summit was hosted at the Richmond Olympic Oval in April. The event included virtual keynote speakers, panel discussions, and case studies that featured experts from local, provincial and national sport organizations. Attendees of the sold-out summit had the opportunity to engage with the diverse selection of panelists highlighting critical sports topics such as community building, volunteerism, accessibility and inclusion.



In 2023, the Engineering & Public Works Open House returned in-person on May 13 in celebration of National Public Works Week. Returning favourites of the event included the BIG Dig, a mini excavator, Kidstruction, and various emergency services and vehicles. New in 2023 was a flood protection booth displaying a cross-section of a dike and a paint station offering kids an opportunity to paint a series of murals. Project WET also returned in-person in 2023, providing a hands-on education experience for local elementary school students about water utilities and conservation.

The City continued to host three outreach sessions per year to inform the building community of changes in regulation, code and procedures that follow from policy and innovation. The Builders' Breakfasts serve as interactive forums for the exchange of ideas and provision of feedback on new initiatives.

In April 2023, a decommissioned fire-rescue vehicle was repurposed for education, training and large community events. The dedicated outreach vehicle ensures that emergency response resources remain in active duty and allows for uninterrupted participation of outreach staff at community engagement events. The vehicle was used to attend approximately 98 events in 2023, including 32 classroom outreach events, 32 public and community events, and 34 community group education visits.

On November 23, 2023, the City hosted an in-person event for Geographic Information System (GIS) Day that showcased innovative geospatial technologies and projects highlighting the spatial tools that help the City plan and execute key community initiatives and that are available to the public. Approximately 120 participants attended the open house.

In support of the Pacific Autism Family Network, a *Day in the Life of a Firefighter* experience and a *Drive your Kid to School* experience with RFR were donated to a fundraiser auction in December 2023. These initiatives provided a unique opportunity for community engagement.

In May 2023, the City launched the new MyRichmond app for iOS and Android devices to allow residents quick and secure access to a range of City programs and services from their mobile devices. Users can view and pay property taxes and utilities; renew dog licences; register for programs at community facilities; apply for permits; and apply for, view and manage business licences.



Engineering and Public Works Open House

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

In January 2024, Council approved the creation of a Richmond Youth Advisory Committee. The committee is comprised of youth and young adults as well as representatives from youth-serving organizations. The creation of this committee supports multiple actions in the City's Youth Strategy that focus on increasing opportunities for youth to provide meaningful input into City-related matters. The inaugural meeting of the committee was held on May 29, 2024.

On November 28, 2022, Council approved the creation of the Richmond Accessibility Advisory Committee (RAAC) in response to one of the municipal requirements of the new *Accessible British Columbia Act*. The RAAC acts as a resource and provides advice to City Council to support the advancement of accessibility in the city, so people with disabilities are able to participate fully in all aspects of community life. The inaugural meeting of the committee was held on April 12, 2023.

The Newcomers Bus Tour program was re-introduced in January 2024 to increase newcomers' civic knowledge and reduce barriers to participating in programs and services at City facilities. Since then, the City has been offering monthly tours to newcomers through settlement agencies.

The City's statutory notices process was updated to reflect the changing nature of local news publications from newspapers to digital publication. Council adopted a Public Notice Bylaw on December 20, 2023 which provides for alternative means of publishing statutory notices on the City's website and Facebook page to ensure that they remain accessible to the general public.



The provincial government's introduction of *Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023* restricted public hearings related to development projects in select circumstances. As a result, two new process streams for rezoning applications and related public notification have been established. Throughout the changes, the City will continue to ensure that the public is properly notified on all required matters.

Building on the success of past Capital Projects Open Houses, 2023 was the first year that both in-person and online participation options were offered. The event showcases a number of the City's capital projects taking place throughout the year and invites participants to ask questions and engage with representatives of the various projects directly.

Building on a pilot program conducted in 2019, the City continued to engage seniors in age-friendly planning at the neighbourhood level. With \$15,000 in provincial funding through a BC Healthy Communities program grant received in 2023 and \$25,000 in federal funding through a New Horizons for Seniors program grant received in 2024, residents of additional neighbourhoods will be engaged to identify factors that support healthy, safe, and equitable aging in Richmond.

The City engaged the Kittiwake, Hamilton, Steveston and Azure Road neighborhood to seek resident feedback and develop traffic calming measures that support neighbourhood needs. A total of 3,392 letters were mailed to residents from 2022 to 2024 and 741 responses were received.

The 2023 Community Services Needs Assessment gathered input from Richmond residents regarding their perceptions and experiences of community programs and services. The findings will help shape and plan future programs and services, improve accessibility and inclusiveness, increase resident awareness and relevance of programs, and foster community connection.

In 2023, Richmond's online Let's Talk Richmond platform hosted almost 30 surveys to gather public input. Topics ranged from flood protection and affordable housing, to dog parks and pickleball. Overall engagement on the platform increased 22.2 percent, with a rise in registered participants of almost 45 percent.

The City engaged youth in the City Centre area to learn about students' current travel habits to school and encourage walking, cycling and transiting. The feedback received will help inform active transportation plans and initiatives to foster increased use of sustainable transportation amongst students.

Some additional examples of engagement and public participation opportunities include:

- A month-long engagement initiative to gather feedback on Richmond Public Library's priorities as part of the 2024–2028 strategic planning process. Engagement approaches included targeted stakeholder workshops, an online survey, an all-cardholder email, digital transit advertisements, and a Richmond-wide mail-out. Close to 3,300 community members completed the survey and 59 participants attended the workshops.
- An invitation to provide initial input into the City's Community Wayfinding Strategy in spring 2023. The strategy will guide work to help connect visitors and residents to their surroundings, guiding them through the city and enhancing their experience of Richmond. The guiding principles for the strategy were endorsed by Council in October 2023.
- Extensive engagement with the community for the development of the Richmond Child Care Strategy 2024–2034. Options for participation included online surveys, interviews, focus groups, committee presentations and outreach sessions. The contributions helped to identify the key strengths, challenges and opportunities for the child care system in Richmond.
- The first phase of public and stakeholder engagement for the Steveston Streetscape Vision. Opportunities for participation included an online survey, three in-person open house events, and targeted meetings with impacted stakeholder groups.



Community Services Programs









# Strategic and Sustainable Community Growth



*Hummingbird Child Care Centre*

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



## 2.1 Ensure that Richmond's targeted OCP update shapes the direction and character of the city.

In November 2023, the BC Legislature passed several pieces of legislation that change the local government land use planning framework with the aim of supporting housing development (Bills 16, 44, 46, and 47). As a result, the City has a defined timeline to conform to various aspects of these Bills. The changes impact the Official Community Plan (OCP) and zoning, Council procedures, and municipal infrastructure and amenity financing. These include but are not limited to:

- Changes to Council procedure related to consideration of rezoning approvals already in effect;
- Amendments to zoning bylaws to allow multiple units on residential lots that meet defined criteria by June 30, 2024;
- Amendments to zoning bylaws to no longer require minimum residential parking standards in specific areas by June 30, 2024;
- Designation of Transit Oriented Areas (TOA) by June 30, 2024;
- Updates to the City's housing needs report and updates to the OCP to reflect housing needs, TOA, and pre-zone land to meet 20-year housing supply needs; and
- Updates to the City's Development Cost Charges (DCC) bylaw for eligible capital infrastructure and to establish the new Amenity Cost Charges (ACC) bylaw for specific community amenities that are borne by growth.

A number of bylaw amendments will be required in order to be consistent with the new legislation. Following this, the bylaw amendments will be incorporated into the current OCP review. Stakeholder and public consultation on the OCP review will be conducted in the fall of 2024.

As part of the OCP review, work is currently underway to update the Environmentally Sensitive Area (ESA) mapping inventory. The review and update of the ESA Policy Framework, in relation to and in conjunction with the Ecological Network and the Green Infrastructure Network policy frameworks, and the review and update of the ESA Development Permit Area objectives, guidelines, and procedures, are also moving forward.

The City conducted a Housing Market Assessment and case study research on best practices in addressing housing affordability around the world, which will be used as a foundation in revising and strengthening Richmond's affordable housing policies. This research will also be used

as part of the early stakeholder and civic engagement in the review of the City's OCP.

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

Council approved the extension of a temporary ground lease of City-owned land and the extension to a Temporary Use Permit on City-owned land that will allow Alderbridge and Aster Place Supportive Housing Buildings to continue to operate. These buildings providing 80 units of housing with supportive services between the two sites, as development progresses on a future permanent supportive housing site. The City received rezoning and Development Permit applications for a proposed permanent supportive housing building at Sexsmith and Cambie Road with 90 units total.

Following rezoning and issuance of a Development Permit, the City issued a Building Permit for City-owned lands on Steveston Highway in February 2024 to allow for the construction of a new affordable housing building that will provide 25 family-friendly units. The project is largely funded through the Canada Mortgage and Housing Corporation's (CMHC) Rapid Housing Initiative with additional capital and operating funding provided by BC Housing.



*Alderbridge Supportive Housing*

The City continued work with BC Housing and Pathways Clubhouse on the development of a six-storey, 80-unit affordable housing building on City-owned land with construction initiated in 2024. The development's low rental rates will help provide housing stability for low-income residents who cannot afford market rental housing. The building will provide one, two and three-bedroom units for seniors, families and singles, including:



- 16 units rented at shelter rates for people at risk of homelessness or those who are unhoused;
- 40 units where rent is based on occupants' income;
- 24 affordable market rentals based on CMHC's average market rents.

In addition to the land, the City provided funding from the Affordable Housing Reserve to help cover the City-related permit fees and servicing costs.

A number of other housing development projects were moved forward. For example:

- Council issued a Development Permit to facilitate the development of 276 rental units, including 156 Low-End of Market Rental (LEMR) units and 120 market rental units on Ketcheson Court. These units comprise Phase 1 of a multi-phase residential development by Polygon Homes in the Capstan Village area of the City Centre.
- Council granted third reading to the rezoning Bylaw for Phase 1 of the Lansdowne Shopping Centre redevelopment. The development includes three parcels of land in the northeast corner of the site with a total of 1,346 units, including 147 LEMR units and 160 market rental units.
- The Development Permit Panel endorsed the Development Permit associated with a redevelopment on Cook Road and Citation Drive for a 100 percent rental residential development. The development includes 339 rental units comprised of 68 moderate-income rental housing units and 271 market rental units.
- The Development Permit Panel endorsed the Development Permit associated with 6071 Azure Road for a 330 unit 100 percent rental residential development consisting of 50 Low-End Market Rental (LEMR) units, 110 moderate-income rental units, 170 rental units.

In total, Council issued Development Permits to facilitate the development of 619 dwelling units and suites, of which approximately 400 units were for rental tenure (including 175 LEMR units and 105 below market units) in 2023. In 2024, Council has issued Development Permits to facilitate the development of 1,578 dwelling units and suites, of which 109 units were for rental tenure (including 77 LEMR units) as of June 30.

The City was successful in securing \$35.9 million in funding through the federal government's Housing Accelerator Fund (HAF) that will support eight initiatives intended to increase housing supply in Richmond. The funding can also be used for other programs that will remove systemic barriers to new housing.



*Housing Accelerator Fund Announcement*

## 2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the city.

Through the City's Servicing Agreement Process, approximately \$38.2 million worth of improvements to City infrastructure and off-site works were secured through new development from January 2023 to the end of June 2024. All new development is reviewed to determine requirements for City infrastructure improvements and off-site works, which are designed and constructed in accordance with current City standards.

Construction of the new, three-storey, 60,350 sq. ft. Steveston Community Centre and Library is underway. Anticipated to open in 2026, the new facility will feature two gymnasiums, more multi-purpose space, and a large library and fitness centre in a central hub that will foster social connectedness, health, and wellness. Public engagement will continue as the construction project progresses.

The previous Lawn Bowling Clubhouse building was removed to allow for the construction of the new 3,200 sq. ft. Bowling Green Community Activity Centre. Anticipated to open in fall 2025, the modern facility will be designed to meet the growth of the lawn bowling community in Richmond while also providing multipurpose space for community groups and programs. The building will include multipurpose space, a kitchen, and change room facilities.

The 13<sup>th</sup> City-owned child care facility opened in 2023. Hummingbird Child Care Centre provides approximately 11,000 sq. ft. of indoor and outdoor playground space for 37 children including infants, toddlers, and children up to six years old. The new facility is part of Council's on-going efforts to expand the supply of child care spaces for residents in Richmond and continue to support the needs of Richmond families through a comprehensive child care system.



*Canal Stabilization Works*

With provincial adoption of the new Zero Carbon Step Code (ZCSC) into the BC Building Code in May 2023, the City developed a proposed framework for integrating the ZCSC with current and proposed Energy Step Code requirements and engaged Richmond's development community at a series of workshops and webinars in June and July 2023. Council adopted the new Zero Carbon Step Code into Richmond's Building Regulation Bylaw 7230 on October 31, 2023. The new requirements offer builders and developers at least two compliance options to reach the highest level of energy and carbon performance by 2027.

In September 2023, Council adopted updates to the Zoning Bylaw 8500 to introduce electric vehicle (EV) charging infrastructure requirements for non-residential parking spaces in new development. These requirements apply to new commercial, retail, office and industrial buildings and increase access to workplace and visitor charging opportunities for local employees and residents.

Through a rezoning application for a mixed-use development in the Hamilton area, the City secured a new Community Police Office (CPO) in the neighbourhood. The developer agreed to provide a City-owned community amenity facility in the form of a turn-key 1,400 sq. ft. CPO built to RCMP security requirements.

The City continued to deliver infrastructure projects designed to support the future growth of the City. Some examples include:

- **Watermain Replacement Program:** on-going replacement of ageing water pipes with new PVC pipes to increase their capacity, minimize unplanned maintenance, and support the City's growing needs. In 2023, this included

the Danube/Minler watermain replacement (1.3 km), Sealord watermain replacement (1.45 km) and No.7 Road watermain replacement (2 km).

- **Canal Stabilization Works and Laneway Drainage Upgrades:** upgrades completed throughout 2023 along Westminster Highway and between Williams Road and Seahurst Road respectively to increase resilience in extreme weather events.

The awards ceremony for the Lulu Awards was held on November 28, 2022. Taking place every four years, the awards recognize, celebrate and inspire excellence in urban design and exceptional projects that represent visionary thinking and "raise the bar" for design excellence in Richmond in 11 award categories.

### 2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

Construction on the new Canada Line Capstan Station is currently underway and is anticipated to be in service in late-2024. The station is being built to support the growing development in the Capstan Village area, which projects up to 16,000 residents once nearby developments are completed. The project will deliver a safe, efficient, and environmentally sustainable transportation option and provide users with convenient access to the SkyTrain network.



*Capstan Station Construction*

Drawing on the learnings from the City's assessment of collision-prone areas, safety measures continue to be implemented to reduce traffic conflicts. For example,





three intersections have been modified with the removal of channelized right-turns which were identified as a safety hazard. Eight additional locations are approved for construction through the City's capital plans. The removal of channelized right-turn islands slows vehicle speeds and improves safety for cyclists and pedestrians.

In January 2023, Council endorsed Traffic Bylaw No. 5870 amendments to remove all 60 km/h speed zones. All roads within City jurisdiction now have a maximum posted speed limit of 50 km/h consistent with the default speed limit in the *BC Motor Vehicle Act*. Reduced speed limits of 30 km/h have also been implemented along local roads in the Hamilton neighbourhood and on Barnes Drive and Flury Drive in response to local feedback and in alignment with Vision Zero and Transport 2050.

A number of traffic calming measures were also implemented, such as:

- In-street delineators installed at 10 schools;
- Traffic circle installed at Barnard Drive;
- Asphalt speed cushions installed at Kittiwake Drive;
- Delineated curb bulges installed on Ryan Road at Leonard Road;
- Speed humps installed Barmond Avenue; and
- Raised crosswalks installed at four schools.

Construction is underway on the Steveston Multi-Use Pathway (MUP) with expected completion in 2024. A shared cycling and pedestrian path on the south side of Steveston Highway, the MUP is physically separated and protected from traffic, providing an active transportation connection between the major activity centres of Steveston Village and the Ironwood neighborhood. The section from Shell Road to No. 4 Road is complete and open to the public. Other active transportation infrastructure projects include the Westminster Highway Multi-Use Pathway, the Muir Drive Walkway and the River Road Walkway.

The expansion of Electrical Vehicle (EV) charging station access has allowed for a significant increase in usage. There were 61,828 public sessions in 2023, a 59 percent increase from 2022. Charging stations installed by the City have generated almost \$400,000 of gross charging revenue from November 2022 to February 2024.

## 2.5 Work collaboratively and proactively to attract and retain businesses to support a diversified economic base.

Uptake of the MyBusiness self-serve portal continued to grow, demonstrating the City's commitment to multi-channel service delivery. The online portal streamlines the business licencing process by providing existing and new business owners a convenient option to apply for, update and renew their licences. The service has been well-received by the business community, with the number of business licences on MyBusiness increasing from 5,127 in 2022 to 9,154 in 2023. MyBusiness now accounts for 63 percent of business licences issued by the City.

The City's Industrial Lands Intensification Initiative (ILII) was featured as a case study in the Government of BC's Manufacturing Action Plan released in March 2024. It was shared as a successful example of an initiative that supports evolving business models. The ILII preserves and protects industrial land for industrial activities and has positioned the City as a leader in this effort.

The annual Mobile Outdoor Food Service Unit (MOFSU) Inspection Event hosted by the City in collaboration with the Greater Vancouver Fire Chiefs Association continued to grow in 2023. Approximately 280 inspections were conducted in 2023 compared to 77 in 2022. The initiative provides complimentary fire and life safety inspections for food truck vendors and supports business vendors through a streamlined process that reduces the need for multiple inspections across the Lower Mainland. In 2023, a self-service, virtual booking platform for MOFSU inspections was also introduced on the RFR website ([firerescue.richmond.ca](https://firerescue.richmond.ca)).



MOFSU Inspection Event

Richmond continues to be a popular location for filming. From January 2023 to March 2024, the City managed a total of 445 days of filming activity, issued 70 Film Permits, and received inquiries from over 155 individual productions including feature films, television series, television pilots, and commercials. Comparing first quarters, the City saw an increase in filming days from 113 in Q1 2023 to 200 in Q1 2024.

Building on the success of the Temporary Outdoor Patio Program that was initiated during the COVID-19 pandemic, the City's new ongoing Patio Program launched in June 2023. This program provides continued flexibility for businesses to create a variety of different outdoor dining spaces. As of April 2024, 11 businesses had been issued two-year Patio Permits under the new program.

The City's annual Business and Partner Appreciation Event celebrates the Richmond business community's contributions toward making the city a prosperous and a desirable place to live and work. In 2023, the spotlight was on businesses pursuing creative business models and deploying transformative tools for success, demonstrating the innovation of Richmond businesses during challenging economic times.

The free, seasonal Discovery Shuttle expanded to two routes in 2023. Connecting Richmond's city centre, attractions, hotels and Steveston Village, the shuttle is offered through a partnership between the City, Tourism Richmond and the

Richmond Hotel Association. It is a convenient option for visitors and residents, who are also welcome to use the service.

The City and Richmond Sport Hosting (RSH) Office worked closely with event organizers to host sporting events across the city. For example, the RSH office supported 86 events in 2023, totalling 21,974 actualized room nights in designated host hotels. Event organizers are supported through bid development, coordination of site visits, stakeholder engagement, and connections between organizers and local resources. Financial assistance is also available through a grant program. Notable examples of supported events in 2023 were:

- **CARHA World Cup:** Over 1,600 participants from 11 countries took part in the eight-day adult hockey tournament. The Richmond Ice Centre and the Richmond Olympic Oval hosted 133 games and the showcase game took place at Minoru Arenas. The tournament generated close to 4,000 room nights for Richmond hotels.
- **World Wheelchair Curling Championships:** The four-person team and mixed doubles championships were held simultaneously for the first time at the Richmond Curling Centre. Over 100 athletes from 17 countries took part in the nine days of competition. The championship game was broadcast live on Chek TV and was an opportunity to showcase the Richmond Curling Centre and the city to a wide audience.



*CARHA Hockey World Cup*





# A Safe and Prepared Community



*South Dike Flood Protection*

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

### 3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.

In 2023, the City successfully implemented the first year of the Accelerated Flood Protection Program. This program supports a 50-year implementation period for improving the City's flood protection infrastructure in advance of anticipated climate change impacts. In support of flood protection efforts, the City has continued to seek partnerships with senior levels of government for the delivery of projects. Examples of projects that have been implemented with the support of grant funding include the No. 9 Road South Dike Upgrades, No. 3 to No. 4 Road South Dike Upgrades, Gilbert Road and Steveston Highway Drainage Pump Station Upgrades.

Throughout 2023, the City conducted in-person and online flood protection public engagement sessions with several committees and public groups for the Steveston Island Dike project. Constructing a dike along Steveston Island is an alternative to raising the existing dike in the Steveston neighbourhood, which would have extensive construction impacts on the adjacent properties and businesses. Further engagement for this project will be completed throughout 2024.

Phase 4 of the City's Dike Master Plan was finalized in 2023, meaning that all phases of the Dike Master Plan are now complete and endorsed by Council. The recommended dike upgrade options identified in Phase 4 will ensure that the City's flood protection infrastructure supports growth and aligns with future development plans.

The City conducted assessments to further advance the Accelerated Flood Protection Program and improve the City's level of flood protection. These assessments include the development of a dike breach model and emergency reconstruction strategy for the City's flood protection system.

The City continues to leverage opportunities to highlight its flood protection strategy and raise awareness with stakeholders. For example, a session was held at the Insurance Institute of BC Symposium in April 2024 discussing how reinsurers may examine catastrophe risk more accurately using data and relevant government initiatives to improve the industry's risk evaluations at a more localized level.

New layers in the City's GIS were developed to support on-going asset management and maintenance. In 2023, a layer was added to geographically display and manage the

City's dike inspections and maintenance programs and more accurately reflect dike ownership and elevation data. In 2024, a layer was added to display the locations of sensors that collect flood protection data and monitor the performance of the City's flood protections infrastructure.

### 3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.

Building on the success of the Fox 80 Mental Health Car that launched in 2019, a new Yankee 30 Car was introduced in 2023 in collaboration with Youth Probation and the Ministry of Children and Family Development. Yankee 30 pairs a police officer and probation officer or social worker to provide a collaborative response to the challenges vulnerable youth face in the community. In addition, in 2023 all frontline officers received updated training on the Fox 80 program and mental health-related calls for service.

In 2023, the City was awarded a four-year \$2.68 million grant from the federal Building Safer Communities Fund to support community-based prevention and intervention initiatives that aim to prevent youth gun and gang violence. Key initiatives implemented to date include partnering with Touchstone Family Association to create youth focused programming, enhancing spaces frequented by youth at community centres, and hosting workshops to equip counsellors, teachers and frontline workers with skills to work with vulnerable youth.

In 2023, the City introduced a bike patrol unit to support community bylaw enforcement. The team was deployed at all major city events throughout the year and conducted regular proactive patrols in the city center. The new unit allows staff to maneuver efficiently through parks, trails, and other public spaces, ensuring a more timely response to public service calls.



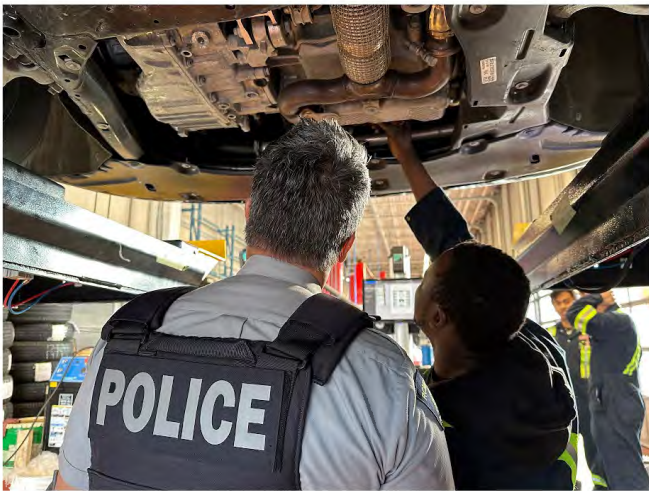
*Bylaws Bike Patrol Unit*





The City's multi-stakeholder Mitchell Island Task Force continued its work to increase prevention activities, mitigate fire emergencies, reduce public safety concerns and enhance environmental protections in the industrial area. As a result, a number of properties on Mitchell Island became more compliant with City standards and fire and best practices.

The "You Etch It. We Catch It." initiative was launched in February 2024 to combat catalytic converter thefts. In partnership with participating Richmond automotive shops, the initiative invites vehicle owners to have part of their vehicle identification number etched onto their catalytic converters during routine maintenance at no extra cost. This etching assists police in tracking stolen property and deterring potential thefts.



*You Etch It. We Catch It. Program*

A Safe Sale Exchange initiative was launched in February 2024 to help prevent criminal offences associated with online sales. This new program is designed to provide a secure environment within the main Richmond RCMP Detachment for community members to conduct online marketplace transactions.

A number of public education and awareness initiatives were undertaken or expanded to support community safety. Some examples include:

- In 2024, the Richmond RCMP's local business outreach efforts were expanded to combat retail thefts in addition to other crime prevention initiatives.
- The Richmond RCMP and volunteers hosted car seat safety clinics to support child passenger safety by educating parents and caregivers about the correct installation and use of child car seats. The events are hosted in collaboration with RFR, ICBC and BCAA.

- RFR partnered with a Chinese-language radio station to provide a series of fire safety segments which aired in August 2023.
- A comprehensive learning session was organized for Richmond Chamber of Commerce members including fire hall tours and updates on emergency planning and preparedness. Information was also added to the organization's website to ensure all members have easy access to resources.
- The City, Richmond RCMP, ICBC and the provincial government's Commercial Vehicle Safety and Enforcement team (CVSE) collaborated on a distracted driving outreach initiative to monitor major routes in Richmond. The initiatives took place on March 29, 2023 and March 1, 2024.

In 2023, the Richmond RCMP had 131 active volunteers who contributed over 5,300 hours to community safety initiatives. Volunteers participated in 701 community events and outreach activities, including Bike, Van and Foot Patrols, Lock Out Auto Crime, Speed Watch, Distracted Driving and Pedestrian Safety events.

Safety and security plans for large City public events were reviewed and revised. Collaborating with external partners and other levels of government, the City developed a security and safety plan template. This has resulted in an efficient referencing system to support the safety and security aspects of City events.

### 3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

Using Fire Risk Prediction Modeling, the City's fire inspection approach was adjusted in 2023 based on risk probability scores, targeting buildings with high risk scores of eight, nine, and 10. This focused strategy covered 86 percent of inspectable buildings most likely to have a fire and concentrated resources on mitigating risks in the highest-risk properties. Through inspections and evaluations, the assessed risk level of 24 percent of the properties inspected was successfully lowered.

Through UBCM's Community Emergency Preparedness grant program, the City was awarded approximately \$30,000 to produce Extreme Temperature Risk Mapping, Assessment and Planning. The information from this analysis will inform the development of future initiatives to target identified at-risk populations and areas.

The City worked with the Canadian Red Cross to develop a community preparedness education program for seniors and newcomers. The resulting five events reached approximately 180 people and provided education in individual preparedness, hazard awareness, and provided tools for community building.

The City continued to work collaboratively with BC Emergency Health Services (BCEHS). For example, in support of the City's Mobile Medical Identification public education program, the City consulted with BCEHS regarding the potential for wider use of the tool and training for first responders so they know how to check cell phones for medical identification as part of patient assessments.

The City evaluated areas of interest for fire awareness, including trails, beaches and park areas which may be considered to be at risk throughout the year and particularly during high heat or dry months. Seven risk assessments have been completed and the City has adapted and resourced the wildfire response model as a result.

In response to the provincial government's changes to the *Emergency Medical Assistants Regulation* [BC Reg. 210/2010], new training was developed for fire-rescue personnel to gain increased clinical skills and learn the related life-saving and patient management protocols. More than 93 staff have completed the training and the remaining staff will complete the training in 2024.

The City launched a Getting Ready for Rain campaign to help residents and businesses be better prepared for heavy rain events. Information includes how to prepare for severe weather, how to protect property, what the City is doing, and how to contact the 24-hour Public Works Dispatch line.

The City participated in multi-stakeholder exercises hosted by Fortis BC, VAFFC, YVR, and Vancouver Emergency Management Agency, as well as a multi-stakeholder wildfire training exercise in North Vancouver.

In 2023, the City secured funding from UBCM to replace or install six generators and four pumps at various pump stations to ensure that these stations remain operational during power outage events and emergencies. The work is currently underway with expected completion by the end of 2024.



Fire Risk Prevention

### 3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

Phase 5 of the multi-year upgrades to Burkeville utility systems was completed in 2023. The improvement will increase capacities within the neighborhood and improve the movement of storm drainage water to reduce any risk of localized flooding.

The multi-phased implementation of the Works Yard Replacement project is underway and will continue in 2024 with the construction of a new administration building and structured parking lot. Replacement buildings and structures will be designed to function in the event of a major seismic or flood event. The design for the electrical feed to the site will also be upgraded to triple the capacity to accommodate EV fleet vehicles.

Infrastructure renewals and upgrades at the Richmond Nature Park are underway and will conclude in 2024. Constructed in 1971, the Nature House, Kinsmen Nature Pavilion, and Garage will have comprehensive envelope system replacements. The septic system, fire protection system and ageing interior components within the Kinsmen Nature Pavilion and Nature House buildings will also be replaced, such as flooring, wall tiling, interior doors, and washroom fixtures.

Existing ageing equipment and infrastructure at the Richmond Ice Centre is being replaced with new and more efficient alternatives in multiple phases to minimize impact on programming, operations and service levels. Last year, work on the Forum and Gardens rinks included new arena boards, refrigeration lines, and replacement of the sand floor



system with concrete. Additional work has included painting, replacement of the exhaust fans and ice resurfacer bay floor, and installation of new rubber flooring on the two rinks.

Renewal of the Steveston Playground was initiated with the goal of uniting the space into one cohesive environment and ensuring that the equipment and surfacing meet current standards for safety and inclusion. Throughout various stages of the multi-year design process, the City engaged with the larger community as well as stakeholders such as the Steveston Community Society, Rick Hansen Foundation, and Richmond Centre for Disability.

Various condition assessments were completed for City assets and facilities. For example:

- Condition assessments for 103 sanitary pump stations were completed to finalize the condition inventory of all 153 City sanitary pump stations. The updated condition inventory will help inform long-term pump station replacement strategies to support sanitary servicing to City residents and businesses.
- A condition assessment of all City-owned bridges was conducted in 2024 to develop a long-term bridge replacement and upgrade strategy.
- Building condition assessments were completed for South Arm Community Hall, Thompson Community Hall and Thompson Community Centre.

A Sport Facility Needs Assessment was conducted in collaboration with Richmond Sports Council, local sport organizations and user groups, and the community

associations and societies that provide recreation services at City community centres. A prioritized list of sports facility and infrastructure projects was developed, and subsequently endorsed by Council for consideration in future corporate facility and park plans in the next one to 10 years.

To accommodate growth and maintenance needs, the Steveston Dog Off-leash Area was improved with new fencing, gates, drainage and surface upgrades, dog play features, and various park amenities including drinking fountain, seating and tree planting. The previous off-leash area was first implemented as a pilot project over 20 years ago.

The salt storage capacity at the Works Yard was expanded to increase the City's ability to respond to snow events and support a continued response for Richmond's road network. From the original 450 tons, an additional 520 tons of salt storage capacity was added, resulting in a 115 percent increase. During the 2022/2023 winter season, Richmond experienced 40 frost or ice events and four snow events with a total accumulation of 62.5 centimetres of snow at YVR over the 15 days that snow fell. It was the second earliest snowfall since 1937 accompanying new record low temperatures on eight separate days. City crews brined, salted, or plowed 96,619 lane kilometres.

The Bath Slough Bank and Pedestrian Path Repair was completed in the fall of 2023. The project resulted in an improved public trail as well as new civic infrastructure that protects the natural environment and allows the local businesses to continue to safely operate.

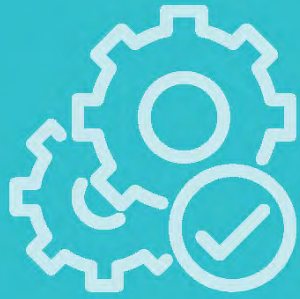


*Bridge Condition Assessment*









# Responsible Financial Management and Governance



*Richmond City Centre*

4. Responsible financial management and efficient use of public resources to meet the needs of the community.

## 4.1 Ensure effective financial planning to support a sustainable future for the City.

The City maintained a solid financial position with cash and investment balances of \$1.7 billion and an accumulated surplus that reached \$3.8 billion in 2023. The City's investment portfolio is diversified in a safe manner while earning a reasonable return.

In 2023, a significant update to the Development Cost Charges (DCCs) was completed and approved by Council. This update involved engagement with industry stakeholders and the business community. The updated DCC program now accounts for increased costs and additional infrastructure necessary to support growth, including a portion of the accelerated flood protection costs that are borne by growth. Between January 2023 and June 2024, the City received DCC contributions totalling \$12.6 million through the Building Permit and Subdivision process.

The City's investment portfolio continued to practice socially responsible investing and continued to be ranked as an "AA" leader for the environmental, social, and governance (ESG) ranking.

## 4.2 Seek improvements and efficiencies in all aspects of City business.

The MyPermit online portal was launched on November 20, 2023, marking a significant milestone in the multi-phased Permitting Optimization Project (POP). The first phase of implementation optimized and streamlined permitting processes for gas, plumbing, and sprinkler permit applications to be accepted online. Throughout the project, the City actively engaged with the local builder and development community to gather feedback and test the system, allowing for a smooth transition.

In 2023, a review of the *Building Regulation Bylaw No. 7230* was conducted. In 2024, significant changes were adopted by Council, including:

- Implementation of an Occupancy Certificate;
- Clarification of provisions to charge fees for the review of modifications made to instream Building Permit applications;
- Expansion of provisions to extend or expire permits after the start of construction;
- Addition of new provisions to incentivize the completion of permit applications in a timely manner;

- Clarification of conditions for Temporary Structures; and
- Enablement of Provisional Occupancy for Single Family Dwellings.

In 2024, the City completed an updated Pre-Qualified Shortlist, which is valid for three years and provides a list of consultants that have been selected as technically competent, trusted and reliable options for City utility infrastructure projects. As part of the process, the City met with industry stakeholders to ensure that the pre-qualification and procurement process was optimized for all parties in order to maximize value to the City. This process improves efficiencies for the City while ensuring effective financial planning and project delivery.

First launched in September 2022, the Licence Plate Recognition (LPR) system and vehicle-mounted camera has resulted in significant efficiencies that increased parking enforcement coverage and allowed for resource re-allocation to other needs in the community, such as school patrols. Instead of foot patrols, the LPR vehicle can automatically scan license plates to determine parking infractions. In 2023, over 60,000 license plates were scanned and 25,627 parking violation tickets were issued. This is a 17 percent increase in total violations issued compared to 2022.



*Licence Plate Recognition*

A hosted aerial photographic imagery solution was implemented to improve geographic map applications with several years of air photos. The tool will enable the City to more effectively:

- Manage remote assessments;
- Conduct various modelling exercises;
- Utilize baselines for environmental and ecological asset inventories;
- Facilitate comparison of City assets;
- Assist with bylaw issues;





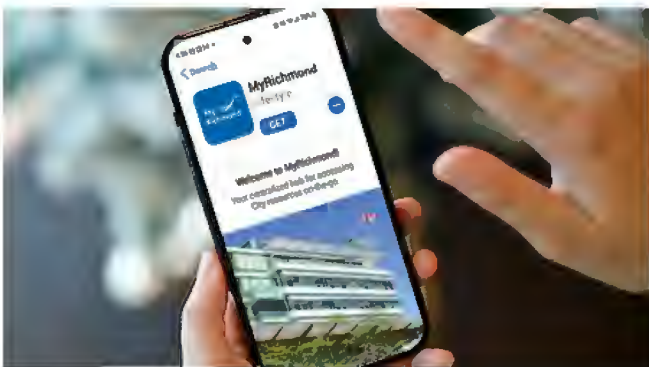
- Monitor tree canopy condition; and
- Facilitate dynamic risk assessment throughout an incident.

In May 2024, the City implemented a Short Term Rental Compliance monitoring system that utilizes artificial intelligence to assist bylaw officers to identify, monitor and investigate short-term rental listings posted on popular online hosting sites. This tool is anticipated to increase the City's ability to address short term rentals in Richmond and seek compliance.

In 2023, the City conducted a review of emergency support services and introduced a new standard operating procedure in order to achieve a reduced target timeline for service delivery. Since implementation, the City has been successful in achieving the two-hour benchmark that was set as a result of the review.

In November 2023, automatic renewals were implemented at Richmond Public Library to provide customers with a more intuitive and convenient borrowing experience. In addition to providing a better customer experience, automatic renewals allow the library to maintain a more accurate and up-to-date catalogue record. Since its introduction, over 360,000 checked-out materials have been automatically renewed through June 2024.

To provide enhanced security and protection against account compromise, two-factor based authentication and passkey was implemented for MyRichmond customers.



*MyRichmond App*

### 4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

The City's Utility Budgets and Rates were reviewed and updated in 2023. The update allowed the City to establish rates for full cost recovery, thereby supporting the City's strong

financial position. In addition, the rates ensure that residents and businesses pay competitive fees for utility services. The City's operating expenditures continue to be carefully managed and operational efficiencies pursued to minimize impacts on ratepayers.

Implementation of a new budget software is underway. The new system will provide a comprehensive solution within a single platform for City users to create budget requests, review budgets, and facilitate the budget approval process for the Operating and Utility Budgets, the Capital Budget, the 5 Year Financial Plan, and 5 Year Financial Plan Amendment. Through integration with the existing financial enterprise system, budget and report preparation will be streamlined.

A business intelligence tool was used to create a capital projects dashboard for City project managers to review the financial aspects of their projects. Scheduled for rollout in Q2 2024, the dashboard offers an integrated view of active capital projects, allowing project managers to access summarized financial information based on plan year, capital program, project status, project manager, and department in real time.

### 4.4 Work with all levels of governments for grant and funding opportunities.

Through various levels of government and key stakeholders, Richmond was awarded approximately \$108.5 million in grants and funding contributions since November 1, 2022. Some examples include:

- CMHC's Housing Accelerator Fund;
- UBCM's Community Emergency Preparedness Fund;
- Green Communities Canada's 2 Billion Trees Program;
- BC's Active Transportation Infrastructure Grant;
- UBCM's FireSmart Community Funding and Supports; and
- Public Safety Canada's Building Safer Communities Fund.



*CMHC Funding Announcement*



The Government of BC approved the City's application to renew the three percent tax on the purchase of accommodation under the Municipal and Regional District Tax (MRDT) Program for a five-year period (2022–2027). Almost 90 percent of Richmond accommodation providers supported this application and the accompanying five-year tourism business plan. The revenues earned through this program will be used for destination marketing and destination enhancement initiatives in Richmond, such as the Community Wayfinding Strategy, the annual Discovery Shuttle and Bike Valet, and programming enhancements at Steveston heritage sites.

Richmond Public Library was successful in obtaining a number of grants to support their service delivery. These include:

- Two Enhancement Grants from the Government of BC to support the development and implementation of mobile services with an RPL to Go Van, newcomer programming, the new Community Services Connectors program, space optimization at the Ironwood and Cambie libraries, and other initiatives.
- Funding from the Government of BC's COVID-19 Relief and Recovery Grant and Emergency Preparedness Grant to support staff training, core IT infrastructure to enhance connectivity, video-conferencing technology, and furniture additions to welcome more community members into library spaces.



*Richmond Discovery Shuttle*



# A Leader in Environmental Sustainability



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

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

In 2023, three new residential developments totaling 1.2 million sq. ft. of floor area were connected to the Lulu Island Energy Company (LIEC) utility to provide low carbon heating, cooling and domestic hot water. LIEC is now servicing 30 buildings totaling 6,456 residential units or 7.3 million sq. ft. of floor space, and has reduced 17,930 tonnes of GHG emissions to date.



*Lulu Island Energy Company*

In 2023, the City continued to expand its EV fleet by acquiring seven passenger EVs, one cargo van EV, five pick-up truck EVs and one fully remote mower. Through the federal government's Incentives for Zero-Emission Vehicles program (iZEV), the City received \$50,000 for 10 of the eligible vehicles acquired in 2023. In 2024, the City plans to acquire 12 additional passenger EVs and one fully electric forklift and intends to apply for the iZEV funding.

The City's water conservation program, which consists of water metering, water pressure management, toilet rebates, and rain barrels, is on-going. In particular, the Universal Multi-Family Water Meter Program was launched in 2022, with 30 multi-

family complexes metered between November 2022 and June 2024. Continued implementation of the water conservation program and multi-family water metering promotes water conservation, improves equity, and allows the City to be more efficient with water usage.

The City continues to explore trenchless technologies for the installation of underground utilities, which provides minimal surface disruption and environmental impact. Several successful projects were recently completed using trenchless technologies, including culvert relining along Steveston Highway and Gilbert Road and throughout various locations in Burkeville.

In May 2024, 30 photovoltaic solar panels were installed on the roof of the rain shelter at the Recycling Depot. The system has a total installed capacity of 9.9 kW, with an estimated annual production of 13,300 kWh of renewable electrical energy.

The northern section of the Recycling Depot was paved using an innovative blend of recycled asphalt and recycled plastic flake product. Using 600 lbs of recycled plastic flake material, which acts as a binding agent in the asphalt mixing process, this project is the first installation of the product in Canada. The project gave the City hands-on experience with the new material and the surface area will continue to be monitored over time to test durability and learn more.

The City is piloting a new centre median seasonal planting display program that requires low or no water. Centre median plantings on Gilbert Road between Lansdowne Road and Westminster Highway and on No. 3 Road between Granville Avenue and Westminster Highway are being refreshed using climate-adapted and drought-tolerant plant species.

### 5.2 Support the preservation and enhancement of Richmond's natural environment.

The City's inaugural Tree Sale took place in November 2022 with the second annual tree sale taking place in September 2023. Approximately 1,040 trees were sold to Richmond residents to plant on private property, encouraging residents to beautify their homes and increase the City's urban forest tree canopy.

As part of the Enhanced Pesticide Management Program, the first Chafer Beetle Treatment Rebate was implemented in 2023 to support residents applying biocontrol to manage chafer beetle infestations. Over 2.5 ha of land was also treated for Japanese knotweed to help protect City transportation and utility infrastructure.





With the support of funding from Ministry of Forests' Invasive Plant Coordination and Awareness fund, the City expanded services for residents managing invasive species on private property, offered educational workshops, and provided resources for identifying and managing invasive species in line with the City's Invasive Species Action Plan.

In 2024, the City implemented the requirement for property owners to obtain a rodent assessment prior to demolition permit issuance to ensure that rodent issues are identified and addressed prior to construction activity. The goal is to minimize potential impacts from rodents on neighborhoods experiencing increased development pressures.

In 2023, Richmond successfully engaged over 600 residents in over 20 environmental programs during Earth Week, highlighted by the planting of the first Mini Forest in a western Canadian public park at Terra Nova Rural Park. These initiatives enhance community involvement in preserving natural habitats and foster a deeper sense of environmental responsibility and connection among Richmond's residents. In 2024, over 30 environmental programs were promoted to celebrate Earth Week.

As part of the City's Nest Box Program, 20 Purple Martin boxes were installed in 2023 with seven boxes reported as being used in the first year. The program supports bird species which benefit from enhanced nesting opportunities and engages volunteers to monitor and maintain nest boxes for barn owls, tree swallows and purple martins. Nest boxes have been installed at Garden City Lands, Garden City Park, Paulik Park, Garry Point Park, Terra Nova Rural Park and Terra Nova Natural Area have resulted in significant increases both nesting birds and chicks successfully reared in City parks.

The City worked with local stakeholders and residents to offer nine tree-planting events and 10 invasive species removal events from November 2022 to March 2024, totaling 860 volunteers engaged. Locations of tree plants and invasive species removals include Terra Nova Rural Park, Garden City Lands, Richmond Nature Park, and Garden City Park.



*Invasive Species Pull Event*

The Richmond Nature Park hosted 94 school programs from November 2022 to June 2024, helping introduce preschool and school-aged children to Richmond's natural environment. In 2023, 18,700 people visited the Nature House at the Richmond Nature Park and 73 public programs ran with over 916 registered participants. Throughout the year, drop in events were held including Family Day, Hummingbird Homecoming, BC Rivers Day, Truth and Reconciliation Day, Cranberry Sale, Pumpkin Sale, World Migratory Bird Day, and Naturalist Talks.



*Richmond Nature Park Programs*

### 5.3 Encourage waste reduction and sustainable choices in the City and community.

In March 2023, Council adopted the Richmond Circular City Strategy as an action roadmap to achieve 100 percent circularity by 2050. The City also initiated work on a Material Flow Analysis Study identifying how resources, activities, economic development and environmental impacts are connected. The Material Flow Analysis is focused on local buildings, textiles and food systems, and is being supported by grant funding from the FCM.

The City hosted a variety of community engagement events and initiatives to encourage behaviour change within the community focusing on the basics of reducing, reusing and recycling. These include three Rethink Waste Think Tanks, two Shred-a-Thons, 15 Repair Fairs, 29 community workshops, 41 Recycling Depot Tours and various City community events with support from the youth Green Ambassadors.

The Richmond Lawn Bowling Clubhouse was deconstructed down to the building foundation to make room for the new Bowling Green Community Activity Centre. The salvaged

materials, including windows and doors, will be donated to the non-profit organization, Habitat for Humanity, with sale proceeds funding home builds and supporting the local community.

The City salvaged materials from building demolitions for reuse. For example, moveable partition divider walls were found suitable to replace a divider wall that was at the end of its serviceable life at West Richmond Community Centre. In addition, the City will continue to explore pre-owned and refurbished furnishings for space planning projects in consideration of the City's standardized furniture, procurement policy and vision for circular economy.

Attendance at the Recycling Depot continues to increase year over year. The depot received 271,381 visitations in 2023 increasing from 254,826 in 2022. This equates to a visitor every 43 seconds.

## 5.4 Support agriculture and local food systems to enhance food security.

The City received funding from the Government of BC toward the development of a commercially-focused food hub in Richmond, with the goal of moving the city toward a strong, connected, and innovative food system that provides opportunities for growers, fishers, processors, and creators in the local community. The first phase will be a gap analysis and needs assessment to examine Richmond's current strengths and identify how a Food Hub could respond to those gaps, support agriculture and local food systems, and benefit the economy of the local community.

In response to increased demand for the Community Gardens Program, the City increased the number of plots from 346 to 719 plots across 20,803.6 sq. m. of City and School District land, effectively doubling the size of the community gardens program. New plots were constructed at Cook Neighbourhood Park, Garden City Lands, Hamilton Community Park and along the Railway Greenway.

Enforcement of the *Soil Deposit and Removal Bylaw No. 10200* continued to play an important role in maintaining the integrity of farmland. The number of tickets issued increased from 47 in 2022 to 134 in 2023 and the number of properties brought into compliance increased from 27 in 2022 to 52 in 2023. Compared to 2022, the City also issued more stop work orders and removal orders.

The City received approval from the Agricultural Land Commission for the Comprehensive Non-Farm Use Application for the Garden City Lands in March 2023. This permits the

City to develop the vision for the lands in alignment with the Council-approved Legacy Landscape Plan.

On February 24, 2024, Council endorsed applications to the Agricultural Land Commission (ALC) and rezoning for seasonal farm labour accommodation in support of two established Richmond farms.

The City continues to support the development of Kwantlen Polytechnic University's (KPU) Research and Teaching Farm at the Garden City Lands. The program demonstrates sustainable farming practices and provides training for future farmers. KPU recently completed a secure storage facility at the site to store the farm's farm implements, vehicles, tools and supplies in a central, secure building.



Community Gardens





# A Vibrant, Resilient and Active Community



*South Arm Community Park*

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

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

In 2023 and 2024, Council approved the allocation of approximately \$2.2 million through various community grants:

- Arts and Culture: Approximately \$251,600 was allocated for operating and project grants for cultural non-profit organizations.
- Child Care: Approximately \$120,000 was allocated to non-profit organizations that support or deliver licensed child care in Richmond.
- Environmental Enhancement: Approximately \$73,700 was allocated to non-profit organizations for materials needed to enhance Richmond's natural environment.
- Health, Social and Safety: Almost \$1.4 million was allocated to non-profit community service organizations.
- Parks, Recreation and Community Events: Approximately \$245,000 was allocated to non-profit organizations that deliver programs and services that support health, well being, and community connection.
- Neighbourhood Celebration, Community Celebration, and Neighbourhood Block Party: Almost \$157,000 was allocated to support public events that connect and build community in Richmond.

In 2023, the City collaborated with the Richmond Olympic Oval to convert an under-utilized space into a multi-use outdoor sport facilities with funding support from senior levels of government. The Fields is an outdoor sports, entertainment and tourism space located on the Oval's south side. It features over 4,200 sq. m. of multi-sport turf, three hard-surface basketball courts, an outdoor training area and field-side high performance training space. There are year-round facilities for sport programming and event hosting, as well as a new outdoor community gathering space.



*The Fields Open House*

The City's signature events continued throughout the term including the popular Children's Arts Festival, Cherry Blossom Festival, Doors Open Richmond, the Steveston Salmon Festival, the Richmond Maritime Festival and Culture Days. Highlights in 2023 included the return of the Salmon Festival Parade for the first time since 2019 and the recognition of Richmond as the #1 top Culture Days participating community in BC, placing third nationally among Mid-Size Cities and fourth overall, with 93 activities.

An Equity Lens Toolkit was created and will be piloted in 2024 with programs and services offered through the City's community centres. The Reflective Guide included in the toolkit will help assess the current state of recreation programs and services and collaboratively identify key equity initiatives to focus on in the upcoming year. An evaluation plan was also developed to further understand how programs and services are being delivered and identify gaps and barriers in equitable access. This information will inform the seasonal and annual program development cycle and assist with program and service delivery decisions.

With the return of community programming and event hosting throughout the city, volunteerism grew in 2023 compared to 2022 reflecting an increase in the number of volunteer opportunities. In 2023 there were approximately 3,087 volunteers that contributed a total of 64,951 volunteer hours reported.



*ParticipACTION Kick-off Event*

For the second time in three years, Richmond earned the title of British Columbia's Most Active Community in 2024 in the ParticipACTION Community Challenge, which recognizes communities across Canada for promoting healthy living and physical fitness, and motivating residents to get active. Throughout the month of June 2024, over 30 Richmond organizations registered for the challenge, offering more than 540 physical activity initiatives, programs and events attended by over 258,000 participants in activities ranging from individual sessions to team sports. Richmond was also named





BC's Most Active Community in 2022, and top five in British Columbia in 2023, with a 20 percent increase in physical activity over the 2022 results.

The City's annual Street Banner Contest received 360 banner design entries in 2023. A community-judging panel reduced the number to 20 semi-finalists allowing the community to pick the winning 10 designs using Let's Talk Richmond. Over 6,600 votes were cast over a 15-day voting period. With over 1,000 banners adorning street light poles annually, the Street Banner Program fosters community pride and engagement while enhancing the aesthetic appeal of Richmond's streetscape throughout the year.

The ninth annual Forever Young 8K took over the Olympic Riverside Plaza on September 10, 2023 with 245 runners and walkers over the age of 55 racing along the middle arm of the North Dyke Trail. The event serves as a celebration of those who have committed to being fit for life and is a fundraiser for the Dream On Foundation, which grants wishes to seniors. Thanks to the donations from sponsors and participants, \$3,000 was raised for the foundation.



*Forever Young 8K*

Through the Richmond GeoTour, geocachers are encouraged to explore Richmond on foot or by bike to look for 50 hidden geocaches. In 2023, 655 geocachers from 16 different countries logged 2,611 geocache finds. Virtual caches are also available at four Richmond locations through third-party scavenger hunt apps: Terra Nova Park, Richmond Nature Park, Garden City Park, and Paulik Park.

In 2023, the City renewed the service agreements with the Community Associations and Societies that provide recreation services at community centres across the city. Working closely with these organizations builds community capacity, provides direct connections to community members, informs

a thorough understanding of the needs of residents, and ensures diverse and expansive programming options.

The City continued to provide cycling education courses to all Grade 6 and 7 public elementary school students over a two-year period. Students receive hands-on practice with fundamental cycling skills on school grounds and local neighbourhood streets. In 2023, 1,801 students from 18 elementary schools were provided with cycling education.

Participation in various community recreation programs increased in 2023 compared to the previous year. For example:

- Drop-in visits to arenas, aquatic facilities, and community centres saw a 28 percent increase;
- Program registrations saw a nine percent increase and program visits saw a 16 percent increase;
- Fitness memberships saw a 25 percent increase in sales for one-year memberships and a 19 percent increase for 10-visit passes; and
- Facility passes for 55+ saw a 36 percent increase in sales.

## 6.2 Enhance the City's network of parks, trails and open spaces.

The Minoru Lakes Renewal Project was completed and the park re-opened to the public in 2023. The improved space includes new site furniture, a boardwalk, and enhanced viewing areas around the fully reconstructed and redesigned lakes. An important feature added in the park is the new waterfall, which enhances the overall park experience and serves as an important ecological bio-filter for stormwater runoff collected from the surrounding area. Native plantings throughout the lakes provide rich habitats for waterfowl, birds and insects.



*Minoru Lakes*

The South Arm Community Park playground was revitalized in 2023, resulting in a unique and updated play experience, including multiple play elements and universally inclusive

features. From concept design through to implementation, the City worked collaboratively with the South Arm Community Association and the organization contributed \$200,000 for additional play equipment and play value.

Between November 2022 and June 2024, the City planted over 2,000 trees. This includes replacement tree plantings, new trees in parks and three community mini-forest plantings. The City has been implementing the Miyawaki Mini Forest planting method which supports biodiversity and natural succession while outcompeting invasive plants such as Himalayan blackberry.



Tree Planting

The City installed and maintained 39 water fountains in high traffic areas to provide safe water for residents and their pets while exploring and enjoying Richmond's dikes and parks. A program to upgrade the fountains was launched in 2023 with a new design that incorporates bottle water-fill stations. Upgrades will continue into 2024.

A public engagement initiative was launched in 2023 to gather feedback on three neighbourhood park playground replacement projects:

- Heather Dolphin Neighbourhood Park at 9260 Dolphin Avenue;
- Great West Cannery Park at 12691 No. 2 Road; and
- Odlinwood Neighbourhood Park at 10811 Shepherd Drive.

Following public engagement with residents of the Hamilton area, a pilot dog off-leash area was established in spring 2023 at the overwhelmingly preferred McLean Neighbourhood Park. In addition, in 2024 Council approved a final concept plan for the eventual construction of the fenced dog off-leash

area at the London/Steveston Neighbourhood Park which was modified based on feedback from the community.

### 6.3 Foster intercultural harmony, community belonging, and social connections.

In 2023, the City endorsed the *Richmond Community Protocol: Responding to Racism and Hate*. The protocol is a resource designed to help organizations, residents, and community members respond to hate crimes and racist incidents. In addition, an Anti-Racism webpage was created on the City's website in 2023 to highlight community-based resources and share information about anti-racism initiatives. The protocol aligns with the Richmond RCMP's *Hate Has No Place* campaign which encourages victims and witnesses to report racially motivated incidents directly to police as they occur.

The City worked with Richmond's Sikh community to develop interpretive signs to recognize the community's long history in Richmond. Unveiled in King George Park in June 2023, the signs help commemorate the 1914 incident of the *Komagata Maru*, when 376 passengers from India were prevented from landing in Canada, resulting in a two-month standoff and eventual forced return of the passengers to face persecution.



Sikh History in Richmond Interpretive Signs

In April 2023, the inaugural Human Library® initiative facilitated conversations that challenged prejudices and stereotypes while fostering greater cohesion across social, ethnic, and religious divisions. In the two years that the Human Library® has been offered, the library welcomed a total of 21 volunteer "Books" who connected with 60 participant readers at 105 reading sessions to share their personal stories and experiences.





To commemorate the National Day for Truth and Reconciliation on September 30, the Survivors' Flag was displayed at City Hall for the first time in 2023 to honour residential school Survivors and the communities impacted by the residential school system. A variety of programs and initiatives were hosted throughout Richmond for community members to come together to commemorate the day. For example, in 2023 an inspiring series featuring eight Indigenous authors, artists and illustrators provided Richmond residents with opportunities for cultural learning, reflection and understanding.

In 2023, the Pride Flag was displayed at City Hall for the first time during Pride Week, signaling support and allyship with Richmond's 2SLGBTQI+ communities. The City, in partnership with Community Associations and Societies and Richmond Public Library, continues to recognize Pride Week in Richmond with various programs and events to celebrate and honour 2SLGBTQI+ inclusion.

The City collaborated with Richmond Multicultural Community Services, Minoru Seniors Society, and City Centre Community Association to bring together youth and seniors from diverse cultural backgrounds to discuss multiculturalism, diversity, and racism through story-telling, performance and the arts. With support through a \$92,000 contribution from the Department of Canadian Heritage, the project culminated in a "guided play" performance titled *Mosaic Firefly: Richmond Edition* in October 2023. The performance focused on the personal migration stories of participants and was included as part of the City's Culture Days and Diversity Symposium events.

*Hey Viola!* was presented at Gateway Theatre in English with traditional and simplified Chinese subtitles. The performance was a musical exploration of Canadian civil rights trailblazer, Viola Desmond, the fearless woman featured on Canada's \$10 bill. With the support of musicians Steve Charles, Mary Ancheta and Chris David, the award-winning blues and jazz singer and actor, Krystle Dos Santos, brought the life of Viola Desmond to the stage. More than 1,300 patrons attended the musical.

The Lunar New Year celebration hosted at Richmond Public Library returned in 2023 alongside partners and volunteers. This celebration of Asian culture included puppet shows, song and dance performances, games, crafts, riddles, and calligraphy. In the last two years, these events reached over 1,800 participants.



*Lunar New Year Celebration*

The City continued to offer the annual Diversity Symposium, a conference for professionals, volunteers, and service-providers interested in advancing diversity, equity, and inclusion in their communities. In 2023, the theme was Resilience — the ability to adapt and evolve through adversity and change.

## 6.4 Support vulnerable populations through collaborative and sustainable programs and services.

On April 8, 2024, Council adopted the Richmond Accessibility Plan 2023–2033 to guide the City's approach to advancing accessibility in Richmond, over the next 10 years. The plan was developed through a multi-stage process that involved extensive consultation and collaboration with people with disabilities, their families and caregivers, disability-serving organizations, key partners and the public. The six strategic pillars and 34 corresponding actions outlined in the plan respond to the priorities of people with disabilities and promote the advancement of meaningful access throughout the community.

The City of Richmond's Enhanced Accessibility Design Guidelines and Technical Specifications were updated in January 2024 in a collaborative effort involving various community organizations. The guidelines were originally created for the development of all City major capital projects and retrofits of current facilities to promote barrier-free access and enhanced accessibility. The 2024 Guidelines were expanded to include a wider range of accessibility considerations and universal design concepts and to ensure City practices continue to align with national standards.

A trial subsidy program was launched in May 2023 to support Richmond residents who face financial barriers to completing the training required to become an aquatics instructor or lifeguard. The program aligns with the criteria used by the City's Recreation Fee Subsidy Program to assess financial need, and provides candidates with a 90 percent subsidy for each required course.



*Instructor and Lifeguard Subsidy Program*

In March 2024, the City completed implementation of several initiatives that supported individuals experiencing homelessness in Richmond, funded through a \$3.35 million provincial UBCM Strengthening Communities' Services program grant awarded in 2021. Initiatives funded through this program included a Drop-in Centre and Shower Program, winter warming centres, clinical support programs, food outreach initiatives, staff training programs, public dialogue sessions, discharge and transition planning from health care, cost recovery initiatives and program coordination. The City continues to work with community partners to support these much-needed services in the community.

In response to the increased number of individuals experiencing homelessness and increasingly complex challenges related to homelessness in Richmond, Council approved resources in the City's 2024 Operating Budget to enhance services throughout the community. The Council-approved resources will increase the City's capacity and complement actions currently underway in the community. These include two new homelessness outreach workers, four new bylaw officers and funding for the continuation of a Drop-in Centre and Shower Program. The new positions will enable collaborative relationship building to better connect vulnerable persons to social support services, shelter, and housing.

The City and Richmond Public Library continued to host Community Services Pop Ups at the Brighthouse library. The free, monthly drop-in sessions connect residents with lower incomes to a variety of community-based resources and supports. As of June 2024, over 1,500 participants have accessed assistance and resources through the Pop Ups. The program was initially developed and piloted through a

\$50,000 Poverty Reduction Planning and Action Program grant from the UBCM.

Building on the success of the Community Services Pop Ups, the Community Services Connectors Pilot Program was developed in partnership by the City and Richmond Public Library with a \$50,000 grant from UBCM. This peer-to-peer resource navigation program trained Richmond community members with lived experience to help residents with lower incomes find and access community resources. This program enhanced resource navigation options by providing one-on-one support outside of the city centre and outside of weekday business hours. From January 28 to May 26, 2024, 218 community members engaged in pilot program activities. Due to the success of the pilot, the program has been extended through 2024.

In July 2023, Council adopted the new City of Richmond Youth Strategy 2022–2032 which provides a framework for the City and those working with youth to support the unique needs of Richmond youth and young adults. The Youth Strategy is a result of extensive community consultation, best practice research and the development of a youth demographic profile. It outlines five strategic priorities and 36 corresponding actions that support the vision that "all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives."

The Snow Angel program offered during the winter season helps to ensure residents who are elderly, ill or have mobility challenges stay connected and have the ability to leave their homes during a snowfall event. Over Winter 2022/23 and 2023/24, the program had a total of 138 volunteers, who worked over 485 hours to ensure that 234 residents were successfully assisted with a cleared walkway around their homes.



*Volunteer Snow Angel*



In early 2023, the library partnered with Thomas Kidd Elementary to offer a pilot after-school program aimed at introducing students and families to library services, bringing the library to the community, and emphasizing the importance of literacy beyond the classroom. The program ran for five weeks for Grade 2–3 students, averaging 22 students per session.

The library continued its partnership with the Richmond Women's Resource Centre to deliver English classes for newcomer women, helping them improve their English literacy skills and build community connections. From January 2023 to June 2024, a total of 149 English classes were offered, supporting approximately 1,750 women.

Sensory Kits were introduced at all library locations in 2023. The kits, created for in-library use, were designed in close consultation with AIDE Canada and Aspire Richmond, and are intended to support customers with various sensory needs, ensuring a more positive library experience for customers of all ages. Each kit includes calming items, fidget items and communication tools.

The Recreation Fee Subsidy Program's annual cycle runs from September 1 to August 31 each year, and as of April 2024, there were 15 percent more successful applicants than in the 2022–2023 program year.

## 6.5 Enhance and preserve arts and heritage assets in the community.

Renovation of the Richmond Cultural Centre Annex facility was completed in 2024, repurposing it into a community art space to meet the needs of the growing community. The facility operates as an extension of the arts and culture programs at the Richmond Cultural Centre and includes an expanded Media Lab, studios for visual and performing arts, a lobby with exhibition space for Richmond artists, and the "History Lab" for Richmond Museum school programs.



Richmond Cultural Centre Annex

In 2023, a revitalization at London Farm enhanced the three-acre heritage park along Dyke Road. Working closely with the London Heritage Farm Society, the City developed a master plan and completed significant improvements with grant funding support from Pacific Economic Development Canada. The enhancements have resulted in a more welcoming, relaxing and educational experience for visitors. Popular features include an upgraded chicken coop, a new bee apiary used to cultivate honey sold on-site, and a newly displayed 1923 Fordson tractor. The revitalization project provides visitors with a glimpse of early agricultural life in Richmond.



London Farm

The Terra Nova Rural Park Historical Assets public engagement series was launched to gather input from stakeholders and the public on programming opportunities for the heritage and non-heritage buildings in the park. Engagement methods included conversations at stakeholder and advisory committee meetings, three public open houses, a youth-focused walking tour and a survey provided through Let's Talk Richmond.

Exterior repairs commenced in 2023 for landside buildings at the Britannia Shipyards National Historic Site. A new dust extraction system was installed in the Richmond Boat Builders Building, restoring the building's use as a functional workshop.

The City released a 10-part video series, *Richmond Stories*, to highlight the City's rich history and cultural influences. Drawing on archival footage, storytelling and anecdotes, the videos include a charming love story on the interurban tram, the fine craftsmanship of Japanese boatbuilding on Steveston's waterfront, and how flight, farming, cultural diversity and the growth of Steveston led to the Richmond we know today. Each story was carefully crafted with input from community



members who provided first-hand knowledge of each subject through advisory groups.



*Richmond Stories Video Series*

Numerous new donations of community records were made to the Richmond Archives in 2023, including 1,400 photographs and negatives from a Japanese Canadian family who lived in Steveston since 1908. The photographs and important family records pay tribute to an entire community's strength and resilience and are in the process of being carefully preserved.

A new permanent exhibit about Interurban rail travel opened at the Steveston Tram on Family Day weekend in 2023. The exhibit showcases the importance of interurban travel in the development of Richmond, changing the everyday lives of Richmond residents. Displays include an interactive tramline map, a timeline of the interurban tram system in Steveston, story vignettes of the people who rode interurban trams in Steveston, and a photo display recognizing the work of those who helped restore Tram Car 1220, Richmond's largest artefact, back to its original state.

*Typha* by Charlotte Wall and Puya Khalili was unveiled at the Middle Arm Waterfront Greenway on Hollybridge Way. The three stainless steel forms embody the interplay of elements, such as water, vegetation and wildlife that interact with human inhabitants and have shaped this landscape over time.



*Typha by Charlotte Wall and Puya Khalili*



# Awards and Recognition



## Awards and Recognition

### 2023

#### **BC Recreation and Parks Association (BCRPA) Facility Excellence Award**

The City was awarded the BCRPA Facility Excellence Award for projects over \$3 million for Minoru Centre for Active Living. The award recognizes outstanding facility design that reflects community culture and facility spaces that demonstrate innovation in addressing community needs and are accessible to all patrons. Additionally, the facility must serve as a gathering hub, incorporate green design elements to reduce or eliminate negative impacts on the environment and ultimately improve the well-being of the community.



*BCRPA Facility Excellence Award for Minoru Centre for Active Living*

#### **British Columbia Economic Development Association (BCEDA) Economic Recovery and Resiliency Award**

The Supply Chain Resiliency Program was recognized with the BCEDA's Economic Recovery and Resiliency Award for communities over 20,000 in population. The program was a joint initiative of three municipalities and involved three key deliverables to help manufacturing businesses succeed in a rapidly changing market: an industrial capabilities inventory; a toolkit for de-risking emerging market opportunities; and a seminar series educating manufacturers about technology adoption opportunities.

#### **Canadian Association of Sport Heritage Award of Excellence**

The Richmond Olympic Experience won the 2023 Canadian Association of Sport Heritage Award of Excellence for its "Canada's Game" exhibit, praised for interactive features and forward-thinking partnership with the Hockey Hall of Fame.

The exhibit showcases hockey's role in Canadian identity and lifestyle.



*Richmond Olympic Experience (ROX)*

#### **Creative Cities Network of Canada (CCNC) Awards of Excellence**

The City was awarded the CCNC Public Art Legacy Award for *Sea to Sky*, the five-storey integrated glass artwork by Musqueam artist Thomas Cannell located on No. 3 Road as part of the Keltic Development. The artwork was made possible by the City's Private Public Art Program and offers impressive views for pedestrian and vehicular passersby as well as facility users.

#### **Energy Globe Foundation National Energy Globe Award**

Lulu Island Energy Company was named winner of the National Energy Globe Award 2023 for the City Centre District Energy Utility expansion project. This award is presented to projects focusing on energy efficiency, renewable energies and the conservation of resources. The foundation also nominated the project for the World Energy Globe Award.

#### **Government Finance Officers Association of the US and Canada (GFOA) Canadian Award for Financial Reporting and Outstanding Achievement in Popular Financial Reporting**

The GFOA presented Richmond with the Canadian Award for Financial Reporting and the Outstanding Achievement in Popular Financial Reporting for its 2022 Annual Reports. This marked the 21<sup>st</sup> and 14<sup>th</sup> consecutive years, respectively, that Richmond has received these recognitions.

#### **HUB Cycling 2023 Cycling Education Champion Award**

The City received HUB Cycling's 2023 Cycling Education Champion award in recognition of the City's bike courses at public elementary schools and in the community. Students learn fundamental cycling skills as well as rules

and responsibilities for riding on city streets and bike paths. In 2022, 1,627 students participated in the program. The program's popularity continued to grow in 2023, with 1,801 students taking part.

### **International Association of Business Communicators (IABC) National Silver Leaf Awards of Merit**

The City received two national Silver Leaf Awards of Merit from IABC. The first award was for the Rethink Waste: Think Tank & Ideas Hub campaign supporting the City's goals to reduce waste and support a circular economy. The second award was for the Richmond Single-Use Plastic Ban campaign, which supported businesses through the transition and increased awareness about the new bylaw, further promoting reusable options in the community with the goal of reducing unnecessary waste and pollution.

### **Planning Institute of British Columbia (PIBC) Award for Enduring Planning Performance**

The City Centre Area Plan was recognized with PIBC's Silver Award for Enduring Planning Performance. This award recognizes and celebrates exemplary long-term planning work and outcomes that remain successful over time.

### **The C.D. Howe Institute Grade "A" Annual Report Card**

The City received a grade of "A" in C.D. Howe's annual report card on municipal budgeting, financial reporting and fiscal transparency. Richmond received the highest grade amongst 32 other major Canadian cities in the report.

## 2024

### **Commercial Real Estate Development Association (NAIOP) Awards for Municipal Excellence**

Richmond won the NAIOP's Most Business Friendly Municipal Excellence Award. Informed by the organization's annual Cost of Business Survey, the award recognizes municipalities that create positive business environments due to fees and approval timelines that encourage the creation of industrial space, which supports local businesses and the economy.

### **Canadian Federation of Independent Business (CFIB) One to Watch – Golden Scissors Award**

The CFIB named Richmond "One to Watch" in its 2024 Golden Scissors Awards for the MyBusiness and MyPermit online service portals that reduce administrative burden and streamline how businesses interact with the City.

### **International Association of Business Communicators (IABC) Gold Quill Awards**

The City received two international Gold Quill of Excellence awards from the International Association of Business Communicators (IABC) for the Rethink Waste: Think Tank & Ideas Hub and Richmond Single-Use Plastic Ban campaigns. This accomplishment places the City on the global stage in the field of business communication standards.

### **Planning Institute of British Columbia (PIBC) Award for Excellence in Policy Planning**

The City won the Silver Award for Excellence in Policy Planning for City & Urban Areas for the Richmond Circular City Strategy. Adopted by Council in 2023, the strategy outlines a comprehensive plan to transform Richmond into a zero-emission circular city by 2050 and emphasizes community engagement, stakeholder collaboration, and innovation.

### **The C.D. Howe Institute Grade "A" Annual Report Card**

The City received a grade of 'A' in C.D. Howe's annual report card on municipal budgeting, financial reporting and fiscal transparency. Showcasing fiscal excellence, for the second consecutive year Richmond was awarded the highest ranking among 32 major Canadian cities, tied only with Quebec City.









## City of Richmond

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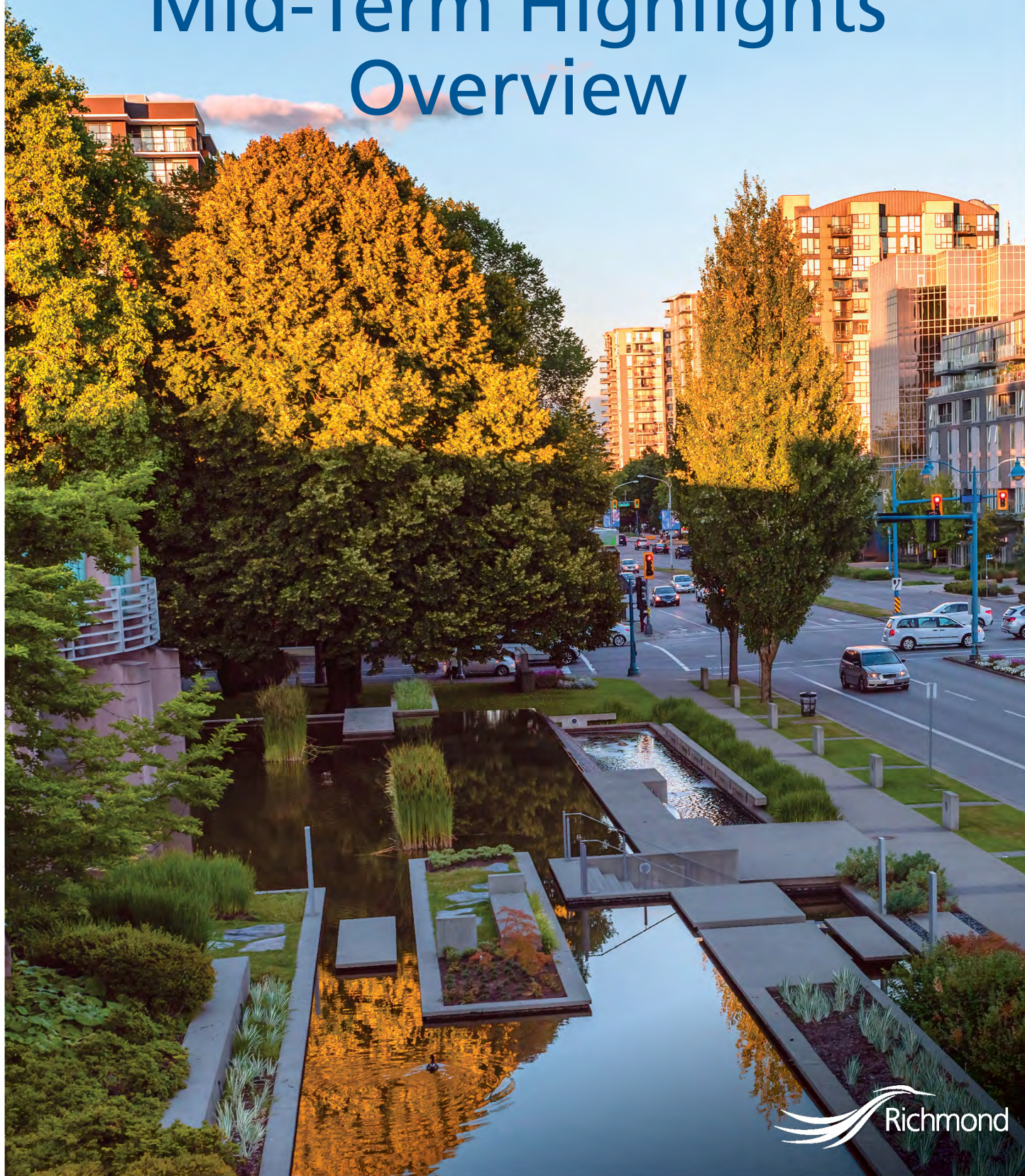
[richmond.ca](http://richmond.ca)

**CNCL - 125**



# Council Strategic Plan 2022–2026

## Mid-Term Highlights Overview







## Richmond City Council

### Front Row (left to right)

Councillor Alexa Loo, Councillor Bill McNulty, Mayor Malcolm Brodie, Councillor Chak Au, Councillor Carol Day

### Back Row (left to right)

Lieutenant Jim Dickson (Richmond Fire-Rescue), Councillor Andy Hobbs, Councillor Kash Heed, Councillor Laura Gillanders, Councillor Michael Wolfe, Constable Jordan Hitchon (Richmond RCMP)

# City of Richmond Council Strategic Plan 2022–2026

The Council Strategic Plan 2022–2026 identifies the collective priorities and focus areas for Richmond City Council’s current term of office.

Council adopted six strategic focus areas, each with specific priorities for the current term. This plan serves as a guide for the City, ensuring effective management and delivery of services that are responsive and adaptable to the evolving needs of everyone who lives, works, and plays in Richmond.

This mid-term report highlights the achievements made in advancing the Council Strategic Plan 2022–2026 from November 2022 to June 2024.



## **Proactive in Stakeholder and Civic Engagement**

Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond’s interests.



## **Strategic and Sustainable Growth**

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



## **A Safe and Prepared Community**

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



## **Responsible Financial Management and Governance**

Responsible financial management and efficient use of public resources to meet the needs of the community.



## **A Leader in Environmental Sustainability**

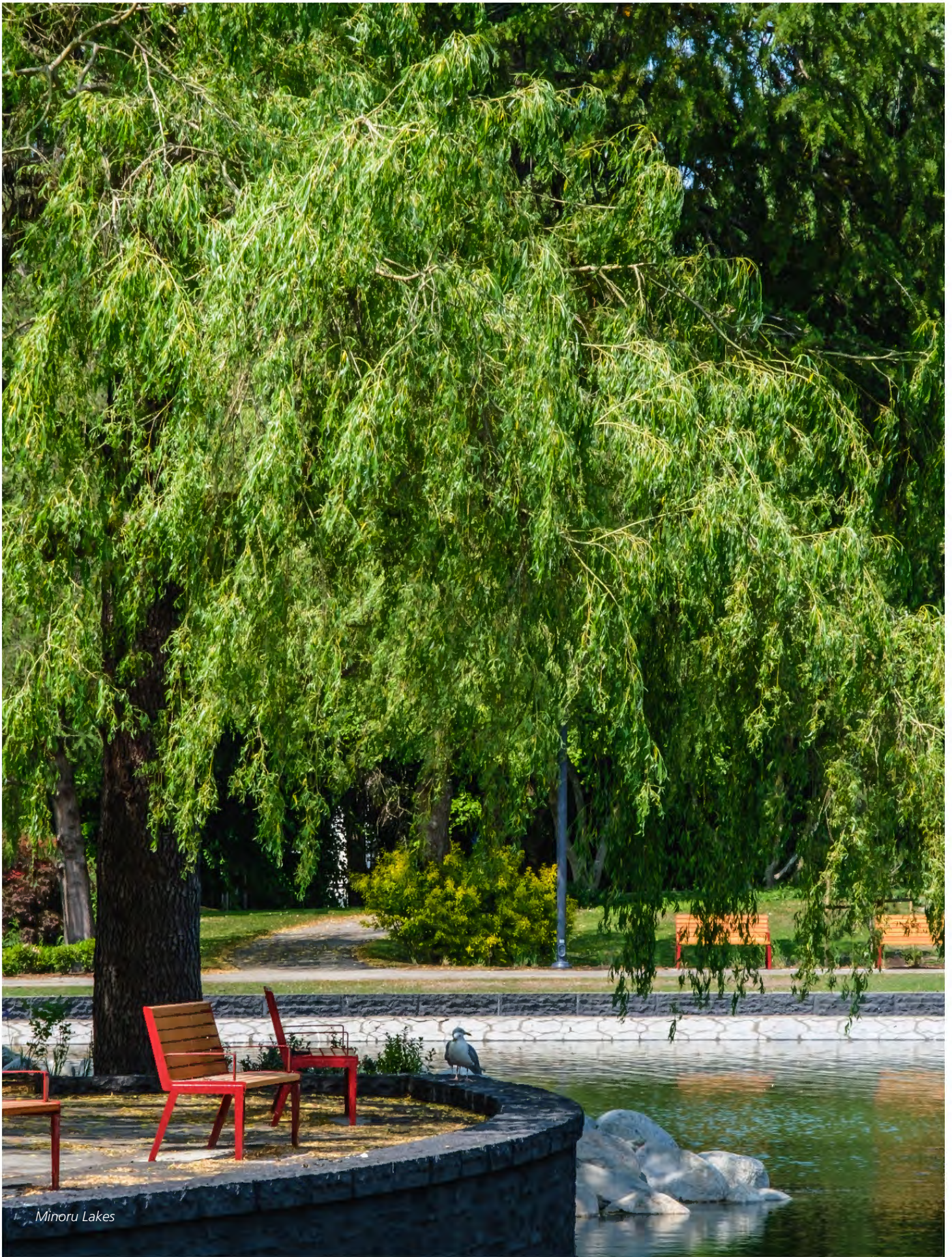
Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.



## **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.





Minoru Lakes



# Table of Contents

1. Proactive in Stakeholder and Civic Engagement .....	2
2. Strategic and Sustainable Community Growth .....	4
3. A Safe and Prepared Community .....	8
4. Responsible Financial Management and Governance.....	12
5. A Leader in Environmental Sustainability .....	14
6. A Vibrant, Resilient and Active Community .....	16
7. Awards and Recognition .....	20



# Proactive in Stakeholder and Civic Engagement

2022–2026 Highlights



*Richmond City Hall*

To support the City’s application for a fish Habitat Bank, preliminary meetings were held with the Department of Fisheries and Oceans Canada to develop an engagement plan, including considerations for Indigenous engagement. A Habitat Bank would advance the City’s Flood Protection Management Strategy and Dike Master Plans by streamlining environmental permitting processes for dike upgrade projects.



*Visit from Prime Minister Justin Trudeau*

The City championed enhanced active transportation and transit facilities as part of the provincial government’s Steveston Interchange Project and Fraser River Tunnel Project. Throughout the infrastructure design, construction and environmental assessment processes, the City provided input on Richmond’s interests and requirements to support enhancements beneficial to the community. Construction of the new five-lane Steveston Interchange is underway and will provide mobility improvements and congestion relief in 2025 once complete, including protected cycling and pedestrian facilities and enhanced bus stops to promote sustainable travel options.

The City hosted approximately 15 Ministerial visits and delegations to showcase Richmond priorities and advocate for the needs of the community.

The City actively advocated for Richmond’s interests while working collaboratively with various external agencies. Some examples include:

- Vancouver Airport Authority;
- TransLink;
- Metro Vancouver;

## 1. Proactive in Stakeholder and Civic Engagement

- Vancouver Coastal Health;
- Port of Vancouver;
- Agricultural Land Commission;
- Richmond School District No. 38 (School District); and
- Lower Mainland municipalities.

The City unveiled a refreshed and redesigned City website ([richmond.ca](http://richmond.ca)). The new site provides easier access to a range of online services as well as information and Council-related materials. New features include a multi-lingual translation tool, enhanced accessibility features and streamlined navigation. The City website receives over 4.3 million views annually.

Launched in 2023, the Energize Richmond Toolkit pilot empowered community members to engage their social networks on climate and energy issues. Through peer-to-peer dialogues and action planning sessions, Energize Richmond Leaders inspired their community to take steps to reduce energy use and carbon emissions. Throughout 2024, the leaders were further supported in their work to motivate and enable residents to take their own actions to reduce greenhouse gas (GHG) emissions.

In November 2022, the City launched the Newcomers Video Series highlighting newcomer programs and services in Richmond. The five-part video series was created to help new residents learn more about the city and the services available to help them settle into the community and to complement the City's Newcomer's Guide to Richmond. The Newcomers Bus Tour program was re-introduced in January 2024 to increase newcomers' civic knowledge and reduce barriers to participating in programs and services at City facilities.

The second annual Richmond RCMP Youth Academy took place in February 2023. The program was jointly coordinated with the School District for students in grades 10 to 12 interested in policing. Thirty-two participants engaged in practical police-related scenarios and had the opportunity to speak with police officers from various specialized sections, including the Integrated Police Dog Services and Emergency Response Team.

In 2023, the Engineering & Public Works Open House returned in-person on May 13 in celebration of National Public Works Week. Project WET also returned in-person in 2023, providing a hands-on education experience for local elementary school students about water utilities and conservation.



*Engineering and Public Works Open House*

In January 2024, Council approved the creation of a Richmond Youth Advisory Committee. The committee is comprised of youth and young adults as well as representatives from youth-serving organizations.

On November 28, 2022, Council approved the creation of the Richmond Accessibility Advisory Committee (RAAC) in response to one of the municipal requirements of the new *Accessible British Columbia Act*. The RAAC acts as a resource and provides advice to City Council to support the advancement of accessibility in the city, so people with disabilities are able to participate fully in all aspects of community life.

Building on the success of past Capital Projects Open Houses, 2023 was the first year that both in-person and online participation options were offered. The event showcases a number of the City's capital projects taking place throughout the year and invites participants to ask questions and engage with representatives of the various projects directly.

The 2023 Community Services Needs Assessment gathered input from Richmond residents regarding their perceptions and experiences of community programs and services. The findings will help shape and plan future programs and services, improve accessibility and inclusiveness, increase resident awareness and relevance of programs, and foster community connection.

In 2023, Richmond's online Let's Talk Richmond platform hosted almost 30 surveys to gather public input. Topics ranged from flood protection and affordable housing, to dog parks and pickleball. Overall engagement on the platform increased 22.2 percent, with a rise in registered participants of almost 45 percent.





# Strategic and Sustainable Community Growth

2022–2026 Highlights



*Hummingbird Child Care Centre*

In November 2023, the BC Legislature passed several pieces of legislation that change the local government land use planning framework with the aim of supporting housing development (Bills 16, 44, 46, and 47). As a result, the City has a defined timeline to conform to various aspects of these Bills. The changes impact the Official Community Plan (OCP) and zoning, Council procedures, and municipal infrastructure and amenity financing. A number of bylaw amendments will be required in order to be consistent with the new legislation. Following this, the bylaw amendments will be incorporated into the current OCP review. Stakeholder and public consultation on the OCP review will be conducted in the fall of 2024.

Following rezoning and issuance of a Development Permit, the City issued a Building Permit for City-owned lands on Steveston Highway in February 2024 to allow for the construction of a new affordable housing building that will provide 25 family-friendly units. The project is largely funded through the Canada Mortgage and Housing Corporation's (CMHC) Rapid Housing Initiative with additional capital and operating funding provided by BC Housing.



*Alderbridge Supportive Housing*

The City continued work with BC Housing and Pathways Clubhouse on the development of a six-storey, 80-unit affordable housing building on City-owned land with construction initiated in 2024. The development's low rental rates will help provide housing stability for low-income residents who cannot afford market rental housing. The building will provide one, two and three-bedroom units for seniors, families and singles. In addition to the land, the City provided funding from the Affordable Housing Reserve to help cover the City-related permit fees and servicing costs.

## 2. Strategic and Sustainable Community Growth

In total, Council issued Development Permits to facilitate the development of 619 dwelling units and suites, of which approximately 400 units were for rental tenure (including 175 LEMR units and 105 below market units) in 2023. In 2024, Council has issued Development Permits to facilitate the development of 1,578 dwelling units and suites, of which 109 units were for rental tenure (including 77 LEMR units) as of June 30.

The City was successful in securing \$35.9 million in funding through the federal government's Housing Accelerator Fund (HAF) that will support eight initiatives intended to increase housing supply in Richmond. The funding can also be used for other programs that will remove systemic barriers to new housing.



*Housing Accelerator Fund Announcement*

Through the City's Servicing Agreement Process, approximately \$38.2 million worth of improvements to City infrastructure and off-site works were secured through new development from January 2023 to the end of June 2024. All new development is reviewed to determine requirements for City infrastructure improvements and off-site works, which are designed and constructed in accordance with current City standards.

Construction of the new, three-storey, 60,350 sq. ft. Steveston Community Centre and Library is underway. Anticipated to open in 2026, the new facility will feature two gymnasiums, more multi-purpose space, and a large library and fitness centre in a central hub that will foster social connectedness, health, and wellness. Public engagement will continue as the construction project progresses.

Council adopted the new Zero Carbon Step Code into Richmond's Building Regulation Bylaw 7230 on October 31, 2023. The new requirements offer builders and

developers at least two compliance options to reach the highest level of energy and carbon performance by 2027.

Through a rezoning application for a mixed-use development in the Hamilton area, the City secured a new Community Police Office (CPO) in the neighbourhood. The developer agreed to provide a City-owned community amenity facility in the form of a turn-key 1,400 sq. ft. CPO built to RCMP security requirements.

Construction on the new Canada Line Capstan Station is currently underway and is anticipated to be in service in late-2024. The station is being built to support the growing development in the Capstan Village area, which projects up to 16,000 residents once nearby developments are completed. The project will deliver a safe, efficient, and environmentally sustainable transportation option and provide users with convenient access to the SkyTrain network.



*Capstan Station Construction*

In January 2023, Council endorsed Traffic Bylaw No. 5870 amendments to remove all 60 km/h speed zones. All roads within City jurisdiction now have a maximum posted speed limit of 50 km/h consistent with the default speed limit in the *BC Motor Vehicle Act*. Reduced speed limits of 30 km/h have also been implemented along local roads in the Hamilton neighbourhood and on Barnes Drive and Flury Drive in response to local feedback and in alignment with Vision Zero and Transport 2050.

Construction is underway on the Steveston Multi-Use Pathway (MUP) with expected completion in 2024. A shared cycling and pedestrian path on the south side of



Steveston Highway, the MUP is physically separated and protected from traffic, providing an active transportation connection between the major activity centres of Steveston Village and the Ironwood neighborhood. The section from Shell Road to No. 4 Road is complete and open to the public. Other active transportation infrastructure projects include the Westminster Highway Multi-Use Pathway, the Muir Drive Walkway and the River Road Walkway.

Uptake of the MyBusiness self-serve portal continued to grow, demonstrating the City's commitment to multi-channel service delivery. The online portal streamlines the business licencing process by providing existing and new business owners a convenient option to apply for, update and renew their licences. The service has been well-received by the business community, with the number of business licences on MyBusiness increasing from 5,127 in 2022 to 9,154 in 2023. MyBusiness now accounts for 63 percent of business licences issued by the City.

The annual Mobile Outdoor Food Service Unit (MOFSU) Inspection Event hosted by the City in collaboration with the Greater Vancouver Fire Chiefs Association continued to grow in 2023. Approximately 280 inspections were conducted in 2023 compared to 77 in 2022. The initiative provides complimentary fire and life safety inspections for food truck vendors and supports business vendors through a streamlined process that reduces the need for multiple inspections across the Lower Mainland.

Richmond continues to be a popular location for filming. From January 2023 to March 2024, the City managed a total of 445 days of filming activity, issued 70 Film Permits, and received inquiries from over 155 individual productions including feature films, television series, television pilots, and commercials. Comparing first quarters, the City saw an increase in filming days from 113 in Q1 2023 to 200 in Q1 2024.

The free, seasonal Discovery Shuttle expanded to two routes in 2023. Connecting Richmond's city centre, attractions, hotels and Steveston Village, the shuttle is offered through a partnership between the City, Tourism Richmond and the Richmond Hotel Association. It is a convenient option for visitors and residents, who are also welcome to use the service.

The City and Richmond Sport Hosting (RSH) Office worked closely with event organizers to host sporting events across the city. For example, the RSH office supported 86 events in 2023, totalling 21,974 actualized room nights in designated host hotels. Event organizers are supported through bid development, coordination of site visits, stakeholder engagement, and connections between organizers and local resources. Financial assistance is also available through a grant program.



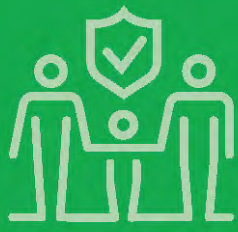
CARHA Hockey World Cup





Halloween Event





# A Safe and Prepared Community

2022–2026 Highlights



*South Dike Flood Protection*

In 2023, the City successfully implemented the first year of the Accelerated Flood Protection Program. In support of flood protection efforts, the City has continued to seek partnerships with senior levels of government for the delivery of projects. Examples of projects that have been implemented with the support of grant funding include the No. 9 Road South Dike Upgrades, No. 3 to No. 4 Road South Dike Upgrades, Gilbert Road and Steveston Highway Drainage Pump Station Upgrades.

Phase 4 of the City's Dike Master Plan was finalized in 2023, meaning that all phases of the Dike Master Plan are now complete and endorsed by Council. The recommended dike upgrade options identified in Phase 4 will ensure that the City's flood protection infrastructure supports growth and aligns with future development plans.

Building on the success of the Fox 80 Mental Health Car that launched in 2019, a new Yankee 30 Car was introduced in 2023 in collaboration with Youth Probation and the Ministry of Children and Family Development. Yankee 30 pairs a police officer and probation officer or social worker to provide a collaborative response to the

challenges vulnerable youth face in the community. In addition, in 2023 all frontline officers received updated training on the Fox 80 program and mental health-related calls for service.

In 2023, the City was awarded a four-year \$2.68 million grant from the federal Building Safer Communities Fund to support community-based prevention and intervention initiatives that aim to prevent youth gun and gang violence. Key initiatives implemented to date include partnering with Touchstone Family Association to create youth focused programming, enhancing spaces frequented by youth at community centres, and hosting workshops to equip counsellors, teachers and frontline workers with skills to work with vulnerable youth.

The City's multi-stakeholder Mitchell Island Task Force continued its work to increase prevention activities, mitigate fire emergencies, reduce public safety concerns and enhance environmental protections in the industrial area. As a result, a number of properties on Mitchell Island became more compliant with City standards and fire and best practices.

### 3. A Safe and Prepared Community

The “You Etch It. We Catch It.” initiative was launched in February 2024 to combat catalytic converter thefts. In partnership with participating Richmond automotive shops, the initiative invites vehicle owners to have part of their vehicle identification number etched onto their catalytic converters during routine maintenance at no extra cost. This etching assists police in tracking stolen property and deterring potential thefts.



*You Etch It. We Catch It. Program*

In 2023, the Richmond RCMP had 131 active volunteers who contributed over 5,300 hours to community safety initiatives. Volunteers participated in 701 community events and outreach activities, including Bike, Van and Foot Patrols, Lock Out Auto Crime, Speed Watch, Distracted Driving and Pedestrian Safety events.

Using Fire Risk Prediction Modeling, the City’s fire inspection approach was adjusted in 2023 based on risk probability scores, targeting buildings with high risk scores of eight, nine, and 10. This focused strategy covered 86 percent of inspectable buildings most likely to have a fire and concentrated resources on mitigating risks in the highest-risk properties.

Through UBCM’s Community Emergency Preparedness grant program, the City was awarded approximately \$30,000 to produce Extreme Temperature Risk Mapping, Assessment and Planning. The information from this analysis will inform the development of future initiatives to target identified at-risk populations and areas.

The City worked with the Canadian Red Cross to develop a community preparedness education program for seniors and newcomers. The resulting five events reached approximately 180 people and provided education in individual preparedness, hazard awareness, and provided tools for community building.

The City launched a Getting Ready for Rain campaign to help residents and businesses be better prepared for heavy rain events. Information includes how to prepare for severe weather, how to protect property, what the City is doing, and how to contact the 24-hour Public Works Dispatch line.

The City participated in multi-stakeholder exercises hosted by Fortis BC, VAFFC, YVR, and Vancouver Emergency Management Agency, as well as a multi-stakeholder wildfire training exercise in North Vancouver.



*Fire Risk Prevention*

Phase 5 of the multi-year upgrades to Burkeville utility systems was completed in 2023. The improvement will increase capacities within the neighborhood and improve the movement of storm drainage water to reduce any risk of localized flooding.

The multi-phased implementation of the Works Yard Replacement project is underway and will continue in 2024 with the construction of a new administration building and structured parking lot. Replacement buildings and structures will be designed to function in the event of a major seismic or flood event. The design for the electrical feed to the site will also be upgraded to triple the capacity to accommodate EV fleet vehicles.





Renewal of the Steveston Playground was initiated with the goal of uniting the space into one cohesive environment and ensuring that the equipment and surfacing meet current standards for safety and inclusion. Throughout various stages of the multi-year design process, the City engaged with the larger community as well as stakeholders such as the Steveston Community Society, Rick Hansen Foundation, and Richmond Centre for Disability.

A Sport Facility Needs Assessment was conducted in collaboration with Richmond Sports Council, local sport organizations and user groups, and the community associations and societies that provide recreation services at City community centres. A prioritized list of sports facility and infrastructure projects was developed, and subsequently endorsed by Council for consideration in future corporate facility and park plans in the next one to 10 years.

Various condition assessments were completed for City assets and facilities. For example:

- Condition assessments for 103 sanitary pump stations were completed to finalize the condition inventory of all 153 City sanitary pump stations. The updated condition inventory will help inform long-term pump station replacement strategies to support sanitary servicing to City residents and businesses.
- A condition assessment of all City-owned bridges was conducted in 2024 to develop a long-term bridge replacement and upgrade strategy.
- Building condition assessments were completed for South Arm Community Hall, Thompson Community Hall and Thompson Community Centre.



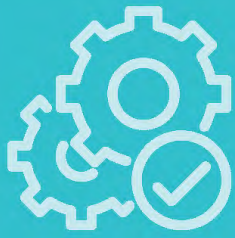
*Bridge Condition Assessment*



Garry Point Park

CNCL - 140





# Responsible Financial Management and Governance

## 2022–2026 Highlights



Richmond City Centre

The City maintained a solid financial position with cash and investment balances of \$1.7 billion and an accumulated surplus that reached \$3.8 billion in 2023. The City's investment portfolio is diversified in a safe manner while earning a reasonable return.

In 2023, a significant update to the Development Cost Charges (DCCs) was completed and approved by Council. This update involved engagement with industry stakeholders and the business community. The updated DCC program now accounts for increased costs and additional infrastructure necessary to support growth, including a portion of the accelerated flood protection costs that are borne by growth. Between January 2023 and June 2024, the City received DCC contributions totalling \$12.6 million through the Building Permit and Subdivision process.

The MyPermit online portal was launched on November 20, 2023, marking a significant milestone in the multi-phased Permitting Optimization Project (POP). The first phase of implementation optimized and streamlined permitting processes for gas, plumbing, and sprinkler permit applications to be accepted online. Throughout the

project, the City actively engaged with the local builder and development community to gather feedback and test the system, allowing for a smooth transition.

In 2023, a review of the *Building Regulation Bylaw No. 7230* was conducted. In 2024, significant changes were adopted by Council, including:

- Implementation of an Occupancy Certificate;
- Clarification of provisions to charge fees for the review of modifications made to instream Building Permit applications;
- Expansion of provisions to extend or expire permits after the start of construction;
- Addition of new provisions to incentivize the completion of permit applications in a timely manner;
- Clarification of conditions for Temporary Structures; and
- Enablement of Provisional Occupancy for Single Family Dwellings.

In 2024, the City completed an updated Pre-Qualified Shortlist, which is valid for three years and provides a

#### 4. Responsible Financial Management and Governance

list of consultants that have been selected as technically competent, trusted and reliable options for City utility infrastructure projects. As part of the process, the City met with industry stakeholders to ensure that the pre-qualification and procurement process was optimized for all parties in order to maximize value to the City. This process improves efficiencies for the City while ensuring effective financial planning and project delivery.



*Licence Plate Recognition*

First launched in September 2022, the Licence Plate Recognition (LPR) system and vehicle-mounted camera has resulted in significant efficiencies that increased parking enforcement coverage and allowed for resource re-allocation to other needs in the community, such as school patrols. Instead of foot patrols, the LPR vehicle can automatically scan license plates to determine parking infractions. In 2023, over 60,000 license plates were scanned and 25,627 parking violation tickets were issued. This is a 17 percent increase in total violations issued compared to 2022.

In 2023, the City conducted a review of emergency support services and introduced a new standard operating procedure in order to achieve a reduced target timeline for service delivery. Since implementation, the City has been successful in achieving the two-hour benchmark that was set as a result of the review.

The City's Utility Budgets and Rates were reviewed and updated in 2023. The update allowed the City to establish rates for full cost recovery, thereby supporting the City's strong financial position. In addition, the rates ensure that residents and businesses pay competitive fees for utility services. The City's operating expenditures continue to be carefully managed and operational efficiencies pursued to minimize impacts on ratepayers.

Through various levels of government and key stakeholders, Richmond was awarded approximately \$108.5 million in grants and funding contributions since November 1, 2022.

The Government of BC approved the City's application to renew the three percent tax on the purchase of accommodation under the Municipal and Regional District Tax (MRDT) Program for a five-year period (2022–2027). The revenues earned through this program will be used for destination marketing and destination enhancement initiatives in Richmond, such as the Community Wayfinding Strategy, the annual Discovery Shuttle and Bike Valet, and programming enhancements at Steveston heritage sites.



*CMHC Funding Announcement*





# A Leader in Environmental Sustainability

2022–2026 Highlights



*Nest Box Program*

In 2023, three new residential developments totaling 1.2 million sq. ft. of floor area were connected to the Lulu Island Energy Company (LIEC) utility to provide low carbon heating, cooling and domestic hot water. LIEC is now servicing 30 buildings totaling 6,456 residential units or 7.3 million sq. ft. of floor space, and has reduced 17,930 tonnes of GHG emissions to date.



*Lulu Island Energy Company*

In 2023, the City continued to expand its EV fleet by acquiring seven passenger EVs, one cargo van EV, five pick-up truck EVs and one fully remote mower. Through the federal government's Incentives for Zero-Emission Vehicles program (iZEV), the City received \$50,000 for 10 of the eligible vehicles acquired in 2023. In 2024, the City plans to acquire 12 additional passenger EVs and one fully electric forklift and intends to apply for the iZEV funding.

The City's water conservation program, which consists of water metering, water pressure management, toilet rebates, and rain barrels, is on-going. In particular, the Universal Multi-Family Water Meter Program was launched in 2022, with 30 multi-family complexes metered between November 2022 and June 2024. Continued implementation of the water conservation program and multi-family water metering promotes water conservation, improves equity, and allows the City to be more efficient with water usage.

The City's inaugural Tree Sale took place in November 2022 with the second annual tree sale taking place in September 2023. Approximately 1,040 trees were sold to Richmond residents to plant on private property, encouraging residents to beautify their homes and increase the City's urban forest tree canopy.



## 5. A Leader in Environmental Sustainability

As part of the Enhanced Pesticide Management Program, the first Chafer Beetle Treatment Rebate was implemented in 2023 to support residents applying biocontrol to manage chafer beetle infestations. Over 2.5 ha of land was also treated for Japanese knotweed to help protect City transportation and utility infrastructure.

In 2024, the City implemented the requirement for property owners to obtain a rodent assessment prior to demolition permit issuance to ensure that rodent issues are identified and addressed prior to construction activity. The goal is to minimize potential impacts from rodents on neighborhoods experiencing increased development pressures.

As part of the City's Nest Box Program, 20 Purple Martin boxes were installed in 2023 with seven boxes reported as being used in the first year. The program supports bird species which benefit from enhanced nesting opportunities and engages volunteers to monitor and maintain nest boxes for barn owls, tree swallows and purple martins.

The City worked with local stakeholders and residents to offer nine tree-planting events and 10 invasive species removal events from November 2022 to March 2024, totaling 860 volunteers engaged. Locations of tree plants and invasive species removals include Terra Nova Rural Park, Garden City Lands, Richmond Nature Park, and Garden City Park.



*Invasive Species Pull Event*

In March 2023, Council adopted the Richmond Circular City Strategy as an action roadmap to achieve 100 percent circularity by 2050. The City also initiated work on a Material Flow Analysis Study identifying how resources, activities, economic development and environmental impacts are connected. The Material Flow Analysis is focused on local buildings, textiles and food systems, and is being supported by grant funding from the FCM.

The City hosted a variety of community engagement events and initiatives to encourage behaviour change within the community focusing on the basics of reducing, reusing and recycling. These include three Rethink Waste Think Tanks, two Shred-a-Thons, 15 Repair Fairs, 29 community workshops, 41 Recycling Depot Tours and various City community events with support from the youth Green Ambassadors.

The City received funding from the Government of BC toward the development of a commercially-focused food hub in Richmond, with the goal of moving the city toward a strong, connected, and innovative food system that provides opportunities for growers, fishers, processors, and creators in the local community. The first phase will be a gap analysis and needs assessment to examine Richmond's current strengths and identify how a Food Hub could respond to those gaps, support agriculture and local food systems, and benefit the economy of the local community.

In response to increased demand for the Community Gardens Program, the City increased the number of plots from 346 to 719 plots across 20,803.6 sq. m. of City and School District land, effectively doubling the size of the community gardens program. New plots were constructed at Cook Neighbourhood Park, Garden City Lands, Hamilton Community Park and along the Railway Greenway.

Enforcement of the *Soil Deposit and Removal Bylaw No. 10200* continued to play an important role in maintaining the integrity of farmland. The number of tickets issued increased from 47 in 2022 to 134 in 2023 and the number of properties brought into compliance increased from 27 in 2022 to 52 in 2023. Compared to 2022, the City also issued more stop work orders and removal orders.



# A Vibrant, Resilient and Active Community

## 2022–2026 Highlights



*South Arm Community Park*

In 2023 and 2024, Council approved the allocation of approximately \$2.2 million through various community grants.

In 2023, the City collaborated with the Richmond Olympic Oval to convert an under-utilized space into a multi-use outdoor sport facilities with funding support from senior levels of government. The Fields is an outdoor sports, entertainment and tourism space located on the Oval's south side. It features over 4,200 sq. m. of multi-sport turf, three hard-surface basketball courts, an outdoor training area and field-side high performance training space.



*The Fields Open House Event*

The City's signature events continued throughout the term including the popular Children's Arts Festival, Cherry Blossom Festival, Doors Open Richmond, the Steveston Salmon Festival, the Richmond Maritime Festival and Culture Days. Highlights in 2023 included the return of the Salmon Festival Parade for the first time since 2019 and the recognition of Richmond as the #1 top Culture Days participating community in BC, placing third nationally among Mid-Size Cities and fourth overall, with 93 activities.

With the return of community programming and event hosting throughout the city, volunteerism grew in 2023 compared to 2022 reflecting an increase in the number of volunteer opportunities. In 2023 there were approximately 3,087 volunteers that contributed a total of 64,951 volunteer hours reported.

For the second time in three years, Richmond earned the title of British Columbia's Most Active Community in 2024 in the ParticipACTION Community Challenge, which recognizes communities across Canada for promoting healthy living and physical fitness, and motivating residents to get active.



## 6. A Vibrant, Resilient and Active Community

The Minoru Lakes Renewal Project was completed and the park re-opened to the public in 2023. The improved space includes new site furniture, a boardwalk, and enhanced viewing areas around the fully reconstructed and redesigned lakes. An important feature added in the park is the new waterfall, which enhances the overall park experience and serves as an important ecological bio-filter for stormwater runoff collected from the surrounding area. Native plantings throughout the lakes provide rich habitats for waterfowl, birds and insects.

The South Arm Community Park playground was revitalized in 2023, resulting in a unique and updated play experience, including multiple play elements and universally inclusive features. From concept design through to implementation, the City worked collaboratively with the South Arm Community Association and the organization contributed \$200,000 for additional play equipment and play value.

Between November 2022 and June 2024, the City planted over 2,000 trees. This includes replacement tree plantings, new trees in parks and three community mini-forest plantings. The City has been implementing the Miyawaki Mini Forest planting method which supports biodiversity and natural succession while outcompeting invasive plants such as Himalayan blackberry.



*Tree Planting*

In April 2023, the inaugural Human Library® initiative facilitated conversations that challenged prejudices and stereotypes while fostering greater cohesion across social, ethnic, and religious divisions. In the two years that the Human Library® has been offered, the library welcomed a total of 21 volunteer “Books” who connected with 60 participant readers at 105 reading sessions to share their personal stories and experiences.

To commemorate the National Day for Truth and Reconciliation on September 30, the Survivors’ Flag was displayed at City Hall for the first time in 2023 to honour residential school Survivors and the communities impacted by the residential school system. A variety of programs and initiatives were hosted throughout Richmond for community members to come together to commemorate the day.

In 2023, the Pride Flag was displayed at City Hall for the first time during Pride Week, signaling support and allyship with Richmond’s 2SLGBTQI+ communities. The City, in partnership with Community Associations and Societies and Richmond Public Library, continues to recognize Pride Week in Richmond with various programs and events to celebrate and honour 2SLGBTQI+ inclusion.

*Hey Viola!* was presented at Gateway Theatre in English with traditional and simplified Chinese subtitles. The performance was a musical exploration of Canadian civil rights trailblazer, Viola Desmond, the fearless woman featured on Canada’s \$10 bill.

On April 8, 2024, Council adopted the Richmond Accessibility Plan 2023–2033 to guide the City’s approach to advancing accessibility in Richmond, over the next 10 years. The plan was developed through a multi-stage process that involved extensive consultation and collaboration with people with disabilities, their families and caregivers, disability-serving organizations, key partners and the public.

A trial subsidy program was launched in May 2023 to support Richmond residents who face financial barriers to completing the training required to become an aquatics instructor or lifeguard. The program aligns with the criteria used by the City’s Recreation Fee Subsidy Program to assess financial need, and provides candidates with a 90 percent subsidy for each required course.



*Instructor and Lifeguard Subsidy Program*





In March 2024, the City completed implementation of several initiatives that supported individuals experiencing homelessness in Richmond, funded through a \$3.35 million provincial UBCM Strengthening Communities' Services program grant awarded in 2021. Initiatives funded through this program included a Drop-in Centre and Shower Program, winter warming centres, clinical support programs, food outreach initiatives, staff training programs, public dialogue sessions, discharge and transition planning from health care, cost recovery initiatives and program coordination.

Building on the success of the Community Services Pop Ups, the Community Services Connectors Pilot Program was developed in partnership by the City and Richmond Public Library with a \$50,000 grant from UBCM. This peer-to-peer resource navigation program trained Richmond community members with lived experience to help residents with lower incomes find and access community resources.

Renovation of the Richmond Cultural Centre Annex facility was completed in 2024, repurposing it into a community art space to meet the needs of the growing community. The facility operates as an extension of the arts and culture programs at the Richmond Cultural Centre and includes an expanded Media Lab, studios for visual and performing arts, a lobby with exhibition space for Richmond artists, and the "History Lab" for Richmond Museum school programs.



*Richmond Cultural Centre Annex*

In 2023, a revitalization at London Farm enhanced the three-acre heritage park along Dyke Road. Working closely with the London Heritage Farm Society, the City developed a master plan and completed significant improvements with grant funding support from Pacific Economic Development Canada.



*London Farm*

*Typha* by Charlotte Wall and Puya Khalili was unveiled at the Middle Arm Waterfront Greenway on Hollybridge Way. The three stainless steel forms embody the interplay of elements, such as water, vegetation and wildlife that interact with human inhabitants and have shaped this landscape over time.



*Typha by Charlotte Wall and Puya Khalili*





Steveston

CNCL - 148



# Awards and Recognition

2023–2026 Highlights



*Minoru Centre for Active Living*

## 2023

### **BC Recreation and Parks Association (BCRPA) Facility Excellence Award**

The City was awarded the BCRPA Facility Excellence Award for projects over \$3 million for Minoru Centre for Active Living. The award recognizes outstanding facility design that reflects community culture and facility spaces that demonstrate innovation in addressing community needs and are accessible to all patrons. Additionally, the facility must serve as a gathering hub, incorporate green design elements to reduce or eliminate negative impacts on the environment and ultimately improve the well-being of the community.



*BCRPA Facility Excellence Award for Minoru Centre for Active Living*

### **British Columbia Economic Development Association (BCEDA) Economic Recovery and Resiliency Award**

The Supply Chain Resiliency Program was recognized with the BCEDA's Economic Recovery and Resiliency Award for communities over 20,000 in population. The program was a joint initiative of three municipalities and involved three key deliverables to help manufacturing businesses succeed in a rapidly changing market: an industrial capabilities inventory; a toolkit for de-risking emerging market opportunities; and a seminar series educating manufacturers about technology adoption opportunities.

### **Canadian Association of Sport Heritage Award of Excellence**

The Richmond Olympic Experience won the 2023 Canadian Association of Sport Heritage Award of Excellence for its "Canada's Game" exhibit, praised for interactive features and forward-thinking partnership with the Hockey Hall of Fame. The exhibit showcases hockey's role in Canadian identity and lifestyle.





Richmond Olympic Experience (ROX)

### **Creative Cities Network of Canada (CCNC) Awards of Excellence**

The City was awarded the CCNC Public Art Legacy Award for *Sea to Sky*, the five-storey integrated glass artwork by Musqueam artist Thomas Cannell located on No. 3 Road as part of the Keltic Development. The artwork was made possible by the City's Private Public Art Program and offers impressive views for pedestrian and vehicular passersby as well as facility users.

### **Energy Globe Foundation National Energy Globe Award**

Lulu Island Energy Company was named winner of the National Energy Globe Award 2023 for the City Centre District Energy Utility expansion project. This award is presented to projects focusing on energy efficiency, renewable energies and the conservation of resources. The foundation also nominated the project for the World Energy Globe Award.

### **Government Finance Officers Association of the US and Canada (GFOA) Canadian Award for Financial Reporting and Outstanding Achievement in Popular Financial Reporting**

The GFOA presented Richmond with the Canadian Award for Financial Reporting and the Outstanding Achievement in Popular Financial Reporting for its 2022 Annual Reports. This marked the 21<sup>st</sup> and 14<sup>th</sup> consecutive years, respectively, that Richmond has received these recognitions.

### **HUB Cycling 2023 Cycling Education Champion Award**

The City received HUB Cycling's 2023 Cycling Education Champion award in recognition of the City's bike courses at public elementary schools and in the community. Students learn fundamental cycling skills as well as rules and responsibilities for riding on city streets and bike paths. In 2022, 1,627 students participated in the program. The program's popularity continued to grow in 2023, with 1,801 students taking part.

### **International Association of Business Communicators (IABC) National Silver Leaf Awards of Merit**

The City received two national Silver Leaf Awards of Merit from IABC. The first award was for the Rethink Waste: Think Tank & Ideas Hub campaign supporting the City's goals to reduce waste and support a circular economy. The second award was for the Richmond Single-Use Plastic Ban campaign, which supported businesses through the transition and increased awareness about the new bylaw, further promoting reusable options in the community with the goal of reducing unnecessary waste and pollution.

### **Planning Institute of British Columbia (PIBC) Award for Enduring Planning Performance**

The City Centre Area Plan was recognized with PIBC's Silver Award for Enduring Planning Performance. This award recognizes and celebrates exemplary long-term planning work and outcomes that remain successful over time.

### **The C.D. Howe Institute Grade "A" Annual Report Card**

The City received a grade of "A" in C.D. Howe's annual report card on municipal budgeting, financial reporting and fiscal transparency. Richmond received the highest grade amongst 32 other major Canadian cities in the report.

## Awards and Recognition

### 2024

#### **Commercial Real Estate Development Association (NAIOP) Awards for Municipal Excellence**

Richmond won the NAIOP's Most Business Friendly Municipal Excellence Award. Informed by the organization's annual Cost of Business Survey, the award recognizes municipalities that create positive business environments due to fees and approval timelines that encourage the creation of industrial space, which supports local businesses and the economy.

#### **Canadian Federation of Independent Business (CFIB) One to Watch – Golden Scissors Award**

The CFIB named Richmond "One to Watch" in its 2024 Golden Scissors Awards for the MyBusiness and MyPermit online service portals that reduce administrative burden and streamline how businesses interact with the City.

#### **International Association of Business Communicators (IABC) Gold Quill Awards**

The City received two international Gold Quill of Excellence awards from the International Association of Business Communicators (IABC) for the Rethink Waste: Think Tank & Ideas Hub and Richmond Single-Use Plastic Ban campaigns. This accomplishment places the City on the global stage in the field of business communication standards.

#### **Planning Institute of British Columbia (PIBC) Award for Excellence in Policy Planning**

The City won the Silver Award for Excellence in Policy Planning for City & Urban Areas for the Richmond Circular City Strategy. Adopted by Council in 2023, the strategy outlines a comprehensive plan to transform Richmond into a zero-emission circular city by 2050 and emphasizes community engagement, stakeholder collaboration, and innovation.

#### **The C.D. Howe Institute Grade "A" Annual Report Card**

The City received a grade of 'A' in C.D. Howe's annual report card on municipal budgeting, financial reporting and fiscal transparency. Showcasing fiscal excellence, for the second consecutive year Richmond was awarded the highest ranking among 32 major Canadian cities, tied only with Quebec City.





*Richmond Nature Park*





## City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1  
Telephone: 604-276-4000  
[richmond.ca](http://richmond.ca)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Anthony Capuccinello Iraci  
General Manager, Law & Community Safety  
Jerry Chong  
General Manager, Finance & Corporate Services  
**Date:** September 18, 2024  
**File:** 03-1000-13-025  
**Re:** **Next Generation 9-1-1**

### Staff Recommendation

That the Chief Administrative Officer and the General Manager, Finance & Corporate Services be authorized to execute and deliver the Next Generation 9-1-1 Implementation and Operation Contract, between the City and Metro Vancouver Regional District, on substantially the terms described in the report titled "Next Generation 9-1-1", from the General Manager, Law & Community Safety and the General Manager, Finance & Corporate Services, dated September 18, 2024.

Anthony Capuccinello Iraci  
General Manager, Law & Community Safety  
(604-276-4064)

Jerry Chong  
General Manager, Finance & Corporate  
Services  
(604-247-4636)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

Historically, 911 dispatch centres and systems have been based on traditional analogue technology which only supports voice calls. The current 911 systems utilize a civic address based methodology to provide geographic information to identify the location of the caller. In the coming years, telecommunications networks across Canada, including the networks used to make 9-1-1 calls, will transition to modern Internet Protocol (IP) technology. This will enable Canadians to access new, enhanced, and innovative 9-1-1 services with IP-based capabilities, referred to as next-generation 9-1-1 (NG9-1-1) services which will support voice, data, text messages and video. For example, Canadians could stream video from an emergency incident, send photos of accident damage or a fleeing suspect, or send personal medical information, including accessibility needs, which could greatly aid emergency responders.

In order to facilitate the transition to NG9-1-1 services, the City is required to provide certain Geographic Information Systems (GIS) data to TELUS Communications Inc. (TELUS), as the designated NG9-1-1 service provider for British Columbia. This report recommends that the City enter into a Next Generation 9-1-1 Implementation and Operation Contract to facilitate the transition to NG9-1-1 services within the City.

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

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

*3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.*

*3.3 Ensure the community is collectively prepared for emergencies and potential disasters.*

### Findings of Fact

The Canadian Radio-television and Telecommunications Commission (CRTC) regulates telecommunications providers. These are the telephone and cell service companies that create the networks that connect 9-1-1 calls to emergency call centres. When a 9-1-1 call is received, these call centres then dispatch emergency responders, such as police, firefighters, and paramedics.

In Telecom Regulatory Policy 2017-182 and Telecom Decision 2019-353, the CRTC has mandated the telecommunications industry to transition to NG9-1-1, pursuant to a prescribed timeline. As part of this process, the CRTC designated TELUS as the sole provider of NG9-1-1 services in British Columbia, for routing calls, sessions or events from BC residents to the appropriate emergency call centre, known as the Public Safety Answering Point (PSAP). As approved by the CRTC, TELUS will recover costs associated with delivering the NG9-1-1 service through a fee levied against each end-user of telephone services in the province.



The existing 9-1-1 system was designed in an era of landline telephones and assumes that calls are coming from a known address. Today, most calls originate from mobile devices without fixed addresses. GIS takes a central role in the NG9-1-1 system, as GIS data will allow the caller and the call-taker to better communicate and quickly identify the location of a 9-1-1 incident. As there is currently no provincial body that acts as a GIS data aggregator, in order to provide the NG9-1-1 services TELUS is required to receive and aggregate GIS data into a dataset for the entire province. Local Government Authorities (LGAs), which include Regional Districts, are required to provide certain GIS data to TELUS as part of the implementation of the NG9-1-1 system.

### **Analysis**

As part of the transition to the NG9-1-1 system, the CRTC approved a template NG9-1-1 Local Government Services Agreement for use between TELUS and local government authorities (LGA) responsible for the provision of emergency services in BC. The template agreement sets out TELUS' and the LGA's obligations in the provision of NG9-1-1 services. Specifically, the agreement requires the LGAs to: (i) ensure all PSAPs operating within their jurisdiction are NG9-1-1 compliant; and (ii) ensure all their member jurisdictions provide required GIS data to TELUS.

Metro Vancouver Regional District (Metro Vancouver) is responsible for 9-1-1 call answer services within the region, and it provides this service through its business partner and service provider, E-Comm 9-1-1. Metro Vancouver is preparing to enter into an agreement with TELUS, based on the CRTC approved template as modified for the local context, by the end of October 2024 (the TELUS NG9-1-1 Agreement), in order to meet the prescribed timelines established by the CRTC.

To ensure it can meet its obligations under the TELUS NG9-1-1 Agreement, Metro Vancouver is requiring each of its members to enter into a form of Next Generation 9-1-1 Implementation and Operation Contract (the Member NG9-1-1 Agreement) by October 14, 2024. Pursuant to the terms of the Member NG9-1-1 Agreement, each member municipality, including the City of Richmond, will agree to maintain certain GIS data and provide it to TELUS.

The key terms of the Member NG9-1-1 Agreement are set out in Attachment 1.

### **Financial Impact**

No impact to the City. TELUS will recover costs associated to this initiative through direct fees levied to each end-user that is provided telecommunications services.

## Conclusion

The legacy 9-1-1 service in Canada is due to be decommissioned by order of the CRTC. In order to provide residents with access to NG9-1-1 services, through calls, sessions and events sent to 9-1-1 call centres, it is recommended that the City enter into the Member NG9-1-1 Agreement, on the terms set out in Attachment 1.



Grant Fengstad  
Director, Information Technology  
(604-276-4096)



Brendan Burns  
Staff Solicitor  
(604-204-8624)

GF:bb

Att. 1: Key Terms of Next Generation 9-1-1 Implementation and Operation Contract

**Key Terms for the  
Next Generation 9-1-1 Implementation and Operation Contract**

<b>Term</b>	
	From the date signed by the City and Metro Vancouver, until the date the TELUS NG9-1-1 Agreement, between TELUS and Metro Vancouver (the TELUS Agreement), expires or is terminated. The TELUS NG9-1-1 Agreement has an initial term of five years, which will be automatically renewed for successive five year terms. Either Metro Vancouver or TELUS can terminate the TELUS NG9-1-1 Agreement by giving the other party at least 6 month's written notice before the end of the applicable term.
<b>PSAP</b>	
	The City will not operate a PSAP, or retain any entity to provide PSAP services, unless certain notice conditions are met, and the new PSAP is a designated PSAP under the TELUS NG9-1-1 Agreement.
<b>City GIS Obligations</b>	
	<p>In respect of the geographic area of the City of Richmond, the City will:</p> <ol style="list-style-type: none"> <li>1. maintain civic location GIS data;</li> <li>2. provide civic location GIS data directly to TELUS;</li> <li>3. when required by TELUS, associate civic location GIS data with emergency service zones;</li> <li>4. inform TELUS of changes in civic location GIS data as soon as possible;</li> <li>5. correct discrepancies and errors with submitted civic location GIS data maintained by the City, as soon as possible after receiving notice from TELUS; and</li> <li>6. provide TELUS access to the City's data file of street names and house number ranges (Master Service Addressing Guide) until the legacy 9-1-1 system is decommissioned.</li> </ol>
<b>GIS Data Exceptions</b>	
	The City is not required to maintain or provide GIS data for provincial highways, federal highways, or other types of federal lands (including airport lands and port lands). The City will use reasonable commercial efforts to collaborate with Metro Vancouver, the Province, and the Government of Canada to facilitate the submission to TELUS of civic location GIS data for provincial highways and federal lands.
<b>Confidential Information Consent Form</b>	
	The City will deliver to TELUS a Confidential Information Consent Form, detailing who TELUS can disclose the City's information to.



<b>Indemnity</b>	
	The City will indemnify Metro Vancouver against all reasonable claims and expenses that Metro Vancouver incurs as a result of a breach by the City of its obligations relating to the protection of privacy and confidential information, and compliance with applicable laws, set out in the agreement, except to the extent resulting from wrongful acts or gross negligence of Metro Vancouver.
<b>TELUS' Rights</b>	
	The City acknowledges that TELUS has the right to suspend the entirety or a portion of the NG9-1-1 service if TELUS has reasonable cause to believe that Metro Vancouver's NG9-1-1 traffic is compromised or otherwise poses a risk to the NG9-1-1 service or the TELUS NG9-1-1 network.



# City of Richmond

## Report to Committee

**To:** Finance Committee **Date:** September 17, 2024  
**From:** Jerry Chong, CPA, CA **File:** 03-0975-01/2024-Vol 01  
General Manager, Finance and Corporate Services  
**Re:** **Amendments to the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515**

### Staff Recommendation

That the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515" dated September 17, 2024, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.

Jerry Chong, CPA, CA  
General Manager, Finance and Corporate Services  
(604-276-4064)

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	Information Technology <input checked="" type="checkbox"/>
Building Approvals	<input checked="" type="checkbox"/>	Law <input checked="" type="checkbox"/>
Climate & Environment	<input checked="" type="checkbox"/>	Parks Services <input checked="" type="checkbox"/>
Community Bylaws	<input checked="" type="checkbox"/>	Policy Planning <input checked="" type="checkbox"/>
Community Safety Admin	<input checked="" type="checkbox"/>	Real Estate Services <input checked="" type="checkbox"/>
Community Social Development	<input checked="" type="checkbox"/>	Recreation Services <input checked="" type="checkbox"/>
Corporate Programs Management Group	<input checked="" type="checkbox"/>	Richmond Public Library <input checked="" type="checkbox"/>
Development Applications	<input checked="" type="checkbox"/>	Risk Management <input checked="" type="checkbox"/>
Engineering	<input checked="" type="checkbox"/>	Roads & Construction <input checked="" type="checkbox"/>
Facility Services & Project Development	<input checked="" type="checkbox"/>	Sanitary Sewer Utility <input checked="" type="checkbox"/>
Fire Rescue	<input checked="" type="checkbox"/>	Sanitation and Recycling Utility <input checked="" type="checkbox"/>
Flood Protection Utility	<input checked="" type="checkbox"/>	Transportation <input checked="" type="checkbox"/>
Housing Office	<input checked="" type="checkbox"/>	Water Utility <input checked="" type="checkbox"/>
Human Resources	<input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515 was adopted on January 29, 2024. Included in the Consolidated 5 Year Financial Plan (5YFP) are the City's 2024 Capital, Utility and Operating Budgets. The following budget amendments are for the 2024 Capital, Utility and Operating Budgets of the City and the Richmond Public Library Budget.

This report supports Council's Strategic Plan 2022-2026 Strategy #4 Responsible Financial Management and Governance:

*4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*

### Analysis

Subsequent to the adoption of the 5YFP, new projects and changes to previously established programs have occurred. Individual staff reports detailing the amendments in section 1 have been presented to Council for approval.

Increases to the operating, utility, and capital budget are required where expenses were not contemplated in the 5YFP. The current expenditure bylaw does not include these amounts and in order to comply with Section 173 of the *Community Charter*, the 5YFP needs to be amended to have authority to incur these expenditures. There is no tax impact for any of these amendments.

1) The Council approved amendments to the Consolidated 5 Year Financial Plan (2024-2028) presented in order of Council meeting dates, are:

a) At the Council meeting on October 24, 2022, Council approved the following:

- (1) *That the No. 3 Road South Drainage Pump Station and Dike Upgrade submission to the Investing in Canada Infrastructure Program for the Adaptation, Resilience & Disaster Mitigation program sub-stream, as outlined in the staff report titled "2022 ICIP Adaptation, Resilience & Disaster Mitigation – Green Infrastructure Grant Application – No. 3 Road South Drainage Pump Station and Dike Upgrade" dated September 15, 2022 from the Director, Engineering be endorsed;*
- (2) *That should the grant application be successful, the Chief Administrative Officer and General Manager, Engineering and Public Works, be authorized on behalf of the City to enter into an agreement with the Province for the above mentioned project; and*
- (3) *That should the grant application be successful, a capital submission of \$13,000,000 for the No. 3 Road South Drainage Pump Station and Dike Upgrade be approved with funding from the above mentioned grant, the Drainage Improvement Reserve and Drainage DCC Program, as outlined in*



*the staff report titled “2022 ICIP Adaptation, Resilience & Disaster Mitigation – Green Infrastructure Grant Application – No. 3 Road South Drainage Pump Station and Dike Upgrade” dated September 15, 2022 from the Director, Engineering, and that the Consolidated 5-Year Financial Plan (2023-2027) be amended accordingly.*

The City was informed that this funding application has been approved for a total of \$9,532,900. Based on the updated DCC Bylaw (Bylaw No. 10436) that became effective on July 24, 2023, the funding from the Drainage Development Cost Charge (DCC) and the Drainage Improvement Reserve has been adjusted to \$2,722,500 and \$744,600 respectively. The 2024 Capital Budget for the Flood Protection Program will be increased by \$13,000,000 to support the No. 3 Road South Drainage Pump Station and Dike Upgrade.

b) At the Council meeting on October 23, 2023, Council approved the following:

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

The City was informed that the funding application for Nature-Based Flood Protection Solutions Assessment (\$150,000) and Dike Rehabilitation (\$2,500,000) has been approved. The application for the Emergency Flood Protection Equipment was not approved. The 2024 Capital Budget for the Flood Protection program will be increased by \$2,650,000.

c) At the Council meeting on January 15, 2024, Council approved the following:

- (1) That the 2024 Community Mural Program Projects as presented in the staff report titled “2024 Community Mural Program Projects”, dated November*

*15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2024-2028) is adopted by Council; and*

*(2) That external contributions received for the 2024 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5 Year Financial Plan (2024-2028).*

The City received \$37,800 of external cash contributions from various applicants. The Arts, Culture and Heritage operating budget will be increased by \$37,800 funded by external cash contributions for the 2024 Community Mural Program Projects.

d) At the Council meeting on March 11, 2024, Council approved the following:

- (1) That Contract 8180P – Information Technology Service Management Solution”, be awarded to Kifinti Solutions for a two-year term for an aggregate value of \$454,805.90, as described in the report titled “Award of Contract 8180P – Information Technology Service Management Solution” dated January 12, 2024, from the Director, Information Technology;*
- (2) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the initial two-year contract by five years up to the maximum term of seven years, for an additional value of \$294,774.31;*
- (3) That funding in the amount of \$58,201.58 be transferred from the Information Technology Operating Budget to the Capital Project (CY00075 – IT Service Management System Replacement) and the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly; and*
- (4) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Kifinti Solutions Inc. over the seven-year term.*

The 2024 Capital Budget - Information Technology Program will be increased by \$58,202 funded by a transfer from Information Technology (IT) 2024 Operating budget for IT service management system replacement.

e) At the Council meeting on March 11, 2024, Council approved the following:

- (1) That the Terms of Reference for the public artwork at the New Capstan Village Neighbourhood Park, as presented in the report titled “New Capstan Village Neighbourhood Park Public Artwork Terms of Reference”, from the Director, Arts, Culture and Heritage Services, dated February 5, 2024, be approved;*

- (2) That additional expenditures in the amount of \$216,925 for the New Capstan Village Neighbourhood Public Artwork and corresponding funding from the Public Art Program reserve be approved; and*
- (3) That the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*

The Arts, Culture and Heritage operating budget will be increased by \$216,925 funded by the Public Art Program Reserve for New Capstan Village Neighbourhood Public Artwork.

f) At the Council meeting on March 25, 2024, Council approved the following:

- (1) That Contract 8247P – Security Guard Services be awarded to The British Columbia Corps of Commissionaires for a three-year term for an estimated value of \$1,351,000.00, excluding taxes, as described in the report titled “Award of Contract 8247P – Security Guard Services,” dated February 12, 2024 from the Director, Facilities and Project Development;*
- (2) That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum term of five years, for the additional estimated value of \$971,000.00, excluding taxes;*
- (3) That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contracts and all related documentation with The British Columbia Corps of Commissionaires; and*
- (4) That the Consolidated 5 Year Financial Plan (2024-2028) be amended to increase the Engineering and Public Works operating budget by \$272,234.00 funded by the Rate Stabilization Account as detailed in the report titled “Award of Contract 8247P – Security Guard Services,” dated February 12, 2024, from the Director, Facilities and Project Development.*

The Facility Services operating budget, within Engineering and Public Works, will be increased by \$272,234 funded from the Rate Stabilization Account for security guard services.

- g) At the Closed Council meeting on March 25, 2024, Council approved a one-time allocation of \$3,800,000 from the Affordable Housing Reserve, with spending expected to commence in 2025.
- h) At the Council meeting on April 22, 2024, Council approved the following:
  - (1) That Option 3, as outlined in the staff report titled “Clothing and Textile Waste”, dated March 5, 2024, be endorsed;*



- (2) That a letter be written to the Honourable George Heyman, Minister of Environment and Climate Change Strategy, to request the establishment of an extended producer responsibility program for post-consumer textile waste in British Columbia; and*
- (3) That one-time funding of \$60,000 from the General Waste and Recycling Provision for the Clothing and Textile Waste expenditures be approved, and that the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*

The Sanitation and Recycling operating budget will be increased by \$60,000 funded from the General Waste and Recycling Provision for clothing and textile waste expenditures.

- i) At the Council meeting on May 27, 2024, Council approved the following:

- (1) That the increase in project budgets for the Cambie Road and No. 5 Road Intersection Upgrade, No. 2 Road Multi-Use Pathway and Active Transportation Program 2022 be approved as presented in the report “Cambie Road and No. 5 Road Intersection Upgrade, No. 2 Road Multi-Use Pathway and Active Transportation Improvement Program 2022 –Project Update” dated April 24, 2024 from the Director, Transportation and Director, Engineering; and*
- (2) That the 5 Year Financial Plan (2024-2028) be amended accordingly.*

The 2024 Capital Budget for the Roads program will be increased by a total of \$2,206,816 funded by an external grant. \$767,066 will be allocated to the Active Transportation Improvements Program (2022), \$749,750 to the No. 2 Road Multi-Use Pathway (2021), and \$690,000 to the Cambie Road and No. 5 Road Intersection Upgrade (2020).

- j) At the Council meeting on May 27, 2024, Council approved the following:

- (1) That the report titled “Municipal Top-Ups for Heat Pump Retrofits in Existing Ground-Oriented Residential Homes” from the Director, Sustainability and District Energy, dated May 6, 2024, be endorsed;*
- (2) That the City enter into a Municipal Contribution Agreement with the Province of BC and BC Hydro to offer top-up incentives for heat pump and electrical service upgrades for ground-oriented residential homes in Richmond, and the General Manager, Engineering and Public Works/Deputy Chief Administrative Officer or Chief Administrative Officer be authorized to execute the agreement; and*

- (3) That the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*

The Climate & Environment operating budget will be increased by \$130,000 funded from the Local Government Climate Action Program (LGCAP) grant revenues for heat pump and electrical service upgrade rebate program. Climate & Environment anticipates spending \$60,000 in 2024 and \$70,000 in 2025 for this upgrade rebate program.

- k) At the Council meeting on June 10, 2024, Council approved the following:

- (1) That Council endorse a funding application in the amount of \$175,000, to be submitted to the Federation of Canadian Municipalities (FCM), to conduct a feasibility study on a low-interest energy retrofit financing program for existing ground-oriented residential buildings;*
- (2) That the Chief Administrative Officer and General Manager, Engineering and Public Works, be authorized to enter into a funding agreement with FCM, should the application be successful; and*
- (3) That the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*

The Climate & Environment operating budget will be increased by \$220,000 funded from the Local Government Climate Action Program (LGCAP) grant revenues for the feasibility study.

- l) At the Council meeting on June 24, 2024, Council approved the following:

- (1) That Contract 8225Q – Bike Reuse Pilot Program as detailed in the staff report titled “Award of Contract 8225Q – Bike Reuse Pilot Program” dated May 14, 2024 from the Director, Public Works Operations be awarded for an initial one-year term effective August 1, 2024 to Pedal Foundation for an estimated total value of \$82,269; and*
- (2) That one-time funding of \$91,000 from the General Solid Waste and Recycling Provision for the Bike Reuse Pilot expenditures be approved and that the Consolidated 5 Year Financial Plan (2024-2028) be amended accordingly.*

The Sanitation and Recycling operating budget will be increased by \$91,000 funded from the General Solid Waste and Recycling Provision for Bike Reuse Pilot expenditures.

- m) At the Council meeting on July 8, 2024, Council approved the following:

- (1A) *That the program, Site A location, two-storey form and concept design as described in the staff report titled, "Hugh Boyd Community Facility and Fieldhouse – Program, Site Selection, Form and Concept Design," dated June 3, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services, be approved;*
- (1B) *That staff be directed to consider the costs and utility for a movable wall for the proposed second floor multi-use space and replacing the server room with a kitchen;*
- (2) *That the capital budget in the amount of \$19 million be approved and funded from the Growing Communities Reserve Fund (\$17,712,669) and Capital Building and Infrastructure Reserve (\$1,287,331) as outlined in the report titled, "Hugh Boyd Community Facility and Fieldhouse – Program, Site Selection, Form and Concept Design," dated June 3, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services; and*
- (3) *That the Consolidated 5 year Financial Plan (2024-2028) be amended accordingly.*

The 2024 Capital Budget – Building Program will be increased by \$19,000,000 which comprised of \$17,712,669 funded by the Growing Communities Reserve Fund and \$1,287,331 from Capital Building and Infrastructure Reserve for the Hugh Boyd Community Facility and Fieldhouse.

- n) At the Closed Council meeting on July 22, 2024, Council approved to increase the Parks operating budget by \$3,100,000. \$2,100,000 will be funded from the Rate Stabilization Account and \$1,000,000 funded from appropriated surplus.
- o) At the Council meeting on July 22, 2024, Council approved the following:

*That Option 2C - Limited Service Kitchen, with Premium Movable Wall, is the preferred option from Table 3 in the staff report titled, "Hugh Boyd Community Facility and Fieldhouse – Referral Response," dated July 9, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services and, that the capital budget and Consolidated 5 year Financial Plan (2024-2028) be amended by \$850,000.*

The 2024 Capital Budget – Building Program will be increased by \$850,000 funded by the Capital Building and Infrastructure Reserve for the Hugh Boyd Community Facility and Fieldhouse.

- 2) Budget Amendment Policy 3001 states that changes to the Capital Budget be reported to the Finance Committee and included in the staff report when the City's 5 Year Financial Plan amendments are presented. The following amendments to the Capital Budget are funded by



external contributions, transfer of existing budget resources, or funding from reserves or provisions:

- a) i. The budget for the existing projects will be increased by a total of \$618,380 funded by external grants and contributions approved or received throughout the year that were not outlined in the previous section. The increase in the existing capital budget by program is summarized in Table 1:

**Table 1: Budget increase funded by external contributions (in \$000's)**

<b>Capital Programs</b>	<b>Amount</b>
Infrastructure Advanced Design and Minor Public Works	\$218
Parks	160
Equipment	137
Roads	103
<b>Total</b>	<b>\$618</b>

- ii. The Consolidated 5 Year Financial Plan includes an estimate of \$10,000,000 in Contingent External Contributions for external grants and contributions that may be approved or received throughout the year for various capital projects. Spending will only be incurred if the funding is confirmed. Once the funding is confirmed, the amount is transferred into the applicable capital program. The entire amount has been utilized to date.
- b) i. At the Closed Council meeting on May 27, 2024, Council approved a capital transaction where 94.05% will be funded from Parks Acquisition DCC and 5.95% will be funded from Capital Reserve (Revolving). The portion funded from Capital Reserve (Revolving) presents the portion of the capital project that benefits existing population and the required 1% DCC municipal assist factor. Since funding was not fully available within the approved Parkland Acquisition capital projects on the transaction date, this transaction was partially funded by the Strategic Land Acquisition capital projects. Therefore, repayment from the Parks Acquisition DCC program and the Capital Reserve (Revolving) to the Capital Reserve (Industrial Use Fund), including interest, is required for the amount funded through the Strategic Land Acquisition capital projects. An estimate for the repayment from the Parks Acquisition DCC program and the Capital Reserve (Revolving) to the Capital Reserve (Industrial Use Fund) will be included as an amendment to the Consolidated 5 Year Financial Plan for expenditure authorization until the amount is fully repaid.
- ii. The capital budget for the Land program will be increased by \$36,200,000 funded by the Capital Reserve (Industrial Use Fund) for the approved budget being used for this transaction.
- c) At the time of the Council approval of the 2024 Capital Budget report, there was insufficient funding in the Parks Development DCC program to fund two recommended capital submissions (Hugh Boyd Community Park Playground Renewal and Minoru

Lakes Renewal: Phase 2). Therefore, these two capital submissions were approved to be funded from Parks Acquisition DCC program for a total amount of \$940,500 and be repaid from Parks Development DCC program. The repayment from the Parks Development DCC program to the Parks Acquisition DCC program is included as an amendment to the Consolidated 5 Year Financial Plan.

- d) At the Richmond Public Library's Board meeting on July 31, 2024, the Library Board approved the utilization of \$350,000 from IT Infrastructure Provision and \$360,000 from Library Enhancement Provision to support two facility renovation projects at the Brighthouse library. The 2024 Capital Budget - Building program will be increased by \$710,000 funded by Library's IT Infrastructure Provision (\$350,000) and Library Enhancement Provision (\$360,000) for the facility renovation at the Brighthouse Library.
- 3) Budget Amendment Policy 3001 states that changes to salaries be reported to the Finance Committee. The following amendments will result in no tax impact to the 2024 Operating Budget:
- a) Increase City's salary budget by \$6,816,000 funded by appropriated surplus for the CUPE 718 and 394 Collective Agreements that were ratified on May 21, 2024. The increase for the salary budget is summarized in Table 2:

**Table 2: Salary increase funded by appropriated surplus (in \$000's)**

<b>City Divisions</b>	<b>Amount</b>
Parks, Recreation and Culture	1,874
Engineering and Public Works	1,655
Finance and Corporate Services	710
Law and Community Safety	688
Sanitary Sewer Utility	556
Planning and Development Services	472
Water Utility	469
Sanitation and Recycling Utility	237
Corporate Administration	108
Flood Protection Utility	47
<b>Total</b>	<b>\$6,816</b>

- b) Reallocate \$180,000 within Building Approval operating budget from salaries to consulting expenses for plan review.
- c) Included in the Local Government Climate Action Program (LGCAP) grant revenues is funding of \$55,125 for a one year Temporary Full-Time Corporate Energy Manager from September to December 2024.
- d) Reallocate \$57,194 from Parks, Recreation and Culture salary budget to Law and Community Safety salary budget for Wharves Bylaw Enforcement.



- e) Increase Project Development's salary budget for \$453,988 for three regular full-time positions: Project Coordinator, Project Manager and Senior Project Manager funded from the Works Yard Replacement capital project.
  - f) Included in the Housing Accelerator Fund grant is salary estimates of \$1,304,546 for various Development Applications and Housing Office positions, including the Housing Director.
- 4) Budget Amendment Policy 3001 states that increases in City's expenditures are only permitted where funding is from sources other than taxation and utility fees. The following amendments to the Operating and Utility Budget are funded by external grants, transfer of existing budget resources, or funding from provisions or reserve and has no tax impact.
- a)
    - i. An estimate of \$7,000,000 had been included in the budget for operating grants that the City had applied for or will apply for in the future as funding programs are announced. Spending will only be incurred against this estimated budget in accordance with the approved funding agreement for the specific initiative. Approved funding will be transferred to the appropriate division's budget through the financial plan amendment. The entire estimated amount has been utilized to date.
    - ii. The following Table 3 summarizes the confirmed grant funding by department. The operating budget will be increased accordingly.

Table 3 Department Operating Grants – Summary (in \$000's)		Ref	Amount
<b>Arts, Culture and Heritage Services</b>			
1	Japanese Canadian Legacies Society grant for Japanese Canadian Boat Building Exhibit		200
2	Canadian Heritage's Celebrate Canada Program grant for Steveston Salmon Festival		25
3	Ministry of Tourism, Arts, Culture, and Sport grant for Cherry Blossom Festival		4
<b>Climate &amp; Environment</b>			
4	LGCAP grant for Energy Retrofits Financing Options Feasibility Study	1k	220
5	LGCAP grant for Municipal Rebate Program for Heat Pump Retrofits	1j	60
6	LGCAP grant to fund Temporary Full Time Corporate Energy Manager	3c	55
<b>Community Recreation Services</b>			
7	ParticipACTION 2024 Community Challenge grant		15
<b>Community Social Development</b>			
8	Government of Canada's New Horizons for Seniors Program grant to facilitate a community-based project to support seniors in Richmond		25
9	Richmond Accessibility Plan 2023-2033 from Disability Alliance BC		4
<b>Development Applications</b>			
10	Housing Accelerator Fund		542

<b>Table 3 Department Operating Grants – Summary (in \$000's)- continued</b>		<b>Ref</b>	<b>Amount</b>
<b>Housing Office</b>			
11	Housing Accelerator Fund		5,548
<b>Parks Programs</b>			
12	The Living Cities Canada Fund from Green Communities Canada		15
13	TD Bank Tree Days grant		5
<b>Policy Planning</b>			
14	Province of BC capacity funding for local government implementation of the legislative changes to support housing initiatives		1,146
<b>Project Development</b>			
15	Rick Hansen Foundation grant for accessibility upgrades of City Facilities		82
<b>Risk Management</b>			
16	Municipal Insurance Association of British Columbia grant for cybersecurity enhancements		150
<b>Total Amended 2024 Department Operating Grants</b>			<b>\$8,096</b>

- b) Increase the operating and utility budget by \$1,760,000 funded by recoverable revenue through a developer service agreement. The contract expense will be increased by \$880,000 in 2024 and \$880,000 in 2025 and is expected to be recorded as tangible capital assets including approximately \$1.3M in Roads infrastructure, \$0.2M in Flood Protection infrastructure, \$0.1M in Water infrastructure and \$0.1M in Sanitary Sewer infrastructure.
- c) Reallocate \$660,000 within the Law and Community Safety operating budget from Policing to Fire Rescue, Community Bylaws and Business Licenses for the purchase of personal protective equipment and to Community Safety Administration for consulting expenses.
- d) Increase Richmond Public Library operating budget by \$272,000 for various programs and initiatives previously approved by the Library Board funded from Library's General Operating Surplus.
- e) Increase Human Resources operating budget by \$250,000 funded by the Arbitration Provision for arbitration expenses.
- f) Increase Roads operating budget by \$160,604 funded by developer receivable revenues for structural assessment and monitoring of the No. 2 Road Bridge.
- g) Increase the Fire Rescue operating budget by \$60,000 for recruitment costs recovered from candidates.
- h) Increase the Corporate Programs Management Group operating budget by \$45,360 for consulting costs recovered from Tourism Richmond.



- i) Reallocate \$23,000 from Fiscal operating budget to Facility Services operating budget for vehicle usage charges.
  - j) Reallocate \$16,000 operating expenditure budget from Heritage Services with \$13,000 being reallocated to Community Bylaws and the remaining \$3,000 reallocated to Parks Services; and reallocate \$16,000 operating revenue budget from Heritage Services to Community Bylaws for Wharves Bylaw Enforcement.
- 5) The following amendment represents an administrative change and has no tax impact:
- a) Subsequent to the approval of the 2024 budget, the CAO announced a reorganization, which has resulted in the following change to the financial plan:
    - i. The Law department is moved from the Law and Legislative Services division to the Law and Community Safety division (formerly the Community Safety division).
    - ii. The Legislative Services department is moved from the Law and Legislative Services division to the Finance and Corporate Services division.
    - iii. The Law & Legislative Services division line is removed.
    - iv. The Transportation department is moved from the Planning and Development Services division to the Engineering and Public Works division.
    - v. The Affordable Housing section is moved from Community Social Development to the Housing Office.

### Financial Impact

The proposed 2024-2028 budget amendments have no tax impact. Additional expenses included in the amended financial plan are funded by external sources or existing appropriations.

Table 4 summarizes the changes to operating and utility revenue and expenses. The Consolidated 5 Year Financial Plan (2024-2028) Amendment is presented in Attachment 1.

Table 4 Net Budget – Summary of Changes (in \$000's)		Ref	Amount
<b>Net Budget as at January 29, 2024</b>			<b>\$81,573</b>
<b>Revenue</b>			
1	Parks Acquisition DCC Repayment	2b.i, 2c	36,116
2	No. 3 Road South Drainage Pump Station and Dike Upgrade	1a	12,255
3	Confirmed grant funding for Operating and Utility budgets	Table 3	8,096
4	UBCM Community Emergency Preparedness Fund	1b	2,650
5	TransLink and ICBC Funding Programs (2020-2023)	1i	2,207
6	Service Agreement Contribution at 23233 Gilley Road (Lot 2) and 23100 Garripie Avenue (Lot 3)	4b	880
7	Various Grants and External Sources for Capital Projects	2a.i	618
8	Structural Assessment and Monitoring of the No. 2 Road Bridge	4f	161
9	Firefighter recruits cost recoveries	4g	60
10	Consulting costs recovered from Tourism Richmond	4h	45
11	2024 Community Mural Program external contributions	1c	38

<b>Table 4 Net Budget – Summary of Changes (in \$000's)- continued</b>		<b>Ref</b>	<b>Amount</b>
12	Reallocation of Heritage to Wharves Bylaw Enforcement	4j	-
13	Removed estimated external grants	4a.i	(7,000)
14	Contingent External Contributions	2a.ii	(10,000)
<b>Total Revenue Amendments</b>			<b>46,126</b>
<b>Expenses</b>			
1	Confirmed grant funding for Operating and Utility budgets	Table 3	8,096
2	Ratification of Collective Agreements for CUPE 718 and 394	3a	6,816
3	Increase in the Parks operating budget	1n	3,100
4	Security Guard Services at City Hall and City Hall Annex funded by Rate Stabilization Account	1f	272
5	Library programs & initiatives funded from general operating surplus	4d	272
6	Arbitration expenses funded from Arbitration Provision	4e	250
7	Capstan Village Neighbourhood Public Artwork funded by Public Art Program Reserve	1e	217
8	No. 2 Road Bridge Structural Assessment receivable	4f	161
9	Bike Reuse Pilot Program fund from General Solid Waste and Recycling Provision	1l	91
10	Clothing and Textile Waste expenses funded by General Waste and Recycling Provision	1h	60
11	Firefighter recruits cost recoveries	4g	60
12	Consulting costs recovered from Tourism Richmond	4h	45
13	2024 Community Mural Program external contributions	1c	38
14	One-time allocation from Affordable Housing Reserve *	1g	-
15	Service Agreement Contribution at 23233 Gilley Road (Lot 2) and 23100 Garripie Avenue (Lot 3)	4b	-
16	Reallocate of vehicle usage charge operating budget from Fiscal to Facility Services	4i	-
17	Reallocate Law and Community Safety operating budgets for consulting expenses and purchase of personal protective equipment	4c	-
18	Reallocation of Wharves Bylaw Enforcement and Programming	3d, 4j	-
19	Regular full-time positions for Project Coordinator, Project Manager and Senior Project Manager funded from the Works Yard Replacement capital project	3e	-
20	Reallocate Building Approval salary budget to consulting for plan review	3b	-
21	Division reorganization changes to the financial plan	5a	-
22	Transfer IT 2024 Operating Budget to fund 2024 Capital Budget for IT service management system replacement	1d	(58)
23	Removed estimated external grants	4a.i	(7,000)
<b>Total Expenses Amendments</b>			<b>12,420</b>
<b>NET AMENDMENT</b>			<b>33,706</b>
<b>Total Amended 2024 Net Budget</b>			<b>\$115,279</b>

\*No change to the 2024 expense budget as spending is not expected to be incurred until 2025.



Table 5 summarizes the changes to the Capital Budget. The Amended Capital Plan Funding Sources for 2024-2028 is presented in Attachment 2 and the Amended Capital Plan Summary for 2024-2028 are presented in Attachment 3.

Table 5 Capital Budget – Summary of Changes (in \$000's)		Ref	Amount
<b>City Capital Budget as at January 29, 2024</b>			<b>\$210,900</b>
1	No. 3 Road South Drainage Pump Station and Dike Upgrade	1a	13,000
2	UBCM Community Emergency Preparedness Fund	1b	2,650
3	IT Service Management System Replacement	1d	58
4	TransLink and ICBC Funding Programs (2020-2023)	1i	2,207
5	Hugh Boyd Community Facility and Fieldhouse	1m, 1o	19,850
6	Various Grants and External Sources	2a.i	618
7	Contingent External Contributions	2a.ii	(10,000)
8	Parks Acquisition DCC Repayment	2b.i	37,401
9	Strategic Real Estate Acquisition Budget Increase	2b.ii	36,200
10	Parks Development DCC Repayment	2c	940
11	Facility Renovation at Brighthouse Library	2d	710
<b>Sub-total</b>			<b>103,634</b>
<b>Total Amended 2024 City Capital Budget</b>			<b>\$314,534</b>

The Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604 is included as Attachment 4.

### Conclusion

Staff recommend that Council approve the 2024 Capital, Operating, Utility and Richmond Public Library Budget amendments to the Consolidated 5 Year Financial Plan Bylaw. The proposed 2024 budget amendments have no tax impact.

The 2024 financial plan amendment includes approved capital grants and contributions totaling \$15,008,096 and operating grants totaling \$8,096,000.

Table 6 summarizes the amendment changes to the Consolidated 5 Year Financial Plan Bylaw.

Table 6 Summary of Changes (in \$000's)	2024 Budget Changes
<b>Revenue</b>	
Sales of Services	\$1,086
Provincial and Federal Grants	1,768
Other Revenue	(574)
Development Cost Charges	38,838
Other Capital Funding Sources	5,008
<b>Total Revenue Amendments</b>	<b>46,126</b>



Table 6 Summary of Changes (in \$000's)- continued		2024 Budget Changes
<b>Expenses</b>		
Law and Community Safety		3,877
Engineering and Public Works		12,757
Parks, Recreation and Culture		5,422
Planning and Development Services		(2,493)
Finance and Corporate Services		3,110
Corporate Administration		403
Law and Legislative Services		(5,367)
Fiscal		(7,021)
<b>Utility Budget</b>		
Water Utility		469
Sanitary Sewer Utility		556
Sanitation and Recycling Utility		388
Flood Protection Utility		47
Richmond Public Library		272
<b>Total Expense Amendments</b>		<b>12,420</b>
<b>Net Changes</b>		<b>33,706</b>
<b>Transfers</b>		
Bylaw 7812 S.1.1.1 (j)		(217)
Transfer To (From) Surplus		(10,803)
Capital Expenditures - Current Year		103,634
Capital Funding		(58,908)
<b>Total Transfers/Amortization Amendments</b>		<b>33,706</b>
<b>Balanced Budget</b>		<b>\$-</b>

As required in Section 166 of the *Community Charter*, staff will conduct a process of public consultation prior to bylaw adoption, which is anticipated to be October 21, 2024.



Mike Ching, CPA, CMA  
Director, Finance  
(604-276-4137)

MC:gh

- Att. 1: Amended Revenue, Expenses and Transfers (2024-2028)  
 2: Amended Capital Plan Funding Sources (2024-2028)  
 3: Amended 5 Year Capital Plan Summary (2024-2028)  
 4: Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604

**CITY OF RICHMOND**  
**CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)**  
**AMENDED REVENUE AND EXPENSES**  
**(In \$000's)**

	2024 Amended Budget	2025 Amended Plan	2026 Amended Plan	2027 Amended Plan	2028 Amended Plan
<b>Revenue:</b>					
Taxation and Levies	306,676	329,002	350,202	369,190	389,906
Utility Fees	148,459	161,525	174,620	188,412	203,477
Sales of Services	55,641	57,288	57,787	58,975	60,140
Provincial and Federal Grants	28,405	29,314	30,261	30,808	31,366
Investment Income	25,635	23,356	21,174	19,180	17,300
Other Revenue	14,962	13,442	13,645	13,884	14,129
Payments In Lieu of Taxes	14,650	15,095	15,547	16,016	16,499
Licenses and Permits	12,832	13,087	13,341	13,603	13,870
Gaming Revenue	12,500	12,500	12,500	12,500	12,500
Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Development Cost Charges	55,445	18,145	20,117	13,655	10,814
Other Capital Funding Sources	27,486	25,094	15,155	11,400	11,400
	<b>\$748,331</b>	<b>\$743,488</b>	<b>\$769,989</b>	<b>\$819,044</b>	<b>\$827,041</b>
<b>Expenses:</b>					
Law and Community Safety	158,937	163,207	170,166	176,203	182,445
Engineering and Public Works	86,187	82,971	85,105	86,598	88,113
Parks, Recreation and Culture	85,155	77,212	79,959	81,888	83,859
Planning and Development Services	42,690	35,678	32,872	33,735	35,847
Finance and Corporate Services	35,027	33,409	34,873	35,810	36,771
Corporate Administration	11,709	11,100	11,521	11,863	12,215
Fiscal	26,696	33,372	35,955	39,019	42,244
Debt Interest	4,769	3,926	3,926	3,926	3,926
<b>Utility Budget</b>					
Water Utility	53,745	57,997	63,033	68,419	74,415
Sanitary Sewer Utility	48,918	53,412	58,531	64,081	70,281
Sanitation and Recycling Utility	25,905	25,681	26,338	26,962	27,601
Flood Protection Utility	20,272	20,429	20,682	20,892	21,103
Richmond Olympic Oval Corporation	20,274	20,816	21,251	21,696	22,151
Richmond Public Library	12,768	12,762	13,144	13,459	13,783
	<b>\$633,052</b>	<b>\$631,972</b>	<b>\$657,356</b>	<b>\$684,551</b>	<b>\$714,754</b>
<b>Annual Surplus</b>	<b>\$115,279</b>	<b>\$111,516</b>	<b>\$112,633</b>	<b>\$134,493</b>	<b>\$112,287</b>



**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
AMENDED TRANSFERS  
(In \$000's)**

	2024 Amended Budget	2025 Amended Plan	2026 Amended Plan	2027 Amended Plan	2028 Amended Plan
<b>Transfers:</b>					
Debt Principal	9,612	3,649	3,764	3,895	4,032
Transfer To Reserves	97,079	102,127	107,374	112,831	118,473
Transfer from Reserves to fund Operating Reserve Programs:					
Bylaw 8206	(450)	(4,200)	(400)	(400)	(400)
Bylaw 8877	(210)	(210)	(210)	(210)	(210)
Bylaw 7812 S.1.1.1 (a)	(2,735)	(525)	(525)	(525)	(525)
Bylaw 7812 S.1.1.1 (d)	(50)	(50)	(50)	(50)	(50)
Bylaw 7812 S.1.1.1 (j)	(613)	(158)	(158)	(158)	(158)
Operating Reserves - Prior Years	(4,093)	-	-	-	-
Transfer To (From) Surplus	(23,940)	14,723	15,520	16,229	16,869
Capital Expenditures - Current Year	314,534	166,885	174,622	125,350	126,529
Capital Expenditures - Prior Years	231,528	290,271	310,273	318,715	307,435
Capital Expenditures – Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Capital Expenditures - Richmond Public Library	610	610	610	610	610
Capital Funding	(551,633)	(507,246)	(543,827)	(513,215)	(505,958)
<b>Transfers/Amortization offset:</b>	<b>\$115,279</b>	<b>\$111,516</b>	<b>\$112,633</b>	<b>\$134,493</b>	<b>\$112,287</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>5.62%</b>	<b>6.05%</b>	<b>5.34%</b>	<b>4.32%</b>	<b>4.55%</b>



**CITY OF RICHMOND**  
**CONSOLIDATED 5 YEAR FINANCIAL PLAN**  
**AMENDED CAPITAL PLAN FUNDING SOURCES (2024-2028)**  
(In \$000's)

<b>DCC Reserves</b>	<b>2024 Amended</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Drainage DCC	3,861	2,723	3,906	1,609	328
Parks Acquisition DCC	39,878	3,762	3,762	3,762	3,762
Parks Development DCC	2,888	1,288	846	959	846
Roads DCC	7,277	8,559	9,828	5,878	5,878
Sanitary DCC	104	509	79	-	-
Water DCC	1,437	1,304	1,696	1,447	-
<b>Total DCC</b>	<b>\$55,445</b>	<b>\$18,145</b>	<b>\$20,117</b>	<b>\$13,655</b>	<b>\$10,814</b>
<b>Statutory Reserves</b>					
Capital Building and Infrastructure	58,871	29,300	45,800	27,500	15,500
Capital Reserve	69,306	15,851	22,553	15,921	21,163
Capstan Station	-	2,000	-	-	-
Drainage Improvement	13,491	-	-	-	-
Equipment Replacement	5,026	4,225	5,705	5,467	3,108
Flood Protection BL10403	3,238	23,456	17,440	20,715	22,203
Growing Communities Reserve Fund	21,067	17,000	-	-	-
Sanitary Sewer	8,464	6,912	6,321	3,823	550
Sanitary Sewer BL10401	8,443	-	6,675	2,800	10,789
Water Supply BL10402	11,807	-	9,325	2,324	17,465
Watermain Replacement	9,646	9,396	10,178	8,939	-
<b>Total Statutory Reserves</b>	<b>\$209,359</b>	<b>\$108,140</b>	<b>\$123,997</b>	<b>\$87,489</b>	<b>\$90,778</b>
<b>Other Sources</b>					
Enterprise Fund	490	-	-	-	-
Grant and Developer Contribution	27,486	25,094	15,155	11,400	11,400
Other Sources	16,543	13,010	12,627	10,875	11,268
Sewer Levy	350	513	215	65	221
Solid Waste and Recycling	600	300	300	300	300
Steveston Community Amenity Fund	2,600	-	550	-	-
Water Levy	1,661	1,683	1,661	1,566	1,748
<b>Total Other Sources</b>	<b>\$49,730</b>	<b>\$40,600</b>	<b>\$30,508</b>	<b>\$24,206</b>	<b>\$24,937</b>
<b>Total Capital Program</b>	<b>\$314,534</b>	<b>\$166,885</b>	<b>\$174,622</b>	<b>\$125,350</b>	<b>\$126,529</b>

**CITY OF RICHMOND**  
**AMENDED 5 YEAR CAPITAL PLAN SUMMARY (2024-2028)**  
(In \$000's)

	2024 Amended Budget	2025	2026	2027	2028
<b>Infrastructure Program</b>					
Roads	22,360	23,180	22,721	13,033	13,296
Flood Protection	36,211	36,956	20,529	21,301	21,016
Water	9,618	10,236	11,110	13,146	11,490
Sanitary Sewer	8,150	6,417	5,614	5,541	5,800
Infrastructure Advanced Design and Minor Public Works	5,798	4,320	4,703	3,655	4,015
<b>Total Infrastructure Program</b>	<b>\$82,137</b>	<b>\$81,109</b>	<b>\$64,677</b>	<b>\$56,676</b>	<b>\$55,617</b>
<b>Building Program</b>					
Building	108,208	34,500	57,900	31,500	35,500
Heritage	13,500	15,800	16,450	-	-
<b>Total Building Program</b>	<b>\$121,708</b>	<b>\$50,300</b>	<b>\$74,350</b>	<b>\$31,500</b>	<b>\$35,500</b>
<b>Parks Program</b>					
Parks	8,085	4,870	2,650	6,270	6,400
Parkland	4,000	4,000	4,000	4,000	4,000
<b>Total Parks Program</b>	<b>\$12,085</b>	<b>\$8,870</b>	<b>\$6,650</b>	<b>\$10,270</b>	<b>\$10,400</b>
<b>Land Program</b>	<b>\$47,386</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Equipment Program</b>					
Vehicle	3,875	3,983	4,013	3,416	3,455
Community Safety Vehicle	1,815	-	-	-	-
Fire Vehicle	1,476	220	1,916	2,290	336
Equipment	687	782	1,715	655	550
<b>Total Equipment Program</b>	<b>\$7,853</b>	<b>\$4,985</b>	<b>\$7,644</b>	<b>\$6,361</b>	<b>\$4,341</b>
<b>Information Technology Program</b>	<b>\$5,024</b>	<b>\$1,621</b>	<b>\$1,301</b>	<b>\$543</b>	<b>\$671</b>
<b>Contingent External Contributions</b>	<b>-</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Internal Transfers/Debt Payment</b>	<b>\$38,341</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Capital Program</b>	<b>\$314,534</b>	<b>\$166,885</b>	<b>\$174,622</b>	<b>\$125,350</b>	<b>\$126,529</b>



**Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515,  
Amendment Bylaw No. 10604**

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 (2024-2028) Bylaw No. 10515, 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 (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF RICHMOND
APPROVED for content by originating dept. <i>MC</i>
APPROVED for legality by Solicitor <i>JA</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**SCHEDULE A:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
AMENDED REVENUE AND EXPENSES  
(In \$000's)**

	2024 Amended Budget	2025 Amended Plan	2026 Amended Plan	2027 Amended Plan	2028 Amended Plan
<b>Revenue:</b>					
Taxation and Levies	306,676	329,002	350,202	369,190	389,906
Utility Fees	148,459	161,525	174,620	188,412	203,477
Sales of Services	55,641	57,288	57,787	58,975	60,140
Provincial and Federal Grants	28,405	29,314	30,261	30,808	31,366
Investment Income	25,635	23,356	21,174	19,180	17,300
Other Revenue	14,962	13,442	13,645	13,884	14,129
Payments In Lieu of Taxes	14,650	15,095	15,547	16,016	16,499
Licenses and Permits	12,832	13,087	13,341	13,603	13,870
Gaming Revenue	12,500	12,500	12,500	12,500	12,500
Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Development Cost Charges	55,445	18,145	20,117	13,655	10,814
Other Capital Funding Sources	27,486	25,094	15,155	11,400	11,400
	<b>\$748,331</b>	<b>\$743,488</b>	<b>\$769,989</b>	<b>\$819,044</b>	<b>\$827,041</b>
<b>Expenses:</b>					
Law and Community Safety	158,937	163,207	170,166	176,203	182,445
Engineering and Public Works	86,187	82,971	85,105	86,598	88,113
Parks, Recreation and Culture	85,155	77,212	79,959	81,888	83,859
Planning and Development Services	42,690	35,678	32,872	33,735	35,847
Finance and Corporate Services	35,027	33,409	34,873	35,810	36,771
Corporate Administration	11,709	11,100	11,521	11,863	12,215
Fiscal	26,696	33,372	35,955	39,019	42,244
Debt Interest	4,769	3,926	3,926	3,926	3,926
<b>Utility Budget</b>					
Water Utility	53,745	57,997	63,033	68,419	74,415
Sanitary Sewer Utility	48,918	53,412	58,531	64,081	70,281
Sanitation and Recycling Utility	25,905	25,681	26,338	26,962	27,601
Flood Protection Utility	20,272	20,429	20,682	20,892	21,103
Richmond Olympic Oval Corporation	20,274	20,816	21,251	21,696	22,151
Richmond Public Library	12,768	12,762	13,144	13,459	13,783
	<b>\$633,052</b>	<b>\$631,972</b>	<b>\$657,356</b>	<b>\$684,551</b>	<b>\$714,754</b>
<b>Annual Surplus</b>	<b>\$115,279</b>	<b>\$111,516</b>	<b>\$112,633</b>	<b>\$134,493</b>	<b>\$112,287</b>

**SCHEDULE A (CONT'D):**

**CITY OF RICHMOND**  
**CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)**  
**AMENDED TRANSFERS**  
**(In \$000's)**

	2024 Amended Budget	2025 Amended Plan	2026 Amended Plan	2027 Amended Plan	2028 Amended Plan
<b>Transfers:</b>					
Debt Principal	9,612	3,649	3,764	3,895	4,032
Transfer To Reserves	97,079	102,127	107,374	112,831	118,473
Transfer from Reserves to fund Operating Reserve Programs:					
Bylaw 8206	(450)	(4,200)	(400)	(400)	(400)
Bylaw 8877	(210)	(210)	(210)	(210)	(210)
Bylaw 7812 S. 1.1.1 (a)	(2,735)	(525)	(525)	(525)	(525)
Bylaw 7812 S. 1.1.1 (d)	(50)	(50)	(50)	(50)	(50)
Bylaw 7812 S. 1.1.1 (j)	(613)	(158)	(158)	(158)	(158)
Operating Reserves – Prior Years	(4,093)	-	-	-	-
Transfer To (From) Surplus	(23,940)	14,723	15,520	16,229	16,869
Capital Expenditures - Current Year	314,534	166,885	174,622	125,350	126,529
Capital Expenditures - Prior Years	231,528	290,271	310,273	318,715	307,435
Capital Expenditures – Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Capital Expenditures - Richmond Public Library	610	610	610	610	610
Capital Funding	(551,633)	(507,246)	(543,827)	(513,215)	(505,958)
<b>Transfers/Amortization offset:</b>	<b>\$115,279</b>	<b>\$111,516</b>	<b>\$112,633</b>	<b>\$134,493</b>	<b>\$112,287</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>5.62%</b>	<b>6.05%</b>	<b>5.34%</b>	<b>4.32%</b>	<b>4.55%</b>



**SCHEDULE B:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN  
AMENDED CAPITAL PLAN FUNDING SOURCES (2024-2028)  
(In \$000's)**

	2024 Amended	2025	2026	2027	2028
<b>DCC Reserves</b>					
Drainage DCC	3,861	2,723	3,906	1,609	328
Parks Acquisition DCC	39,878	3,762	3,762	3,762	3,762
Parks Development DCC	2,888	1,288	846	959	846
Roads DCC	7,277	8,559	9,828	5,878	5,878
Sanitary DCC	104	509	79	-	-
Water DCC	1,437	1,304	1,696	1,447	-
<b>Total DCC</b>	<b>\$55,445</b>	<b>\$18,145</b>	<b>\$20,117</b>	<b>\$13,655</b>	<b>\$10,814</b>
<b>Statutory Reserves</b>					
Capital Building and Infrastructure	58,871	29,300	45,800	27,500	15,500
Capital Reserve	69,306	15,851	22,553	15,921	21,163
Capstan Station	-	2,000	-	-	-
Drainage Improvement	13,491	-	-	-	-
Equipment Replacement	5,026	4,225	5,705	5,467	3,108
Flood Protection BL 10403	3,238	23,456	17,440	20,715	22,203
Growing Communities Reserve Fund	21,067	17,000	-	-	-
Sanitary Sewer	8,464	6,912	6,321	3,823	550
Sanitary Sewer BL 10401	8,443	-	6,675	2,800	10,789
Water Supply BL 10402	11,807	-	9,325	2,324	17,465
Watermain Replacement	9,646	9,396	10,178	8,939	-
<b>Total Statutory Reserves</b>	<b>\$209,359</b>	<b>\$108,140</b>	<b>\$123,997</b>	<b>\$87,489</b>	<b>\$90,778</b>
<b>Other Sources</b>					
Enterprise Fund	490	-	-	-	-
Grant and Developer Contribution	27,486	25,094	15,155	11,400	11,400
Other Sources	16,543	13,010	12,627	10,875	11,268
Sewer Levy	350	513	215	65	221
Solid Waste and Recycling	600	300	300	300	300
Steveston Community Amenity Fund	2,600	-	550	-	-
Water Levy	1,661	1,683	1,661	1,566	1,748
<b>Total Other Sources</b>	<b>\$49,730</b>	<b>\$40,600</b>	<b>\$30,508</b>	<b>\$24,206</b>	<b>\$24,937</b>
<b>Total Capital Program</b>	<b>\$314,534</b>	<b>\$166,885</b>	<b>\$174,622</b>	<b>\$125,350</b>	<b>\$126,529</b>



**SCHEDULE C:**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
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 2024.

**Table 1:**

<b>Funding Source</b>	<b>% of Total Revenue</b>
Property Taxes	49.5%
User Fees	23.9%
Sales of Services	9.0%
Provincial and Federal Grants	4.6%
Investment Income	4.1%
Payments in Lieu of Taxes	2.4%
Licenses and Permits	2.1%
Gaming Revenue	2.0%
Other	2.4%
Total Operating and Utility Funding Sources	100.0%

**SCHEDULE C (CONT'D):**

**CITY OF RICHMOND  
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)  
AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the 2024 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 2024 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	57.20%
Business (6)	32.20%
Light Industry (5)	8.62%
Others (2,3,4,8 & 9)	1.98%
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

## Report to Committee

**To:** Finance Committee

**Date:** September 9, 2024

**From:** Mike Ching  
Director, Finance




**File:** 03-1240-01/2024-Vol  
01

**Re:** Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568

### Staff Recommendation

That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568 be introduced and given first, second and third readings.

  
Mike Ching  
Director, Finance  
(604-276-4137)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Business Licences	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

Council adopted the Consolidated Fees Bylaw No. 8636 in 2011 to combine the majority of the City's fees and charges into one bylaw for ease of review and adjustment for Consumer Price Index (CPI) increases. As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver CPI increases.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

*4.2 Seek improvements and efficiencies in all aspects of City business.*

*4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*

### Analysis

The most recent forecast, prepared by the Conference Board of Canada, indicates that Vancouver's CPI will increase by 2.0% from 2024 to 2025. The forecast CPI increase may change and staff will continue to monitor for any changes.

In keeping with prior years' practices, fee adjustments greater than \$100.00 are rounded to the nearest \$1.00, fee adjustments less than \$100.00 are rounded to the nearest \$0.25, and fee adjustments less than \$1.00 are rounded to the nearest \$0.05.

All fees in the attached Amendment Bylaw No. 10568 are effective January 1, 2025, and are adjusted to the proposed 2.0% increase with the following exceptions, at the request of the respective stakeholders:

#### 1. Schedule – Archives & Record

Photocopying and printing fees to remain unchanged at \$0.35 per page for black and white copies, and \$0.50 per page for colour copies.

Scanned electronic copies of a paper record to remain unchanged at \$0.50 per page for both black and white and colour copies.

Scanned images to remain unchanged at \$21.25 for each image.

Digitization of audio recordings changed from \$11.75 to 'actual cost' as earlier this year this service was outsourced and will continue to be moving forward. Billing actual cost to the customer ensures full recovery of the City's expense.

Mail orders are no longer a delivery method being requested and this fee has been removed. Delivery of scanned records are done via a drop box or cloud site with an electronic copy.

A review shows that these recommendations are competitive with other similar institutions. The public has the right to access and obtain copies of government and community records in our custody and care; keeping the rates unchanged from 2024 ensures records remain affordable.

Building Records Request Fees have not had an increase since 2008. Richmond's fees are significantly lower than other municipalities based on a recent review. The fees are currently a \$10 administration fee, and a \$5 per printed page or digital file fee. There are no fees for the transfer of large files. To align the City within the municipal market, phasing in an increase to administration fees to \$20 in 2025, and to \$30 in 2026, will allow the public to continue purchasing these records without a sudden financial impact. In addition, fees of \$5.25 are added for each printed page or digital file and \$12.00 for large files.

## 2. Schedule – Business Licence

Short Term Boarding and Lodging Use fees increased to \$423 from \$189. This is the average fee charged by six cities in BC with populations over 100K, and the increase will align the City with the rest of the region. Consideration included the City's proximity to an international airport and the Canada Line. The City's enforcement data indicates that Richmond is highly desirable for short-term rental spaces by both guests and operators. The adjusted fee will apply to both Boarding and Lodging licences and Bed and Breakfast licences.

## 3. Schedule – Development Application Fees

The two comfort letters listed in Development Applications (1.16.9 land use and 1.16.10 building) are increased to \$87.00 from \$81.25 to maintain consistency with the same comfort letter fees for Business Licensing and Community Bylaws.

## 4. Schedule – Parking (Off-Street) Regulations

Off-Street City Property Locations: Fee raised to \$55.25 from \$44.50 to be consistent with Richmond's On-Street Parking Permit fee found in the Traffic Schedule. There is an overall increase in demand for parking permits for off-street lots. The disparity between the permit prices for on-street and off-street parking has resulted in greater strain on City off-street lots. Notably, the handful of off-street permit parking in the City Center have seen a rapid increase in demand for spaces post-COVID. This has resulted in the need for more frequent patrols for unauthorized parking as well as a greater volume of applications to process.

McDonald Beach Permit Parking fees to remain unchanged at \$110 for Richmond residents and \$165 for non-Richmond residents until such time that the boat launch infrastructure is upgraded to warrant a fee increase.

5. Schedule – RCMP Document Fees

Volunteer Criminal Record Checks to remain at \$25 as Richmond is still the highest in the region.

6. Schedule – Soil Deposit and Removal

Fees in this schedule that are indexed to per cubic meter have a rate increase of \$0.02 rather than \$0.25 as volumes can be in the tens of thousands of meters for projects that are moving large volumes.

7. Schedule – Traffic

Block meter zones pay parking fees set to \$3.50 to align with the hourly rate of off-street pay parking fees in the Parking (Off-Street) Regulation schedule.

Parking permit decal fees in the City Centre Parking Management Zone to remain at \$100. This is a pilot project and is subject to review.

8. Schedule – Tree Protection

Security Deposits are fixed and are not to be subject to CPI increases. The fees that were previously increased have been reverted to the fixed rate as follows:

Section 4.4.1	replacement tree under permit	\$750.00
Section 5.2.6	retained tree that is not a significant tree	\$5,000
		\$10,000 respectively
Section 5.2.6	retained tree, if a significant tree	\$20,000
Section 7.6(c)	replacement tree planted as compensation for a significant tree	\$20,000

9. Schedule – Vehicle for Hire Regulation

Towing permit increased to \$150 from \$67 to enable cost recovery for inspector time needed to ensure timely processing and program success.

The tow permit program regulates the towing of vehicles from all private lots in Richmond. Any private lot that wishes to tow a vehicle must request a permit as per the Vehicle for Hire Regulation Bylaw No. 6900. A tow operator may not remove and store a vehicle without verifying a valid lot permit. Staff must inspect each lot for appropriate signage location, signage text, lighting and sightlines before a tow permit is issued. Each permit is valid for two years, with re-inspection needed for renewals. Private lots enrolled



in the program have increased, and currently there are approximately 900 bi-annual licences in stream.

10. Schedule – Watercourse Protection

The roles and responsibilities of staff have become more complex when dealing with environmental protection requirements due to legislation changes and increased community awareness of environmental issues. In 2023 and 2024, the culvert application fee and culvert design option fee was increased by \$100 to support staff's work associated with the protection of the City's open drainage system. This increase was planned for 3 years, with 2025 being the 3rd and final year.

- Culvert Application Fee increased to \$709 from \$596
  - CPI increase plus \$100
- Culvert City Design Option Fee increased to \$1,625 from \$1,495
  - CPI increase plus \$100

**Financial Impact**

Fee increases assist in offsetting the increased costs associated with each respective service. It is estimated that the proposed rate increases to the Consolidated Fees Bylaw for 2025 will generate approximately \$389,000 in additional revenue.

**Conclusion**

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568 be introduced and given first, second and third readings.



Angela Zanardo  
Manager, Revenue  
(604-276-4392)

AZ:az



**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568**

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
  - a) 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, 2025.
3. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>MC</i>
APPROVED for legality by Solicitor <i>JS</i>

**SCHEDULE – ANIMAL CONTROL REGULATION****Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee**

## Section 2.2

Description	Fee
Cat breeding permit for three years	\$48.25

**Animal Control Regulation Bylaw No. 7932****Impoundment Fees**

## Section 8

Description	Fee
<b>1st time in any calendar year</b>	
Neutered male or spayed female dog	\$55.25
Non-neutered male or unspayed female dog	\$166.00
Dangerous Dog*	\$676.00
<b>2nd time in any calendar year</b>	
Neutered male or spayed female dog	\$110.00
Non-neutered male or unspayed female dog	\$343.00
Dangerous Dog*	\$1,321.00
<b>3rd time and subsequent times in any calendar year</b>	
Neutered male or spayed female dog	\$343.00
Non-neutered male or unspayed female dog	\$676.00
Dangerous Dog*	\$1,321.00
Bird	\$8.50
Domestic farm animal	\$82.00
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$41.50
<i>Impoundment fee also subject to transportation costs</i>	

\*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.*



**Animal Control Regulation Bylaw No. 7932**  
**Maintenance Fees**  
**Section 8**

<b>Description</b>	<b>Fee</b>
Dog	\$18.00
Cat	\$18.00
Bird	\$5.50
Domestic farm animal	\$41.50
Other animal	\$14.75

*Note: For all 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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Copying Records</u> <i>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.</i>		
	\$0.35	per b+w page
Photocopying and printing (First 4 pages free)	\$0.50	per colour page
Scanned electronic copy of a paper record	\$0.50	per b+w or colour page
Digitization of audio recording	(actual cost)	per audio file
<u>Photograph Reproductions</u>		
Scanned image (each)	\$21.25	

**Archives**  
**Research Service Fee**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
Commercial Research Service Fee	\$54.25	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**

<b>Description</b>	<b>Fee</b>
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$35.50
Each year greater than 5 years	\$8.50

**Archives and Records****Preliminary Site Investigation**

<b>Description</b>	<b>Fee</b>
Active Records Check Survey (per civic address searched)	\$274.00

**Records****Building Records Request Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Administration Fee	\$20.00	per request
Each Copy Requested (Printed)	\$5.25	per page
Each File Requested (Electronic)	\$5.25	per file
Large File Charge	\$12.00	per request

**SCHEDULE – BILLING AND RECEIVABLES****Billing and Receivables****Receivables Fees**

<b>Description</b>	<b>Fee</b>
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$41.00

**SCHEDULE – BOARD OF VARIANCE****Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

<b>Description</b>	<b>Fee</b>
Application for order under section 540 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$776.00
Application for order under section 543 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$776.00
Application for order under section 544 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$776.00
Fee for notice of new hearing due to adjournment by applicant	\$184.00
Board of Variance Meeting Notices- Board of Variance Applications (Section 3.1.6(a))	\$2.00 per address identified

**SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION****Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 12 (b), 14

<b>Description</b>	<b>Fee</b>
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m <sup>2</sup> in size; In-ground Swimming Pools & Demolitions	\$207.00
Move-Offs; Single or Two Family Dwelling Construction	\$207.00
Combined Demolition & Single or Two Family Dwelling Construction	\$207.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$274.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$274.00
Each Additional Inspection as Required	\$104.00



**SCHEDULE – BUILDING REGULATION****Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.4**

<b>Description</b>	<b>Fee</b>
For a new one family dwelling	\$744.00
For other than a new one family dwelling (a) <i>or (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</i> <i>-whichever is greater of (a) or (b)</i>	\$85.75
For a sewage holding tank	\$176.00

**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**

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$96.25
Exceeding \$1,000.00 up to \$100,000.00	\$96.25
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$15.75
Exceeding \$100,000.00 to \$300,000.00	\$1,655.50
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$13.50
Exceeding \$300,000.00	\$4,355.50
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$10.50

*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

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$96.25
Exceeding \$1,000.00 up to \$100,000.00	\$96.25
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$16.25
Exceeding \$100,000.00 up to \$300,000.00	\$1,705.00
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$13.75
Exceeding \$300,000.00	\$4,455.00
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$10.75

*Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.*

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

<b>Description</b>	<b>Construction Value</b>	<b>Units</b>
(i) new construction of first storey	\$1,419.00	per m <sup>2</sup>
(ii) new construction of second storey	\$1,309.00	per m <sup>2</sup>
(iii) garage	\$728.00	per m <sup>2</sup>
(iv) decks or porches	\$601.00	per m <sup>2</sup>
(v) interior finishing on existing buildings	\$673.00	per m <sup>2</sup>
(vi) additions	\$1,419.00	per m <sup>2</sup>

**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

<b>Description</b>	<b>Fee</b>
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$151.00
Building Permit Fee for Temporary Building for Occupancy	\$660.00
<u>Modifications or Changes to Instream Building Permit Application</u>	
Plan Review (per hour or portion thereof)	\$151.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$100.00
(b) for the fourth inspection	\$138.00
(c) for the fifth inspection	\$267.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$151.00
(b) outside the City's normal business hours	\$580.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$151.00
Building Permit Transfer or Assignment Fee (a) or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)	\$83.50
Building Permit Extension Fee (a) or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)	\$83.50
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$151.00
(b) outside the City boundaries when travel is by City vehicle	\$151.00
<i>** per km travelled</i>	<i>**Plus</i> \$4.25

*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.*



**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

<b>Description</b>	<b>Fee</b>
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$343.00
Provisional Occupancy Notice Extension Fee	\$542.00
Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area	\$533.00
Sewage Holding Tank Permit Fee	\$343.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$741.00
(b) for each equivalent greater than two contained in the same report	\$307.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$155.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,634.00

**Building Regulation Bylaw No. 7230****Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Domestic Installation – <b>one family dwelling</b> (a)	\$83.50	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$31.50	
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$83.50	
(b) appliance input exceeding 29 kW	\$138.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$151.00	
(b) outside the City's normal business hours	\$580.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$151.00	
<u>Design Modification Fees</u>		
Plan Review	\$151.00	per hour
<u>Modifications or Changes to Instream Building Permit Application</u>		
Plan Review	\$151.00	per hour

**Building Regulation Bylaw No. 7230****Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$104.00
(b) for the fourth inspection	\$142.00
(c) for the fifth inspection	\$274.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$85.75
<u>Piping alteration – for existing appliances</u>	
First 30 metres of piping	\$85.75
Each additional 30 metres or part thereof	\$32.25
Gas permit transfer or assignment fee (a)	\$85.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$85.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

**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
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$32.25	
(b) minimum plumbing fee	\$85.75	
(c) connection of City water supply to any hydraulic equipment	\$85.75	
<u>Sprinkler &amp; Standpipes</u>		
(a) installation of any sprinkler system	\$85.75	
<i>*per additional head</i>	<i>*Plus \$5.00</i>	
(b) installation of each hydrant, standpipe, hose station,	(c) \$85.75	
hose valve, or hose cabinet used for fire fighting	(d) \$32.25	per item
<i>-whichever is greater of (c) or (d)</i>		

**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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$83.50	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$31.50	
<u>Sanitary &amp; Storm Sewers: Building Drains &amp; Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$83.50	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$31.50	
(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	\$83.50	
(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	\$31.50	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$83.50 (g) \$31.50	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$151.00	
(b) outside the City's normal business hours or each hour	\$580.00	
*for part thereof exceeding the first four hours	*Plus \$151.00	
<u>Design Modification Fees</u>		
Plan review	\$151.00	per hour
<i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distributions</i>		
<u>Modifications or Changes to Instream Building Permit Application</u>		
Plan Review	\$151.00	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

<b>Description</b>	<b>Fee</b>
<u>Plumbing Re-Inspection Fee</u>	
(a) for the third inspection	\$104.00
(b) for the fourth inspection	\$142.00
(c) for the fifth inspection	\$274.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$85.75
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$85.75
Provisional Plumbing Compliance Inspection Fee (per permit visit)	\$176.00
Provisional Plumbing Compliance Notice Extension Fee	\$274.00
Potable Water Backflow Preventer Test Report Decal	\$28.25



**SCHEDULE – BUSINESS LICENCE****Business Licence Bylaw No. 7360****Assembly Use Group 1**

<b>Group 1 – Business Licence Fee Assessed by Total Floor Area</b> <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1,000)	\$200.00
93.1 to 232.5	(1,001 to 2,500)	\$301.00
232.6 to 465.0	(2,501 to 5,000)	\$516.00
465.1 to 930.0	(5,001 to 10,000)	\$819.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,448.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$2,071.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,700.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,320.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,949.00
5,580.4 and over	(60,001 and over)	\$4,476.00
Food Primary Liquor Licence Fee		\$412.00
Mobile Vendors (Food) Fee (per vehicle)		\$95.75

**Business Licence Bylaw No. 7360****Assembly Use Group 2**

<b>Group 2 – Business Licence Fee Assessed by Number of Seats</b>	
<b>Seats</b>	<b>Fee</b>
0 to 30	\$620.00
31 to 60	\$1,229.00
61 to 90	\$1,841.00
91 to 120	\$2,456.00
121 to 150	\$3,060.00
151 to 180	\$3,673.00
181 to 210	\$4,280.00
211 and over	\$4,476.00

**Business Licence Bylaw No. 7360**  
**Assembly Use Group 3**

<b>Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$162.00
6 to 10	\$268.00
11 to 15	\$383.00
16 to 25	\$568.00
26 to 50	\$819.00
51 to 100	\$1,182.00
101 to 200	\$1,664.00
201 to 500	\$2,400.00
501 to 1,000	\$3,623.00
1,001 and over	\$4,476.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Adult Orientated Uses**

<b>Description</b>	<b>Fee</b>
Adult entertainment establishment licence	\$4,476.00
Casino	\$7,076.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,476.00
Each body-painting employee	\$162.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,476.00
Each body-rub employee	\$162.00
<u>Escort Service</u>	
Escort service licence	\$4,471.00
Each escort employee	\$162.00

**Business Licence Bylaw No. 7360**  
**Bed & Breakfast Use**

<b>Description</b>	<b>Fee</b>
Bed & Breakfast Business License	\$423.00

**Business Licence Bylaw No. 7360**  
**Farmer's Market**

<b>Description</b>	<b>Fee</b>
Farmer's market licence	\$162.00

**Business Licence Bylaw No. 7360**  
**Industrial/Manufacturing Use**

<b>Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$193.00
6 to 10	\$316.00
11 to 15	\$439.00
16 to 25	\$620.00
26 to 50	\$869.00
51 to 100	\$1,229.00
101 to 200	\$1,719.00
201 to 500	\$2,448.00
501 to 1,000	\$3,667.00
1,001 and over	\$4,476.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Licence Transfers, Changes and Reprints**

<b>Description</b>	<b>Fee</b>
Requests for comfort letters (per address/business)	\$87.00
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	\$55.50
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)	\$55.50
Licence reprint	\$14.50

**Business Licence Bylaw No. 7360**  
**Mercantile Use**

<b>Mercantile Use – Business Licence Fee Assessed by Total Floor Area</b>		
<b>Square Metres (m²)</b>	<b>(Square Feet) (ft²)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1,000)	\$162.00
93.1 to 232.5	(1,001 to 2,500)	\$254.00
232.6 to 465.0	(2,501 to 5,000)	\$463.00
465.1 to 930.0	(5,001 to 10,000)	\$774.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,398.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$2,028.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,646.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,269.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,385.00
5,580.4 and over	(60,001 and over)	\$4,476.00

**Business Licence Bylaw No. 7360**  
**Off-Leash Permits**

<b>Description</b>	<b>Fee</b>
Annual permit	\$139.00

**Business Licence Bylaw No. 7360**  
**Residential Use**

<b>Residential Use – Business Licence Fee Assessed by Number of Rental Units</b>	
<b>Units</b>	<b>Fee</b>
0 to 5	\$193.00
6 to 10	\$296.00
11 to 25	\$499.00
26 to 50	\$808.00
51 to 100	\$1,418.00
101 to 200	\$2,027.00
201 to 300	\$2,638.00
301 to 400	\$3,244.00
401 to 500	\$3,847.00
501 and over	\$4,476.00



**Business Licence Bylaw No. 7360**  
**Service Use**

<b>Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$162.00
6 to 10	\$275.00
11 to 15	\$401.00
16 to 25	\$588.00
26 to 50	\$838.00
51 to 100	\$1,213.00
101 to 200	\$1,701.00
201 to 500	\$2,462.00
501 to 1,000	\$3,703.00
1,001 and over	\$4,476.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Short Term Boarding and Lodging Use**

<b>Description</b>	<b>Fee</b>
Short Term Boarding and Lodging Business Licence	\$423.00

**Business Licence Bylaw No. 7360**  
**Vehicle for Hire Businesses**

<b>Description</b>	<b>Fee</b>
<u>Vehicle for Hire Business Fee</u> Each vehicle for hire applicant must pay (1) and (2)*: (1) Vehicle for hire office fee (2) Per vehicle licence fee* <i>based on the number of vehicles</i>	\$162.00
CLASS "A" Taxicab	\$151.00
CLASS "B" Limousine	\$95.75
CLASS "C" Sightseeing Taxicab	\$151.00
CLASS "D" Airport Taxicab	\$151.00
CLASS "E" Private Bus	\$151.00
CLASS "I" Charter Minibus	\$151.00
CLASS "J" Rental Vehicle	
Group 1	\$19.50
Group 2	\$95.75
CLASS "K" Driver Training Vehicle	\$72.00
CLASS "M" Tow-Truck	\$151.00
CLASS "N" Taxicab for Persons with Disabilities	\$151.00
CLASS "P" Pedicab	\$151.00
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$4,476.00
Transferring a vehicle for hire licence within any calendar year	\$55.50
Replacing a vehicle for hire licence plate or decal	\$23.25

**Business Licence Bylaw No. 7360**  
**Vending Machine Uses**

<b>Description</b>	<b>Fee</b>
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$36.75
Group 2 (per machine)	\$50.50
Group 3 (per machine)	\$11.75
Banking machine licence fee (per machine)	\$156.00
Amusement machine licence fee (per machine)	\$36.75

**SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES****Community Bylaws Documentation Fees**

<b>Description</b>	<b>Fee</b>
Requests for Comfort Letters (per civic address & per unit)	\$87.00

**SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS****Demolition Waste and Recyclable Materials Bylaw No. 9516****Section 4.1**

<b>Description</b>	<b>Fee</b>
Application Fee	\$302.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$3.75 per square feet of structure to be demolished

**SCHEDULE – DEVELOPMENT APPLICATION FEES****Zoning Amendments No. 8951**

<b>Section</b>	<b>Application Type</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$2,075.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS)	\$2,638.00	Not Applicable
	No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$3,293.00	Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,950.00	For residential portion of development: - \$51.00 per dwelling unit for first 20 dwelling units and \$26.00 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$32.75 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$20.50 per 100 m <sup>2</sup> thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,638.00	For residential portion of development: - \$26.50 per dwelling unit for first 20 dwelling units and \$14.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$20.50 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$8.25 per 100 m <sup>2</sup> thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$996.00	\$996.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,324.00	Not Applicable
Section 1.2.6	Early Public Notices – Zoning Amendments	\$2.00 per address identified	Not Applicable



Section 1.2.7	Public Hearing Notices – Zoning Amendments	\$2.00 per address identified	Not Applicable
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**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	\$3,950.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$996.00	\$996.00 for each subsequent Public Hearing required
Section 1.3.3	Early Public Notices – Official Community Plan Amendments	\$2.00 per address identified	Not Applicable
Section 1.3.4	Public Hearing Notices – Official Community Plan Amendments	\$2.00 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	\$1,980.00	\$660.00 for the first 464.5 m <sup>2</sup> of gross floor area plus: - \$139.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus  - \$27.50 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup>
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,268.00	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)	\$1,980.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$667.00	Not Applicable

Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,324.00	Not Applicable
Section 1.4.6	Early Public Notices – Development Permits	\$2.00 per address identified	Not Applicable
Section 1.4.7	Development Permit Panel Meeting Notices – Development Permits	\$2.00 per address identified	Not Applicable

**Development Variance Permits No. 8951**

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,980.00	Not Applicable
Section 1.5.2	Early Public Notices – Development Variance Permits	\$2.00 per address identified	Not Applicable
Section 1.5.3	Development Permit Panel Meeting Notices – Development Variance Permits	\$2.00 per address identified	Not Applicable

**Temporary Use Permits No. 8951**

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,638.00	Not Applicable
	Temporary Use Permit Renewal	\$1,324.00	Not Applicable
	Temporary Use Permits for Seasonal Outdoor Patio	\$307.00	Not Applicable
	Temporary Use Permit Renewal for Seasonal Outdoor Patio	\$307.00	Not Applicable
	Temporary Use Permit for Mobile Food Vendor	\$109.00	Not Applicable
	Temporary Use Permit Renewal for Mobile Food Vendor	\$109.00	Not Applicable

**Land Use Contract Amendments No. 8951**

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,268.00	Not Applicable

**Liquor-Related Permits No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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	\$667.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$355.00	Not Applicable

**Subdivision and Consolidation of Property No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$996.00	\$139.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$342.00	\$342.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$996.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	\$7,735.00	\$194.00 for each additional air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$139.00	Not Applicable

**Strata Title Conversion of Existing Building No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,638.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,950.00	Not Applicable

**Phased Strata Title Subdivisions No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.11.1	Phased Strata Title	\$667.00 for first phase	\$667.00 for each additional phase

**Servicing Agreements and Latecomer Fees No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.12.1	Servicing Agreement	Processing fee of \$1,324.00	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	\$6,314.00	Not Applicable

**Civic Address Changes No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$342.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$342.00	Not Applicable
	Civic Address change due to personal preference	\$1,324.00	Not Applicable

**Telecommunication Antenna Consultation and Siting Protocol No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,638.00	Not Applicable

**Heritage Applications No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
Section 1.15.1(a)	Heritage Alteration Permit with a variance to the Zoning Bylaw or additional floor area	\$1,980.00	\$660.00 for the first 464.5 m <sup>2</sup> of gross floor area plus: - \$139.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus  - \$27.50 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup>



Section 1.15.1(b)	Heritage Alteration Permit without a variance of additional floor area	\$293.00	Not Applicable
Section 1.15.1(c)	Heritage Alteration Permit (issued by delegated authority referred to in Section 7.1.2 of the <i>Heritage Procedures Bylaw No. 8400</i> )	\$293.00	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	\$2,638.00	For residential portion of development: - \$26.25 per dwelling unit for first 20 dwelling units and \$14.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$20.50 per 100 m <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$8.25 per 100 m <sup>2</sup> thereafter
Section 1.15.2(b)	Heritage Revitalization Agreement where use or density is not varied	\$1,980.00	\$660.00 for the first 464.5 m <sup>2</sup> of gross floor area plus: - \$139.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus  - \$27.50 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup>
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	\$2.00 per address identified	Not Applicable
Section 1.15.4	Public Hearing Notices - Heritage Revitalization Agreement (where use or density is varied)	\$2.00 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	\$2.00 per address identified	Not Applicable
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**Administrative Fees No. 8951**

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$342.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$64.25	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	\$342.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$71.25 per legal Plan	Not Applicable
Section 1.16.5	Site Disclosure Statement submission	\$71.25 per Site Disclosure Statement	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$342.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,324.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	\$147.00 for second inspection	\$146.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	\$87.00 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	\$87.00 per property	Not Applicable

**SCHEDULE – DOG LICENCING****Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

<b>Description</b>	<b>Fee</b>
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$93.50
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$67.25
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$41.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$27.75
For seniors who are 65 years of age or older that have paid prior to March 1 <sup>st</sup> of the year for which the application is made	\$14.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$333.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$269.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$269.00
Prior to March 1 <sup>st</sup> of the year for which the application is made	\$204.00
For seniors who are 65 years of age or older that have paid prior to March 1 <sup>st</sup> of the year for which the application is made	\$102.00
Replacement tag* <i>*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</i>	\$8.25

**SCHEDULE – DONATION BIN REGULATION****Donation Bin Regulation Bylaw No. 9502****Section 2.1.3**

<b>Description</b>	<b>Fee</b>
Annual Permit Fee	\$124.00 per donation Bin
Damage Deposit Fee	\$1,168.00 per donation bin location to a maximum of \$3,000 per permittee

**Donation Bin Regulation Bylaw No. 9502****Section 2.2.7**

<b>Description</b>	<b>Fee</b>
Clean-up Fee	Actual Cost

**Donation Bin Regulation Bylaw No. 9502****Section 2.4**

<b>Description</b>	<b>Fee</b>
Bin Removal Fee	\$124.00 per donation bin
Bin Retrieval Fee	\$243.00 per donation bin
Storage Fee	\$19.00 per day per donation bin
Disposal Fee	\$96.00 per donation bin disposal

**SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS**

<b>Description</b>	<b>Fee</b>
Fee per request	\$124.00
Photocopying fees additional	\$2.25 per page \$2.50 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

<b>Description</b>	<b>Fee</b>
Application for Filming Agreement	\$232.00
Film Production Business Licence	\$162.00
Street Use Fee (100 feet/day)	\$64.00

**Filming Application and Fees Bylaw No. 8708****City Parks & Heritage Sites**

Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Major Park		
<i>Per day</i>	\$951.00	
<i>Per ½ day</i>	\$637.00	
Neighbourhood Park		
<i>Per day</i>	\$637.00	
<i>Per ½ day</i>	\$381.00	
<u>Britannia Shipyard</u>		
Filming	\$2,521.00	per day
Preparation & Wrap	\$1,265.00	per day
Per Holding Day	\$637.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$3,149.00	per day
<i>July through September</i>	\$3,779.00	per day
Preparation & Wrap	\$1,265.00	per day
Per Holding Day	\$637.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	

**Filming Application and Fees Bylaw No. 8708**  
**City Parks & Heritage Sites (cont.)**  
 Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Nature Park</u>		
Filming	\$1,264.00	per day
Preparation & Wrap	\$637.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	
<u>City Hall</u>		
Filming on regular business days	\$2,521.00	per day
Filming on weekends or statutory holidays	\$1,265.00	per day
Preparation & Wrap	\$1,265.00	per day
City Employee		
<i>Per regular working hour</i>	\$46.00	
<i>Per hour after 8 hours</i>	\$67.25	

**Filming Application and Fees Bylaw No. 8708**  
**Other Fees**  
 Section 2.1.1 and 2.1.2

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>RCMP (4-hour minimum)</u>		
Per person	\$134.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$165.00	per hour
Fire Captain	\$116.00	per hour
Firefighter (minimum 3 firefighters)	\$93.00	per hour, per person

**SCHEDULE – FIRE PROTECTION AND LIFE SAFETY****Fire Protection and Life Safety Bylaw No. 8306  
Fees & Cost Recovery**

<b>Description</b>	<b>Section</b>	<b>Fee</b>	<b>Units</b>
Permit	4.3	\$28.25	
Permit Inspection, first hour	4.3	\$111.00	
Permit Inspection, subsequent hours or part thereof	4.3	\$68.50	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$565.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$288.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$565.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$288.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$565.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire- Rescue response	9.7.5 (a)	\$565.00	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	\$142.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$31.75	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$81.75	per address

**Fire Protection and Life Safety Bylaw No. 8306**  
**Fees & Cost Recovery (cont.)**

<b>Description</b>	<b>Section</b>	<b>Fee</b>
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m <sup>2</sup> area		\$142.00
Any building > 600 m <sup>2</sup> area		\$207.00
High building, institutional		\$274.00
Revisions (per occurrence)		\$68.50
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m <sup>2</sup> per floor		\$274.00
4 stories or less and between 914 and 1,524 m <sup>2</sup> per floor		\$410.00
5 stories or more and between 914 and 1,524 m <sup>2</sup> per floor		\$676.00
5 stories or more and over 1,524 m <sup>2</sup> per floor		\$941.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$111.00
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$68.50
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place, second or each subsequent false alarm occurring in any calendar year	15.5.1	\$410.00
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	\$139.00
Caused by security alarm system	15.6.1	\$274.00
Monitoring agency not notified	15.7.1	\$274.00
Alternate solution report or application review	General	\$207.00



**SCHEDULE – FLOOD PROTECTION****Flood Protection Bylaw No. 10426**

<b>Description</b>	<b>Fee</b>
<u>Design Plan Prepared by City [s.1.2.1(d)]</u> a) Design plan prepared by City for One-Family Dwelling or Two- Family Dwelling	\$1,071.00 each
<u>Service Requests [s.2.4.1]</u> For responses by the City in connection with a request for maintenance or emergency services	\$323.00 each

**SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES****Garden City Lands Soils Deposits Fees Bylaw No. 9900**

## Sections 2.1

<b>Dump Truck Type</b>	<b>Approximate Volume per Load</b>	<b>Fee</b>
Tandem	7m <sup>3</sup>	\$112.00
Tri-Tandem	9m <sup>3</sup>	\$139.00
Truck + Transfer	12m <sup>3</sup>	\$177.00

**SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION****Newspaper Distribution Regulation Bylaw No. 7954**

<b>Section</b>	<b>Application Type</b>	<b>Fee</b>
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$196.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$95.75, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$131.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$321.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$131.00, 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**

<b>Description</b>	<b>Fee</b>
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: \$0.0375/min (\$2.25/hr) After 2 hrs: \$0.0875/min (\$5.25/hr)
Level 3 – 25kW Charging Session Parking Rate	\$0.1375/min (\$8.25/hr)
Level 3 – 50kW Charging Session Parking Rate	\$0.275/min (\$16.50/hr)

**PARKING (OFF-STREET) REGULATION Bylaw No. 7403**

## Section 5.1.3, 6.1.2

<b>Description</b>	<b>Fee</b>
<i>Pay Parking Fees:</i>	All rates include applicable taxes.
All Off-Street City Property Locations, other than those set out below	\$3.50 per hour – 7:00 am to 9:00 pm
6131 Bowling Green Road	\$3.50 per hour – 7:00 am to 9:00 pm
6500 Gilbert Road	\$3.50 per hour – 7:00 am to 9:00 pm Gateway Theater Productions - \$6.50 for maximum stay
7840 Granville Avenue	\$3.00 per hour – 7:00 am to 4:00 pm
5540 Hollybridge Way	\$3.00 per hour – 7:00 am to 9:00 pm \$9.75 per day
3500 McDonald Road	\$25.50 first day (vehicle towing watercraft trailer only) Plus \$12.50 per additional day (to a maximum of 5 days)
<i>Parking Permit / Decal Fees:</i>	
All Off-Street City Property Locations, other than those set out below.	\$55.25 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)	\$6.25 per calendar year, plus applicable taxes
Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)	\$6.25 per calendar year, plus applicable taxes
Richmond Seniors' Centre Members Parking (Minoru Park)	\$9.25 per calendar year, plus applicable taxes
Richmond Tennis Club Members Parking (Minoru Park)	\$6.25 per calendar year, plus applicable taxes
Richmond Winter Club Members Parking (5540 Hollybridge Way)	\$6.25 per calendar year, plus applicable taxes
McDonald Beach – Watercraft Trailer Parking (3500 McDonald Road)	\$110.00 Richmond Residents, per calendar year, plus applicable taxes  \$165.00 Non-Richmond Residents, per calendar year, plus applicable taxes

**SCHEDULE – PLAYING FIELD USER FEES****Playing Field User Fees****Natural Turf Field Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b><u>Sand Turf (With Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$45.50	per hour
<i>Mini field</i>	\$23.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$37.00	per hour
<i>Mini field</i>	\$19.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$13.50	per hour
<i>Mini field</i>	\$7.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$27.50	per hour
<i>Mini field</i>	\$14.50	per hour
<b><u>Sand Turf (No Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$32.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$26.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$20.50	per hour
<b><u>Soil Turf (No Lights)</u></b>		
Commercial (all ages)		
<i>Full size</i>	\$11.75	per hour
<i>Mini field</i>	\$6.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$9.50	per hour
<i>Mini field</i>	\$6.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$5.00	per hour
<i>Mini field</i>	\$3.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$7.50	per hour
<i>Mini field</i>	\$5.00	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 (cont.)**  
**Artificial Turf Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Richmond Youth Groups*		
<i>Full size</i>	\$27.75	per hour
<i>Mini field</i>	\$14.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$46.25	per hour
<i>Mini field</i>	\$23.75	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$67.00	per hour
<i>Mini field</i>	\$34.50	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**  
**Ball Diamonds**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$29.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$23.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$18.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$26.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$21.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.25	per hour

**Playing Field User Fees****Ball Diamonds (cont.)**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$8.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$7.25	per hour
Richmond Youth Groups* <i>Full size</i>	\$4.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$6.25	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$71.50	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$71.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$29.50	per hour
Richmond Adult Groups* <i>Full size</i>	\$49.25	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)**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Training Fee – all ages Track and Field Club	\$925.00	per year
Richmond Youth Meets*	\$176.00	per meet
Richmond Adult Meets*	\$272.00	per meet
Private Group Track Meets or Special Events	\$675.00	per day
Private Group Track Meets or Special Events	\$57.75	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

<b>Description</b>	<b>Fee</b>
Application Fee	\$3,350.00
Request for comfort letters per civic address and per unit	\$93.50

**SCHEDULE – PROPERTY TAX FEES****Property Tax Billing Information**

<b>Description</b>	<b>Fee</b>
Additional tax and/or utility bill reprints – per folio/account	\$7.50
Digital roll data report	\$1,010.00
Tax apportionment – per child folio	\$39.00
Mortgage company tax information request – per folio	\$13.00

**Property Tax Certificate Fees**

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$74.00
Requested through APIC	\$42.00

**Property Tax Sale**

<b>Description</b>	<b>Fee</b>
Tax Sale Registration Fee	\$184.00

**SCHEDULE – PUBLIC SPACE PATIO FEES****Public Space Patio Regulation Bylaw No. 10350****Section 2.3(c)**

<b>Public Space Patio Permit Application Fee</b>	<b>Fee</b>
Permit	\$307.00
Renewal	\$307.00
<b>Small Sidewalk Patio Permit Application Fee</b>	<b>Fee</b>
Permit	\$103.00
Renewal	\$103.00

**SCHEDULE – PUBLICATION FEES****Publication Fees**

<b>Description</b>	<b>Fee</b>
<u>As-Builts Drawings</u>	
A-1 Size, 24" x 36"	\$8.00
B Size, 18" x 24"	\$6.25
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$8.00
Digital Download	\$99.75
<u>Custom Services</u>	
Custom Mapping (per hour)	\$80.25
<u>Engineering Manuals</u>	
Design Specifications (contents only)	\$128.00
Supplemental Specifications and Detail Drawings (contents only)	\$128.00
<u>GIS Data Requests</u>	
Non-refundable Data Request Fee	\$128.00
First Layer*	\$200.00
Each Additional Layer*	\$68.50
Digital download of GIS layers of Municipal Works of City of Richmond	\$8,003.00
<u>Street Maps</u>	
Large, 36" x 57"	\$10.75
Small, 22" x 34"	\$8.00
<u>Traffic Camera Video Recording Search Fee</u>	
Per Site (minimum charge)	\$403.00
Per hour additional for large requests	\$64.50
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$6.25
Digital Download	\$99.75

*\*Fees are multiplied by the number of sections requested.*



**SCHEDULE – RCMP DOCUMENTATION FEES****RCMP Documentation Fees**

<b>Description</b>	<b>Fee</b>
Criminal Record Checks	\$74.50
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)	\$74.50
Fingerprints	\$74.50
Record of Suspension / Local Records Checks	\$74.50
Name Change Applications	\$74.50
Collision Analyst Report	\$685.00
Field Drawing Reproduction	\$50.50
Scale Drawing	\$147.00
Mechanical Inspection Report	\$298.00
Police Report and Passport Letter	\$74.50
Insurance Claim Letter	\$74.50
Court Ordered File Disclosure	\$74.50
* per page	*Plus \$3.75
**Shipping cost	**Plus \$10.25
Photos 4" x 6" (per photo)	\$5.25
***Shipping cost	***Plus \$10.25
Photos (each laser)	\$4.25
Digital Photo Reproduction	\$24.00
Video Reproduction (first hour)	\$74.50
- per additional half-hour of staff time	\$37.75
Audio Tape Reproduction (first hour)	\$74.50
- per additional half-hour of staff time	\$37.75
Information transfer/storage to USB	\$10.00

**SCHEDULE - REGULATION OF MATERIAL ON HIGHWAYS****Regulation of Material on Highways Bylaw No. 10226****Section 1.2.5**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
<u>Driveway Crossing Application</u> Administration/Inspection Fee	\$104.00

**SCHEDULE – SANITARY SEWER****Sanitary Sewer Bylaw No. 10427**

<b>Description</b>	<b>Fee</b>
<u>Design Plan Prepared by City [s.1.2.1(d)]</u> a) Design plan prepared by <b>City</b> for One-Family Dwelling or Two- Family Dwelling	\$1,071.00 each
<u>Service Requests [s.2.7.1]</u> For responses by the <b>City</b> in connection with a request for maintenance or emergency services	\$323.00 each
<u>Application for Sanitary Sewer User Fee Reduction [s.2.3.1(b)]</u> Application fee	\$315.00 each

**SCHEDULE – SIGN REGULATION****Sign Regulation Bylaw No. 9700****Sections 1.12, 1.14**

<b>Description</b>	<b>Fee</b>
Base application fee (non-refundable)	\$92.25 (creditable towards appropriate permit fee)
Fee for home-based sign	\$92.25
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	<15.0m <sup>2</sup> : \$118.00 15.01-45.0m <sup>2</sup> : \$232.00 >45.01m <sup>2</sup> : \$403.00
Fee for new freestanding signs	< 3.0m <sup>2</sup> : \$232.00 3.01-9.0m <sup>2</sup> : \$460.00 9.01-15.0m <sup>2</sup> : \$689.00

Fee for temporary construction freestanding/fencing signs	Single/two family: \$118.00 \$67.25 for each additional 6 months.  3+ family construction: \$232.00 \$118.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$232.00 (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 Fees**

Sections 4.1.1d; 4.2.1; 4.4.1 (d); 4.7.1 (b)

<b>Description</b>	<b>Fee</b>
Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	\$644.00
Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	\$1,071.00
Security Deposit	\$5.04 per cubic metre (\$15,000 minimum to a maximum of \$200,000)
Volume Fee - Soil Removal	\$1.04 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported within the City)	\$1.04 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	\$2.04 per cubic metre
Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	\$323.00



**SCHEDULE - TRAFFIC****Traffic Bylaw No. 5870**

Parking Fees

Section 12A.3, 12B.4

<b>Description</b>	<b>Fee</b>
<i>Pay Parking Fees:</i>	All rates include applicable taxes.
Block Meter Zones	\$3.50 per hour – 8:00 am to 9:00 pm
<i>Parking Permit / Decal Fees:</i>	
Parking Permit Decal	\$55.25 per calendar month, plus applicable taxes, subject to discount of: <ul style="list-style-type: none"> <li>• 10% for groups of 11 or more permit decals</li> </ul>

**Traffic Bylaw No. 5870**

Parking Fees

Section 12B.1, 12B.4

<b>Description</b>	<b>Fee</b>
<i>Parking Permit / Decal Fees:</i>	\$100.00 per calendar year, per registered vehicle
Parking Permit Decal	<ul style="list-style-type: none"> <li>• <i>Registration is optional</i></li> <li>• <i>City Centre Parking Management Zone</i></li> <li>- <i>Per Schedule K to Bylaw 5870</i></li> </ul>

**Traffic Bylaw No. 5870**

Construction Permit Zone with Block Meter and/or Metered Parking Spaces

Section 42.2A

Obstruction of Block Meter Machine	\$112.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	\$112.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	\$55.25 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	\$37.00 per day per metered parking space plus applicable taxes

**SCHEDULE – TREE PROTECTION****Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

<b>Description</b>	<b>Fee</b>
<u>Permit application fee</u>	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	\$68.50
Two (2) or more trees	\$82.50 per tree
Permit renewal, extension or modification fee	\$68.50

**Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.4.1, 5.2.6, 7.6(c)

<b>Section</b>	<b>Description</b>	<b>Fee</b>
Section 4.4.1	Security Deposit for replacement tree under a permit: <ul style="list-style-type: none"> <li>- not related to works</li> <li>- related to a building permit</li> <li>- related to subdivision</li> </ul>	\$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: <ul style="list-style-type: none"> <li>- related to a building permit</li> <li>- related to subdivision</li> <li>- for trees 20cm to 30cm caliper</li> <li>- for trees 31cm to 91cm caliper</li> </ul>	\$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
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

<b>Description</b>	<b>Fee</b>
Application Review Fee	\$112.00

**Traffic Bylaw No. 5870**

Containers – Temporary Placement Permit

Section 9A

<b>Description</b>	<b>Fee</b>
Permit Fee	\$33.25 per day

**Traffic Bylaw No. 5870**

Shared Vehicle Parking Space – Permit

Section 12C

<b>Description</b>	<b>Fee</b>
Permit Fee	\$330.00 per year

**Traffic Bylaw No. 5870****EV Charging – City EV Parking Stall User Fees**

## Section 12D.4

<b>Description</b>	<b>Fee</b>
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: \$0.0375/min (\$2.25/hr) After 2 hrs: \$0.0875/min (\$5.25/hr)
Level 3 – 25kW Charging Session User Fees	\$0.1375/min (\$8.25/hr)
Level 3 – 50kW Charging Session User Fees	\$0.275/min (\$16.50/hr)

**Traffic Bylaw No. 5870****Oversize Vehicles and Building Moves – Permit**

## Section 25.1

<b>Description</b>	<b>Fee</b>
Individual Vehicle Trip	\$28.00
One Vehicle for More than One Trip	\$112.00
One Building Move	\$55.25
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$28.00

**Traffic Bylaw No. 5870****Construction Zones – Permit**

## Section 42.1

<b>Description</b>	<b>Fee</b>
Permit Fee	\$330.00
* per day *Plus	\$33.25
** per metre of roadway to which permit applies, per day **Plus	\$1.25



**SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT**

**Underpinning Works and Construction Fence Encroachment Bylaw No. 9833**

Sections 2.1, 2.2 and 3.4

<b>Description</b>	<b>Fee</b>
<b>Underpinning Works</b>	
Application Fee	\$574.00 per Underpinning Works Permit application
Encroachment Fee	\$60.50 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$274.00
Additional Inspection Fees	\$104.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,706.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
<b>Construction Fence</b>	<b>Fee</b>
Application Fee	\$118.00 per Construction Fence Permit application
Encroachment Fee	\$12.00 per year per square meter of encroachment
Inspection Fee	\$274.00
Additional Inspection Fees	\$104.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,706.00

**SCHEDULE – VEHICLE FOR HIRE REGULATION**

**Vehicle for Hire Regulation Bylaw No. 6900**

**Permit & Inspection Fees**

Sections 3.7, 6.3

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Transporting of trunks	\$8.50	per trunk
Towing permit	\$150.00	
Inspection fee for each inspection after the second inspection	\$35.50	

**SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR****Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068****Section 2.1**

<b>Description</b>		<b>Fee</b>
City Hall Tour		\$302.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$302.00 plus room rental fee
	2 to 4 hours	\$599.00 plus room rental fee
	More than 4 hours	\$1,193.00 plus room rental fee

**SCHEDULE – WATER USE RESTRICTION****Water Use Restriction Bylaw No. 7784****Permit Fees****Section 3.1**

<b>Description</b>	<b>Fee</b>
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$41.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$41.50
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**

<b>Description</b>	<b>Fee</b>
<u>Culvert</u>	
Application Fee	\$709.00
City Design Option	\$1,625.00
Inspection Fee	\$137.00 plus \$27.75 per additional linear metre of culvert over 5 metres wide
<u>Bridge</u>	
Application Fee	\$139.00
Inspection Fee	\$268.00

*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**

<b>Description</b>	<b>Fee</b>
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$840.00
(b) Single or two family dwelling demolition	\$393.00
(c) Addition to and/or accessory building over 10 m <sup>2</sup> (for single or two family dwellings) construction	\$393.00
(d) Addition to and /or accessory building over 10 m <sup>2</sup> (for single or two family dwellings) demolition	\$393.00
(e) Retaining wall over 1.2 m in height, for single or two family dwellings	\$393.00
(f) Site services for single or two family dwelling	\$393.00
(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 <sup>2</sup> 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.	\$1,676.00

*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

<b>Description</b>	<b>Fee</b>
<u>Initial Inspection Fee</u>	\$84.25
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$84.25
(b) second additional inspection	\$169.00
(c) third additional inspection	\$337.00
<i>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</i>	

**SCHEDULE – WATERWORKS**

**Waterworks and Water Rates Bylaw No. 5637**

<b>Description [Section]</b>	<b>Fee</b>
<u>Design Plan Prepared by City [s. 2(d)]</u>	
(a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,071.00 each
(b) Design plan for all other buildings	\$2,141.00 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	\$117.00
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	\$406.00
Fee for water meter verification request [s. 26(d)]	\$53.75
Troubleshooting on private property	Actual Cost
<u>Fire flow tests of a watermain</u>	
(a) First test	\$269.00
(b) For each subsequent test	\$162.00
Locate or repair of curb stop service box or meter box	Actual Cost
<u>Fee for use of City fire hydrants [s. 37]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$366.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$235.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$235.00
(ii) Each additional day of use beyond the first day	\$77.50



<u>Fee for use of Private fire hydrants [s. 37.1]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$386.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or	\$227.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$109.00
(ii) Each additional day of use beyond the first day	\$70.00

**SCHEDULE – WHARVES REGULATION****Wharves Regulation Bylaw No. 10182****Moorage Fees****Section 4.1**

<b>Description</b>	<b>Fee</b>
Moorage Fee - per foot per 24 hour period	\$1.75

*Note: All stays 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

## Report to Committee

**To:** Finance Committee

**Date:** September 9, 2024

**From:** Mike Ching  
Director, Finance

**File:** 03-0925-02-04/2024-  
Vol 01

**Re:** **Permissive Property Tax Exemption (2025) Bylaw No.10566**

### Staff Recommendation

That Permissive Property Tax Exemption (2025) Bylaw No. 10566 be introduced and given first, second and third readings.

Mike Ching  
Director, Finance  
(604-276-4137)

Att. 1

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

## Staff Report

### Origin

Permissive exemptions of property tax are provided to various properties in accordance with Sections 220 and 224 of the *Community Charter* and Council Policy 3561, which has been consistently applied since 1977. The exemption bylaw must be adopted by October 31 of each year to be effective for the following year.

This report supports Council's Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

*4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.*

### Analysis

Owners of exempted properties in 2024 were contacted and their eligibility for permissive exemptions were verified for the upcoming year. Amendments to the 2025 bylaw are reflected in Attachment 1 and detailed below.

#### Permissive Exemption Bylaw Amendments

1. Richmond Emmanuel Church ("REC") – 200-7451 Elmbridge Way

On July 14, 2024, the City received an application for permissive tax exemption from REC for their leased property on Elmbridge Way. The lease of this space will expire at the end of 2024 and REC will move to a new location in Richmond. The permissive tax exemption for this location is not required for 2025 and will be taxable.

2. Richmond Emmanuel Church ("REC") - #3360, 3360 and 3380 – 8181 Cambie Road

REC purchased units 3330, 3360 and 3380 at 8181 Cambie Road on June 29, 2022. These units did not receive permissive tax exemptions in the years 2023 or 2024. BC Assessment stated that the design, condition and configuration of the units were not conducive to being used as a public place of worship. A building permit for alterations was issued by the City on October 16, 2023. REC confirmed that the work did not start until late 2023 and is expected to be completed in late 2024.

Together with BC Assessment, it is found that these units are now suitable to be used as a public place of worship, based on a site visit on August 29, 2024. REC intends for public worship to begin taking place in September 2024. BC Assessment has confirmed that these units will receive statutory exemptions in 2025.

No. 5 Road Backlands

As part of the City's annual review, staff conducted site visits in June 2024 to religious organizations on No. 5 Road to ensure farming requirements are being met. After the site visit, correspondence from the City was sent to a few organizations informing them that full farming requirements of their backlands were not met. The Agricultural Land Reserve has also reached out to the same organizations reminding them of their farming obligations as the entire two-thirds (2/3) of the backlands are not currently being fully farmed. Staff have requested that farm plans from each respective organization be provided, detailing what farm activities will take place and a timeline for the completion of the planned work. A meeting is scheduled to take place with one of the organizations in early October, and staff will provide an update to the Mayor and Councillors.

Staff continues to work with the No. 5 Road religious organizations to ensure farming of the backlands is taking place to allow a permissive tax exemption for future years.

**Financial Impact**

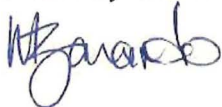
Property tax exemptions impact the City's finances by reducing the total assessed value of properties subject to taxation each year, and in 2024 this resulted in a municipal tax shortfall of \$1,584,118, or 0.52%, of the total municipal tax levy. The City recovers this shortfall through tax increases to general taxpayers.

Church properties represent the largest number of permissively exempted properties and accounts for \$577,973 in municipal exempted taxes in 2024. Non-City owned exempted properties account for \$142,787 in municipal exempted taxes, and City owned or leased properties account for \$863,358.

**Conclusion**

Council grants permissive exemptions annually to properties of qualifying organizations providing social benefit to the Community.

Permissive Exemption Bylaw No. 10566 will provide tax exemptions in accordance with the *Community Charter* and Council's Permissive Tax Exemptions Policy 3561.



Angela Zanardo  
Manager, Revenue  
(604-276-4392)

AZ:az

Att. 1: Amendments to Permissive Property Tax Exemption (2025) Bylaw No. 10566



**Amendments to Permissive Property Tax Exemption (2025) Bylaw No. 10566**

Amendments to the Bylaw:

<b>Schedule</b>	<b>Folio</b>	<b>Civic Address</b>	<b>Organization Name</b>	<b>Amendment</b>
C	057-614-000	200-7451 Elmbridge Way	Richmond Emmanuel Church	Not eligible for a 2025 permissive tax exemption.
A	082-265-027	3330-8181 Cambie Rd	Richmond Emmanuel Church	Expected to receive statutory exemption in 2025.
A	082-265-028	3360-8181 Cambie Rd	Richmond Emmanuel Church	Expected to receive statutory exemption in 2025.
A	082-265-029	3380-8181 Cambie Rd	Richmond Emmanuel Church	Expected to receive statutory exemption in 2025.



## Permissive Property Tax Exemption (2025) Bylaw No. 10566

The Council of the City of Richmond enacts as follows:

### PART ONE: RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 1.1 Pursuant to Section 224(2)(f) of the *Community Charter*, the religious halls and the whole of the parcels of land surrounding the religious halls shown on Schedule A are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2025 year.
- 1.2 Pursuant to Section 224(2)(f) of the *Community Charter*, the portions of the parcels of land and improvements surrounding the religious halls shown on Schedule B are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2025 year.
- 1.3 Notwithstanding Sections 1.1 and 1.2 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(f) will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(h) of the *Community Charter*.
- 1.4 Notwithstanding Sections 1.1 and 1.2 of this bylaw, if at any point from the period commencing on the date of Council approval of this bylaw and December 31, 2025, parcels of land or portions thereof that are listed in Schedule A or Schedule B no longer qualify for the statutory tax exemption set out in section 220(1)(h) of the *Community Charter*, such parcels of land or portions thereof will be reassessed and subject to taxation for the period commencing on the date on which qualification for the statutory tax exemption ceased and ending on December 31, 2025.

### PART TWO: TENANTED RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 2.1 Pursuant to Section 224(2)(g) of the *Community Charter*, the portions of land and improvements shown on Schedule C are hereby exempt from taxation for the 2025 year.

### **PART THREE: CHARITABLE AND RECREATIONAL PROPERTIES PERMISSIVE EXEMPTION**

- 3.1** Pursuant to Section 224(2)(a) of the *Community Charter*, the whole of the parcels of land shown on Schedule D are hereby exempt from taxation for the 2025 year.
- 3.2** Notwithstanding Section 3.1 of this bylaw, no additional exemption from taxation pursuant to Section 3.1 of this bylaw will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(i) of the *Community Charter*.
- 3.3** Pursuant to Section 224(2)(a) and Section 224(2)(j) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule E are hereby exempt from taxation for the 2025 year.
- 3.4** Pursuant to Section 224(2)(a) and Section 224(2)(k) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule F are hereby exempt from taxation for the 2025 year.
- 3.5** Pursuant to Section 224(2)(a) of the *Community Charter*, the whole or portions of the parcels of land and improvements shown on Schedule G are hereby exempt from taxation for the 2025 year.
- 3.6** Pursuant to Section 224(2)(i) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule H are hereby exempt from taxation for the 2025 year.
- 3.7** Pursuant to Section 224(2)(d) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2025 year.

### **PART FOUR: MISCELLANEOUS PROVISIONS**

- 4.1** Schedules A through I inclusive, which are attached hereto, form a part of this bylaw.
- 4.2** Permissive Exemption Bylaw 10476 is hereby repealed in its entirety.
- 4.3** This Bylaw is cited as “Permissive Property Tax Exemption (2025) Bylaw No. 10566”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR\_\_\_\_\_  
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>MC</i>
APPROVED for legality by Solicitor <i>BRB</i>

## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 10566

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>MAILING ADDRESS</b>
<b>Bakerview Gospel Chapel</b> (067-375-002) 8991 Francis Road	PID 009-294-902 Lot 135 Except: Parcel B (Bylaw Plan 87226) Section 21 Block 4 North Range 6 West New Westminster District Plan 23737	<b>Bakerview Gospel Chapel</b> 10260 Algonquin Drive Richmond, B.C. V7A 3A4
<b>Beth Tikvah Congregation and Centre Association</b> (099-358-999) 9711 Geal Road	PID 003-644-391 Lot 1 Except: Firstly: Part Subdivided by Plan 44537 Secondly: Part Subdivided by Plan LMP47252 Section 26 Block 4 North Range 7 West New Westminster District Plan 17824	<b>Beth Tikvah Congregation and Centre Association</b> 9711 Geal Road Richmond, B.C. V7E 1R4
<b>Broadmoor Baptist Church</b> (071-191-006) 8140 Saunders Road	PID 007-397-216 Lot 123 Section 28 Block 4 North Range 6 West New Westminster District Plan 44397	<b>Broadmoor Baptist Church</b> 8140 Saunders Road Richmond, B.C. V7A 2A5
<b>Canadian Martyrs Parish</b> (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	<b>Roman Catholic Archbishop of Vancouver</b> 5771 Granville Avenue Richmond, B.C. V7C 1E8
<b>Christian and Missionary Alliance</b> (082-148-009) 3360 Sexsmith Road	PID 003-469-247 Lot 23 Except: Firstly: the East 414.3 Feet Secondly: the South 66 Feet, and Thirdly: Part Subdivided by Plan 33481 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 3404	<b>Christian &amp; Missionary Alliance</b> 3360 Sexsmith Rd Richmond, B.C. V6X 2H8
<b>Christian Reformed Church of Richmond</b> (072-496-000) 9280 No. 2 Road	PID 018-262-767 Lot 2 of Section 30 Block 4 North Range 6 West New Westminster District Plan LMP9785	<b>Christian Reformed Church of Richmond</b> 9280 No. 2 Road Richmond, B.C. V7E 2C8



## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 10566

<i><b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b></i>	<i><b>LEGAL DESCRIPTION OF PROPERTY</b></i>	<i><b>MAILING ADDRESS</b></i>
<b>Church in Richmond</b> (083-953-080) 4460 Brown Road	PID 028-628-110 Lot 7 Section 33 Block 5 North Range 6 West New Westminster District Plan 3318 Part S 1/2, Except Plan 24362, Exp 24381	<b>Church in Richmond</b> 4460 Brown Road Richmond BC V6X 2E8
<b>Emmanuel Christian Community Society</b> (102-050-053) 10351 No. 1 Road	PID 011-908-106 Lot 13 Block A Section 34 Block 4 North Range 7 West Except Plan 53407 New Westminster District Plan 710	<b>Emmanuel Christian Community Society</b> 10351 No. 1 Road Richmond, B.C. V7E 1S1
<b>Fujian Evangelical Church</b> (025-172-004) 12200 Blundell Road	PID 025-000-047 Lot 1 Section 19 Block A North Range 5 West New Westminster District Plan LMP49532	<b>Fujian Evangelical Church</b> 12200 Blundell Road Richmond, B.C. V6W 1B3
<b>Gilmore Park United Church</b> (097-837-001) 8060 No. 1 Road	PID 024-570-541 Strata Lot 1 Section 23 Block 4 North Range 7 West New Westminster District Strata Plan LMS3968	<b>Congregation of the Gilmore Park United Church</b> 8060 No. 1 Road Richmond, B.C. V7C 1T9
<b>I Kuan Tao (Fayi Chungder) Association</b> (084-144-013) 8866 Odlin Crescent	PID 025-418-645 Lot 30 Section 33 Block 5 North Range 6 West new Westminster District Plan LMP54149	<b>Yi-Guan Dao Fa-Yi Chong-De Association</b> C/O I Kuan Tao (Fayi Chungder) Association #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2
<b>Immanuel Christian Reformed Church</b> (062-719-724) 7600 No. 4 Road	PID 003-486-486 Parcel One Section 14 Block 4 North Range 6 West New Westminster District Reference Plan 71292	<b>Immanuel Christian Reformed Church</b> 7600 No. 4 Road Richmond, B.C. V6Y 2T5
<b>Johrei Fellowship</b> (084-786-000) 10380 Odlin Road	PID 003-485 757 East Half of Lot 4 Except: Part Subdivided by Plan 79974; Section 35 Block 5 North Range 6 West, New Westminster District Plan 5164	<b>Johrei Fellowship Inc.</b> 10380 Odlin Road Richmond, B.C. V6X 1E2

## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 10566

<i><b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b></i>	<i><b>LEGAL DESCRIPTION OF PROPERTY</b></i>	<i><b>MAILING ADDRESS</b></i>
<b>Lansdowne Congregation Jehovah's Witnesses</b> (061-569-073) 11014 Westminster Highway	PID 003-578-356 Lot 107 Section 12 Block 4 North Range 6 West New Westminster District Plan 52886	<b>Trustees of the Lansdowne Congregation Jehovah's Witnesses</b> c/o Jurgan Halbheer 10960 Ryan Road Richmond, B.C. V6A 2G4
<b>Our Saviour Lutheran Church</b> (061-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	<b>Our Saviour Lutheran Church of Richmond BC</b> 6340 No. 4 Road Richmond, B.C. V6Y 2S9
<b>Trustees Congregation of Meeting Room 8020 No. 5 Rd Richmond BC (Meeting Room)</b> (025-166-010) 8020 No. 5 Road	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	<b>Trustees Congregation of Meeting Room 8020 No. 5 Rd Richmond BC</b> 419 Centennial Pkwy Delta BC V4L 1K9
<b>Mennonite Church BC (Peace Mennonite Church)</b> (080-792-000) 11571 Daniels Road	PID 004 152 832 Lot 323 of Section 25 Block 5 North Range 6 West New Westminster District Plan 57915	<b>Mennonite Church BC</b> C/O Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
<b>North Richmond Alliance Church</b> (063-418-009) 9140 Granville Avenue	PID 017-691-842 Lot 1 (BF53537) Section 15 Block 4 North Range 6 West New Westminster Plan 7631	<b>Christian &amp; Missionary Alliance-Canada Pacific</b> C/O North Richmond Alliance Church 9410 Granville Avenue Richmond, B.C. V6Y 1P8
<b>Richmond (Bethel) Mennonite Church</b> (030-869-001) 10160 No. 5 Road	PID 017 945 054 Lot A (BF302986) Section 31 Block 4 North Range 5 West New Westminster District Plan 35312	<b>B.C. Conference of the Mennonite Brethren Churches</b> 10200 No. 5 Road Richmond, B.C. V7A 4E5

## SCHEDULE A to BYLAW 10566

<i><b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b></i>	<i><b>LEGAL DESCRIPTION OF PROPERTY</b></i>	<i><b>MAILING ADDRESS</b></i>
<b>Richmond Chinese Evangelical Free Church</b> (025-162-005) 8040 No 5 Road	PID 004-332-695 South 100 feet West Half Lot 1 Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	<b>Richmond Chinese Evangelical Free Church Inc.</b> 8040 No. 5 Road Richmond, B.C. V6Y 2V4
<b>Richmond Chinese Alliance Church</b> (102-369-073) 10100 No. 1 Road	PID 003-898-474 Lot 68 Section 35 Block 4 North Range 7 West New Westminster District Plan 31799	<b>Christian and Missionary Alliance (Canadian Pacific District)</b> 107 – 7585 132 <sup>nd</sup> Street Surrey, B.C. V2W 1K5
<b>Richmond Emmanuel Church</b> (082-265-027) 3330 – 8181 Cambie Rd	PID 018-553-273 Lot 27 Section 28 Block 5N Range 6W New Westminster District Plan LMS1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.as shown on Form 1 or V, as appropriate.	<b>Richmond Emmanuel Church</b> 3380 – 8181 Cambie Rd Richmond B.C. V6X 3X9
<b>Richmond Emmanuel Church</b> (082-265-028) 3360 – 8181 Cambie Rd	PID 018-553-281 Lot 28 Section 28 Block 5N Range 6W New Westminster District Plan LMS1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.as shown on Form 1 or V, as appropriate.	<b>Richmond Emmanuel Church</b> 3380 – 8181 Cambie Rd Richmond B.C. V6X 3X9
<b>Richmond Emmanuel Church</b> (082-265-029) 3380 – 8181 Cambie Rd	PID 018-553-290 Lot 29 Section 28 Block 5N Range 6W New Westminster District Plan LMS1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.as shown on Form 1 or V, as appropriate.	<b>Richmond Emmanuel Church</b> 3380 – 8181 Cambie Rd Richmond B.C. V6X 3X9

## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 10566

<i><b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b></i>	<i><b>LEGAL DESCRIPTION OF PROPERTY</b></i>	<i><b>MAILING ADDRESS</b></i>
<b>Richmond Faith Fellowship</b> (085-780-002) 11960 Montego Street	PID 010-267-930 Lot A Except: Parcel E (Bylaw Plan LMP22889), Section 36 Block 5 North Range 6 West New Westminster District Plan 17398	<b>Evangelical Missionary Church of Canada</b> C/O Richmond Faith Fellowship 11960 Montego Street Richmond, B.C. V6X 1H4
<b>Richmond Pentecostal Church</b> (060-300-000) 9300 Westminster Highway	PID 024-957-828 Parcel C Section 10 Block 4 North Range 6 West New Westminster District Plan 48990	<b>Pentecostal Assemblies of Canada</b> 9300 Westminster Highway Richmond, B.C. V6X 1B1
<b>Richmond Presbyterian Church</b> (094-627-007) 7111 No. 2 Road	PID 009-213-244 Lot 110 of Section 13 Block 4 North Range 7 West New Westminster District Plan 24870	<b>Trustees of Richmond Congregation of Presbyterian Church</b> 7111 No. 2 Road Richmond, B.C. V7C 3L7
<b>Richmond Sea Island United Church</b> (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	<b>Congregation of the Richmond United Church of Canada</b> 8711 Cambie Road Richmond, B.C. V6X 1K2
<b>St. Paul's Roman Catholic Parish</b> (067-043-063) 8251 St. Albans Road	PID 010 900 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly: Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	<b>Roman Catholic Archbishop of Vancouver</b> St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2
<b>Salvation Army Richmond</b> (066-497-000) 8280 Gilbert Road	PID 001-234-684 Lot "L" (Y24736) of Section 20 Block 4 North Range 6 West New Westminster District Plan 10008	<b>Governing Council of the Salvation Army Canada West</b> 8280 Gilbert Road Richmond, B.C. V7C 3W7



## SCHEDULE A to BYLAW 10566

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>MAILING ADDRESS</b>
<b>South Arm United Church Hall</b> (plus Annex - Pioneer Church) (047-431-056) 11051 No. 3 Road	PID 015-438-562 Parcel E (Explanatory Plan 21821) of Lots 1 and 2 of Parcel A Section 5 Block 3 North Range 6 West New Westminster District, Plan 4120 Except: Firstly; Part Subdivided by Plan 29159 AND Secondly: Parcel "D" (Bylaw Plan 79687)	<b>Congregation of the South Arm United Church of Canada</b> 11051 No. 3 Road Richmond, B.C. V6X 1X3
<b>Steveston Congregation of Jehovah's Witnesses</b> (102-520-003) 4260 Williams Road	PID 006-274-382 Parcel "A" (Reference Plan 17189) Lot 1 of Section 35 Block 4 North Range 7 West New Westminster District Plan 10994	<b>Steveston Congregation of Jehovah's Witnesses</b> Attn: Jonathan Mearns #87 – 6800 Lynas Lane Richmond, B.C. V7C 5E2
<b>Steveston United Church</b> (087-640-000) 3720 Broadway Street	PID 010-910-336 Parcel A Section 3 Block 3 North Range 7 West New Westminster District Reference Plan 77684	<b>Trustees of Steveston Congregation of United Church of Canada</b> 3720 Broadway Street Richmond, B.C. V7E 4Y8
<b>Subramaniya Swamy Temple</b> (025-161-000) 8840 No. 5 Road	PID 000-594-261 Parcel B (Explanatory Plan 10524) Lot 3 Section 19 Block 4 North Range 5 West New Westminster District Plan 5239	<b>SRI Sadashiva Subramaniya Swamy Temple of B.C. Foundation</b> 8840 No. 5 Road Richmond, B.C. V6Y 2V4
<b>Trinity Pacific Church</b> (076-082-008) 10011 No. 5 Road	PID 007-178-204 Lot 297 Except Parcel B (Bylaw Plan 79916) Section 36 Block 4 North Range 6 West New Westminster District Plan 35779	<b>Trinity Pacific Church</b> 10011 No. 5 Road Richmond, B.C. V7A 4E4
<b>Vancouver International Buddhist Progress Society</b> (082-265-053) 6670 – 8181 Cambie Road	PID 018-553-532 Lot 53 Section 28 Block 5 North Range 6 West New Westminster District Plan LMS 1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.	<b>Vancouver International Buddhist Progress Society</b> 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9

## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 10566

<i>NAME, ROLL NO. &amp; CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
<b>Walford Road Gospel Church</b> (081-608-000) 9291 Walford Street	PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534	<b>Holy Spirit Association For The Unification Of World Christianity</b> 9291 Walford Street Richmond, B.C. V6X 1P3
<b>West Richmond Gospel Hall</b> (098-373-006) 5651 Francis Road	PID 008-825-025 Lot 45 Except: Parcel A (Statutory Right of Way Plan LMP11165) Section 24 Block 4 North Range 7 West New Westminster District Plan 25900	<b>West Richmond Gospel Hall</b> 5651 Francis Road Richmond, B.C. V7C 1K2

**PORTIONS OF LAND & IMPROVEMENTS  
FOR PLACE OF PUBLIC WORSHIP**

**SCHEDULE B to BYLAW 10566**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) (084-310-003) 4000 May Drive</b>	PID 029-176-263 Lot A Section 34 Block 5 North Range 6 West New Westminster District Plan EPP32741	<b>Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) 199 Sussex Drive Ottawa, ON K1N 1K6</b>	100% of footprint of building 60,000 sq. ft. for parking	Remainder of land not exempted	100%	0%
<b>Assumption of the Blessed Virgin Mary Ukrainian Catholic Church (098-394-005) 8700 Railway Avenue Manse</b>	PID 011-070-749 Parcel "One" (Explanatory Plan 24522) of Lots "A "and "B" Plan 4347 and Lot 26 of Plan 21100 Section 24 Block 4 North Range 7 West New Westminster District	<b>Ukrainian Catholic Eparchy of New Westminster 8700 Railway Avenue Richmond, B.C. V7C 3K3</b>	97.65% 2,031.18 m <sup>2</sup>	2.35% 48.82 m <sup>2</sup>	75.6% of Manse Building 302.59 m <sup>2</sup>  100% of Religious Hall	24.4% of Manse Building 97.64 m <sup>2</sup>
<b>Bethany Baptist Church (000-821-001) 22680 Westminster Highway (Site Area 5.295 acres)</b>	PID 018-604-897 Lot 1 Except: Part Dedicated Road on Plan LMP18317; Section 2 Block 4 North Range 4 West New Westminster District Plan LMP9648	<b>Bethany Baptist Church 22680 Westminster Highway Richmond, B.C. V6V 1B7</b>	48%	52%	100%	0%

**SCHEDULE B to BYLAW 10566**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>BC Muslim Association</b> (025-243-080) 12300 Blundell Road (Site Area 4.78 Acres)	PID 011-053-569 Lot 5 Except: Part Subdivided by Plan 33568; Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	<b>BC Muslim Association</b> 12300 Blundell Road Richmond, B.C. V6W 1B3	43.6% 8,440 m <sup>2</sup> 2.086 acres	56.4% 10,903.97 m <sup>2</sup> 2.694 acres	100%	0%
<b>Canadian Martyrs Parish</b> (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	<b>Roman Catholic Archbishop of Vancouver</b> 5771 Granville Avenue Richmond, B.C. V7C 1E8	93% 9,034.3 m <sup>2</sup> 2.23 acres	7% 680 m <sup>2</sup> 0.17 acres	100%	0%
<b>Church of Latter Day Saints</b> (074-575-000) 8440 Williams Road (Site Area 2.202 acres)	PID 009-210-890 Lot 2 Section 33 Block 4 North Range 6 West New Westminster District Plan 24922	<b>Corp. of the President of the Lethbridge Stake of the Church of Jesus Christ of Latter-Day Saints</b> c/o LDS Church Tax Division #502 - 7136 50 E. North Temple Street Salt Lake City, Utah, 84150- 2201	90.8% 8,093.7 m <sup>2</sup> 2.00 acres	9.2% 817.5 m <sup>2</sup> 0.202 acres	100%	0%



**PORTIONS OF LAND & IMPROVEMENTS  
FOR PLACE OF PUBLIC WORSHIP**

**SCHEDULE B to BYLAW 10566**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>Cornerstone Evangelical Baptist Church</b> (024-279-000) 12011 Blundell Road Church Parking	PID 002-555-310 South Half of South West Quarter Section 18 Block 4 North Range 5 West New Westminster District Except: Firstly: Part Dedicated Road on Plan 87640 Secondly: Parcel E (Bylaw Plan LMP4874) Thirdly: Parcel F (Bylaw Plan LMP12615) Fourthly: Part on SRW Plan 21735	<b>Cornerstone Evangelical Baptist Church of Vancouver</b> 7890 No. 5 Road Richmond, B.C. V6Y 2V2	10% 5,158.4 m <sup>2</sup>	90% 46,426.6 m <sup>2</sup>	100%	0%
<b>Dharma Drum Mountain Buddhist Association</b> (025-222-030) 8240 No. 5 Road Manse	PID 003-740-315 Lot 23 Section 19 Block 4 North Range 5 West New Westminster District Plan 55080	<b>Dharma Drum Mountain Buddhist Association</b> 8240 No. 5 Road Richmond, B.C. V6Y 2V4	34.8% 3,384 m <sup>2</sup> 0.836 acres	65.2% 6,333 m <sup>2</sup> 1.565 acres	71.8% 729.75 m <sup>2</sup>	28.2% 286.33 m <sup>2</sup>
<b>Fraserview Mennonite Brethren</b> (080-623-027) 11295 Mellis Drive (Site Area 2.79 Acres)	PID 000-471-780 That portion of Lot 176 Section 25 Block 5 North Range 6 West New Westminster District Plan 53633	<b>BC Conference of the Mennonite Brethren Churches</b> 11295 Mellis Drive Richmond, B.C. V5X 4K2	71.7% 8,077 m <sup>2</sup> 1.996 acres	28.3% 3,180.3 m <sup>2</sup> 0.794 acres	100%	0%

## SCHEDULE B to BYLAW 10566

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
<b>India Cultural Centre of Canada</b> (024-908-040) 8600 No 5 Road Manse & Parking	PID 004-328-850 Lot 19 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	<b>India Cultural Centre of Canada</b> 8600 No 5 Road Richmond, B.C. V6Y 2V4	43.9% 21,778.93 m <sup>2</sup>	56.1% 27,828.07 m <sup>2</sup>	Remaining portion of Building	100% of Manse 103.87 m <sup>2</sup>
<b>International Buddhist Society</b> (046-195-007) 9160 Steveston Highway Manse The land under the taxable improvements situated on this property shall also be assessed as taxable.	PID 026-438-160 Section 3 Block 3 North Range 6 West New Westminster District Plan BCP19994 Parcel 1	<b>International Buddhist Society</b> 9160 Steveston Highway Richmond, B.C. V7A 1M5	36.5% 16,458.69 m <sup>2</sup>	63.5% 28,622.31 m <sup>2</sup>	83.2% of remaining hall 3,132.4 m <sup>2</sup>  0% of farm buildings	16.8% of hall used for Manse and dining 632.0 m <sup>2</sup>  100% of farm buildings
<b>Ling Yen Mountain Temple</b> (030-901-000) 10060 No. 5 Road (Site Area 4.916 Acres) Manse	PID 025-566-806 Lot 42 Except: Part Dedicated Road on Plan LMP22689, Section 31 Block 4 North Range 5 West New Westminster District Plan 25987	<b>Ling Yen Mountain Temple</b> 10060 No. 5 Road Richmond, B.C. V7A 4C5	27.7% 5,502.6 m <sup>2</sup> 1.36 acres	72.3% 14,391.7 m <sup>2</sup> 3.556 acres	50.6% 1,199.3 m <sup>2</sup>	49.4% 1,171.8 m <sup>2</sup>

**PORTIONS OF LAND & IMPROVEMENTS  
FOR PLACE OF PUBLIC WORSHIP**

**SCHEDULE B to BYLAW 10566**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>Nanaksar- Gurdwara- Gursikh Temple</b> (002-881-941) 18691 Westminster Highway (Site Area 14.88 Acres) Manse	PID 023-751-878 Lot 1 Section 6 Block 4 North Range 4 West New Westminster District Plan 33029	<b>Nanaksar-Gurdwara- Gursikh Temple</b> 18691 Westminster Highway Richmond, B.C. V6V 1B1	16% 9,619.5 m <sup>2</sup> 2.377 acres	84% 50,597.7 m <sup>2</sup> 12.503 acres	86.9% of Manse 2,925.05 m <sup>2</sup>  100% of Religious Hall	13.1% of Manse 441.29 m <sup>2</sup>
<b>Parish of St. Alban's (Richmond)</b> (064-132-000) 7260 St. Alban's Road Manse	PID 013-077-911 Parcel One Section 16 Block 4 North Range 6 West New Westminster District Reference Plan 80504	<b>Parish of St. Alban's (Richmond)</b> 7260 St. Alban's Road Richmond, B.C. V6Y 2K3	91.6% 4,464.1 m <sup>2</sup>	8.4% 406.9 m <sup>2</sup>	0% of Manse  100% of Religious Hall	100% of Manse 83.6 m <sup>2</sup>
<b>Parish of St. Anne's Steveston Anglican Church</b> (097-615-002) 4071 Francis Road Religious Hall Commercial Use	PID 002-456-320 Lot 2 of Section 23 Block 4 North Range 7 West New Westminster District Plan 70472	<b>Parish of St. Anne's</b> 4071 Francis Road Richmond, B.C. V7C 1J8	99.2% 3,067.86 m <sup>2</sup>	0.8% 24.14 m <sup>2</sup>	97.8% 1,090.66 m <sup>2</sup>	2.2% 24.14 m <sup>2</sup>
<b>Peace Evangelical Church</b> (025-231-041) 8280 No. 5 Road Manse	PID 004-099-303 Lot 24 Section 19 Block 4 North Range 5 West New Westminster District Plan	<b>Peace Evangelical Church</b> 8280 No. 5 Road Richmond, B.C. V6Y 2V4	34.4% 3,614.3 m <sup>2</sup> 0.893 acres	65.6% 6,892.7 m <sup>2</sup> 1.703 acres	100% of Religious Hall 0% of Manse	100% Manse

## SCHEDULE B to BYLAW 10566

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
<b>Richmond Alliance Church</b> (047-535-044) 11371 No. 3 Road (Site Area 2.5 acres)	PID 004-113-331 South Half of 14 Section 5 Block 3 North Range 6 West New Westminster District Plan 4120	<b>Christian and Missionary Alliance (Canadian Pacific District)</b> 11371 No. 3 Road Richmond, B.C. V7A 1X3	80% 8,077.5 m <sup>2</sup> 1.996 acres	20% 2,030.5 m <sup>2</sup> 0.504 acres	100%	0%
<b>Richmond Baptist Church</b> (065-972-089) 6560 Blundell Road Manse and Parking	PID 006-457-118 Lot 43 Section 19 Block 4 North Range 6 West New Westminster District Plan 30356	<b>Richmond Baptist Church</b> 6640 Blundell Road Richmond, B.C. V7C 1H8	57% 1,151.4 m <sup>2</sup>	43% 868.6 m <sup>2</sup>	0% of Manse	100% of Manse 106.84 m <sup>2</sup>
<b>Richmond Baptist Church</b> (066-062-000) 6640 Blundell Road	PID 033-732-193 Section 19 Block 4 North Range 6 West New Westminster District Plan 71422 Parcel A	<b>Richmond Baptist Church</b> 6640 Blundell Road Richmond, B.C. V7C 1H8	Portion of land not under church	Land under manse	0% of Manse  100% of Religious Hall	100% of Manse
<b>Richmond Pentecostal Church</b> (060-287-008) 9260 Westminster Highway Manse and Parking	PID 004-140-125 Lot A Section 10 Block 4 North Range 6 West New Westminster District Plan 13172	<b>Pentecostal Assemblies of Canada</b> 9260 Westminster Highway. Richmond, B.C. V6X 1B1	30% Paved parking area behind building 652.2 m <sup>2</sup>	70% Non- parking area 1,521.8 m <sup>2</sup>	0%	100%
<b>Richmond Pentecostal Church</b> (060-300-000) 9300 Westminster Highway	PID 024-957-828 Lot 107 Section 10 Block 4 North Range 6 West New Westminster District Plan 64615	<b>Pentecostal Assemblies of Canada</b> 9300 Westminster Highway Richmond, B.C. V6X 1B1	58.7% 8,093.7 m <sup>2</sup> 2 acres	51.3% 5,690.3 m <sup>2</sup> 1.4 acres	100%	0%



**PORTIONS OF LAND & IMPROVEMENTS  
FOR PLACE OF PUBLIC WORSHIP**

**SCHEDULE B to BYLAW 10566**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
Science of Spirituality Eco Centre (045-488-098) Civic address: 11011 Shell Road Farm Land	<b>PID 015-725-871</b> Parcel F (Reference Plan 2869) Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road on Plan LMP4152 <b>PID 013-082-566</b> North Easterly 5 and 1/5 <sup>th</sup> Square Chains Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road by Plan LMP54152 <b>PID 015-342-433</b> Parcel D (Explanatory Plan 1980) Section 2 Block 3 North Range 6 West New Westminster District <b>PID 015-725-880</b> Parcel "G" (Reference Plan 2870) Section 2 Block 3 North Range 6 West New Westminster District	Science of Spirituality <b>SKRM Inc.</b> 9100 Van Horne Way Richmond, B.C. V6X 1W3	50% 385 m <sup>2</sup>	50% 385 m <sup>2</sup>	100%	0%

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<b>Shia Muslim Community of British Columbia</b> (024-941-069) 8580 No. 5 Road (Site Area 9.8 acres)	PID 004-884-850 Lot 20 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	<b>Shia Muslim Community of British Columbia</b> 8580 No. 5 Road Richmond, B.C. V6Y 2V4	38.1% 15,117.2 m <sup>2</sup> 3.736 acres	61.9% 24,512.8 m <sup>2</sup> 6.064 acres	100%	0%
<b>South Arm United Church</b> (047-431-056) 11051 No. 3 Road (Site Area 6.42 acres)	PID 015-438-562 Parcel "E" (Explanatory Plan 21821) of Lots 1 and 2 of Parcel "A" Section 5 Block 3 North Range 6 West New Westminster District Plan 4120 EXCEPT: FIRSTLY: Part Subdivided by Plan 29159 AND SECONDLY: Parcel "D" (Bylaw Plan 79687)	<b>Congregation of the South Arm United Church of Canada</b> 11051 No. 3 Road Richmond, B.C. V7A 1X3	31.6% 8,093.7 m <sup>2</sup> 2 acres	68.4% 17,496.3 m <sup>2</sup> 4.42 acres	100%	0%
<b>St. Gregory Armenian Apostolic Church of BC</b> (018-330-000) 13780 Westminster Highway	PID 002-946-068 Lot "A" (RD 190757) Section 8 Block 4 North Range 5 West New Westminster District Plan 12960	<b>Armenian Apostolic Church of British Columbia</b> 13780 Westminster Highway Richmond, B.C. V6V 1A2	95% 2,505.15 m <sup>2</sup>	5% 131.85 m <sup>2</sup>	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS  
FOR PLACE OF PUBLIC WORSHIP**

**SCHEDULE B to BYLAW 10566**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>St. Joseph The Worker Parish</b> (099-300-034) 4451 Williams Road (Site Area 8.268 acres) 3.26 and 5.00 acres	PID 010-887-725 Parcel "C" (Explanatory Plan 8670) of Lots 3 and 4 Except: Part Subdivided by Plan 30525; Section 26 Block 4 North Range 7 West New Westminster District Plan 3139	<b>Roman Catholic Archbishop of Vancouver</b> St. Joseph the Worker Parish 4451 Williams Road Richmond, B.C. V7E 1J7	38.8% 9,397.07 m <sup>2</sup> 2.32 acres	61.2% 14,838.13 m <sup>2</sup> 3.67 acres	60% 635.4 m <sup>2</sup>	40% 423.6 m <sup>2</sup>
<b>St. Monica's Parish</b> (040-800-004) 12011 Woodhead Road (Site Area 1.60 acres) Manse and Hall	PID 024-840-319 Lot A Section 31 Block 5 North Range 5 West New Westminster District Plan LMP47203	<b>Roman Catholic Archbishop of Vancouver</b> St. Monica's Parish 12011 Woodhead Road Richmond, B.C. V6V 1G2	Note: The land under the manse is exempt; the manse itself is not exempt. 73.35% 4,744.33 m <sup>2</sup> 1.17 acres	Note: The land under the manse is exempt; the manse itself is not exempt. 26.65% 1,723.67 m <sup>2</sup> 0.43 acres	0% of Manse  100% of Religious Hall	100% of Manse 196.8 m <sup>2</sup>
<b>St. Paul's Roman Catholic Parish</b> (067-043-063) 8251 St. Alban's Road (Site Area 4.77 acres)	PID 010-900- 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly; Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	<b>Roman Catholic Archbishop of Vancouver</b> St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2	40% 7,698.4 m <sup>2</sup> 1.90 acres	60% 11,547.6 m <sup>2</sup> 2.86 acres	100%	0%

## SCHEDULE B to BYLAW 10566

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
<b>Steveston Buddhist Temple</b> (087-401-000) 4360 Garry Street (Site Area 4.53 acres)	PID 001-235-265 Lot 132 Except: Firstly: Part Road on Plan LMP20538, Secondly: Part Subdivided by Plan LMP25471, Section 2 Block 3 North Range 7 West New Westminster District Plan 40449	<b>Steveston Buddhist Temple</b> 4360 Garry Street Richmond, B.C. V7E 2V2	44.15% 8,093.7 m <sup>2</sup> 2 acres	55.85% 10,238.56 m <sup>2</sup> 2.53 acres	100%	0%
<b>Thrangun Monastery Association</b> (025-193-000) 8140 No. 5 Road Manse	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	<b>Thrangun Monastery Association</b> 8140 No. 5 Road Richmond, B.C. V6Y 2V4	0% of land beneath the dormitory 59.55% 11,421.8 m <sup>2</sup> 2.82 acres	100% of land beneath the dormitory 40.45% 7,759.2 m <sup>2</sup> 1.92 acres	76.3% 2,060.1 m <sup>2</sup>	23.7% 639 m <sup>2</sup>
<b>Thrangun Monastery Association</b> (025-193-000) & (025-202-011) - Combined 8140/8160 No. 5 Road	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	<b>Thrangun Monastery Association</b> 8140 No. 5 Road Richmond, B.C. V6Y 2V4	59.55% 11,421.8 m <sup>2</sup> 2.82 acres	40.45% 7,759.2 m <sup>2</sup> 1.92 acres	100% of the shed used to store religious artefacts	0%



**PORTIONS OF LAND & IMPROVEMENTS  
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<b>Towers Baptist Church</b> (070-101-000) 10311 Albion Road (Site Area 2.148 acres) Manse	PID 000-565-318 Parcel "A" Except Part on Plan 32239 Section 26 Block 4 North Range 6 West New Westminster District Plan 22468	<b>New Wineskins Society</b> 10311 Albion Road Richmond, B.C. V7A 3E5	78.9% 7,002.4 m <sup>2</sup> 1.73 acres	21.1% 1,872.6 m <sup>2</sup> 0.418 acres	0% of Manse  100% of Religious Hall	100% Manse 162.6 m <sup>2</sup>
<b>Trinity Lutheran Church</b> (064-438-000) 7100 Granville Avenue Manse and Hall	PID 025-555-669 Section 17 Block 4 North Range 6 West Plan BCP3056 Parcel A	<b>Trinity Lutheran Church – Richmond</b> 7100 Granville Avenue Richmond, B.C. V6Y 1N8	87.09% 6,012.32	12.91% Manse 891.68 m <sup>2</sup>	0% of Manse  100% of Religious Hall	100% of Manse 142.5 m <sup>2</sup>  0% of Religious Hall
<b>Vancouver International Buddhist Progress Society</b> (082-304-006) 8271 Cambie Road (Site Area 0.757 acres)	PID 00-316-002 9 Section 28 Block 5 North Range 6 West Plan 7532	<b>Vancouver International Buddhist Progress Society</b> 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	76% 2,322.58 m <sup>2</sup>	24% 740.42 m <sup>2</sup>	N/A	N/A

## SCHEDULE B to BYLAW 10566

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Vancouver International Buddhist Progress Society (082-265-059) 6680 – 8181 Cambie Road Manse	PID 018-553-591 Strata Lot 59 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Program Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	91.72% 1,212.05 m <sup>2</sup>	8.28% 109.40 m <sup>2</sup>	0% of Manse  Remaining Religious Hall	100% Manse 109.4 m <sup>2</sup>
Vancouver International Buddhist Progress Society (082-265-060) 6690 – 8181 Cambie Road	PID 018-553-605 Strata Lot 60 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Program Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation
Vedic Cultural Society of BC (025-212-021) 8200 No 5 Road	PID 011-053-551 South Half Lot 3 Block A Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Vedic Cultural Society of BC 8200 No 5 Road Richmond, B.C. V6Y 2V4	88% 8,883.6 m <sup>2</sup>	12% 1,211.4 m <sup>2</sup>	99.1% 2,144.6 m <sup>2</sup>	0.9% 18.9 m <sup>2</sup>

**SCHEDULE C to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>TENANTS MAILING ADDRESS</b>
(064-046-009) 8151 Bennett Rd	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	That portion of the property occupied by Apostolic Pentecostal Church International	<b>Apostolic Pentecostal Church International</b> 8151 Bennett Rd Richmond BC V6Y 1N4
(136-467-527) 3211 Grant McConachie Way	PID 009-025-103 Lot 58 Sections 14, 15, 16, 17, 20, 21, 23 and 29 Block 5 North Range 7 West New Westminster District Plan 29409	That portion of the property occupied by Vancouver Airport Chaplaincy	<b>Vancouver Airport Chaplaincy</b> Box 32362 Domestic Terminal RPO Richmond, B.C. V7B 1W2

Bylaw 10566  
CHARITABLE, PHILANTHROPIC & OTHER  
NOT-FOR-PROFIT – ELDERLY CITIZENS HOUSING  
(PROVINCIAL ASSISTANCE)

SCHEDULE D to BYLAW 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(086-938-001) 11820 No. 1 Road	PID 001-431-030 Lot 2 Section 2 Block 3 North Range 7 West NWD Plan 69234	Anavets Senior Citizens Housing Society #200 - 951 East 8th Avenue Vancouver, B.C. V5T 4L2



**SCHEDULE E to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(064-762-037) 303 – 7560 Moffatt Road	PID 014-890-305 Strata Lot 37 Section 17 Block 4 North Range 6 West New Westminster District Strata Plan NW3081	<b>Aspire Richmond Support Society (Owner)</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(086-080-000) 431 Catalina Crescent	PID 001-562-797 Lot 24 Block 5 North Range 6 West New Westminster District Plan NWP9740 Suburban Block J, Section 29/30	<b>Aspire Richmond Support Society (Owner)</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(097-575-028) 4433 Francis Road	PID 003-887-022 Lot 890 Section 23 Block 4 North Range 7 West New Westminster District Plan 66590	<b>Aspire Richmond Support Society (Owner)</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(099-126-002) 5728 Woodwards Road	PID 027-789-471 Lot A Section 25 Block 4 North Range 7 West New Westminster District Plan BCP39662	<b>Aspire Richmond Support Society (Owner)</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(099-561-000) 9580 Pendleton Road	PID 003-751-678 Lot 450 Section 26 Block 4 North Range 7 West NWD Plan 66281	<b>Aspire Richmond Support Society (Tenant)</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(058-885-000) 6531 Azure Road	PID 003-680-100 Lot 525 Section 7 Block 4 North Range 6 West NWD Plan 25611	<b>Development Disabilities Association</b> 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(067-321-001) 8400 Robinson Road	PID 009-826-386 Lot 80 Except: Part Subdivided by Plan 81951, Section 21 Block 4 North Range 6 West NWD Plan 12819	<b>Development Disabilities Association</b> 100 – 3851 Shell Road Richmond, B.C. V6X 2W2

**CHARITABLE, PHILANTHROPIC & OTHER  
NOT-FOR-PROFIT – COMMUNITY CARE OR  
ASSISTED LIVING**

**SCHEDULE E to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(099-371-000) 4811 Williams Road	PID 004-864-077 Lot 4 Section 26 Block 4 North Range 7 West NWD Plan 17824	<b>Greater Vancouver Community Service Society</b> 320 – 1212 W. Broadway Vancouver, B.C. V6H 3V1
(080-622-000) 11331 Mellis Drive	PID 004-107-292 Lot 175 Section 25 Block 5 North Range 6 West NWD Plan 53633	<b>Pinegrove Place</b> Menonite Care Home Society of Richmond 11331 Mellis Drive Richmond, B.C. V6X 1L8
(082-199-000) 9020 Bridgeport	PID 002-672-855 Block 5 North Range 6 West New Westminster District Plan 60997 Parcel B, Section 27/28, REF 60997	<b>0952590 BC Ltd.</b> <b>Richmond Lion's Manor</b> Suite 500 – 520 W 6 <sup>th</sup> Avenue Vancouver BC V5Z 4H5
(065-571-000) 6260 Blundell Road	PID 005-146-135 Lot "A" (RD135044) Section 19 Block 4 North Range 6 West New Westminster District Plan 48878	<b>Rosewood Manor</b> Richmond Intermediate Care Society 6260 Blundell Road Richmond, B.C. V7C 5C4
084-988-041 10411 Odlin Road	PID 017-418-780 Lot 141 Section 35 Block 5 North Range 6 West New Westminster District Plan LMP942	<b>Turning Point Recovery Society</b> Suite 260 – 7000 Minoru Blvd. Richmond, BC V6Y 3Z5

**CHARITABLE, PHILANTHROPIC & OTHER  
NOT-FOR-PROFIT - ELDERLY CITIZENS HOUSING**

**SCHEDULE F to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(094-282-297) 7251 Langton Road	PID 003-460-525 Lot 319 Section 13 Block 4 North Range 7 West NWD Plan 49467	<b>Richmond Legion Senior Citizen Society</b> #800 – 7251 Langton Road. Richmond, B.C. V7C 4R6

## SCHEDULE G to BYLAW 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(059-905-125) 8300 Cook Road	PID 023-800-496 Strata Lot 125 Section 9 Block 4 North Range 6 West New Westminster District Strata Plan LMS2845 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1	100% that is occupied by Society of Richmond Children's Centres	<b>Cook Road Children's Centre</b> Society of Richmond Children's Centres 110 - 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(011-892-000) 23591 Westminster Highway	PID 028-376-650 Lot B Section 36 Block 5 North Range 4 West New Westminster District Plan BCP46528	That portion of the property occupied by Society of Richmond Children's Centres	<b>Cranberry Children's Centre</b> Society of Richmond Children's Centres 23591 Westminster Highway Richmond, B.C.
(094-391-000) 7611 Langton Road	PID 004-700-368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	100%	<b>Development Disabilities Association</b> 100 - 3851 Shell Road Richmond, B.C. V6X 2W2
(030-700-001) 10640 No. 5 Road	PID 028-631-595 Lot F Section 31 Block 4 North Range 5 West New Westminster District Plan EPP12978	That portion of property occupied by Society of Richmond Children's Centres	<b>Gardens Children's Centre</b> Society of Richmond Children's Centres 4033 Stolberg Street Richmond, B.C. V6X 3N7
(058-305-999) 6899 Pearson Way	PID 028-696-212 LT 13 SEC 5 BLK 4N RGE 6W NWD PL BCP49385	That portion of property occupied by YMCA of Greater Vancouver	<b>Hummingbird Child Care Centre</b> YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2

## SCHEDULE G to BYLAW 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(064-810-002) 7000 Minoru Boulevard	PID 018-489-613 Lot 1 Section 17 Block 4 North Range 6 West NWD Plan LMP 12593	100% of land and improvements leased to Richmond Caring Place or 8,038 sq.m. as indicated in LMP 12594	<b>Richmond Caring Place</b> 140 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(067-813-001) 8660 Ash Street	PID 017-854-997 Lot C Section 22 Block 4 North Range 6 West Plan 2670	Exempting that portion of the property occupied by the Richmond Family Place	<b>Richmond Family Place</b> 8660 Ash Street Richmond, B.C. V6Y 2S3
(090-515-105) 5862 Dover Crescent	PID 023-648-058 Strata Lot 105 Section 1 Block 4 North Range 7 West New Westminster District Strata Plan LMS2643	That portion of property occupied by Riverside Children's Centre	<b>Riverside Children's Centre</b> Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(059-709-030) 6380 No. 3 Road	PID 031-603-432 SEC 9 BLK 4N RGE 6W NWD PL EPP115105 ARSPCPRCLNMBR 1	That portion of property occupied by Aspire Richmond Support Society	<b>Seedlings Early Childhood Development Hub</b> Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(073-560-608) 10380 No. 2 Road	PID 029-631-408 Lot 2 Section 31 Block 4 North Range 6 West New Westminster District Plan EPP49229	That portion of property occupied by YMCA of Greater Vancouver	<b>Seasoning Child Care Centre</b> YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2
(082-020-000) 3368 Carscallen Road	PID 031-479-090 Air Space Parcel 1 Section 28 Block 5 North Range 6 West New Westminster District Air Space Plan EPP 108791	That portion of property occupied by YMCA of Greater Vancouver	<b>Sprouts Early Childhood Development Hub</b> YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2



**SCHEDULE G to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>OWNER/HOLDER (MAILING ADDRESS)</b>
(093-050-002) 6011 Blanshard Drive	PID 019-052-685 Lot 2 Section 10 Block 4 North Range 7 West New Westminster District Plan LMP19283	100% that is occupied by Society of Richmond Children's Centres	<b>Terra Nova Children's Centre</b> Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(089-830-129) 5500 Andrews Road, Unit 100	PID 023-684-801 Strata Lot 129 Section 12 Block 3 North Range 7 West New Westminster District Strata Plan LMS2701	That portion of property occupied by Treehouse Learning Centre	<b>Treehouse Learning Centre</b> Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(084-195-000) 4033 Stolberg Street	PID 028-745-540 Section 34 Block 4 North Range 6 West New Westminster District Plan BCP49848 Air Space Parcel 3	100% that is occupied by Society of Richmond Children's Centres	<b>West Cambie Child Care Centre</b> Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(057-600-003) 650-5688 Hollybridge Way	PID 030 085 489 Section 5 Block 4 North Range 6 West NWD Plan EPP65030 Air Space Parcel 1	100% that is occupied by Atira Women's Resource Society	<b>Willow Early Care and Learning Centre</b> Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5
(079-772-001) 10277 River Drive	PID 031-035-124 Lot 1 Section 23 Block 5 North Range 6 West NWD Plan EPS5734	100% of the portion of the property in the name of the City of Richmond and occupied by Atira Women's Resource Society	<b>River Run Early Care and Learning Centre</b> Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5

**SCHEDULE H to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>OWNER/HOLDER (MAILING ADDRESS)</b>
(097-842-000) 4780 Blundell Road	PID 001-145-801 Lot 2 Block 4 North Range 7 West New Westminster District Plan 3892	That portion of the property occupied by Girl Guides of Canada	<b>Girl Guides of Canada</b> 4780 Blundell Road Richmond, B.C. V7C 1G9
(051-521-010) 11551 Dyke Road	PID 014-924-781 Dedicated Park Plan 565772	That portion of the property occupied by Girl Guides of Canada	<b>Girl Guides of Canada</b> 1476 West 8th Avenue Vancouver, BC V6H 1E1
(083-465-000) 7411 River Road	PID 007 206 518 Lot "N" Except: Part Subdivided by Plan 35001, Fractional Section 6 and of Sections 5, 7 and 8 Block 4 North Range 6 West and of Fractional Section 32 Block 5 North Range 6 West New Westminster District Plan 23828 (see R083-466-000, R083-467-000, R083-467-505 for remainder)	That portion of the property occupied by Navy League of Canada National Council	<b>Navy League of Canada National Council</b> c/o Richmond/Delta Branch Box 43130 Richmond, B.C. V6Y 3Y3
(083-218-005) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Gymnastics Association	<b>Richmond Gymnastics Association</b> Unit 140 – 7400 River Road Richmond B.C. V6Y 2C1
(059-477-003) 6131 Bowling Green Road	PID 009 300 261 Lot 26, Except that part in Plan LMP39941 Section 8 Block 4 North Range 6 West New Westminster District Plan 24068	That portion of the property occupied by Richmond Lawn Bowling Club	<b>Richmond Lawn Bowling Club</b> 7321 Westminster Highway Richmond, B.C. V6X 1A3

**SCHEDULE H to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>OWNER/HOLDER (MAILING ADDRESS)</b>
(082-479-000) 7760 River Road	PID 009 311 998 Lot 2 Except: Firstly; Part Subdivided by Plan 28458; Secondly; Parcel "C" (Bylaw Plan 62679); Thirdly: Parcel G (Bylaw Plan 80333); Sections 29 and 32 Block 5 North Range 6 West New Westminster District Plan 24230	That portion of the property occupied by Richmond Rod and Gun Club	<b>Richmond Rod and Gun Club</b> P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(083-218-005) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Rod and Gun Club	<b>Richmond Rod and Gun Club</b> P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(059-216-001) 6820 Gilbert Road	PID 017 844 525 Lot A Section 8 Block 4 North Range 6 West, New Westminster District Plan LMP 5323	That portion of the property occupied by Richmond Tennis Club	<b>Richmond Tennis Club</b> 6820 Gilbert Road Richmond, B.C. V7C 3V4
(057-590-001) 5540 Hollybridge Way	PID 007 250 983 Lot 73 Except: Part Subdivided by Plan 48002; Sections 5 and 6 Block 4 North Range 6 West New Westminster District Plan 36115	That portion of the property occupied by Richmond Winter Club	<b>Richmond Winter Club</b> 5540 Hollybridge Way Richmond, B.C. V7C 4N3
(088-500-046) 2220 Chatham Street	PID 004-276-159 Block 3 N Range 7W Section 4 Parcel D, Except Plan REF 43247, EXP 60417, REF 10984 File NO 1000-14-045	That portion of the property occupied by Scotch Pond Heritage Cooperative	<b>Scotch Pond Heritage Cooperative</b> 3811 Moncton Street Richmond, B.C. V7E 3A0
(091-575-614) 2771 Westminster Highway	PID 011-566-825 Block 4 North Range 7 West Plan NWP457	That portion of 2771 Westminster Highway occupied by Sharing Farm Society	<b>Sharing Farm Society</b> 2771 Westminster Highway Richmond, B.C. V7C 1A8

**SCHEDULE H to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>OWNER/HOLDER (MAILING ADDRESS)</b>
(091-488-000) 2900 River Road	PID 017-094-755 Lot 2 Section 4 Block 4 North Range 7 West Plan NWP88135	That portion of 2900 River Road occupied by Sharing Farm Society	<b>Sharing Farm Society</b> 2771 Westminster Highway Richmond, B.C. V7C 1A8

**SCHEDULE I to BYLAW 10566**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>OWNER/HOLDER (MAILING ADDRESS)</b>
(085-643-001) Unit 140-160 11590 Cambie Road	PID 018-844-456 Lot C Section 36 Block 5 North Range 6 West Plan LMP17749 Except Plan BCP 14207	That portion of the property occupied by Richmond Public Library	<b>Richmond Public Library</b> Cambie Branch Unit 150 - 11590 Cambie Road Richmond, B.C. V6X 3Z5
(044-761-005) 11688 Steveston Highway	PID 023-710-047 Lot 1 Section 1 Block 3 North Range 6 West Plan 32147	That portion of the property occupied by Richmond Public Library	<b>Richmond Public Library</b> Ironwood Branch 11688 Steveston Highway, Unit 8200 Richmond, B.C. V7A 1N6
(031-969-003) 14300 Entertainment Boulevard	PID 023-672-269 Lot C Section 33 Block 4 North Range 5 West NWD Plan LMP31752	That portion of the property occupied by City of Richmond	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-561-007) 5900 Minoru Boulevard	PID 028-325-257 Lot A Section 5 Block 4 North 6 West New Westminster District Plan BCP45912	That portion of the property occupied by City Centre Community Centre	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(051-557-060) 12071 No. 5 Road	PID 013-082-531 Section 12 Block 3 North Range 6 West NWD Plan 15624 Parcel A-J, Part NE 1/4, Ref 15624, Ref 8114 File No. 1000-05-021	That portion of the property occupied by BC Society for the Prevention of Cruelty to Animals	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10428 (RZ 21-926304)  
8220 Gilbert Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)"**.

P.I.D. 009-215-727

Lot 7 Section 20 Block 4 North Range 6 West New Westminster District Plan 10008

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10428"**.

FIRST READING

NOV 28 2022

A PUBLIC HEARING WAS HELD ON

DEC 19 2022

SECOND READING

DEC 19 2022

THIRD READING

DEC 19 2022

OTHER CONDITIONS SATISFIED

SEP 23 2024

ADOPTED

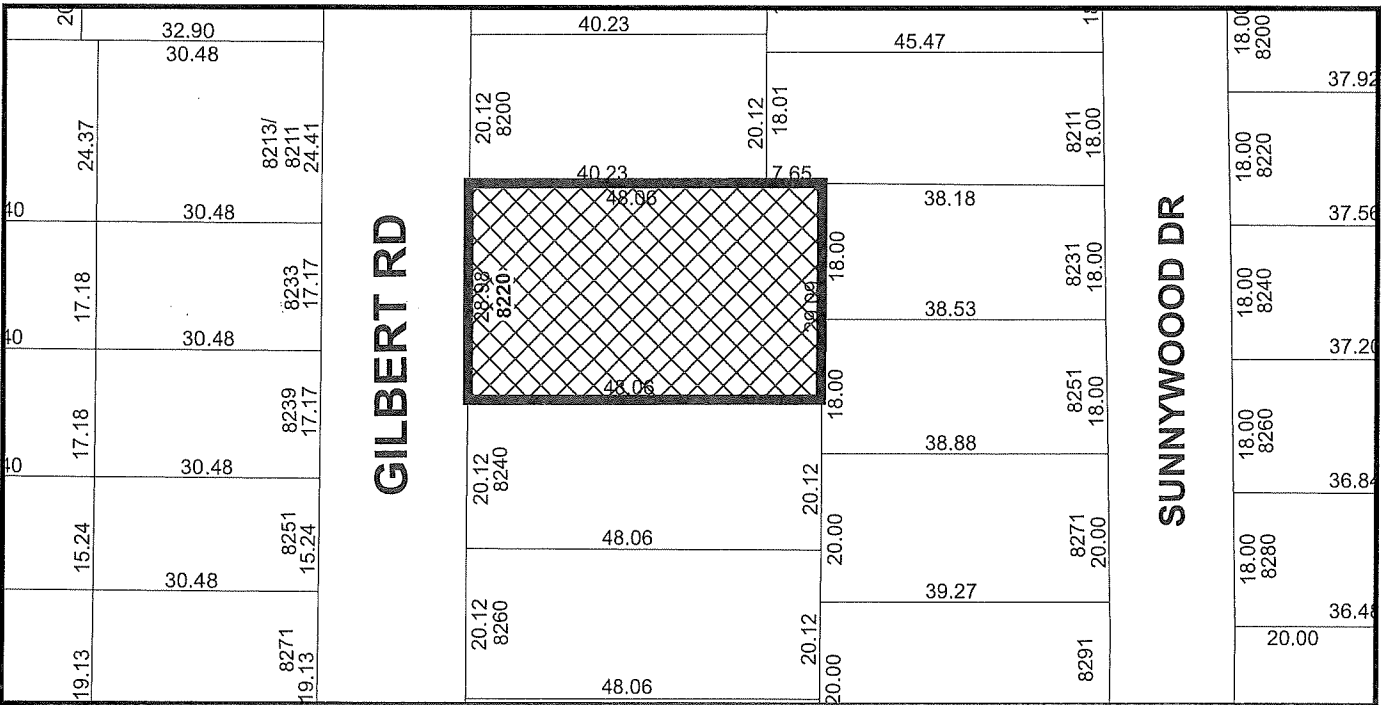
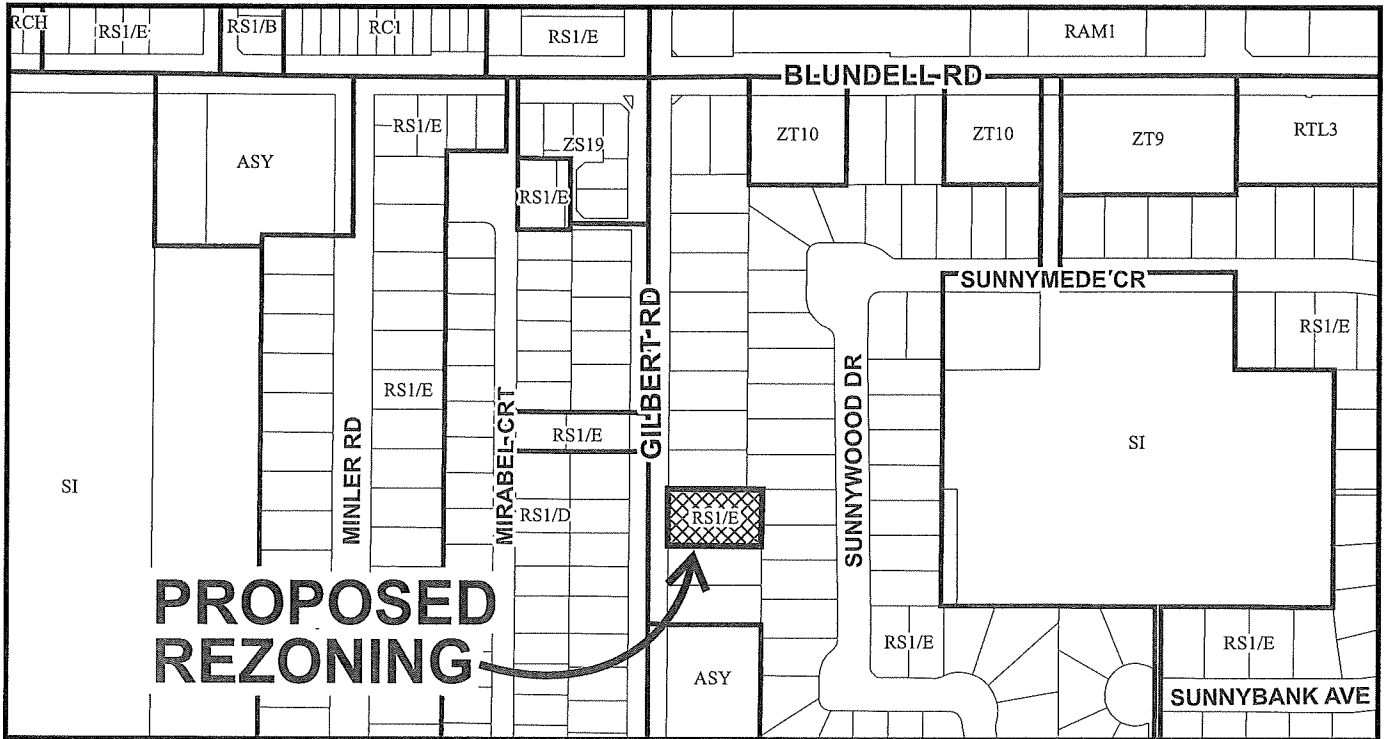


\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# City of Richmond



RZ 21-926304

Original Date: 02/17/21

Revision Date:

Note: Dimensions are in METRES



**Business Licence Bylaw No. 7360,  
Amendment Bylaw No. 10597**

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360, as amended, is further amended at Part One: Business Licence Application Process by deleting sections 1.2(h) and (i) and replacing them with the following:
  - “(h) an attestation that the **applicant** is eligible to apply for a **licence** in accordance with the provisions of this bylaw;
  - (i) in the case of a company or society, a copy of that company’s Company Summary or that society’s Society Summary, as the case may be, from the BC Registry Services, for a search conducted no more than seven (7) days prior to the date of submission of the application form;
  - (j) in the case of a **partnership** that is a limited partnership or a limited liability partnership, a copy of that **partnership’s** Partnership Summary, from the BC Registry Services, for a search conducted no more than seven (7) days prior to the date of submission of the application form; and
  - (k) any other information the **Licence Inspector** may require.”
2. Business Licence Bylaw No. 7360, as amended, is further amended at Part One: Business Licence Application Process by adding the following after subsection 1.6:

“1.7 No **person** is eligible to apply for a **licence**, and a **licence inspector** must not issue a **licence** to a **person**, if:

  - (a) such **person** had a **licence**;
  - (b) such **person** was a **key individual** of another **person** who had a **licence**;
  - (c) such **person** is a **corporation** or **partnership**, and one or more **key individual** in respect of such **corporation** or **partnership**:
    - (i) had a **licence**; or
    - (ii) is or was a **key individual** of another **person** that had a **licence**; or

(d) a **related person** to such **person** had a **licence**

for the same or similar form of **business**, at the same location, either:

(i) cancelled pursuant to the provisions of this bylaw or the **Community Charter**, within the previous two year period, unless determined otherwise by Council; or

(ii) suspended pursuant to the provisions of this bylaw or the **Community Charter**, and such suspension is still in effect.

1.8 If a **person** has been provided with notice of a hearing contemplating the cancellation or suspension of a **licence**, then until such time as a decision has been rendered with respect to such hearing:

(a) such **person**;

(b) a **key individual** of such **person**;

(c) a **corporation** or **partnership** of which such **person** is or was a **key individual**;

(d) a **corporation** or **partnership** of which one more **key individual** is or was a **key individual** of such **person**; or

(e) a **related person** to such **person**

is not eligible to apply for or be issued a **licence** for the same or similar form of business, at the same location, under a different name than that of the current **licencee**.

1.9 A **licence inspector** may refuse to issue a **licence** to a **person**, if such **person** has an unpaid fine owing to the City pursuant to this bylaw or any other bylaw of the City.”

3. Business Licence Bylaw No. 7360, as amended, is further amended at Part Four: General Provisions, by:

(a) inserting the following at the end of section 4.3.1:

“If a **person** has been provided with notice of a hearing contemplating the cancellation or suspension of a **licence**, then until such time as a decision has been rendered with respect to such hearing, such **person** may not transfer such **licence**.”

(b) deleting section 4.5.3 and replacing it with the following:

“4.5.3 Subject to the **Community Charter**, the **Licence Inspector** has the power to grant, issue, renew, cancel or transfer **licences**.”

4. Business Licence Bylaw No. 7360, as amended, is further amended at Part Five: Bylaw Violations and Penalties by deleting section 5.3 and replacing it with the following:

“5.3 Every **licencee** must comply with:

- (a) the terms and conditions set out in their **licence**;
- (b) the requirements of this, or any other bylaw of the **City**, which governs or regulates the **business** for which such **licence** was granted;
- (c) any requirements imposed by the **Medical Health Officer**; and
- (d) all applicable statutes, regulations, rules, codes and orders of all federal or provincial authorities having jurisdiction of such **business**.

5.4 A violation of any of the provisions identified in this bylaw shall:

- (a) result in liability for penalties and late payment amounts established in Schedule A of the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended or replaced from time to time; and
- (b) be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122* in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, as they may be amended or replaced from time to time.”

5. Business Licence Bylaw No. 7360, as amended, is further amended at Part Seven: Interpretation by adding the following definitions in section 7.1 in alphabetical order:

**“AFFILIATE** has the meaning given to that term in the *Business Corporations Act*, [SBC 2002] Ch 57.

**BLOOD RELATIONSHIP** means persons connected by

- (a) blood relationship if one is a child or other descendant of the other or one is the brother or sister of the other;
- (b) marriage if one is married to the other or to a person who is so connected by blood relationship to the other;
- (c) common-law partnership if one is in a common-law partnership with the other or with a person who is connected by blood relationship to the other; and
- (d) adoption if one has been adopted, either legally or in fact, as the child of the other or as the child of a person who is so connected by blood relationship (otherwise than as a brother or sister) to the other.

**COMMUNITY CHARTER** means the Community Charter, [SBC 2003] Ch. 26, as amended or replaced from time to time.



- CORPORATION** means an incorporated association, company, society, municipality or other incorporated body, where and however incorporated.
- KEY INDIVIDUAL** means a **person** who is or was:
- (a) a director, officer or **significant individual** of a **corporation**; or
  - (b) a partner of a **partnership**.
- PARTNERSHIP** has the meaning given to that term in section 2 of the *Partnership Act*, [RSBC 1996] Ch. 348, and includes, without limitation, a limited partnership, a limited liability partnership and a general partnership.
- RELATED GROUP** means a group of persons each member of which is related to every other member of the group.
- RELATED PERSON** means:
- (a) individuals connected by **blood relationship**, marriage or common-law partnership or adoption;
  - (b) a **corporation** and
    - (i) a **person** who controls the **corporation**, if it is controlled by one **person**,
    - (ii) a **person** who is a member of a **related group** that controls the **corporation**, or
    - (iii) any **person** related to a **person** described in (i) or (ii) above; and
  - (c) any two **corporations** that are **affiliates**.
- SIGNIFICANT INDIVIDUAL** has the meaning given to that term in section 119.11(2) of the *Business Corporations Act*, [SBC 2002] Ch. 57.”
6. Business Licence Bylaw No. 7360, as amended, is further amended by:
- (a) replacing the words “suspended, cancelled or revoked” in sections 2.1.30.3(c) and 4.2.1 with the words “suspended or cancelled”;
  - (b) deleting the word “revoke” in section 2.3.3 and replacing it with the word “cancel”;
  - (c) replacing the words “cancelled, suspended, revoked” in section 2.3.4 with the words “suspended, cancelled”;
  - (d) deleting the words “revoke or” in section 5.2(b); and
  - (e) deleting the words “*Local Government Act*” in sections 4.1.1, 4.4.3, 5.2 and 7.1 and replacing them with the words “***Community Charter***”.

7. This Bylaw is cited as “**Business Licence Bylaw No. 7360, Amendment Bylaw No. 10597**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

SEP 09 2024

SEP 09 2024

SEP 09 2024

CITY OF  
RICHMOND

APPROVED  
for content by  
originating  
Division

M.C.

APPROVED  
for legality  
by Solicitor

B.R.B.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



# City of Richmond

## Bylaw 10598

### Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10598

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw to "Schedule – Business Licence Bylaw No. 7360 (2002)" in Bylaw No. 8122 in numerical order.
2. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10598".

FIRST READING

SEP 09 2024

SECOND READING

SEP 09 2024

THIRD READING

SEP 09 2024

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. H.C.
APPROVED for legality by Solicitor B.R.B.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## Schedule A to Bylaw No. 10598

Schedule – Business Licence Bylaw No. 7360 (2002)							
Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Business Licence Bylaw No. 7360 (2002)	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failing to provide information or concealing required information in licence application	1.4	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Failure to comply with term or condition of a licence	5.3(a)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Failure to comply with requirements of Business Licence Bylaw No. 7360	5.3(b)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a



**Underpinning Works and Construction Fence Encroachment Bylaw No.  
9833,  
Amendment Bylaw No. 10599**

The Council of the City of Richmond enacts as follows:

1. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended by renaming the bylaw the “Construction Encroachment Bylaw No. 9833”.
2. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at Part One: Underpinning Works and Construction Fence by:
  - a) replacing the title of Part One with the following:

“PART ONE: UNDERPINNING WORKS, CONSTRUCTION FENCE AND CRANE SWINGS”
  - b) inserting the words “or a City Statutory Right of Way” after the words “City Property” in section 1.1.1;
  - c) inserting the words “or a City Statutory Right of Way” after the words “City Property” in section 1.2.1; and
  - d) inserting the following after section 1.2.1:

**“1.3 Crane Swing Permit**

- 1.3.1 No person shall erect, construct, install, maintain, use, or permit the use of, a Crane in any manner that results in, or would reasonably be expected to result in, a Crane Swing without first making application for and obtaining a Crane Swing Permit and every such construction, use or maintenance shall be undertaken in all respects to the requirements and regulations of this Bylaw and the terms and conditions of the Crane Swing Permit.
- 1.3.2 Notwithstanding any other provision of this bylaw, no person shall erect, construct, install, maintain, use, or permit the use of, a Crane in any manner that would result in the boom or other parts of the Crane swinging over air space of City Property that is not City Highway, without first entering into an agreement with the City.”



3. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at Part Two: Underpinning Works Permit and Construction Fence Permit Application Process by replacing the title of Part Two with the following:

**“PART TWO: UNDERPINNING WORKS, CONSTRUCTION FENCE AND CRANE SWING PERMIT APPLICATION PROCESS”**

4. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 2.1 Application Requirements by:
- (a) inserting the words “or using, allowing or maintaining a Crane Swing,” after the words “Construction Fence,” in section 2.1.1(a);
  - (b) deleting the words “Underpinning Works or Construction Fence” in section 2.1.1(c) and replacing them with the words “Underpinning Works, Construction Fence or Crane Swing”;
  - (c) deleting the words “Underpinning Works or Construction Fence” in section 2.1.1(e) and replacing them with the words “Underpinning Works, Construction Fence or Crane Swing”;
  - (d) deleting the words “applicable fees” in section 2.1.1(d) and replacing them with the words “applicable application fee”;
  - (e) deleting the words “Underpinning Works or a Construction Fence” in section 2.1.2 and replacing them with the words “Underpinning Works, a Construction Fence or a Crane Swing”; and
  - (f) deleting the words “constructed or a Construction Fence has been installed” in section 2.1.3 and replacing them with the words “constructed, a Construction Fence has been installed, or a Crane Swing has occurred”.
5. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 2.2 Security Deposit by deleting the words “issuance of a Permit” in section 2.2.1 and replacing them with the words “issuance of a Permit, or the renewal of a Permit,”.
6. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 2.3 Permit Issuance by:
- (a) deleting the words “applicable fees” in section 2.3.1(d) and replacing them with the words “applicable encroachment fee and inspection fee”;
  - (b) inserting the words “or the City’s Risk Manager or their delegates” after the words “General Manager” in section 2.3.1(e); and
  - (c) inserting the following after section 2.3.2(f):

“2.3.3 Subject to section 2.3.4, the General Manager may issue a Crane Swing Permit upon being satisfied that:

- (a) the proposed Crane Swing complies with this Bylaw and all Applicable Laws;
- (b) the Crane Swing operation, as applicable, can be carried out safely, without undue nuisance or interference to the public, or damage or injury to persons or Property;
- (c) the Applicant has complied with the applicable requirements of section 2.1 [*Permit Application Requirements*]; and
- (d) the Applicant has provided proof of general liability insurance coverage in an amount and on terms satisfactory to the General Manager or the City’s Risk Manager or their delegates.

2.3.4 The General Manager may refuse to issue Crane Swing Permit if the requirements of section 2.3.3 have not been met or the General Manager is of the opinion that the proposed Crane Swing will or is reasonably likely to:

- (a) endanger, damage, or otherwise adversely affect any structure, Highway, easement, utility works and services or right-of-way, whether privately or publicly owned;
- (b) contravene any Applicable Laws;
- (c) threaten the health, safety, or welfare of the public or be otherwise contrary to the public interest; or
- (d) result in the use of the Subject Property in a manner inconsistent with the current zoning for the Subject Property.”

7. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 3.1.1 by:

- (a) deleting the words “Underpinning Works or install a Construction Fence” in the first paragraph, and replacing them with the words “Underpinning Works, install a Construction Fence, or allow a Crane Swing”;
- (b) inserting the word “partners,” before the words “directors, officers” in section 3.1.1(b);
- (c) deleting sections 3.1.1(c) and (d) and replacing them with the following:

“(c) the design, construction and installation of the Underpinning Works or the Construction Fence, or the use of the Crane Swing, as applicable, occurs at all times in accordance with sound engineering and construction practices and is

carried out in accordance with the terms of this Bylaw, the applicable Permit and all Applicable Laws;

- (d) the installation of the Underpinning Works or the Construction Fence, as applicable, will not interfere with or cause damage to any existing underground utilities or services, whether such utilities or services are owned by the City, by the Greater Vancouver Regional District or by any private or public utility. The use of the Crane Swing will not interfere with or cause damage to any existing utilities or services, whether such utilities or services are owned by the City, by the Greater Vancouver Regional District or by any private or public utility. The Owner shall be solely responsible for all costs of determining the location of any and all such relevant utilities and services;”
- (d) deleting the words “Underpinning Works or the installation of a Construction Fence” in section 3.1.1(g) and replacing them with the words “Underpinning Works, or the installation of a Construction Fence, or the installation, use, maintenance and operation of a Crane that is the subject of the Crane Swing”;
- (e) deleting the words “Underpinning Works or Construction Fence” in section 3.1.1(h) and replacing them with the words “Underpinning Works, the Construction Fence or the Crane Swing”;
- (f) deleting section 3.1.1(i) and replacing it with the following:
  - “(i) the Owner will be solely responsible throughout the construction of the Underpinning Works, the installation of the Construction Fence or the use of the Crane Swing to protect persons and property in the vicinity of the Underpinning Works, Construction Fence or Crane Swing from injury, loss or damage;”
- (g) deleting section 3.1.1(j) and replacing it with the following:
  - “(j) the Owner will be responsible for the prompt payment of all fees, permits and construction expenses of the Underpinning Works, Construction Fence or Crane Swing of any kind whatsoever including, without limitation, reasonable legal fees and disbursements incurred by the City in connection with or arising out of the preparation and interpretation of this Bylaw or a Permit and any dispute or enforcement in connection therewith;
- (k) the Owner will call for such inspections by the City as are required pursuant to the terms of the Permit, and will pay the additional inspection fee as set out in the *Consolidated Fees Bylaw No. 8636* if an additional inspection is required as a result of there being deficiencies identified during a required inspection.”

8. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended by deleting section 3.3.1 and replacing it with the following:

“3.3.1 Every Permit issued under this Bylaw shall expire and cease to authorize any Underpinning Works, Construction Fence or Crane Swing 12 months following the

date of issue or upon such earlier date as may be specified in the Permit unless an expiry date for a different term is specified in the Permit or a renewal for the Permit has been issued in accordance with section 3.4.”

9. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended by deleting section 3.4.1 and replacing it with the following:

“3.4.1 If the Underpinning Works operations are not completed before the Underpinning Works Permit expires, or if a Construction Fence is still required at the time the Construction Fence Permit expires, or if a Crane Swing is still required at the time the Crane Swing Permit expires, then the General Manager may renew, extend, or modify the Permit upon written request of the Permittee, subject to the following:

- (a) there is no obligation on the City to renew any Permit;
- (b) the Permittee shall pay the appropriate non-refundable Permit renewal fee as specified in the *Consolidated Fees Bylaw No. 8636*;
- (c) if the renewal is for an Underpinning Works Permit or a Construction Fence Permit, and the encroachment fee specified in the *Consolidated Fees Bylaw No. 8636* has increased since such Permit was issued, the Permittee shall pay an amount equal to the difference between the current encroachment fee and the encroachment fee paid for the original Permit;
- (d) the application for a renewal, extension, or modification is received no later than 30 days before the expiry date of the existing Permit;
- (e) the General Manager may require that the Permittee provide additional information authorized by this Bylaw as a pre-condition to considering an application for a Permit renewal, extension or modification.”

10. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended by deleting section 4.1 and replacing it with the following:

**“4.1 Suspension of a Permit.**

- 4.1.1 The General Manager may suspend any Permit where, in the opinion of the General Manager there is a contravention of or non-compliance with the terms and conditions of the Permit, this Bylaw, or any other City bylaw relevant to Underpinning Works, Construction Fence or Crane Swing that is the subject of the Permit. The Permit shall remain suspended and will cease to authorize the Underpinning Works, Construction Fence or Crane Swing that is the subject of the Permit until, in the opinion of the General Manager, compliance is obtained. During a Permit suspension, the General Manager may require an Owner to remove the Construction Fence which the Owner will do within five days of notice.

4.1.2 Where a Permit is suspended, the General Manager will cause written notice of suspension to be delivered to the Owner of the Subject Property by registered mail and to be posted on the Subject Property where possible.

4.1.3 Sections 4.1.1 and 4.1.2 are without prejudice to any other remedies available to the City under this Bylaw, any other law, or in equity.”

11. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 4.2.1 by deleting the words “Underpinning Works or Construction Fence” and replacing them with the words “Underpinning Works, Construction Fence or Crane Swing”.
12. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 4.2.5 by deleting the words “Underpinning Works or Construction Fence” in sections 4.2.5(a) and (b) and replacing them with the words “Underpinning Works, Construction Fence or Crane Swing”.
13. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 4.2.6 by deleting the words “Underpinning Works or Construction Fence” and replacing them with the words “Underpinning Works, Construction Fence or Crane Swing”.
14. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 4.2.7 by deleting the words “Underpinning Works or Construction Fence” and replacing them with the words “Underpinning Works, Construction Fence or Crane Swing”.
15. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 5.1.1 by deleting the words “\$10,000” and replacing them with the words “\$50,000”.
16. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 6.1 by adding the following definitions in alphabetical order:

**“CITY STATUTORY RIGHT OF WAY** means any statutory right of way, as defined in the *Land Title Act*, [RSBC 1996] Ch. 250, granted in favour of the City.

**CRANE** means a fixed construction crane, including tower cranes, used to move materials vertically and/or horizontally, but does not include a wheel-mounted crane or crawler crane.

**CRANE SWING** means the swing of the boom or other parts of a Crane over air space of City Highway.

**CRANE SWING PERMIT** means an authorization by the City to allow a Crane Swing issued under this bylaw.”



17. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended at section 6.1 by deleting the definitions of “Owner”, “Permit” and “Subject Property” and replacing them with the following:

**“OWNER** means a person registered in the records of the Land Title Office as the fee simple owner of the Property to which the Underpinning Works, Construction Fence or Crane Swing, as applicable, relate.

**PERMIT** means, as applicable, any or all of an Underpinning Works Permit, a Construction Fence Permit or a Crane Swing Permit issued under this Bylaw.

**SUBJECT PROPERTY** means “Property” to which an Underpinning Works Permit, a Construction Fence Permit or a Crane Swing Permit relates.”

18. Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, as amended, is further amended by deleting section 7.2 and replacing it with the following:

“7.2 This Bylaw is cited as “**Construction Encroachment Bylaw No. 9833**”.”

19. This Bylaw is cited as “**Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, Amendment Bylaw No. 10599**”.

FIRST READING

SEP 23 2024

SECOND READING

SEP 23 2024

THIRD READING

SEP 23 2024

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10600**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by:
  - (a) adding the following to the list in section 1.1 in alphabetical order:  
“Construction Encroachment Bylaw No. 9833, as amended;”
  - (b) adding the content of the table in Schedule A attached to and forming part of this bylaw to Schedule A of Bylaw No. 8122 as a new “Schedule – Construction Encroachment Bylaw No. 9833”.
2. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10600**”.

FIRST READING

SEP 23 2024



SECOND READING

SEP 23 2024

THIRD READING

SEP 23 2024

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor 

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MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## SCHEDULE A to BYLAW NO. 10600

Schedule – Construction Encroachment Bylaw No. 9833 Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Construction Encroachment Bylaw No. 9833	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Underpinning works without a permit or in contravention of the terms of a permit or Bylaw No. 9833	1.1.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Construction fence without a permit or in contravention of the terms of a permit or Bylaw No. 9833	1.2.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Crane swing without a permit or in contravention of the terms of a permit or Bylaw No. 9833	1.3.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Crane swing over City Property that is not highway without agreement with the City	1.3.2	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a



**Consolidated Fees Bylaw No. 8636,  
Amendment Bylaw No. 10601**

The Council of the City of Richmond enacts as follows:

1. Consolidated Fees Bylaw No. 8636, as amended, is further amended by:
  - (a) deleting SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT; and
  - (b) adding Schedule A attached to and forming part of this bylaw as a new “SCHEDULE – CONSTRUCTION ENCROACHMENT” to the Consolidated Fees Bylaw NO. 8636 in alphabetical order.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10601**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

SEP 23 2024

SEP 23 2024

SEP 23 2024

CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor 

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE A to BYLAW NO. 10601**

**SCHEDULE – CONSTRUCTION ENCROACHMENT  
to BYLAW NO. 8636**

**SCHEDULE – CONSTRUCTION ENCROACHMENT**

**Construction Encroachment Bylaw No. 9833**

Sections 2.1, 2.2 and 3.4

<b>Description</b>	<b>Fee</b>
<b>Underpinning Works</b>	
Application Fee	\$562.00 per Underpinning Works Permit application
Encroachment Fee	\$59.25 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$268.00
Additional Inspection Fees	\$101.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,593.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Renewal Application Fee	\$562.00 per Underpinning Works Permit renewal application
<b>Construction Fence</b>	<b>Fee</b>
Application Fee	\$115.00 per Construction Fence Permit application
Encroachment Fee	\$11.75 per year per square meter of encroachment
Inspection Fee	\$268.00
Additional Inspection Fees	\$101.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,593.00
Renewal Application Fee	\$115.00 per Construction Fence Permit renewal application
<b>Crane Swing</b>	<b>Fee</b>
Application Fee	\$562.00 per Crane Swing Permit application



Renewal Application Fee	\$562.00 per Crane Swing Permit renewal application
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**Development Permit Panel  
Thursday, September 12, 2024**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: Wayne Craig, General Manager, Planning and Development, Chair  
Roeland Zwaag, General Manager, Engineering and Public Works  
Kirk Taylor, Director, Real Estate Services

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 August 21, 2024 be adopted.*

**CARRIED**

**1. DEVELOPMENT PERMIT 23-011375**  
(REDMS No. 7449752)

APPLICANT: NSDA Architects

PROPERTY LOCATION: 7188 Westminster Highway

INTENT OF PERMIT:

Permit exterior renovations to the existing building at 7188 Westminster Highway on a site zoned "Auto-Oriented Commercial (CA)".

**Applicant's Comments**

Atsushi Fujimi, NSDA Architects, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the proposed development, highlighting the following:

## Development Permit Panel

### Thursday, September 12, 2024

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- The project intends to update the exterior of the building to meet the standards of a boutique hotel, including two exterior seating areas;
- New colours of stucco and manufactured stone are proposed for the exterior cladding of the building;
- Given the proximity to the airport, the renovations will incorporate design elements inspired by aviation;
- A retractable awning is proposed to provide protection from the elements; and
- Bicycle racks are proposed as part of the exterior renovations.

Mackenzie Pugh and Stephen Vincent, Durante Kreuk Ltd. Landscape Architecture, with the aid of the same visual presentation, briefed the Panel on the main landscape features of the project, noting that (i) plant species will include shade tolerant species and a variety of flowering and evergreen species to maintain year-round interest, (ii) larger, denser shrubs are proposed adjacent to the seating areas to provide privacy, (iii) lower ground covers and perennials are proposed to maintain visibility and open space, (iv) smaller multi-stem trees are proposed to provide some privacy while also keeping visibility open, and (v) lighting will be incorporated into the planters along walkways and planters will be the same height of the existing planters.

#### Staff Comments

Joshua Reis, Director, Development noted that (i) there is no Servicing Agreement associated with the project, (ii) improvements to the exterior of the building are limited in scope, (iii) there is no change to the existing floor area, (iv) all vehicular traffic to and from the site is to operate from the same entrance and exit on Westminster Highway, and (v) the applicant will be providing new Class 1 and Class 2 on-site bicycle parking as part of the proposed scope of work.

#### Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) the glass canopies will be replaced with aluminum and wood grain materials, (ii) the glass balconies will be retained, (iii) the existing grade will be maintained and ensure the exit ramp will not pose any issues for people with mobility issues, (iv) the exterior renovations are part of the hotel's rebranding from a Ramada to a Best Western short-stay property, specifically an Aiden by Best Western, which offers a more boutique experience, (v) exterior lighting includes wall sconces and uplighting, (vi) the design of the project incorporates Crime Prevention Through Environmental Design (CPTED) principles and there will be upgraded security cameras on site, and (vii) security is managed by the hotel staff.

#### Correspondence

None.

## Development Permit Panel

### Thursday, September 12, 2024

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#### Gallery Comments

None.

#### Panel Discussion

The Panel expressed support for the project, noting (i) the benefit of the exterior upgrades, (ii) the applicant's attention to the landscape design of the project, and (iii) salvaging materials where possible.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would permit exterior renovations to the existing building at 7188 Westminster Highway on a site zoned "Auto-Oriented Commercial (CA)".*

**CARRIED**

## 2. DEVELOPMENT PERMIT 24-012258

(REDMS No. 7744113)

APPLICANT: Jim Ralph

PROPERTY LOCATION: 3200 No. 3 Road

INTENT OF PERMIT:

Permit the construction of a 315-suite hotel at 3200 No. 3 Road on a site zoned "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)".

#### Applicant's Comments

Doug Nelson, Bingham + Hill Architects, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 2), provided background information on the proposed development, highlighting the following:

- The application is submitted to address revisions to the approved Development Permit associated with facilitating a permitted change of use from office to hotel, specifically affecting Building L;  
The building form is proposed to be revised such that the floor plates are smaller, ceilings are lower, and additional floors are added without exceeding the maximum allowable floor area or building height and will provide a similar street wall presence along Sea Island Way and No 3. Road frontages;
- Vehicle access to Phase 3 is provided through the auto court on Phase 4;

3.

## Development Permit Panel

### Thursday, September 12, 2024

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- The reconfigured form of Building L is designed to make use of the already constructed below-grade structure without requiring structural modification;
- This change of use to hotel is permitted under the current zoning bylaw;
- The gross floor area and building height remains the same and the majority of physical change to the building has occurred on the south side facing the courtyard;
- The design of the Sea Island Way pedestrian right-of-way on the north side is required to be modified as part of the Servicing Agreement for the larger development to accommodate a larger turning radius from No. 3 Road to Sea Island Way;
- The hotel drop-off will be relocated to the auto court to avoid potential traffic blockages on Cst. Thomas Agar Road;
- The overall outdoor amenity space will be increased by approximately 250 square metres and will be reconfigured into two separate outdoor amenity spaces;
- Non-residential amenity facilities include an expanded exercise room and spa facility with direct access to the outdoor amenity area;
- A new inaccessible green roof will be provided over the expanded indoor amenity at the north-west corner of Building K and an inaccessible green roof at the south-east corner of Building L has been maintained and reconfigured to suit the new building form;
- The outdoor space will be revised to become a non-resident outdoor amenity for the use of hotel guests;
- The façade design strategy reincorporates vertical frame elements, window pattern, colours and materiality, similar to the already approved project; and
- Operable windows, sliding glass doors, and Juliet balconies reflect the new use as a hotel.

Dylan Chernoff, Durante Kreuk Ltd. Landscape Architecture, with the aid of the same visual presentation, briefed the Panel on the main landscape features of the project, noting (i) the landscaping along the project frontages has been updated, (ii) a minor change to the outline of the water feature, (iii) the redistribution of bicycle racks throughout the site, and (iv) courtyard changes including terraces that accommodate outdoor seating areas, a flexible lawn area, and a kids play area for residents.



## Development Permit Panel

### Thursday, September 12, 2024

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#### Staff Comments

Mr. Reis noted that (i) there is a Servicing Agreement, secured through the previously approved rezoning and Development Permit, associated with the project including frontage improvements along the three road frontages of the site, (ii) hotel use is a permitted use within the zone, (iii) this project will not result in any change in overall floor area ratio to the project, (iv) the proposed design is generally consistent with the previously approved Development Permit for this project, and (v) the expanded landscape area does result in additional podium level outdoor amenity space for exclusive use of Building K residents.

#### Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) the children's play equipment will include active and passive play areas and is generally suited for children up to 5 years old, (ii) there is no intent to have landscape between the public realm treatment and the building in the north-east corner of the building, and (iii) the proposed surface treatment of the building is smooth.

#### Correspondence

Francis Leung, Richmond resident ([Schedule 3](#))

In reply to the concerns noted in the letter, Mr. Reis noted that (i) the hotel use is a permitted use on the subject site, (ii) transportation staff have reviewed and approved the traffic memo provided by a registered transportation engineer which demonstrates that the proposed volume, access, and parking operations are acceptable and in compliance with the City's standards and bylaw requirements, (iii) the proposed development is providing a dedicated on-site auto court for all drop-offs and pick-ups on site, (iv) Sprouts Early Childhood Development Hub has its own dedicated underground space for pick-ups and drop-offs in the existing building in addition to staff parking, (v) the portion of Carscallen Road between Phases 2 and 3 can handle all two-way traffic and there are no current plans to close or change any of the traffic operations in that area, and (vi) the site is very closely located to the future Capstan Canada Line station.

#### Gallery Comments

Francis Leung, Richmond resident, queried about (i) the pick-up and drop-off spots for Sprouts Early Childhood Development Hub, (ii) driveway access to the auto court, and (iii) transportation concerns in the area and potential review of the layout.

In response to the query about the number of bicycle racks on the property, the Chair noted that as part of the City's goals to create a modal shift to active modes of transportation, short-term and long-term secure bicycle parking are required in new developments as part of long-term sustainability objectives.

## Development Permit Panel

### Thursday, September 12, 2024

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#### Panel Discussion

The Panel expressed support for the project, noting appreciation for the intent and design considerations put forward.

In addition, staff were directed to work with the applicant to address concerns of the materiality of the north-east corner of the building along Sea Island Way to increase visual interest and discourage graffiti that may occur on a smooth surface.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would permit the construction of a 315-suite hotel at 3200 No. 3 Road on a site zoned "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)".*

**CARRIED**

#### 3. New Business

None.

#### 4. Date of Next Meeting: September 25, 2024

#### ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:23 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 Thursday, September 12, 2024.

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Wayne Craig  
Chair

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Shannon Unrau  
Legislative Services Associate

7188 Westminster Hwy, Richmond

Perspective (Street trees not shown for clarity)

DP-23-011375  
BP-

Issue / Revisions	Date
DP Application	02/23/01
DP Re-submission	02/24/01
DP Re-Resubmission	02/24/01
DP Re-submission	02/24/01
DP Re-submission	02/24/01



## Drawing List

DP - 25-011575	7108 Westminster Hwy, Richmond	SURVEY PLAN OF PARCELS B SECTION 8 NEW WESTMINSTER DISTRICT PLAN LWP23100	023-804-190	THE WESTMINSTER HIGHWAY INC	53.2 m (175.0 ft) x 37.2 m (122.1 ft)	CA	Hotel	Permitted/Existing 1.5 4.5	LANDSCAPE Plantings: Palm Trees (20 Avenue) T 604 481-1811	SURVEY 1. 616-279-8331 2. 616-279-8331 3. 616-279-8331 4. 616-279-8331 5. 616-279-8331 6. 616-279-8331 7. 616-279-8331 8. 616-279-8331 9. 616-279-8331 10. 616-279-8331 11. 616-279-8331 12. 616-279-8331 13. 616-279-8331 14. 616-279-8331 15. 616-279-8331 16. 616-279-8331 17. 616-279-8331 18. 616-279-8331 19. 616-279-8331 20. 616-279-8331 21. 616-279-8331 22. 616-279-8331 23. 616-279-8331 24. 616-279-8331 25. 616-279-8331 26. 616-279-8331 27. 616-279-8331 28. 616-279-8331 29. 616-279-8331 30. 616-279-8331 31. 616-279-8331 32. 616-279-8331 33. 616-279-8331 34. 616-279-8331 35. 616-279-8331 36. 616-279-8331 37. 616-279-8331 38. 616-279-8331 39. 616-279-8331 40. 616-279-8331 41. 616-279-8331 42. 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## Existing Photos

NSDA  
ARCHITECTS
$$\frac{d}{dt} \left( p^{\alpha\beta} g_{\alpha\beta} + p^\alpha{}_\mu u^\mu \right) = -p^\alpha{}_\mu \dot{g}_{\alpha\beta} g^{\alpha\beta} + p^\alpha{}_\mu \dot{u}^\mu$$

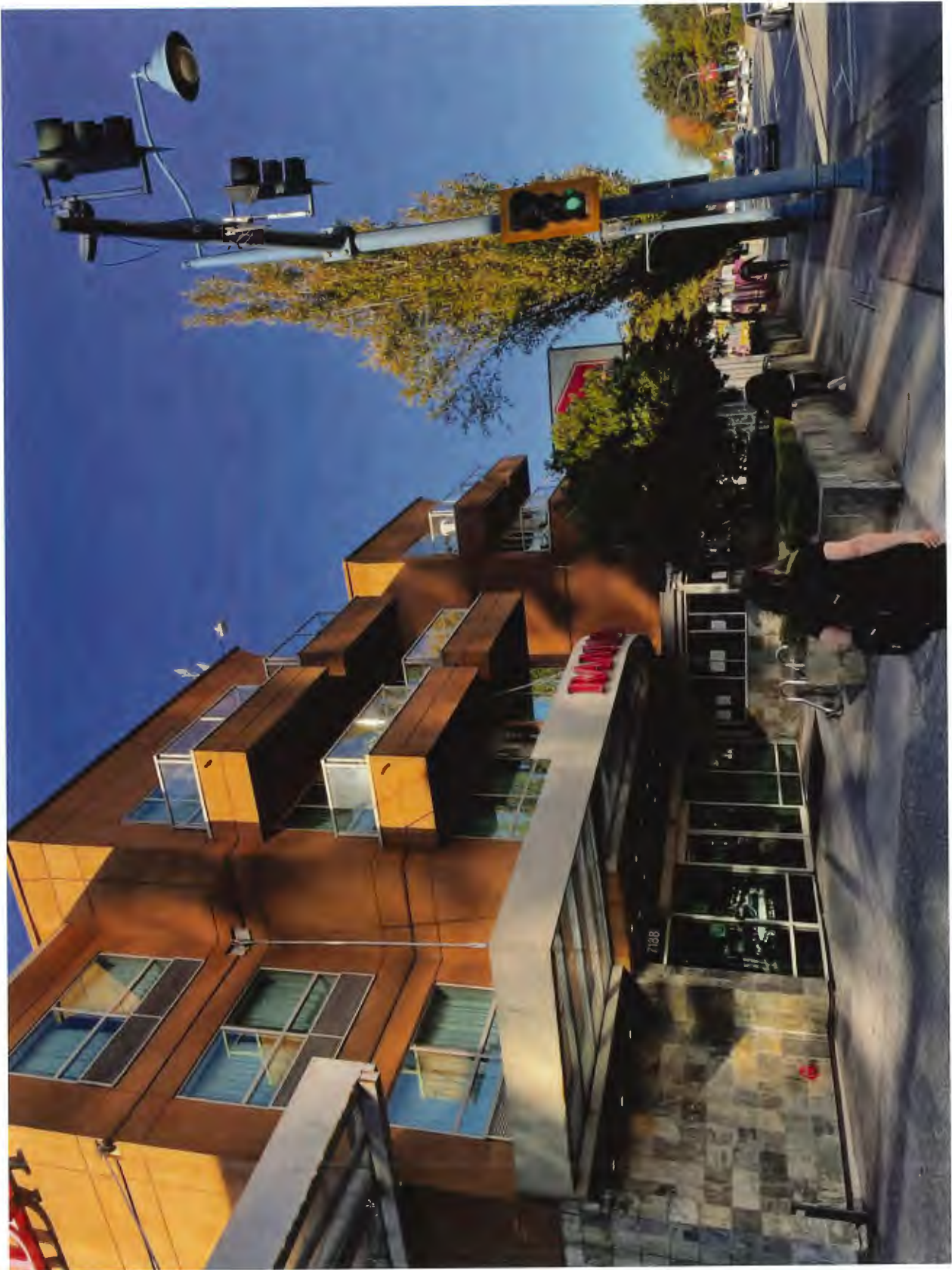
Project  
Best Western Aiden  
7188 Westminster Hwy  
Richmond, BC

Sheet Title  
Cover Sheet

Project Number  
22012  
Scale  
1:2500

Sheet Number  
A-001





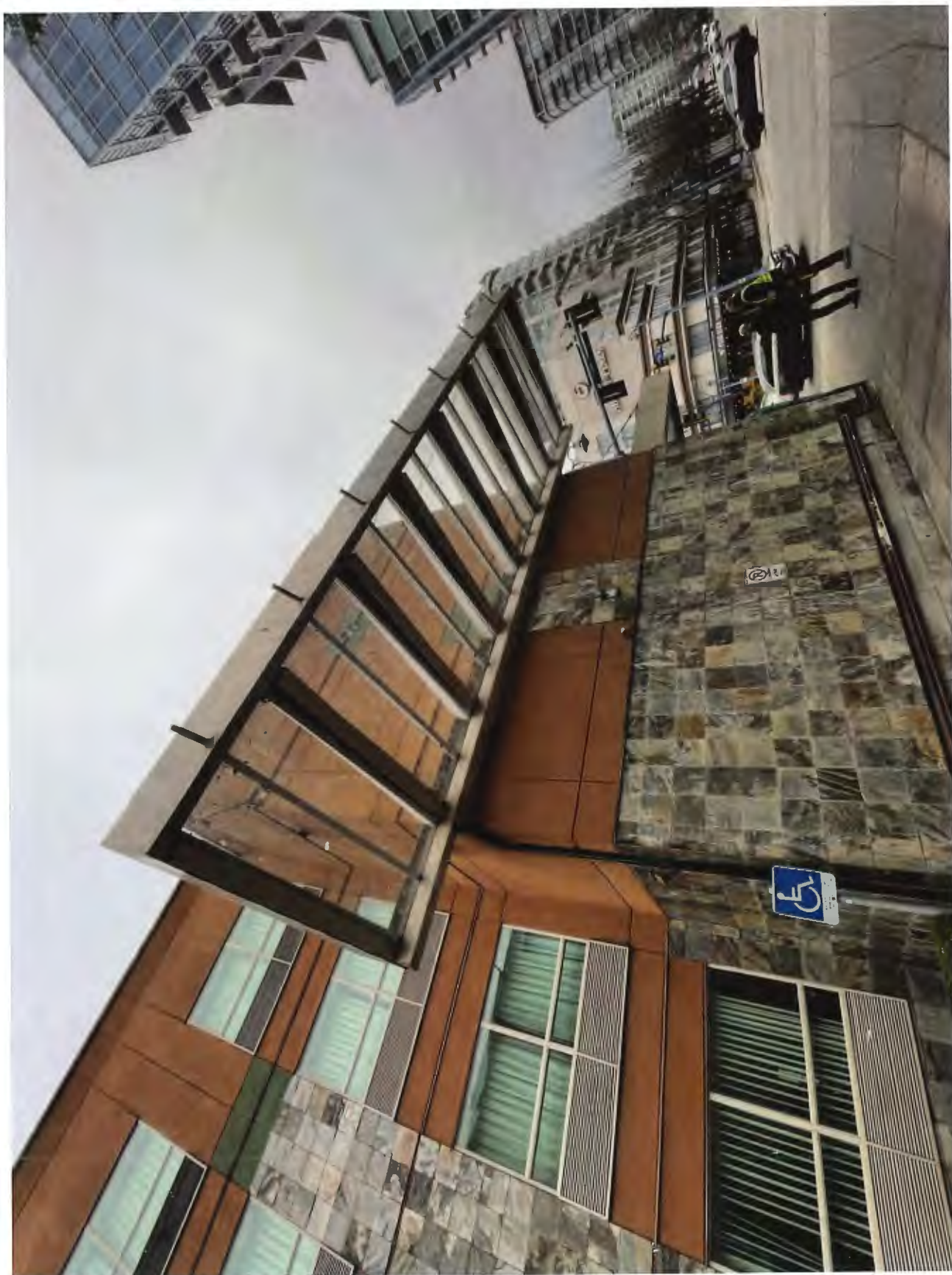


CNCL - 310





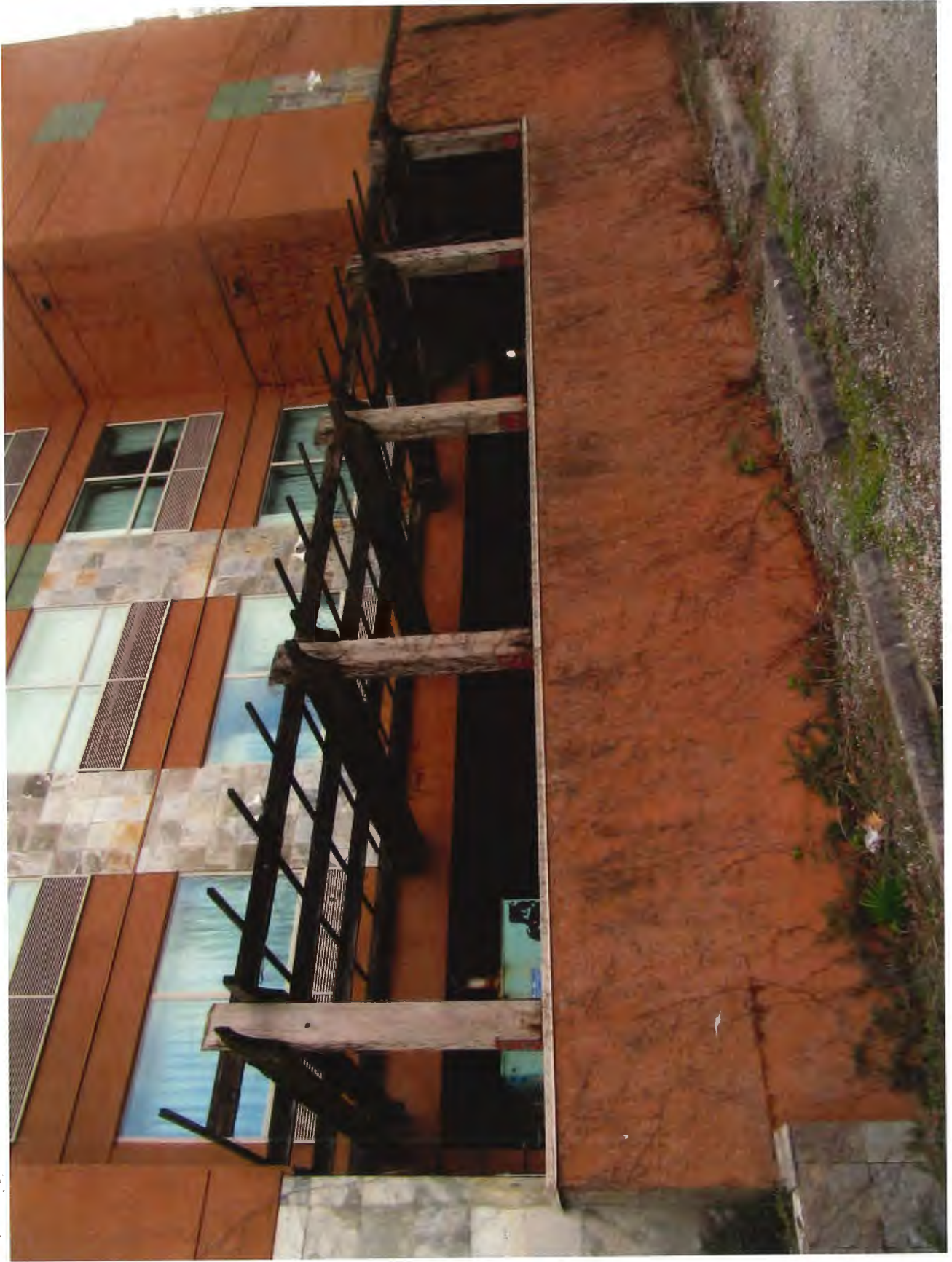
CNCL - 311







CNCL - 313



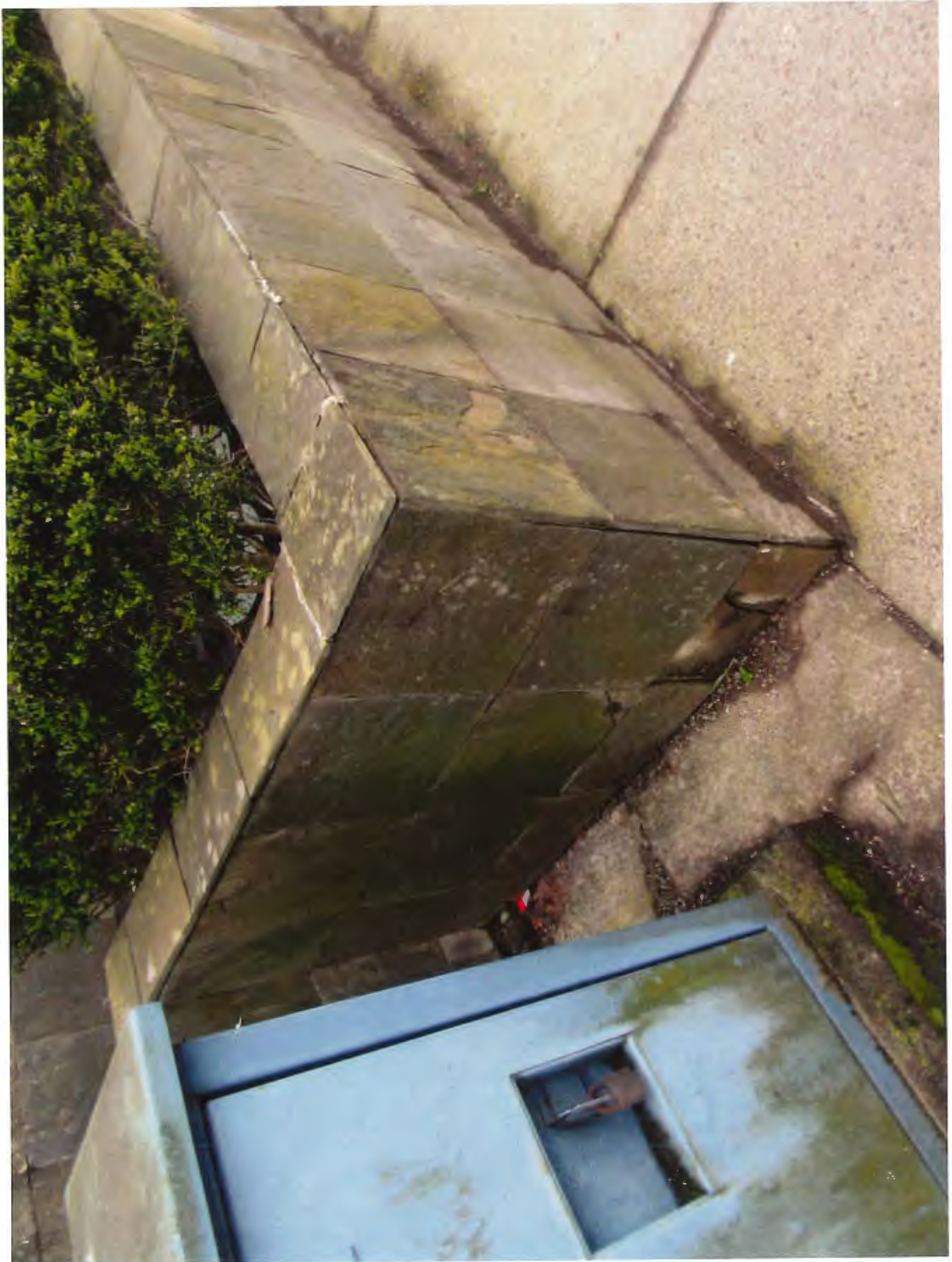
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CNCL - 315





CNCL - 316



Entity	Issue / Workstream
2023	DP Application
2023	DP Development
2023	DP Integration
2023	DP Testing
2023	DP Deployment
2023	DP Maintenance



3

NSDA  
ARCHITECTS

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The authors are grateful to the staff of the University of Cambridge for their assistance in the preparation of this manuscript.

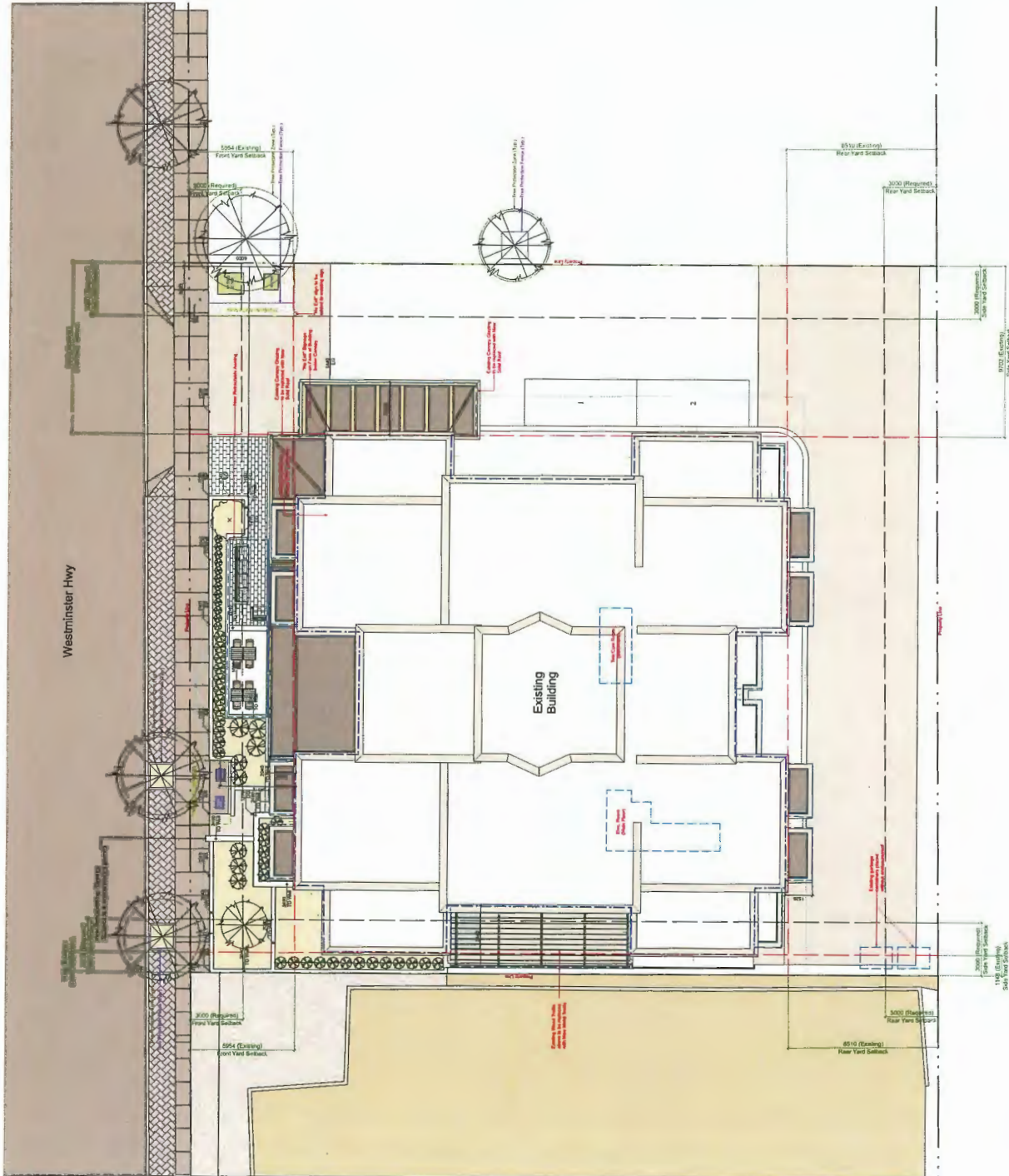
**Proposed**  
**Best Western Aiden**  
7188 Westminster Hwy  
Richmond, BC

## Sheet Title

# Site Plan

Project Number  
22012

Scale  
1:100  
Sheet Number  
A-003



## Plan #1

Consultant

Issue 7 Revisions  
2020-01-22  
2020-01-22  
2020-01-22  
2020-01-22

NSDA  
ARCHITECTS

1411 141 Street  
Vancouver, BC V6C 2E4  
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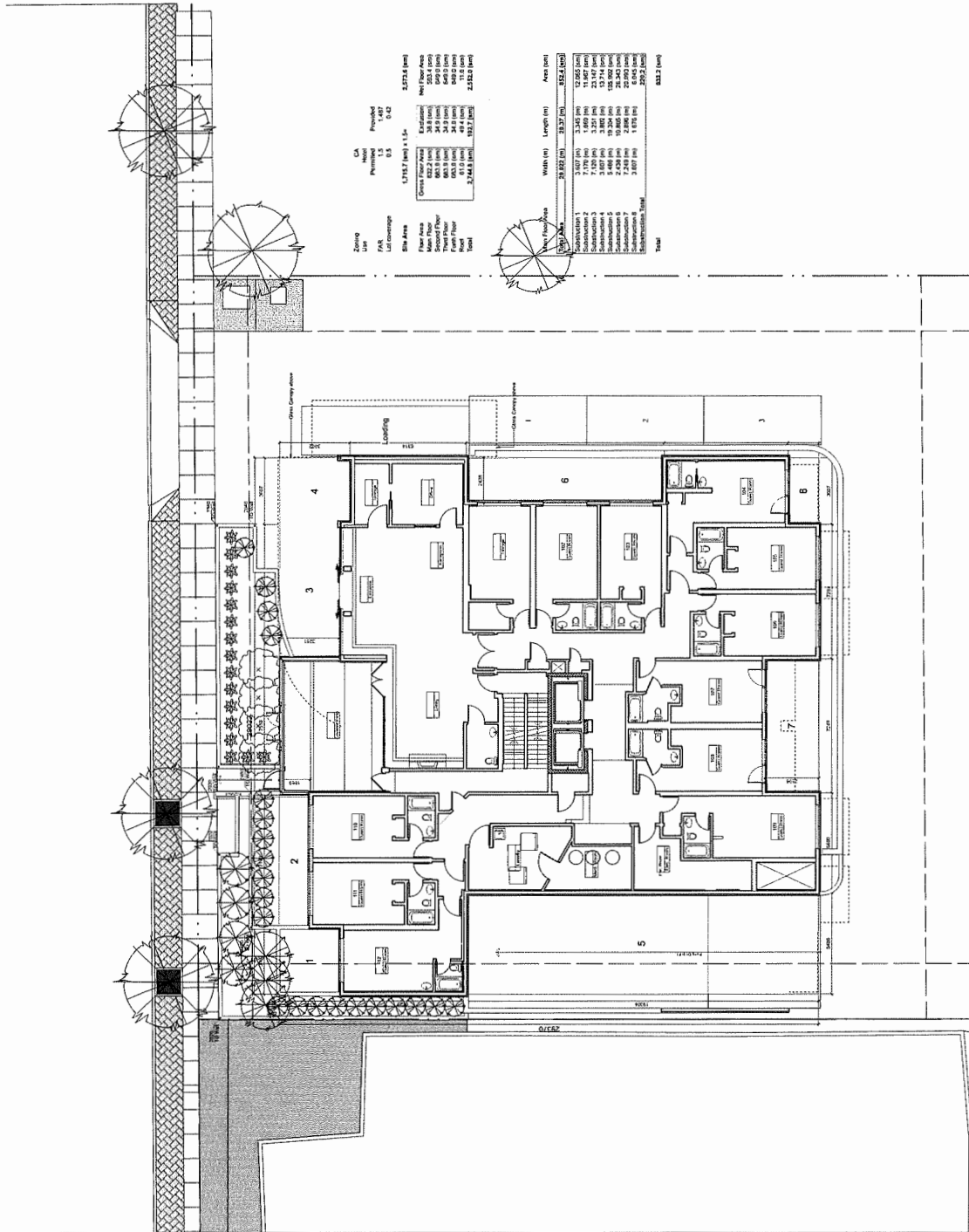
Best Western Aidon  
7188 Westminster Hwy  
Richmond, BC

Project Name  
Main Floor Plan  
(Existing)

Project Number  
22012

Scale  
1:100

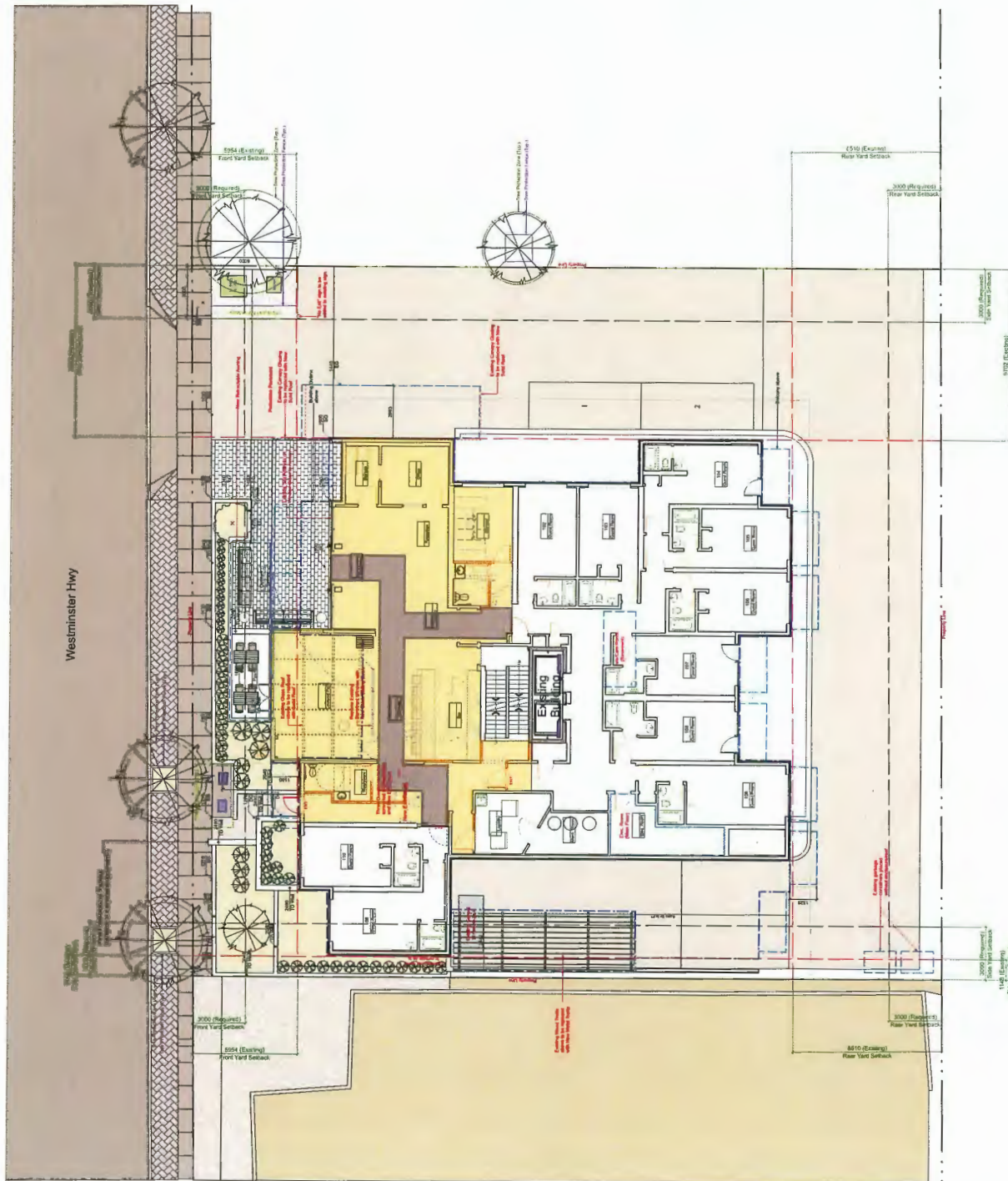
Sheet Number  
A-101



Zone	Use	CA	Permitted	Proposed
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3	Hotel	1.5	0.5	0.42
4	Hotel	1.5	0.5	0.42
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98	Hotel	1.5	0.5	0.42
99	Hotel	1.5	0.5	0.42
100	Hotel	1.5	0.5	0.42

Room	Width (m)	Length (m)	Area (sqm)
1	3.07	3.45	10.60
2	3.07	3.45	10.60
3	3.07	3.45	10.60
4	3.07	3.45	10.60
5	3.07	3.45	10.60
6	3.07	3.45	10.60
7	3.07	3.45	10.60
8	3.07	3.45	10.60
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13	3.07	3.45	10.60
14	3.07	3.45	10.60
15	3.07	3.45	10.60
16	3.07	3.45	10.60
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96	3.07	3.45	10.60
97	3.07	3.45	10.60
98	3.07	3.45	10.60
99	3.07	3.45	10.60
100	3.07	3.45	10.60





Comments

Date: 2020.11.25  
 Drawn: J. Smith  
 Checked: J. Smith  
 Project: 7188 Westminister Hwy  
 Sheet: 1:100



1

**NSDA**  
 ARCHITECTS

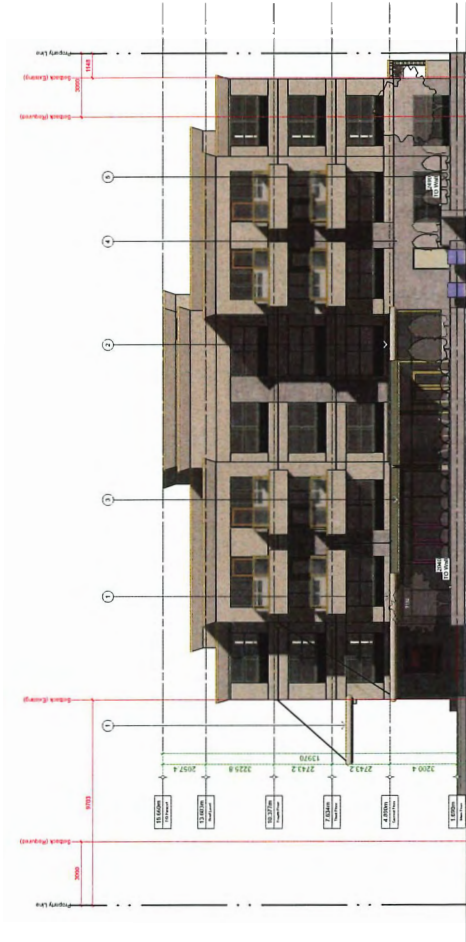
7188 Westminister Hwy  
 Richmond, BC

Project:  
 Best Western Aiden  
 7188 Westminister Hwy  
 Richmond, BC

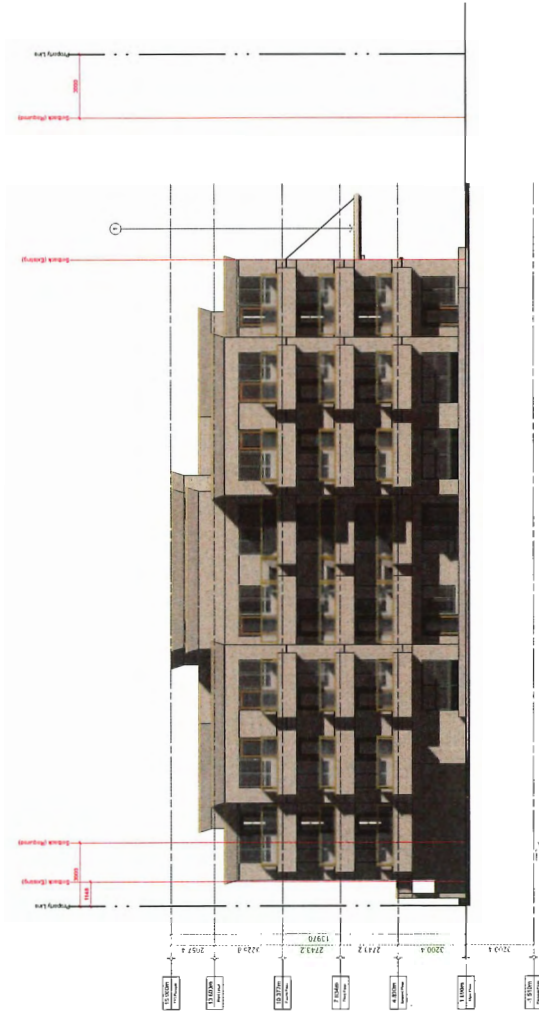
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 Main Floor Plan  
 (Proposed)

Project Number:  
 22012  
 Scale:  
 1:100  
 Sheet Number:  
 A-101a



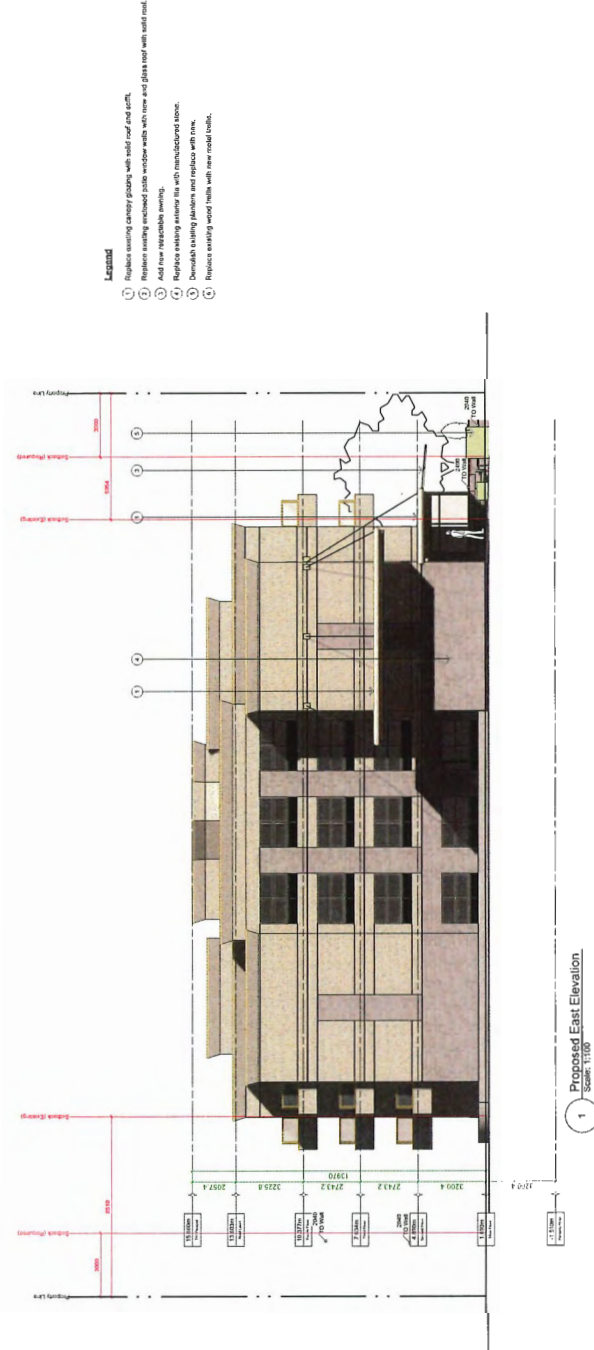


1 Proposed North Elevation.  
Scale: 1/100



Comments

Notes:  
1. Replace existing canopy glazing with solid roof and eave.  
2. Replace existing exterior stone with new and glass roof with solid roof.  
3. Add new replaceable eave.  
4. Replace existing exterior stone with new and glass roof with solid roof.  
5. Replace existing exterior stone with new and glass roof with solid roof.  
6. Replace existing exterior stone with new and glass roof with solid roof.



NSDA  
ARCHITECTS  
Architects  
1100 West 1st Avenue  
Richmond, BC  
V6X 1A6  
Tel: 604-271-1100  
Fax: 604-271-1101  
www.nsda.ca

Project:  
Best Western Aiden  
7188 Westminster Hwy  
Richmond, BC

Drawn By:  
Elevations

Project Number:  
22012

Scale:  
1/100

Drawn By:  
A-202

Plan #4

NSDA Architects  
2455 West 10th Ave  
Vancouver, BC V6H 2T6  
Tel: 604.681.2211  
Fax: 604.681.2212  
www.nsda.ca

**NSDA**  
ARCHITECTS

2455 West 10th Ave  
Vancouver, BC V6H 2T6  
Tel: 604.681.2211  
Fax: 604.681.2212  
www.nsda.ca

Project:  
Beak Western Aiden  
7188 Westminster Hwy  
Richmond, BC

Sheet No:  
Details

Project Number:  
22012  
As Noted  
Sheet Number

A-301

 <p>3D - View Trellis over Parking Ramp</p> <p>1:10</p>	 <p>Recessable Awning</p> <p>1:10</p>	 <p>Bike Rack</p> <p>1:10</p>	 <p>Patio Wood Countertop Table</p> <p>1:10</p>
 <p>Section Detail - Trellis over Parking Ramp</p> <p>1:10</p>	 <p><b>CEDAR LED</b> 1X1 LED</p> <p><b>HIGHLIGHTS</b></p> <ul style="list-style-type: none"> <li>• Ambient lighting available for a variety of mounting applications including ground, wall, tree, and pole.</li> <li>• Suitable for most locations.</li> <li>• Available in 1000K and 2700K.</li> <li>• Dimmable using standard DALI dimmer and magnetic.</li> <li>• Replaces 100W incandescent.</li> <li>• 5000Hr.</li> </ul> <p>Tree Uplights - Refer to L1 Landscape Plan</p> <p>1:10</p>	 <p>Patio Aluminum Chair</p> <p>1:10</p>	 <p>Lobby Entrance Outdoor Sofa</p> <p>1:10</p>
 <p>Section Detail - Planter Wall at Sidewalk</p> <p>1:10</p>	 <p><b>Verso Flat SQ</b></p> <p>Code: 11.0A ETLP</p> <p>Recessed Wall Lighting - Refer to L1 Landscape Plan</p> <p>1:10</p>	 <p>Patio Aluminum End Table</p> <p>1:10</p>	 <p>1:10</p>



**DP 23-011375 Material Board**  
**Best Western Aiden**  
 7118 Westminster Hwy  
 Richmond, BC

**NSDA**  
**ARCHITECTS**









CNCL - 326







CNCL - 328







CNCL - 330

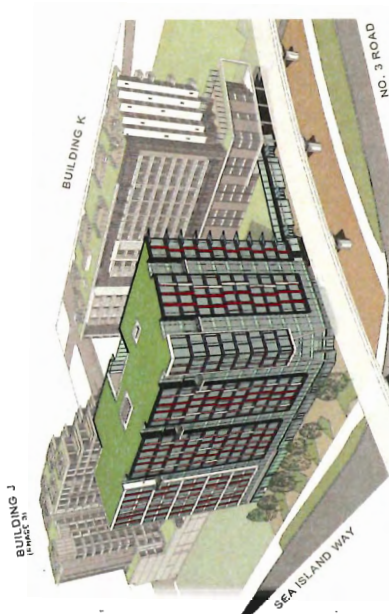




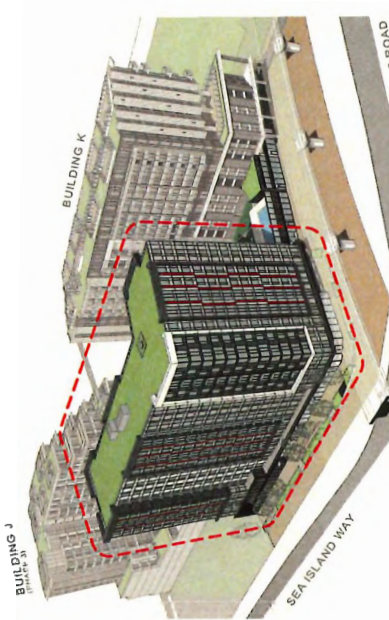
**PINNACLE CENTRE  
@ CAPSTAN VILLAGE: PHASE 4  
BUILDING 'L' CHANGE OF USE AND RE-DESIGN**  
3200 No. 3 Rd. Richmond BC

**DP 24-012258**  
**DP Panel Presentation: Sep. 12, 2024**

CNCL - 332



APPROVED OFFICE USE  
DP 18-421292



PROPOSED HOTEL USE  
DP 24-012258

**DP 24-012258**  
**DP Panel Presentation: Sep 12, 2024**

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.

bingham hill







VIEW FROM BECKWITH & SEA ISLAND WAY



VIEW FROM NO. 3 ROAD LOOKING NORTH



VIEW FROM NO. 3 ROAD LOOKING NORTH



VIEW FROM NO. 3 ROAD & SEA ISLAND WAY



VIEW FROM NO. 3 ROAD LOOKING SOUTH



VIEW FROM NO. 3 ROAD LOOKING SOUTH

CONTEXT / STREETVIEW

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
Building 'L' Change of Use & Redesign  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 24-012258  
DP Panel Presentation: Sep 12, 2024





PHASE 4: BUILDING K  
August 28, 2024



PHASE 4: BUILDING L  
August 28, 2024



PHASE 3  
August 28, 2024



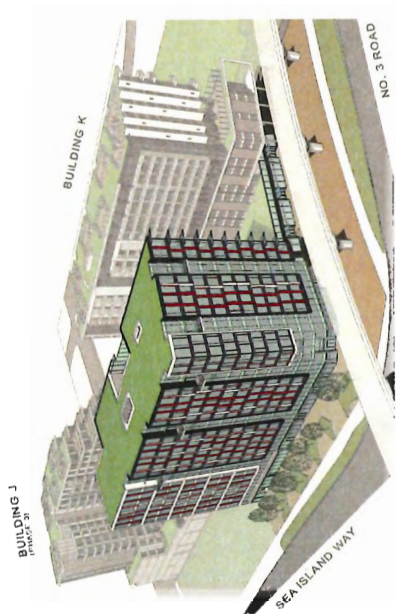
PHASE 3  
August 28, 2024

CURRENT SITE CONDITION

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.

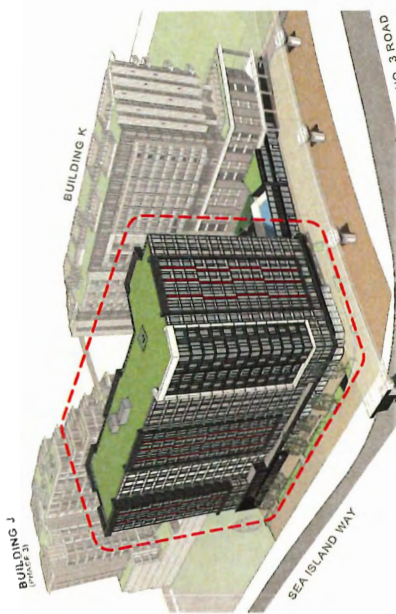






APPROVED OFFICE USE  
DP-18-4211292

ZONING BYLAW:	ZMU25
SECONDARY USES:	OFFICE
GROSS FLOOR AREA:	26,878.9 m <sup>2</sup>
BUILDING HEIGHT:	47.0m
NO. STOREYS:	12



PROPOSED HOTEL USE  
DP-24-012258

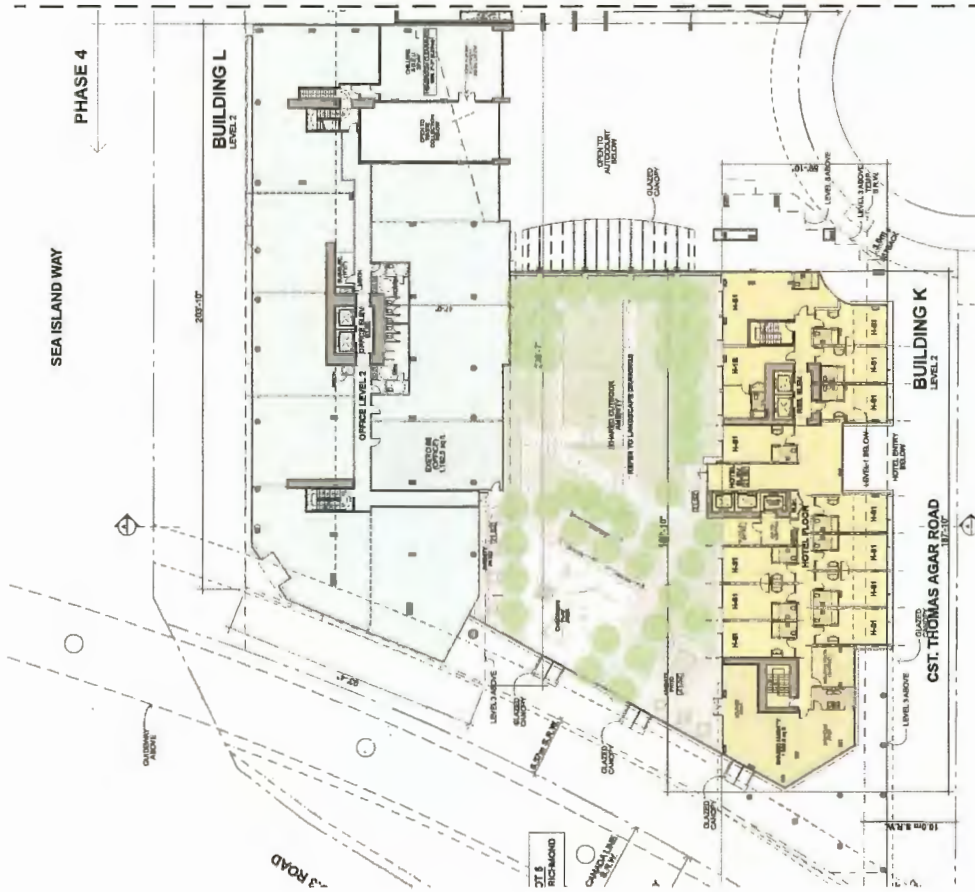
ZONING BYLAW:	ZMU25
SECONDARY USES:	HOTEL
GROSS FLOOR AREA:	26,878.9 m <sup>2</sup>
BUILDING HEIGHT:	47.0m
NO. STOREYS:	15
NO. HOTEL SUITES:	315

SUMMARY STATISTICS

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.

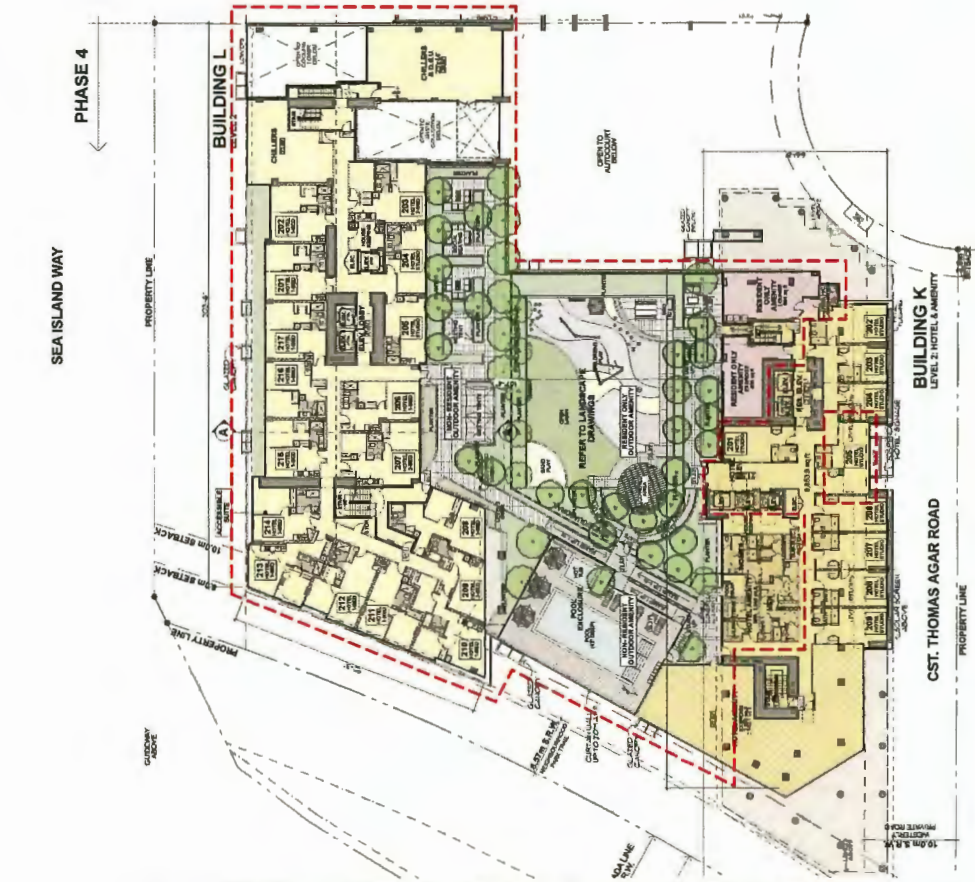
DP 24-012258  
DP Panel Presentation: Sep 12, 2024

b i n g h a m h i l l



LEVEL 2  
APPROVED OFFICE USE  
DP 14-01258

- FLOOR AREA DESIGNATION
- RESIDENTIAL - MARKET
  - RESIDENTIAL - AFFORDABLE HOUSING
  - RESIDENTIAL - MARKET B.U.N.
  - RESIDENTIAL - INDOOR AMENITY
  - NON-RESIDENTIAL
  - OFFICE/RETAIL
  - NON-RESIDENTIAL, INDOOR AMENITY
  - NON-RESIDENTIAL, HOTEL
  - NON-RESIDENTIAL, INDOOR AMENITY



LEVEL 2  
INDICATES EXTENT OF  
REVISIONS ASSOCIATED  
WITH NEW DP APPLICATION

- FLOOR AREA DESIGNATION
- RESIDENTIAL - MARKET
  - RESIDENTIAL - AFFORDABLE HOUSING
  - RESIDENTIAL - MARKET B.U.N.
  - RESIDENTIAL - INDOOR AMENITY
  - NON-RESIDENTIAL
  - OFFICE/RETAIL
  - NON-RESIDENTIAL, INDOOR AMENITY
  - NON-RESIDENTIAL, HOTEL
  - NON-RESIDENTIAL, INDOOR AMENITY



DP 24-012258  
DP Panel Presentation: Sep 12, 2024

# PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4 Building 'L' Change of Use & Redesign 3200 No. 3 Road, Richmond BC

for: Pinnacle Living (Capstan Village) Lands Inc.

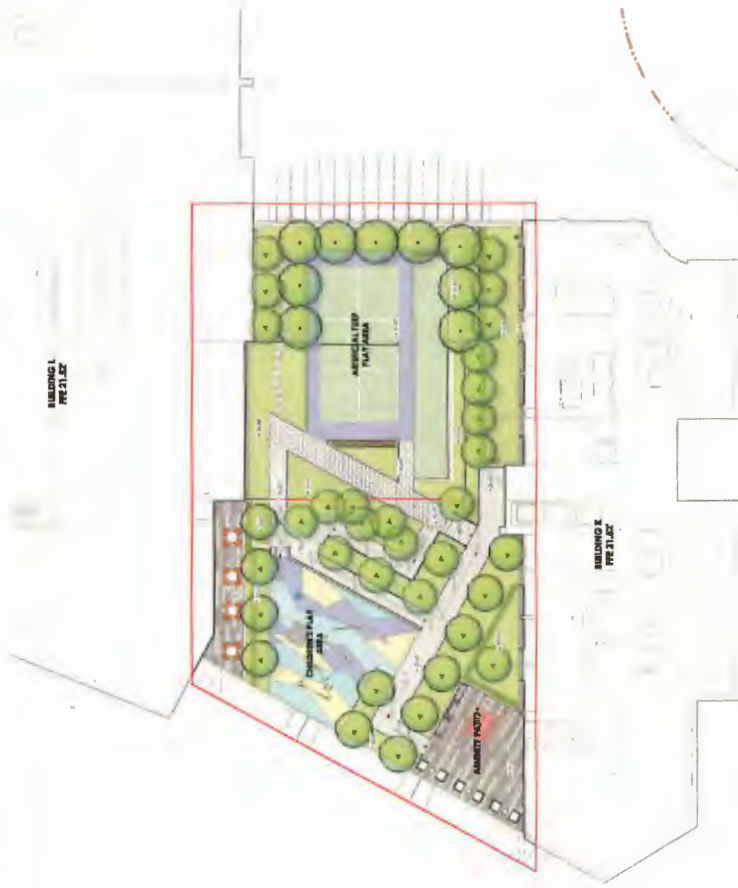


6



**CAPSTAN VILLAGE  
PHASE 4 - LEVEL 2**

**APPROVED  
DP APPLICATION 2020**



**NEW  
DP APPLICATION 2024**



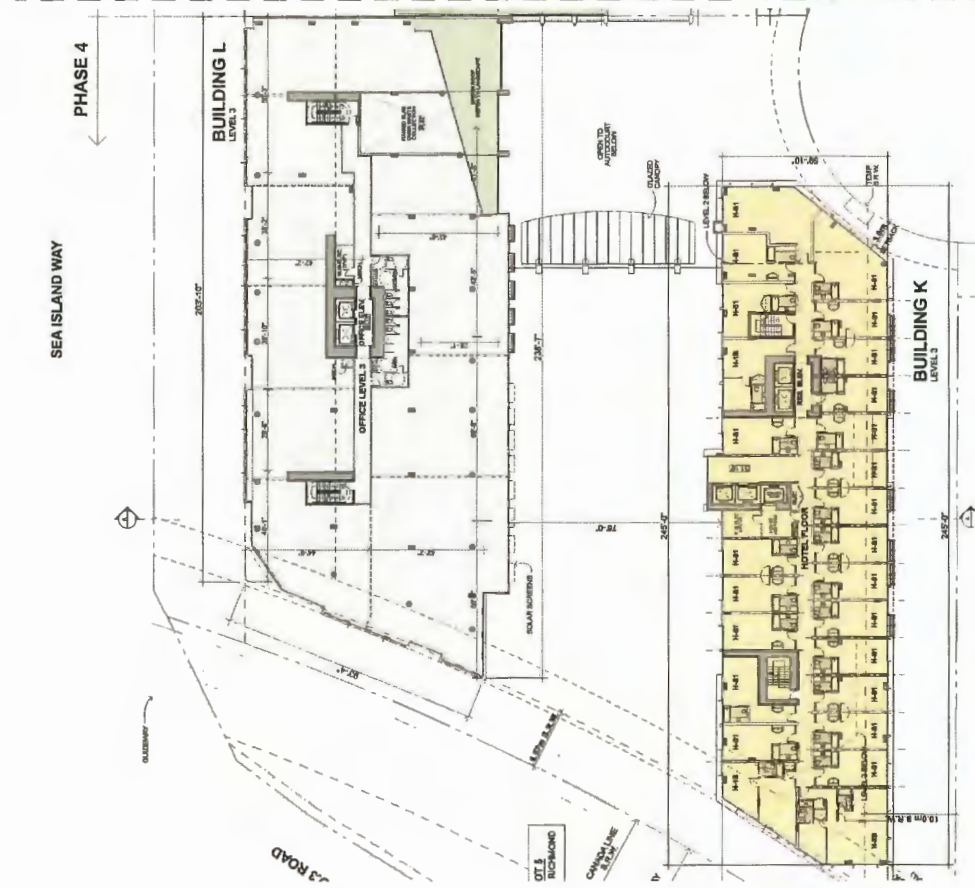
**PROPOSED REVISIONS:**

OUTDOOR AMENITY IS SHARED BETWEEN HOTEL GUESTS AND RESIDENTS.

- 1.** THE FLOOR PLAN OF BUILDING L IS REDUCED IN SIZE TO ACCOMMODATE THE CHANGE-OF-USE FROM OFFICE TO HOTEL, RESULTING IN AN EXPANDED OUTDOOR AMENITY SPACE.
- 2.** THE EXPANDED OUTDOOR AMENITY ALLOWS FOR THE PROVISION OF A SEPARATE, DEDICATED OUTDOOR AMENITY FOR THE USE OF RESIDENTS ONLY.
- 3.** ARTIFICIAL LAWN SPORTS AREA CHANGED TO RESIDENTIAL ONLY CHILDREN'S PLAY AREA AND ACTIVITY SPACE.
- 4.** SWIMMING POOL ADDED TO NON-RESIDENTIAL (HOTEL) OUTDOOR AMENITY.

**SOFTSCAPE LEGEND**

	SHRUB PLANTING
	HEDGE PLANTING
	ARTIFICIAL TURF
	OPEN LAWN
	SAND



- FLOOR AREA DESIGNATION**
- RESIDENTIAL - MARKET
  - RESIDENTIAL - AFFORDABLE HOUSING
  - RESIDENTIAL - MARKET L1/L2
  - RESIDENTIAL - INDOOR AMENITY
  - NON-RESIDENTIAL - OFFICE/RETAIL
  - NON-RESIDENTIAL - INDOOR AMENITY
  - NON-RESIDENTIAL - HOTEL
  - NON-RESIDENTIAL - INDOOR AMENITY

**LEVEL 3**  
APPROVED OFFICE USE  
DP 19-011224



- FLOOR AREA DESIGNATION**
- RESIDENTIAL - MARKET
  - RESIDENTIAL - AFFORDABLE HOUSING
  - RESIDENTIAL - MARKET L1/L2
  - RESIDENTIAL - INDOOR AMENITY
  - NON-RESIDENTIAL - OFFICE/RETAIL
  - NON-RESIDENTIAL - INDOOR AMENITY
  - NON-RESIDENTIAL - HOTEL
  - NON-RESIDENTIAL - INDOOR AMENITY

**LEVEL 3**  
APPROVED HOTEL USE  
DP 24-012258



DP 24-012258  
DP Panel Presentation: Sep 12, 2024

# **PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**

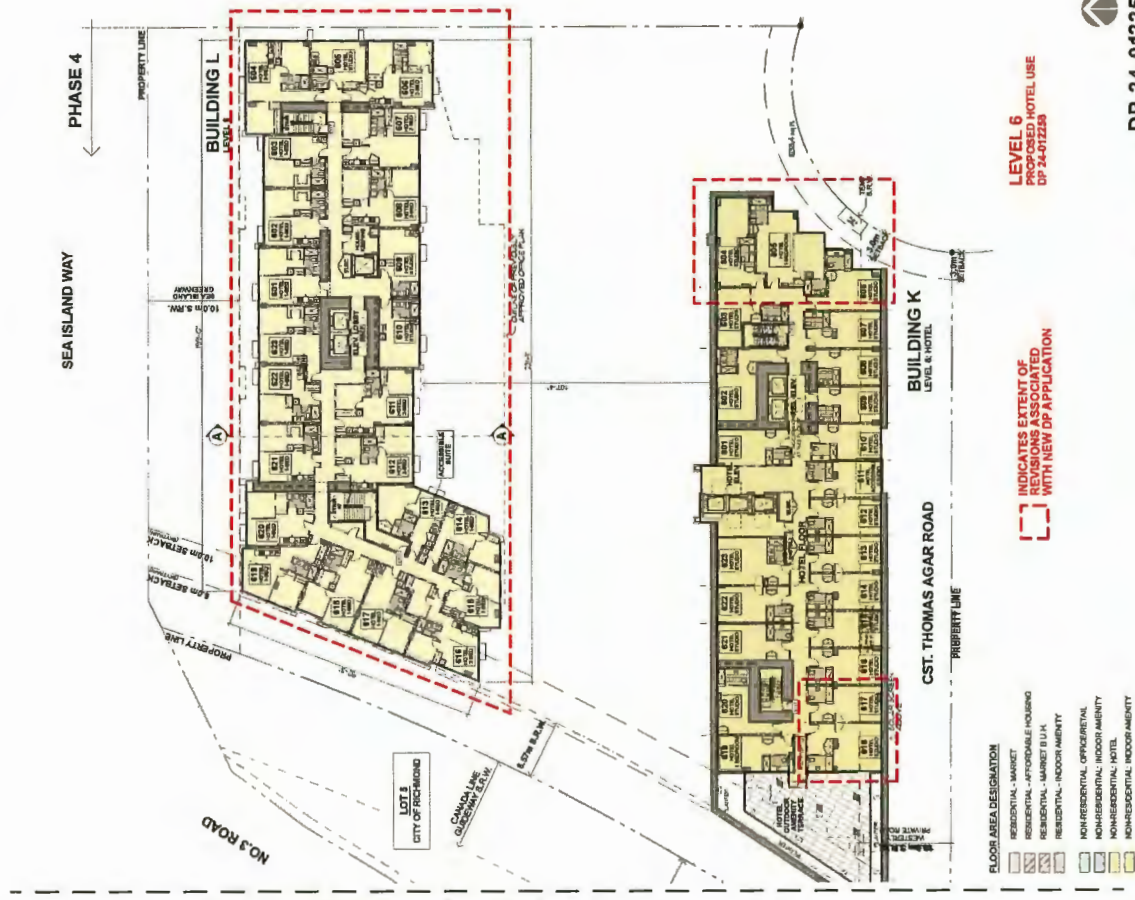
**Building 'L' Change of Use & Redesign**

3200 No. 3 Road, Richmond BC

for: Pinnacle Living (Capstan Village) Lands Inc.







**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
 3200 No. 3 Road, Richmond BC  
 for: Pinnacle Living (Capstan Village) Lands Inc.

## LEVEL 6

bingham+hill  
architect

9

for: Pinnacle Living (Capstan Village) Lands Inc.







CNCL - 342

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

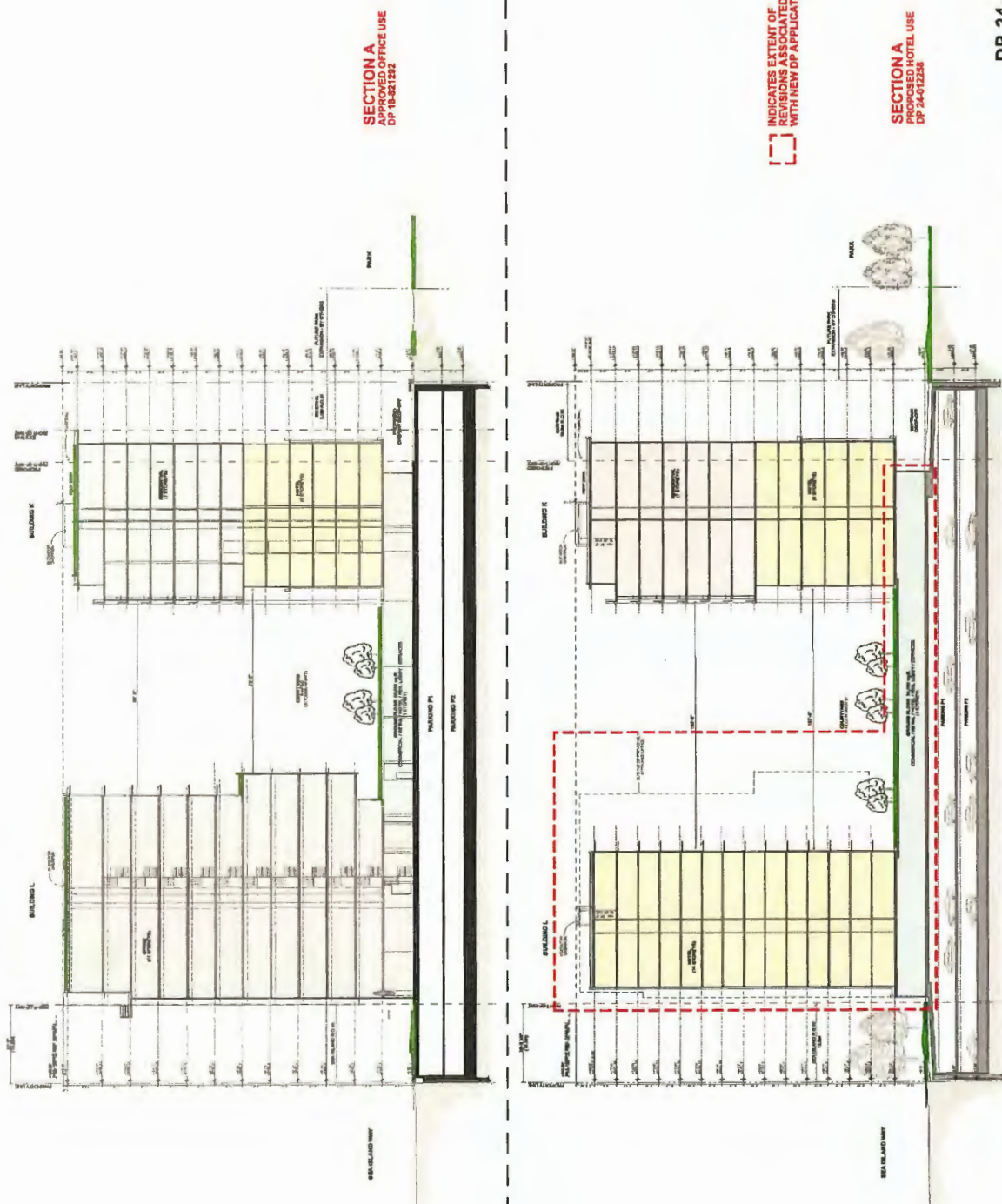
ROOF

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
Building 'L' Change of Use & Redesign  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.

bingham hill  
ARCHITECTS

11



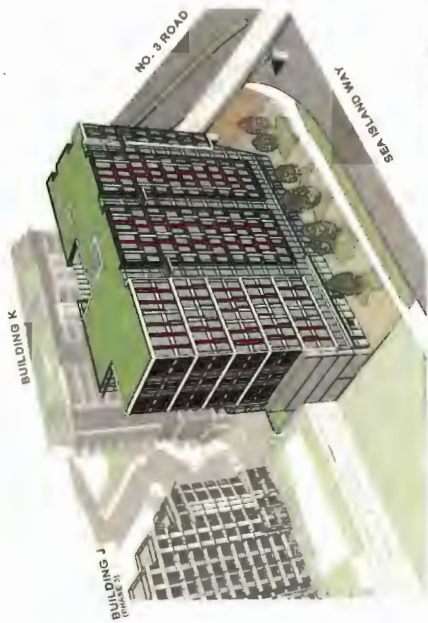


SECTION A

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

12

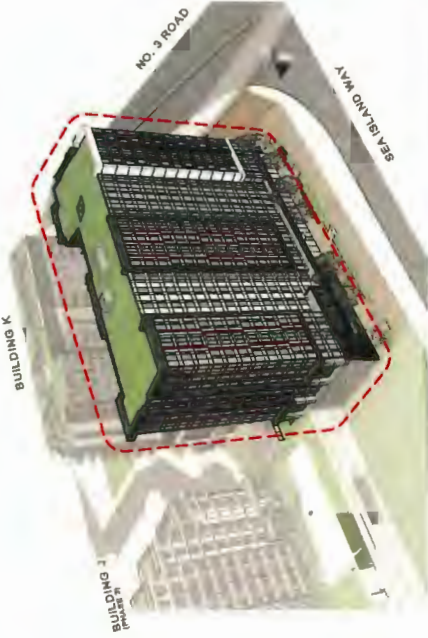


VIEW FROM NORTHEAST

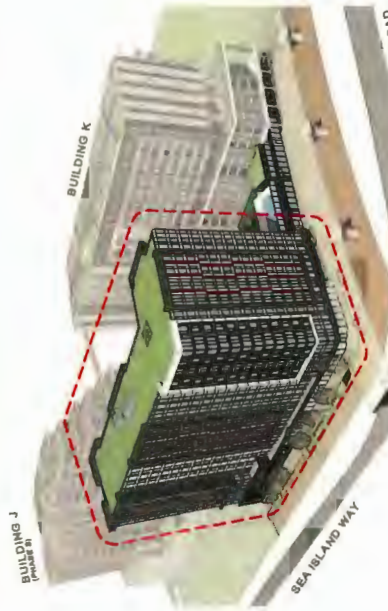


VIEW FROM NORTHWEST

APPROVED OFFICE USE  
DP 18-01192



VIEW FROM NORTHEAST



VIEW FROM NORTHWEST

PROPOSED HOTEL USE  
DP 24-012258

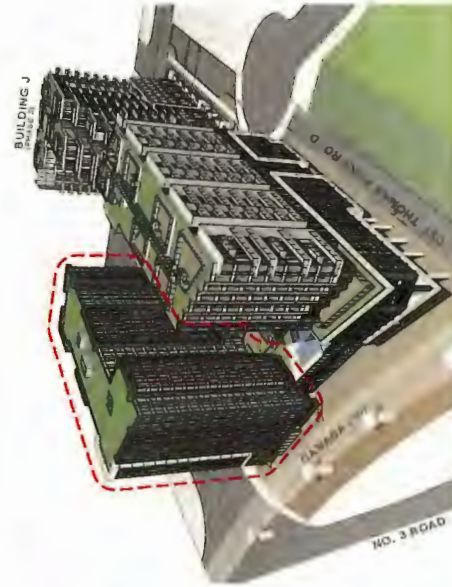
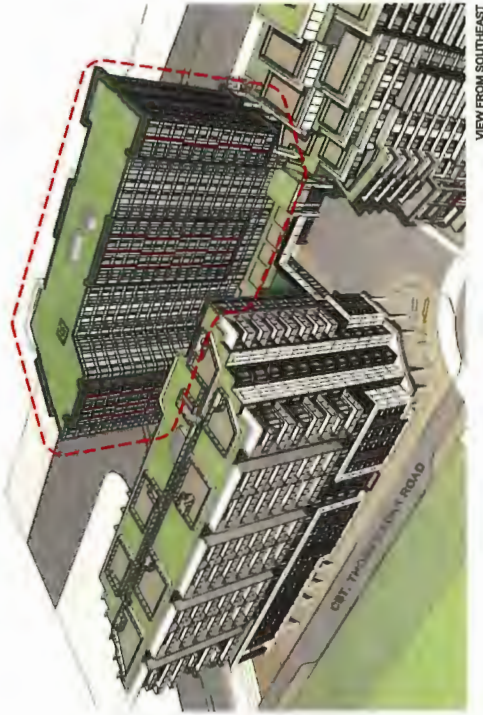
### 3D IMAGES

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
3200 No. 3 Road, Richmond BC  
for: Pinnacle Living (Capstan Village) Lands Inc.







VIEW FROM SOUTHWEST

VIEW FROM SOUTHWEST  
PROPOSED HOTEL USE  
DP 24-012258

### 3D IMAGES

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
Building 'L' Change of Use & Redesign

3200 No. 3 Road, Richmond BC

for: Pinnacle Living (Capstan Village) Lands Inc.

14

bingham+hill





[illegible]

INDICATES EXTENT OF  
REVISIONS ASSOCIATED  
WITH NEW DP APPLICATION

Architectural drawing of the West Elevation of the SEA Island 87 building. The drawing shows a modern building with a glass facade and a central section with a red grid pattern. The building is labeled "BUILDING 87" and "SEA ISLAND 87". The drawing includes a north arrow, a scale bar, and a section line "A-A".

[illegible]

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
 3200 No. 3 Road, Richmond BC  
 for: Pinnacle Living (Capstan Village) Lands Inc.



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**SOUTH ELEVATION**  
**APPROVED OFFICE USE**  
**DP 18-821292**

**INDICATES EXTENT OF  
REVISIONS ASSOCIATED  
WITH NEW DP APPLICATION**

**SOUTH ELEVATION**  
**PROPOSED HOTEL USE**  
**DP 24-01225B**

**SOUTH ELEVATION**

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
 3200 No. 3 Road, Richmond BC  
 for: Pinnacle Living (Capstan Village) Lands Inc.

[illegible]

**INDICATES EXTENT OF  
REVISIONS ASSOCIATED  
WITH NEW DP APPLICATION**

**EAST ELEVATION**  
**PROPOSED HOTEL USE**  
**DP 24-012258**

[illegible]

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
 3200 No. 3 Road, Richmond BC

for: Pinnacle Living (Capstan Village) Lands Inc.

DP 24-012258  
DP Panel Presentation: Sep 12, 2024

18

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architect



METAL

(including: door, window & guardrail frames, spandrel panels, metal panels and louvers)



1a, 3a, 5a, 6a, 7a, 8a  
"Black Jack"



1b, 3b, 5b, 6b, 8b  
"Pigeon Grey"



3c  
"Deep Rose"



1w, 6w, 8w  
"White"



1c, 6c  
"Clear Anodized"

GLASS  
(spandrel panels)



2w  
"White"

PAINTED  
CONCRETE



4w  
"White"

LIST OF MATERIALS

1. ALUMINUM WINDOW AND DOOR FRAMES  
1a - 3a, 5a, 6a, 7a, 8a "Black Jack"  
1b - 3b, 5b, 6b, 8b "Pigeon Grey"  
3c - "Deep Rose"  
1w - 6w, 8w "White"  
1c - "Clear Anodized"
2. ALUMINUM SPANDREL PANELS  
2w - "White"
3. METAL GUARDRAILS  
3a - 3a, 5a, 6a, 7a, 8a "Black Jack"  
3b - 3b, 5b, 6b, 8b "Pigeon Grey"  
3c - "Deep Rose"  
3w - "White"
4. PAINTED CONCRETE  
4w - "White"
5. ALUMINUM & GLASS CLADDING  
5a - 3a, 5a, 6a, 7a, 8a "Black Jack"  
5b - 3b, 5b, 6b, 8b "Pigeon Grey"  
5c - "Deep Rose"  
5w - "White"
6. METAL LOUVERS  
6a - 3a, 5a, 6a, 7a, 8a "Black Jack"  
6b - 3b, 5b, 6b, 8b "Pigeon Grey"  
6c - "Deep Rose"  
6w - "White"
7. STEEL & GLASS CANOPY  
7a - 3a, 5a, 6a, 7a, 8a "Black Jack"  
7b - 3b, 5b, 6b, 8b "Pigeon Grey"  
7c - "Deep Rose"  
7w - "White"
8. GLASS SECTION  
8a - 3a, 5a, 6a, 7a, 8a "Black Jack"







**CAPSTAN VILLAGE  
PHASE 4 - GROUND LEVEL**

**APPROVED  
DP APPLICATION 2020**

**NEW  
DP APPLICATION 2024**



**PROPOSED REVISIONS:**

- 1.** AS REQUIRED BY THE ENGINEERING DEPARTMENT THROUGH THE SERVICING AGREEMENT, THE LAYOUT OF THE SEA ISLAND SRW IS RECONFIGURED TO ACCOMMODATE THE SIDEWALK AND BIKE PATH FULLY WITHIN THE SRW, OVER THE PARKADE.
- 2.** AS REQUIRED BY THE TRANSPORTATION DEPARTMENT, THE HOTEL DROP-OFF IS REMOVED FROM CST. THOMAS AGAR ROAD AND RELOCATED IN THE AUTO-COURT.

**SOFTSCAPE LEGEND**

	LAYERED SHRUB PLANTING
	OFFSITE LAWN BOULEVARDS
	WATER FEATURE



**VIEW FROM SOUTHEAST**  
PROPOSED HOTEL USE  
DP 24-012258

- [illegible]



[illegible][illegible]

**BUILDING K  
SOUTH ELEVATION  
PROPOSED HOTEL USE  
DP 24-012258**

DP 24-012258  
DP Panel Presentation: Sep 12 2024

**PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4**  
**Building 'L' Change of Use & Redesign**  
 3200 No. 3 Road, Richmond BC  
 for: Pinnacle Living (Capstan Village) Lands Inc.

September 11, 2024

Ms. Claudia Jesson  
City Clerk  
City of Richmond  
6911 No.3 Road  
Richmond, BC, V6Y 2C1

*via email: cityclerk@richmond.ca*

**RE: Development Permit 24-012258**

To Whom It Might Concerned:

I, Mr. Francis Leung, Richmond Resident is writing in support of this hotel development at 3200 No.3 Road, abt some reservations on neighborhood impacts.

Pinnacle Living (Capstan Village) Lands Inc. is seeking to change their development at 3200 No. 3 Road into a final results which will encompasses 447 Hotel Suites + Residential Housing.

**1. Hotel Room Shortage in Metro Vancouver as a Whole**

“Destination Vancouver” dba The Metro Vancouver Convention and Visitor Bureau on March 6, 2023 released a Media Statement and a Study “Economic Analysis of Hotel Supply and Projected Demand in Metro Vancouver, 2023 to 2050”.

In the media statement and study, it states Metro Vancouver lacks 20000 Hotel Rooms to close the gap between Current Supply and Projected Demand. Of the 20000 Hotel Rooms, 10000 are needed just in the City of Vancouver, which means 10000 is needed in the rest of Metro Vancouver.

Furthermore this study also states, demand will exceed supply of hotel rooms by 2026 during the summer months in the City of Vancouver, and in 2028 in the Summer Months in rest of Metro Vancouver.

This project will increase the supply of hotel rooms in the City of Richmond and will in fact become the hotel with the most rooms in Richmond; surpassing Fairmont Vancouver Airport (392 Rooms), River Rock Casino & Resort (396 Rooms), and Sandman Signature Vancouver Airport (439 Rooms).

This project along with the approved Duck Island project will transform Bridgeport and Capstan Village into a defacto Airport Satellite Development Town/Neighborhood.

## 2. Potential Impacts for the Neighborhood

Existing Hotels in the area such as the Westin Wall Centre (3099 Corvette Way), Hampton Inn Vancouver Airport (8811 Bridgeport Road), Days Inn by Wyndham (2840 Sexsmith Road), and Holiday Inn Express Vancouver Airport (9351 Bridgeport Road) all offer Complimentary Airport Shuttle for its hotel guest.

A fair assumption would be this proposed hotel development will also offer Airport Shuttle service for its guests upon opening.

How can the City balance the needs of a Hotel running a shuttle vs. pickup/dropoff for a Child Care facility?

While this is partially answered in Page 4 of the Staff Report, an answer of *“Transportation Staff have reviewed and approved the Traffic Memo provided by a registered professional transportation engineer that demonstrates the proposed, volumes, access, parking and operations are acceptable and in compliance with the City's standards and bylaw requirements”* is hardly reassuring as they have not listed the metrics nor attached the said Traffic Memo in this Staff Report.



Figure 1: Photo of Sprouts Early Childhood Hub (3200 Carsecallen Road) from Capstan Neighborhood Park



Figure 2: Photo of Carscallen Road looking Northeast towards Phase 3 of Pinnacle Project



Figure 3: Photo of Carscallen Road looking Southwest away from Phase 3 of Pinnacle Project



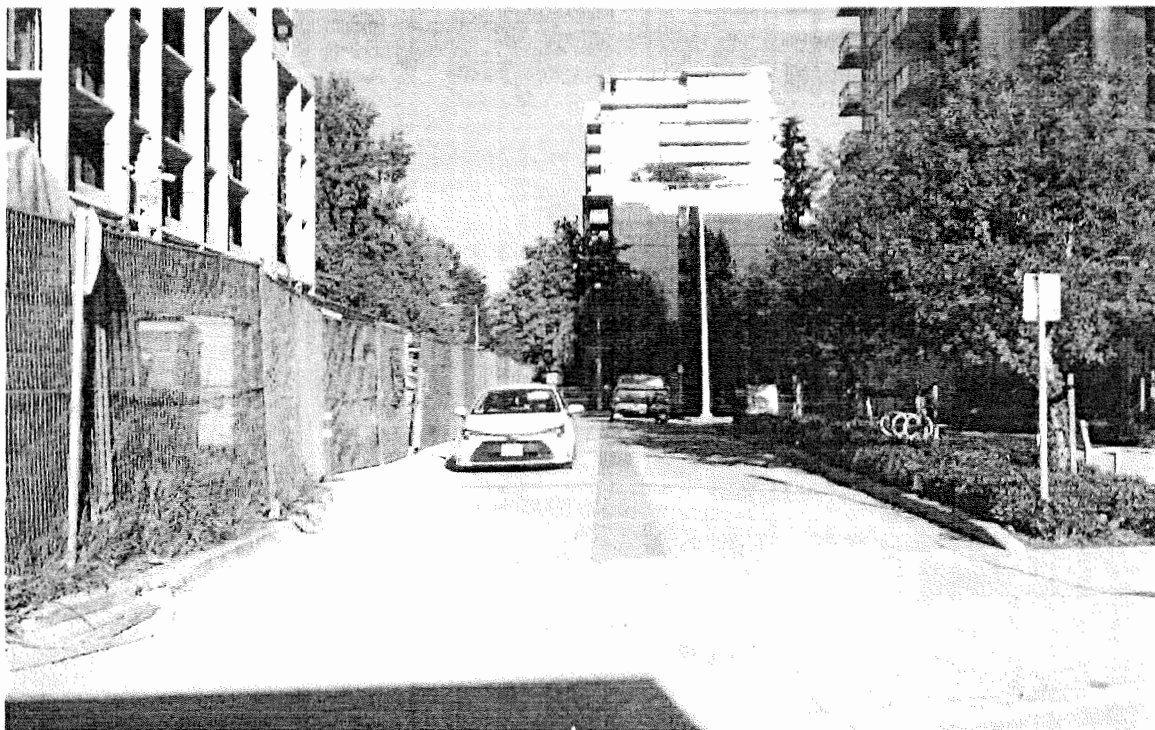


Figure 4: Photo of Private Road between Phase 2 and Phase 3 of the Pinnacle Project

Can a Hotel Shuttle Bus and a Private Automobile pass-through in diverging directions concurrently in Figure 2 and Figure 4?

### 3. Potential Solutions to Alleviate Neighborhood Impacts

- Will City Council designate One or Two 5 Minutes Pickup/Dropoff Spots for Sprouts Early Childhood Development Hub?
- Will City Council considered blocking off the Private Road on the Sexsmith Road end between Pinnacle Phase 2 and Phase 3?
- Will City Council consider turning the Private Road and Carscallen Road into a One-Way Street so Traffic flows unidirectionally from Sexsmith Road to Hazelbridge Way?

### Conclusion

While I personally am in support of this Hotel Development, I hope City Staff is open and willing to explore some Traffic pattern changes on Carscallen Road as these problem will arise as Pinnacle's Phase 3 and 4 becomes completed.

Sincerely

Francis Leung

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## Lack of hotel capacity in Vancouver could cost the city billions in lost economic impact

March 6, 2023



*Destination Vancouver modelling shows demand poised to exceed supply as early as 2026*

**Vancouver, BC | 06 MARCH 2023**—To close the gap between current supply and projected demand, 20,000 new hotel rooms are needed in Metro Vancouver by 2050, with 10,000 of those new hotel rooms necessary just in Vancouver.

According to a new study *Economic Analysis of Hotel Supply and Projected Demand in Metro Vancouver, 2023 to 2050*, released today by Destination Vancouver, without new investment, the lack of hotel supply in Metro Vancouver will translate into significant losses to the provincial economy.

Between 2022 and 2050, the cumulative economic impacts are projected to be:

- \$30.6 billion in foregone output.
- \$16.6 billion in foregone GDP.
- 168,000+ FTEs of foregone employment.
- \$7.5 billion in foregone tax revenue for all three levels of government.

"Metro Vancouver's infrastructure is not keeping up in delivering on our global profile," said Royce Chwin, Destination Vancouver's President & CEO. "This is critical because on our doorstep over the next few years are tennis's Laver Cup, the Invictus Games, next year's Grey Cup and in 2026 we're a Host City for the world's largest single sport event, the FIFA World Cup."

If the supply of hotel rooms remains at current levels, demand will exceed supply by:

- 2026: in the summer months in the City of Vancouver.
- 2028: in the summer months in the rest of Metro Vancouver.
- 2040: every month of the year across Metro Vancouver.

Cities of a comparable profile have been building new hotels at a steady pace. At the same time, Vancouver's hotel supply has been contracting; Metro Vancouver is down roughly 2000 rooms since 2010, with 1500 of those rooms lost in Vancouver.

The pandemic removed an additional 550 rooms from the city's inventory, with purchases by BC Housing and City of Vancouver which converted those rooms to supportive housing.

This is an issue Destination Vancouver has identified and has actively been working on for close to a decade. The precursor to this report (published in 2019) included projections from 2022 to 2030, which is now too short a planning horizon for development timelines.

The projections in this new report are in line with the planning horizons of the Vancouver Plan and the Broadway Plan.

The City of Vancouver did pass an interim hotel development policy in 2018 but it is just a policy statement. To make a tangible impact on the hotel inventory, substantial new investment is needed, both to mitigate loss through redevelopment and to encourage new development.

Existing development applications and permits for additional hotel capacity submitted to the City of Vancouver are insufficient to replace the losses. And the total estimate of approximately 1,100 new rooms in rezoning, planning, or permitting stages through to 2026 is by no means guaranteed.

"This is crucial for our global destination competitiveness," says Chwin. "Lack of available hotel rooms will make visiting Vancouver even more expensive, and the city will be less competitive in attracting major conferences, large sporting events and leisure group travel. Vancouver is running short on time to prepare for the influx of visitors and the economic impact they contribute to the city. Those visitors will just go elsewhere."

Vancouver is the gateway to the rest of the province and this lack of capacity may mean visitors avoid BC altogether, instead choosing other parts of Canada for their travel. This in turn deprives smaller cities and towns in our province of the positive economic benefit that those visitors would bring.

- 30 -

#### Report:

[Economic Analysis of Hotel Supply and Projected Demand in Metro Vancouver, 2023 to 2050](https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/vancouverbc/Economic_Analysis_Hotel_Supply_and_Demand_DVn_8c55ba468a-42a6-8f03-24ac538a999e.pdf)

([https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/vancouverbc/Economic\\_Analysis\\_Hotel\\_Supply\\_and\\_Demand\\_DVn\\_8c55ba468a-42a6-8f03-24ac538a999e.pdf](https://assets.simpleviewinc.com/simpleview/image/upload/v1/clients/vancouverbc/Economic_Analysis_Hotel_Supply_and_Demand_DVn_8c55ba468a-42a6-8f03-24ac538a999e.pdf))

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#### About Destination Vancouver

Destination Vancouver is the non-profit, member-led destination management organization for the spectacular city of Vancouver, BC. Our purpose is to transform our communities and our visitors through the power of travel and to be thoughtful leaders, advocates and ambassadors for our city. We work with our partners in Vancouver's visitor economy to develop compelling experiences and offerings for our visitors and to promote Vancouver in key Canadian, US, and international markets. The responsibility to build a sustainable and resilient visitor economy is the foundation of everything we do.

Posted in: [2023 News Releases](#) ([/media/articles/category/2023-news-releases/640625542e92770a547c91d/](#))

Tags: [hotels](#) ([/media/articles/tag/hotels/56da1243f6wed9701379f4cd/](#))

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**Development Permit Panel  
Wednesday, September 25, 2024**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: Wayne Craig, General Manager, Planning and Development, Chair  
Roeland Zwaag, General Manager, Engineering and Public Works  
Marie Fenwick, Director, Arts, Culture and Heritage

The meeting was called to order at 3:30 p.m.

**MINUTES**

It was moved and seconded

*That the minutes of the meeting of the Development Permit Panel held on September 12, 2024 be adopted.*

**CARRIED**

**1. DEVELOPMENT PERMIT 17-768248**  
(REDMS No. 7634690)

APPLICANT: GBL Architects

PROPERTY LOCATION: 6551 No. 3 Road

**INTENT OF APPLICATION:**

Consider the attached plans involving changes to the design of the first phase of the CF Richmond Centre mixed-use development at 6551 No. 3 Road, incorporating voluntary artworks to screen above-grade parking and equipment, introduce Retail Tenant Storefronts Design Guidelines for tenant improvements and adjust surplus parking to be in General Compliance with Development Permit (DP 17-768248).



## **Development Permit Panel**

### **Wednesday, September 25, 2024**

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#### **Applicant's Comments**

Joey Stevens, GBL Architects, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), reviewed the proposed design changes to the original development permit for Phase One of the mixed-use development that are included in the subject General Compliance application, highlighting the following:

- Phase One of the two-phase mixed-use development is currently under construction and the final design for Phase Two is provided in a separate development permit application;
- the proposed additional voluntary public art in Phase One include artworks on the Building 1A façade to provide screening for the parkade and a painted mural to hide the gas meters at the ground floor of the existing mall;
- the dimensions and locations of the proposed additional artworks are consistent with the approved Development Permit; however, there are minor modifications to the building façade to accommodate the proposed artworks;
- the Retail Tenant Storefronts Design Guidelines and Interim Construction Hoarding Design Guidelines proposed by the applicant will enable Tenant Improvements to occur for individual retail units without requiring a new Development Permit, allow for some variations in the design of storefronts at ground level, and include guidelines to permit the installation of interim art murals on construction hoarding to temporarily screen the storefronts;
- Phase One parking had surplus parking which will be reduced by 30 surplus market owner parking stalls and by 32 surplus residential and commercial stalls not needed by Phase One but identified for Phase Two use; and
- Phase Two will ultimately add 32 parking stalls to compensate for the reduction of 32 surplus parking stalls in Phase One.

#### **Staff Comments**

Suzanne Smith, Acting Director, Development noted that (i) the original on-site public art was secured in the approved Development Permit for Phase One of the two-phase mixed-use development, (ii) the proposed additional voluntary public art for Phase One is being secured as part of the subject General Compliance application, (iii) the proposed additional artworks will provide screening for above grade parking and mechanical equipment and involve minor façade changes as indicated by the applicant, (iv) the subject General Compliance application also introduces Retail Tenant Storefront Design Guidelines for future tenant improvements and Interim Construction Hoarding Design Guidelines, and (v) the proposed parking reductions for Phase One would still meet the Zoning Bylaw requirement for parking established in the site specific zone.

## **Development Permit Panel**

### **Wednesday, September 25, 2024**

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#### **Panel Discussion**

In reply to queries from the Panel, Mr. Stevens, Jan Ballard, Ballard Fine Art, Jenn Millard, Shape Properties, and Merrill Fung, Cadillac Fairview, noted that (i) the proposed materials for the artworks including the high-grade vinyl for construction hoarding, high-grade metal for artworks screening the parkade, and high-quality paints for the artworks, were selected based on quality, durability, safety, and low-maintenance considerations, (ii) an extensive and detailed maintenance manual for the artworks will be provided for their maintenance, and (iii) C.F. Richmond Centre will provide maintenance for the artworks i.e., for the parkade screening, construction hoarding, and the painted mural screening the mechanical equipment under a maintenance program.

In reply to further queries from the Panel, the applicant presentation team confirmed that (i) anti-graffiti coating will be applied to the painted mural, (ii) there could be further parking reductions in Phase Two of the subject development however, the Phase Two development's design could be adjusted accordingly, (iii) the canopy options for retail storefronts included in the Retail Tenant Storefronts Design Guidelines are consistent with standard canopy designs in terms of their dimensions, (iv) the proposed vehicle parking reductions in Phase One will not impact the bicycle parking and the proposed Transportation Demand Management (TDM) measures associated with the original Development Permit, which include, among others, a transit pass program for occupants of affordable and market housing and a bike-share and car-share program, and (v) the applicant has been working with a lighting consultant and proposed lighting for the artworks is dimmable and focused on the artworks to avoid impacting residential units in the area.

#### **Correspondence**

None.

#### **Gallery Comments**

None.

#### **Panel Discussion**

The Panel expressed support for the project, noting (i) the proposed additional voluntary artworks for Phase One is a good response to challenging design conditions, and (ii) the applicant's efforts to introduce Retail Tenant Storefronts Design Guidelines and Interim Construction Hoarding Design Guidelines are appreciated by the Panel.

**Development Permit Panel**  
**Wednesday, September 25, 2024**

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**Panel Decision**

It was moved and seconded

*That the attached plans involve changes to the design of the first phase of the CF Richmond Centre mixed-use development at 6551 No. 3 Road, incorporating voluntary artworks to screen above-grade parking and equipment, introduce Retail Tenant Storefronts Design Guidelines for tenant improvements and adjust surplus parking, are considered to be in General Compliance with Development Permit (DP 17-768248).*

**CARRIED**

**2. New Business**

None.

**3. Date of Next Meeting: October 9, 2024**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (3:59 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 Wednesday, September 25, 2024.

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Wayne Craig  
Chair

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Rustico Agawin  
Committee Clerk

Schedule 1 to the Minutes of  
the Development Permit Panel  
meeting held on Wednesday,  
September 25, 2024



**RICHMOND CENTRE PHASE 1**  
DEVELOPMENT PERMIT PANEL  
GENERAL COMPLIANCE | SEPTEMBER 25, 2024



## OVERVIEW

### Site Overview

- May 2019 DP Panel
- May 2024
- General Compliance Updates

### Parkade Screening

- Artwork Overview
- May 2019 DP Panel
- General Compliance Updates

### Building 1C Mural

- Artwork Overview
- May 2019 DP Panel
- General Compliance Updates

### Retail Tenant Storefronts

### Parking

- May 2019 DP Panel
- General Compliance Updates



**AFFORDABLE HOUSING**  
5% OF PHASE 1 RESIDENTIAL FAR AREA;  
DETAILED DESIGN IN THIS DP APPLICATION



## PHASE 1 DEVELOPMENT

**Commercial Area**  
160,000 sf

**Residential Area**  
965,000 sf

**FAR**  
1.56

**CNCL - 368**  
**Affordable Housing Units**  
79

**Market Units**  
1,087







AERIAL RENDER FROM SOUTH WEST  
May 2019 DP Panel



CNCL 1370



AERIAL VIEW FROM SOUTH WEST  
May 2024



CNCL - 371



# SITE PLAN - PHASE 1 | GENERAL COMPLIANCE UPDATES





PARKADE SCREENING  
Artwork Overview

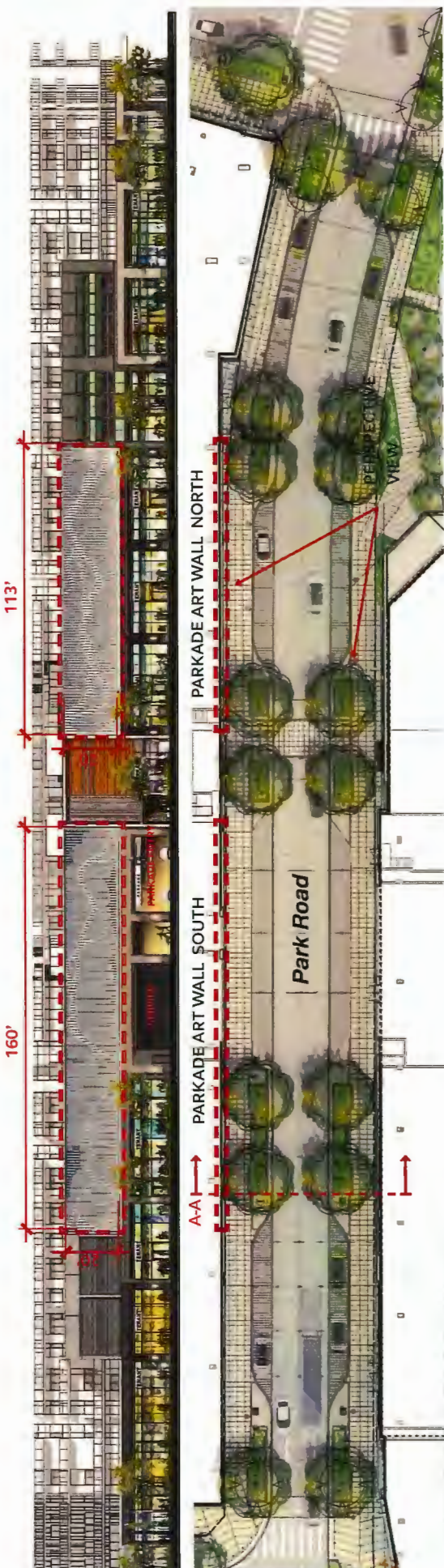


Fraser River: North Arm



Fraser River: South Arm

CNCL - 373



ART SIZE & PLACEMENT

PARK ROAD WEST ELEVATION / PLAN



**HIGH STREET FRONTAGE | MAY 2019 DP PANEL**  
North Leg of Park Road Looking South





**HIGH STREET FRONTAGE | GENERAL COMPLIANCE UPDATES**  
North Leg of Park Road Looking South





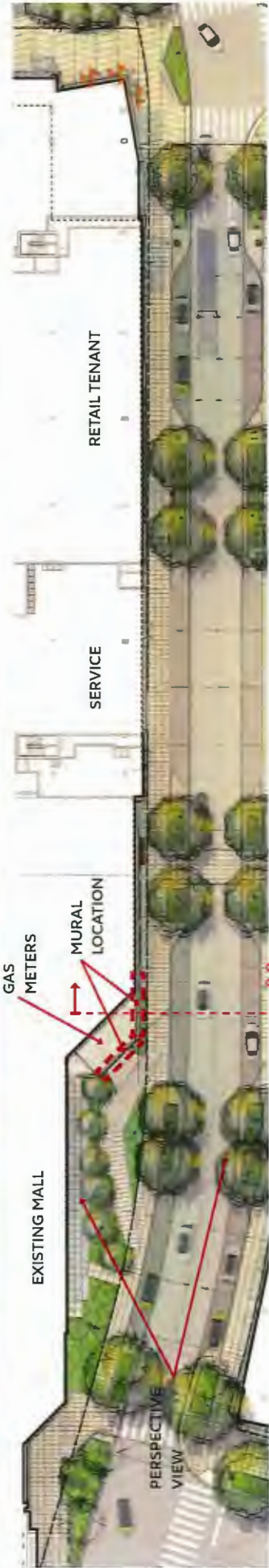
BUILDING 1C MURAL  
Artwork Overview



CNCL - 376



PARK ROAD SECTION B-B



PARK ROAD EAST ELEVATION / PLAN

ART SIZE & PLACEMENT



**HIGH STREET FRONTAGE | MAY 2019 DP PANEL**  
North Leg of Park Road Looking South





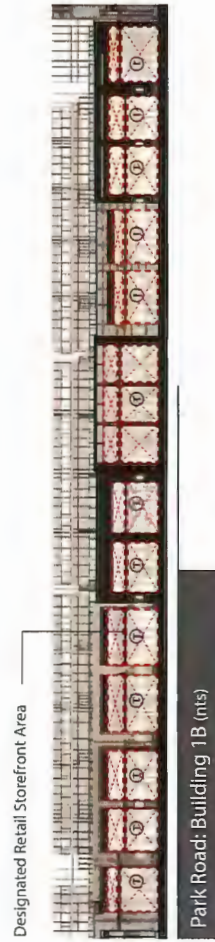
## HIGH STREET FRONTAGE | GENERAL COMPLIANCE UPDATES

North Leg of Park Road Looking South

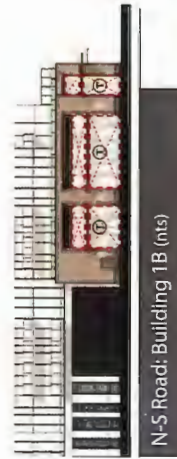




# RETAIL TENANT STOREFRONTS Overview



CNCL - 379



## Leasing Plan Ph1

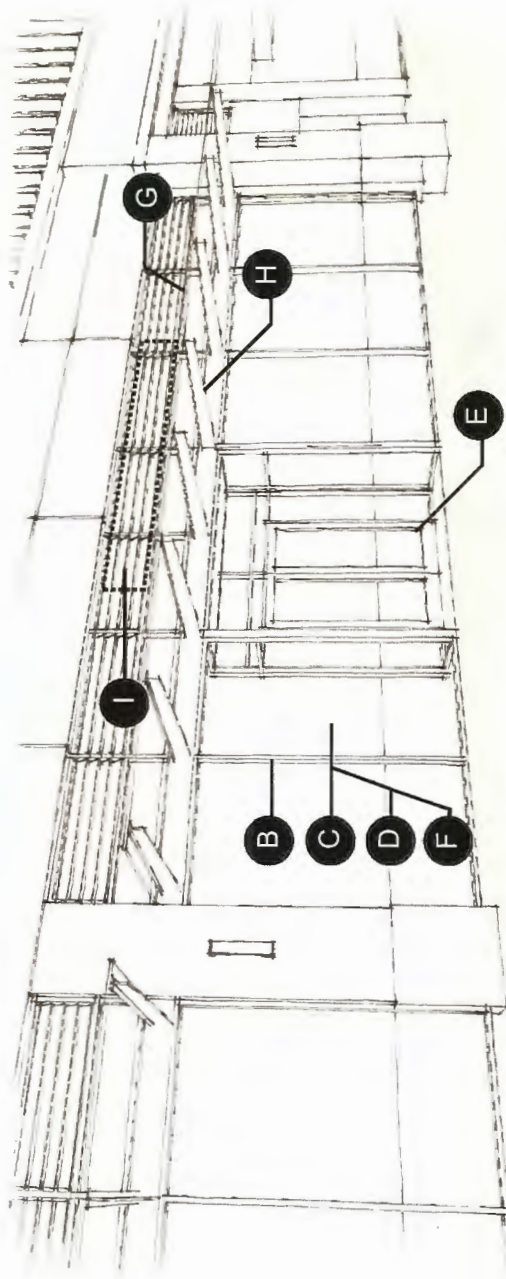


## RETAIL TENANT STOREFRONTS

### Design Guidelines

The below list identifies the various components used to create the storefront design.

B: Mullion System
C: Glazing System
D: Solid Panel System
E: Entry Door
F: Nano Wall / Operable Windows
G: Canopy
H: Exterior Lighting
I: Client Signage



CNCL - 380





# RETAIL TENANT STOREFRONTS

## Interim Construction Hoarding



Hoarding Art work



Overlay on Storefronts



PARKING | MAY 2019 DP PANEL

**Commercial Parking**  
1,657 stalls (2% EV)

**Residential Parking**  
2,193 stalls (100% EV)

**Car Share**  
6 stalls

**Total Parking**  
3,856

CNCL - 382



Commercial  
Residential

PARKING | GENERAL COMPLIANCE UPDATES

PARKING TYPE	BY-LAW MIN.	MAY 2019	GC UPDATES	CHANGE
Phase 1 Market Owner	979	1,155	1,125	-30
Phase 1 Surplus for Ph. 2 Residential	-	192	175	-17
Commercial	-	490	475	-15
TOTAL Phase 1 Parking Change				-62
TOTAL Phase 2 Parking Change				+32
TOTAL Parking Change				-30

## PARKING | GENERAL COMPLIANCE UPDATES

### Commercial Parking

1,657 stalls (2% EV)

### Residential Parking

2,163 **(-30)** stalls (100% EV)

### Car Share

6 stalls

### Total Parking

3,826 **(-30)**

CNCL - 384



Commercial  
Residential



# City of Richmond

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**To:** Richmond City Council

**Date:** September 24, 2024

**From:** Milton Chan  
Development Permit Panel

**File:** DP 23-011608

**Re:** Development Permit Panel Meeting Held on July 26, 2023

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## **Staff Recommendation**

That the recommendation of the Panel to authorize the issuance of Development Permit (DP 23-011608) for the property located at 8220 Gilbert Road, be endorsed and the Permit so issued.

Milton Chan  
Development Permit Panel  
(604-276-4377)



### **Panel Report**

The Development Permit Panel considered the following item at its meetings held on July 26, 2023.

#### DP 23-011608 – RICK BOWAL – 8220 GILBERT ROAD (July 26, 2023)

The Panel considered a Development Permit (DP) application to permit the construction of a total of two front-to-back duplexes at 8220 Gilbert Road (one on each new lot after subdivision), on lots zoned “Arterial Road Two-Unit Dwellings (RDA)”.

The applicant's architect Matthew Cheng, Matthew Cheng Architect Inc. and the applicant's landscape architect, Yiwen Ruan, PMG Landscape Architects, provided a brief visual presentation highlighting:

- The proposed development includes two front-to-back duplexes with each duplex located on either side of a shared drive aisle.
- The proposed building massing, height, setbacks and architectural design are compatible with the predominantly single-family home neighbourhood.
- The form and character of the north and south buildings are different but complementary to one another.
- Two parking spaces in a side-by-side arrangement are proposed for the garage of each unit and one visitor parking space is provided for the proposed development.
- The proposed development includes one convertible unit.
- The project is designed to achieve Step Code Level 3 of the BC Energy Step Code.
- Lush landscaping is proposed between the new sidewalk and the front units along Gilbert Road to provide privacy to the units.
- One existing on-site tree will be removed due to its poor condition, as identified at the rezoning stage.
- Existing adjacent hedges on neighbours’ properties will be retained.
- The existing hedge in the front yard of the subject site will be removed as it will impact the proposed use of the space and due to CPTED concerns.
- Decorative and permeable paving treatments are proposed on certain portions of the subject site.
- Private outdoor space is provided for each unit.
- Low aluminum fencing is proposed along the frontage.
- Solid wood fencing is proposed along the remaining perimeter of the site.
- Lighting is proposed in strategic locations on the site.
- Low maintenance and drought-tolerant plants are proposed.
- Irrigation will be provided for the landscaping.

Staff noted that there is a Servicing Agreement associated with the project for frontage improvements and site servicing along Gilbert Road.

The Panel expressed support for the project, noting that the project is well designed and a good use of the subject site.

The Panel recommends the Permit be issued.