City of Richmond

Agenda

City Council
Electronic Meeting

Council Chambers, City Hall
6911 No. 3 Road

Monday, November 10, 2025
7:00 p.m.

Pg. # ITEM

MINUTES

1. ***Motion to:***

CNCL-15 ***(1) adopt the minutes of the Regular Council meeting held on October 27, 2025.***

AGENDA ADDITIONS & DELETIONS

2. APPOINTMENT OF COUNCIL MEMBERS TO EXTERNAL REGIONAL ORGANIZATIONS

(a) Appointment of Council alternate to the **Translink** – **Mayors' Council** until November 2, 2026.

(b) Appointment of Council representative to the **Richmond Olympic Oval Corporation** until November 2, 2026.

☐

(c) Appointment of Council representative and alternate to the **Steveston Harbour Authority Board (SHAB)**, until their next Annual General Meeting of the SHAB in 2026.

☐

3. NAMING OF STANDING COMMITTEES AND THEIR COMPOSITION BY THE MAYOR

4. APPOINTMENT OF MEMBERS OF COUNCIL (AND THEIR ALTERNATES) AS THE LIAISONS TO CITY ADVISORY COMMITTEES AND ORGANIZATIONS

Appointment of Council liaisons (and where applicable, their alternates) to City Advisory Committees and Organizations until November 2, 2026:

(a) Accessibility Advisory Committee

(b) Advisory Committee on the Environment;

(c) Child Care Development Advisory Committee;

(d) Council/School Board Liaison Committee;

(e) Economic Advisory Committee;

(f) First Nations Building Committee;

(g) Food Security and Agricultural Advisory Committee;

(h) Heritage Commission;

(i) Major Construction Projects Oversight Committee;

(j) Minoru Centre for Active Living Program Committee;

(k) Richmond Centre for Disability;

(l) Richmond Chamber of Commerce;

(m) Richmond Intercultural Advisory Committee;

(n) Richmond Public Art Advisory Committee;

(o) Richmond Sister City Advisory Committee;

(p) Richmond Social Development Advisory Committee;

(q) Richmond Sports Council;

(r) Richmond Sports Wall of Fame Nominating Committee;

(s) Richmond Youth Advisory Committee;

(t) Seniors Advisory Committee;

(u) Steveston Historic Sites Building Committee; and

(v) Vancouver Coastal Health/Richmond Health Services Local Governance Liaison Group.

5. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO COMMUNITY ASSOCIATIONS

Appointment of Council liaisons (and where applicable, their alternates) to Community Associations until November 2, 2026:

(a) City Centre Community Association;

(b) East Richmond Community Association;

(c) Hamilton Community Association;

(d) Richmond Arenas Community Association;

(e) Richmond Art Gallery Association;

(f) Richmond Fitness and Wellness Association;

(g) Sea Island Community Association;

(h) South Arm Community Association;

(i) Thompson Community Association; and

(j) West Richmond Community Association.

6. APPOINTMENT OF MEMBERS OF COUNCIL AS THE LIAISONS TO VARIOUS CITY BOARDS

Appointment of Council liaisons (and where applicable, their alternates) to various Boards until November 2, 2026:

(a) Aquatic Services Board;

(b) Museum Society Board;

(c) Richmond Gateway Theatre Society Board; and

(d) Richmond Public Library Board.

7. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO VARIOUS SOCIETIES/COMPANIES

Appointment of Council liaisons (and where applicable, their alternates) to various Societies until November 2, 2026:

(a) Britannia Heritage Shipyard Society;

(b) Gulf of Georgia Cannery Society;

(c) London Heritage Farm Society;

(d) Lulu Island Energy Company;

(e) Minoru Seniors Society;

(f) Richmond Nature Park Society;

(g) Steveston Community Society; and

(h) Steveston Historical Society.

8. APPOINTMENT OF PARCEL TAX ROLL REVIEW PANEL FOR LOCAL AREA SERVICES

RECOMMENDATION

That the members of the Public Works & Transportation Committee be appointed as the Parcel Tax Roll Review Panel for Local Area Services until November 2, 2026.

9. APPOINTMENT OF ACTING MAYORS FROM NOVEMBER 11, 2025 TO NOVEMBER 2, 2026

COMMITTEE OF THE WHOLE

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

11. 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. 25.

12. ***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
- Award Of Contract 8480Q – Provision Of Janitorial Services For Watermania Aquatic Centre
- Proposed Commemorative Veteran Street Banner Program
- Steveston Historical Society Enhanced Operations Pilot
- Heritage Alteration Permit Application (HA 25-020472) By The City Of Richmond - 12451 Trites Road (Seine Net Loft Building)
- Lansdowne Parks Master Plan
- Richmond Arts Strategy 2026–2031
- Advance Planning for the 2026 Election
- 2026 District Energy Utility Rates
- 2026 Utility Budgets And Rates
- Land use application for first, second and third reading:
  - 8680, 8700, 8720 No. 2 Road – Rezone from Small-Scale Multi-Unit Housing (RSM/L)" Zone To "Low Density Townhouses (RTL4)" Zone (Mavic Properties Ltd – applicant)

13. ***Motion to adopt Items No. 14 through No. 24 by general consent.***

Consent Agenda Item

14. **COMMITTEE MINUTES**

That the minutes of:

CNCL-24 ***(1) the Parks, Recreation and Cultural Services Committee meeting held on October 28 , 2025;***

CNCL-29 ***(2) the Finance and Audit Committee meeting held on November 3, 2025;***

CNCL-32 ***(3) the General Purposes Committee meeting held on November 3, 2025; and***

(4) the Planning Committee meeting held on November 4, 2025; *(distributed separately)*

be received for information.

Consent Agenda Item

15. **AWARD OF CONTRACT 8480Q – PROVISION OF JANITORIAL SERVICES FOR WATERMANIA AQUATIC CENTRE**
(File Ref. No. 11-7140-20-MCAL1) (REDMS No. 8156929)

CNCL-35 See Page **CNCL-35** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

(1) That Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre be awarded to Dexterra Group Inc., for a two-year term, for an estimated contract value of $296,732, excluding taxes, as described in the report titled, "Award of Contract 8480Q– Provision of Janitorial Services for Watermania Aquatic Centre", dated October 6, 2025, from the Director, Recreation and Sport Services;

(2) That the Chief Administrative Officer and General Manager, Parks, Recreation and Culture, be authorized to execute Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre and all related documentation with Dexterra Group Inc.; and

(3) That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture, be authorized to extend the initial two-year contract, up to the maximum term of five years, for the maximum total contract value of $806,185 including contingency and excluding taxes.

Consent Agenda Item

16. **PROPOSED COMMEMORATIVE VETERAN STREET BANNER PROGRAM**
(File Ref. No. 11-7200-20-SBAN1) (REDMS No. 8156540)

CNCL-42

See Page **CNCL-42** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That Option 1 as outlined in the report titled "Proposed Commemorative Veteran Street Banner Program", dated October 6, 2025, from the Director, Parks Services, be approved.

Consent Agenda Item

17. **STEVESTON HISTORICAL SOCIETY ENHANCED OPERATIONS PILOT**
(File Ref. No. 11-7141-01) (REDMS No. 8047187)

CNCL-53

See Page **CNCL-53** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

(1) That Option 2, to provide support for the Steveston Historical Society's proposed enhanced operations as outlined in the report "Steveston Historical Society Enhanced Operations Pilot", dated October 6, 2025, from the Director, Arts, Culture and Heritage Services, be approved;

(2) That one-time funding of $180,000 to support the Steveston Historical Society enhanced operations for 2026, 2027 and 2028, be considered as part of the 2026 budget process; and

(3) That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture Division, be authorized to execute all documentation, including an amendment to the Operating Agreement to allow for a fourteen (14) month extension of the Term and to provide financial support for the Steveston Historical Society's proposed enhanced operations, all as outlined in the report "Steveston Historical Society Enhanced Operations Pilot", dated October 6, 2025, from the Director, Arts, Culture and Heritage Services.

Consent Agenda Item

18. **HERITAGE ALTERATION PERMIT APPLICATION (HA 25-020472) BY THE CITY OF RICHMOND - 12451 TRITES ROAD (SEINE NET LOFT BUILDING)**
(File Ref. No. 06-2050-20-BSYDSB) (REDMS No. 8130593)

CNCL-109 See Page **CNCL-109** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That a Heritage Alteration Permit be issued to authorize alterations to the Seine Net Loft building at Britannia Shipyards National Historic Site.

Consent Agenda Item

19. **LANSDOWNE PARKS MASTER PLAN**
(File Ref. No. 06-2345-20-LSCP1) (REDMS No. 8159943)

CNCL-155 See Page **CNCL-155** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Lansdowne Parks Master Plan, as detailed in Attachment 5 of the report titled "Lansdowne Parks Master Plan", dated October 10, 2025, from the Director, Parks Services, be approved.

Consent Agenda Item

20. **RICHMOND ARTS STRATEGY 2026–2031**
(File Ref. No. 11-7000-11-01) (REDMS No. 8138805)

CNCL-229

See Page **CNCL-229** for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Richmond Arts Strategy 2026–2031, and Action Plan document, as outlined in the report titled "Richmond Arts Strategy 2026–2031," dated October 6, 2025 from the Director, Arts, Culture and Heritage Services, be approved.

Consent Agenda Item

21. **ADVANCE PLANNING FOR THE 2026 ELECTION**
(File Ref. No. 12-8125-80-01) (REDMS No. 8164991)

CNCL-299

See Page **CNCL-299** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

(1) That the proposed election program for the 2026 General Local and School Election, as described in the report, "Advance Planning for the 2026 Election," dated October 16,2025, from the Director, City Clerk's Office, be endorsed; and

(2) That one-time funding of $1,113,000 to support the planning and implementation of the 2026 Election be submitted for consideration in the 2026 budget process.

Consent Agenda Item

22. **2026 DISTRICT ENERGY UTILITY RATES**
(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 8130011)

CNCL-307

See Page **CNCL-307** for full report

FINANCE AND AUDIT COMMITTEE RECOMMENDATION

(1) That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10705 be introduced and given first, second and third readings;

(2) That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10706 be introduced and given first, second and third readings; and

(3) That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10707 be introduced and given first, second and third readings.

Consent Agenda Item

23. **2026 UTILITY BUDGETS AND RATES**
(File Ref. No. 10-6060-01) (REDMS No. 8187579)

CNCL-328

See Page **CNCL-328** for full report

FINANCE AND AUDIT COMMITTEE RECOMMENDATION

That the 2026 utility budgets presented in the options listed below; as outlined in the report titled "2026 Utility Budgets and Rates", dated October 21, 2025, from the General Manager, Engineering & Public Works and General Manager, Finance & Corporate Services be approved as the foundation for establishing the 2026 utility rates and be included in the Consolidated 5 Year Financial Plan (2026-2030):

(a) Option 2 for Water (page 8);

(b) Option 2 for Sewer (page 15);

(c) Option 2 for Flood Protection (page 23); and

(d) Option 2 for Solid Waste and Recycling (page 29).

Consent Agenda Item

24. **APPLICATION BY MAVIC PROPERTIES LTD. FOR REZONING AT 8680, 8700, 8720 NO. 2 ROAD FROM "SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)" ZONE TO "LOW DENSITY TOWNHOUSES (RTL4)" ZONE**
(File Ref. No. RZ 22-021101) (REDMS No. 8115295)

CNCL-369

See Page **CNCL-369** for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10701, for the rezoning of 8680, 8700, 8720 No. 2 Road from "Small-Scale Multi-Unit Housing (RSM/L)" zone to "Low Density Townhouses (RTL4)" zone, be introduced and given first, second and third readings.

Pg. # ITEM

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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-405 Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10702**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-454 Traffic Bylaw No. 5870, Amendment **Bylaw No. 10703**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-455 Tree Protection Bylaw No. 8057, Amendment **Bylaw No. 10715**
Opposed at 1st/2nd/3rd Readings – None.

☐

CNCL-458 Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10720**
Opposed at 1st/2nd/3rd Readings – None.

☐

DEVELOPMENT PERMIT PANEL

25. RECOMMENDATION

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

CNCL-459

CNCL-487

(1) That the minutes of the Development Permit Panel meetings held on October 16, 2025, and the Chair's report for the Development Permit Panel meetings held on April 30, 2025, be received for information; and

(2) That the recommendations of the Panel to authorize the issuance of:

(a) a Development Permit (DP 24-040880) for the property located at 2051 Anson Avenue; and

(b) A Development Permit (DP 25-008025) for the property at 2211 Anson Avenue

be endorsed, and the Permits so issued.

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

(1) Richmond Poverty Reduction Coalition (RPRC) to present their 2025 report and recommendations on the RPRC project, "Keeping Seniors Housed - preventing Seniors' Homelessness."

(2) Demetre Lazos and Sadru Ramji to speak on the Heritage Status of the Steveston Hotel.

(3) Alex Sagert to speak to safety issues at Brighouse Park.

27. ***Motion to rise and report.***

Pg. # ITEM

ADJOURNMENT

City of Richmond

Minutes

Regular Council

Monday, October 27, 2025

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

R25/18-1 1. It was moved and seconded
That:

(1) the minutes of the Regular Council meeting held on October 14, 2025, be adopted as circulated;

(2) the Metro Vancouver 'Board in Brief' dated October 3, 2025, be received for information.

CARRIED

Regular Council
Monday, October 27, 2025

AGENDA ADDITIONS & DELETIONS

R25/18-2 It was moved and seconded
That a correction be made to Item No. 10 "Proposed Amendments to Traffic Bylaw 5870 and Consolidated Fees Bylaw No. 8636 for Commercial Truck Parking", where there is an on-table memorandum that provides revisions to the amendments to Traffic Bylaw No. 5870, Amendment No. 10703 and Consolidated Fees Bylaw No. 8636, Amendment No. 10720 to include a requirement for commercial trucks participating in the pilot program to be registered to Richmond owners and operators.

CARRIED

PRESENTATION

Maybe Brodie recognized two Richmond athletes, Camryn Rogers and Evan Dunfee, who represented Canada at this year's World Athletics Championships in Tokyo, Japan. Mayor Brodie highlighted their athletic journey and accomplishments, including Dunfee's bronze medal at the Tokyo 2020 Summer Olympics and gold in this year's World Athletics Championships in Tokyo, and Rogers' gold medal at the Paris 2024 Summer Olympic in addition to winning her second World Championship at the World Athletics Championships in Tokyo this year.

COMMITTEE OF THE WHOLE

R25/18-3 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:13 p.m.).

CARRIED

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

R25/18-4 4. It was moved and seconded
That Committee rise and report (7:14 p.m.).

CARRIED

CONSENT AGENDA

R25/18-5 5. It was moved and seconded
That Items No. 6 through No. 10 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

(1) the Community Safety Committee meeting held on October 15, 2025;

(2) the General Purposes Committee meeting held on October 20, 2025;

(3) the Planning Committee meeting held on October 21, 2025; and

(4) the Public Works and Transportation Committee meeting held on October 22, 2025;

be received for information.

ADOPTED ON CONSENT

7. **DISCUSSION ON UNSHELTERED SITES ON CROWN LAND**
(File Ref. No. 08-4057-11-01) (REDMS NO. 8183754)

That a letter be written to the Premier of British Columbia, Minister of Transportation and Transit, Minister of Public Safety and Solicitor General, and Richmond Members of the Legislative Assembly, requesting immediate action and cleanup with respect to the unsheltered sites on Crown land under the Oak Street Bridge between Van Horne Way and Beckwith Road, and along No. 5 Road and Westminster Highway, and proactively look at solutions.

ADOPTED ON CONSENT

8. **MEMORIAL ROAD NAME SIGN PROGRAM**
(File Ref. No. 10-6360-05-01) (REDMS No. 8161999)

That the implementation of the poppy-emblem on Francis Road, as described in the report titled "Memorial Road Name Sign Program", dated September 24, 2025, from the Director, Transportation be approved.

ADOPTED ON CONSENT

9. **RECOMMENDATIONS TO AMEND RICHMOND'S DEMOLITION WASTE AND RECYCLABLE MATERIALS BYLAW NO. 9516**
(File Ref. No. 12-8060-20-009516; 10-6125-07-04) (REDMS No. 7993034, 8013882)

That draft amendments to the City's Demolition Waste and Recyclable Materials Bylaw No. 9516, as outlined in the report titled "Recommendations to Amend Richmond's Demolition Waste and Recyclable Materials Bylaw No. 9516", dated October 9, 2025, from the Director, Climate and Environment, be prepared.

ADOPTED ON CONSENT

10. **PROPOSED AMENDMENTS TO TRAFFIC BYLAW 5870 AND CONSOLIDATED FEES BYLAW NO. 8636 FOR COMMERCIAL TRUCK PARKING**
(File Ref. No. 12-8060-20-010703; 12-8060-20-010720) (REDMS No. 8182481, 8201047, 8201535, 8201522)

(1) That the Traffic Bylaw No. 5870, Amendment Bylaw 10703 be given first, second and third readings; and

(2) That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10720 be given first, second and third readings.

ADOPTED ON CONSENT

11. **REFERRAL RESPONSE: TREE SURVIVAL SECURITIES**
(File Ref. No. 12-8060-20-010715) (REDMS No. 8152467, 8158727, 8166208)

See page 5 for action on this item.

12. **BIKE REUSE PILOT PROGRAM REVIEW**
(File Ref. No. 03-1000-20-8225Q) (REDMS No. 8144806)

See page 6 for action on this item.

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CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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PLANNING COMMITTEE –
Councillor Bill McNulty, Chair

11. **REFERRAL RESPONSE: TREE SURVIVAL SECURITIES**
(File Ref. No. 12-8060-20-010715) (REDMS No. 8152467, 8158727, 8166208)

R25/18-6 It was moved and seconded

(1) That the approved Pilot Program for On-Demand/Irrevocable Surety Bonds be extended to include Tree Survival Securities; and

(2) That Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715, be introduced and given first, second and third readings.

The question on Resolution No. R25/18-6 was not called as discussion ensued regarding the tree survival security release flow chart.

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

R25/18-7 It was moved and seconded

That Tree Survival Securities continue to be released on a phased approach, with 90% of the security returned at substantial completion of construction upon submission of a Post-Construction Assessment Report, and the remaining 10% released one year later following the submission of a Final Post-Construction Assessment Report, rather than adopting the standardizing 100% release upon fulfillment of permit terms and conditions.

The question on Resolution No. R25/18-7 was not called as discussion ensued regarding (i) the timing of the securities release, (ii) surety bonds, and (iii) the responsibility of property owners and developers.

In response to queries from Council, staff advised that (i) further amendments to the Amendment Bylaw would have to be referred back for further review and (ii) new trees planted on site are covered under a separate security that is already subject to a 90% release with a 10% holdback.

Further discussion ensued regarding (i) new trees planted on site that are subject to Development Permit landscaping securities, which is separate from the motion on the table, (ii) the difference between a surety bond and security, (iii) significant trees, and (iv) retention of existing trees, remedial action for viable trees, and the Tree Protection Bylaw.

The question on Resolution No. R25/18-7 was then called and it was **DEFEATED** with Mayor Brodie and Cllrs. Au, Heed, Hobbs, Loo, and McNulty opposed.

The question on Resolution No. R25/18-6 was then called and it was **CARRIED** with Cllr. Wolfe opposed.

PUBLIC WORKS AND TRANSPORTATION COMMITTEE – Councillor Carol Day, Chair

12. **BIKE REUSE PILOT PROGRAM REVIEW**
(File Ref. No. 03-1000-20-8225Q) (REDMS No. 8144806)

R25/18-8 It was moved and seconded
That Option 3, as outlined in the report titled "Bike Reuse Pilot Program Review", dated September 19, 2025 from the Director, Public Works, be approved.

The question on Resolution No. R25/18-8 was not called as the following **amendment motion** was introduced:

R25/18-9 It was moved and seconded
That the City provide a helmet and lock with bikes provided to the recipients of bikes provided through Richmond School District No. 38, at a maximum cost of $2,400.

The question on Resolution No. R25/18-9 was not called as discussion ensued regarding (i) additional costs based on estimates from the pilot program, (ii) providing helmets and locks to the other organizations, and (iii) potential waste for those who may not need a helmet and lock.

The question on Resolution No. R25/18-9 was then called and it was **CARRIED** with Cllrs. Day and Gillanders opposed.

The following **amendment motion** was introduced:

R25/18-10 It was moved and seconded
That the City provide a helmet and lock with bikes provided to all other recipients of bikes under the Bike Reuse Program at a maximum cost of $7,600.

The question on Resolution No. R25/18-10 was not called as discussion ensued regarding the costs associated with locks and helmets, in addition to the costs outlined in the report.

The question on Resolution No. R25/18-10 was then called and it was **CARRIED** with Cllrs. Day and Gillanders opposed.

The question on Resolution No. R25/18-8 as amended, which reads as follows:

> *That Option 3, as outlined in the report titled "Bike Reuse Pilot Program Review", dated September 19, 2025 from the Director, Public Works, amended to include City-provided locks and helmets to the recipients of bikes under the Bike Reuse Program, at a maximum cost of $10,000, be approved.*

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

Regular Council
Monday, October 27, 2025

BYLAWS FOR ADOPTION

R25/18- 11 It was moved and seconded
That the following bylaws be adopted:

Housing Agreement (7811 Alderbridge Way) Bylaw No. 10090, Amendment Bylaw No. 10645;

Permissive Property Tax Exemption (2026) Bylaw No. 10670; and

Consolidated 5 Year Financial Plan (2025-2029) Bylaw No. 10622, Amendment Bylaw No. 10709.

CARRIED

DEVELOPMENT PERMIT PANEL

R25/18-12 13. It was moved and seconded

(1) That the Chair's report for the Development Permit Panel meeting held on September 12, 2024 and September 10, 2025, be received for information; and

(2) That the recommendations of the Panel to authorize the issuance of Development Permit (DP 24-012258) for the property located at 3200 No. 3 Road, be endorsed, and the Permit so issued.

CARRIED

ADJOURNMENT

R25/18-13 It was moved and seconded
That the meeting adjourn 8:02 p.m.).

CARRIED

City of Richmond

Minutes

Regular Council
Monday, October 27, 2025

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, October 27, 2025.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

City of Richmond

Minutes

Parks, Recreation and Cultural Services Committee

Date:	Tuesday, October 28, 2025
Place:	Anderson Room Richmond City Hall
Present:	Councillor Michael Wolfe, Chair Councillor Chak Au Councillor Laura Gillanders Councillor Andy Hobbs Councillor Bill McNulty (by teleconference)
Also Present:	Councillor Carol Day Councillor Alexa Loo
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 September 17, 2025, be adopted as circulated.

CARRIED

DELEGATIONS

1. Dr. Rebecca Harbut, Chair, Department of Sustainable Agriculture, KPU, with the aid of a PowerPoint presentation (copy on file, City Clerk's Office), presented the KPU Farm at Garden City Lands 2024 Annual Activity Report, including an overview of the site, summary of the 2024 production, student research projects, the learning garden, and community outreach.

Discussion ensued regarding (i) produce sold through a variety of wholesale channels, (ii) the process of receiving organic certification for individual crops, (iii) the future food forest, (iv) the planting of native woody perennials, (v) the partnership between KPU Farm and Richmond Food Bank, and (vi) Kwantlen Farmers' Market, which has been extend to December 23, 2025 with select vendors.

PARKS, RECREATION & CULTURE DIVISION

2. **AWARD OF CONTRACT 8480Q – PROVISION OF JANITORIAL SERVICES FOR WATERMANIA AQUATIC CENTRE**
(File Ref. No. 11-7140-20-MCAL1) (REDMS No. 8156929)

It was moved and seconded

(1) That Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre be awarded to Dexterra Group Inc., for a two-year term, for an estimated contract value of $296,732, excluding taxes, as described in the report titled, "Award of Contract 8480Q– Provision of Janitorial Services for Watermania Aquatic Centre", dated October 6, 2025, from the Director, Recreation and Sport Services;

(2) That the Chief Administrative Officer and General Manager, Parks, Recreation and Culture, be authorized to execute Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre and all related documentation with Dexterra Group Inc.; and

(3) That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture, be authorized to extend the initial two-year contract, up to the maximum term of five years, for the maximum total contract value of $806,185 including contingency and excluding taxes.

CARRIED

3. **PROPOSED COMMEMORATIVE VETERAN STREET BANNER PROGRAM**
(File Ref. No. 11-7200-20-SBAN1) (REDMS No. 8156540)

Ron Fontaine, President, Richmond Branch 291, Royal Canadian Legion, and Steve Jeske, Royal Canadian Legion Representative, BC/Yukon Command, expressed gratitude for City Council's and staff's work on the matter.

In response to queries from Committee, the delegation advised that there are similar banners throughout the province and the commemorative veteran street banner program is expanding in advance of the Legion's 100 year anniversary in 2026.

Discussion ensued regarding potential methods for obtaining further information on the veterans featured on the banners.

It was moved and seconded
That Option 1 as outlined in the report titled "Proposed Commemorative Veteran Street Banner Program", dated October 6, 2025, from the Director, Parks Services, be approved.

CARRIED

4. **STEVESTON HISTORICAL SOCIETY ENHANCED OPERATIONS PILOT**
(File Ref. No. 11-7141-01) (REDMS No. 8047187)

In response to queries from Committee, staff advised that the proposed enhanced operations pilot will create more sustainable operations for the Steveston Historical Society.

Discussion ensued regarding (i) funding levels and the enhanced ability to leverage funding from other sources to support Museum operations and programming, (ii) scenarios for both staffing and finances outlined within the Operations Report, and (iii) the Society's partnership with Tourism Richmond.

It was moved and seconded

(1) ***That Option 2, to provide support for the Steveston Historical Society's proposed enhanced operations as outlined in the report "Steveston Historical Society Enhanced Operations Pilot", dated October 6, 2025, from the Director, Arts, Culture and Heritage Services, be approved;***

(2) ***That one-time funding of $180,000 to support the Steveston Historical Society enhanced operations for 2026, 2027 and 2028, be considered as part of the 2026 budget process; and***

(3) ***That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture Division, be authorized to execute all documentation, including an amendment to the Operating Agreement to allow for a fourteen (14) month extension of the Term and to provide financial support for the Steveston Historical Society's proposed enhanced operations, all as outlined in the report "Steveston Historical Society Enhanced Operations Pilot", dated October 6, 2025, from the Director, Arts, Culture and Heritage Services.***

CARRIED

5. **HERITAGE ALTERATION PERMIT APPLICATION (HA 25-020472) BY THE CITY OF RICHMOND - 12451 TRITES ROAD (SEINE NET LOFT BUILDING)**
(File Ref. No. 06-2050-20-BSYDSB) (REDMS No. 8130593)

Discussion ensued regarding (i) the differences between the project scope for the Phoenix Net Loft compared to the Seine Net Loft building, (ii) proposed material choices for the roof and wall cladding, (iii) repairs to the roof system due to multiple leaks, (iv) asbestos abatement, and (v) previously approved funding for the repairs and structural renewals.

It was moved and seconded
That a Heritage Alteration Permit be issued to authorize alterations to the Seine Net Loft building at Britannia Shipyards National Historic Site.

CARRIED

6. **LANSDOWNE PARKS MASTER PLAN**
(File Ref. No. 06-2345-20-LSCP1) (REDMS No. 8159943)

In response to queries from Committee, staff advised that (i) the distribution and size of the parks spaces were established through the Official Community Plan (OCP) amendment and the parks planning process was focused on character, amenities, and features incorporated into each of the parks spaces, (ii) the detailed design and implementation will be carried out through servicing agreements associated with each phased rezoning of the site, and (iii) the phasing was mapped out through the land use plan and the OCP amendment process and was secured through a legal agreement registered on title.

Discussion ensued regarding (i) a summary of the implementation and phasing plan of the Lansdowne parks, (ii) interim conditions of the Linear Park, Centre Park, Civic Plaza, and future mobility hub, and (iii) the generally positive feedback received from the public consultation, which indicated support for park spaces, with a greater preference for nature-based design.

It was moved and seconded
That the Lansdowne Parks Master Plan, as detailed in Attachment 5 of the report titled "Lansdowne Parks Master Plan", dated October 10, 2025, from the Director, Parks Services, be approved.

CARRIED

7. **RICHMOND ARTS STRATEGY 2026–2031**
(File Ref. No. 11-7000-11-01) (REDMS No. 8138805)

It was moved and seconded
That the Richmond Arts Strategy 2026–2031, and Action Plan document, as outlined in the report titled "Richmond Arts Strategy 2026–2031," dated October 6, 2025 from the Director, Arts, Culture and Heritage Services, be approved.

CARRIED

8. **MANAGER'S REPORT**

(i) 2026 Events Update for Kaiwo Maru and FIFA World Cup

Staff advised that (i) planning is underway for the 2026 Kaiwo Maru – King of the Sea event scheduled for May 2-3, 2026 at Garry Point Park, and (ii) a report regarding the 2026 FIFA World Cup and associated community events is forthcoming.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:50 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, October 28, 2025.

Councillor Michael Wolfe
Chair

Shannon Unrau
Legislative Services Associate

City of Richmond

Minutes

Finance and Audit Committee

Date:	Monday, November 3, 2025
Place:	Anderson Room Richmond City Hall
Present:	Mayor Malcolm D. Brodie, Chair Councillor Chak Au (by teleconference) Councillor Carol Day Councillor Laura Gillanders Councillor Andy Hobbs Councillor Alexa Loo Councillor Bill McNulty Councillor Michael Wolfe
Absent:	Councillor Kash Heed
Call to Order:	The Chair called the meeting to order at 4:28 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the Finance and Audit Committee held on October 6, 2025, be adopted as circulated.

CARRIED

LULU ISLAND ENERGY COMPANY

1. **2026 DISTRICT ENERGY UTILITY RATES**
(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 8130011)

It was moved and seconded
(1) That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10705 be introduced and given first, second and third readings;

(2) That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10706 be introduced and given first, second and third readings; and

(3) That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10707 be introduced and given first, second and third readings.

In response to a query from Committee, staff advised that construction of the proposed Sewage Heat Recovery Plant is postponed to next year to better align with future residential development and anticipated increase in demand.

Discussion ensued with respect to (i) Lulu Island Energy Company (LIEC) users paying 14 percent less in energy costs than conventional systems, (ii) district energy being both competitive and sustainable, and (iii) LIEC Financial Model reflecting the decrease in development.

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

FINANCE AND CORPORATE SERVICES & ENGINEERING AND PUBLIC WORKS DIVISIONS

2. **2026 UTILITY BUDGETS AND RATES**
(File Ref. No. 10-6060-01) (REDMS No. 8187579)

In response to queries from Committee, staff advised that (i) Metro Vancouver water rates are increasing by 6.4 percent, representing 58 percent of the City's Water Utility budget. After factoring in projected consumption and other related costs, the City recommends an 8.8 percent water rate increase, with 2.8 percent resulting from City costs, (ii) staff have asked Metro Vancouver to reduce Richmond's rates, noting the City's investment in water metering and water demand management merit an incentive or a rate break, (iii) $500,000 infrastructure funding will support the City's water capital program, primarily replacing aging asbestos cement (AC) water mains which are at end of life, (iv) the City's total water use has decreased by 14 percent despite an increase in population of 34 percent, (v) there is an eight-tonne increase of flexible plastic packaging collected at the Recycling Depot, and (vi) the Pilot Dog Waste Collection program is complete, with expansion to all City managed dog off-leash areas included as a level of service recommended in Option 2. Staff were directed to recirculate the memorandum regarding the completed pilot project.

Discussion ensued with respect to (i) the City's significant advances in water metering, and (ii) education for residents regarding garbage cart size options and the associated costs.

It was moved and seconded

That the 2026 utility budgets presented in the options listed below; as outlined in the report titled "2026 Utility Budgets and Rates", dated October 21, 2025, from the General Manager, Engineering & Public Works and General Manager, Finance & Corporate Services be approved as the foundation for establishing the 2026 utility rates and be included in the Consolidated 5 Year Financial Plan (2026-2030):

(a) Option 2 for Water (page 8);

(b) Option 2 for Sewer (page 15);

(c) Option 2 for Flood Protection (page 23); and

(d) Option 2 for Solid Waste and Recycling (page 29).

The question on the motion was not called as discussion ensued with respect to (i) commercial rates for flood protection, and (ii) the proposed 2026 single-family total utility rate increase of 8.4 percent ($175.30).

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

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:15 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Finance and Audit Committee of the Council of the City of Richmond held on Monday, November 3, 2025.

Mayor Malcolm D. Brodie
Chair

Raman Grewal
Legislative Services Associate

City of Richmond

Minutes

General Purposes Committee

Date: Monday, November 3, 2025

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Kash Heed

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

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on October 20, 2025, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **ADVANCE PLANNING FOR THE 2026 ELECTION**
(File Ref. No. 12-8125-80-01) (REDMS No. 8164991)

It was moved and seconded
(1) That the proposed election program for the 2026 General Local and School Election, as described in the report, "Advance Planning for the 2026 Election," dated October 16,2025, from the Director, City Clerk's Office, be endorsed; and

(2) That one-time funding of $1,113,000 to support the planning and implementation of the 2026 Election be submitted for consideration in the 2026 budget process.

In response to queries from Committee, staff advised that (i) the online mail ballot application process is relatively new, other municipalities have also seen low participation. It may take several election cycles to build voter awareness and familiarity of the mail ballot process as an assessable voting option, (ii) the $30,000 advertising budget primarily covers the eight legislatively required statutory newspaper print ads and any additional discretionary and supplementary ads in both hardcopy and digital form, and (iii) a comprehensive communication plan including social media, the election website, news and media releases and a detailed voter guide distributed to all households, community centres, libraries and available on line will be used to promote all aspects of the election.

Further discussion ensued with respect to (i) staffing levels and costs, (ii) anticipation of an increased voter turnout, (iii) increasing awareness of the Election Mobile App, and (iv) stipulated deadlines for the mail ballot voting option.

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

PARKS, RECREATION AND CULTURE DIVISION

2. CITY OF RICHMOND SOCIAL MEDIA ACCOUNTS

(File Ref. No. 01-0190-01) (REDMS No. 8137876)

It was moved and seconded

That the report titled "City of Richmond Social Media Accounts", dated October 16, 2025, from the Director, Corporate Communications and Marketing be received for information.

The question on the motion was not called as discussion ensued with respect to (i) challenges establishing a Chinese language social media account or platform, (ii) implementation of WhatsApp as a tool for emergency alerts and outreach to multilingual communities, and (iii) engagement on various City of Richmond social media platforms and accounts.

In response to queries from Committee, staff advised that (i) staff have established stronger relationships with Chinese media, enabling advertising in their newspapers and engagements through their social media platforms, (ii) press releases are done based on the situation and the audience that will be interested in the specific situation, (iii) the City's Facebook account is in English, analytics show that targeting a specific audience is most effective in English, as user's devices can automatically translate that content to other languages, (iv) staff are actively monitoring Chinese speaking social media groups and platforms and respond promptly through the available channels when appropriate, and (v) staff continue to look at ways to engage with other platforms.

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

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:27 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, November 3, 2025.

Mayor Malcolm D. Brodie
Chair

Raman Grewal
Legislative Services Associate

City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 6, 2025
From:	Keith Miller Director, Recreation and Sport Services	**File:**	11-7140-20-MCAL1/Vol 01
Re:	**Award of Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre**		

Staff Recommendations

1. That Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre be awarded to Dexterra Group Inc., for a two-year term, for an estimated contract value of $296,732, excluding taxes, as described in the report titled, "Award of Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre", dated October 6, 2025, from the Director, Recreation and Sport Services;

2. That the Chief Administrative Officer and General Manager, Parks, Recreation and Culture, be authorized to execute Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre and all related documentation with Dexterra Group Inc.; and

3. That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture, be authorized to extend the initial two-year contract, up to the maximum term of five years, for the maximum total contract value of $806,185 including contingency and excluding taxes.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance Department Purchasing	☑ ☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

8156929

Staff Report

Origin

Janitorial services are required at Watermania to provide a clean, safe and welcoming environment for residents and visitors alike. As the current contract, awarded to Dexterra Group Inc. (Dexterra), is due to expire on December 31, 2025, the City initiated a procurement process to identify a service provider who could fulfil the City's operational requirements over a maximum five-year contract term.

The purpose of this report is to summarize the public tendering process undertaken for Contract 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre (the Contract) and provide a recommendation to Council for the continued provision of janitorial services for Watermania.

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

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

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

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

Analysis

Procurement Process

The City issued a Request for Quotation 8480Q – Provision of Janitorial Services for Watermania Aquatic Centre (RFQ 8480Q) that was posted to BC Bid and closed on August 25, 2025.

The scope of work for the Contract is for the provision of janitorial services at Watermania, which includes, but not limited to:

- On-site janitorial labour;
- Purchase of required equipment and supplies; and
- Maintenance and service of cleaning equipment.

The RFQ advised bidders that the City would base its selection of a contractor primarily on financial considerations, requiring bidders to propose fixed pricing for the initial two-year term as well as pricing for three additional one-year terms, to a maximum of five years upon agreement of both the City and the contractor. Additionally, bidders were requested to provide information on their staffing capabilities, quality control procedures, and familiarity with the unique requirements of aquatic or similar recreational facilities.

As outlined in Attachment 1, 25 bids were received by the stated closing date.

Review and Evaluation

Beginning with the lowest price bid, submissions were reviewed to assess bidder's capabilities and experience to provide the required services. Bidders whose submission met the stated qualifications based on criteria described in RFQ 8480Q were shortlisted for further consideration and reference checks were then conducted. Once the lowest price bid met the stated qualifications and was confirmed by reference checks, higher priced bids were not assessed. An evaluation summary of the assessed bidders is provided in Table 1 below.

Table 1: Evaluation Summary of Assessed Bidders for RFQ 8480Q

	Bidder Name	**Proposed Price (Initial Term)**	**Phase 1: Qualifications Review (Bid Submission)**	**Phase 2: Qualifications Validation (References)**
1	Edomey Janitorial and Building Services	$69,600	Not shortlisted	N/A
2	SkyBlue Services Corp.	$173,570	Shortlisted	Not recommended
3	Zenith Hygiene Plus Ltd.	$189,800	Not shortlisted	N/A
4	Citrus Clean	$205,818	Shortlisted	Not recommended
5	Forever Building Maintenance Ltd.	$207,965	Not shortlisted	N/A
6	Canguard Building Maintenance	$213,900	Not shortlisted	N/A
7	SRS Property Management Corp.	$237,672	Not shortlisted	N/A
8	Clean Eleven Cleaning Services Inc.	$267,192	Not shortlisted	N/A
9	Overtime Building Maintenance	$275,520	Not shortlisted	N/A
10	Envirosafe Janitorial Inc.	$275,730	Shortlisted	Not recommended
11	Best Cleaning Solutions Ltd.	$286,642	Not shortlisted	N/A
12	Dexterra Group Inc.	$296,732	Shortlisted	Recommended

Dexterra was identified as the recommended bidder, having submitted the lowest quotation among those confirmed—through reference checks—to have met all operational requirements outlined in the RFQ bid document. As such, Dexterra provides the best overall value. Specifically, Dexterra demonstrated relevant experience in providing janitorial services at multiple high-traffic recreational facilities, with particular expertise in environments with aquatic components. They are also the current janitorial contractor at Watermania, where they have consistently delivered reliable, high-quality service.

Although several lower bids were received, the assessment of submissions and reference checks of shortlisted bidders confirmed that none of those bidders had the required experience in terms of providing janitorial services within high-traffic recreational and aquatic facilities.

Contract Term

The Contract's initial term is for two years, from January 1, 2026, to December 31, 2027. RFQ 8480Q stated that the Contract could be renewed for three additional terms of one year each, to a maximum duration of five years, upon mutual consent of both parties.

Financial Impact

Funding for the Contract is available within the City's Operating Budget and Consolidated Five Year Financial Plan (2025–2029).

The total value of the initial contract term of two years is $296,732, exclusive of GST, with the maximum five-year contract estimated at $806,185, as outlined in Table 2 below. Pricing will be fixed for the first two years of the Contract. In years three, four and five, Dexterra is proposing annual adjustments to their fees to reflect forecasted operating costs and inflationary pressures. A 10 per cent contingency has also been applied to these years for costs that may be incurred, should the City's service requirements increase.

Table 2: Estimated Contract Value with Optional Three-Year Renewal

Contract Year	**Contract Value**
Year 1 (January 1, 2026 – December 31, 2026)	$148,366
Year 2 (January 1, 2027 – December 31, 2027)	$148,366
Subtotal: Initial Two-Year Term	**$296,732**
Optional Year 3* (January 1, 2028 – December 31, 2028)	$166,466
Optional Year 4* (January 1, 2029 – December 31, 2029)	$169,795
Optional Year 5* (January 1, 2030 – December 31, 2030)	$173,192
Subtotal: Optional Three-Year Renewal	**$509,453**
Total Contract Value	**$806,185**

*Includes 10 per cent contingency

Conclusion

It is recommended that the Contract be awarded to Dexterra, as they represent the best value to the City and meet all listed criteria in RFQ 8480Q. The initial contract term would be for a period of two years with the possibility to extend for three additional one-year terms, to a maximum of five years, upon mutual consent of both parties. This is for an estimated total value of $806,185.

Kirsten Close
Manager, Aquatics and Community Wellness
604-238-8041

Att. 1 Evaluation Summary for RFQ 8480Q

Evaluation Summary for RFQ 8480Q

	Bidder Name	Proposed Price (Initial Term)	Phase 1: Qualifications Review (Bid Submission)	Phase 2: Qualifications Validation (References)
1	Edomey Janitorial and Building Services	$69,600	Not shortlisted	N/A
2	SkyBlue Services Corp.	$173,570	Shortlisted	Not recommended
3	Zenith Hygiene Plus Ltd.	$189,800	Not shortlisted	N/A
4	Citrus Clean	$205,818	Shortlisted	Not recommended
5	Forever Building Maintenance Ltd.	$207,965	Not shortlisted	N/A
6	Canguard Building Maintenance	$213,900	Not shortlisted	N/A
7	SRS Property Management Corp.	$237,672	Not shortlisted	N/A
8	Clean Eleven Cleaning Services Inc.	$267,192	Not shortlisted	N/A
9	Overtime Building Maintenance	$275,520	Not shortlisted	N/A
10	Envirosafe Janitorial Inc.	$275,730	Shortlisted	Not recommended
11	Best Cleaning Solutions Ltd.	$286,642	Not shortlisted	N/A
12	Dexterra Group Inc.	$296,732	Shortlisted	Recommended
13	Scandinavian Building Services Ltd.	$312,382	N/A	N/A
14	Master Care Janitorial and Facility Services	$325,800	N/A	N/A
15	Ultra Shine Building Maintenance	$330,000	N/A	N/A
16	Seneca Building Maintenance Ltd.	$341,275	N/A	N/A
17	Dynamic Facility Services	$355,344	N/A	N/A
18	Ultra-Tech Cleaning Systems Ltd.	$371,880	N/A	N/A
19	Nutech Facility Services Ltd.	$372,968	N/A	N/A
20	Forever Group of Companies Ltd.	$449,680	N/A	N/A
21	Brighter Cleaning Services Inc.	$467,712	N/A	N/A
22	On Site Sanitation Inc.	$741,168	N/A	N/A

	Bidder Name	Proposed Price (Initial Term)	Phase 1: Qualifications Review (Bid Submission)	Phase 2: Qualifications Validation (References)
23	Khiva Cleaning and Construction Services Ltd.	$775,176	N/A	N/A
24	Misson Possible	$970,971	N/A	N/A
25	Azul Mountain Property Solutions Inc.	$9,240,000	N/A	N/A

City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 6, 2025
From:	Todd Gross Director, Parks Services	**File:**	11-7200-20-SBAN1/CL Vol. 01
Re:	**Proposed Commemorative Veteran Street Banner Program**		

Staff Recommendation

That Option 1 as outlined in the report titled "Proposed Commemorative Veteran Street Banner Program", dated October 6, 2025, from the Director, Parks Services, be approved.

Todd Gross
Director, Parks Services
(604-247-4942)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

8156540

Staff Report

Origin

This report is a response to the following referral from the July 23, 2025, Parks, Recreation and Cultural Services Committee.

> *That staff consult with the appropriate Committee on a customized Veteran Street Banner program for the City and report back.*

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

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.*

Background

Mayor and Councillors received a letter from The Royal Canadian Legion, Richmond Branch #291 (the Legion) requesting that the City consider establishing a commemorative street banner program to honour veterans. This correspondence was discussed at the July 23, 2025, Parks, Recreation and Cultural Services Committee meeting and was subsequently referred to staff to engage with the Legion regarding the feasibility of implementing a Commemorative Veteran Street Banner Program (Veteran Banner Program).

Staff met with representatives of the Legion to review the letter, the potential scope and timing of the initiative, funding options and how a Veteran Banner Program could be integrated with the City's existing Street Banner Program. The Legion also highlighted a desire to expand the initial proposal to include Minoru Boulevard.

This report discusses how a Veteran Banner Program might be integrated into the existing Street Banner Program and potential funding options.

Discussion

The Legion has partnered with several municipalities across Canada to commemorate veterans who have served for their country as members of the Canadian Armed Forces. The City of Vancouver (Vancouver) and the City of Delta (Delta) have implemented veteran banner programs in cooperation with the Legion. Each of these cities implemented their respective veteran banner programs through different funding models. In Vancouver a sponsorship funding-model is utilized whereby residents principally fund the installation of the banners. In Delta, the program is funded through that municipality's operating budget.

While veterans of major past conflicts, such as the World Wars, have typically been recognized, the Legion has broadened their recognition to include those who served in other conflicts and in more diverse military-related roles. Common to these programs is the display of a veteran's name, portrait photo and verbiage on the panel commemorating their military service and sacrifice.

Proposed Veteran Banner Program

Temporary displays of custom banners are regularly implemented in accordance with the City's Street Banners – Sponsorship – Policy 7707 (the Policy) (Attachment 1). Agencies (e.g., The United Way) place banners along specific roadways for a defined duration which may last several weeks or up to several months. Consistent with the Policy, the organization sponsoring the temporary banner placement covers all costs associated with the installation including banner design, manufacturing, installation, take-down and storage, as well as the staff time and City equipment and material charges required throughout the process. Once the temporary banners are removed, staff re-install the previous banners, which are part of the annual Street Banner Program, unveiled each spring, and feature imagery submitted by Richmond residents.

In consultation with the Legion, staff propose that a Veteran Banner Program be developed based on the following criteria:

Banner Selection Process

It is proposed that the Legion facilitate the nomination process to identify veterans to be profiled in the proposed Veteran Banner Program. Through a public solicitation process, the Legion has successfully administered this selection process in other communities across Canada. As subject matter experts, the Legion will provide the City with the verified names and matching portraits of veterans who either were born or resided in Richmond. The City will rely on the Legion's official definition of what constitutes a veteran which includes soldiers who fought and died in the field of battle, as well as those who have served in other roles as defined by the Legion. Additionally, the City's Archives has numerous records and photographs of Richmond veterans available to support the Veteran Banner Program.

Location and Extent

The veteran banners will be mounted on existing banner program infrastructure. As shown in Attachment 2, the proposed location and number of veteran banners are as follows:

General Location

In the vicinity of the City's cenotaph and Richmond City Hall.

- No. 3 Road (from Westminster Highway to Granville Avenue): 54 banners on 27 lamp standards;
- Granville Avenue (from No. 3 Road to Gilbert Road): 26 banners on 13 lamp standards; and
- Minoru Boulevard (from Granville Avenue to Westminster Highway): 34 banners on 17 lamp standards.

Potential Program Total (as currently proposed): 114 banners on 57 lamp standards.

Banner Format

As per Attachment 3, both the City and the Legion will work together on a street banner design which meets the graphic standards and formatting guidelines for both organizations. Each lamp standard will portray two individual veterans. The banners will be constructed to the same specifications as those in the City's Program.

Duration

The banners will be in place for two months commencing October 1 through November 30, 2026, to coincide with the 100th Anniversary of the Royal Canadian Legion and continue on an annual basis as part of the Veteran Banner Program.

Three-Year Banner Lifespan

The Veteran Banner Program will be replaced every three years as determined by the lifespan of a typical banner. This is due to exposure to the elements and associated wear resulting in colour fading and damage to the fabric. During this three-year span, the veteran banners will be removed at the end of the display period (i.e., after Remembrance Day), dry cleaned and put into storage for re-use the following year.

The decommissioning of veteran banners will be coordinated with the Legion due to the solemn nature of the banners. Returning veteran banners to the relatives of the soldier profiled will occur if feasible.

Programming and Funding Options

Option 1: City Funded Veteran Banner Program (Recommended)

Approval of this option supports the Veteran Banner Program as outlined above by adding a new component to the existing Street Banner Program. This option is recommended because it is consistent with the City's support to date for veterans and the City's Remembrance Day activities and recognizes the Legion's in-kind support of the selection process. Should this option be endorsed, staff would submit a one-time Additional Level request of $45,260 in the 2026 Budget Process for Council consideration to support the Veteran Banner Program for three years (based on the estimated lifespan of a street banner on short-term display). If the program is to continue in 2029, staff will seek Council approval for additional funding at that time.

Option 2: Externally Funded Veteran Banner Program (Not Recommended)

This option also implements the above outlined Veteran Banner Program but would be implemented following the City's Street Banner Sponsorship Policy, consistent with past practices involving similar organizations.

Year 1: As per the Policy, all program related costs for the purchase of a new banner and associated installation and coordination costs ($210 per banner) borne by the City would be billed to the Legion on a direct cost-recovery basis. At the conclusion of the two-month display period, the banners would be returned to the Legion for dry cleaning, storage and re-use the following year.

Year 2 and 3: Should the same banners be re-installed for the following two years, the cost would be $93.50 per banner.

This option is not recommended as it would not be consistent with the City's support to date of the Legion's efforts to see veterans who lived or were born in Richmond memorialized.

Option 3: Do Not Proceed with a Veterans Banner Program (Not Recommended)

The City demonstrates its ongoing support of the Legion and veterans by hosting the annual Remembrance Day commemorative event at the City's cenotaph as well as the recent installation of the veteran's themed crosswalk on No.3 Road adjacent to City Hall. Consistent with the City's Street Banner Sponsorship Policy, the City reserves the right to refuse an application from any interested party wishing to have sponsor street banners installed. Staff would work with the Legion to find other opportunities to commemorate the contributions of veterans in the community by other means.

Financial Impact

Should Council support the Veteran Banner Program, a one-time additional level expenditure of $45,260 will be included for consideration in the annual budget process to support the three-year banner lifecycle for the installation of 114 veteran banners in 2026 through 2028.

Conclusion

The proposal from the Legion to recognize the contributions of veterans by participating in the City's existing Street Banner Program is a recognition opportunity consistent with other communities in Metro Vancouver. A commemorative Veteran Banner Program would enhance the City's annual commemoration in honor of veterans leading up to, and including, the City's Remembrance Day ceremonies held at the cenotaph.

The high-profile nature and placement of the street banners along some of Richmond's busiest city centre roadways will help inform residents about our community's history and honour the service of Richmond veterans.

Alexander Kurnicki
Manager, Parks Programs
(604-276-4099)

Att. 1: Street Banners – Sponsorship – Policy 7707
2: Proposed Commemorative Veteran Street Banner Program Map
3: Proposed Commemorative Veteran Street Banner Format

City of Richmond

Policy Manual

Page 1 of 3	**Street Banners – Sponsorship**	**Policy 7707**
	Adopted by Council: May 12, 2008	

POLICY 7707:

It is Council policy that the following shall be considered the City's policy on sponsorship of Street Banners, and such policy shall be reviewed on an annual basis:

1. Who May Apply

   Any interested party may apply to sponsor street banners although the City reserves the right to refuse any application.

   Application for street banner sponsorship must fall into one of four categories:
   1. Sponsorship by Corporations (Corporate Sponsorship)
   2. Sponsorship by Non-Profit Organizations (Non-Profit Sponsorship)
   3. Sponsorship by Special Event Organizers (Event Sponsorship)
   4. Other

   Non-profit organizations must be registered as not-for-profit societies in British Columbia. Sponsorship by corporations may include an application made by a licensed Richmond business or a business improvement association (B.I.A.). Sponsorship by special event organizers may be by any event organizer of an event approved by the City's REACT (Richmond Events Approval Coordination Team) Committee. Other applications will be considered on an individual basis.

2. Application Process

   For all sponsorship categories, applicants must apply to the City with their proposal indicating the locations of the banners they wish to install. This proposal is to include banner designs. Staff will review submissions and approve based on consistency with this street banner policy. Council will receive an annual update on street banner sponsorship applications.

   In the event that there are conflicting applications for street banner sponsorship, the City will review the application on a first-come, first-served basis notwithstanding the following:
   - The winning entries from the annual City of Richmond Street Banner Contest will have priority over all sponsorship applications
   - Sponsorship applications from non-profit organizations will have priority over applications from events and corporations
   - Sponsorship applications from events will have priority over applications from corporations

3. Sponsored Banner Restrictions

The City reserves the right to limit the number of banners an applicant may sponsor at one time and the length of time a promotional banner can be displayed.

There will be no sponsored banners by any organization, other than the, "Look of the Games," as authorized by the City of Richmond, permitted in the period Dec. 1 2009 through March 31 2010 in the City.

The City reserves the right to restrict any other periods of the year to sponsored banners.

4. Sponsor Recognition

Any corporate recognition or commercial content on any banner will not exceed 20% of the total area of the banner. This may be located on the banner itself or on a separate sponsorship flag affixed to the bottom of the street banner.

5. Banner Location

For banner displays outside of the locations in use by the existing City of Richmond Street Banner Program, consideration will be based on:

a) how banners will contribute to and enhance the distinct character of the area
b) the structural integrity of the street lighting fixtures in the proposed locations

Corporate sponsorship of street banners will be limited to the immediate proximity of the sponsoring business or business improvement association (B.I.A.).

Non-profit sponsorship of street banners will be limited to the immediate proximity of the not-for-profit society's business office.

Event sponsorship of street banners will be limited to the immediate proximity of the event and will be installed for a period of time agreed upon by the City.

6. Design

The production of street banners must conform to the standards established by the City in regards to colour, content, material, and dimensions. The banner content must be secular, non-partisan, and non-political.

7. Cost to Sponsor

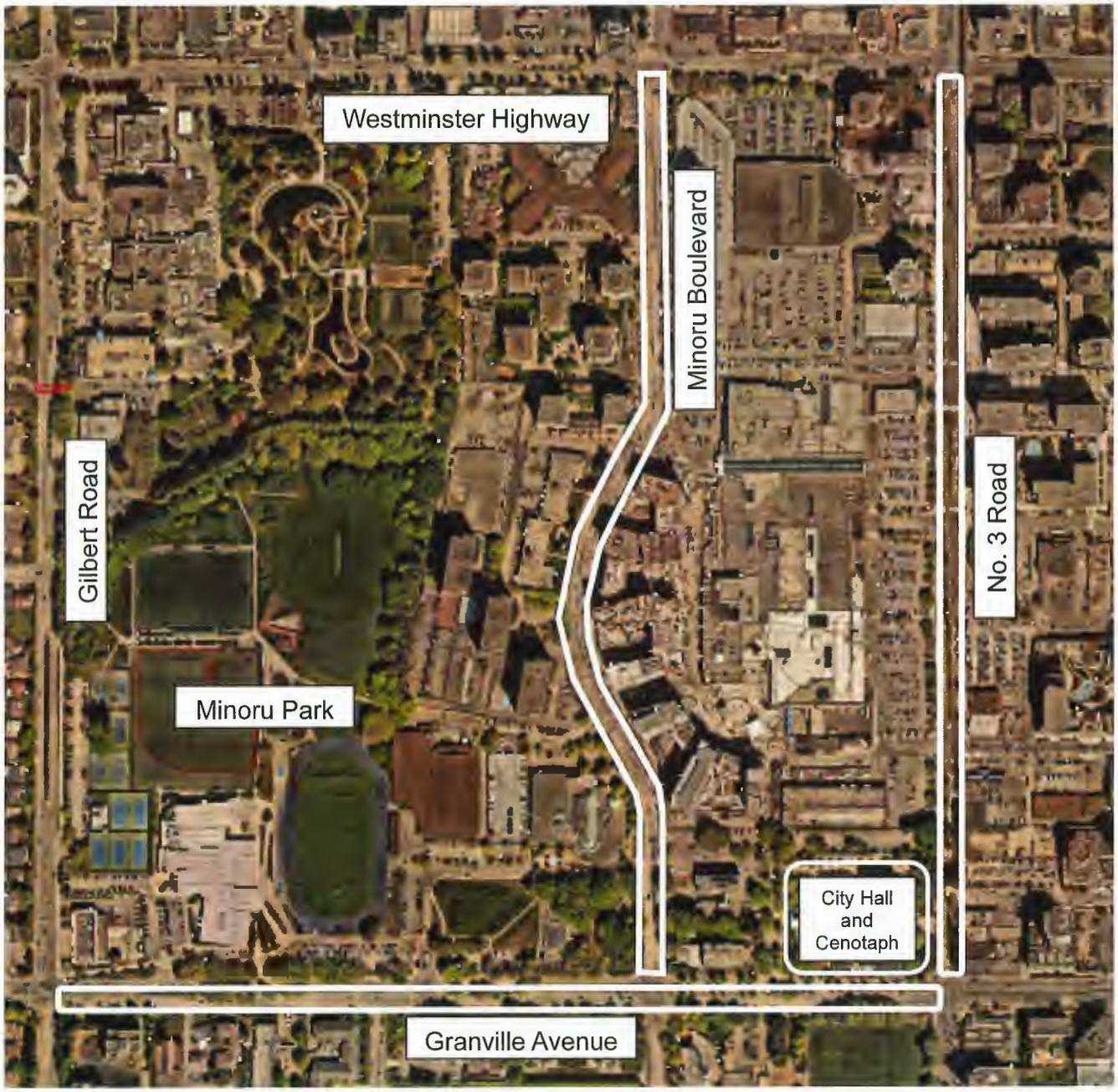
Sponsors are responsible for all costs associated with the manufacturing, installation, and removal of banners, including hardware costs if it is not already in place.

Installation of street banners on City street lighting fixtures may only be performed by City staff. The sponsor is required to provide the City with the total number of banners approved for installation as well as a 10% contingency for replacement due to damage or loss due to winds. The City is not responsible for lost or damaged street banners.

Corporately sponsored banners that contain commercial content and/or logos or slogans will be charged a monthly rental fee of $20 per banner pole.

Payment for installation and removal must be received 14 days prior to installation.

Proposed Commemorative Veteran Street Banner Program Map



Proposed Scope:

- 54 Banners on No. 3 Road
- 26 Banners on Granville Avenue
- 34 Banners on Minoru Boulevard

114 Banners Total

North

8166174

Proposed Commemorative Veteran Street Banner Format

Note:

- Images and banner format provided by The Royal Canadian Legion.
- Two veterans will be profiled on each lamp standard.
- The above examples portray two optional portrait formats (circular or square). Staff will work with The Royal Canadian Legion to finalize the appropriate format.

City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 6, 2025
From:	Marie Fenwick Director, Arts, Culture and Heritage Services	**File:**	11-7141-01/2025-Vol 01
Re:	**Steveston Historical Society Enhanced Operations Pilot**		

Staff Recommendations

1. That Option 2, to provide support for the Steveston Historical Society's proposed enhanced operations as outlined in the report "Steveston Historical Society Enhanced Operations Pilot", dated October 6, 2025, from the Director, Arts, Culture and Heritage Services, be approved;

2. That one-time funding of $180,000 to support the Steveston Historical Society enhanced operations for 2026, 2027 and 2028, be considered as part of the 2026 budget process; and

3. That the Chief Administrative Officer and the General Manager, Parks, Recreation and Culture Division, be authorized to execute all documentation, including an amendment to the Operating Agreement to allow for a fourteen (14) month extension of the Term and to provide financial support for the Steveston Historical Society's proposed enhanced operations, all as outlined in the report "Steveston Historical Society Enhanced Operations Pilot", dated October 6, 2025, from the Director, Arts, Culture and Heritage Services.

MFenwick

Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 2

8047187

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Finance Department	☑	
Law	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

8047187

Staff Report

Origin

At the Parks, Recreation and Cultural Services Committee meeting held on July 23, 2025, the Steveston Historical Society delegated with a request for additional City funding of $60,000 per year for three years to pilot a new organizational structure that would create organizational stability and provide new community programs that further activate the Steveston Museum and share the stories of Steveston's history. As a result of this delegation, staff received the following referral:

That staff review the submission presented by the Steveston Historical Society, obtain a detailed plan for the additional funding and present options and analysis to Council by the 2026 budget process.

The purpose of this report is to respond to this referral.

This report supports the *Steveston Heritage Sites Interpretive Framework,* endorsed by Parks, Recreation and Cultural Services Committee on October 24, 2023, which identified the following interpretive goals for the Steveston Museum and Post Office:

- Evoke memories of and curiosity for the Steveston community;
- Foster greater understanding of the experiences and contributions of Steveston's Nikkei community;
- Highlight the past and present communication methods of Steveston people; and
- Encourage exploration of Steveston's unique history and heritage beyond the Museum's walls.

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.*
>
> *6.5 Enhance and preserve arts and heritage assets in the community.*

Analysis

Background

The City has a long history of providing recreation, arts, culture and heritage programs and services in conjunction with non-profit community groups throughout the City, including at the Steveston Museum and Post Office with the Steveston Historical Society (Society). The Society was instrumental in the City's acquisition of the Steveston Museum property in 1977 and has had an agreement with the City to operate the Museum since 1979. The constitution of the Society,

updated in 2018, states, "The object of the Society is to preserve and promote the history of Steveston".

The current agreement with the Society for the operation of the Steveston Museum and Post Office commenced August 3, 2022. This agreement requires the Society maintain open hours at the Steveston Museum, operate the Canada Post outlet, and offer heritage programming in Steveston. Over the past few years, the Society has provided valuable community programming such as the Steveston Vignettes walking tour, Songs in the Snow event, Pop-Up Art program, and a vintage fair. The current agreement includes the provision of $40,000 from the City to support these operations. Based on the Society's annual financial reports for the past three years, the current funding level of $40,000 is adequate to meet the minimum obligations outlined in the current operating agreement with the Society.

When the Society originally began operating the post office at the Steveston Museum, it was seen as an opportunity to bring in additional revenue to support heritage programming. Over time, post office costs have increased, while sales have declined. Society front desk staff continue to serve the dual purposes of serving post office customers and maintaining open hours for the Museum, however, post office sales no longer generate enough revenue to support other programming. Over the past four years, the post office operation has averaged a net annual loss of $26,000.

To set a path to having a greater impact in the presentation and preservation of Steveston's heritage and history, the Society undertook a strategic planning process in 2023. A summary of the Strategic Plan is included as Attachment 1. This plan identified four strategic priorities:

- Strengthen relationships and organizational capacity;
- Identify target audiences and develop appealing offerings;
- Raise awareness of the Society and its work; and
- Advocate a clear position on development in Steveston Village.

To support the implementation of their Strategic Plan, the Society board is looking to shift towards a governance board model and away from an operational board model where board members are involved in the direct delivery of programs. This is in keeping with current volunteering trends in the non-profit sector where it has become increasingly difficult to recruit board members and volunteers. A move towards a governance board with funding for professional staff is expected to create more long-term sustainability for the Society and it programs.

Review of Society Submission

To support achieving their strategic priorities, in 2025, the Society undertook the development of a business plan which they spoke about in their delegation to Parks, Recreation and Cultural Services Committee on July 23, 2025. The *Steveston Historical Society Enhanced Operations Report* (Attachment 2) outlines opportunities to help the Society grow and fully achieve the priorities identified in their Strategic Plan. This Report was the foundation for the Society's request for additional City funding of $60,000 per year for three years to pilot new Society positions that would provide programming to further activate the Steveston Museum and share the stories of Steveston's history.

Below is a summary of the key recommendations for Society actions described in the *Steveston Historical Society Enhanced Operations Report* (Operations Report). The proposed enhanced operations pilot includes actioning each of these recommendations.

1) **Program Development**
    a. Expand interpretive programs with a focus on youth programs and collaborations with Indigenous and Japanese Canadian communities.
    b. Strengthen the Museum's identity as a visitor hub for heritage tourism and education.
2) **Community & Cultural Integration**
    a. Align programs with Steveston heritage sites plans and strategies.
    b. Increase visibility through local partnerships.
3) **Financial Sustainability**
    a. Diversify revenue sources.
    b. Evolve the Pop-Up Art Show into a year-round museum store showcasing locally inspired and mission-aligned merchandise.
    c. Advocate for increased municipal support, aligning with funding levels seen in comparable community museums.
4) **Leadership & Staffing**
    a. Hire a full-time Executive Director to lead fundraising, partnerships, programming, and operations.
    b. Transition the Board to a governance-focused body.

The Operations Report includes scenarios for both staffing and finances to achieve the recommendations outlined above. Currently, the Society has a .8 FTE Manager of Business Operations, several auxiliary front desk staff, and a summer student. With no dedicated programming staff, the Society relies heavily on board members and other volunteers to deliver programs making it challenging for the Society to develop sustainable and professional museum programming. The Society has stated they are interested in working toward Scenario C as a future staff structure.

Scenario A includes creating a new position of Manager of Programs and Partnerships and expanding the current staffing position for Manager of Operations to full time with the added responsibilities of managing a small gift shop. Both positions would report directly to the Board of Directors. To achieve this organizational structure, a City contribution of an additional $52,000 would be required. This scenario is not ideal as it would not bring the professional leadership necessary to achieve the Program Development and Leadership actions described above.

Scenario B includes hiring a new Executive Director at .8 FTE with an expanded Manager of Operations (similar to Scenario A) and a new Manager of Marketing and Communications reporting to this person. To achieve this organizational structure, a City contribution of an additional $60,000 would be required. This Scenario includes increases in revenues from gift shop sales, donations and grants. Staff have undertaken an analysis of the projected revenues and conclude that the revenue goals of $514,900 identified in Scenario B are achievable in a time frame of five to eight years. However, this organizational structure outlined in this scenario is not

ideal as it would not bring the professional leadership necessary to achieve the Program Development and Leadership actions described above. Additionally, because the City already provides substantial marketing and communications support, a full-time position with these responsibilities is not recommended.

Scenario C includes hiring a new Executive Director with an expanded Manager of Operations (similar to Scenario A) and a new Manager of Programs and Partnerships reporting to this person. To achieve this organizational structure, a City contribution of an additional $124,000 would be required. This Scenario includes substantial increases in revenues from gift shop sales, program fees, donations, memberships, and grants. This scenario would allow the Society to fully achieve the recommended actions outlined above. However, an organizational shift of this scale would require multiple years to fully realize. Moving to Scenario C would be a growth of approximately 2.2 FTE from the current levels. Staff recommend approaching this by phasing in different positions, starting with the hiring of a new Executive Director.

With this in mind, staff have spoken to the Society representatives to discuss the option of phasing the hiring of new staff. Not only would this allow for cost savings in the short term but would also allow the Society to grow its staff compliment in a thoughtful way to support sustainable organizational change. This would mean an Executive Director would be hired in year one of the pilot and take on some of the duties of a programmer in the short term. Once additional revenue streams are in place, a dedicated programmer could be hired in a second phase.

Should Council endorse the Steveston Historical Society enhanced programming pilot, it is anticipated the City would see the following benefits:

- The delivery of new community programs that instill local pride and understanding of place;
- The further enhancement of the Steveston Museum and Steveston Village as a tourism destinations;
- An increase of visitors to the Steveston Museum;
- Enhanced ability to leverage funding from other sources to support Museum operations and programming; and
- A more coordinated programming offer at the Steveston Heritage Sites.

Should Council endorse the proposed pilot, staff would support the Society by assisting in the recruitment, hiring and on-boarding of new staff. Staff would also continue to work with Society staff to promote Society programs and activities and to provide support for program delivery through access to the City's volunteer or other systems as appropriate. Additionally, the Society would provide to the City annual financial and program reports which show how the key recommendations described above are being actioned.

Options for Funding for the Steveston Historical Society

The following options are based on the financial models found in the Society's Operations Report and include analysis of each option. Options 1 and 2 propose a three-year pilot period to assess the feasibility and success of the proposed actions.

Option 1 – Additional one-time funding for three years of $378,000

Scenario C of the Operations Report includes an increase of $126,000 in annual funding from the City. Over a three-year period, this totals $378,000. Based on a review of the financial estimates included in the operations Report, this funding would be sufficient to implement the staffing changes outlined in Scenario C and achieve the recommended actions.

This option is not recommended as it will take approximately two to three years to hire and on-board an executive director and give them time to put forward a vision for new programming and identify the appropriate staffing and funding resources needed to support these programs. Therefore, full funding for Scenario C is not required at this time.

Option 2 – Additional one-time funding for three years of $180,000 (Recommended)

Scenario B of the Operations Report includes an increase of $60,000 in annual funding from the City. Over a three-year period, this totals $180,000. Based on a review of the financial model put forward in the Operations Report, this amount of funding would be the minimum necessary to achieve the recommended actions to deliver enhanced programming and create a more sustainable business model for the Society.

This option is recommended as it will create more sustainable Society operations allowing them to offer additional community programming. A three-year pilot will allow time for the Society to build its capacity and develop programming as well as time to review the impacts of the increased funding on Society operations prior to making a long-term recommendation to Council.

Option 3 – No Funding Increase

The current annual City contribution of $40,000 made to the Society is adequate to maintain open hours for the Steveston Museum, operate the post office and deliver minimal community programming.

This option is not recommended as the current operation is not expected to be sustainable in the long term, and this would not enable the Society to take on additional museum programming or heritage interpretation in Steveston.

Next Steps

Should Council endorse the proposed pilot program to support the Steveston Historical Society to offer enhanced programming, staff will submit a one-time additional level request as part of the 2026 budget process.

In 2028, in advance of the completion of the three-year pilot program, staff will work with the Society to review how the program has accomplished the stated objectives. The results of this review along with options for future operations will be shared in a future report to Council and inform the terms of the next operating agreement.

The current operating agreement with the Society expires on August 2, 2027. Should Council approve additional funding for the Society, staff recommend amending the current operating agreement with the Society to reflect the new funding amount and extending the current agreement for a period of fourteen (14) months to allow time to assess the pilot program and receive Council direction on next steps.

Financial Impact

Pending endorsement by Council, staff will submit a one-time additional level request as part of the 2026 budget process for $180,000 to support a three-year pilot. Staff recommend distributing a higher level of funding in the first year and a lower level of funding at year three ($80,000 in 2026, $60,000 in 2027 and $40,000 in 2028) to enable the Society to have adequate funding to develop operations while they build revenue streams over time.

Conclusion

On July 23, 2025, the Steveston Historical Society delegated to the Parks, Recreation and Cultural Services Committee with a request for additional financial support to support a three-year pilot project to enhance their operations at the Steveston Museum and Post Office. The Society developed an Operations Report outlining the necessary financial resources required to implement the plan. Following a review of the Operations Report, staff recommend that Council endorse the proposed enhanced operations pilot and support a one-time additional level request for $180,000 to be bought forward as part of the 2026 budget process.

Rebecca Clarke

Rebecca Clarke
Manager, Museum and Heritage Services
(604-247-8330)

Att. 1: Steveston Historical Society Strategic Plan 2024-2026
2: *Steveston Historical Society Enhanced Operations Report*

8047187

Steveston Historical Society Strategic Plan 2024 - 2026

Vision

Celebrate the Village's uniqueness and showcase its past, present, and future

Mission

To connect Steveston's diverse heritage with the community through advocacy and by creating programs and events

Values

Collaboration: We work together to support alignment with other community-based organizations

Appreciation of Cultural Diversity: We celebrate the heritage and people of our community

Community & Belonging: We create opportunities for people to spend quality time together

Sharing Knowledge: We support learning about our community and its diverse heritage

Strategic Priorities & Objectives

Be the Heritage Champion

Strategic Priority
Advocate a clear position on Village development
Objectives
- Develop Board position on village development
- Get community input to help develop clear statement
- SHS delegate to attend City's Planning committee
- Share position statement with developers attending 20/20

Develop Relevant Programs & Events

Strategic Priority
Identify target audiences and develop appealing offerings
Objectives
- Develop criteria and KPIs for programming
- Apply to Tourism Richmond for a grant for program staff
- Include metric collection & evaluation for every initiative

Communicate SHS Purpose & Role

Strategic Priority
Raise awareness of who we are and what we do
Objectives
- Utilize data/resources to determine members/audience
- Develop list of member benefits to entice & grow membership
- Host open house, gala to raise awareness strengthen community connection
- Communicate with newsletter/ website to membership

Strengthen Organizational Development

Strategic Priority
Strengthen relationships and organizational capacity
Objectives
- Leverage existing & create new resource materials to support Board succession and improve relationships
- Increase outreach activities (government, business, other organizations)
- Build volunteer capacity through recruitment of Board members and volunteers
- Explore new revenue streams and ways to use existing funding

Enhanced Operations Analysis | July 21, 2025

Steveston Historical Society

Enhanced Operations Report

Crocus CULTURAL STRATEGIES

PREPARED FOR
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Crocus Cultural Strategies acknowledges we operate on the unceded territories of the Coast Salish people. We are grateful for the opportunity to live, work and learn with First Nations, Métis and Inuit communities across the country, and are committed to advancing reconciliation and recognizing Indigenous Peoples' right to self-determination.

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Introduction

The Steveston Historical Society (SHS) has been operating since 1976 to preserve and promote the history of Steveston, British Columbia. The Society manages the Steveston Museum in partnership with the City of Richmond. The volunteer Board of Directors works on events, programs, and community outreach, and oversees the Society's Manager of Business Operations. The building that houses the Museum and Post Office was built in 1905 as Steveston village's first bank and is a heritage building in the heart of the community.

With the Steveston Historical Society's recent launch of its Strategic Plan outlining priorities to deliver renewed programming to the community, the organization is at a key point in its evolution. The first step has been undertaken to articulate the organization's vision and priorities through a Strategic Plan. The next step is to identify the organizational and community needs, opportunities and aspirations, answering questions like "*Why is this important to the community we serve?* and *Why is it important now?*"

The Board and Staff are eager to advance development of much-needed operational planning that fosters awareness of its role in the community, strengthens organizational capacity, and grows its audiences, relationships and programming. This report analyzes and recommends actionable strategies to begin the work toward long term sustainability and initiatives that better serve the growing community. The work identifies actions and opportunities to support the Strategic Plan and recommends revenue-generating activities to increase earned and contributed revenues that serve the organization's mission.

The Steveston Historical Society's Board of Directors and Manager, Business Operations have identified the need for the development of a comprehensive Operational Plan with a recommended staffing plan and economic model to support the renewed operation.

Enhanced Operations: Analysis & Recommendations

- Analyzing and recommending staffing and resources required to develop enhanced revenue-generating activities
- Preliminary recommendations to cultivate community, funder and audience support

Indigenous Relations in the Museum and Heritage Sector

The Arts, Culture and Heritage sector in Canada and around the world has been examining its role in the community and central to this work is strong collaboration with First Nations and Indigenous communities. Ensuring authentic representation, language and culture are woven through a cultural organization's values and activities uphold core principles which guide the arts sector today: the concepts of right relations, Indigenous self-determination, and reconciliation.

The City of Richmond has expressed its commitment to advancing reconciliation and strengthening connections with Indigenous communities through the development of the Indigenous Relations Strategy.

Organizations such as the Canadian Museums Association, BC Museums Association, BC Arts Council, Heritage BC, and the Department of Canadian Heritage support Indigenous culture through programs that preserve and present Indigenous heritage, foster public understanding, and promote an approach that respects Indigenous arts, culture, language, rights and worldviews.

This report recommends that Steveston Historical Society, as a City partner, commit to this thoughtful approach to build strengthened partnerships and shared understanding with Indigenous and First Nations communities, and create new opportunities that improve the visibility and contributions of Indigenous Cultural Heritage. During the initial phases of organizational development, it will be essential to work closely with the Indigenous community to foster trust and respect. Integrating these principles into the organizational culture will provide the commitment and understanding required for this much-needed work.

Executive Summary

The Steveston Historical Society Enhanced Operations Report, prepared by Crocus Cultural Strategies, outlines a comprehensive plan to revitalize and sustain the operations of the Steveston Museum and Post Office in Richmond, BC. As the organization enters a pivotal stage following the release of its Strategic Plan, this report provides analysis and actionable recommendations to increase relevance, improve community engagement, and enhance financial sustainability. This report charts a clear path forward for SHS to evolve into a resilient, community-rooted, and mission-driven cultural organization—celebrating Steveston's past while engaging its present and future.

Since its founding in 1976, the Steveston Historical Society (SHS) has worked to preserve the heritage of Steveston. With the region's growing population, increased cultural diversity, and evolving community needs, SHS must transition from a volunteer-led "working board" model to a professionally managed governance structure with full-time leadership.

Major recommendations include:

Leadership & Staffing: Hire a full-time Executive Director (ED) to lead fundraising, partnerships, programming, and operations; Transition the Board to a governance-focused body.

Program Development: Expand interpretive programs such as children's camps, after-school art sessions, and guided historical tours; Introduce curated talks and outdoor events tailored to Steveston's cultural heritage; Focus on inclusivity and future collaborations with Indigenous and Japanese Canadian communities.

Museum Store & Revenue Generation: Evolve the Pop-Up Art Show into a year-round Museum Store showcasing locally inspired and mission-aligned merchandise; Invest in retail infrastructure including POS systems, flexible displays, and curated inventory; Strengthen the Museum's identity as a visitor hub for heritage tourism and education.

Community & Cultural Integration: Align SHS programs with City of Richmond and Steveston Heritage Sites plans and strategies; Increase visibility through partnerships with local institutions, artists, and tourism organizations; Engage in reconciliation practices by building strong Indigenous partnerships and inclusive programming.

Financial Sustainability: Diversify revenue sources including memberships, donations, grants, program fees, and store sales; Advocate for increased municipal support, aligning with funding levels seen in comparable community museums; Launch a $50,000 capital campaign for start-up costs.

The report presents a clear, actionable roadmap for Steveston Historical Society HS to strengthen its role as a vital cultural and heritage institution in Richmond. By investing in staff leadership, community-rooted programming, inclusive partnerships, and diversified revenue, SHS can realize its mission to celebrate and share Steveston's diverse and evolving story.

Historic, Cultural, and Local Context

Historic

The Steveston Museum and Post Office is situated in the centre of Steveston Village, a Historic Conservation Area. The Museum is comprised of three distinct areas, each with their own history and offering unique but complementary experiences that celebrate and share the history and heritage of Steveston and its residents.

The **Northern Bank Building** was built 1905 as Steveston's first bank and serves as the main entrance to the site. Located on a prominent corner in the busy commercial area of Steveston, the former bank was acquired In 1978 by the Township of Richmond and following restoration by the municipality and the Steveston Historical Society, it opened as the Steveston Museum in 1979. The heritage value of the Northern Bank building is due in part to its historic role as part of an almost-continuous façade of simple, wood frame buildings along Moncton Street. The building is one of the earliest surviving structures in Steveston, and one of the first financial operations in the area.

Today, the building has a variety of services for locals and visitors including a working Canada Post office, Pop-Up Artist show space, and museum displays. The Japanese Fishermen's Benevolent Society (JFBS) building, connected to the Northern Bank building, features an exhibit telling the fascinating story of Steveston's Japanese Canadian community. Steveston Town Square Park is adjacent to the Northern Bank building off Moncton Street and provides a community green space in the spirit of the town squares in early settler towns.

The **Japanese Fisherman's Benevolent Society Building** (JFBS) is located within the Steveston Museum property, facing 1st Avenue. Built in 1900, the JFBS building was first used as the administration office for the Japanese Fishermen's Hospital (the first hospital built in Richmond) and the Japanese School. It was the primary health care provider for the community; although built and funded by the Japanese community, it was open to everyone in Steveston. It is the only surviving structure of the original cluster of hospital, school and administration buildings.

Steveston Town Square Park was redeveloped as a community gathering place. The guiding principles for the Park include: flexibility for a variety of year-round activities; accessible, casual public use as well as programmed use for activities organized by the Steveston Historical Society; seating and display areas to increase enjoyment and linger time; and honouring the Japanese heritage of Steveston by adapting a Japanese garden approach to materials. A key feature of the park is the Suikinkutsu feature, a Japanese garden element that speaks to the sacred nature of a secluded garden corner.

Cultural

The Steveston Museum is part of Steveston's heritage and cultural ecosystem. There is potential for Steveston Museum to develop a reputational identity that recognizes it as an important contributing member to the historic region alongside its prominent neighbouring heritage attractions. The Gulf of Georgia Cannery National Historic Site serves to "showcase the history of Canada's West Coast fishing industry", the Britannia Shipyards National Historic Site tells of the oldest shipyard in British Columbia, the Steveston Tram invites visitors to climb aboard one of the few remaining BC Electric Railway cars, and London Farm illustrates early agricultural life in the area. With enhancement of its spaces, exhibits, and

program offerings, Steveston Museum has the potential to become the community hub of this history – telling the stories of the people here and their contributions to the culture and evolution of the area.

Recognizing that its community is growing and changing, the Steveston Historical Society has undertaken strategic planning to envision a path forward for the organization.

The four key priorities outlined in the **Strategic Plan** are to:

- Be the Heritage Champion
- Develop Relevant Programs & Events
- Communicate Steveston Heritage Society Purpose & Role
- Strengthen Organizational Development

Steveston Historical Society

Vision – Celebrate the Village's uniqueness and showcase its past, present, and future

Mission – To connect Steveston's diverse heritage with the community through advocacy and by creating programs and events

Values

Collaboration: We work together to support alignment with other community-based organizations

Appreciation of Cultural Diversity: We celebrate the heritage and people of our community

Community & Belonging: We create opportunities for people to spend quality time together

Sharing Knowledge: We support learning about our community and its diverse heritage

The mission, vision, and values articulated above align with the important trends and best practices for Canadian museums and should be consciously woven into the work of the Steveston Historical Society. This report highlights two new mission-driven activities to help develop the organization's relevance and sustainability: the expansion of the Museum Store, an important way for visitors to museums and heritage sites to connect with local stories and bring home meaningful memories of Steveston; and the addition of a staff position to support these activities.

Local

The City of Richmond has carried out numerous studies to develop an inclusive cultural vision for the Steveston Museum and for the broader community.

1. 2024: Steveston Museum Visitor Survey Annual Report
2. 2023: Richmond Community Needs Assessment
3. 2021: Steveston Museum and Post Office Interpretive Plan
4. 2020-2021: Steveston Museum – A Vision for Improving the Visitor Experience
5. 2019: Richmond Arts Strategy (2025 update in progress)
6. 2019: Tourism in Steveston (2025 Tourism Master Plan in progress)

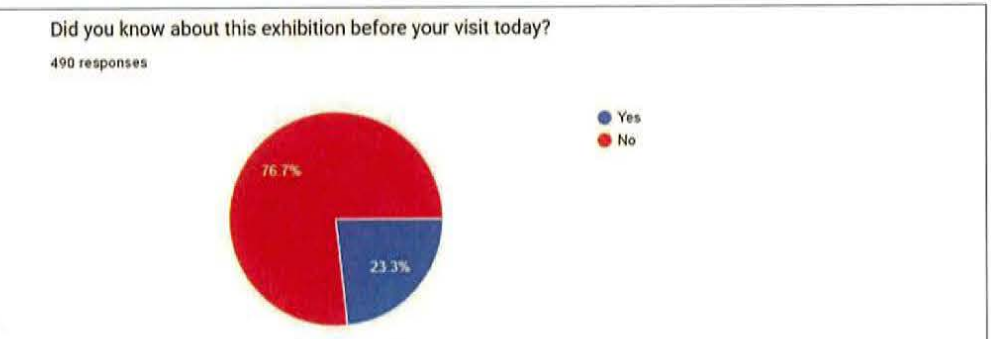
These important guiding documents serve to inform the analysis and recommendations within this report. They also must continue to serve as inspiration and guidance for the Steveston Historical Society as it develops new programs and events that align with community priorities.

1. 2024: Steveston Museum Visitor Survey Annual Report

This report presents an analysis of visitor feedback collected through a survey conducted at the Steveston Museum throughout 2024. Visitor satisfaction is high overall, with some specific recommendations for improvement:

"Areas for improvement highlighted in the survey include a strong demand for **interactive, hands-on activities** to enhance visitor engagement. Respondents also suggested **expanding the museum's space** and **improving overall maintenance** to create a more comfortable and immersive experience."

A key finding that must be addressed in the next phase of organizational development is the following:



Analysis: **76.7%** of respondents were **unaware** of the exhibition before their visit, while **23.3%** had **prior** knowledge of it.

2. 2023: Richmond Community Needs Assessment

The presentation of the broad community needs assessment for Richmond contained important key facts about the Steveston Planning Area: it has both the oldest median age and the third highest household income in Richmond. Of the 30,860 residents of Steveston, 6,345 are under the age of 19, and 17,375 are

a visible minority. For Richmond residents, the Steveston Heritage Buildings were the most commonly used Arts, Culture and Heritage facilities, with 36.7% of respondents having visited the Sites in the year prior to the survey.

3. Steveston Museum and Post Office Interpretive Plan

Created by the City of Richmond's Heritage Services team, the 2021 Interpretive Plan (with minor updates in 2025) outlines the museum spaces, site significance, operations, target audiences, interpretive vision and goals, interpretive themes, visitor experience objectives, interpretive methods, and interpretive strategy. It identifies the following actions to the support the plan: use digital technology to enhance exhibits related to Steveston's community history and the post office, increase awareness of exhibits in the Japanese Fishermen's Benevolent Society building, work with local Japanese Canadian community to enhance interpretation, and work with SHS to explore additional programming opportunities.

Potential Experiences (museum activities and initiatives) are outlined in addition to existing Experiences, including guided tours of the museum, summer camp and school field trips, workshops, self-guided walking tour resources, among others.

The goals of interpretation at the site are to:

- Evoke memories of and curiosity for the Steveston community;
- Foster greater understanding of the experiences and contributions of Steveston's Nikkei community;
- Highlight the past and present communication methods of Steveston people; and
- Encourage exploration of Steveston's unique history and heritage beyond the Museum's walls.

4. 2020-2021: Steveston Museum – A Vision for Improving the Visitor Experience

The 2021 Doug Munday Design report: *Steveston Museum – A Vision for Improving the Visitor Experience* had the purpose of establishing a clearer identity for the Steveston Museum, to better support programming and increase visitation. With the museum planner's identification of a range of potential visitor experience concepts, a consultation process was undertaken to get feedback from the public, summarized in the following community engagement findings.

1. **The facility provides a valued community service and neighbourhood meeting point, within a unique heritage setting.**

Recommendation: Retain a mix of services at the Steveston Museum that serve locals year-round.

2. **A majority strongly value heritage interpretation at the site.**

Recommendation: Explore the potential for refreshing displays in the Bank building and continue to support on-going heritage programming.

3. **A strong majority of respondents favoured retaining the Post Office.**

Recommendation: Consider how to reframe Post Office operations – more than just a business, a community meeting place that celebrates local heritage and provides valued services.

4. **There is particular interest Steveston's Nikkei heritage, and support for a continued and expanded sharing of these stories.**

Recommendation: Identify possible actions for increasing the profile of the JFBS exhibits.

5. **There is a lesser but strong interest in the provision of tourism visitor information services, though an openness to how and where this takes place.**

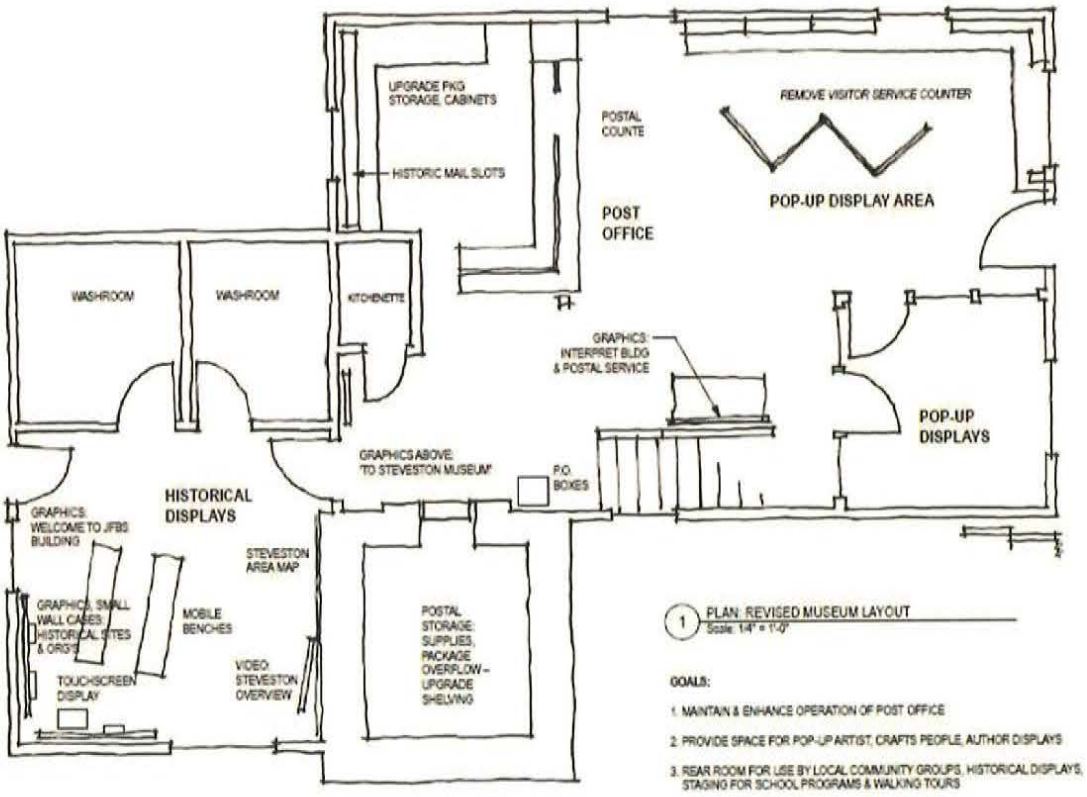
Recommendation: Review options for Tourism Richmond's visitor services throughout Steveston.

6. **There is an openness to the addition of retail to the space, if focused on unique Steveston products.**

Recommendation: Explore the potential for additional retail services – possible offerings, operational costs and potential revenues.

The Steveston Museum has implemented the recommended approach to increasing visitation and space utilization at the main entrance by hosting rotating cultural programming in collaboration with the Richmond Arts Coalition. A Pop-up Art Show features local artists and artisans who exhibit and sell their work through a consignment arrangement with the Steveston Museum and Post Office. This program also provides flexibility for the Museum to offer other activities or rentals as needed.

To support the recommendations described above and continued post office operations, a design plan was developed by Doug Munday Design: Revised Museum Layout image from the Report:



The design effectively supports the Museum and Post Office operations, including heritage displays and programming, with support for additional cultural programs. The design outlines the physical spaces needed to deliver the desired new operations, which are outlined in this report and are in the process of being implemented.

Highlights include:

- supporting flexible cultural program use through flexible pop-up display units
- new historical displays that use audiovisual solutions and updated interpretation
- new signage and curb appeal elements to improve visibility
- improved storage and furnishings for post office operation

5. 2019: Richmond Arts Strategy (2025 update in progress)

In 2019, the City adopted the Richmond Arts Strategy, a guide for residents, the municipality and its interest holders to advance policies, programs, and services needed for the arts to thrive. In it, the strategy calls on Richmond museums to collaborate with visual, literary and performing arts to foster partnerships and connections among diverse organizations. To increase awareness and participation in the arts, encourage and offer lecture series and community dialogues on arts, culture and heritage issues. Steveston's natural beauty and cultural heritage was highlighted as being most often mentioned as a favourite feature of Richmond.

"Steveston heritage area is lovely to walk around and paint."
– Community Engagement Survey Respondent

6. 2019: Tourism in Steveston (2025 Tourism Master Plan in progress)

Also in 2019, Tourism Richmond embarked on a process with Steveston tourism partners and stakeholders to "develop a coordinated approach to responsible tourism in Steveston – so our destination is competitive and set for success". The Steveston Tourism Plan outlined four goals:

- Increase visitation in fall, winter and spring
- Increase visitor spending in Steveston
- Welcome more year-round overnight visitors
- Build capabilities to manage capacity of visitors

Some key considerations included the small footprint of Steveston which necessitates leveraging existing assets and the popularity of Steveston with visitors and its strong heritage product with small-town appeal. It also highlights that while heritage is the cornerstone of the village, there was very little representation of Indigenous heritage that came before the village.

Current Museum Operations

Spaces and Programs

The Steveston Museum, open daily year-round, is comprised of three areas, each with its own story and offering unique, complementary experiences that celebrate and share the evolution of Steveston and its residents. The Steveston Historical Society has an operating agreement with the City of Richmond to "operate a museum in the [Steveston Museum & Post Office building] open to the public...for a minimum of 25 hours per week" and to collaborate with City of Richmond Arts, Culture and Heritage Services in the "development and installation of exhibits", to "consult ... on the collection of artefacts related to the [Museum]" and to "work with the City to provide public and educational programs and events that create activity and tell the story of the development and social life of Steveston in keeping with the Steveston Heritage Sites Interpretive Plan."

The Japanese Fishermen's Benevolent Society Building is located in the Steveston Museum & Post Office. The exhibition explores the arrival of the first Nikkei (people of Japanese descent) and their many contributions to Steveston, including fishing, farming, cultural arts, education, and traditional martial arts. The stories delve into the Japanese community's internment during World War II and their postwar return to Steveston and features objects, photographs, and stories of the Japanese Canadian experience. The local Nikkei community played a significant role in shaping the JFBS exhibits, and they remain closely connected to the building and these stories. The Steveston Museum contributed exhibit content development to this multi-partner project, with contributions from the Nikkei National Museum, City of Richmond, and exhibit design by David Jensen and Associates. Steveston Town Square Park is adjacent to the Northern Bank building off Moncton Street and provides a community green space.

Until 2020, the City of Richmond offered programs and tours for students and groups at the Steveston Museum. Curriculum-based school programs and special interest tours focus on topics such as social history, cultural heritage, innovation and sustainability. This type of programming is not currently offered at this Heritage Site, although Education Kits related to Steveston Museum themes and content are available to rent for in-school programs from the City of Richmond.

Steveston Alive! Walking Tour Vignettes, in its eighth year, is a theatrical experience that blends storytelling, youth engagement, and education. Twice-daily, 75-minute costumed interpretation tours through the village are held on Saturdays in July and August. Tours begin at Steveston Museum & Post Office and progress through sites significant to Steveston's fishing, agricultural, and multicultural history. Steveston Historical Society, Local High School Drama Department, Community Volunteers & SHS Board Members partnered on the collaborative program involving students, educators, arts professionals, and community volunteers, providing about 20 young actors with experience in public performance, historical interpretation, and storytelling. In its most recent year, the program engaged 87 registered participants and it is estimated approximately 1,200 people encountered these performances in public spaces.

Events

Songs in the Snow: A Vintage Christmas, in its seventh year, is a free, annual outdoor and hybrid virtual holiday event that brings the community together through live music, historical storytelling, and interactive seasonal activities in Steveston's Town Square Park, adjacent to the Steveston Museum. Free arts and crafts stations for children, a caricature artist, a selfie station, and vendor booths offering handmade crafts and baked goods. This free event was designed to be inclusive, accessible, and community-driven, fostering seasonal joy and cultural engagement while supporting local artists and businesses. The event welcomed approximately 1,500 in-person attendees, and additional online participants, showcasing local musicians and artists. Carried out by Steveston Historical Society, Richmond Arts Coalition City of Richmond, Volunteers, the program took place over two consecutive Saturdays in December. Promotional strategy included digital and print media as well as municipal amplification and media outlet coverage.

The Steveston Vintage Fair is located in Steveston Town Square Park, adjacent to the museum, during five Sundays in August filled with vintage treasures, handmade goods, and local charm. Visitors can shop from a curated collection of vintage vendors, enjoy live music, and soak in the community spirit.

Museum Store

The year-round Pop-up Art Show on display at the Steveston Museum and Post Office features creations by local artists, with a percentage of sales going toward the Steveston Historical Society's programs and events that support the Steveston community. The Pop-Up Art Show consists of month-long installations of local artists, who display their work and occasionally provide on-site demonstrations or artist events. The Manager of Business Operations, in collaboration with the Richmond Arts Coalition, selects new artists monthly and coordinates all aspects of this show, including art sales and related events.

According to the Museum Store Association, "Nonprofit retail stores have a broad mission: to be profitable revenue generators for their cultural institution; to provide educational relevance with their products; to act as brand ambassadors for the mission and values of their institution. Everything from products, displays, promotions and store activities reflect the mission of their respective institutions. When visitors choose to spend their time at your museum... they have a heightened expectation of your quality and service to the public."

The desired outcomes of the Pop-Up Art Show contribute to the mission and vision of the organization, namely:

- providing year-round activity at the Steveston Museum
- entrenching the Museum as a key part of the local community
- engaging and highlighting artists and craftspeople in Steveston
- complementing existing historical interpretation with stories of contemporary Steveston
- addressing the need for display space and economic opportunities for local artists
- providing ongoing revenue to support the mandate of the Society

Enhanced Operations: Analysis and Recommendations

In researching the path forward for the Steveston Historical Society in operating the Steveston Museum & Post Office, four interviews with interest holders were carried out, in addition to the careful research and analysis of previous community consultation and studies.

The analysis of the research points to strong opportunities for Steveston Museum & Post Office to become a more vibrant contributor to the Steveston experience for residents and visitors. Drawing on the research, we understand that the population is increasing and becoming more diverse, that Steveston has a physical and historical character that residents and visitors value, and that the tourism sector is planning for growth. The City is investing in local infrastructure, with the 60,350 square foot Steveston Community Centre due to open in late 2026. The goal of the City's Steveston Area Plan is to create a vibrant Steveston community in a way that will enhance the Village character, be sensitive to its history, and balance the unique needs of the waterfront with the Village and residential community.

We will outline the resources typically required to support the creation of mission-driven museum activities that contribute to financial sustainability and advance the mission and vision of the Steveston Historical Society. There are some challenges that exist with the Steveston Museum & Post Office property, including small rooms which do not allow for events that many museums use for revenue generation through a dedicated venue rental program.

Museum Programs: Connecting the Community

A "Program" is any activity, service, function or event provided by an organization that addresses a community need, opportunity or aspiration. Programs are distinct from components, which are physical elements—buildings, exhibits, theatres, workshops, equipment, etc.—that provide the means to deliver the programs.

The Steveston Museum & Post Office has been identified by the City of Richmond in many of its guiding documents and Council discussions as an important asset, with significant heritage, cultural and community value, and with strong potential as a community gathering space in keeping with its historic uses. The following Programs would contribute greatly to the economic impact of the Steveston Museum & Post Office as a regional draw for tourists and program users:

- Expand the Pop-up Art Show to include a curated inventory of local art and artisan products in the permanent Museum Store, to be displayed throughout the year and maintained in the inventory.

Develop relationships with new suppliers and local artists whose work connects with the exhibits and the stories that the Museum tells. Objects that reflect the diverse stories of the Nikkei in particular, items that may be inspired by the various stories and historical themes in the exhibits, and local Indigenous art and products reflecting the connection to the settlements the Musqueam called qʷeyaʔχʷ and qʷɬeyəm. Economic benefits to local artists and Indigenous makers are an important role of the modern museum store.

- Programs and events to support a vibrant and sustainable operation would include camps, school programs, tours, workshops, event hosting, community partnership development, and significant fund development initiatives. Developing contemporary links to the historical content provides visual artists and arts organizations with opportunities for public programming, artist talks, and short-term exhibitions.
- Design a Visitor Experience-focused approach to staff training and visitor services. This may include heritage interpretation training for all staff, scripts for staff to encourage visitors to enter the exhibit galleries, using "sneak peek" digital or traditional signage with appealing visuals or stories, and cultivating a culture of philanthropy within the organization by having staff invite admission donations and communicating the value of the "free" experience being offered to Museum visitors.
- Strategic partnerships with local heritage sites, museums, schools, art galleries, tourism, and municipal, provincial, and national organizations should be developed or strengthened, providing cross-marketing and collaboration to keep the organization relevant and effective. Steveston's existing arts, culture, and heritage ecosystem must continue to develop and respond to the changing community to continue to serve as vital contributors to a vibrant community.

Museum Interpretive Programs

A varied roster of Programs and events contribute to a vibrant and sustainable operation that helps link the community to the Museum and Historical Society in ways that meet residents and visitors where they are and with their interests in mind.

Potential new Programs to be developed include:

- Children's Summer Camps
- Weekly After-school Pop-Up Art Programs
- Site-specific Guided Tours
- Talks & Events (youth, adult, families)
- Museum Orientation and Admission by Donation

Children's Summer Camps run from the Steveston Town Square Park using enclosed event tents and event tables and chairs for activities, with access to the Museum exhibits and Steveston Village. The outdoor tent-style set-up would provide shade, protection from rain, and an outdoor experience that can incorporate experiential and inquiry-based outdoor learning. Perhaps in time and in collaboration with Indigenous knowledge-keepers this program may be shaped by First People's Principles of Learning, which describes a set of holistic learning principles that supports well-being and involves exploration and a deeper sense of place. The half-day camps, run by SHS-Steveston Museum Staff would include

experiences in the galleries, a Steveston Walking Tour that would include Steveston Historic Sites like the popular and kid-friendly Tram, and related activities such as arts and crafts, simple object interpretation activities, play-based "What Makes a Neighbourhood?"-style explorations of home and community life, or other relevant themes, and would develop soft skills such as observation, collaboration, critical thinking, and civic responsibility. This type of Program may also be adapted for local Camp providers to visit the Museum on a "field trip" for campers, supervised by the third-party Camp providers but guided by Steveston Museum Interpretive Staff.

Weekly After-School Pop-Up Art Programs would leverage the success of the Pop-Up Art Show Program, with potential for guest artists from the Program to lead arts-based learning. A weekly, two- or three-hour hands-on program by a local artist would provide continued support to the local Richmond arts community and would develop the potential for more diverse cultural heritage programs led by local artists or cultural groups. These programs would be coordinated by SHS Staff, including coordinating participant registrations, and selecting and hiring the artist-facilitator. The after-school program would be held in the Town Square Park when weather permits or in a suitable room with the Museum (previous programs were run in the exhibit spaces, such as in the photograph below).

Image: School program at Steveston Museum and Post Office

Site-specific Guided Tours would be similar in content, potentially, to the Walking Tour Vignettes but should be undertaken by trained, year-round Interpretive Staff who can participate in Steveston Village events and be booked for custom tours and Experiences (including for schools, conferences, festivals, and tourism events). The current model for the Program relies heavily on amateur theatre students to deliver the tours, which has the ancillary benefit of providing opportunities for young people in Steveston. However, from the standpoint of an efficient use of resources and enhancing visibility and operational effectiveness, it is not sustainable to invest every year in hiring and training new guides for the 12 tours that run per summer.

Talks & Events are opportunities to feature guest speakers and subject specialists to engage and attract diverse audiences including history lovers, diverse cultural communities, educators, artists, teens or young adults, and those interested in learning more about Steveston Village and its residents. Although indoor space is limited, the Steveston Town Square Park is currently used for festivals and events throughout the year and can be easily adapted during the mild months (between April and September) to host outdoor, daytime and evening paid events. Events and workshops may be included in this Program and would serve to attract an all-ages audience eager for hands-on experiences such as arts, music, and crafts, that reflect the traditions of the cultures and industries of the area.

Museum Orientation and Admission by Donation is considered a program in the sense that currently, orientation to the Museum and admission donations can be improved. Passive donations are being received on site at a donation box, however, to realize the greater potential that exists to augment donation received by visitors attending the Museum, an intentional and thoughtful approach must be developed. This will include training for staff to orient visitors to the Museum that lies beyond the Lobby, developing key messages, creating appealing visual materials, and offering a variety of payment options (cash, credit or debit, especially mobile "tap" options; in addition to the traditional donation box). With suitable training, front desk staff will be expected to interact with visitors about the themes and content of the exhibits, Steveston Heritage Sites and Steveston Village context and wayfinding, and offer an initial point of contact or orientation to further explore the Village, reinforcing the central role of the Museum and Post Office. There are significant opportunities, particularly during well-attended events and festivals, to cultivate not only the community's philanthropic support, but to increase the perceived value of the Museum and Steveston Historical Society.

According to the American Alliance of Museums Study, *The influence of staff on museum engagement and visitation: A 2024 annual survey of museum-goers data story*, "providing well-trained frontline staff who can assist with everything from basic information to specialized guidance creates a welcoming environment. Museums that hire for attitude and provide ongoing training ensure that all visitors feel valued and understood. Although staff interactions are only one part of the museum visit, they have an outsized effect on visitor experience. Addressing concerns, supporting staff, and implementing tools like surveillance and signage can help visitors feel more welcome, secure, and inspired to return."

Looking Back to Plan for the Future

The following table analyzes three current key programs run by SHS. We strongly recommend that the SHS Board and Staff, as part of its work to provide relevant Programs benefitting both its audiences and the organization's sustainability, define, measure, and assess the impact and success of their initiatives through the use of metrics like number of attendees, cost per attendee, and in some cases, more complex data like ancillary benefits such as number of memberships sold at event, donations obtained at event, testimonials and other qualitative data, etc.

It is vital that the organization assess the relevance and feasibility of the Programs and Events it invests in, and makes some objective decisions about whether it can continue to run a Program in its current form or whether it requires some changes to make it more appealing and more viable.

Steveston Historical Society - Analysis of Current Programs					
Program Name	Total Program Expenses	Total # Attendees	Cost per Attendee	Annual # of event/tour dates	Average # of Attendees per event/tour
Walking Tour Vignettes	$ 19,412.78	87	$ 223.14	12	7.25
Songs in the Snow	$ 12,827.55	1850	$ 6.93	2	925
Steveston Vintage Fair	$ 2,022.63	8500	$ 0.24	5	1700

An evaluation team consisting of the Executive Director, Manager of Operations, and potentially a future Manager of Programs and Partnerships, in collaboration with key partners and with input or oversight from a strong governance Board, will develop Programs with these metrics and evaluation criteria in mind. Far from being an "after the fact" look-back at how a Program performs, the incorporation of this type of evaluative thinking into the early conceptual phase of Program development is essential. And this work will set the organization up for compelling, informative Impact Reports and Annual Reports.

On this note, the Society has indicated an interest in developing an Oral History Program. This report does not recommend that an Oral History Program be launched as the staffing, costs, and technical requirements are prohibitive. The community of Richmond currently has an Oral History Program so the need within the community is being met. Collection management of and public access to Oral Histories (recordings and transcripts) should ideally be managed by a qualified professional such as an archivist so would fall outside the purview of the Steveston Historical Society.

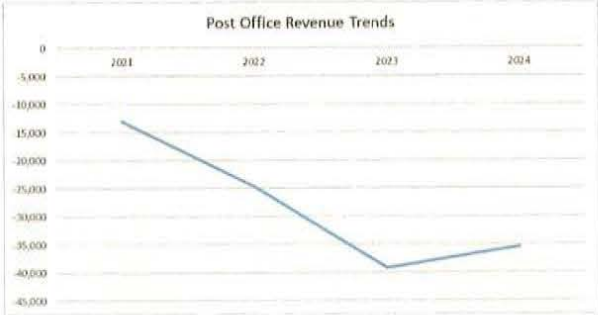
"Defining a museum project's success doesn't need to be a laborious process, but it is a process that should be undertaken with the same level of commitment other project aspects receive." Define Museum Success & Measure It | Lucidea

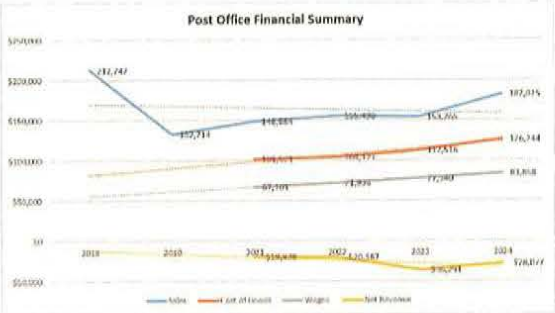
Invest in Sustainability

Currently, the City of Richmond maintains the Steveston Museum with an annual operating grant to the Steveston Historical Society of $40,000, or approximately 13% of the total annual revenues. Currently, the Steveston Historical Society must allocate the full municipal contribution to supporting the Post Office operation, which has been identified as a priority by the Richmond City Council and residents.

While Post Office operations are not examined as part of this analysis, we do know that Post Office outlets, and Canada Post more broadly, are experiencing contracting services and revenues as more and more people move to digital communications like email. The postal sector is increasingly precarious. According to the Government of Canada's Report on the recent Canada Post Labour Dispute, "Canada Post is facing an existential crisis: It is effectively insolvent, or bankrupt."

The following data, courtesy of the City of Richmond, illustrates the requirements and shortfalls of the Steveston Post Office operation:





We know from the 2021 Report *Steveston Museum: A Vision for Improving the Visitor Experience, Phase 2 Consultation* commissioned by the City of Richmond, that "a majority of respondents favoured retaining current Post Office operations" and this outcome was supported by City Council. In order to support the Post Office, both the Steveston Historical Society and the City of Richmond are funding the deficit created by the Post Office operation. Both organizations, SHS and the City of Richmond, must come to terms with the long-term viability of this postal service in the face of escalating costs and diminishing returns.

Regardless of the decision made in future on the value of continuing to support Post Office operations in Steveston Village, we recommend new funding from the City of Richmond be directed specifically to Heritage and Community Services offered by the enhanced operations of the Steveston Historical Society.

Museum Funding Structures

According to the Canadian Museums Association, "for every dollar invested in Galleries, Libraries, Archives, and Museums, Canadian society gets nearly four dollars in benefits — a return that is on par with government investments in transportation infrastructure projects" (GLAM Fact Sheet).

Canadian museum operations are typically funded by various levels of government, with a scan of small British Columbia museum operations showing that, on average, **municipal governments make up approximately 37% of the annual revenues**; a chart can be found in the *Comparison Organizations* section below.

Once the operation has been expanded to its optimal level over a number of years, Economic impacts would include the creation of 1-3 new fulltime equivalent staff roles with a living wage or better[1], enabling local arts and culture workers to contribute to the local economy by increasing consumer spending, productivity and narrowing the wage to rent gap.

With the introduction of an Executive Director to support fund development in the first year of enhanced operations, a $50,000 Capital Campaign would be launched to raise the necessary financial resources for

[1] BC Living Wage Rates, 2024

the first year of start-up costs which are detailed in the next section, Capital and Operating Estimates, and are estimated to be approximately $50,000. The Campaign would have the ancillary benefit to increase awareness, effectively building a community of support for the Steveston Historical Society and Steveston Museum as a community museum, communicating its strategic vision, and inspiring supporters.

The success of any operation depends upon reaching an audience by building awareness and connection in the community. The City of Richmond provides marketing and communications support to the Steveston Museum & Post Office, with content developed and supplied by SHS staff and board. To develop effective and compelling content that recentres the vital role this work plays in the organization and community, we recommend new and existing staff positions receive training on how they can effectively support awareness-building, including capturing visitor comments, data collection, and photos and videos (with appropriate permission). Effective marketing has a greater impact on attendance than does price, so it would be a significant risk to add Programs without investing in Communications & Marketing. It is likely that new programs would not achieve attendance targets without building community awareness of them and the Museum, as we saw with the 2023 Steveston Museum Visitor Survey in which over 76% of respondents were not aware of the exhibition, and will therefore not pay for themselves because audiences are unaware of them.

The City of Richmond recently invested in a full refit of the Steveston Museum Entrance Lobby, replacing the former Tourism Richmond Visitor Centre counter with furnishings to support flexible cultural program use, in order to support increased visitation to the Steveston Museum and Post Office and best utilize the space. The City has also supported the Steveston Post Office by providing a new point of sale system, which is restricted by Canada Post to post office transactions. These investments in the community's services provide a good foundation for the operation to expand and become more sustainable.

We recommend the City of Richmond contributes new annual operating funding for the Steveston Historical Society's Museum operations, which should be prioritized for the creation of a new Executive Director position. Details are included in the Operating Estimates and Wage Analysis sections below.

Museum Store: Connecting Contemporary Objects to Heritage

The Pop-Up Art Show program has been successful in generating interest and awareness from the local Steveston community. The Museum has hosted local artists who not only display and sell their works, but provide community outreach, workshops, and contribute to the community festivals held by the Historical Society. The program has the potential to fill a gap in the tourism market for authentic local merchandise, however, it requires some reassessment to articulate its purpose, to link artworks and artists to the history and evolution of Steveston Village, and additional marketing and inventory investments, in order to fulfill its potential.

This program is administratively demanding, with the identification, selection, and promotion of new artists on a monthly basis being more frequent than a typical art exhibition in a gallery. The art and products for sale during the one-month period generate a small return for SHS, with the majority of the proceeds paid directly to the artist. It is an informal commission-based system and sales records are manually kept by Museum & Post Office staff. As a result of the short display period, staff field regular

inquiries from visitors about art works no longer available for sale on site, and they direct the visitor to the artist, with no economic benefit to the Museum. The Steveston Museum & Post Office is therefore generously and importantly contributing to fostering awareness and economic opportunities for local artists, but it must evaluate how the program is contributing to its own sustainability.

Additional data must be collected and used to identify trends and potential areas for improvement, including detailed assessment of the types of products that are most popular, the favoured price points and maximum sales prices that the market may bear, researching new artists that will align closely to the Museum's themes and having an inventory of products that are available for purchase on site that will satisfy visitors during their visit to the Museum. Further, sales from the Pop-up Art Show have been primarily from local residents and must generate greater interest from the tourist market.

The inventory of artworks and products inspired by the Museum themes outlined in the Museum Interpretive Plan may include:

- Indigenous art and products,
- Japanese-Canadian books, artworks and products,
- Tourist art and souvenirs, Steveston images, art photographs and artworks,
- History books,
- Children's books and toys,
- Archival photograph cards, postcards, stationery, housewares (mugs, tea towels, etc)
- Agricultural and Fishing books, products and crafts.

To support the overall viability of the Program, we recommend the following changes to the Pop-Up Art Show, in favour of a Museum Store model:

- Move from a monthly exhibition of artworks to an inventory model, focused on artworks, crafts, and local products, with a selection of higher-value works for sale through a commission-based model;
- Host artist events and create social media content that highlights one artist or product line bi-monthly or quarterly;
- Research and implement an industry-standard mark-up on prices of artworks and store products (this may include using the keystone model, or a variation, and testing the market over a reasonable period of time: seasonally and annually);
- Research artists, or put out a public call to artists, to develop a curated inventory of artworks and products that relate directly to the Museum themes outlined in the Museum Interpretive Plan, and train visitor services (front of house) staff to connect with and inspire visitors to "take home a piece of Steveston" when they visit the Museum and Post Office.

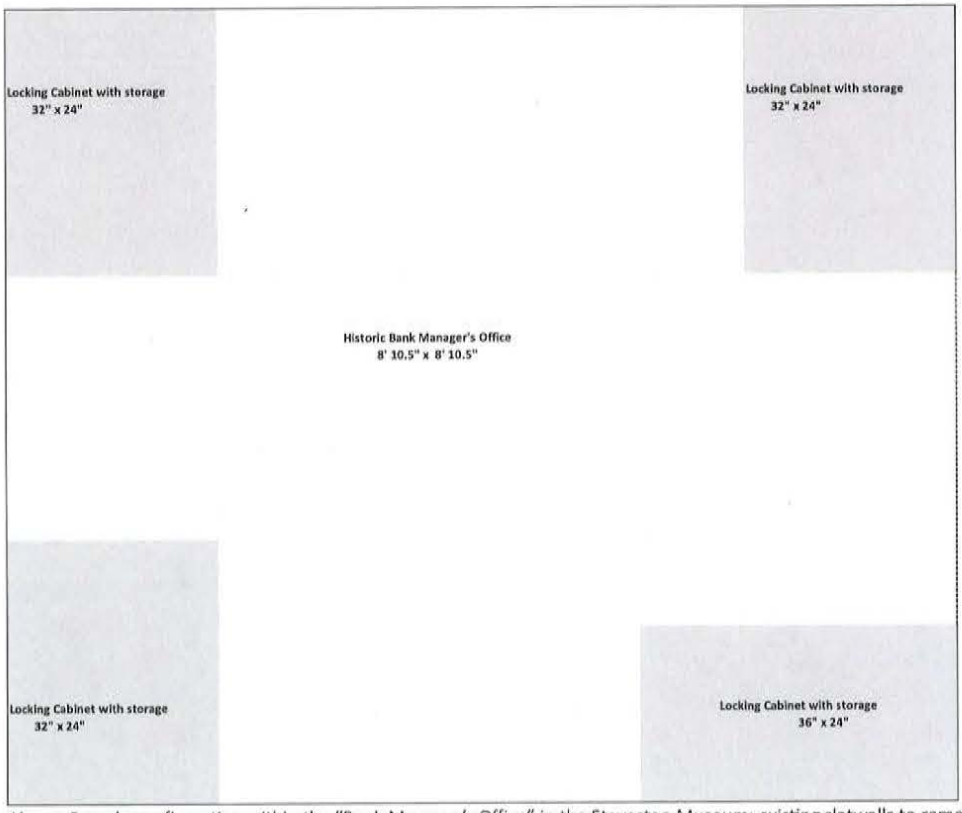
To expand and enhance the impact of this initiative, a modest investment of store inventory, moveable display fixtures, and retail equipment is recommended, outlined in more detail in the Estimates section of this report. With this expansion, the Pop-Up Art Show can transition to a year-round Museum Store with more consistent local product selection to become a vibrant shopping experience for residents and tourists alike.

We reviewed four Point of Sale (POS) systems that include hardware and software, including inventory management. The equipment costs range from about $69 for a simple handheld device that requires a tablet (not included) to an all-in-one terminal or POS workstations, ranging in price from $899 to $4,000. Ongoing subscription costs for the systems vary, with some starting at $30 per month, and others upwards of $100 monthly. The cost of these systems has become more manageable for small not-for-profits and more Canadian suppliers are available. The comparison chart has been provided to the Society for further review and decision. Although the POS system for the Post Office was upgraded fairly recently, the SHS Operations Manager has indicated there is a need for an additional retail software system to manage inventory and sales that do not pertain to the Post Office operation. We recommend a reasonably-priced, compact and flexible model that can be added to the existing Sales Counter.

Given the space limitations in the Steveston Museum, store fixtures must be flexible and moveable; a recommended feature includes lockable display cases or cabinets with multi-tiered shelves on casters, to maximize inventory storage space and security. Slatwall displays provide flexible vertical hanging space. The Society should obtain a minimum of three quotes from local suppliers. The Society's Manager of Business Operations is a knowledgeable and experienced resource, and capable of executing the necessary tasks. A table of typical start up costs for a small Museum Store is included below in the Capital and Operating Estimates section.

Above: MONOVA: Museum of North Vancouver store with examples of flexible, multi-tiered locking display cases and slatwall display.

Above: Steveston Museum "Bank Manager's Office" showing one example of the Pop-Up Art Show configuration with slatwall display.



Above: Sample configuration within the "Bank Manager's Office" in the Steveston Museum; existing slatwalls to remain in place.

To enhance the Museum Programs outlined above, including Visitor Services and the Museum Store, the organization must invest not only financial resources but human resources. In order to develop a vibrant, relevant, and sustainable operation that serves its community well, the Society must have staff skills and capacity to implement it. The Steveston Museum must refocus efforts on telling its impact story to the community and to its current and potential funders.

To do this effectively, it must collect relevant quantitative and qualitative data, and sufficient staffing levels with appropriate policies and procedures are required to support these initiatives. We discuss staffing needs in the next section.

Organizational Chart

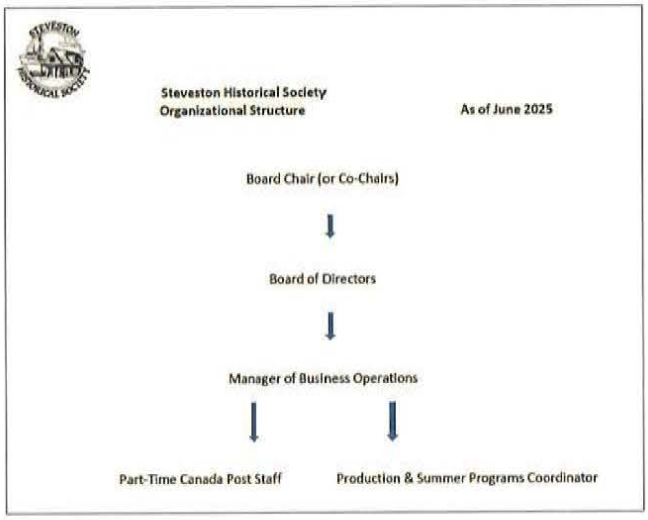
The current organizational chart below outlines a management structure that is focused on operations with oversight from a working board that is actively participating in daily activities. The Board of Directors currently manages and oversees staff, administration, finance, volunteers, members, community relations, certain events, fundraising, contractors, and setting and implementing strategic priorities. As part of the Society's Strategic Planning process, it has identified the need to increase its public activities and presence as well as to strengthen organizational development, with a key objective to move from a working board model to a governance model. The rationale for this is to create long-term sustainability through an increased focus on strategic outreach activities and board succession planning, given that their ability to operate the Museum, Post Office, and host events and programs with a reliance on volunteer hours is diminishing rapidly, which is in line with the broader trend in volunteerism.

In the recent **Volunteering and Charitable Giving in Canada, 2018 to 2023** Study, Statistics Canada found that: "The overall volunteer rate—which includes formal and informal volunteering—decreased by 8% in 2023 compared to 2018. Meanwhile, the total number of hours of formal and informal volunteering by Canadians fell from 5.0 billion hours in 2018 to 4.1 billion hours in 2023, a drop of 18%. On average, people who volunteered dedicated 173 hours to volunteering in 2023, or 33 fewer hours than in 2018." Imagine Canada has interpreted the Statistics Canada data thus: "The percentage of Canadians volunteering for nonprofits and charities dropped significantly, from 41% in 2018 to 32% in 2023. This is an additional decline from 44% in 2013. Total volunteer hours dropped to 1.2 billion, down by over a quarter from 1.7 billion in 2018 and nearly four fifths from 2.0 billion in 2013. In total, this is equivalent to a decline of roughly 451,000 full-time jobs."

This type of pressure on the non-profit sector has had devastating impacts: according to reporting by the CBC "up to 65 per cent of organizations in the country are struggling with a shortage of volunteers, and up to 35 per cent of those that are have had to reduce services as a result."

The previous Executive Director position within the Steveston Historical Society was a volunteer position and then a limited-term, grant-funded position. It is important to note that the Executive Director role is vital to the continued success of any Community History Museum, particularly one located in an edge-city municipality like Richmond, which is a rapidly growing diverse community, a popular tourist area, and a Municipality that values its culture and heritage and has expressed a clear objective to become a leading museum and heritage destination in the region. To advance that objective, the Steveston Museum must be managed by a Museum professional who is able to be a strategic community-builder, with a good understanding of sector best practices.

The City of Richmond's Official Community Plan states: "With a network of unique, historic assets, an excellent archive, vibrant heritage programs and a new destination museum, Richmond will be in a unique position to become the leading museum and heritage destination in the Metro Vancouver region."



A word about Board succession planning: Although this very important topic falls outside the scope of this analysis, the Board has indicated a strong desire for and a recognition that intentional succession planning must begin. Free resources like those from BC-based Vantage Point are excellent places to start and provide non-profit community organizations with best practices and templates such as a Board Skills Matrix and Steps to Organization-wide Succession Planning. Resources like Governance 101 for Arts, Culture, and Heritage Organizations in British Columbia and Arts BC's Insight Team are other low-cost resources that provide support in the areas of governance, HR, and roles (membership required). We recommend working toward a governance model and building an effective and inclusive non-profit Board through professional development and learning resources.

Recommended Organizational Chart

In order to implement the priorities outlined in the Strategic Plan, this report considered the staffing levels needed to support the outcomes that were articulated in the Strategic Plan as well as the community consultation carried out over the past 4 years.

The recommended organizational chart below (**Scenario C**) outlines a management structure that creates a new Executive Director (ED) staff position, with an expanded focus on fund development and partnerships, allowing the Board to focus on strategic oversight and development of the organization, including succession planning, as opposed to operational management. An effective Executive Director will build organizational impact and resources through staff development and economic capacity building. This scenario is represented in the Operating Estimates as Scenario C.

The qualifications for the role of **Executive Director** would be:

- Dynamic leadership: an Executive Director, management team, and a volunteer governing board of community members that are representative of major interest holders;
- Strong fund development capabilities, supported by an organizational culture of philanthropy;
- Inclusive and collaborative community approach to working with partners, residents, community members, programmers, and artists, incorporating modern Museum practices.

This scenario provides significant support to the Board in operationalizing all four key priorities of the Strategic Plan: **"Be the Heritage Champion"**, **"Develop Relevant Programs & Events"**, **"Communicate Steveston Heritage Society Purpose & Role"**, **"Strengthen Organizational Development."**

This scenario also directly supports the City of Richmond's Strategic Focus Area of "A Vibrant, Resilient and Active Community" by enhancing an important arts and heritage asset in the community and fostering social connection through inclusive, relevant programming developed for the community's diverse needs and interests. A sample Executive Director Job Description suitable for the Society has been included in **Appendix A**.

Of critical importance is the hiring of a qualified museum professional in the Executive Director role. We recommend that the Society request support and participation in the hiring process or interview/selection panel from the City of Richmond Heritage Services department and/or partner organizations. A professional recruitment service is out of reach for an organization of this size, we therefore recommend the Board research alternatives by seeking advice from local and provincial arts and heritage organizations (such as BC Museums Association, Vantage Point, Arts BC, among others) and include the offer of an honorarium for selection panel participants, where appropriate.

To support inclusive and diverse hiring practices, and encourage the selection of an Executive Director who will be able to build relationships with diverse local communities, a thoughtful approach is required, and possibly additional assistance such as leveraging partner networks. These strategies are necessary to build relationships with cultural groups whose stories are represented in the Museum, including local First Nations, Japanese, Chinese, South Asian, and Vietnamese communities.

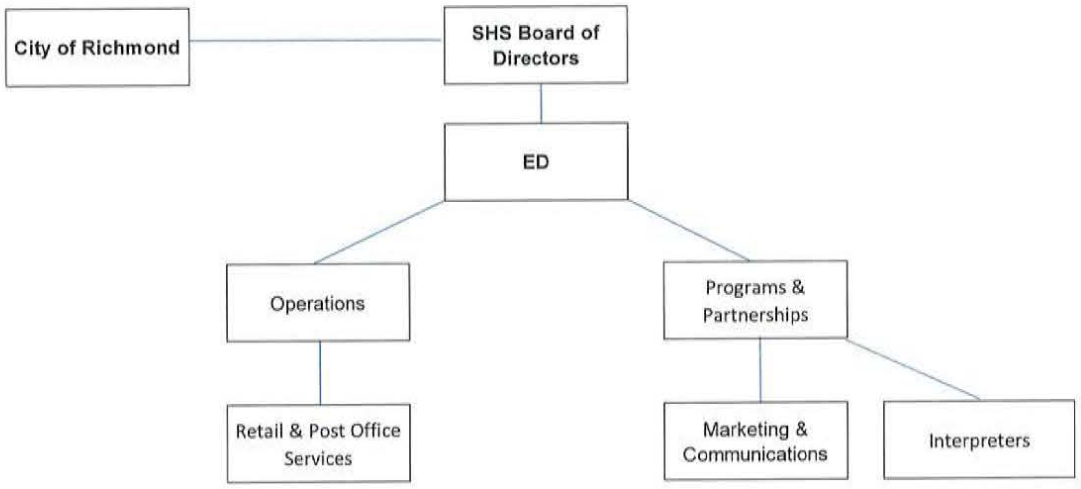
For future hiring phases, particularly for public-facing positions, it is vital to ensure that jobs are posted and shared with diverse community members by making them available in locations like public libraries, community centres, cultural centres, newsletters and community papers directed at specific cultural and community groups, providing broad coverage and accessibility, including explicit language that welcomes diverse applicants.

Key staff positions include leadership roles overseeing Operations and Programs & Partnerships.

Operations Department: Continues to encompass facility oversight, venue rental, visitor services, retail, administration and Post Office functions. Introduces the management of the Museum Store and integrating its products and offerings with Museum content and local themes. Working with the Programs department, relevant statistics would be kept.

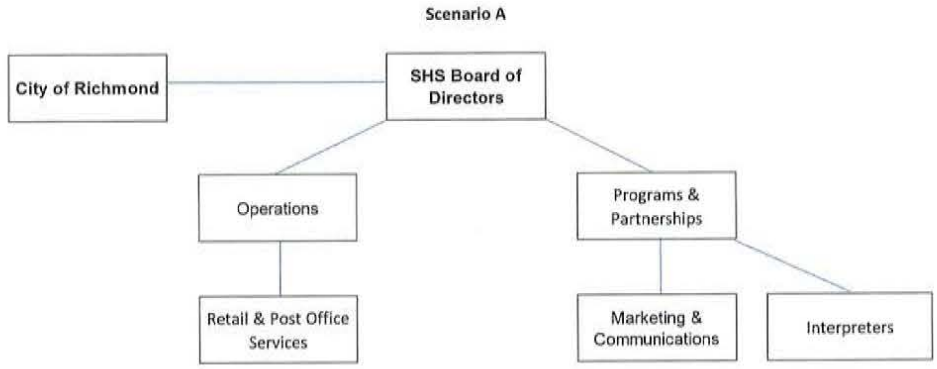
Programs & Partnerships Department: Introduces a new Manager position and as-needed program-related facilitator and interpreter positions, encompassing community and partner relationships, events and programming, Indigenous outreach, and oversight of artist-facilitators and interpreters. This

department works closely with the Executive Director to plan, implement, and oversee the communications and fundraising strategies, including grants, fundraising, and marketing, which support the organization's financial sustainability.



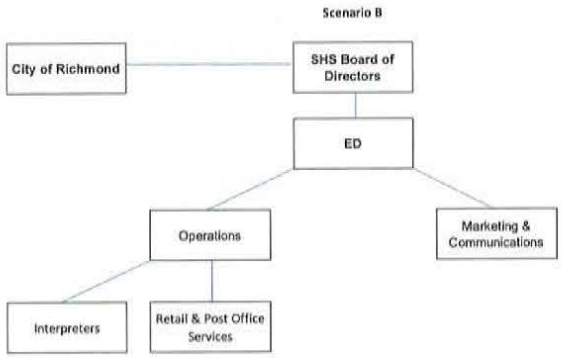
Alternative Organizational Charts

The organizational chart below (**Scenario A**) outlines a management structure that creates the position of Manager of Programs & Partnerships as described in the Recommended Organizational Chart, but with direct oversight and management by the Board of Directors. This scenario provides some support to the Board in operationalizing the Strategic Plan, particularly to "**Develop Relevant Programs & Events**" and "**Communicate Steveston Heritage Society Purpose & Role**". This approach may serve as a starting point for building the profile and offerings of the Steveston Museum through expanded programs and events, with some limited community relations and fund development activities such as grant-writing carried out by the Manager of Programs & Partnerships. This scenario is represented in the Operating Estimates as Scenario A. **Note that the findings of previous community consultation and recent interviews indicate that the role of a galvanizing and visionary Executive Director may be a critical component to successful long-term organizational development and sustainability.** Because the Board of Directors will continue to oversee the staff positions, this scenario weakens the SHS Board's aim to become a governance board.



A third potential option is explored in **Scenario B** in the Operating Estimates Table and outlines a management structure that creates the position of Executive Director as described in the Recommended Organizational Chart, but without support from the Manager of Programs & Partnerships, and with a budget allocation for a 0.8 fulltime equivalent position (80%). This scenario provides senior staff leadership to support the Board in operationalizing the Strategic Plan, particularly to **"Be the Heritage Champion"**, **"Communicate Steveston Heritage Society Purpose & Role"**, and **"Strengthen Organizational Development."**

This approach may serve as a strategic path forward to build and expand partner and government relationships for the Steveston Museum, with a focus on fund development activities and the cultivation of donors and sponsors. It should be noted that this role, without the Manager of Programs and Partnerships to support, will also require a good understanding of and commitment to developing museum education, heritage interpretation, programs, and events. This scenario is represented in the Operating Estimates as Scenario B.



"From the town's First Nation's roots, providing summer fishing camps for the Musqueam Peoples, to the lasting and impactful legacy of Japanese Canadians who made Steveston their home, the Steveston Historical Society has been collecting, displaying and telling the stories of this quaint village since 1976. The Steveston Historical Society is passionate about bringing the past to life through interactive and tactile displays, ranging from exquisitely preserved buildings, powerful videos and walking tours that take visitors back in time."

"The community has changed a lot over the years...and I think these stories would help people who are new to the community understand the significance of their new home." – *Community consultation respondent, 2021*

Capital and Operating Estimates

The following section is the financial analysis of new mission-driven activities. The Operating Estimate on the following page is for the entire organization. A spreadsheet calculator was constructed in order to investigate the impacts of different utilization scenarios and helps answer some important questions, particularly, "What happens when we examine different levels of staffing, fund development, public sector contributions, and program participation? Where should we direct our attention to maximize income and minimize expenditures?"

In examining this budget, consider that management needs the flexibility and authority to make adjustments to particular budget lines in response to ongoing analysis, current economic conditions, and the need to operate with a balanced budget.

ESTIMATION FOR PLANNING PURPOSES, A POTENTIAL – NOT A PREDICTION.

The estimations in this report are referred to as "potential" estimations because they represent the potential to achieve a certain attendance range and economic outcome, assuming:

1. The start-up/capital investments needed to achieve the potential are completed at full scope
2. On-going marketing investments are adequate
3. Management assures consistently high-quality guest service and guest experience
4. Management executes recommended staff recruitment
5. Market and economic conditions remain reasonably constant

This estimation is just that – a range estimate for planning purposes. It is designed to provide a useful framework for decision making and for establishing initial budgets and service levels. Reasonable allowances have been allocated, which may be adjusted within the ranges as plans are finalized. Similarly,

revenues can only be estimated within a range. More definitive budgets will be prepared as planning progresses.

Operating Estimates: Steveston Historical Society Museum

Line	ATTENDANCE	2024	Scenario A	Scenario B	Scenario C
A1	General Attendance*	*25,877*	32,300	37,100	42,700
A2	Program & Event Attendance	*10,437*	13,000	15,000	17,300
A3	TOTAL ATTENDANCE (On-site)	36,314	45,300	52,100	60,000
	**Post Office customers excluded*				

Line	MEMBERSHIPS AND FEES		Scenario A	Scenario B	Scenario C
	MEMBERSHIPS				
A4	Supporting Memberships	30	40	75	150
A5	Admission by Donation (average)	*unavailable*	$2.00	$2.00	$2.00
A6	Supporting Membership Fee (average)	$75.00	$100.00	$100.00	$150.00

Line	REVENUES	Base (2024)	Scenario A	Scenario B	Scenario C
	Government Contributions				
R1	Municipal Annual Operating Contribution	$ 40,000	$ 92,000	$ 100,000	$ 166,000
R2	**Subtotal Government Contributions**	**$ 40,000**	**$ 92,000**	**$ 100,000**	**$ 166,000**
	Donations, Grants and Sponsorships				
R3	Grants & Project Funding	$ 35,167	$ 45,000	$ 60,000	$ 90,000
R4	Annual Campaign Donations & Sponsorships	$ 3,848	$ 7,500	$ 20,000	$ 50,000
R5	Memberships	$ 310	$ 4,000	$ 7,500	$ 22,500
R6	**Subtotal Donations and Sponsorships**	**$ 39,325**	**$ 56,500**	**$ 87,500**	**$ 162,500**
	Earned Income				
R7	Admission by Donation	$ 1,781	$ 9,700	$ 18,600	$ 21,400
R8	Programs (net of direct staff costs)	$ 3,343	$ 17,000	$ 17,000	$ 36,000
R10	Gift Shop Revenue (net of costs of goods sold)	$ 10,944	$ 42,500	$ 65,100	$ 93,800
R11	Post Office: Revenue & City Support (status quo)	$ 226,650	$ 226,700	$ 226,700	$ 226,700
R12	**Subtotal Earned Income**	**$ 242,718**	**$ 295,900**	**$ 327,400**	**$ 377,900**
R13	TOTAL INCOME	$ 322,043	$ 444,400	$ 514,900	$ 706,400

NOTES

R1 Government Contributions: The projections foresee local government support at a level that is reasonable, based broadly on information available on museums operated by Historical Societies, or museums in similar communities, and the average funding Canadian community history museums typically receive in operational support.

R5 Memberships: The estimate for memberships is based on averages obtained from other similar organizations, and the assumption that with an increase in mission-aligned Museum Programs with effective and consistent impact reporting by skilled Staff, an increase in supporting memberships will follow.

R6 Donations, Grants, and Sponsorship: The estimates for these contributions are based on the Base level of current operations (2024) and reasonable increases to contributed revenue streams based on the sector today. It is a difficult period for grants, donations, and sponsorships, so conservative estimates are used.

R7 Admission by Donation: This amount is based on a conservative estimate of a percentage of visitors providing a small donation upon each visit, and is based on sector averages and experience.
R8 Programs: Programs are the revenue-generating activities undertaken by trained staff and include camps, after-school activities, custom tours, and heritage-related talks and events. Costs related to Program staff and contractors are included in this net amount, but supplies and materials are excluded from this line.
R9 Museum Store: Museum Store net revenue estimates are based upon industry averages for mark-up of inventory, and per capita average spends. The average spend is based upon a conservative estimate of projected attendance.

Line	EXPENSES	Base (2024)	Scenario A	Scenario B	Scenario C
	Operating Expenses				
E1	Salaries and Benefits	$ 104,495	$ 155,995	$ 164,295	$ 255,380
E2	Program & Community Event expenses	$ 33,002	$ 49,500	$ 72,520	$ 113,720
E3	Facilities & Admin, incl prof fees	$ 18,431	$ 24,900	$ 37,400	$ 62,300
E4	Fundraising, Volunteers, and Marketing expenses	$ 5,266	$ 27,000	$ 43,100	$ 68,500
E5	Post Office: Costs of Goods Sold & Support (status quo)	$ 174,673	$ 174,700	$ 174,700	$ 174,700
E6	TOTAL EXPENSES	$ 335,867	$ 432,100	$ 492,000	$ 674,600
N1	NET SURPLUS/DEFICIT & RISK MANAGEMENT RESERVE	-$ 13,824	$ 12,300	$ 22,900	$ 31,800
			All Estimates Rounded to nearest hundred		

E1 Salaries and Benefits: These are discussed in more detail in the Organizational Chart section below. Salaries are based on a scan of staff positions within comparable local and national organizations. Note that wages for staff who support specific program delivery, as opposed to management or development staff, are captured in the specific Program costs.
E2 Programs & Events: These expenses include consumables and repairs for Programs. Note that Program-specific wage costs for delivery are included in net Program Revenue (line R8).
E3 Facilities and Administration: Maintenance, Insurance, Cleaning, Utilities, Security, Office and Technology. No salaries are included; however, contracted services are included in this estimate.
E4 Fundraising, Volunteers, and Marketing: These expenses are in addition to salaries, and include recognition events, administrative costs including specialized donor management software subscriptions and supplies. This also includes marketing and communications that fall outside the City of Richmond-supported marketing activities.

R10 and E5 Post Office Operations: These figures are supplied by the Steveston Historical Society and are status quo amounts. The Post Office Operations fall outside the scope of this analysis.

Staffing to support new activities: Wage analysis

Scenario C shows the recommended staff complement, which is detailed below:

FTEs	Staff Positions	TOTAL WAGE COSTS	NOTE
2025 Staff Costs			
0.7 RPT	Manager of Operations	$ 44,252.00	5 days/wk
0.7 PT	Post Office	$ 28,445.66	3 days/wk
0.5 PT	Post Office	$ 18,963.78	2 days/wk
0.3 PT	Post Office	$ 14,222.83	2 days/wk
0.1 PT	Post Office	$ 5,594.29	2 days/month
0.3 Seasonal	Summer Student - Interpreter	$ 10,041.57	5 days/wk summer
2.7 FTE	**TOTAL**	***$ 121,520.13***	
2026 Recommended New Staff Costs			
FTEs	**Staff Positions**	**TOTAL WAGE COSTS**	**NOTE**
1 RFT	Executive Director	$ 71,300.00	5 days/wk
0.8 RPT	Manager of Programs and Partnerships	$ 51,520.00	4 days/wk
0.3 Seasonal	Interpreters/Guest Services	$ 11,040.00	3 days/wk half year
2.1 FTE	**TOTAL**	**$ 133,860.00**	
4.8 FTEs	**GRAND TOTAL**	**$ 255,380.13**	

Enhanced Programs

The following table examines the potential for revenue-generating activities that the Society may undertake to promote the mission and vision of the Society and the Steveston Museum. As noted elsewhere in the report, for a successful outcome, the marketing and communications activities to support these new Programs must be sufficient to build awareness and an identity for the organization.

It must be stated that there is no one Program that will provide the Society with enough visibility, impact, and revenue to sustain the Museum in a meaningful way. Non-profit organizations are experiencing a deep shift in their approach to fund development that goes beyond traditional grants and donations, to include mission-aligned operations, mutually beneficial partnerships, visibility, and leveraging diversification and assessment. A nonprofit can't sustain its mission without a community of support. Diversifying revenue streams can help foster connections with local businesses, government agencies, and the general public. The more visible you are – with a variety of points of connection and entry – the more people can get involved in your efforts.

	Annual # delivered	Session hours/day	Annual Hours	Price/ participant	Participants /session	Total Participants	Total
Week-long children's Half-day Summer Camps	12	3	180	$ 150.00	12	144	$ 21,600.00
Weekly after-school Pop-Up Art Programs	30	2.5	75	$ 60.00	12	360	$ 21,600.00
Site-specific guided tours	52	1.5	78	$ 30.00	10	520	$ 15,600.00
Outdoor Talks & Events (youth, adult, families)	12	2	24	$ 20.00	30	360	$ 7,200.00
Total	106	14				1,384	$ 66,000.00
Fee revenue to the nearest 1000							**$ 66,000.00**

Role	Annual # delivered	Session hours/day	Annual Staff time	Wage	Annual Wage	Annual Wage Costs
Camp Facilitator (2)	12	4	480	$ 20.79	$ 9,979.20	$11,476.08
Artist-Facilitators (2)	30	3.5	210	$ 20.79	$ 4,365.90	$ 5,020.79
Interpreter (2)	52	3	260	$ 20.79	$ 5,405.40	$ 6,216.21
Event Staff Liaison	12	3	36	$ 20.79	$ 748.44	$ 860.71
Guest Speaker (Honorarium)	12	3		$ 500.00	$ 6,000.00	$ 6,000.00
Total			986			$29,573.78
Fee revenue to the nearest 1000						$30,000.00
Does not include management and development wage costs		FTEs	0.54		Net Programs	36,000.00

Comparison Organizations

Following is a table outlining the attendance statistics for local Steveston Heritage Sites and Richmond Museums, for the most recent year available (2022 or 2024).

This table offers insight into the number of visitors who are engaging in programs and visiting sites in proximity to the Steveston Museum and Post Office. The information is useful in understanding the context in which the Museum and Post Office operates, and the potential for visitor numbers who are interested in engaging in cultural heritage and museum programs.

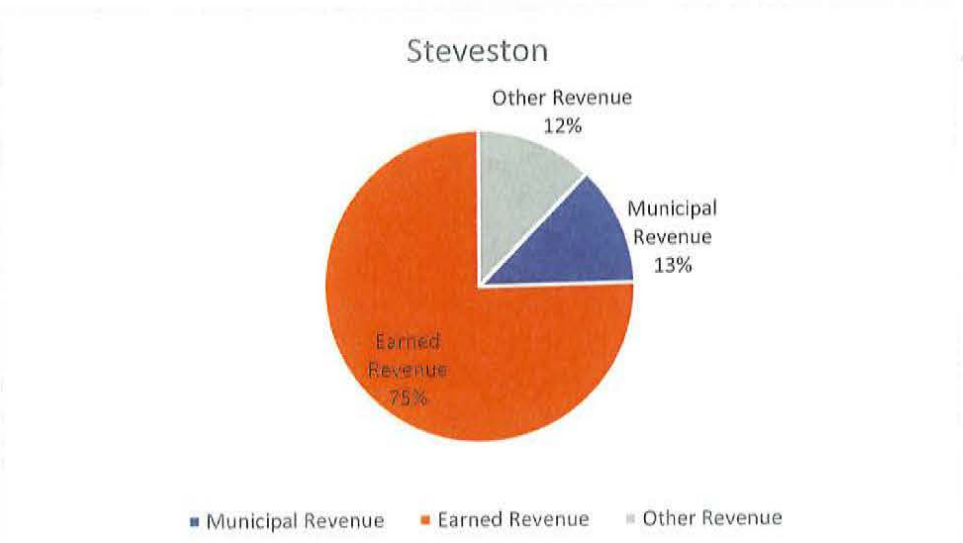
	Gulf of Georgia Cannery	Britannia Shipyards	London Farm	Steveston Tram	Richmond Museum
	2024	2022	2022	2022	2022
ATTENDANCE					
General Attendance	15,129	84,519	5,300	29,375	15,221
Program Attendance	18,461				
TOTAL ATTENDANCE (On-site)	33,590	84,519	5,300	29,375	15,221

Following is a table outlining the statement of operations for comparable Historical Societies that operate Museums, for the most recent year available (2022, 2023 or 2024):

Organization	Fort Nelson Museum	Maple Ridge Museum	Nelson Museum	Shawnigan Lake Museum	Campbell River Museum
Year	**2024**	**2023**	**2022**	**2023**	**2024**
Receipted Donations	$ 1,720.00	$ *930.00*	$ 45,757.00	$ 79,810.00	$ 34,540.00
Non-receipted Donations	$ 10,197.00	$ *11,984.00*	$ 2,212.00	$ 10,132.00	$ 18,580.00
Gifts from Other Registered Charities	$ 10,000.00	$ *500.00*	$ 5,075.00	$ -	$ -
Government Funding	$ 240,196.00	$ *302,235.00*	$ 610,633.00	$ 879,368.00	$ 606,286.00
Earned Revenue	$ 58,159.00	$ *73,219.00*	$ 230,734.00	$ 12,457.00	$ 405,300.00
Revenue	**$ 320,272.00**	**$ 388,868.00**	**$ 894,411.00**	**$ 981,767.00**	**$ 1,064,706.00**
Charitable Programs	$ 194,724.00	$ 375,194.00	$ 789,596.00	$ 129,026.00	$ 1,020,265.00
Management and Administration	$ 24,887.00	$ 9,087.00	$ 123,280.00	$ -	$ 17,175.00
Fundraising	$ 2,066.00	$ 2,584.00	$ 473.00	$ 692.00	$ -
Other	$ -	$ -	$ -	$ -	$ 3,209.00
Expenses	**$ 221,677.00**	**$ 386,865.00**	**$ 913,349.00**	**$ 129,718.00**	**$ 1,040,649.00**
Compensation *(within Expenses, above)*	**$ 127,301.00**	**$ 303,087.00**	**$ 396,046.00**	**$ 75,697.00**	**$ 597,980.00**
Part-time Employees	9	8	9	4	6
Full-time Employees	2	3	5	1	11
Admissions /Visitors /Attendants	**not available**	**44,586**	**7,177**	**not available**	**24,097**
City/Town	Fort Nelson	Maple Ridge	Nelson	Shawnigan Lake	Campbell River
Province	BC	BC	BC	BC	BC

Municipal Support: a key to sustainability

Organization	Maple Ridge Museum	Campbell River Museum	Shawnigan Lake Museum	Nelson Museum	Fort Nelson Museum	Langley Centennial Museum	Average	Steveston
Municipal Revenue	$ 228,767.00	$ 414,695.00	$ 87,096.00	$ 237,395.00	$ 193,254.00	$ 579,000.00	$ 248,601.00	$ 40,000.00
Earned Revenue	$ 465.00	$ 343,111.00	$ 8,469.00	$ 94,767.00	$ 55,406.00	$ -	$ 71,745.43	$ 242,718.00
Other Revenue	$ 159,636.00	$ 306,900.00	$ 886,202.00	$ 562,249.00	$ 71,612.00	$ 246,000.00	$ 345,005.71	$ 39,325.00
Total	$ 388,868.00	$ 1,064,706.00	$ 981,767.00	$ 894,411.00	$ 320,272.00	$ 825,000.00	$ 665,352.14	$ 322,043.00



Charts showing the level of Municipal Funding for select British Columbia Museums

Average

Campbell River Museum

Fort Nelson Museum

One-time Start-up Requirements

To support the start-up, a community fundraising campaign should be considered, if the new management staff have relevant experience. In addition, government funding for capital projects may be considered, including the BC Gaming Capital Project Grants. A suggested Gift Range Chart, for discussion purposes, has been outlined in the table below. Further investigation of community fundraising capacity should be sought, and fundraising training for staff and the Board is recommended.

One-Time Start-up Costs	Year 1
POS System Software & Equipment	$ 2,700
Museum Store Fixtures	$ 6,000
Inventory	$ 9,000
Staff Training	$ 4,000
Hiring Costs	$ 1,500
Website, Graphic Design & Collateral	$ 10,000
Outdoor event tent 10' x 20'	$ 1,000
Signage	$ 13,000
Contingency	$ 2,000
TOTAL One-Time Costs	**$ 49,200**

Capital and Annual Campaigns

GIFT RANGE CHART

Campaign Goal				$ 50,000	
Percentage	Gift	Successful Requests	# of Prospects	Amount	Suggested Recognition
10%	$ 5,000	2	8	$ 10,000	Champion
5%	$ 2,500	4	12	$ 10,000	Platinum
2.0%	$ 1,000	6	12	$ 6,000	Gold
0.25%	$ 500	25	50	$ 12,500	Year-end fundraising campaign
0.075%	$ 100	100	200	$ 10,000	Supporting Memberships
	$ 25	60	120	$ 1,500	Small gifts & donations box/swipe
POTENTIAL YIELD		**197**	**402**	**$ 50,000**	

Key Recommendations

- Increase staffing levels to support heritage and community programs. This report strongly recommends a paid Executive Director role (1 FTE) be established, and a new Manager of Programs and Partnerships position (0.8 FTE) be created.
- The Executive Director position must focus on: Dynamic leadership, experienced working with a Board and Staff; Strong fund development capabilities; Inclusive and collaborative community approach incorporating modern Museum practices.
- SHS Board and Staff must work to define, measure, and assess the impact and success of their initiatives through the use of quantitative and qualitative data.
- Prioritize mission-driven activities that develop the organization's relevance and sustainability.
- Cultivate and strengthen relationships and partnerships in the community.
- Expand the Museum Store to include items that reflect the Museum exhibit themes so visitors can connect with local stories and bring home meaningful memories of Steveston.
- Develop a curated inventory of local art and artisan products in the permanent Museum Store.
- Develop a reputational identity as the community hub of the Steveston Heritage Sites area through effective storytelling, training, impact reports, marketing and communications.
- Work with professional marketing and communications partners, including the City of Richmond, Richmond Tourism, Destination Vancouver and others, to create compelling content for a variety of marketing channels.
- Redefine current part-time staff positions to include heritage interpretation and museum visitor services. To do so, training and professional development for existing Post Office staff must be undertaken and low-cost resources utilized. Examples of these include Steveston Heritage Sites and Richmond Museums offerings, the BC Museums Association School, Lower Mainland Museum Educators group, the Canadian Museum Association Moved to Action Web Course; National Association of Interpretation training (local instruction available), among others.
    - Note: Alternative staffing plans that consider the addition of only the Manager of Programs and Partnerships or the Executive Director should be regarded as transitional approaches to achieving the optimal recommended staffing levels in the long-term.
- Provide new staff with training and professional development in the following areas: fundraising and grant-writing, communications or storytelling (for marketing and fundraising), data collection and evaluation.
- Steveston Historical Society, as a City partner, should commit to reconciliation learning, initiatives and inclusive Museum Programs and hiring practices.
- Leverage and communicate the successes and impact of the organization. Collect statistics – qualitative and quantitative data – to tell the story of the Society's and the Museum's impact.

Risk

A comprehensive assessment of risk is outside the scope of this analysis and requires thoughtful discussion and research guided by key interest-holders, including the Board and staff. However, the following outlines a few of the key risks that Steveston Historical Society may face if it is unable to implement enhanced operations with oversight from professional museum staff:

RISK	OUTCOME
Reputational	If the organization is unable to remain relevant to the community it serves through effective and Programs of high quality that enhance the unique value of the Heritage Site and Museum, there is great reputational risk to the Historical Society and the City of Richmond, as visitor experience and the perceived value of the Museum diminishes.
Economic	If the organization cannot implement or maintain new revenue-generating Programs and fails to attract a community of support, the financial results of the operation will become unsustainable. The precarious nature of the Post Office operation contributes to this risk.
Management	If the organization is unable to hire a senior manager to oversee all the Programs and services that are undertaken at the Museum and Post Office, and support the volunteer Board in its role as a governing body, there is significant risk that the Steveston Historical Society will encounter difficulty in finding new Board members willing to participate in a working board, and may be unable to attract staff in future, without an effective management structure in place to support them.

Conclusion

The Steveston Museum and Post Office, operated by the Steveston Historical Society, presents the community and the City of Richmond with an opportunity to support culture in its community. There are significant benefits to investing in the renewal and expansion of the Society's Programs and Operations, with positive impacts on current and future residents by enhancing this valued heritage building which contributes to a vibrant cultural sector with renewed economic, social and educational opportunities. The addition of new staff positions that will enhance the activities undertaken by the Steveston Historical Society will lead to organizational sustainability and greater relevance to the community of Steveston.

Appendix A: Executive Director Job Description

The Steveston Historical Society (SHS), which operates the historic Steveston Museum & Post Office in Richmond, BC is seeking applicants for the position of Executive Director. Reporting to the SHS Board of Directors, the Executive Director works collaboratively with the Board to provide leadership and management as the organization transitions into a new and sustainable business model.

The Executive Director will examine and provide direction on fund development, project management, implementing the strategic plan, budget, grant writing, communications, and financial and administrative oversight with the goal of determining business priorities moving into the future. This is a new position, and the successful candidate will work with the volunteer Board of Directors and the City of Richmond Museum and Heritage Services Department to provide direction and foundation for successful ongoing operations, and a vision of the future for the institution. The Executive Director is responsible for hiring, training and overseeing the staff, with support from the Manager of Business Operations.

This position is a permanent, full-time position, 30-40 hours/week, Monday – Friday with some availability on weekends or event days as needed.

Key responsibilities:

- Manage the museum operation with a focus on strategic business and development functions;
- Under the direction of Board, develop, implement and revise, as necessary, an operating plan that includes the goals, objectives, policies, and priorities of the organization as guided by the Strategic Plan, and provide recommendations on strategies for ongoing sustainable operations;
- Research grant opportunities and apply for appropriate grants, ensuring all application and reporting deadlines are met;
- Attend Board meetings and work closely with the Board on research and development of policies, with a focus on data collection and impact reporting;
- Evaluate and report on Museum projects;
- Undertake activities that link to museum practice and bring value to the community;
- Work with the Board to ensure legal, contractual and other obligations of the Museum are met;
- Develop a marketing and social media plan and identify resources required;
- Provide vision and leadership to inform the trajectory and sustainability of Museum operations;
- Develop professional partnerships with community and the Arts, Culture and Heritage sector in Richmond, and promote and advocate for the Museum to all levels of government and donors;
- Act as a public spokesperson for the Museum, and respectful ambassador of Steveston Museum & Post Office at community events and during collaborations as required;
- Act as a liaison with the City of Richmond and manage all aspects of the operating agreement;
- Remain flexible to the needs of a business that is changing.

Experience and Qualifications:

- A degree or diploma from a recognized post-secondary institution in a related discipline (ex: Cultural Management, Museum Studies, History, Art or Public Administration, etc) or the equivalent in experience and education;

Executive Director Job Description continued

- Experience in successful leadership and management of a non-profit organization;
- Proven skills in inclusive and respectful leadership with experience in building an effective organizational culture;
- Experience working with a non-profit Board of Directors and knowledge of governance structures;
- Experience in interacting with the public in small and large groups;
- Experience with successful fund development activities and optimizing financial resources, stewarding donors, and grant writing;
- Understanding of museum and tourism practices and the ability to support this type of work;
- Strategic planning and project management experience;
- Effective and demonstrated strategic partnership building experience;
- Experience bringing an entrepreneurial eye to a not-for-profit setting;
- Knowledge of and experience with government relations and advocacy;
- Highly organized with good time management skills, excellent communication skills and experience with change management;
- Experience managing volunteers as well as HR practices and labour laws an asset;
- Program development skills with an interest in designing participatory learning activities an asset.

Compensation: Annual salary of $65,000/year plus 2 weeks' vacation.

Working Relationships:

This position will work closely with the following:

- Parks Canada (Gulf of Georgia Cannery) https://parks.canada.ca/lhn-nhs/bc/georgia
- Steveston Heritage Sites https://stevestonheritage.ca/
- Local and Provincial professional museum and heritage organizations
- Municipal, Provincial and Federal government partners and funding agencies

Appendix B: Framework for Implementation

SHS Framework for implemetation

	Recommendation	Timeline	Strategic Plan Priority
Funding			
1.1	Request (and obtain) new annual funding from the City of Richmond for Heritage and Community Services, which should be prioritized for the creation of a new paid Executive Director position	Q3 2025	Strengthen Organizational Development
1.2	If new staff have (or develop) relevant experience, a community fundraising campaign should be launched for Program capital enhancements (preferably with guidance from professional fundraiser)	Q1 2027	Develop Relevant Programs & Events
Human Resources			
2.1	Implement an organizational chart that creates a new paid Executive Director (ED) staff position	Q4 2025	Strengthen Organizational Development
2.2	Hire an ED, with professional HR and heritage sector guidance and support	Q1 2026	Strengthen Organizational Development
2.3	Redefine current part-time staff positions to include heritage interpretation and museum visitor services	Q2 2026	Develop Relevant Programs & Events
2.4	Heritage and interpretation training required for new and existing staff positions, including visitor services and data collection	Q3 2026	Develop Relevant Programs & Events
2.5	Increase staffing levels to support heritage and community programs	Q4 2026	Strengthen Organizational Development
2.6	Provide new staff with training and professional development in the following areas: fundraising and grant-writing, communications or storytelling (for marketing and fundraising), data collection and evaluation	Ongoing	Communicate Steveston Heritage Society Purpose & Role
Organizational Development			
3.1	Commit to reconciliation, strengthened partnerships, shared understanding with Indigenous and First Nations communities, create new opportunities for contributions of Indigenous Cultural Heritage.	Ongoing	Be the Heritage Champion
3.2	Work toward a governance model and build an effective and inclusive non-profit Board through professional development and learning resources	Ongoing	Strengthen Organizational Development
3.3	Fund development training for Executive Director and board	Q2 2026	Strengthen Organizational Development
Operational Development			
4.1	Use quantitative and qualitative data to define, measure, and assess the impact and success of Programs	Q4 2025	Develop Relevant Programs & Events
4.2	Prioritize mission-driven activities that develop the organization's relevance and sustainability	Ongoing	Communicate Steveston Heritage Society Purpose & Role
4.3	Develop a curated inventory of local art and artisan products in a permanent Museum Store	Q4 2025	Develop Relevant Programs & Events
4.4	Host artist events and create social media content that highlights one artist or product line bi-monthly or quarterly;	Q4 2025	Develop Relevant Programs & Events
4.5	Research and implement an industry-standard mark-up on prices of artworks and store products (this may include using the keystone model, or a variation, and testing the market over a reasonable period of time: seasonally and annually);	Q4 2025	Strengthen Organizational Development
4.6	Research artists, or put out a public call to artists, to develop a curated inventory of artworks and products that relate directly to the Museum themes outlined in the Museum Interpretive Plan	Q4 2025; ongoing	Communicate Steveston Heritage Society Purpose & Role
4.7	A modest investment of store inventory, moveable display fixtures, and retail equipment, including a reasonably-priced, compact and flexible POS system	Q2 2026	Strengthen Organizational Development
4.8	Expand the Museum Store to include items that reflect the Museum exhibit themes so visitors can connect with local stories and bring home meaningful memories of Steveston	Q4 2025	Strengthen Organizational Development

Framework for Implementation continued

Visibility and Sustainability			
5.1	Develop a reputational identity as the community hub of the Steveston Heritage Sites area through effective storytelling, impact reports, marketing and communications	Ongoing	Communicate Steveston Heritage Society Purpose & Role
5.2	Leverage and communicate the successes and impact of the organization. Use qualitative and quantitative data to tell the story of the Society's and the Museum's impact	Ongoing	Communicate Steveston Heritage Society Purpose & Role
5.3	Cultivate and strengthen relationships and partnerships in the community	Ongoing	Communicate Steveston Heritage Society Purpose & Role
5.4	Work with professional marketing and communications partners to create compelling content for a variety of marketing channels	Ongoing	Communicate Steveston Heritage Society Purpose & Role

Appendix C: Cost comparison of POS systems

Name	Helcim Smart Terminal			Helcim Card Reader			MyPOS Connect				Square				Clover	
Form	Handheld Card Reader			Handheld			Software				App, Variety of Terminals				Handheld Cardreader + Subscription	
Base Price	$ 399.00			$ 129.00			$99.95/mth + $49.95 per additional device				Fee Based with Additional Optional Subscription starting at $60/mth				$29.95/mth	
Software	Optional free app			Download free app							Free App				Free App	
Hardware	Includes "All in one" Card Reader, Optional app requires computer, tablet, or smartphone			Includes simple Card Reader Requires computer, tablet, or smartphone			Optional POS workstations				Smartphone with "tap to pay" feature, or hardware between $69 (device required) and $899 (device included)				Handheld cardreader	
Hardware Cost	included			included			$3000 - $4000				$69 - $899				included	
Transactional Fees	**in-person**	**online/key**	**interac**	**in-person**	**online/key**	**interac**	**in-person**	**online**	**interac in-person**	**interac online**	**credit card**	**credit card online**	**interac**	**keyed in**	**In person**	**Typed in**
Percent Fee	*1.67%*	*2.29%*	*0.00%*	*1.67%*	*2.29%*	*0.00%*	2.65%	2.85%	0.00%	0.00%	2.50%	2.80%	0.75%	3.30%	2.60%	3.50%
Additional Fee	*$ 0.08*	*$ 0.25*	*$ 0.09*	*$ 0.08*	*$ 0.25*	*$ 0.09*	0.1	$ 0.30	$ 0.10	$ 1.00	$ -	$ 0.30	$ 0.07	$ 0.15	$ 0.10	$ 0.10
Fee Threshold	*$ -*	*$ 6.00*	*$ -*	*$ -*	*$ 6.00*	*$ -*		$ -	$ -	$ -	$ -					
Admin Fees	No			No			No				No				No	
Setup Fees	No			No			$ 2,000.00				No				No	
Cancellation Fee	No			No							No				No	
Funding time	1-2 business days			1-2 business days			1-2 business days				1-2 business days				3-5 business days	can be shortened to 1-2 business days
Features																
Inventory management	included			included on app			included				Free verion or paid upgrade ($79/mth)				Basic Inventory with current subscription	
Sample: 5 transactions@ $100	$ 8.75			$ 8.75			$ 13.75				$ 12.50				$ 13.50	

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City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 3, 2025
From:	Martin Younis, B. Eng., M. Eng. Director, Facilities and Project Development Marie Fenwick Director, Arts, Culture and Heritage Services	**File:**	06-2050-20-BSYD-SB/Vol 01
Re:	**Heritage Alteration Permit Application (HA 25-020472) by the City of Richmond - 12451 Trites Road (Seine Net Loft building)**		

Staff Recommendation

That a Heritage Alteration Permit be issued to authorize alterations to the Seine Net Loft building at Britannia Shipyards National Historic Site.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 8

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF DEPUTY CAO**
Policy Planning	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

8130593

Staff Report

Origin

Britannia Shipyards National Historic Site (the "Site"), located at 12451 Trites Road, is a 3.2 hectare public heritage park, bounded by the Fraser River to the south, Westwater Drive and residential development to the north and west, and the Steveston Harbour Authority to the east. It serves as a public heritage park. The site consists of a collection of 14 wooden buildings related to early fishing and boatbuilding operations (see Attachment 1).

The Seine Net Loft building was constructed in 1954-55 and is located on the original site of the Phoenix Cannery facing the foreshore of Steveston Channel. The building currently houses maritime exhibits, special events and community programs. The Statement of Significance (Attachment 2), prepared in 2015, highlights the value of the building as an integral part of the fishing industry, as it represents the use, fabrication, repair and dry storage of fishing nets. The building is an increasingly rare example of a purpose-built structure for net repair and storage. It is also the last building in this area constructed specifically to service the fishing industry.

In October 2020, building condition assessments were completed for multiple buildings at the Site, which identified necessary infrastructure and envelope repairs. On December 12, 2022 Council approved $5 million as part of the 2023 Capital Program to undertake repairs for the Britannia Shipyard and Seine Net Loft buildings. On December 9, 2024 Council approved an additional $10.5 million as part of the 2025 Capital Program to continue the work for the Seine Net Loft roof, envelope and structural renewals.

The Site was designated a municipal heritage site in 1990 and is protected by Heritage Designation Bylaw 5585. In accordance with the Local Government Act, a Heritage Alteration Permit (HAP) is required for exterior alterations to a protected heritage property. Under the City's Heritage Procedures Bylaw 8400, issuance of the HAP is subject to Council authorization.

The City of Richmond is applying for a HAP (HA 25-020472) for permission to undertake substructural and envelope renewals to the Seine Net Loft building. This HAP application includes roof replacement, wall cladding replacement, restoration of the windows and doors and substructural upgrades. These repairs are needed to preserve the building and maintain structural integrity.

The purpose of this report is to provide an overview of the proposed alterations, applicable policies and plans, recommending that Council authorize the issuance of a Heritage Alteration Permit.

Related Policies and Plans

Steveston Area Plan

Under the Official Community Plan 2041, the Site falls within the Steveston Area Plan (Area Plan), which seeks to "conserve significant heritage resources throughout the Steveston Area." Section 4.1 (h) of the Area Plan requires that the *Standards and Guidelines for the Conservation of Historic Places in Canada (*the "Standards and Guidelines"), prepared by Parks Canada, be used to guide the management of heritage resources.

The proposed alterations identified in this HAP were informed by the following:

- Prepared by Donald Luxton and Associates
  - Britannia Heritage Shipyard Conservation Review (2015) - Excerpt for Seine Net Loft (the "Conservation Review") - Attachment 3
- Prepared by Ance Building Services
  - Seine Net Loft Construction Chronology (2023) – Attachment 4
  - Memo for the Seine Net Loft Preliminary Conservation Approach for Piles (2024) - Attachment 5
  - Memo – Seine Net Loft – Replacement of Seine Net Loft Cladding from Asbestos-Containing Panels to Replica Substitute Material (2025) - Attachment 6

Recommendations put forward in these documents follow Parks Canada's Standards and Guidelines. The Conservation Review describes the heritage value of the site and the building along with the appropriate approach to alterations and recommends that repair and preservation of original fabric is preferred over replacement in any work undertaken to maintain and conserve the Seine Net Loft. However, due to the original material of the roof and cladding no longer being available or safe to work with, a different material that closely resembles it, is proposed.

Stakeholder Consultation

On July 29, 2025, staff presented information about the proposed work to the Steveston Historic Sites Building Committee (SHSBC), which included representatives from the Britannia Shipyards National Historic Site Society. Following this presentation, the Committee passed a motion in support of the proposed work. The SHSBC meeting minutes are attached (Attachment 7).

The proposed alterations were reviewed and supported by the Richmond Heritage Commission (RHC) at their regular meeting on September 24, 2025. An excerpt from the draft RHC meeting minutes is attached (Attachment 8).

A HAP notification sign outlining the proposed alterations has been installed on the subject property. Prior to the commencement of construction, signage will be installed to inform the public about the project and the associated building closures.

Proposed Scope of Work

This HAP application includes proposed repairs and alterations for the Seine Net Loft Building, as noted in Table 1.

Table 1: Proposed Repairs and Alterations at Seine Net Loft

Building Element	Condition	Repair/Alteration
Substructure	Deteriorated in multiple areas due to the age of the building and harsh marine environment it resides in. Substructure requires stabilization to ensure continued safety to the public.	Replace pile caps and cross-bracing structural supports, where required. Like-for-like material will be used wherever possible.
Roof system	Consists of asbestos cementitious panels original to the building which are failing and leaking in multiple places. They have been repaired over the years but due to the hazardous nature of the material and the extent of deterioration of the panels and the material no longer being available, repair or like-for-like replacement is no longer feasible.	Replace the corrugated asbestos cement roofing panels with corrugated grey fiber reinforced polymer (FRP) roofing material to match existing as closely as possible. Installation of roof sheathing and a waterproof membrane between the sheathing and roofing material to provide additional water shedding surface that will not be visible. Installation of roof anchors for the entire building exterior, to ensure maintenance work can be done safely.
Windows and Doors	Majority of the windows and doors are repairable but most of the window sills will need to be replaced.	Repair or like-for-like replacement as required and painted white to match identified original colour.
Wall cladding	Much of the wall cladding is still usable, but some panels have failed. Full replacement is recommended as the asbestos cement panels are deteriorated in places, and replacement panels are not available, so repair or like-for-like replacement is not feasible.	Full wall cladding replacement with white fiber reinforced polymer (FRP) panels matching the profile of the existing panels.

Should the work be approved, it will be supervised by City staff with the support from the project architect and heritage consultant through the duration of the project.

Financial Impact

None.

Conclusion

The proposed repairs and alterations to the envelope and structure of the Seine Net Loft building for Heritage Alteration Permit application (HA 25-020472) are required to maintain the heritage value and structural integrity of this building. The materials and approach of the proposed repairs and alterations are in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

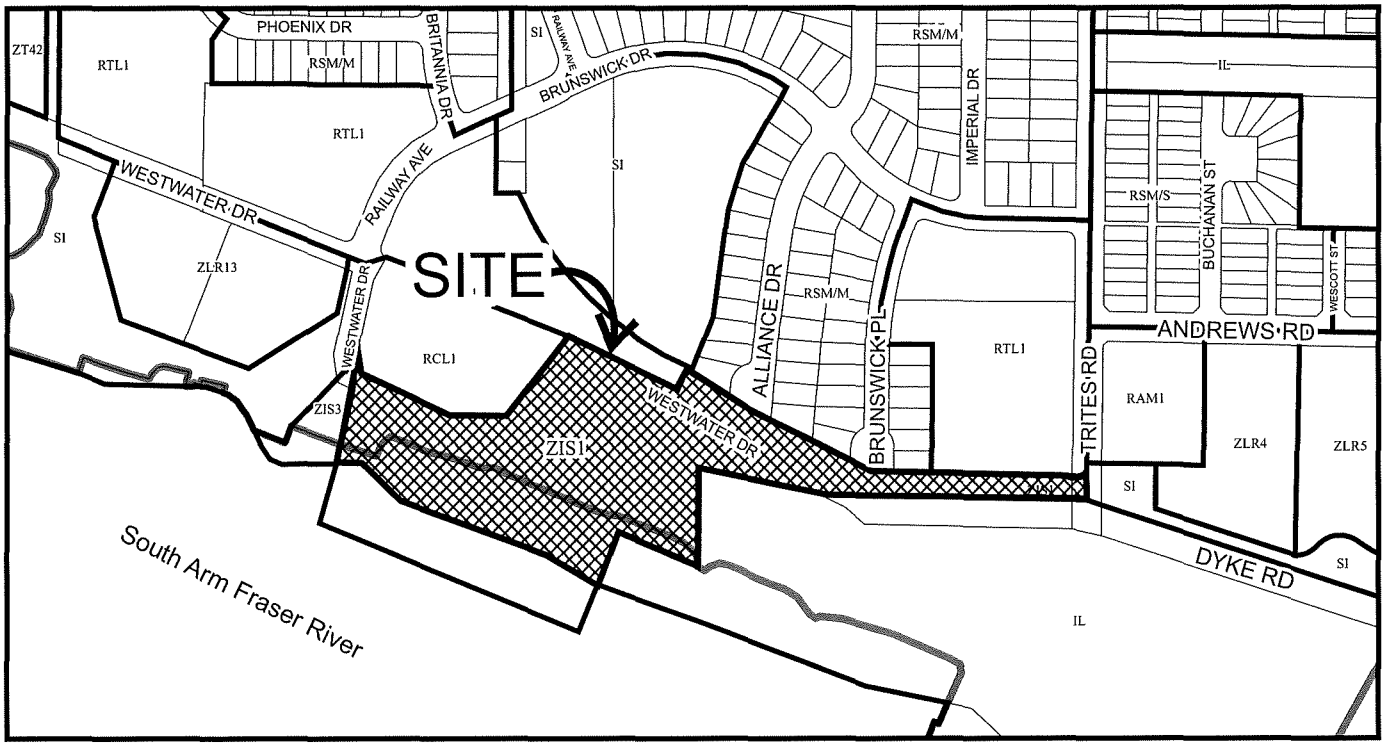
It is recommended that the subject Heritage Alteration Permit for the Site be authorized.

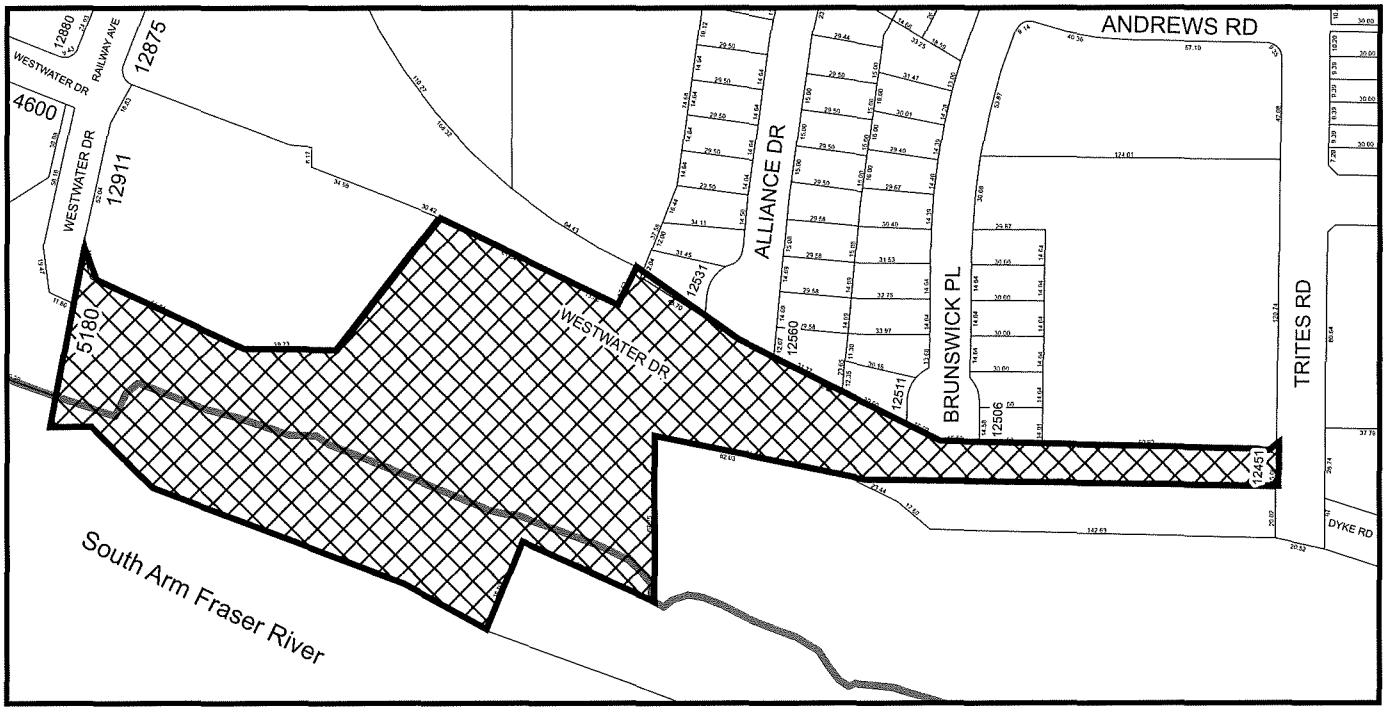
Mile Racic
Manager, Capital Buildings Project Development
(604-247-4655)

Rebecca Clarke
Manager, Museum and Heritage Services
(604-841-2608)

Att. 1: Britannia Shipyards Site Map
2: Seine Net Loft Statement of Significance
3: Conservation Recommendations: Seine Net Loft
4: Seine Net Loft Construction Chronology
5: Memo - Seine Net Loft – Preliminary Conservation Approach for Piles
6: Memo - Seine Net Loft – Replacement of Seine Net Loft Cladding from Asbestos-Containing Panels to Replica Substitute Material
7: Minutes of the Steveston Historic Sites Building Committee Meeting on July 29, 2025
8: Excerpt of the DRAFT Minutes of the Richmond Heritage Commission Meeting on September 24, 2025

City of Richmond





N	HA 25-020472	Original Date: 08/05/25 Revision Date: Note: Dimensions are in METRES

Britannia Seine Net Loft
Statement of Significance
1955
5180 Westwater Drive, Richmond, BC

Seine Net Loft prior to rehabilitation.
(Richmond Archives 1999-6-829)

Description

The Britannia Seine Net Loft is a massive rectangular heavy-timbered net shed structure with a gabled hip roof. There is a working wharf on the west and south sides, and it is surrounded by wooden pilings, the remains of historical net-mending wharves.

The Net Loft is located on the original site of the Phoenix Cannery, perpendicular to the foreshore and extending into the Fraser River on wood pilings.

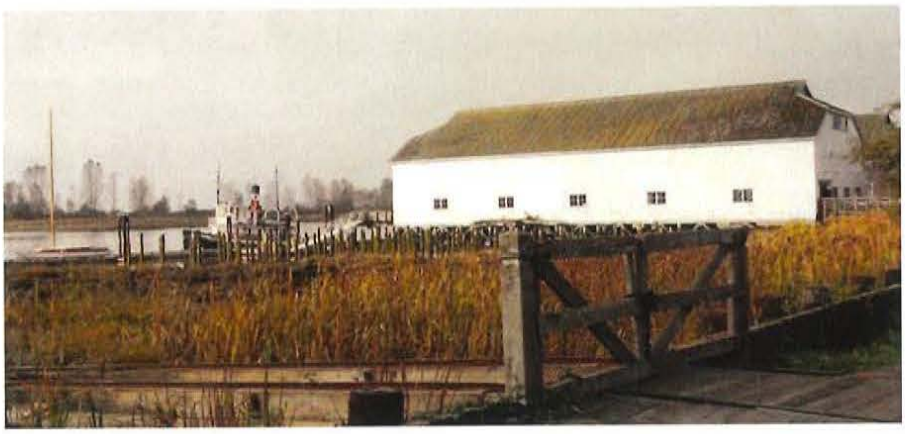
It is part of Britannia Heritage Shipyard National Historic site, which was declared a National Historic Site in 1991and opened as a city park in 1995.

Britannia Shipyard (right) and Phoenix Cannery showing the two net lofts, 1977.
(Richmond Archives 1988 123 809)

Values

The Britannia Seine Net Loft is significant for its historical, scientific, aesthetic and social values, particularly as an important historic remnant of Steveston's working waterfront and the fishing industry which was key to the growth and development of Richmond.

Built in 1955 by the Anglo-British Packing Company for its Phoenix Cannery, the late construction date of the Net Loft indicates both the continued development of the Phoenix Cannery site into the mid-20th century, and changing technology in which small, antiquated vessels were beginning to be replaced by larger vessels with increased



capabilities. Until the 1930s, purse seining had been prohibited at the mouth of the Fraser River; the Sloan Report lifted the prohibition but recommended restrictions for seining operations in the area.

The Seine Net Loft represents the use, fabrication, repair and dry storage of fishing nets as an integral part of the fishing industry. Net lofts were constructed at cannery sites all along the Steveston waterfront to store and repair fishing nets. Their location on pilings over the water was an adaptation to allow fishermen to easily load and unload their nets from fishing boats.

Identical to the net loft just to the west built for the Phoenix Cannery around 1943, the Net Loft is important as an increasingly rare example of a purpose-built structure for net repair and storage, and is the last building in this area constructed specifically to service the fishing industry. Originally made of linen, synthetic nets came into wider use in the 1960s, precluding the need for large drying structures. The Net Loft's later use for gill net storage reflects the adaptation in building use common throughout the history of Britannia.

The Net Loft is significant for its massive size, heavy timber construction and large internal volume that were design measures which enabled many massive nets to be hung up to dry. Small square windows allowed light into the structure. The wood pilings surrounding the Net Loft are the remains of wharves where nets were unloaded and hung on net racks for repair.

At the time of the Net Loft's construction, asbestos, a new and innovative fire-resistant exterior cladding material was beginning to be used. The exterior cladding of the Net Loft has been retained to demonstrate the use of this material, coated in an encapsulating paint for safety and longevity.

The Seine Net Loft was donated to the Britannia Shipyard National Historic Site by BC Packers, the last owner of the Britannia and Phoenix sites, adding an important aspect to the historical representation of

Britannia Seine Net Loft
Statement of Significance

Steveston's fishing industry at Britannia.

The Seine Net Loft is valued as a new publicly accessible and programmable community space, with its restoration completed in 2013 to house maritime exhibits, special events and community programs.

Character-defining Elements

Site and setting

- Location on pilings extending into the Fraser River
- Landmark on the Steveston waterfront
- Surrounding Fraser River foreshore
- Wooden walkway connection to boardwalk
- Remains of wood pilings to the east and west
- Wharves on the west and south sides of the building

Building

- Large rectangular massing
- Heavy timber construction
- Gabled hip roof with asbestos cladding
- Regularly spaced, 4-paned square windows
- Wooden door
- Exterior encapsulated asbestos siding
- Interior features and details such as
  - Massive interior volume
  - Wood floor
  - Wood posts with angled roof supports
  - Wood beams, rafters and ceiling
  - Wood staircase and mezzanine
  - Artifacts and exhibits
- Intangible cultural features
  - Community uses such as interpretive tours, festivals, events, programs and exhibits

Selected References

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4.12 CONSERVATION RECOMMENDATIONS: SEINE NET LOFT

RELEVANT POLICIES (from OCP):

- Enhance, preserve and celebrate the built, natural and cultural heritage of Richmond and ensure it is visible and accessible;
- Encourage the preservation and celebration of community heritage;
- Where possible, encourage the adaptive reuse of heritage buildings to maintain them for the future;
- Continue to engage the private and volunteer sectors and take advantage of partnership opportunities with senior levels of government to preserve and rehabilitate heritage assets;
- Integrate a broad interpretation of heritage into festivals and celebrations unique to Richmond.

RELEVANT POLICIES (from Steveston Area Plan):

- Continue the City's commitment to Steveston's existing City owned heritage resources and encourage them to be operated in an economically viable manner using a variety of methods;
- To assist in managing heritage resources apply the "Standards and Guidelines for the Conservation of Historic Places in Canada", Parks Canada, as a guideline;
- Promote the integration of the trail system with cycling routes, greenways, walkways, and existing park pathways;
- Provide opportunities along the trails and greenway system for interpretation and educational information about Steveston's natural and historical features.

1. Character-Defining Elements	2. Images	3. Heritage Value
Site and setting: • Location on pilings extending into the Fraser River • Landmark on the Steveston waterfront • Surrounding Fraser River foreshore • Wooden walkway connection to boardwalk • Remains of wood pilings to the east and west • Wharves on the west and south of the building		Retains the connection to the early maritime history of the area.
Building: • Large rectangular massing • Heavy timber construction • Gabled hip roof with asbestos cladding • Regularly spaced, 4-paned square windows • Wooden door • Exterior encapsulated asbestos siding		The building style and materials used in the construction of the Seine Net Loft reflect the cannery function of the facility, which dates to 1955, as part of the Phoenix Cannery.

BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety as well as long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Code requirements does not recognize the individual requirements and inherent strengths of each building. Over the past few years, a number of Code equivalencies have been added to the British Columbia Building Code, which facilitate heritage building upgrades. For example, the use of sprinklers in a heritage structure helps to satisfy fire separation and exiting requirements.

Please note that under the current Code, equivalencies are offered for interior rehabilitation. The one exception is for windows; the wording of the code requires "two sheets of glass" rather than double-glazing (as it is usually interpreted) and therefore Code requirements can be met through the use of interior or exterior storm windows, or exempted under the heritage definitions of the Energy Efficiency Act.

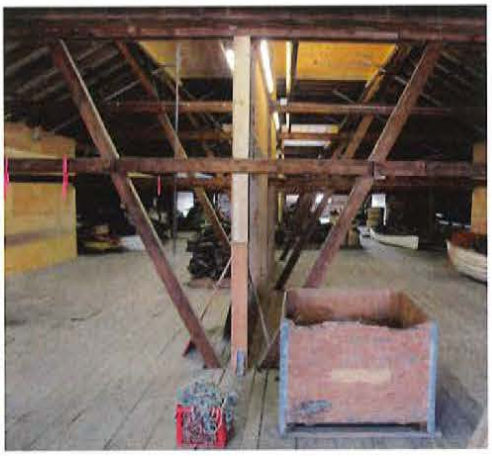
4. Conservation Recommendations

The Seine Net Loft building has been situated in this location since its construction in 1955. The building should remain in this location, as its relation to the Britannia Heritage Shipyard National Historic Site is one of its most distinguishing character-defining elements and adds significantly to its heritage value.

Every effort should be made, when possible, to retain heritage resources in situ. Moving buildings not only compromises the heritage integrity of the site by removing it from its original, historic context, but also compromises the physical heritage integrity of sites and often puts buildings at risk of damage. Relocation should only be considered as an alternative to demolition.

The Character-Defining Elements of the building of the Seine Net Loft add significantly to its heritage value; conserve and maintain these Character-Defining Elements. The following conservation recommendations should be kept in mind whenever any conservation work is required on the Seine Net Loft in the future:

- Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.
- Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.
- Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.
- Substitute materials, such as asphalt shingles, are not acceptable for replacement of the roofing material on the historic building.

1. Character-Defining Elements	2. Images	3. Heritage Value
Interior: • Massive interior volume • Wood floor • Wood posts with angled roof supports • Wood beams, rafters and ceiling • Wood staircase and mezzanine • Artifacts and exhibits		Provides the community with an opportunity to explore the actual stucture of a net loft.
Intangible Features: • Community uses such as interpretive tours, festivals, events, programs and exhibits		Provides the public with educational and interpretive opportunities.

4. Conservation Recommendations

Conserve and maintain the interior character defining elements of the Seine Net Loft. Conserve the artifacts associated with the Seine Net Loft.

The following conservation recommendations should be kept in mind whenever any conservation work is required on the Seine Net Loft in the future:

- Preserve all original elements, features, and materials of the building as defined in the character-defining elements section of the Statement of Significance.
- Repair is preferred over replacement. Original wood elements should be considered for restoration before replication is considered.
- Substitute materials, such as Hardie Board or combed or textured lumber, are not acceptable for replacement of any woodwork on the historic building.

The conservation of the artifacts associated with the Seine Net Loft should be based on 'Preventative Conservation', which emphasizes non-interventive actions to prevent damage to and minimize deterioration of artifacts in a collection. Such actions include:

- Monitoring and recording levels of environmental agents (e.g., light, relative humidity, temperature);
- Inspecting and recording the condition of objects;
- Controlling environmental agents;
- Establishing a pest management system;
- Practicing proper handling, storage, exhibit, and housekeeping techniques;
- Incorporating needed information and procedures regarding the collection in emergency management plans.

Conserve and maintain the use of Seine Net Loft as a community space. Should this use prove to be economically unviable, a historically compatible use should be identified.

Seine Net Loft – Construction chronology

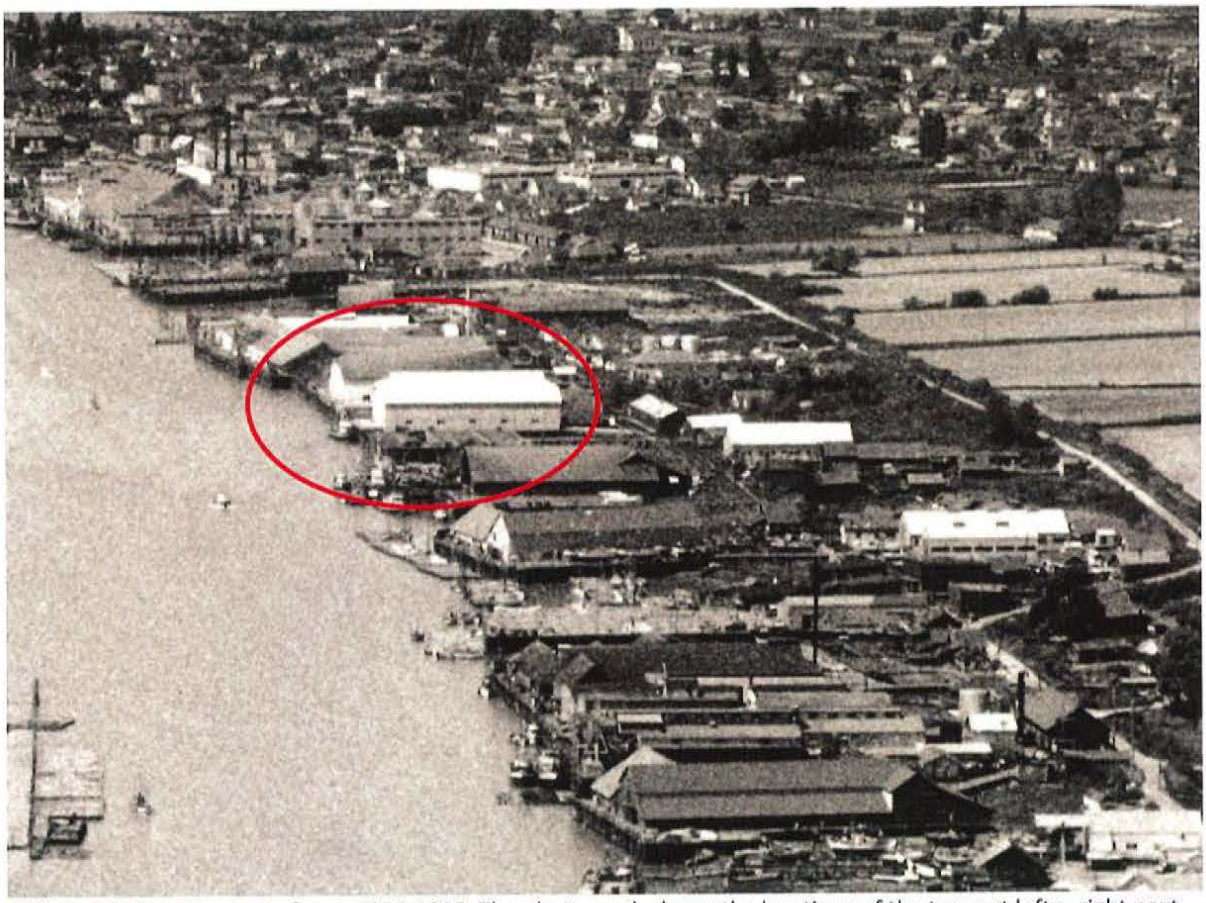
The Britannia Seine Net Loft is a large rectangular, heavy-timbered net shed structure with a gabled hip roof with asbestos cement sheets and asbestos cement panels (cladding). The Net Loft is located on the original site of the Phoenix Cannery, perpendicular to the foreshore and extending into the Fraser River on wood pilings.

*Sources: Britannia Seine Net Loft, Statement of Significance; 1991 Agenda paper HSM "Buildings on the Britannia Shipyard Property, Richmond, British Columbia," David Lee; Duncan Stacey, "The Britannia/Phoenix Heritage Study", 1983.

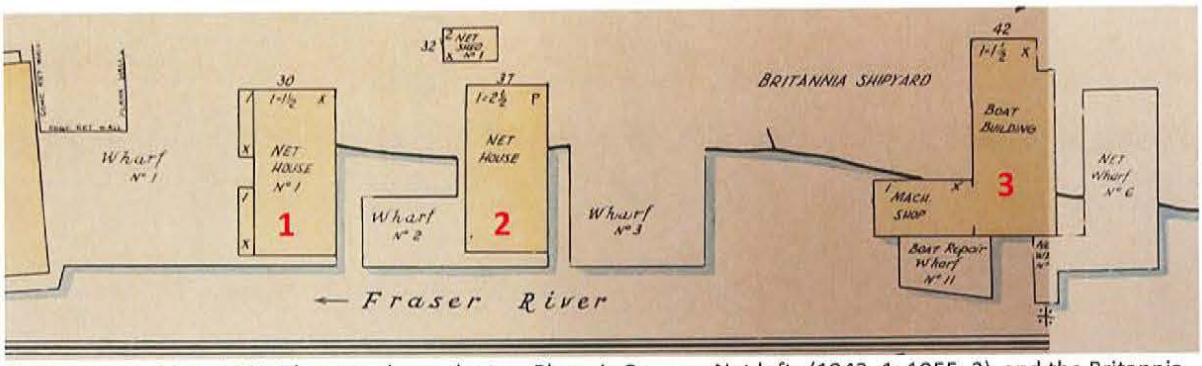
Aerial of Steveston waterfront, 1950. The photograph shows the Steveston waterfront prior to construction of the Seine Net Loft. It shows that a first loft (1) was already built (1943) and that there are two wharfs to the east of it (2, 3). Located to the west of the loft is the Phoenix Cannery (4); located to the east of the loft and the wharfs is the Britannia Shipbuilding (5). (Source: Parks Canada, via Donald Luxton & Associates.)

1954-1955 – The Seine Net Loft is constructed by the Anglo-British Packing Company to serve the Phoenix Cannery. The Loft is identical to the loft just to the west of it, also built for the Phoenix Cannery, around 1943. It is a purpose-built structure for net repair and storage.

*Sources: Britannia Seine Net Loft, Statement of Significance; 1991 Agenda paper HSM "Buildings on the Britannia Shipyard Property, Richmond, British Columbia," David Lee.



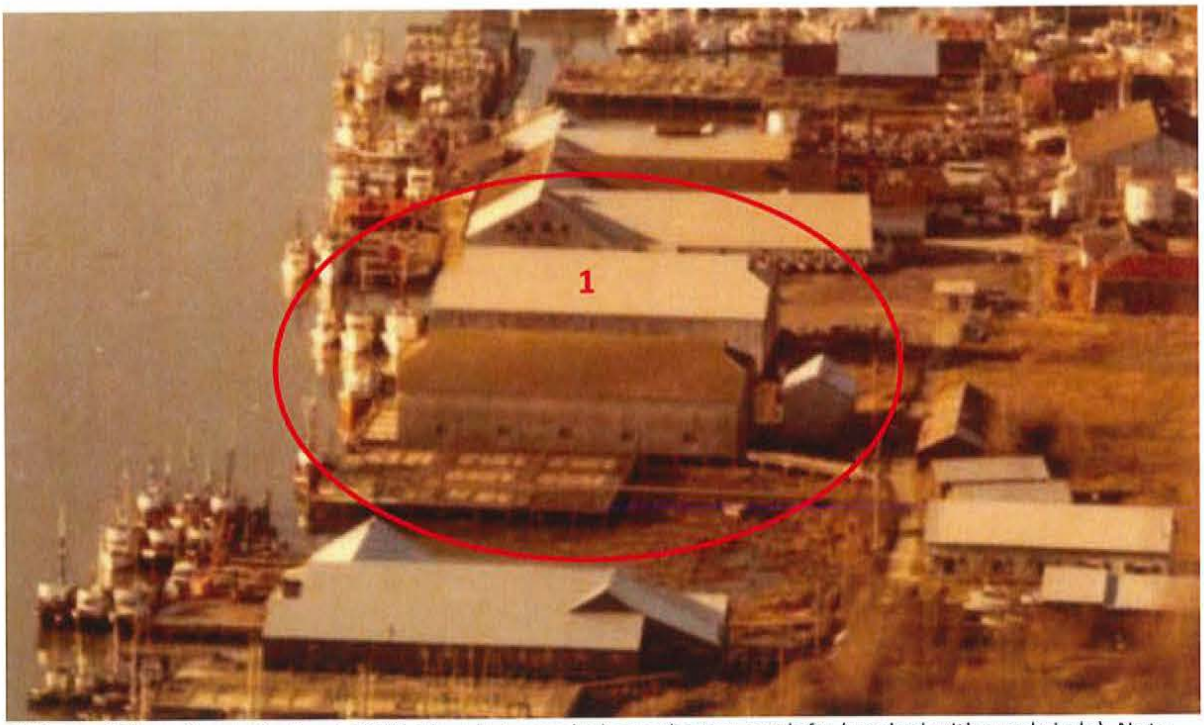
Oblique of Steveston waterfront, 1955-1960. The photograph shows the locations of the two net lofts , right next to each other (marked with a red circle). (Source: City of Richmond Archives, 1977-1-18.)



Fire Insurance Map, 1960. The map shows the two Phoenix Cannery Net lofts (1943, 1; 1955; 2), and the Britannia shipyards (3) . (Source: Fire Insurance Map, City of Richmond Archives, 1985-146-27, 1960.)

1968-1969 – The Anglo-British Columbian Packing Company site at the Steveston waterfront is purchased by the Canadian Fishing Company (CaFisCo).

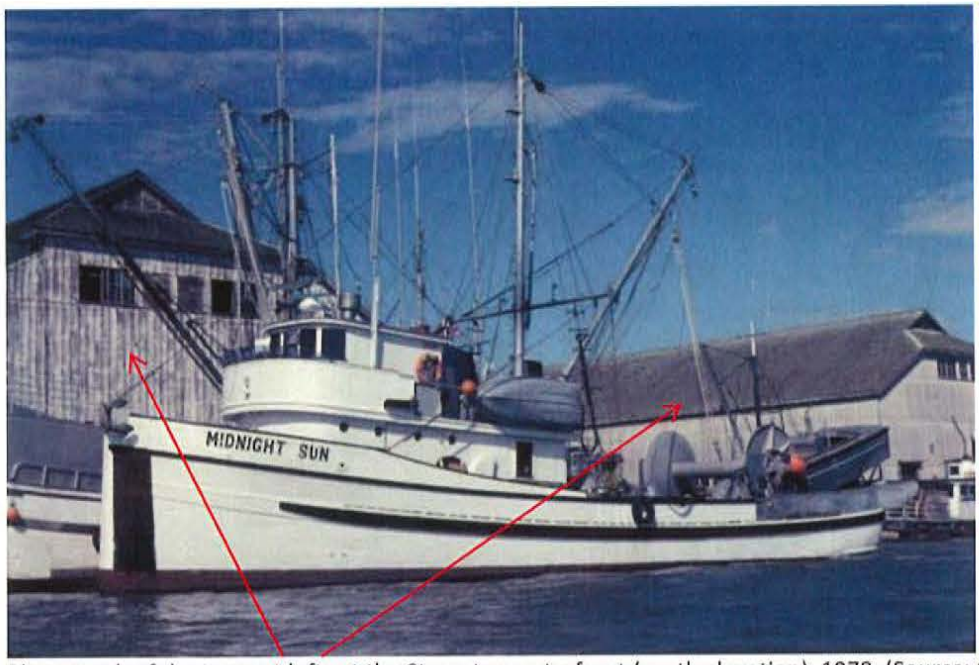
*Source: Duncan Stacey, "The Britannia/Phoenix Heritage Study", 1983.



Oblique of Steveston waterfront, 1976. The photograph shows the two net lofts (marked with a red circle). Note the earlier loft's new roof (1), which seems to have been replaced by a new metal roof. (Source: City of Richmond Archives, 1988-0010-00126.)

1978-1979 – The Britannia buildings at the waterfront are purchased by the BC Packers.

*Source: Duncan Stacey, "The Britannia/Phoenix Heritage Study", 1983.



Photograph of the two net lofts at the Steveston waterfront (south elevation), 1978. (Source: City of Richmond Archives, 1999-0006, 01273.)

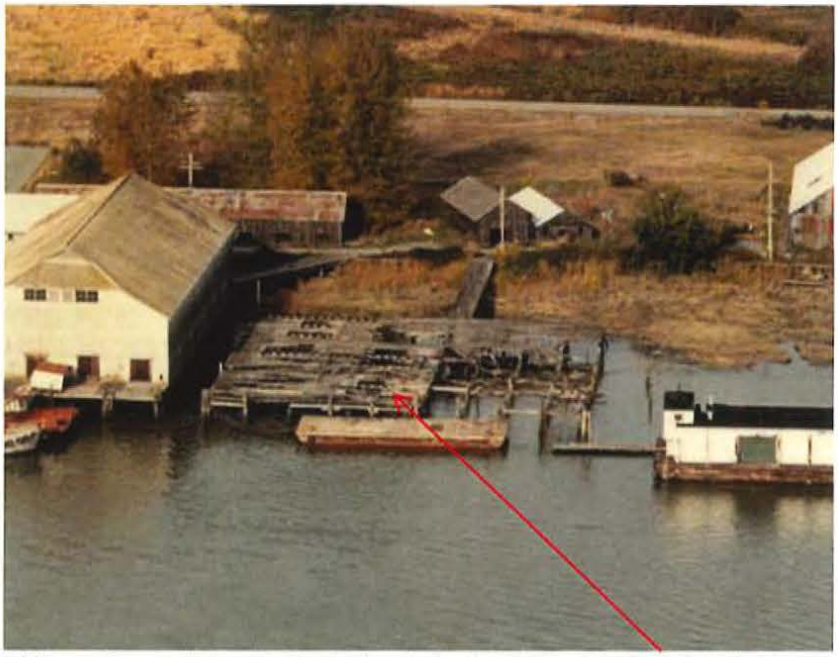
Aerial of Steveston waterfront, 1980. Note the colour of the earlier net loft's roof, which indicates that the roof was either painted or replaced by a new roof. (Source: UBC, BCC 261-162, 1980.)

East elevation of the Seine Net Loft, 1981. (Source: City of Richmond.)

South elevation of the net lofts, 1981. (Source: City of Richmond.)

1985 – The wharf to the east of the loft is deteriorating. (The wharf was almost entirely disintegrated by 1989.)

*Sources: City of Richmond Archives, 1985-208-6, 1985; and, Aerial photograph of Steveston waterfront (Source: Parks Canada, via Donald Luxton & Associates.)



Oblique of Steveston waterfront. The photo shows the deteriorating wharf, east of the net loft. (Source: City of Richmond Archives, 1985-208-6, 1985.)

1988-1989 – Seine Loft substructure restoration ("invitation to tender").

*Source: The Vancouver Sun, November 23, 1988 (newspapers.com)

1989 - Triple "R" purchases Britannia site from BC Packers. (Richmond Council appoints a Britannia Steering Committee.)

*Source: CITYHALL-#3387228-v1-BHS_-_historical_timeline

1990 - Triple "R" Lands Corporation transfers title of the 8.14 acre Britannia site to the City of Richmond.

Paint applied to the north elevation of the Loft.

*Source: CITYHALL-#3387228-v1-BHS_-_historical_timeline; City of Richmond Archives, 2008-39-1-54, 1990.

1992 - Britannia Heritage Shipyard area is declared a National Historic Site. Park master plan begins.

*Sources: CITYHALL-#3387228-v1-BHS_-_historical_timeline; Britannia Seine Net Loft, Statement of Significance.

East elevation of the Seine Net Loft, 1994. Note the moss that is starting to collect on the roof (1) and the deteriorated wharf and pilings (2). (Source: City of Richmond.)

1995 - Britannia Heritage Shipyard National Historic site opens as a city park.

*Source: Britannia Seine Net Loft, Statement of Significance.

2002-2004/2006 – Substructure work, completed by 2004.

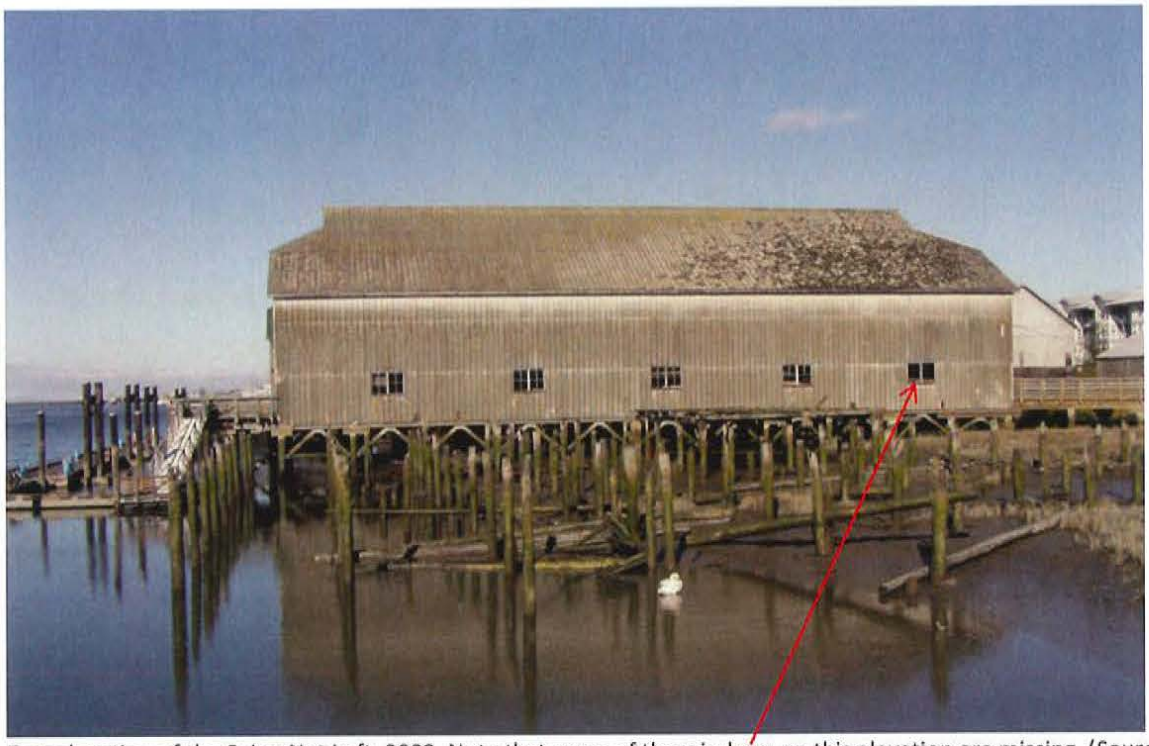
The entry deck to the Seine Net Loft is replaced (2002-2006).

*Source: email by Brooke Lees (date: October 16, 2023); 2002 photograph, Source: City of Richmond; Britannia Heritage Shipyard Society, shipyardpanoramaatdusk, 2006.

North elevation of the Seine Net Loft, probably 2002. Note that the entry deck to the building is removed (1), as well as the painting in process at the northwest corner of the Loft (3), already applied by 1990. (Source: City of Richmond.)

North elevation of the Seine Net Loft, 2007. A new entry deck to the building was placed by 2006. (Source: City of Richmond.)

South elevation of the Seine Net Loft, 2008. Note the windows just below the roof: glass from the left window is missing (1), and the entire right window is missing (2). (Source: City of Richmond.)



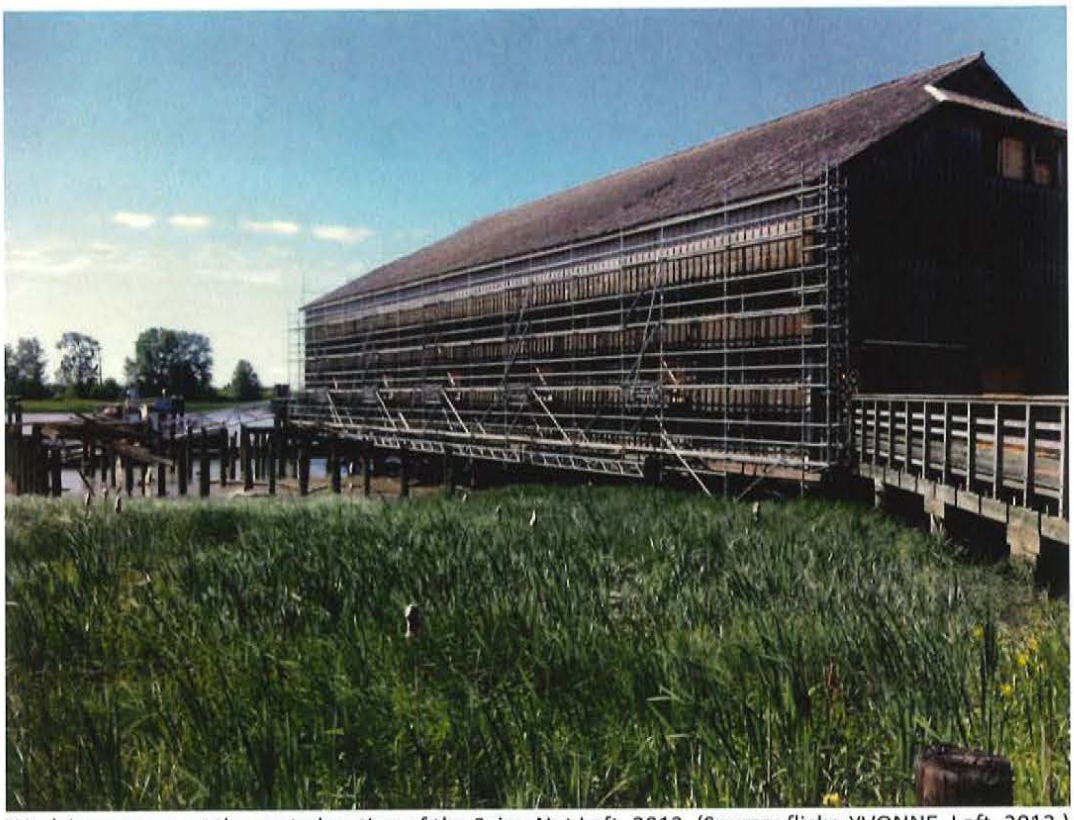
East elevation of the Seine Net Loft, 2009. Note that some of the windows on this elevation are missing. (Source: City of Richmond.)

2012-2013 - The City of Richmond, with the support of Western Economic Diversification Canada, undertook a restoration project that will allow the community full access to the Seine Net Loft.

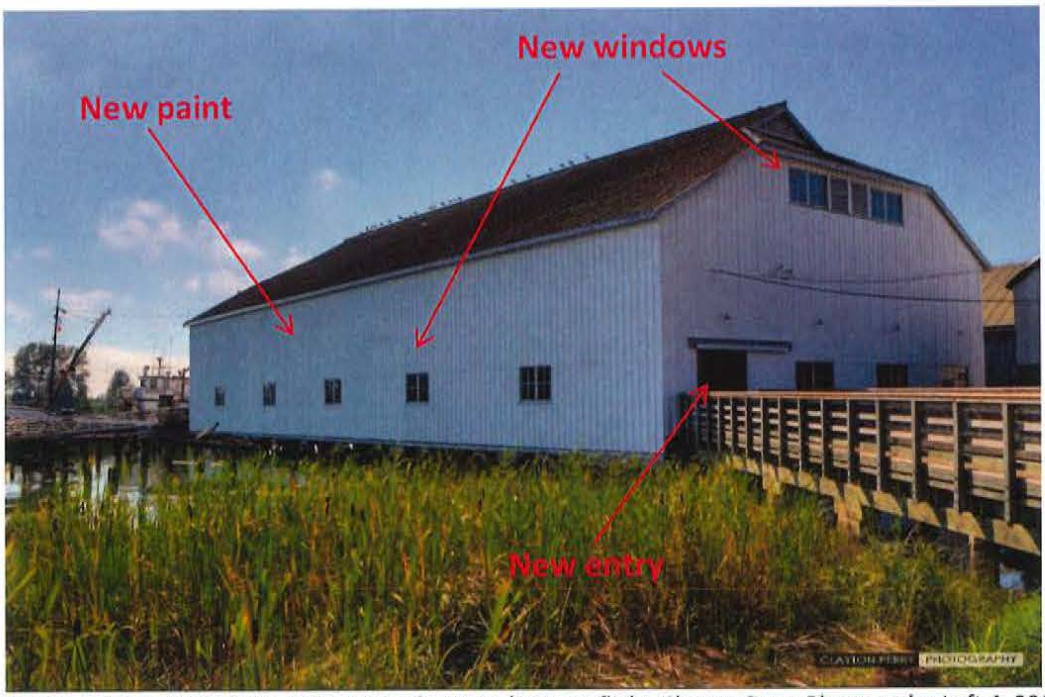
All windows are replaced, the building is painted and the entry doors are restored. Lights are placed above the front elevation entry and windows, and between the doors at the south elevation.

The Opening of The Seine Net Loft Building at Britannia Shipyards, National Historic Site of Canada is celebrated on Thursday September 26, 2013.

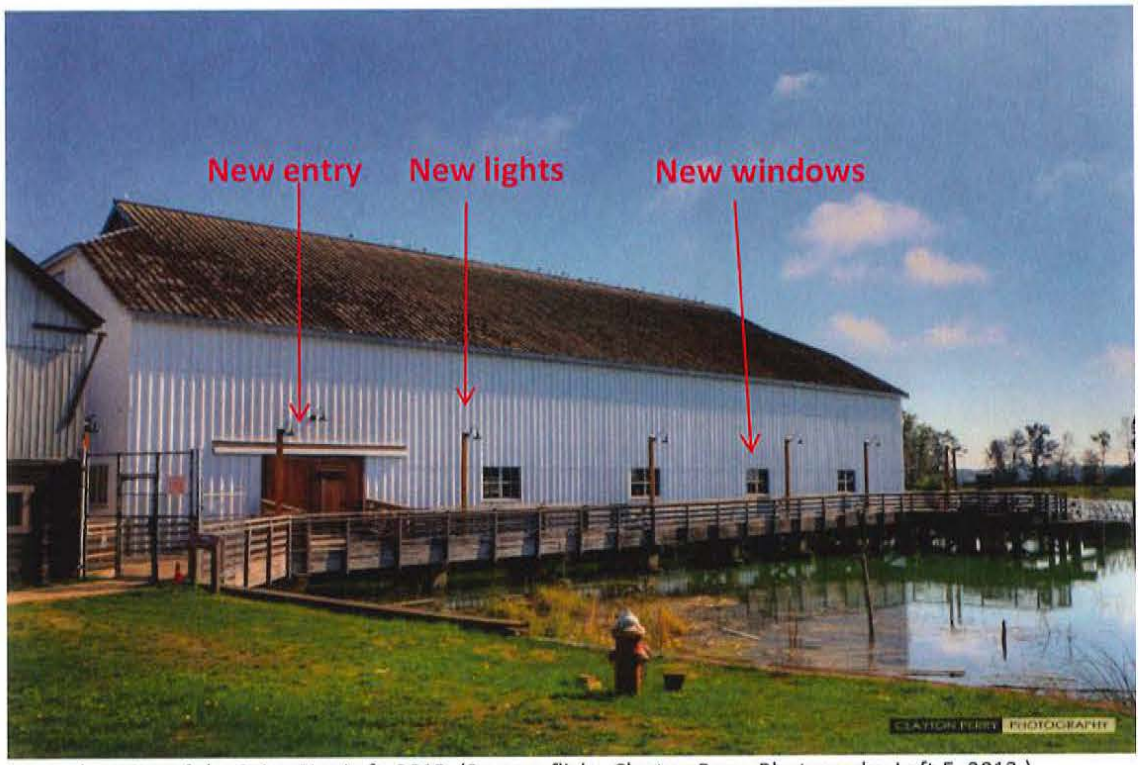
*Source: Living Vancouver Canada, https://livingvancouvercanada.blogspot.com/2013/10/opening-of-seine-net-loft-building.html, October 13, 2013.



Work in progress at the east elevation of the Seine Net Loft, 2013. (Source: flickr, YVONNE, Loft, 2013.)



Northeast elevation of the Seine Net Loft, 2013. (Source: flickr, Clayton Perry Photoworks, Loft 4, 2013.)



West elevation of the Seine Net Loft, 2013. (Source: flickr, Clayton Perry Photoworks, Loft 5, 2013.)

South elevation of the Seine Net Loft, 2013. (Source: flickr, Clayton Perry Photography, Loft 9, 2013.)

2021 – The earlier loft, built circa 1943, located west of the Seine Net Loft, is deconstructed.

*Sources: Scott Construction, Phoenix Net Loft Demo & Salvage, https://www.scottconstructiongroup.com/our-projects/phoenix-net-loft-demo-salvage/

ANCE Building Services Co. Inc.
739 Campbell Ave. Vancouver BC V6A 3K7

June 5, 2024

MEMO - Seine Net Loft - Preliminary Conservation Approach for Piles

The April 30, 2024 CWMM Consulting Engineers structural assessment of the Seine Net Loft wood piles system under the building, concluded that the majority of the piles will need replacement or major reinforcement.

The visibility of the majority of these piles is very low. The piles below the centre of the building are not visible at all, nor are the perimeter piles on the south and west elevations. Some partial views of piles can be obtained from the front (northern) elevation but the piles at this elevation are also poorly visible. For this reason, hefty reinforcement that alters the look or shape of the original/early cylinder- shaped piles is acceptable in all locations except for the furthest east row of piles which are most visible to the public. These have already been reinforced in 2017 so perhaps less intervention is needed here. Or perhaps this single row of piles could be replaced with new wood cylindrical piles, which replicate the original.

Current view of front and east sides of the Seine Net Loft building. The east perimeter wood piles (and their 2017 added supports) are the only truly visible section of piles on the entire building.

In any case, the proposed reinforcement strategy as illustrated in section x of the preliminary structural plan is acceptable anywhere but at this single eastern row of piles. At the eastern elevation, such significant alteration to the pile form would obscure the original 1954 structural design which we are aiming to conserve.

Elana Zysblat, CAHP
heritage consultant

ELANA ZYSBLAT, HERITAGE CONSULTANT - CAHP : ANCE BUILDING SERVICES : ELANAZYSBLAT@SHAW.CA : 604.722.3074

ANCE Building Services Co. Inc.
739 Campbell Ave. Vancouver BC V6A 3K7

September 15, 2025

Attn: Abbas Clayton, Project Manager - Capital Buildings Project Development

RE: Replacement of Seine Net Loft Cladding from Asbestos-Containing Cementitious Panels to a Replica Substitute Material

The Standards & Guidelines for the Conservation of Historic Places in Canada are clear in instructing us to retain in place materials that are not damaged, are repairable and are of heritage value, even in certain cases where they may contain hazardous components or no longer be in production.

They state: "...tightly bound asbestos found in extant siding or tile, such as at the Gulf of Georgia Cannery NHSC in Steveston, BC, are not hazardous and should be retained where they contribute to the heritage character of the place. Broken or missing siding would need to be replaced with another material that matches its appearance as asbestos products are no longer manufactured..."

Although the Seine Net Loft historic asbestos-containing wall panels are in good condition and pose no risk due to the stable and encapsulated status of their asbestos content, the consultant team has determined after extensive research and communication with several different specialized HAZMAT contractors, that in today's context of HAZMAT bureaucracy management, trade skills and liability, the panels are not feasible to repair or maintain. Added complication is the siting of the building over a protected Intertidal Zone and the fact that the panels are interlocked in a manner that requires dismantling of an entire elevation to remove or access one individual panel.

To accommodate scaffolding for the reroofing process perforations will either need to be made in the wall panels, or certain panels will need to be temporarily removed. We have determined that there isn't the capacity, skill or willingness amongst HAZMAT specialized contractors to repair any damage that would occur to the panels during the reroofing process, and, there are safety and insurance-related regulations that prohibit their reinstallation should they be completely removed.

It is for these unfortunate reasons that retaining the 1954 wall panels for this project, or even long term, is not logistically feasible. As part of the reroofing project, the wall panels will thus need to be replaced with a replica substitute material that can be routinely manipulated and worked-on for basic maintenance and repairs overtime.

Yours truly,

Elana Zysblat, CAHP ICOMOS
Principal Heritage Consultant
Ance Building Services

City of Richmond

Minutes
Parks, Recreation and Culture Division
Parks, Recreation and Culture Administration

Steveston Historic Sites Building Committee

Held July 29, 2025, 11am
M.1.003
Richmond City Hall

In Attendance:

Council Appointees – Councillor Bill McNulty and Councillor Alex Loo

Britannia Shipyards National Historic Site Society Representatives: Harold Steves, Loren Slye

Steveston Historical Society Representative: Linda Barnes

City Staff: Marie Fenwick, Director, Arts, Culture and Heritage Services (Staff Liaison), Mile Racic, Manager, Capital Buildings, Project Development, Rebecca Clarke, Manager, Museum and Heritage Services, Abbas Clayton, Project Manager, Natalie Cheah, Project Coordinator

1. Review and approval of Minutes

i) Motion to endorse the Minutes of the meeting dated July 3, 2025, as circulated.

Seconded and Carried.

2. Shipyard Siding Treatment Approach

- Last week staff met with a heritage restoration expert to get an opinion on the treatment for the siding wood. The recommendation was that both the reclaimed and salvaged wood should be left untreated as it is high quality wood that has held up well. He did recommend a light surface treatment with a brush to remove the organic growth.
- The reclaimed barn wood are beams that will be cut to one by 12 dimensions. This means that the reclaimed wood will look new.
- The plan is to try to have all original wood used on the west and north elevations. In addition to retaining as much in situ as possible, any material from the east side which is in good condition may be repurposed on the West elevations. The East elevation which has most of the deterioration, will be reclaimed barn wood.

- Staff will explore opportunities when the project is completed to treat the interior wood on the East elevation.

ii) Motion – To proceed with the recommended siding treatment methodology to not use any conditioning agents and to do a light surface preparation to remove organics from the salvage material.

Seconded and Carried.

3. Shipyard Window Trim Paint Colour

- Staff presented Shipyard Building Window and Trim Details background document which offered archival images and photos of evidence of paint on existing windows.
- Based on this information, the colour recommendation is a fireweed red for the sill frame and trim and alabaster white for the window sash and muntins. Staff presented a mock up of these colours on a window and trim piece.
- The window interiors will be painted to match existing, which is a range of colours depending on the room and its use.

iii) Motion – To paint the exterior windows alabaster white and the trim and sills fireweed red as presented.

Seconded and Carried

4. Seine Net Loft Cladding Materials

- The roof is at the end of its life and needs to be fully replaced. There are currently over 20 active leaks that require buckets underneath and regular emptying. Previous patches are failing and regularly needing to be repatched.
- To replace the roof and safely remove the existing asbestos panels, scaffolding needs to be erected around the building. This scaffolding will need to attach to the building. Due to the asbestos, any places where scaffolding is attached will need to be removed, and once a panel is removed, it cannot be reinstated for health and safety reasons. There are expected to be a significant number of attachment points and because the existing panels are installed with overlap on two sides, select removal of panels will be challenging. To maintain a uniform appearance and avoid a patchwork look, staff recommend a full removal and replacement of the wall panels.
- After extensive research on potential replacement materials, staff propose using Fibre Reinforced Polymer (FRP) panels. A manufacturer has been identified with a near-matching profile and options in various colours. This material has been used successfully in other large industrial buildings along waterfront.
- FRP panel samples in grey and white were distributed for the committee's review. Staff recommend the grey FRP panel for the roof and the white FRP panel for the siding to be in keeping with the current building colour.
- The proposed approach is within budget.

- The next step for the Seine Net Loft project is to initiate the Heritage Alteration Permit process, and any decisions made at this meeting will inform the Heritage Alteration Permit RTC which is planned to come to Council in October.

*iv) **Motion – fully replace the Seine Net Loft siding with FRP panel in the white colour – Seconded and Carried***

*v) **Motion – fully replace the Seine Net Loft roof with the FRP panel in the grey colour – Seconded and Carried***

5. Seine Net Loft Window Repairs

- Similar to the Shipyard building, the windows on the Seine Net Loft will be repaired or replaced as needed. Any replacements will use like for like materials. All windows will be painted white as they are right now.
- In looking at images of the work done in 2013, some of the windows and window glass were replaced at that time. So there is currently a mix of original and reproduction. Most are in pretty good condition so mainly will be repairs.
- This will also be included in the upcoming Heritage Alteration Permit.

*vi) **Motion – repair or replace Seine Net Loft windows as needed and repainting them white.***

6. New Business – Admission Study

- We have an outstanding referral to look at the potential to charge admission at Britannia Shipyards. Staff shared the scope of work for the project with the committee. The study will explore different options for admission, ranging from its current status as a free heritage park to a fully gated heritage attraction.
- Harold explained that in his initial vision for his referral
- was to have gated admission during the summer season.
- The study will take place through the Fall and will result in an RTC in early 2026.
- The Committee will be engaged to provide input on this study.

vii) ***Motion – to endorse work on the admission study as presented.***

7. Round table

- Phoenix Gill Net Loft Update – An award memo to hire the architecture team has signed off by Project Development and it is currently with our Finance Department. We should be starting that work in the Fall.
- Council has approved the future program for that as a multi-use arts, culture and heritage space. We will work with this committee and the Britannia Shipyards National Historic Site Society and other stakeholders, including the Richmond Arts Coalition, to refine programming options for the interior space. The proposed program will be brought back to Council for consideration along with an updated budget estimate.

8. Adjournment

Meeting adjourned at 11:48am

Next Meeting

Monday, September 8, 2025, at 1pm. Meeting room M.1.003. This meeting will include an Estuarium Presentation by Harold Steves.

Bill McNulty Chairman	Marie Therese Davies Recorder

Excerpt from the Draft Minutes to the Richmond Heritage Commission Meeting

Wednesday, September 24, 2025 - 7:00 pm
Microsoft Teams Online Meeting

Heritage Alteration Permit for 12451 Trites Road (Seine Net Loft, Britannia Shipyards) – HA 25-020472

Abbas Stancioff Clayton, Project Manager, Capital Buildings Project Development, and Heritage Consultant Elana Zysblat, Ance Building Services, provided a presentation about the application including a brief history of the building and an overview of the proposed work. This included the following information:

- The Seine Net Loft was constructed in 1955 for the Phoenix Cannery.
- It was partially restored in 2013 including exterior painting and sub-structure repairs. Washrooms were also added. It offers interpretive displays and space for public gatherings.
- The proposed work includes repairs to the sub-structure, full replacement of the roof and wall cladding, and restoration of the windows and doors.
- The sub-structure work will include replacing pile caps, cross-bracing and any other deteriorated wood components.
- The roof has multiple leaks. Replacement will include the addition of plywood sheathing, waterproof membrane and roof anchors.
- The existing corrugated asbestos cementitious panels on the roof and walls will be fully replaced with reinforced fibre polymer panels with the same corrugated profile, in grey for the roof and white for the walls, colours to be as close as possible to the original.
- Options to retain the existing cladding were extensively explored but this has been found to be unfeasible due to safety considerations, that it is no longer manufactured and the lack of options for repair now and in future.
- The wood doors will be refinished, the windowsills will be replaced and the windows restored offsite and reinstalled.

In response to the Commission's questions, the following additional information was provided:

- The new panels will be attached with exposed fasteners to match the existing.
- The grey and white of the new panels are standard colours available but can be customized if necessary. The grey will be closely matched to an unpainted sample of the original material. The building walls were painted white early in its history.

The Commission commented that it is helpful to understand the challenges for this project and commended the thorough work to explore the options for the materials. The Commission thanked the presenters for the interesting presentation.

It was moved and seconded:

That the Richmond Heritage Commission supports the Heritage Alteration Permit application for the Seine Net Loft at 12451 Trites Road (HA 25-020472) as presented, with commendations to the staff team and consultants for their thoughtful approach to the project.

CARRIED

City of Richmond

Heritage Alteration Permit

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

File No.: HA 25-020472

To the Holder:	City of Richmond (c/o Abbas Clayton)
Property Address:	12451 Trites Road (Britannia Shipyards)
Legal Description:	LOT 1 EXCEPT: FIRSTLY; PART SUBDIVIDED BY PLAN 72772, SECONDLY; PART SUBDIVIDED BY PLAN 77126, THIRDLY; PART SUBDIVIDED BY PLAN NWP87861, SECTION 11 AND 12 BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 70037

(s.617, *Local Government Act*)

1. (Reason for Permit)
   - ☑ Designated Heritage Property (s.611)
   - ☐ Property Subject to Temporary Protection (s.609)
   - ☐ Property Subject to Heritage Revitalization Agreement (s.610)
   - ☐ Property in Heritage Conservation Area (s.615)
   - ☐ Property Subject to s.219 Heritage Covenant (Land Titles Act)
2. This Heritage Alteration Permit applies to and only to those lands shown cross-hatched in Schedule A.
3. This Heritage Alteration Permit is issued to authorize the proposed conservation work to the Seine Net Loft building at 12451 Trites Road as illustrated in the attached Plans #1 to #10
4. This Heritage Alteration Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
5. If the alterations authorized by this Heritage Alteration Permit are not completed within 24 months of the date of this Permit, this Permit lapses.
6. This is not a Building Permit.

AUTHORIZING RESOLUTION NO. <Resolution No.> ISSUED BY THE COUNCIL THE DAY OF <Date>

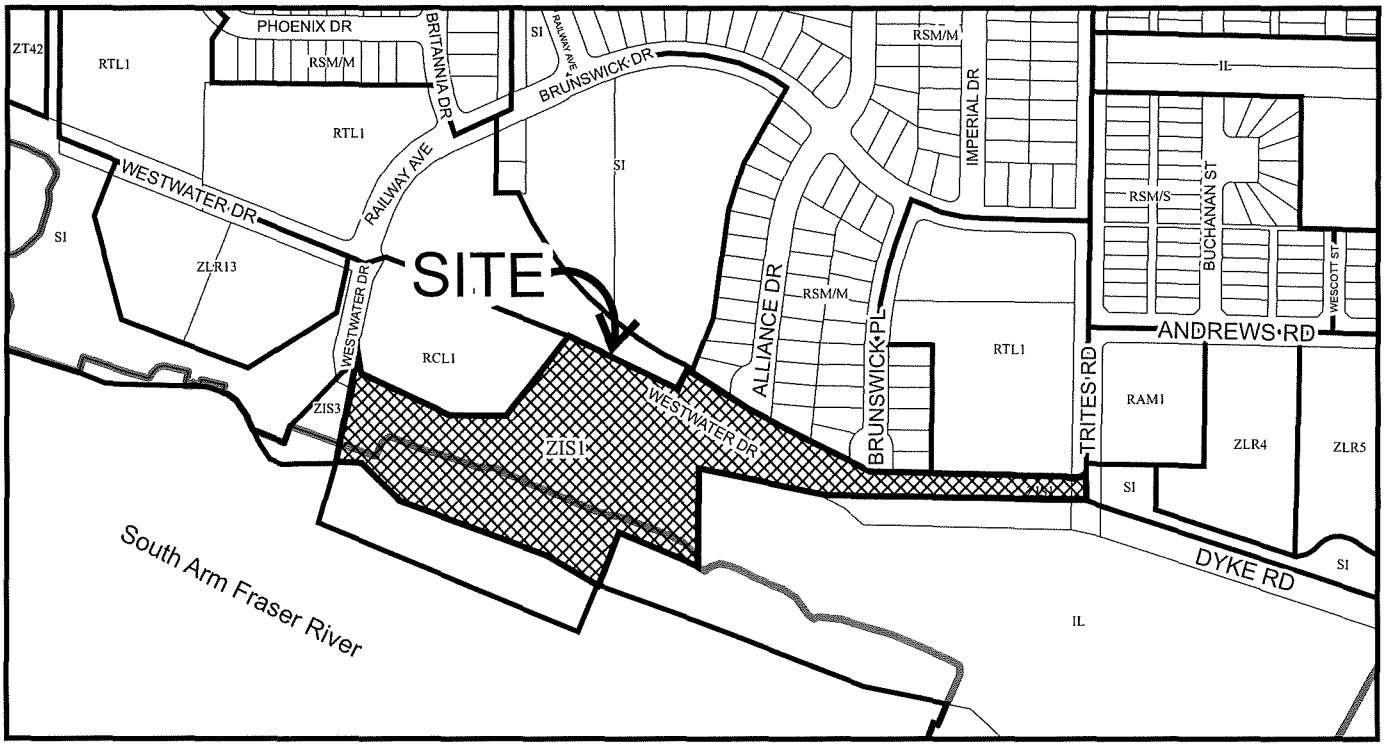
DELIVERED THIS <Day> DAY OF <Month>, <Year>

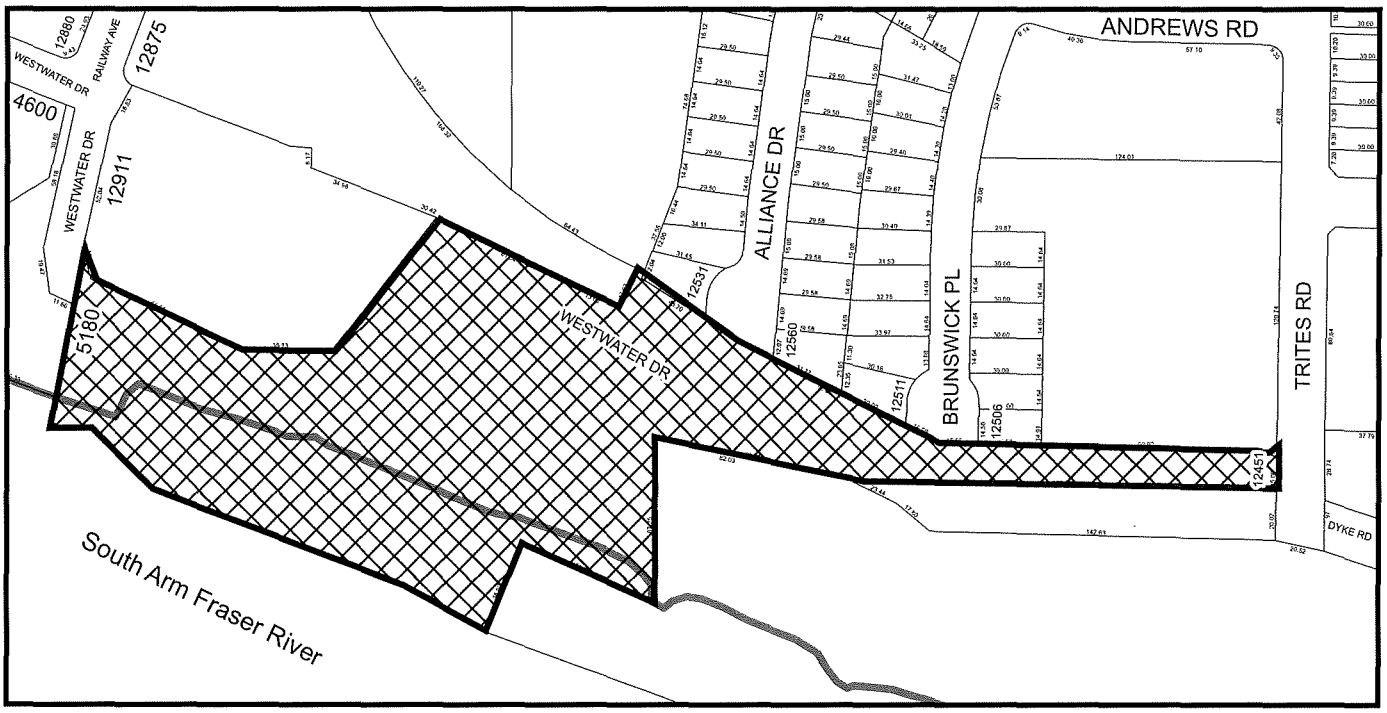
MAYOR

CORPORATE OFFICER

IT IS AN OFFENCE UNDER THE *LOCAL GOVERNMENT ACT*, PUNISHABLE BY A FINE OF UP TO $50,000 IN THE CASE OF AN INDIVIDUAL AND $1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.

City of
Richmond





HA 25-020472
SCHEDULE "A

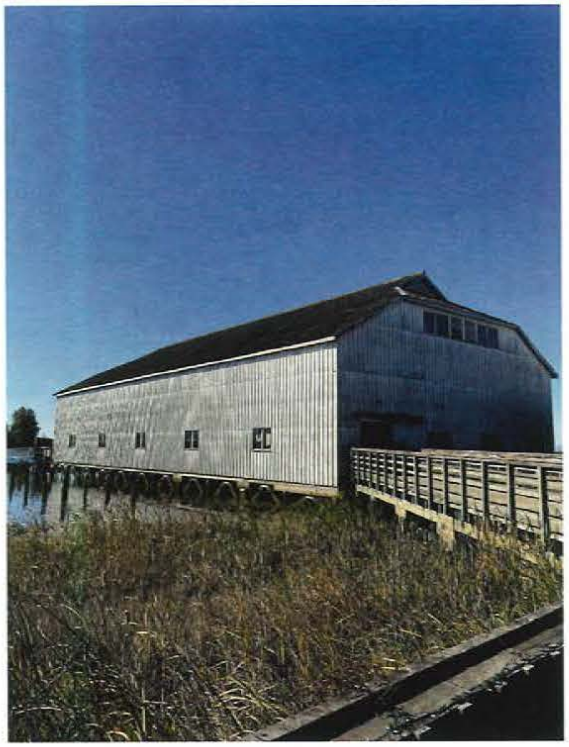
Original Date: 08/05/25

Revision Date:

Note: Dimensions are in METRES

BRITANNIA - SEINE NET LOFT Design Drawing Package

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC
PROJECT No. 23059
PHASE 3 | 12/09/25 |



SCOPE OF WORK

ARCHITECTURAL
- ROOF REPLACEMENT + STRUCTURAL UPGRADE, REFER TO STRUCTURAL DRAWINGS FOR DETAILS
- ROOF ANCHOR ADDITION
- WINDOW & EXTERIOR DOORS RESTORATION
- CLADDING REPLACEMENT

STRUCTURAL
- SUBSTRUCTURE + SUPERSTRUCTURE, REFER TO STRUCTURAL DRAWINGS FOR DETAILS

A000	COVER PAGE
A001	HERITAGE APPROACH
A002	CODE REVIEW
A004	SCHEDULES
A100	SITE PLAN
A101	SEINE NET LOFT PILING & FOUNDATION PLANS
A102	SEINE NET LOFT PLANS
A103	SEINE NET LOFT- UPPER LEVEL & ROOF PLANS
A201	SEINE NET LOFT BUILDING ELEVATIONS- NORTH/SOUTH
A202	SEINE NET LOFT BUILDING ELEVATIONS- EAST/WEST
A301	SEINE NET LOFT BUILDING SECTIONS

CLIENT

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Contact: **Jonathan Chow**
Email: jchow@morrisonhershfield.com

Construction Manager TBD

TEL:

Contact:
Email:

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BRITANNIA - SEINE NET LOFT
BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC
PROJECT No. 23059
PHASE 3 | 12/09/25 |

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LIST OF ABBREVIATIONS

ABBREVIATION	DESCRIPTION	ABBREVIATION	DESCRIPTION	ABBREVIATION	DESCRIPTION
ABOLT	ANCHOR BOLT	EW	EACH WAY	PL	PROPERTY LINE
ADJ	ADJACENT	EXIST	EXISTING	PLAM	PLASTIC LAMINATE
ADJST	ADJUSTABLE	EXT	EXTERIOR	PLY	PLYWOOD
AFF	ABOVE FINISHED FLOOR	FD	FLOOR DRAIN	POLY	POLY VAPOUR BARRIER
ARCH	ARCHITECTURAL	FG	FIXED GLAZING	PREFIN	PREFINISHED
ALT	ALTERNATE	FIN	FINISH OR FINISHED	PT	PRESSURE TREATED
ALUM	ALUMINUM	FIN FLR	FINISHED FLOOR	PNT	PAINT
ANOD	ANODIZED	FLASH	FLASHING	PNTD	PAINTED
AVG	AVERAGE	FLR	FLOOR	PVC	POLYVINYL CHLORIDE
BG	BUILDING GRADE	FRR	FIRE RESISTANCE RATING	RAD	RADIUS
BLDG	BUILDING	FTG	FOOTING	RD	ROOF DRAIN
BLK	BLOCK	GA	GAUGE	REINF	REINFORCED, REINFORCEMENT
BLKG	BLOCKING	GALV	GALVANIZED	REQD	REQUIRED
BM	BEAM	GWB	GYPSUM WALLBOARD	REV	REVISION, REVISED
BOT	BOTTOM	HC	HANDICAPPED	RO	ROUGH OPENING
BP	BUILDING PAPER	HM	HOLLOW METAL	RWL	RAINWATER LEADER
CAULK	CAULKING	HORIZ	HORIZONTAL	RM	ROOM
CB	CATCH BASIN	HSS	HOLLOW STRUCTURAL STEEL	SEAL	SEALANT
C	CHANNEL	HW (HWT)	HOT WATER (HOT WATER TANK)	SHEATH	SHEATHING
CL	CENTRELINE	INSUL	INSULATION	SHT	SHEET
CLR	CLEAR	INT	INTERIOR	SIM	SIMILAR
CONC	CONCRETE	INTEG	INTEGRAL (WITH)	SPEC	SPECIFICATION
CONT	CONTINUOUS	ID	INSIDE	SS	STAINLESS STEEL
COORD	COORDINATE (WITH)	L	ANGLE	STL	STEEL
CRS	COURSE, COURSES	LA	LIQUID APPLIED	STRAP	STRAPPING
COL	COLUMN	LG	LONG	STRUCT	STRUCTURAL
CT	CERAMIC TILE	MAX	MAXIMUM	SQ	SQUARE
CTR	CENTRE	MDF	MEDIUM DENSITY FIBREBOARD	T&B	TOP AND BOTTOM
CTRD	CENTRED	MECH	MECHANICAL	T&G	TONGUE AND GROOVE
CTRS	CENTRES	MEMB	MEMBRANE	THK	THICK
C/W	COMPLETE WITH	MFR	MANUFACTURER	TO	TOP OF
DBL	DOUBLE	MI	MIRROR IMAGE	TOC	TOP OF CONCRETE
DIA	DIAMETER	MIN	MINIMUM	TYP	TYPICAL
DR	DOOR	MTL	METAL	U/G	UNDERGROUND
DP	DEEP	NIC	NOT IN CONTRACT	UNO	UNLESS NOTED OTHERWISE
DTL	DETAIL	NTS	NOT TO SCALE	U/S	UNDERSIDE
DWG	DRAWING	OC	ON CENTRE	VB	VAPOUR BARRIER
EA	EACH	O/DIA	OUTSIDE DIAMETER	VR	VAPOUR RETARDER
EE	EACH END	O/FLOW	OVERFLOW	VERT	VERTICAL
EF	EACH FACE	O/H	OVERHEAD	VIF	VERIFY IN FIELD
EL	SITE ELEVATION	OPNG	OPENING	W	WIDE
ELEV	DRAWING ELEVATION	OPP	OPPOSITE	W/	WITH
ELEC	ELECTRICAL	P&S	PEEL & STICK	W/O	WITHOUT
EQ	EQUAL	PERIM	PERIMETER	WDW	WINDOW
ES	EACH SIDE	PIP	POURED IN PLACE	WP	WATERPROOFING

NOTE: THIS IS NOT AN EXHAUSTIVE LIST. IF IN DOUBT, CONTACT THE CONSULTANT FOR CLARIFICATION

CONSERVATION DECISION MAKING PROCESS

	Chronology	Condition Assessment	Conservation Approach	Condition Hierarchy & Approach	Material Consideration Replacement
Roof	Original corrugated asbestos cement panels from 1954-55	The roof is covered with organic growth and has multiple leaks. Daylight is visible through holes where previous patches have failed.	Given the toxicity of the asbestos panels, scraping off the organic growth and sanding the areas that need to be patched is very challenging and not recommended as a long term solution		Roof to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be grey to match the existing colour. Roof anchors to be installed for future maintenance. The installation should also include high temperature waterproofing membranes and sheathing boards for structural reinforcement. Roof detail with revise flashing to protect existing wood structure, particularly at roof valleys, penetrations and fascias.
Cladding	Original corrugated asbestos panels, dating from 1954-55. During the 2013 restoration, small portions in the lower sections of the South wall were replaced with replica fiberglass panels. All panels have been painted white on the outside and on the inside all ACM panels have been painted grey approximately 10' high to encapsulate the asbestos	Multiple assessments have been conducted by Fiveenso, Stantec, and Pinchin. The cladding consists of non-friable ACM with minor fractures throughout, installed in an interlocking system where each panel overlaps the next from right to left and from the top row downward. The panels are currently safe if left undisturbed, and their remaining lifespan can only be estimated. The 2013 fiberglass panels at the bottom row of the South elevation are now showing signs of deterioration, particularly with fraying at the bottoms.	The Standards & Guidelines for the Conservation of Historic Places in Canada emphasize retaining in place materials that are not damaged, repairable, and of heritage value, even when they contain hazardous components or are no longer in production. In the case of the 1954 asbestos-containing wall panels, however, retention is not feasible. While the panels remain in good condition and pose no immediate risk, consultation with specialized HAZMAT contractors has shown that current regulatory requirements, limited trade expertise, and liability concerns make repair or maintenance impractical. The situation is further complicated by the building's location over a protected Intertidal Zone and the interlocked construction of the panels, which necessitates dismantling an entire elevation to address a single unit. During re-roofing, scaffolding will require either perforating the panels or temporarily removing some of them, yet regulations prohibit their reinstallation if fully removed, and contractors lack the capacity or willingness to repair the unavoidable damage. For these reasons, retaining the original wall panels is not logistically feasible, and replacement with a replica suitable for routine handling and long-term maintenance represent the only practical solution.	ACM PANELS FIBREGLASS PANELS	Current cladding to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be white to match the existing exterior colour. The wood structure and back of the corrugated panels are to remain exposed from the interior side to preserve the original wall assembly.
Windows and sills	Divided light wood replica windows installed in 2013, painted on the exterior and primed on the interior	The window sills show signs of organic growth, deterioration, and rot. There is noticeable staining and general decay of the frames and sills, caused by water infiltration through gaps around the windows.	Ways of sealing, weather-stripping and improving the assemblies to protect the structural framing/wood grit) from deteriorating further is preferred over full window replacement.	WINDOW SILLS WINDOW SASHES & STRUCTURAL FRAMES	Replacement sills will be shaped, painted white, and equipped with a drip edge to effectively shed water. The sashes will be restored, painted white on both sides and reinstalled. Local repairs to the structural framing will be assessed and confirmed on-site by CWMM.
Doors	Wood doors installed from latest restoration in 2013. Front and side doors, originally sliding 'barn' doors, were modified to become single swinging doors within the existing openings, with the original metal tracks retained above. The industrial loading door openings remain on the front, side, and rear of the building.	The front door (DR-1) appears to be in good condition with minimal evidence of water damage. The side door (DW-1) is in fair-good condition, with water stains along the bottom and partially up the sides. The rear doors (DS1 to 4) are in fair-good condition, with water stains along the bottom	Evidence of the original operation of all six doors and their industrial character is important to retain in the form of openings. This includes the metal track/hardware above the front and side doors and the wood rollers above the rear doors.		The doors could either be painted white or re-stained to match the existing finish. The two historic net lofts Phoenix and Seine originally used different approaches; the Phoenix featured white painted doors, while the Seine had stained doors. Both treatments are historically and technically justifiable, though either will require regular touch-ups and ongoing maintenance.
Piles	The existing creosote-treated and cedar piles underwent a structural upgrade in 2003, which included the installation of pile caps, corbels, splices with square timber posts, and additional side supports.	As per the survey from ENTECH completed on March 2024, most piles need repair however only the cedar wood piles on the East perimeter are visible.	To minimize cross-contamination issues, the decayed pile caps and corbels should be removed. Re-use/refurbishment of split piles with remediation under EEC's satisfaction is preferred and pending DFO's approval. If not approved, top pile replacement with untreated cedar is the best option to preserve heritage sub-structure. Square timber posts, used in 2003 for splicing, are preferred again to ensure compatibility with the varying diameters of the new piles. For heritage conservation purposes, the east elevation will retain round post to preserve the original profile.	REFER TO STRUCTURAL DRAWINGS REFER TO STRUCTURAL DRAWINGS	Upgrades to the piles on the east side will feature a routed splice to match the existing conditions. Cedar and steel connections will be used for the square timber posts,corbels, bracing, and ties to be added or replaced as needed to ensure consistency and structural integrity

Rationale and Approach to Heritage Restoration

Reference Historical Building Use
The Seine Net Loft Building is a 1954 heritage structure, protected through municipal heritage designation along with a range of other historic buildings at the Britannia Shipyards National Historic Site in Steveston. It was purpose-built to provide a space for the repair and dry storage of commercial, linen fishing nets. Upon construction, the entire building was clad in what was at the time an innovative, new material that was durable, fire proof and versatile: asbestos cement Trafford Tile panels made by the Quebec-based Atlas company. These corrugated panels were installed both as a roofing material and as wall panels. The asbestos-cement panels are considered of heritage value and are specifically named in the Building's 2016 Statement of Significance (appended at the end of this document) both for holding historic, scientific and aesthetic heritage value and as a Character Defining Element.

Practical Approach

Standards & Guidelines:
- Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements.
- Conserve heritage value by adopting an approach calling for minimal intervention.
- Replace in-kind any extensively deteriorated or missing parts of character-defining elements.
- Make any intervention needed to preserve character defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

Clarification on Replacement in-kind: Replacement in kind may sometimes be difficult when the product is no longer manufactured and substitute materials may be necessary.
- Match as closely as possible the original in appearance, materials, dimensions, and craftsmanship, even if the exact original item is unavailable.
- Source reclaimed materials from salvage, architectural recovery yards, or similar buildings of the same era.
- Custom fabricate new parts using traditional methods and compatible materials to mimic the original.
- Document the change so future caretakers know what was replaced and why the original could not be sourced.
- Use modern equivalents only when they match the original in appearance and materials, and when they preserve the original performance and function.

Guidelines for Buildings
- Roofs - Replace in kind an entire element of the roof that is too deteriorated to repair, if the overall form and detailing are still evident using the physical evidence as a model to reproduce the element. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
- Exterior Walls - Replace in kind an irreparable exterior wall assembly, based on documentary and physical evidence. If using the same kind of material is not environmentally sound, or technically or economically feasible, then a compatible substitute material may be considered.

Guidelines for Miscellaneous Materials
- Understand the properties and characteristics of miscellaneous materials and their finishes or coatings, such as the age and availability of replacements and the chemical make-up of the product.
- Retain sound and repairable miscellaneous materials that contribute to the heritage value of the historic place.

Conservation Assessment Approach

1. Erect Scaffolding to access and protect the Seine Net loft Building for duration of the work.
2. Seal off areas to safely contain and remove asbestos panels as per WSBC regulations
3. Follow specific hierarchy of conservation/restoration.
   A. Envelope details to be review by Morrison Hershfield
   B. Window conservation/restoration will include qualified window trade experienced in heritage windows.

Note: Lead paint has not been found present in the Seine Net Loft Building as per PINCHIN's report dated March 2020

Note: Asbestos has been found present in the cement board cladding & transition panels on roof . Work Safe BC safe work practices for handling asbestos is to be followed strictly.

Roof with organic growth

East side lower cracked cladding

General cladding condition

Window sill with organic growth

Interior decay on wood girt

Interior water stain on jamb

South side exterior door water stain

North side exterior door water stain

East side pile with decay

East side piles showing original vs upgraded

East side piles with added corbels and square timber post

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

HERITAGE APPROACH

As indicated

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WINDOW SCHEDULE			
TAG	HEIGHT	WIDTH	INTERVENTION
E1-1	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
E1-2	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
E1-3	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
E1-4	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
E1-5	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-1	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-2	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-3	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-10	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-11	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-12	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-13	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-14	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-15	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-16	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-17	4' - 6 1/2"	7' - 10 3/4"	RESTORE SASH & REPLACE SILL
N1-18	4' - 6 1/2"	7' - 10 3/4"	RESTORE SASH & REPLACE SILL
N1-24	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-25	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-26	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-27	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-28	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
N1-29	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N1-30	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
N2-4	4' - 6 1/2"	7' - 10 3/4"	RESTORE SASH & REPLACE SILL
N2-5	4' - 6 1/2"	7' - 10 3/4"	RESTORE SASH & REPLACE SILL
S2-1	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
S2-2	4' - 6 3/4"	8' - 2 1/4"	RESTORE SASH & REPLACE SILL
W1-1	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
W1-2	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
W1-3	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL
W1-4	4' - 6 1/2"	6' - 6 1/2"	RESTORE SASH & REPLACE SILL

Grand total: 32

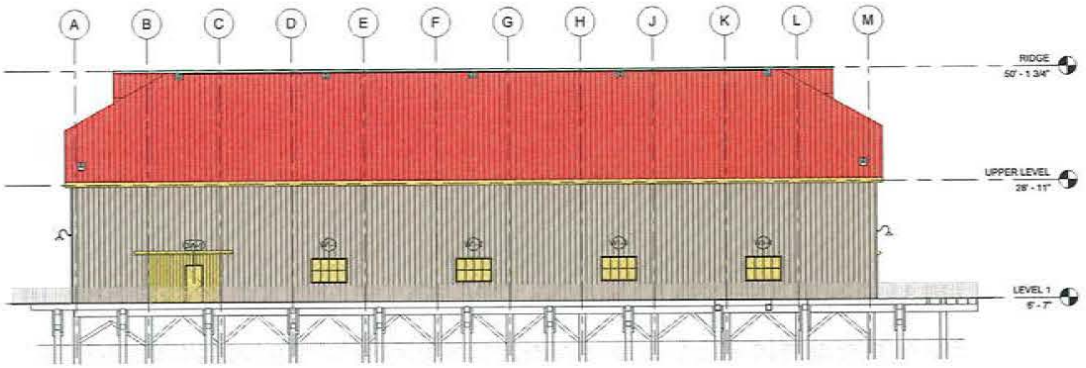
Window sizes are approximate and are to be comfirmed on site by GC

STRUCTURAL NOTE:
STRUCTURAL FRAMING CONDITION AROUND WINDOWS (WIND GIRT + JAMBS) WILL BE ASSESSED ON SITE BY GC AND STRUCTURAL ENG.

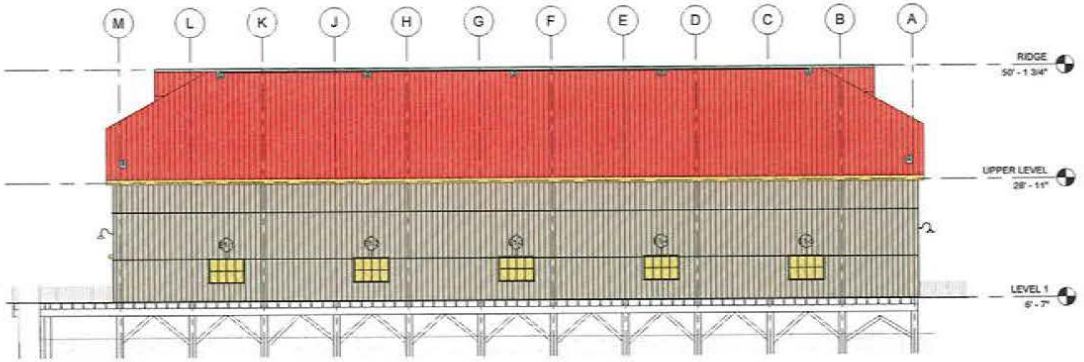
DOOR SCHEDULE	
TAG	INTERVENTION
DN-1	RESTORE IN PLACE
DS-1	RESTORE IN PLACE
DS-2	RESTORE IN PLACE
DS-3	RESTORE IN PLACE
DS-4	RESTORE IN PLACE
DW-1	RESTORE IN PLACE

NOTE:

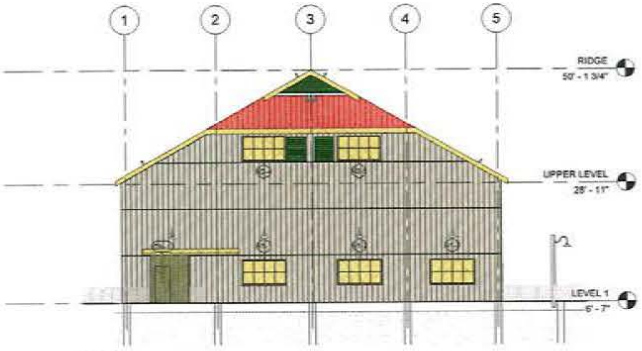
DOORS, WOOD PANEL AROUND DOORS AND DOOR HEADER FINISH: STAIN TO MATCH EXISTING



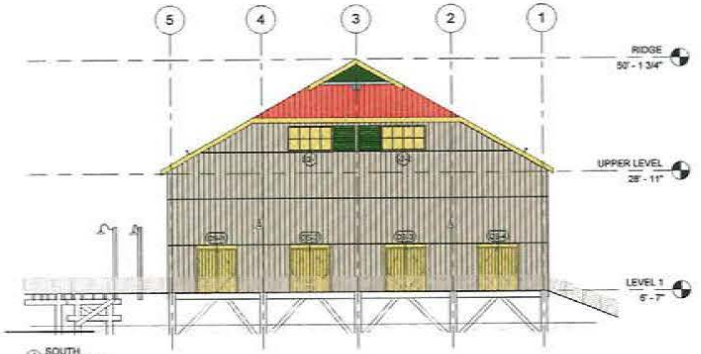
1 WEST 3/32" = 1'-0"



2 EAST 3/32" = 1'-0"



3 NORTH 3/32" = 1'-0"



4 SOUTH 3/32" = 1'-0"

2	[illegible] 12, 2025	HAP Issued
1	August 22, 2025	HAP Issued for Review
No.	Date	Revision

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SCHEDULES

3/32" = 1'-0"

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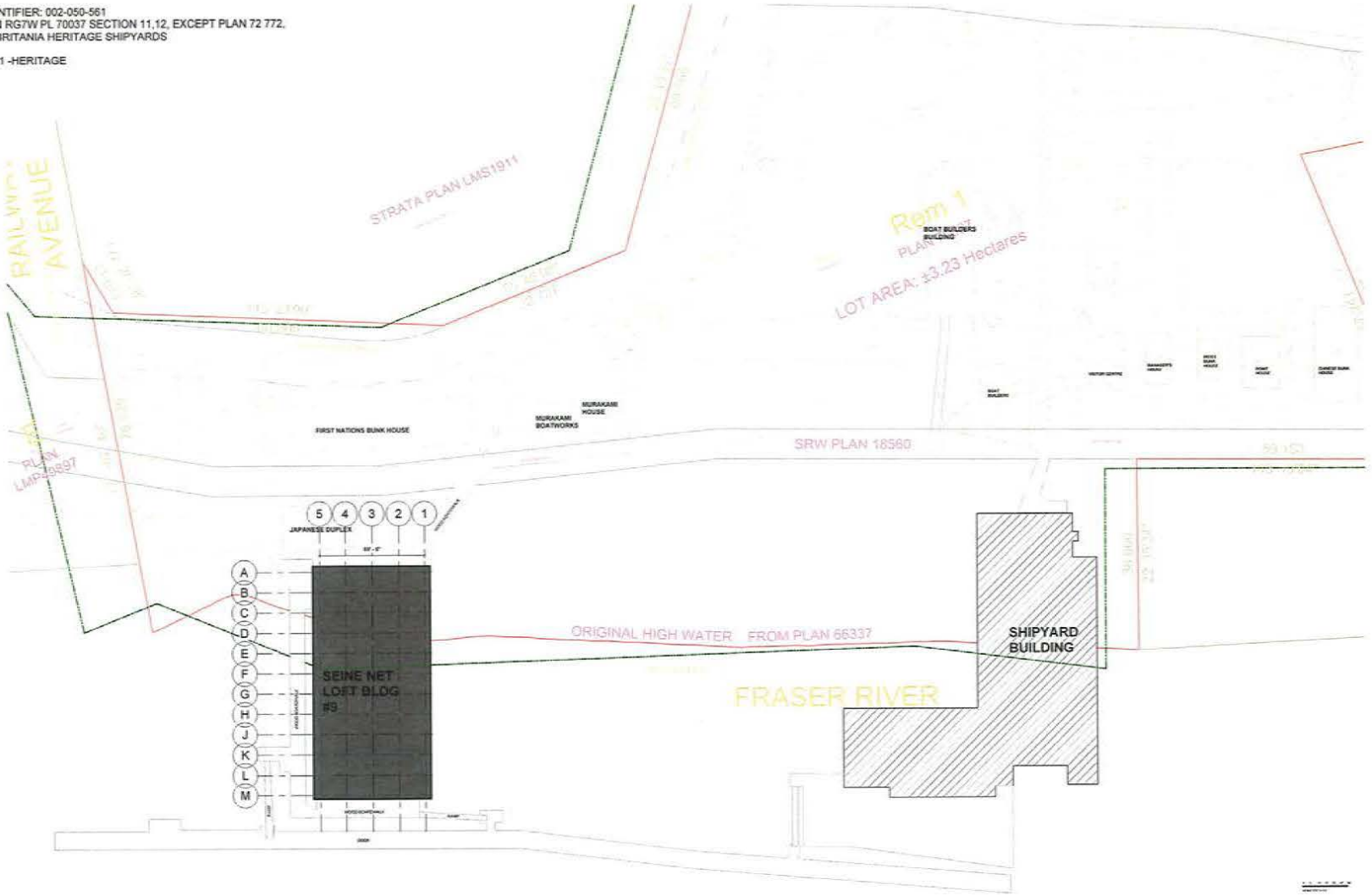
PROJECT STATISTICS - SEINE NET LOFT- BUILDING #9

ADDRESS: 12451 TRITES RD, RICHMOND, BC

LEGAL DESCRIPTION:

PARCEL IDENTIFIER: 002-050-561
1 SEC BLK3N RG7W PL 70037 SECTION 11,12, EXCEPT PLAN 72 772, NWP87861, BRITANIA HERITAGE SHIPYARDS

ZONING: ZIS1 -HERITAGE



1 SITE PLAN
1/32" = 1'-0"

2	September 12, 2025	HAP Issued
1	August 22, 2025	HAP Issued for Review
No.	Date	Revised

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SITE PLAN

1/32" = 1'-0"

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Rationale and Approach to Heritage Restoration

Reference Historical Building Use

The Seine Net Loft Building is a 1954 heritage structure, protected through municipal heritage designation along with a range of other historic buildings at the Britannia Shipyards National Historic Site in Steveston. It was purpose-built to provide a space for the repair and dry storage of commercial, linen fishing nets. Upon construction, the entire building was clad in what was at the time an innovative, new material that was durable, 'fire proof and versatile asbestos-cement Trafford Tile panels made by the Quebec-based Atlas company. These corrugated panels were installed both as a roofing material and as wall panels. The asbestos-cement panels are considered of heritage value and are specifically named in the Building's 2016 Statement of Significance both for holding historic, scientific and aesthetic heritage value and as a Character-Defining Element.

Practical Approach

Standards & Guidelines

- Conserve the heritage value of an historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements.
- Conserve heritage value by adopting an approach calling for minimal intervention.
- Replace in-kind any extensively deteriorated or missing parts of character-defining elements.
- Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.

Clarification on Replacement in-kind. Replacement in kind may sometimes be difficult when the product is no longer manufactured and substitute materials may be necessary.

- Match as closely as possible the original in appearance, materials, dimensions, and craftsmanship if the exact original item is unobtainable.
- Source reclaimed materials from salvage, architectural recovery yards, or similar buildings of the same era.
- Custom fabricate new parts using traditional methods and compatible materials to mimic the original.
- Document the change so future caretakers know what was replaced and why the original could not be sourced.
- Use modern equivalents only when they match the original in appearance and materials, and when they preserve the original performance and function.

Guidelines for Buildings

- Roofs - Replace in kind an entire element of the roof that is too deteriorated to repair, if the overall form and detailing are still evident using the physical evidence as a model to reproduce the element. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.
- Exterior Walls - Replace in kind an irreparable exterior wall assembly, based on documentary and physical evidence. If using the same kind of material is not environmentally sound, or technically or economically feasible, then a compatible substitute material may be considered.

Guidelines for Miscellaneous Materials

- Understand the properties and characteristics of miscellaneous materials and their finishes or coatings, such as the age and availability of replacements and the chemical make-up of the product.
- Retain sound and repairable miscellaneous materials that contribute to the heritage value of the historic place.

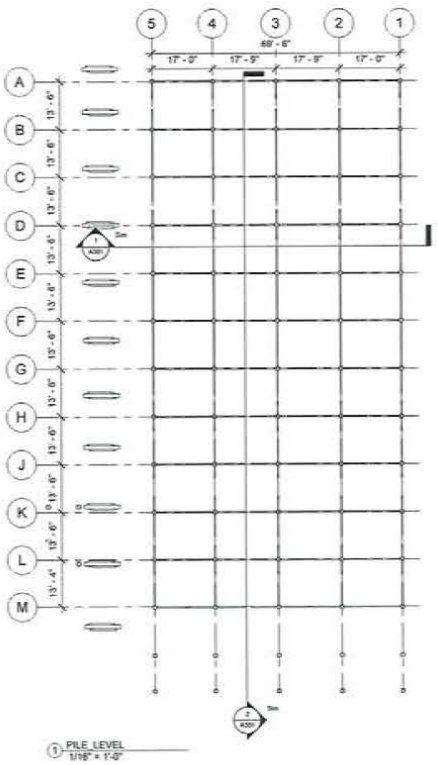
Conservation Assessment Approach

1. Erect Scaffolding to access and protect the Seine Net loft Building for duration of the work.
2. Seal off areas to safely contain and remove asbestos panels as per WSBC regulations.
3. Follow specific hierarchy of conservation/restoration.
   - A. Envelope details to be review by Morrison Hershfield.
   - B. Window conservation/restoration will include qualified window trade experienced in heritage windows.

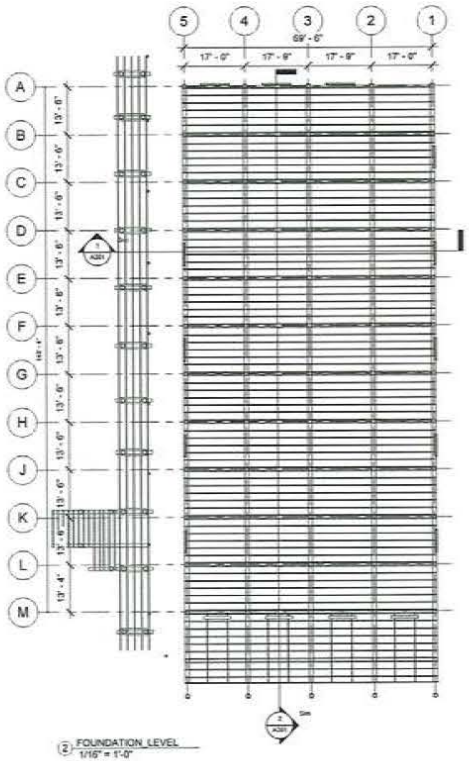
Note: Lead paint has not been found present in the Seine Net Loft Building as per PINCHIN's report dated March 2020.

Note: Asbestos has been found present in the cement board cladding & transition panels on roof. Work Safe BC safe work practices for handling asbestos is to be followed strictly.

NOTE: REFER TO STRUCTURAL DRAWINGS FOR SCOPE OF WORK



1 PILE LEVEL
1/16" = 1'-0"



2 FOUNDATION LEVEL
1/16" = 1'-0"

3	December 12, 2025	HAP Issued
2	August 22, 2025	HAP Issued for Review
No.	Date	Revision

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SEINE NET LOFT PILING & FOUNDATION PLANS

As indicated

Drawn	Checked	Reviewed
GH	GH	JE

Project No. 23059

Sheet No. 3 A101

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CNCL - 149

CNCL - 150

Rationale and Approach to Heritage Restoration

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The Seine Net Loft Building is a 1964 heritage structure, protected through municipal heritage designation along with a range of other historic buildings at the Britannia Shipyards National Historic Site in Steveston. It was purpose-built to provide a space for the repair and dry storage of commercial, linen fishing nets. Upon construction, the entire building was clad in what was at the time an innovative, new material that was durable, fire proof and versatile asbestos-cement Trafford Tile
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Note: Asbestos has been found present in the cement board cladding & transition panels on roof. Work Safe BC safe work practices for handling asbestos is to be followed strictly.

W-A W-B W-C W-D

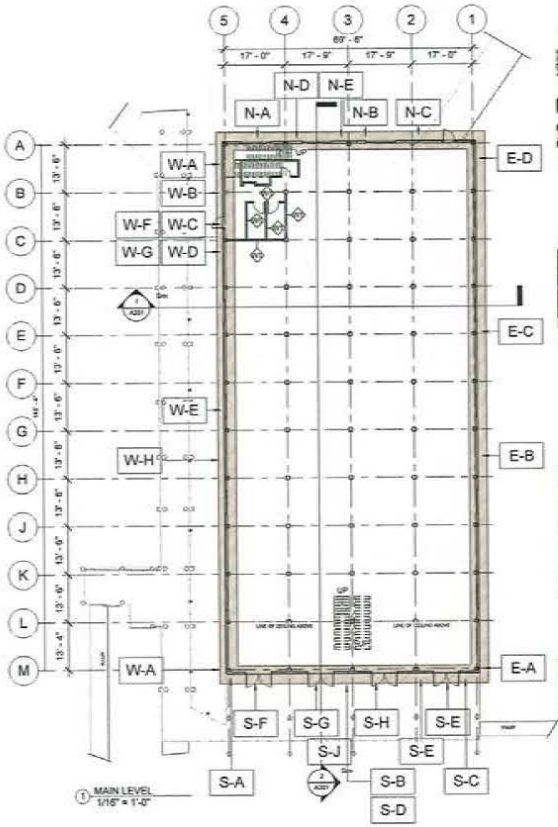
W-E W-F

W-G W-H

S-A S-B

S-C S-D S-D S-D

S-E S-F S-G S-H S-E S-G S-G



N-A N-B N-C N-D N-E

E-A E-A E-B E-C E-D E-D

2	[illegible] (2 2025)		ISSP Issued
1	August 22, 2025		ISSP Issued for Review
No.	Date		Description

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SEINE NET LOFT PLANS

As indicated

GH	GH	JE	

23059

3 A102

General Roof Condition Description and Approach

Structural note - Retain existing structure. Repair framing as required per Structural Engineer's instructions

Roof - Poor Condition and beyond repair

1. Roof to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be grey to match the existing colour.
2. The installation should also include high temperature waterproofing membranes and sheathing boards for structural reinforcement and improved waterproofing
3. Roof detail with reveal flashing to protect existing wood structure, particularly at roof valleys, penetrations, fascias

Asbestos-containing panels shall be safely managed and when removed or disturbed, handled in full compliance with regulatory and safety requirements to prevent fiber exposure

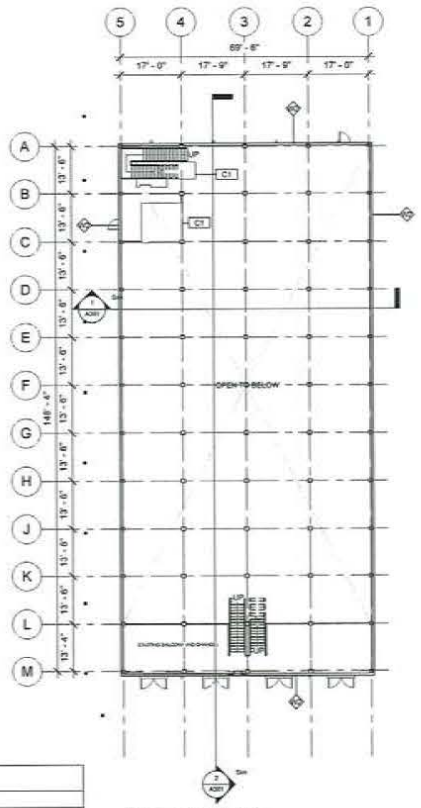
Fascia - Good to Moderate Condition - Condition could only be asses by photos

1. Restoration - To be painted

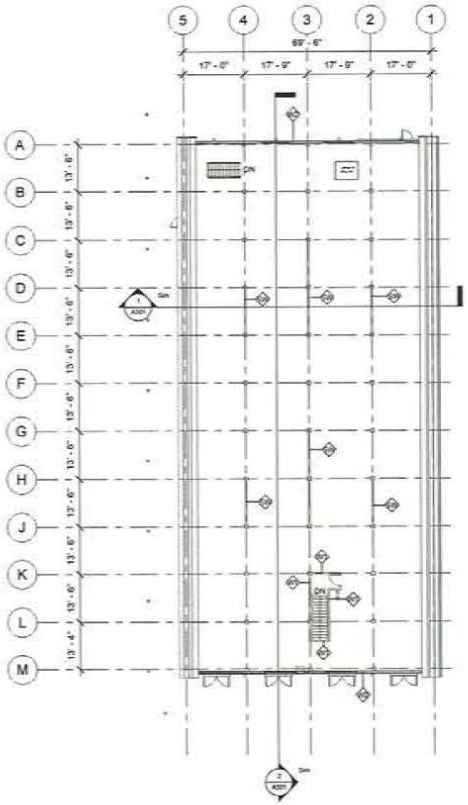
Surfaces shall be prepared and finished to provide a durable, even coating suitable for continued use.

New - Addition to improve continued use and maintenance

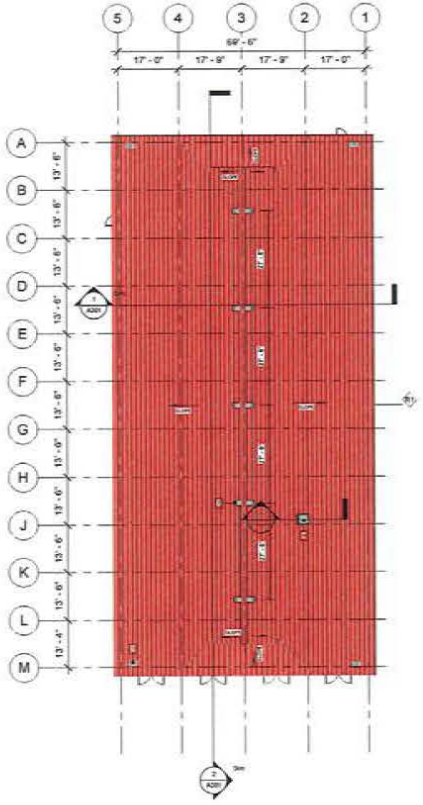
1. Roof anchors & lifeline
   - A. Structural upgrade requirement as per CWMM
   - B. Building envelope details to be reviewed by Siantec
   - C. Roof anchors contractor to review design placement
2. Added roof access through roof hatch



① MAIN FL. LEVEL / BALCONY
1/16" = 1'-0"



② UPPER LEVEL
1/16" = 1'-0"



③ ROOF LEVEL
1/16" = 1'-0"

	MATERIAL LEGEND	REMEDIATION
1A.	EXISTING CORRUGATED ASBESTOS WALL PANELS	FULL REPLACEMENT
1B.	EXISTING FIBERGLASS WALL PANELS	FULL REPLACEMENT
2.	EXISTING CORRUGATED ASBESTOS ROOF PANELS	FULL REPLACEMENT SEE STRUCTURAL DWG
3.	EXISTING WOOD 2x4 LITES WINDOWS	RESTORE SEE WINDOW SCHEDULE
4.	EXISTING WOOD DOORS	RESTORE IN PLACE REFER TO DOOR SCHEDULE
5.	EXISTING VERTICAL WOOD SIDING	RESTORE IN PLACE
6.	EXISTING WOOD LOUVERS	RESTORE IN PLACE
7.	NEW ROOF ANCHOR	SEE ARCH. DETAILS AND STRUCTURAL DWG
8.	EXISTING LIGHTS	RESRE AS REQ'D
9.	NEW ROOF HATCH	SEE ARCH. DETAILS AND STRUCTURAL DWG
10.	EXISTING FASCIA	RESTORE IN PLACE

2	Dec/2025	HAP Issued
1	August 22, 2025	HAP issued for Review
No.	Date	Issue/Item

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SEINE NET LOFT- UPPER LEVEL & ROOF PLANS

As indicated

Drawn	Check	Approved
GH	GH	JE

Project No. 23059

Revision No. 3

Sheet No. A103

CNCL - 152

General Cladding Condition Description and Approach

Structural Note - Retain existing structure. Repair framing as required per Structural Engineer's instructions

See table on A001 for Condition - +/-70 years old corrugated asbestos panels

1. Current asbestos cladding panels to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be white to match the existing exterior colour. The wood structure and backs of the corrugated panels are to remain exposed from the interior to preserve the original wall assembly.

Asbestos-containing panels shall be safely managed and when removed or disturbed, handled in full compliance with regulatory and safety requirements to prevent fiber exposure

Fiberglass panels - Deteriorated

1. Current fiberglass panels to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be white to match the existing exterior colour. The wood structure and backs of the corrugated panels are to remain exposed from the interior to preserve the original wall assembly.

Note: Additional fiberglass panels could be interspersed with the asbestos panels as their precise locations within the building have not been verified.

General Doors and Condition Description and Approach

Moderate to good Condition - Water stains and wobble water damage

1. Restoration in-place process - Stain or paint existing doors

All wood surfaces shall be prepared and finished to achieve a durable, even coating suitable for long-term exposure, in accordance with recognized conservation standards

General Window and Condition Description and Approach

Structural Note - Retain existing structure. Repair framing as required per Structural Engineer's instructions

Window sills - Deteriorated

1. Replacement - New sills shall be sloped, include a drip edge, and be painted.

Sash - Moderate Condition - Signs of organic growth and rot

1. Restoration - Sash to be painted on both sides

Sashes shall be carefully restored to ensure proper fit, operation, and long-term durability. Any repairs or adjustments should maintain the historic character of the sash, including original profiles, materials, and joinery. Surfaces shall be prepared and finished to provide a durable, even coating suitable for continued use.

Wood louvers - Good Condition - Minor signs of organic growth or rot

1. Restoration - To be painted

All wood surfaces shall be prepared and finished to achieve a durable, even coating suitable for long-term exposure, in accordance with recognized conservation standards.

General Roof Condition Description and Approach

Structural note - Retain existing structure. Repair framing as required per Structural Engineer's instructions

Roof - Poor Condition and beyond repair

1. Roof to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be grey to match the existing colour.
2. The installation should also include high temperature waterproofing membranes and sheathing boards for structural reinforcement and improved waterproofing.
3. Roof detail with revise flashing to protect existing wood structure, particularly at roof valleys, penetrations, fascias

Asbestos-containing panels shall be safely managed and when removed or disturbed, handled in full compliance with regulatory and safety requirements to prevent fiber exposure

Fascia - Good to Moderate Condition - Condition could only be assed by photos

1. Restoration - To be painted

Surfaces shall be prepared and finished to provide a durable, even coating suitable for continued use.

New - Addition to improve continued use and maintenance

1. Roof anchors & lifeline
   - A. Structural upgrade requirement as per CWMM
   - B. Building envelope details to be reviewed by Stantec
   - C. Roof anchors contractor to review design placement
2. Added roof access through roof hatch

	MATERIAL LEGEND	REMEDIATION
1A	EXISTING CORRUGATED ASBESTOS WALL PANELS	FULL REPLACEMENT
1B	EXISTING FIBERGLASS WALL PANELS	FULL REPLACEMENT
2	EXISTING CORRUGATED ASBESTOS ROOF PANELS	FULL REPLACEMENT SEE STRUCTURAL DWG
3	EXISTING WOOD 2x4 LITES WINDOWS	RESTORE SEE WINDOW SCHEDULE
4	EXISTING WOOD DOORS	RESTORE IN PLACE REFER TO DOOR SCHEDULE
5	EXISTING VERTICAL WOOD SIDING	RESTORE IN PLACE
6	EXISTING WOOD LOUVERS	RESTORE IN PLACE
7	NEW ROOF ANCHOR	SEE ARCH. DETAILS AND STRUCTURAL DWG
8	EXISTING LIGHTS	REMIRE AS REQ'D
9	NEW ROOF HATCH	SEE ARCH. DETAILS AND STRUCTURAL DWG
10	EXISTING FASCIA	RESTORE IN PLACE

0' 5' 10' 20' 30' 40' 50'

SCALE 1/8" = 1'-0"

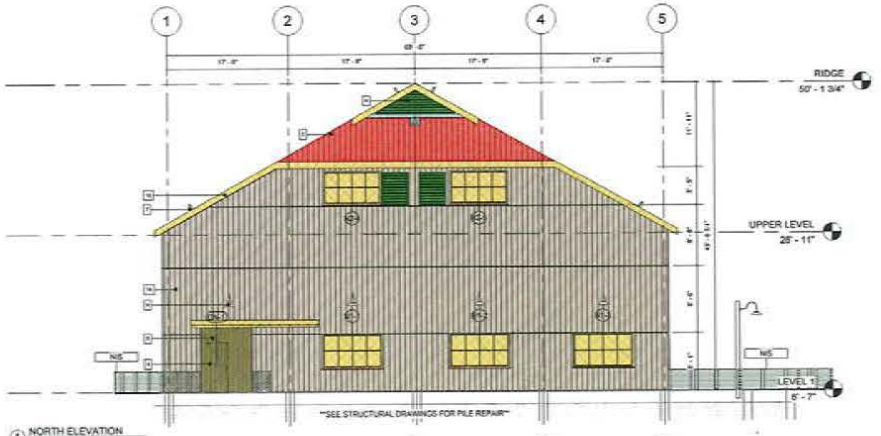
KEY NN.LIE	KEYNOTE TEXT
N/S	NOT IN SCOPE

DEMOLITION NOTES: ASBESTOS HAS BEEN FOUND PRESENT IN THE EXISTING ROOF AND CLADDING. HAZARDOUS MATERIAL SHALL REMAIN UNDISTURBED OR REMOVE AND DISPOSED AS PER WSBC REGULATIONS

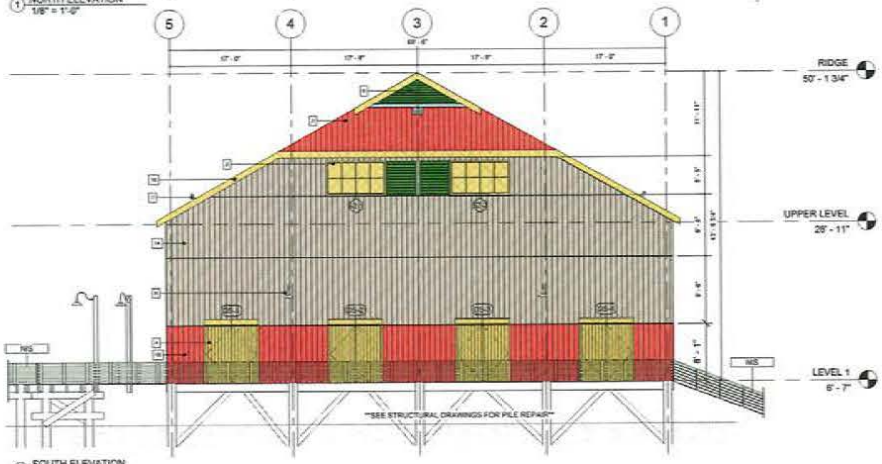
N2-1

N1-1

N1-4



1 NORTH ELEVATION
1/8" = 1'-0"



2 SOUTH ELEVATION
1/8" = 1'-0"

S2-2

S1-2

S3-1

2	December 10, 2025	HAP Issued
1	August 22, 2025	HAP Issued for Review
No.	Date	Remark

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SEINE NET LOFT BUILDING ELEVATIONS- NORTH/SOUTH

As indicated

Drawn	Checked	Approved
GH	GH	JE

Project No. 23059

Sheet No. 3 A201

CNCL - 153

General Cladding Condition Description and Approach

Structural Note - Retain existing structure. Repair framing as required per Structural Engineer's instructions

See table on A001 for Condition - +/-70 years old corrugated asbestos panels

1. Current asbestos cladding panels to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be white to match the existing exterior colour. The wood structure and backs of the corrugated panels are to remain exposed from the interior to preserve the original wall assembly.

   Asbestos-containing panels shall be safely managed and when removed or disturbed, handled in full compliance with regulatory and safety requirements to prevent fiber exposure

Fiberglass panels - Deteriorated

1. Current fiberglass panels to be replaced with FRP Fiberglass panels to match the historic profile of the 1954 corrugation. The new panels should be white to match the existing exterior colour. The wood structure and backs of the corrugated panels are to remain exposed from the interior to preserve the original wall assembly.

General Doors and Condition Description and Approach - Assumed with the asbestos panels as their precise locations within the building have not been verified.

Moderate to good Condition - Water stains and visible water damage

1. Restoration in-place process - Stain or paint existing doors

All wood surfaces shall be prepared and finished to achieve a durable, even coating suitable for long-term exposure, in accordance with recognized conservation standards

General Window and Condition Description and Approach

Structural Note - Retain existing structure. Repair framing as required per Structural Engineer's instructions

Window sills - Deteriorated

1. Replacement - New sills shall be sloped, include a drip edge, and be painted

Sash - Moderate Condition - Signs of organic growth and rot

1. Restoration - Sash to be painted on both sides

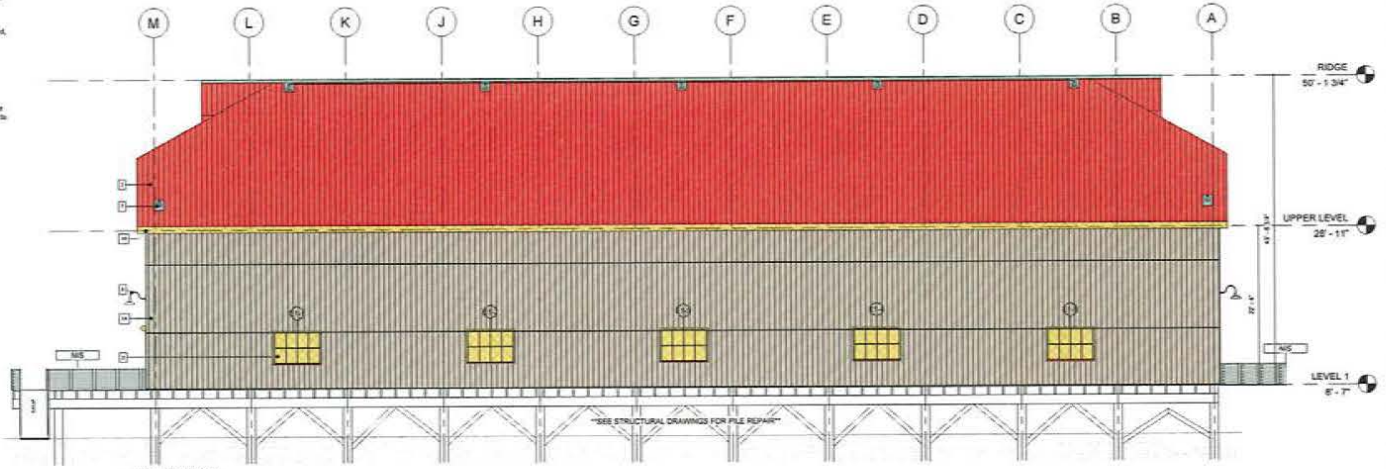
Sashes shall be carefully restored to ensure proper fit, operation, and long-term durability. Any repairs or adjustments should maintain the historic character of the sash, including original profiles, materials, and joinery. Surfaces shall be prepared and finished to provide a durable, even coating suitable for continued use.

Wood louvers - Good Condition - Minor signs of organic growth or rot

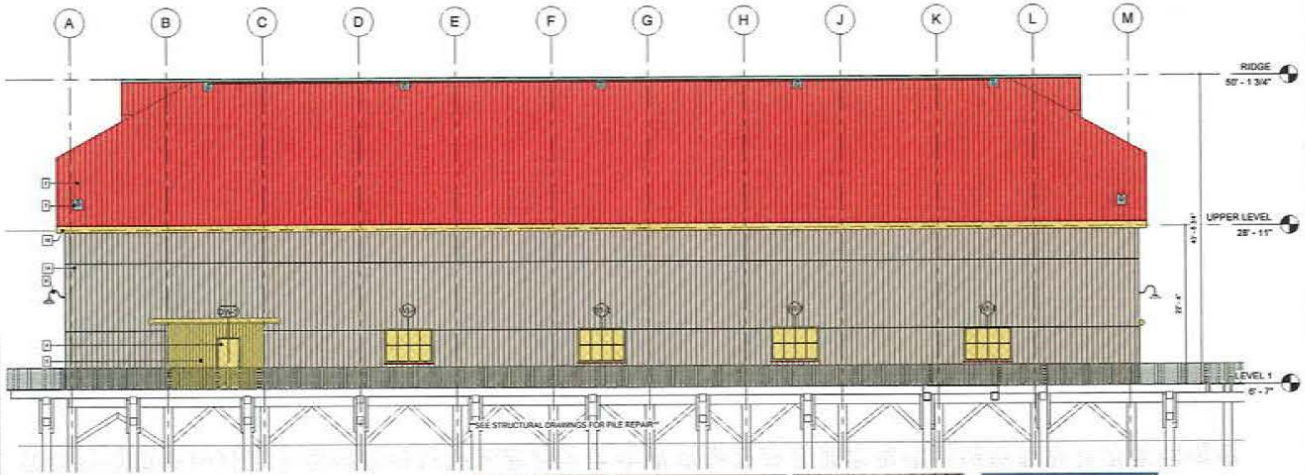
1. Restoration - To be painted

All wood surfaces shall be prepared and finished to achieve a durable, even coating suitable for long-term exposure, in accordance with recognized conservation standards.

North-East Elevation. Note: asbestos wall panels siding



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



2 WEST ELEVATION
1/8" = 1'-0"

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5	EXISTING VERTICAL WOOD SIDING	RESTORE IN PLACE
6	EXISTING WOOD LOUVERS	RESTORE IN PLACE
7	NEW ROOF ANCHOR	SEE ARCH. DETAILS AND STRUCTURAL DWG
8	EXISTING LIGHTS	RE&RE AS REQ'D
9	NEW ROOF PATCH	SEE ARCH. DETAILS AND STRUCTURAL DWG
10	EXISTING FASCIA	RESTORE IN PLACE

0' 5' 10' 20' 30' 40' 50'

SCALE 1/8" = 1'-0"

KEY VALUE	KEYNOTE TEXT
N/S	NOT IN SCOPE

W2-1

Wood lumber with metal flashing above entry door

W1-2

South-West Elevation. Note: asbestos wall panels siding

2	September 12, 2025	HAP issued
1	August 22, 2025	HAP issued for Review
No.	Date	Revision

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BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SEINE NET LOFT BUILDING ELEVATIONS- EAST/WEST

As indicated

Drawn	Checked	Approved
GH	GH	JE

Project No. 23059

Drawing No. 3

Issue No. A202

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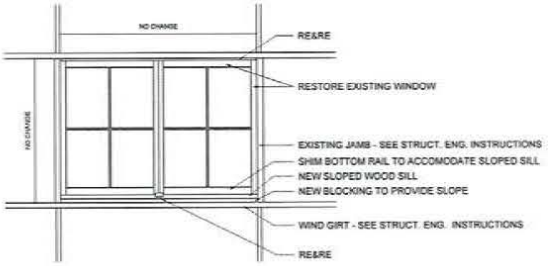
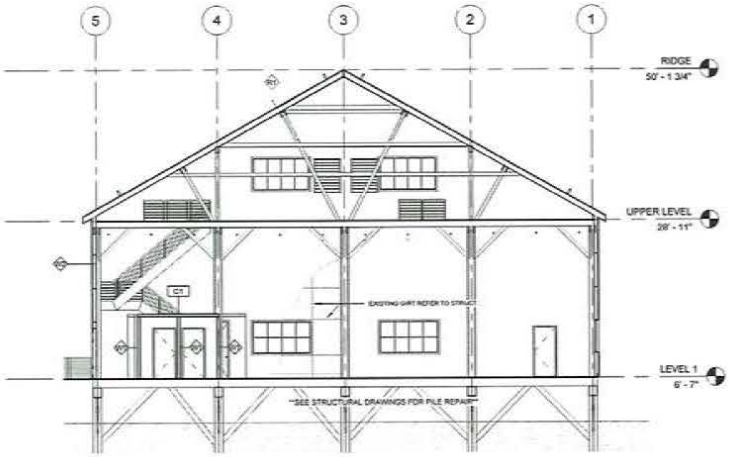
Note: Lead paint has not been found present in the Seine Net Loft Building as per FINCHIN's report dated March 2020.

Note: Asbestos has been found present in the cement board cladding & transition panels on roof . Work safe BC safe work practices for handling asbestos is to be followed strictly



3 TYP. WINDOW- INTERIOR
1/2" = 1'-0"



1 BUILDING E-W SECTION
1/8" = 1'-0"

WALL TYPE LEGEND

W1 EXISTING FIRE RATED INTERIOR PARTITION (NO CHANGE)
- EXISTING FINISH ON 5/8" TYPE X PAPERLESS GWB
- 2-1/2" X 3-1/2" WOOD STUDS @ 16" O.C.
- EXISITNG FINISH ON 5/8" TYPE X PAPERLESS GWB
- 1-1/2" X 3-1/2" TOP & BOTTOM PLATE
- ULC W301

W2 NEW CLADDING ON EXISITNG EXTERIOR PARTITION
- CLADDING FRP TRAFFORD TILE, WHITE, 16oz/sf
- EXISTING WOOD STRUCTURE. REFER TO STRU. DWG

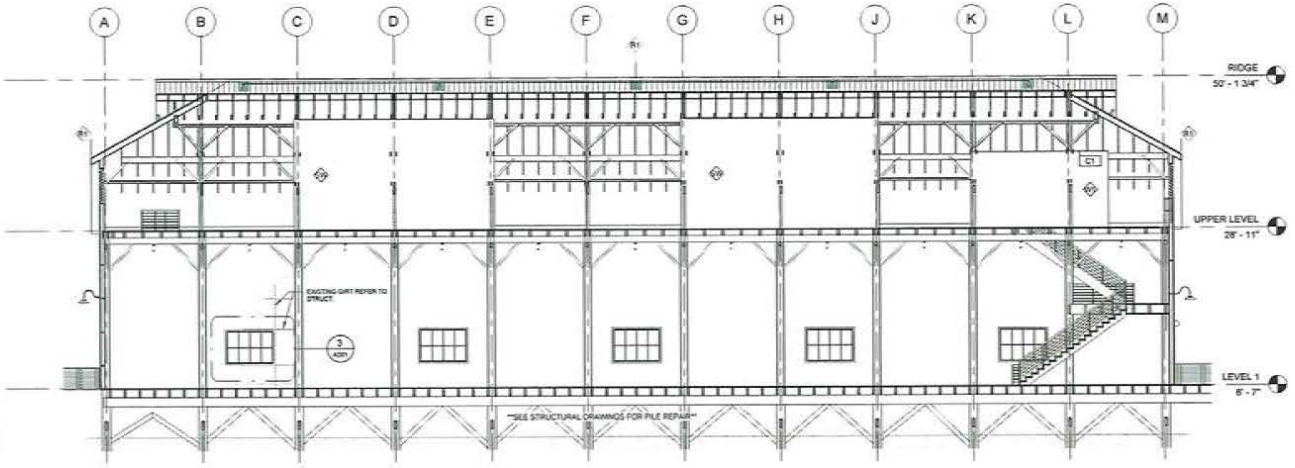
N/A — **SW EXISITNG SHEAR WALL. REFER. TO STRUCT. DWG (NO CHANGE)**

ROOF TYPE LEGEND

R1 NEW ROOF CLADDING OVER EXISTING STRUCTURE
- NEW TRAFFORD TILE, GREY, 16oz/sf
- NEW 1/2" PLYWOOD T&G REFER TO STRUCTURAL DWG
- EXISITNG STRAPPING REFER TO STRUCTURAL DWG
- EXISITNG 2X8 JOIST REFER TO STRUCTURAL DWG

CEILING TYPE LEGEND

C1 EXISITNG 1 HR FIRE RATED CEILING (NO CHANGE)
- EXISTING FINISH ON 5/8" TYPE X PAPERLESS GWB
- 2-1/2" X 3-1/2" WOOD STUDS @ 16" O.C.
- EXISITNG FINISH ON 5/8" TYPE X PAPERLESS GWB
- 1-1/2" X 3-1/2" TOP & BOTTOM PLATE
- ULC W301



2 BUILDING N-S SECTION
1/8" = 1'-0"

0' 5' 10' 20' 30' 40' 50'

SCALE 1/8" = 1'-0"

2	December 12, 2025	HAP Issued
1	August 22, 2025	HAP Issued for Review
No.	Date	Description

IREDALE ARCHITECTURE
220 - 12 Water Street
Vancouver, BC V6B 1A5
604 - 736 - 5581
Vancouver Victoria
www.iredale.ca

BRITANNIA - SEINE NET LOFT

BRITANNIA NATIONAL HISTORIC SITE, STEVESTON, RICHMOND, BC

SEINE NET LOFT BUILDING SECTIONS

As indicated

Drawn	Check	Approved
GH	GH	JE

Project No. 23059

Drawing No. 3 | Issue No. A301

C:\Users\Bryn\Documents\23059- Seine Net Loft_CENTRAL_BrynMP29S.rvt

City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 10, 2025
From:	Todd Gross Director, Parks Services	**File:**	06-2345-20-LSCP1/Vol 01
Re:	**Lansdowne Parks Master Plan**		

Staff Recommendation

That the Lansdowne Parks Master Plan, as detailed in Attachment 5 of the report titled "Lansdowne Parks Master Plan", dated October 10, 2025, from the Director, Parks Services, be approved.

Todd Gross
Director, Parks Services
(604-247-4942)

Att. 6

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Development Applications	☑	
Policy Planning	☑	
Transportation	☑	
Recreation and Sport Services	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

8159943

Staff Report

Origin

As noted in the staff report titled "Proposed Official Community Plan/City Centre Area Plan (CCAP) Amendment, Lansdowne Shopping Centre Final Master Land Use Plan", dated January 20, 2021, from the Director, Development, prior to Council's consideration of the first rezoning application in Phase 1, Parks Services staff are to prepare a Major Park Master Plan for Council's review. Subsequently, Phase 1 of the Lansdowne Parks Master Plan process was initiated in fall 2022 and concluded with the Lansdowne Major Park and Open Space Guiding Principles being presented to Council for consideration at the Council meeting held on May 8, 2023, which were endorsed.

At the same Council meeting, the following resolution was adopted:

> *That the Lansdowne Major Park and Open Space Master Plan Process proceed to Phase 2 – development of master plan concept options as outlined in the staff report titled "Lansdowne Major Park and Open Space Guiding Principles and Next Steps," dated March 31, 2023, from the Director, Parks Services.*

Since Council's adoption of the above resolution, Phase 2 of the Lansdowne Parks Master Plan process proceeded with development of concept options being shared with the public and key stakeholders for feedback. The input received during Phase 2 of the process informed the preparation of the Lansdowne Parks Master Plan, currently being presented for Council's consideration as part of Phase 3.

The purpose of this report is to respond to the above resolution by:

- Providing an overview of the Phase 2 community engagement process and its outcomes; and
- Presenting the resulting Lansdowne Parks Master Plan for Council's consideration.

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.*
>
> *1.3 Increase the reach of communication and engagement efforts to connect with Richmond's diverse community.*
>
> *1.4 Leverage a variety of approaches to make civic engagement and participation easy and accessible.*

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

> *Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.*
>
> *2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the city.*

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

> *Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.*
>
> *5.2 Support the preservation and enhancement of Richmond's natural environment.*

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.*
>
> *6.2 Enhance the City's network of parks, trails and open spaces.*
>
> *6.3 Foster intercultural harmony, community belonging, and social connections.*

Background

Originally developed in 1977, the 50-acre Lansdowne Centre site (Lansdowne) is currently occupied by a primarily single-storey shopping centre and surface parking. The site is located in the heart of Richmond's City Centre, bounded by No. 3 Road, Alderbridge Way, Kwantlen Street, and Lansdowne Road. In the Official Community Plan (OCP), Lansdowne is referred to as the "centre of the centre" and will play a critical role in the rapidly growing and evolving City Centre Area.

OCP Amendment Bylaw 10154, related to the Lansdowne Shopping Centre Final Master Land Use Plan (OCP amendment), was adopted by Council on November 27, 2023. In alignment with the OCP amendment, there are plans to redevelop Lansdowne over the course of several years and phases.

The Lansdowne Centre redevelopment vision is for a vibrant, mixed-use community featuring homes, offices, retail, parks, and community amenities. The quantity and distribution of park space at the site, as outlined in the Final Master Land Use Plan, was confirmed by Council through this OCP amendment process. Upon full build-out, 10 acres of public park space,

approximately 20 per cent of the total site area, will be generated. These parks will offer essential opportunities for Lansdowne Village residents, the wider Richmond community, and visitors to spend time outdoors, be active, play, celebrate, connect with one another and with nature.

Lansdowne Parks Master Plan Process

As outlined in the *Overview of the Parks Planning Process* diagram below and Lansdowne Parks Master Plan Process section of this report, the Lansdowne Parks Master Planning Process is comprised of three phases. Phase 1 focused on background research, site analysis and development of guiding principles which were adopted by Council on May 8, 2023. Phase 2, which was complete in spring 2025 focused on development of master plan concept options for community and stakeholder input. Phase 3, which is the current phase, was focused on identification of a preferred master plan concept option and development of the final Lansdowne Parks Master Plan for Council consideration.

Overview of the Parks Planning Process

Lansdowne Parks Overview

The Lansdowne parks will consist of four primary areas. The distribution, size, location and primary objective of these spaces was determined and adopted through the OCP amendment process. The park spaces are distributed across the site in order to knit them into the overall site redevelopment and broader city transportation and park network, compliment adjacent uses such as the Lansdowne Canada Line station and Kwantlen Polytechnic University, maximize solar access and offer a variety of outdoor spaces in terms of scale, programming and character.

The four Lansdowne parks will consist of the following:

Civic Plaza

The Civic Plaza will be located at the southwest corner of the site, adjacent to the Lansdowne Canada Line Station and is envisioned to be a welcoming and well-serviced square capable of hosting events, supporting cultural activities, showcasing public art, and providing informal recreation and pedestrian routes. It will be approximately 1.5 acres in size, which is comparable to a soccer field. The Civic Plaza is intended to have an event hosting capacity of up to 2,500 to 5,000 attendees.

Centre Park

The Centre Park will be centrally located along Lansdowne Road between extensions of Hazelbridge Way and Cooney Road through the site. It will be approximately five acres in size, which is 0.8 acres larger than Aberdeen Neighbourhood Park, and will consist of a wide array of programming and amenities including a playground, plaza, covered outdoor space, open lawn, exchange garden, public washrooms, water feature, rain gardens, water play and dog off-leash area. As outlined in the OCP amendment, the objective is for the Centre Park to be adaptable to multiple uses, including major events and informal recreation. It will feature varied edges activated with furnishings and equipment, a destination playground, public art, pedestrian and cycling routes, as well as contribute to the City's ecological network. The Centre Park is intended to have an event hosting capacity of 8,600 to 17,300 people.

Kwantlen Neighbourhood Plaza

The Kwantlen Neighbourhood Plaza (Neighbourhood Plaza) will be located at the southeast corner of the site next to Kwantlen Street at Lansdowne Road. It will be approximately 0.5 acres in size, which is similar in size to two tennis courts. As outlined in the OCP amendment, the objective of this space is to support year-round gathering and cultural activities, and provide intimate, garden-like spaces.

Lansdowne Linear Park

The Lansdowne Linear Park (Linear Park) will span the entire southern portion of the site. It will form part of a larger linear park system connecting the Richmond Olympic Oval and riverfront to the Garden City Lands, which is being incrementally delivered as fronting sites are redeveloped. The Linear Park will be approximately 20 metres wide and 500 metres long, which is about three times the width of a pickleball court and 1.25 times the length of a standard track. As outlined in the OCP amendment, the objective for this park space is to be a broad, tree-lined promenade with separation for pedestrians, cyclists, and micro-mobility devices, as well as include areas for rest and small gatherings.

Additional Open Space

In addition to the four primary Lansdowne park areas, additional public open space will be delivered through the redevelopment of Lansdowne. This additional open space will complement and connect the Lansdowne parks together and integrate the Lansdowne redevelopment into the

surrounding City Centre Area transportation and open space network. The additional open space includes major and minor green links, a plaza along No. 3 Road, pedestrian- and cycling-oriented streets and mews, as well as park enhancement setback areas. The green links, plaza along No. 3 Road, and park enhancement setback areas will be secured through statutory right-of-way (SRW) agreements and will provide approximately three acres of additional public open space.

See Attachment 1 for the Lansdowne Parks and Open Space Diagram.

Analysis

Lansdowne Parks Master Plan Process

The objective of the Lansdowne Parks Master Plan process was to ensure an accessible, comprehensive and inclusive community engagement process towards development of a master plan that will guide future detailed design and implementation of these pivotal park spaces. The Lansdowne Parks Master Plan process started in November 2022 and took place across three phases. The Lansdowne Parks Master Plan process is now in its third and final phase, which culminates with the development and presentation of the Lansdowne Parks Master Plan to Council for consideration.

Phase 1 – Lansdowne Parks and Open Space Guiding Principles (Completed Spring 2023)

The first phase of the Lansdowne Parks Master Plan process was centered around background research, site analysis and development of a set of guiding principles for the Lansdowne parks and open space. This phase included engagement with the community, key stakeholders and interested parties, including, but not limited to the Accessibility Advisory Committee, Advisory Committee on the Environment, Intercultural Advisory Committee, and Seniors Advisory Committee. The final Lansdowne Parks and Open Space Guiding Principles were adopted by Council on May 8, 2023. The intention of the guiding principles was to inform the development of the Lansdowne Parks Master Plan and to serve as touchstones when key decisions need to be made about these future park spaces. See Attachment 2 for the Lansdowne Parks and Open Space Guiding Principles.

Phase 2 – Lansdowne Parks Master Plan Concept Options and Public Engagement (Fall 2024 to Spring 2025)

The second phase of the Lansdowne Parks Master Plan process was focused on the development of multiple Lansdowne Parks Master Plan concept options for feedback from the public, key stakeholders and interested parties. The engagement included two drop-in public open houses on March 13 and 15, 2025, at Lansdowne Centre, as well as one on March 22, 2025, at the Richmond Cultural Centre. The open houses were complimented by online engagement via LetsTalkRichmond from March 10, 2025, to April 13, 2025. Both of the open houses, as well as the online engagement, included a survey seeking input on the master plan concept options as well as the priorities for the character, programming and amenities for each of the four Lansdowne park areas. The online and in-person survey and open house boards were available in English and Traditional Chinese. Multilingual staff and consultants were available at the open houses to engage in discussion with attendees and respond to questions. See Attachment 3 for the

public open house boards and Attachment 4 for a summary of the public engagement process and results.

Phase 3 – Lansdowne Parks Master Plan (Spring to Fall 2025)

The third phase of the Lansdowne Parks Master Plan process involved refinement of the preferred Lansdowne Park Master Plan concept, identified through the public engagement program. The preferred concept master plan option, *Inspired by Nature*, was supported by 59.2 per cent of respondents and places significant emphasis on nature, ecology, and environmental sustainability. Its curvilinear design is inspired by forms seen in nature and by the serpentine river systems that shape Richmond's landscape. The plan was subsequently refined to integrate feedback from the public and interested parties, incorporate technical analysis, and ensure alignment with applicable City policies, plans, and strategies towards development of the Lansdowne Parks Master Plan.

See Table 1 for an abbreviated summary of the Lansdowne Parks Master Plan process to date.

Table 1. Lansdowne Parks Master Plan Process Summary

Phase 1	
November 2022	Background research and site analysis
December 2022	Development of draft guiding principles
January – February 2023	Consultation with the community and interested parties
March 2023	Development of final guiding principles
April 2023	Report to Parks, Recreation and Cultural Services Committee on Lansdowne Parks and Open Space Guiding Principles and Next Steps
May 8, 2023	Lansdowne Parks and Open Space Guiding Principles adopted by Council

Phase 2	
November 2024	Development of potential park program and amenity opportunities
December 2024 – January 2025	Engagement with the community and interested parties on program and amenity opportunities and priorities
February 2025	Development of Lansdowne Parks Master Plan options integrating priority program and amenity options
March 2025	Public engagement process
Phase 3	
May 2025	Compile public engagement results
June – July 2025	Refine the preferred Lansdowne Parks Master Plan based on public and interested party feedback
August – September 2025	Development of final Lansdowne Parks Master Plan
October 2025	Report to Parks, Recreation and Cultural Services Committee on the Lansdowne Parks Master Plan

Lansdowne Parks Master Plan

The Lansdowne Parks Master Plan represents the culmination of a comprehensive, multi-phase process that included technical studies, interdepartmental collaboration, consultation with key stakeholders, interested parties, and the public.

The Lansdowne Parks Master Plan:
- Establishes a clear vision for the future parks at Lansdowne;
- Supports the creation of a connected, vibrant, and inclusive parks system that meets the needs of a growing and diversifying community;
- Provides guidance for the phased design and construction of these parks as redevelopment progresses; and
- Aligns with the OCP and City Centre Area Plan.

See Attachment 5 for the Lansdowne Parks Master Plan.

Lansdowne Parks Master Plan Key Features

All of the Lansdowne Parks will incorporate a series of common key elements that unite them into a cohesive network, contributing to a strong neighbourhood identity while fostering social interaction, comfort and accessibility. These elements include:
- A connected pathway network that enhances accessibility and connectivity;
- Integrated seating and tables to encourage gathering and social interaction;

- Large shade trees and flowering cherry trees that enhance comfort and seasonal beauty; and
- Covered outdoor spaces designed for year-round use.

The following sections describe the distinct features incorporated into each of the Lansdowne Parks, as illustrated in Attachment 5.

Civic Plaza

This highly active and welcoming public space will accommodate the daily flow of people to and from the Lansdowne Canada Line station and No. 3 Road intersection while serving as a destination for the broader community. The Civic Plaza will provide a dynamic setting for play, relaxation, gathering, and social interaction, with the flexibility to host medium-sized events and performances that enrich civic life.

The Lansdowne Parks Master Plan includes the following key features and amenities in the Civic Plaza:

- A flexible open plaza space to support seasonal programming and events;
- A central in-ground water feature as a focal point; and
- Access to a city-scale mobility hub.

Centre Park

The Centre Park will be the green heart of the Lansdowne neighbourhood. It is envisioned as a welcoming, dynamic, and adaptable public space that balances everyday community use with the capacity to host large-scale events. As the primary gathering and recreation space for Lansdowne residents, and a destination for the wider Richmond community and visitors, the park will be a place to celebrate, play, be active, socialize, relax, and connect with nature.

The Lansdowne Parks Master Plan includes the following key features and amenities in the Centre Park:

- A large central lawn designed to support informal recreation and socialization (picnics, play, pick-up sports and relaxation) as well as programmed activities and special events;
- A perimeter walking loop offering opportunities for exercise;
- A large destination playground;
- Sport courts and a games zone to support active recreation and socialization;
- A public washroom and storage facility to enhance user comfort and convenience, and to support event equipment set-up;
- A water play feature offering interactive cooling in warmer months;
- Stormwater features that showcase sustainable design and enhance biodiversity;
- A dog off-leash area to support social connections for both people and pets;
- A garden area for community enjoyment and engagement with nature; and
- Connections to a neighbourhood scale mobility hub.

Neighbourhood Plaza

The Neighbourhood Plaza is designed as a welcoming, small-scale public space that supports the rhythms of daily neighbourhood life. It will provide opportunities for nearby residents, students and employees to gather casually, relax, and play in a setting that fosters connection and belonging close to home.

The Lansdowne Parks Master Plan includes the following key features and amenities in the Neighbourhood Plaza:

- Garden areas that bring colour and seasonal interest;
- Retention and celebration of existing trees at the heart of the space;
- An intimate plaza; and
- A neighbourhood-scale playground tailored to local families and children.

Linear Park

The Linear Park will form a vital link in a city-wide green corridor, connecting the Richmond Olympic Oval and waterfront to the Garden City Lands. As both a transportation route and a recreational destination, it will provide safe, separated pathways for cycling and walking while incorporating park-like amenities that encourage relaxation, play, and fitness. The Linear Park will balance movement with moments of pause, offering spaces that invite residents and visitors to engage with nature and community along the way.

The Lansdowne Parks Master Plan includes the following key features and amenities in the Linear Park:

- Separated cycling and pedestrian pathways to support active transportation and informal recreation;
- Retention and incorporation of existing shade trees to preserve character and identity;
- Games and fitness nodes integrated throughout the corridor; and
- Rain gardens that offer green infrastructure and add visual interest.

An Interconnected Parks Network

As illustrated in the Lansdowne Parks Master Plan, together, the Centre Park, the Neighbourhood Plaza, Civic Plaza, and the Linear Park will result in a dynamic, diverse, and interconnected network of public spaces. This system of parks will serve the growing and diversifying Lansdowne neighbourhood and broader City Centre by providing opportunities for residents and visitors of all ages and abilities to gather, play, celebrate, relax, be active, connect with each other and with nature, and participate in civic life.

Implementation Phasing

According to the Council-approved OCP amendment, the Lansdowne parks will be delivered by the developer and handed over to the City incrementally across several phases as the site redevelops. The phasing, which was determined through the OCP amendment and secured through a legal agreement registered on title, was developed in consideration of several key factors including maintaining operations of the shopping centre for as long as practically

feasible, provision of adequate parking, and provision of sufficient park space to meet the park service level needs of the growing surrounding community.

To ensure adequate park space and amenities are provided in alignment with the growing surrounding community, interim conditions of the Linear Park, Centre Park, and Civic Plaza will be delivered in earlier phases of site redevelopment. The programming for the interim conditions of these spaces will align with the community input received as part of this park planning process. The design of the interim spaces will also prioritize the capacity to repurpose and recycle materials. Similar to the final, permanent condition of each park space, their interim conditions will be implemented by the developer and handed over to the City.

Please see Table 2 for a summary of the implementation of the Lansdowne parks as well as Attachment 6 for the phasing plan.

Table 2. Lansdowne Parks Implementation Phasing Summary

Final Condition (Permanent Major Park)	**Interim Condition (Interim Major Park)**
Phase 1	
Linear Park Cooney Road to Kwantlen Street	Linear Park – No. 3 Road to Cooney Road
Neighbourhood Plaza	
Phase 2	
N/A	Civic Plaza
Phase 3	
N/A	Centre Park
Phase 4	
N/A	N/A
Phase 5	
Linear Park Hazelbridge Way to Cooney Road	N/A
Centre Park	
Phase 6 and/or 7 to the Discretion of the City	
Linear Park No. 3 Road to Hazelbridge Way	N/A
Civic Plaza	

When Phase 4 of the development proceeds, additional opportunities for community engagement will be provided through public open houses and LetsTalkRichmond. This additional engagement will take place prior to the detailed design and implementation of the Centre Park in

Phase 5 of the development, ensuring this park aligns with community needs and expectations as new residents move in and the surrounding neighbourhood evolves.

Ownership Model and Operations

As outlined in the OCP amendment, the final condition of the Lansdowne parks will be owned (fee simple) by the City and the interim conditions will be secured by SRW agreements. With respect to maintenance and operations, the City will be responsible for the final condition of the Lansdowne parks, while the Owner/Applicant will be responsible for the interim conditions. The Lansdowne parks are not included in the City's Amenity Cost Charge inventory. As such, the cost of implementing both the final and interim conditions will be borne by the owner/applicant, with implementation and acquisition costs for the permanent condition of the dedicated Lansdowne parks being eligible for Development Cost Charge credits.

Similar to practices in other local municipalities such as Vancouver, Surrey and Burnaby, the City may choose to work with external vendors in the future to deliver special events in the Lansdowne parks. Should the current owner/applicant wish to host events in the Lansdowne parks final or interim condition, in alignment with standard City procedures, they would be subject to the City's event application and approvals process. This would allow opportunities for current popular events that take place at Lansdowne Centre, such as the Lunar New Year Celebration, Spring Carnival and gardening workshops, with potential to continue into the future.

Next Steps

Should Council approve the Lansdowne Parks Master Plan, it will be used as a framework to guide the detailed design and implementation of the Lansdowne parks. The detailed design and implementation will be carried out through servicing agreements associated with each phased rezoning of the site. The phasing was mapped out through the land use plan and the OCP amendment process and is based on a balance between extending full to partial mall operations, maintaining adequate parking supply and providing sufficient park and open space to meet the needs of the new and expanding community. The parks and open spaces for each phase are to be completed prior to occupancy for the buildings within that phase.

At the Public Hearing on March 18, 2024, Council granted third reading to the Rezoning application (RZ 23-011557) for Phase 1A. Upon completion of Phase 1A, the City will receive the final condition of the eastern third of the Linear Park (Kwantlen Street to Cooney Road) as well as interim conditions of the Neighbourhood Plaza and the remainder of the Linear Park (Cooney Road to No. 3 Road).

As the phased rezoning of Lansdowne advances and additional details emerge through the detailed design of the Lansdowne parks, budget requests to address operating impacts for park maintenance, operations and programming will be brought forward through the capital planning process.

Financial Impact

None.

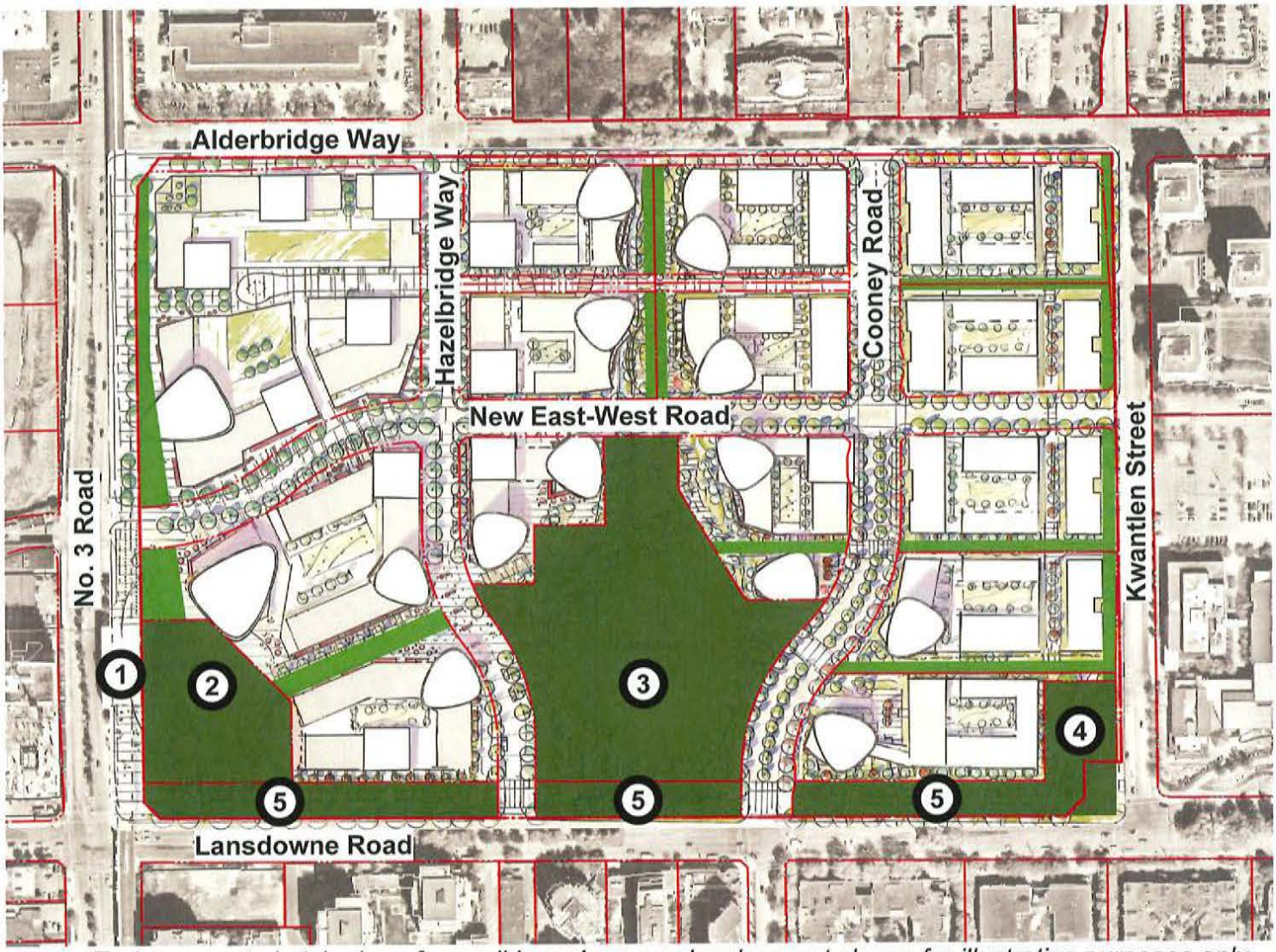
Conclusion

The Lansdowne parks will form the heart of a vibrant, connected, and resilient Lansdowne neighbourhood and City Centre, fostering social, physical, and mental well-being for local residents, as well as city-wide and regional visitors. Anchored in community priorities and guided by inclusive consultation, the Lansdowne Parks Master Plan provides a framework to ensure that these spaces have the opportunity to become more than just parks—to become destinations that inspire play, connection, and participation in civic life, supporting Richmond's growth, while enhancing livability, inclusivity, and quality of life.

Miriam Plishka
Research Planner 2
(604-204-8917)

Att. 1: Lansdowne Parks and Open Space Diagram
2: Lansdowne Parks and Open Space Guiding Principles
3: Public Open House Boards
4: Summary of Public Engagement
5: Lansdowne Parks Master Plan
6: Lansdowne Phasing Plan

Lansdowne Parks and Open Space Diagram



Early concept sketch plan of overall Lansdowne redevelopment shown for illustrative purposes only

LEGEND:

- Lansdowne Parks (including setback enhancement areas)
- Open Space (plazas and greenlinks secured through statutory right-of-way agreements)
- 1 Lansdowne Canada Line Station
- 2 Civic Plaza
- 3 Centre Park
- 4 Kwantlen Neighbourhood Plaza
- 5 Lansdowne Linear Park

Lansdowne Parks and Open Space Guiding Principles

CONNECT

- Inclusive for all: Where people of all ages, genders, abilities, and backgrounds are welcome to connect with each other and their community.
- Variety of spaces: Where people have daily opportunities to access a variety of urban public spaces that include a diverse set of features, facilities, and functional connections.
- Connected to the city centre: A place that is well connected and responsive to its surrounding context and the city centre park system.

CELEBRATE

- A gateway to Richmond City Centre: That is a regional destination and gateway to Richmond's city centre, created through memorable place-making, iconic design and dynamic events.
- Active and eventful: Where the Richmond community is invited to come together and celebrate through a wide range of exceptional community and signature events and programming.
- Highlighting local arts, culture, and heritage: Where Richmond's multi-cultural arts and heritage are showcased and celebrated.

THRIVE

- Health and wellness: Where everyone, no matter their age, ability, or background, has opportunities to thrive through inclusive, year-round amenities that offer health and wellness, play, and physical activity.
- Ecologically integrated: Where innovative approaches to environmental sustainability result in resilient and thriving urban ecosystems.
- Sense of safety: That is welcoming to all and offers a sense of safety and comfort through considerate design of the built environment.

IMAGINE AND BUILD THE FUTURE

- Future ready: With the flexibility and capacity to respond to the future needs of the surrounding community as it grows and diversifies.
- Regenerative: Where a well-integrated and resilient ecological network contributes to social and environmental regeneration.
- Prepared to innovate: That can be adapted to accommodate and embrace future emergent best management practices, innovations, technologies and trends.

Public Open House Boards

LANSDOWNE PARKS MASTER PLAN

Welcome!

LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

The Lansdowne Centre property will be transformed over the next several years into a vibrant mixed-use community with homes, commercial space, amenities and parks. The parks will provide vital public green and open space for everyone to get outside, connect, play, gather, relax, get active and celebrate.

The future Lansdowne parks and open space will be built over the course of several phases over several years, as the Lansdowne Centre property is incrementally redeveloped.

Key Components of the Future Parks and Open Space

LANSDOWNE CENTRE REDEVELOPMENT

For further information about the overall Lansdowne Centre redevelopment project, please scan the QR code.

The Lansdowne parks and open space will comprise four main physical areas:

- A civic plaza
- A centre park
- A linear park
- A neighbourhood plaza

The size, location, configuration and objectives of these areas were established through a multi-phased Official Community Plan/City Centre Area Plan (OCP/CCAP) amendment process which included public engagement throughout. **The OCP/CCAP amendment was adopted by Council on November 27, 2023. For more information on the OCP/CCAP amendment and overall Lansdowne redevelopment project, please scan the QR code.**

Civic Plaza

Location: Adjacent to the Lansdowne Canada Line Station.

Size: Approximately 0.61 hectares (1.5 acres), which is similar in size to a soccer field or 13 basketball courts.

Objective: To be a welcoming, well-serviced town square for civic celebrations and events, and a front door to Lansdowne Village for locals and visitors. As a natural arrival area from the Lansdowne Canada Line station, it will be a new connection along the No. 3 Road retail and commercial corridor, and a signature highlight along the greenway emerging between the Olympic Oval Village and the Garden City Lands.

Head over to the Civic Plaza board for more information!

Centre Park

Location: Midway along the southern edge of the Lansdowne Centre property, ensuring access to sunlight.

Size: Approximately 2 hectares (5 acres), which is similar in size to Aberdeen Neighbourhood Park or three soccer fields.

Objective: To become Richmond's premier purpose-built festival space for concerts and celebrations. Its everyday role will be a neighbourhood-serving green space for informal recreation and relaxation.

Head over to the Centre Park board for more information!

Linear Park

Location: Along Lansdowne Road, the entire south side of the Lansdowne Centre redevelopment property.

Size: Approximately 20 meters wide and 500 meters long. To compare, the width of the linear park will be around three times the width of a pickleball court. The length of the linear park will be around 22 times the length of a tennis court.

Objective: To serve as the City Centre's central hub for civic events and a key catalyst for vibrant urban life. A unique 1.8 kilometer network of parks, amenities and institutions that creatively links Richmond's River, City and Fields.

Head over to the Linear Park board for more information!

Neighbourhood Plaza

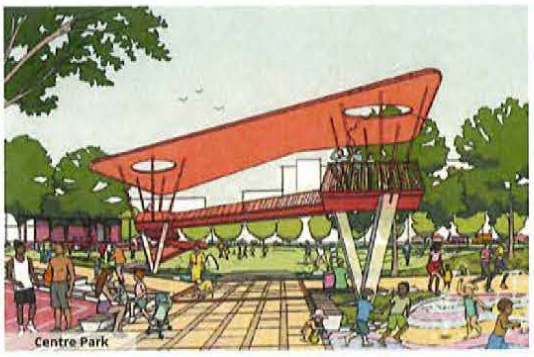
Location: The northeast corner of Kwantlen Street and Lansdowne Road.

Size: Approximately 0.2 hectares (0.5 acres), which is similar in size to four pickleball courts or two tennis courts.

Objective: To become an intimate garden space where locals can gather, socialize, and seek respite.

Head over to the Neighbourhood Plaza board for more information!

NOTE: IMAGE ABOVE IS A HIGH-LEVEL ILLUSTRATION. REFER TO PARK PLANS FOR CURRENT DESIGN SCHEMES.


Centre Park

Linear Park

LANSDOWNE PARKS MASTER PLAN

LANSDOWNE 公園規劃

誠邀您的參與!

LANSDOWNE 公園規劃

我們希望聽取您的意見! 請掃碼填寫網上問卷 Lets Talk Richmond

Lansdowne Centre 購物中心將在未來數年逐步轉型, 成為一個充滿活力的綜合社區, 涵蓋住宅、購物、商業空間、公共設施以及公園等多樣化功能。。 這些公園將為社區居民提供寶貴的綠地和開放空間, 讓大家有更多機會外出活動、交流、遊戲、聚會、放鬆身心, 並共同慶祝節慶時刻。

未來的Lansdowne公園和開放空間將分階段進行建設, 隨著Lansdowne Centre 購物中心物業的重新開發而逐步成形。

未來公園與開放空間的核心要素

Lansdowne公園和開放空間將包括四個主要區域:

- 一個公共廣場。
- 一個中央公園
- 一個綠廊公園
- 個鄰里廣場

LANSDOWNE CENTER 重建規劃

掃描瞭解更多關於Lansdowne Centre 重建規劃信息

這些區域的大小、位置、佈局及規劃目標, 是通過多階段的社區規劃大綱/市中心區域規劃 (OCP/CCAP) 的修訂流程而確定, 整個過程都包含了公眾諮詢與廣泛參與。 OCP/CCAP修訂已於2023年11月27日獲得市議會的正式通過。若想了解更多關於OCP/CCAP修訂及Lansdowne整體重建項目的詳細資訊, 歡迎掃描二維碼。

公共廣場

位置: 鄰近加拿大天車線Lansdowne站.

大小: 約0.6公頃 (1.5英畝), 包等於一個足球場或3個籃球場的大小.

目標: 打造一個舒適宜人、設施完善的公共廣場, 作為市民日常活動及節慶聚會的場所, 並成為當地居民與造訪者進入Lansdowne社區的門戶. 作為促加拿大天車線Lansdowne站經過的區域, 這裡將成為3號路零售與商業走廊的新通緝點, 同時也是南林巴克競速滑冰館Olympic Oval Village社區與Garden City Lands之間綠道的理想連接點.

瀏覽公共廣場的告示板了解更多資訊!

中央公園

位置: 位於Lansdowne Centre 購物中心物業南面, 陽光充足的中心位置.

大小: 約2公頃 (5英畝), 相當於現代功能型公園 (Aberdeen Neighbourhood Park) 或三個足球場的大小.

目標: 打造多功能文旅遊的的專業節慶空間, 適合舉辦音樂會及各類慶祝活動. 同時, 這裡也旨在為周邊社區的綠地, 為居民提供自然休憩與放鬆的場所.

瀏覽中心公園的告示板了解更多資訊!

綠廊公園

綠廊公園位置: Lansdowne路沿線, Lansdowne Centre 購物中心重建物業的整個南側.

大小: 約20米寬, 500米長. 綠廊公園的實際約為三個芭克球場場的寬度, 長度約為22個網球場的長度.

目標: 作為市中心規劃市民活動的核心枢紐, 成為激發城市活力的策略動力. 臨時的1.852里網球專用公園, 設施與社區, 並巧妙地將到自文的河流, 城市與自然融為一體.

瀏覽綠廊公園的告示板了解更多資訊!

鄰里廣場

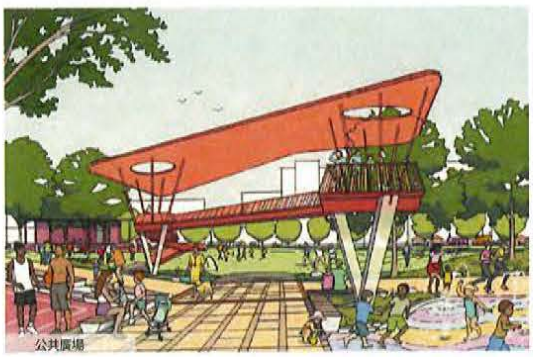
位置: Rwantlen和Lansdowne路的東北角.

大小: 約0.2公頃 (0.5英畝), 相當於四個芭克球場場或兩個網球場的大小.

目標: 打造一個溫馨的花園空間, 讓當地居民能夠自在聚集、交流, 並享受片刻寧靜.

瀏覽鄰里廣場的告示板了解更多資訊!

請注意: 上圖為概念示意圖, 具體設計方案請以公園規劃文件為準


公共廣場

綠廊公園

LANSDOWNE 公園規劃

LANSDOWNE PARKS MASTER PLAN

Why are we here today?

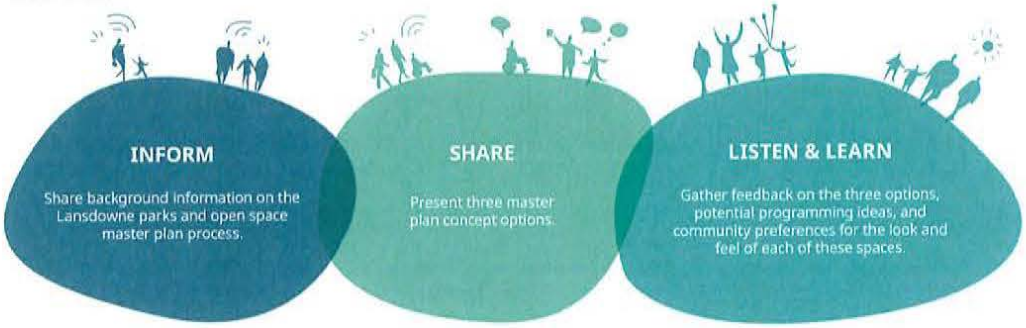
LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

To hear from you! Your input matters and it will help shape the future Lansdowne parks and open space areas.

Your input will ensure the areas align with community values and meet community needs.

We are here to:



The Timeline

The feedback received today will inform the development of a Lansdowne parks and open space master plan.

Civic Plaza

Neighbourhood Plaza

LANSDOWNE PARKS MASTER PLAN

LANSDOWNE 公園規劃

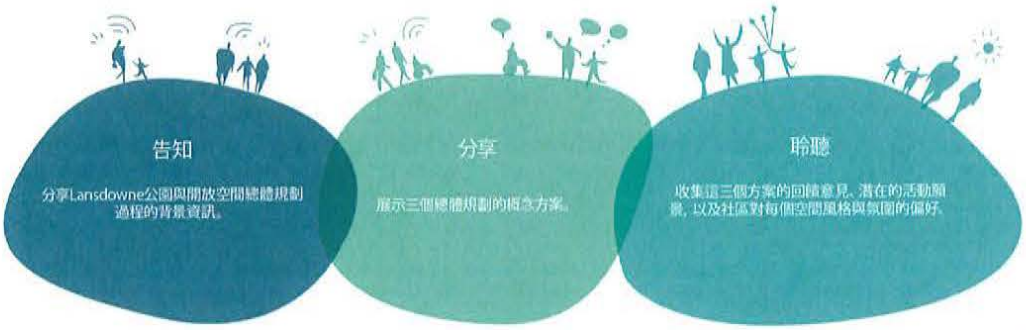
公眾開放日- 今日目標

LANSDOWNE 公園規劃

我們希望聽取您的意見！
請掃碼填寫網上問卷 Lets Talk Richmond

我們誠摯邀請您提供意見！您的建議對於塑造未來Lansdowne公園至關重要！
您的參與也將確保這些規劃符合社區的核心理念，並滿足社區的整體需求。

我們齊聚於此的目的是：



項目時間軸

今天收集到的意見回饋，將作為制定Lansdowne公園與開放空間總體規劃的重要依據。

公共廣場

鄰里廣場

LANSDOWNE 公園規劃

Richmond

PLANNING CONTEXT & SURROUNDING PARK NETWORK

Planning Context

LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

The size, location, configuration and objectives of the Lansdowne parks and open space areas were established through a multi-phased Official Community Plan/City Centre Area Plan) amendment ("Amendment") process which included public engagement throughout. The focus of the Amendment included:

- Reorganization of the building density across the property so that the majority of the development will be located within walking distance of the Lansdowne Canada Line Station.
- Reconfiguration of the parks spaces so that they are more integrated into the overall site.

The OCP/CCAP amendment was adopted by Council on November 27, 2023. For more information on the OCP/CCAP amendment and overall Lansdowne redevelopment project, please scan the QR code.

LANSDOWNE CENTRE REDEVELOPMENT

For further information about the overall Lansdowne Centre redevelopment project, please scan the QR code.

Lansdowne Master Plan OCP Approved Plan

Surrounding Park Network

The future Lansdowne parks and open space will play a vital role in the surrounding and broader Richmond community, however, there are several other existing and future planned parks within a five to fifteen minute walking distance of the Lansdowne Centre property.

This network of nearby parks consists of several distinct locations, each with its own unique character, programming, and amenities. While imagining the potential character and program for the future Lansdowne parks and open space, consider the relationship they may have to the broader surrounding park network.

For example: Are there programming opportunities that are not currently offered in other nearby parks that could be offered at Lansdowne?

Are there existing programming opportunities in other nearby parks that do not need to be included at Lansdowne?

City of Richmond Park Network

Centre Park

Linear Park

規劃背景及周邊公園網絡

規劃背景

LANSDOWNE 公園規劃

我們希望聽取您的意見！
請掃碼填寫網上問卷 Lets Talk Richmond

Lansdowne公園與開放空間區域的大小、位置、布局及規劃目標，是通過多階段的社區規劃大綱/市中心區域規劃 (OCP/CCAP) 修訂流程而確定，整個過程都包含了公眾的廣泛參與。此社區規劃大綱修訂的重點包括：

- 重新分配物業的建築密度，使大部分開發項目位於Lansdowne加拿大線天車站的步行距離之內。
- 重新規劃公園空間，使其與整體場地更加融合。

此OCP（社區規劃大綱）/CCAP（市中心區域図划）修訂已於2023年11月27日獲市議會通過。如需了解更多關於OCP/CCAP修訂及Lansdowne整體重建項目的資訊，請掃描下方二維碼。

LANSDOWNE CENTER 重建規劃

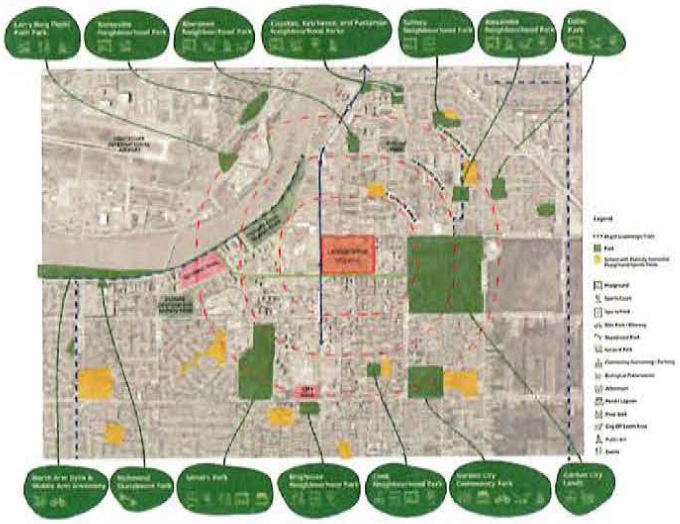
掃描瞭解更多關於Lansdowne Centre重建規劃信息

市議會通過的Lansdowne規劃規劃

周邊公園網絡

未來的Lansdowne公園與開放空間，將在周邊及更廣泛的列治文社區中扮演重要角色。然而，在Lansdowne購物中心的5至15分鐘步行範圍內，還存在多個現有及規劃中的公園，共同組成列治文市的公園網絡。

這個公園網絡由多個各具特色的空間組成。每個空間都擁有其獨特的風格、活動規劃及設施。在構思未來Lansdowne公園與開放空間的潛在風格與活動時，不妨考慮它們與周邊更廣泛公園網絡之間的關係。例如：Lansdowne公園是否可以提供其他附近公園沒有的活動機會？其他附近公園已有的活動規劃（如網球場等），是否必要在Lansdowne重複設置？



列治文市公園網絡

中心公園

綠廊公園

LANSDOWNE PARKS MASTER PLAN

What Guides Our Design

LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

Guiding Principles

Guiding principles were developed during the first phase of the Lansdowne parks and open space planning process, and were adopted by Council on May 8, 2023.

These guiding principles helped inform the development of the three Lansdowne parks and open space master plan options being presented today.

The guiding principles will serve as touchstones when key decisions need to be made about the future development of these parks and open space areas.

Lansdowne Parks Master Plan Guiding Principles

What Shapes Our Design

Design Themes

Key design themes began to emerge, based on the guiding principles, objectives, background studies, related City plans and strategies, site context and analysis.

- Nature, ecology and sustainability.
- Innovation, wellness and vitality.
- Arts, culture and heritage.

These themes guided the development of the parks master plan concept options presented today and are integrated into each to varying degrees, shaping their overall design approach, character, and program.

This theme is rooted in Richmond's unique ecology and the importance of climate resilience within the community. The landscape character draws inspiration from the dynamic hydrology and ecosystems of the Fraser River delta; planting zones shape and frame key program areas, creating a public realm defined by meandering, serpentine pathways that weave through and connect diverse, active community spaces. Rainwater capture areas mimic the natural processes of the river's floodplain, holding water on-site, while other water features showcase sustainable practices that minimize water waste. Large mounded planting areas and pollinator meadows enhance biodiversity and offer sensory-rich garden spaces. Throughout the public realm, interpretive public art highlights themes of rainwater capture, pollinators, and bog flora and fauna, immersing visitors in Richmond's ecological story.

This theme builds on Richmond's Climate Action Goals to support innovative climate resilient solutions that promote health, wellness, and community connection. A series of water-capturing pavilions and rainwater infrastructure features create cooling refuges and serve as organizational elements in the public realm design. Additionally, urban habitat groves enhance biodiversity and offer shaded nooks, supporting the City's Climate Action Mitigation and Adaptation goals to reduce the impacts of heat stress, improve air quality, and address related health concerns in urban environments. Larger plazas including 'Wow' walk provide immersive experience for visitors of all ages, whereas welcoming gardens and pockets of urban forest cater to intimate gatherings and relaxation. Play and fitness nodes are woven into circulation between parks to offer a range of activities suiting various mobility levels.

This theme celebrates Richmond's art, culture, and heritage. Various scales of plazas create opportunities for large and small performances, festivals, and markets. Plazas provide opportunities for colourful canopies and interactive art. Vertical multi-functional elements allow for stacked programs including play, covered space, viewing decks, and seating. Outdoor 'rooms' act as 'cooling' features for climate refuge and resilience while displaying small exhibitions and hosting gatherings. Small nodes, art, and interpretive signage is woven within a continuous habitat corridor for birds and bats.

Civic Plaza

Neighbourhood Plaza

LANSDOWNE 公園規劃

規劃指導原則

LANSDOWNE 公園規劃

我們希望聽取您的意見！
請掃碼填寫網上問卷 Lets Talk Richmond

指導原則

Lansdowne公園與開放空間的指導原則已於公園規劃過程的第一階段制定，並於2023年5月8日獲市議會通過。

這些指導原則為今天展示的三個Lansdowne公園與開放空間總體規劃方案提供了重要依據。

在未來開發這些公園與開放空間時，這些指導原則也將作為關鍵決策的重要參考。

Lansdowne總體規劃指導原則

設計主題塑造

設計主題

基於對設計指導原則、目標背景研究、全方位規劃策略以及基地分析的整合，三大核心設計主題逐漸清晰：

- 生態韌性·自然共生
- 創新驅動·健康活力
- 藝術賦能文化傳承

這些主題指導了今日展示的總體規劃概念方案，並以不同程度整合到每個主題中，塑造了各自的整體設計方法、特色和功能。

本主題植根於列治文獨特的生態基因並積極回應社區內氣候適應力的重要性，景觀故事從菲沙河三角洲的動態水文與生態系統中汲取靈感，編織生態基底，重塑人地關係。

種植分區以生物群落為單元界定功能空間，蜿蜒曲折的小徑穿行其間，有機串聯多元社區活力節點。雨水收集區模仿河道雨水文過程，實現現地滯水，而其他水景則展示可持續的水資源管理方式，以減少浪費，結合生態丘谷系統塑造地形韻律，與花卉攪粉草原共同構建生物多樣性網絡，貫穿公共空間還融入互動設計的巧思，如水循環藝術裝置、錦鏽花園觀察廊道、濕地生態展廊、構建沉浸式教育場景，將列治文的生態敘事徐徐展開。

本主題建立在列治文約氣候行動目標之上，支持創新氣候韌性解決方案，以促進健康、福祉並提升社區活力。雨水收集長廊與雨水基礎設施不僅能緩解城市熱島效應，亦是公共空間設計的重要組織元素。此外，城市樓地樹林提升生物多樣性，並營造遮蔭角落，呼應城市的氣候行動緩解與適應策略。在降低高溫影響、改善空氣品質及應對都市環境健康議題方面發揮積極作用。

公共廣場以其獨特的步道設計和沉浸式體驗吸引眾人目光，透過流暢的動線，富有層次的景觀變化與互動式裝置，營造引人入勝的探索旅程。迴賞花園與口袋型城市森林則提供靜謐的綠意空間，適合親切相聚或放鬆休憩，遊戲與健身節點巧妙融入公園之間的動線，滿足不同行動能力需求，營造多元化的戶外活動空間。

LANSDOWNE 公園規劃

CONCEPT MASTER PLAN OPTION 1
INSPIRED BY NATURE

LANSDOWNE PARKS MASTER PLAN

We want to hear from you!
Link to the online survey
via Lets Talk Richmond

Nature, Ecology and Sustainability

Each concept master plan option incorporates all themes while emphasizing one over the others. Identifying the most supported option will help gauge community values and priorities.

When greater emphasis is placed on the nature, ecology and sustainability theme, then the design approach draws greater inspiration from Richmond's unique ecology and the importance of climate resilience within the community. Serpentine pathways weave through habitat planting and pollinator meadows to connect diverse, active community spaces.

Rainwater capture areas mimic the natural processes of the river's floodplain. Interpretive public art and nature-inspired play highlight themes of water capture, pollinators, and bog flora and fauna, immersing visitors in Richmond's ecological story. Covered outdoor spaces spill into event areas to provide opportunities for the everyday and large events such as concerts, outdoor movies, art celebrations and pick up sports. Planted buffers are located along the park edges to provide separation from streets, while small seating nodes provide refuge along the multiuse pathways, bike lanes and pedestrian promenades.

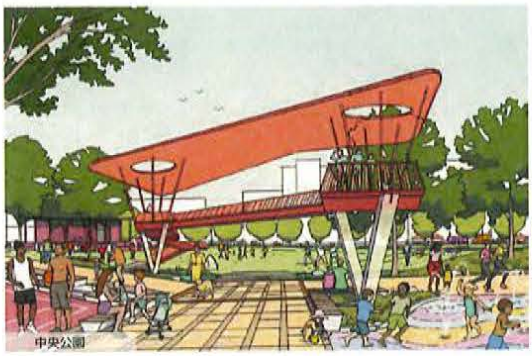
Concept Focus

LANSDOWNE PARKS MASTER PLAN

概念設計方案 1
棲息自然之城

生態韌性·自然共生

三個概念規劃方案都在融合主題的基礎上有所側重。對比選出最受歡迎的方案可以幫助理解和評估社區和更需要優先考慮的事項。當設計更強調生態韌性、自然共生的主題時，其設計手法將進一步從列治文獨特的生態環境與社區氣候適應的重要性中汲取靈感。蜿蜒曲折的散步徑穿梭於生態綠化與蜂語草甸之間，串聯起多元且充滿活力的社區空間；同時，雨水收集花園則模擬河流沼澤平原的自然過程。詮釋性公共藝術與自然啟發式遊樂設計突顯了水資源收集、傳粉生物及泥炭地生態等主題，讓訪客沉浸於列治文的生態故事之中。適叙式戶外空間與社區活動區域相連，為日常聚會及大型活動（如音樂會、露天電影、藝術慶典及即興休閒運動等）提供多元使用機會。公園邊緣設有綠化緩衝帶，以營造與街道之間的適當分隔，而小型座椅節點則沿多功能步道、自行車道及環游步道分佈，為遊客提供休憩空間。


中央公園

綠廊公園

CONCEPT MASTER PLAN OPTION 2
ACTIVE LIVING

LANSDOWNE PARKS MASTER PLAN

We want to hear from you!
Link to the online survey
via Lets Talk Richmond

Innovation, Wellness and Vitality

Each concept master plan option incorporates all themes while emphasizing one over the others. Identifying the most supported option will help gauge community values and priorities.

When greater emphasis is placed on the innovation, wellness and vitality theme, then the design approach supports innovative climate resilient solutions that promote health, wellness and community connection. Larger plazas provide immersive experiences for visitors of all ages, and smaller nodes within habitat planting cater to intimate gatherings and moments of relaxation.

Play and fitness nodes are woven into circulation between parks to offer a range of activities suiting various mobility levels. Park programming is integrated with innovative design approaches including a series of water-capturing pavilions and rainwater features. The performance stage is paired with amphitheater seating and pedestrian pathways are paired with interactive elements to provide an immersive experience for visitors. Fitness ribbons and gathering plazas are integrated throughout the park to foster health, wellness, and community interaction.

CIVIC PLAZA

FEATURED PROGRAMMING
- Entry Plaza
- Community Event Plaza
- Large, Shade Trees
- Open Flexible Lawn
- Covered Outdoor Space
- Terraced Seating
- Interactive Water Feature
- Amphitheatre
- Textured Hardscape

DESIGN APPROACH
- A colorful and innovative public space designed to captivate and inspire. **'River' Walk** is a stunning promenade lined with creative art installations that feature interactive elements and an immersive experience for visitors of all ages.
- **Community event plaza** hosts multiuse large-scale events such as concerts, food truck gatherings, and lively markets. An **interactive water feature** adds a playful touch for and can be turned off to accommodate events.
- The adjacent **amphitheatre plaza** and convenient southeast facilities ensure comfort and accessibility while the open perimeter creates a lively edge that seamlessly connects with surrounding retail and office spaces.
- **Urban forest** areas offer a peaceful retreat for small groups to relax and unwind.

CENTRE PARK

FEATURED PROGRAMMING
- Performance Stage
- Open Lawn (Informal Sports + Outdoor Concerts)
- Amphitheatre
- Habitat Planting
- Deer + Welcoming Entries
- Destination Playground
- Destination Water Play
- Forest Nature
- Outdoor Covered Space
- Outdoor Fitness Stations
- Looped Pathways
- Picnic Area

DESIGN APPROACH
- This vision highlights an innovative, climate-change approach for Centre Park.
- Surrounding building roofs capture and release water into the integrated rainwater system in the park.
- A series of **water-capturing pavilions** and **wetlands rainwater** features line the centre spine.
- The **centre spine** features misters, a semi-natural tree canopy and opportunities to rest in the shade or engage in water play.
- **Habitat planting** includes planted terraces/mounds that increase biodiversity and provide more shaded nooks.
- **Destination nature-based playground**, **water play area**, and **outdoor fitness stations** are central to the park.
- A large **performance stage** and entrance plaza anchors the southeast corner to host amphitheatre seating and a flexible central lawn that can be used alongside the seating for larger events/events.

NEIGHBOURHOOD PLAZA

FEATURED PROGRAMMING
- Outdoor Fitness Stations
- Gathering/Picnic Area
- Open + Welcoming Entries
- Games
- Seating Nodes
- Existing Large, Shade Trees

DESIGN APPROACH
- A vibrant neighbourhood fitness park designed to promote health, wellness, and community connection. A scenic **gathering space** shaded by mature, retained trees, providing a natural focal point for socializing and relaxation at the heart of this green node.
- The park features enough space to accommodate up to two small **recreational courts**, making it an ideal spot for both casual games and friendly competitions.
- Multiple **outdoor fitness stations** offer a range of exercise facilities to suit various fitness levels, ensuring there is something for everyone.
- For those looking to connect with nature and unwind, the park also includes **seating nodes** within habitat planting, perfect for intimate gatherings and quiet reflection.

LINEAR PARK

FEATURED PROGRAMMING
- Multi-Use Pathway network that Combines All Uses
- Entry Node
- Water Feature
- Outdoor Fitness Stations
- Seating Nodes

DESIGN APPROACH
- Linear fitness park designed to foster health, wellness, and community interaction.
- Small **outdoor fitness stations** equipped with outdoor exercise equipment to offer diverse workout opportunities for all fitness levels.
- Dedicated spaces with table tennis to encourage friendly competition and social interaction.
- **Seating nodes** as informal gathering spots and evening platforms. Opportunities for bikes and playful features for all ages.
- **Rain gardens** to manage rainwater runoff, enhance biodiversity and native planting.
- **Raised boardwalks** to navigate and/or cross while protecting the environment and integrating with rainwater management.

Concept Focus

Civic Plaza

Neighbourhood Plaza

LANSDOWNE PARKS MASTER PLAN

概念設計方案 2
躍動活力之城

創新驅動·健康活力

LANSDOWNE 公園規劃

我們希望聽取您的意見！
請掃瞄或瀏覽網上問卷 Lets Talk Richmond

三個概念規劃方案都在融合主題的基礎上有所側重。對比最受歡迎的方案可以幫助理解和評估社區和更需要優先考慮的事項。當設計更強調創新驅動·健康活力的主題時，設計手法將融入創新的氣候適應性方案，以促進康健和社區連結。大型廣場為所有年齡層的人士提供沉浸式體驗，而設於生態綠化中的小型座位區則適合小型聚會和靜謐放鬆的時刻。遊戲與健身節點則交織於公園之間的步行流線中，以提供適合不同行動能力的多樣化活動。

公園規劃將與創新設計手法相結合，包括一系列集水涼亭與雨水景觀。表演舞台搭配劇場式座椅，而人行步道則融入互動元素，讓訪客獲得沉浸式體驗。此外，公園內亦融合健身動線與聚會廣場，以促進健康活力及社區互動。

市民廣場

鄰里廣場

LANSDOWNE 公園規劃

CONCEPT MASTER PLAN OPTION 3
ALIVE WITH ARTS AND CULTURE

LANSDOWNE PARKS MASTER PLAN

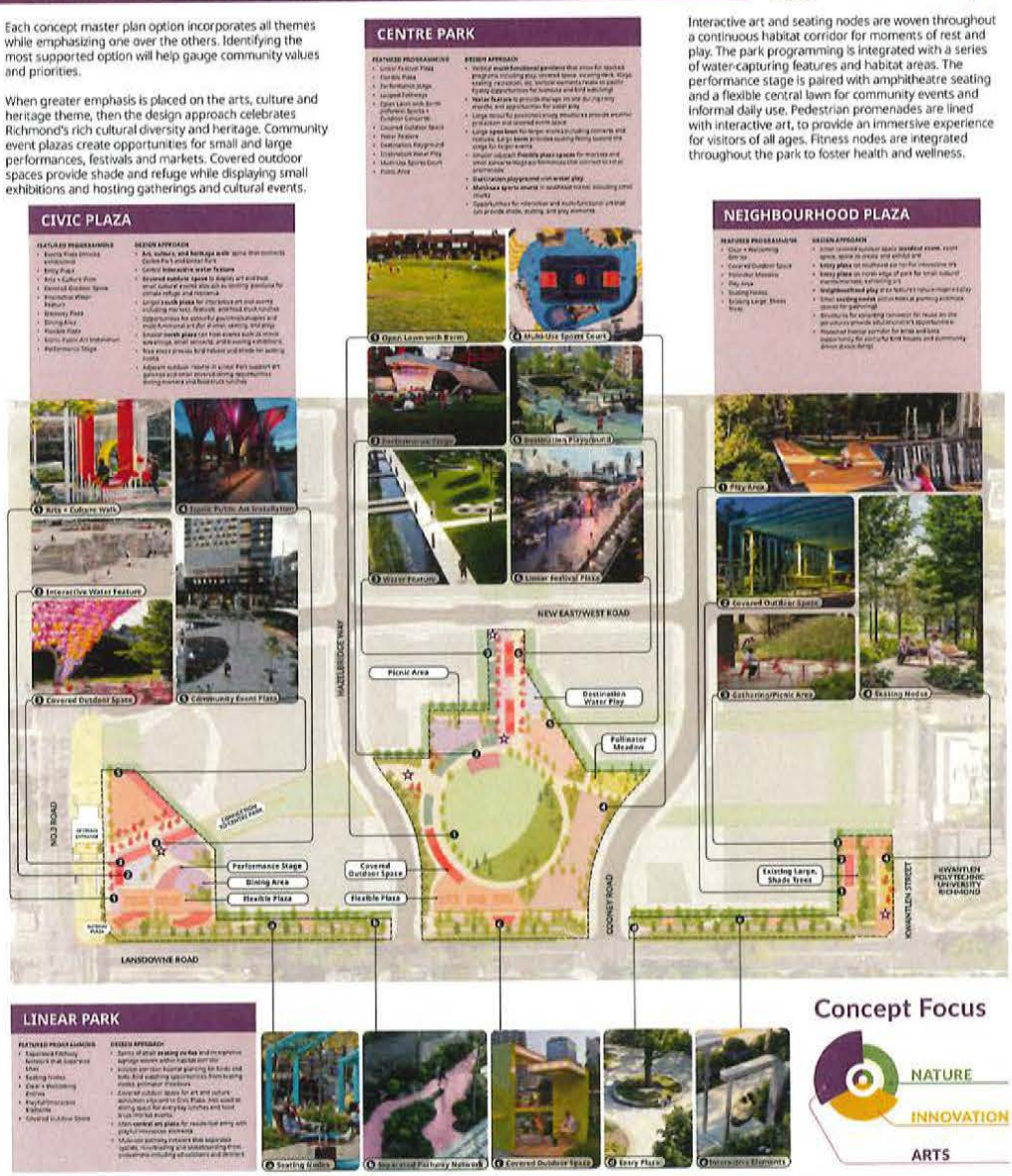
We want to hear from you! Link to the online survey via Lets Talk Richmond

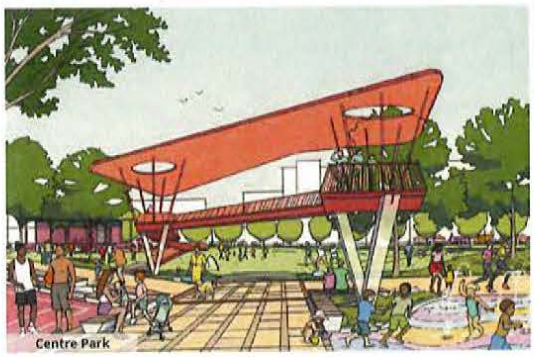
Arts, Culture and Heritage

Each concept master plan option incorporates all themes while emphasizing one over the others. Identifying the most supported option will help gauge community values and priorities.

When greater emphasis is placed on the arts, culture and heritage theme, then the design approach celebrates Richmond's rich cultural diversity and heritage. Community event plazas create opportunities for small and large performances, festivals and markets. Covered outdoor spaces provide shade and refuge while displaying small exhibitions and hosting gatherings and cultural events.

Interactive art and seating nodes are woven throughout a continuous habitat corridor for moments of rest and play. The park programming is integrated with a series of water-capturing features and habitat areas. The performance stage is paired with amphitheatre seating and a flexible central lawn for community events and informal daily use. Pedestrian promenades are lined with interactive art, to provide an immersive experience for visitors of all ages. Fitness nodes are integrated throughout the park to foster health and wellness.




Centre Park

Linear Park

LANSDOWNE PARKS MASTER PLAN

概念設計方案 3
文韻共鳴之城

LANSDOWNE 公園規劃

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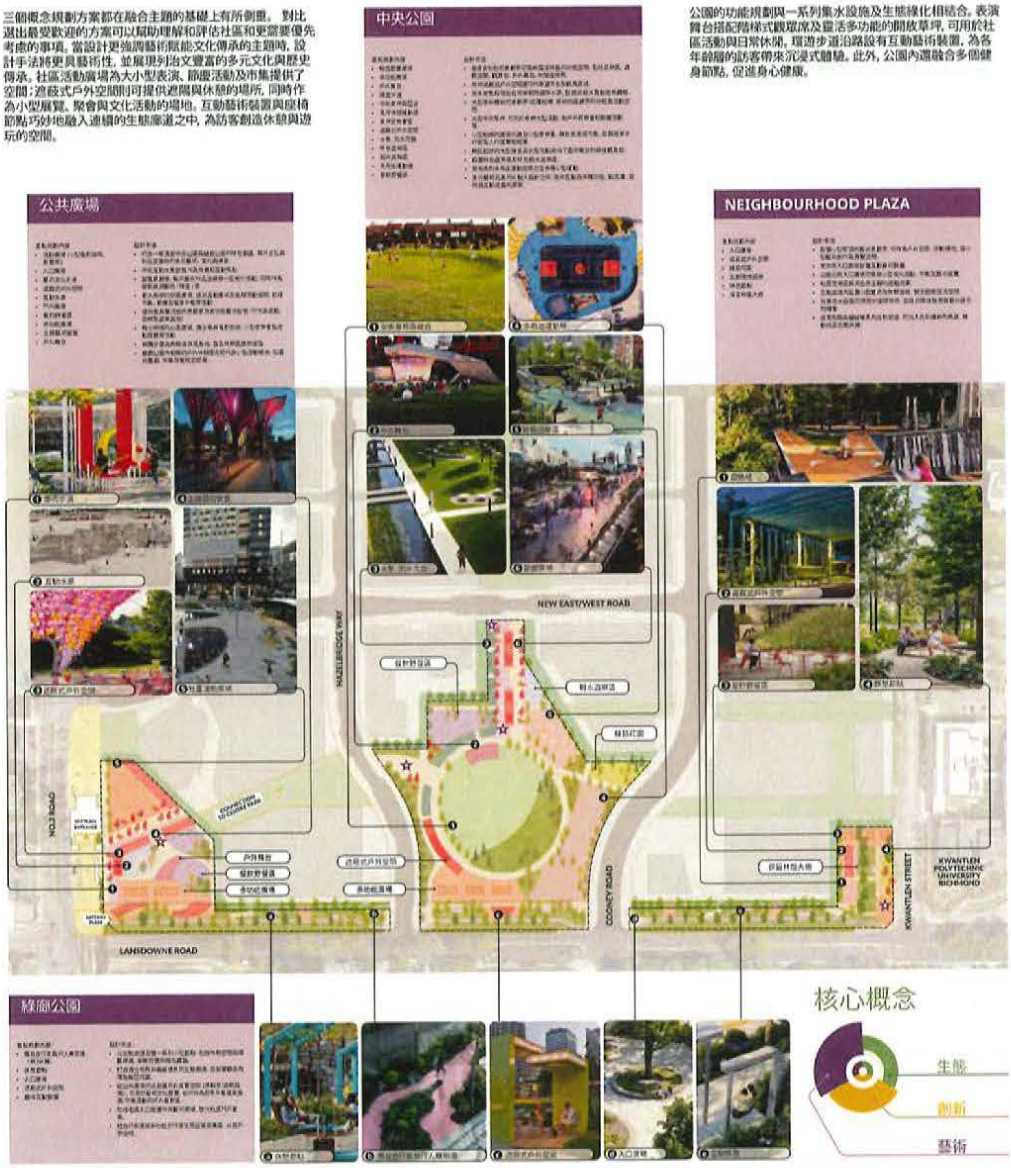
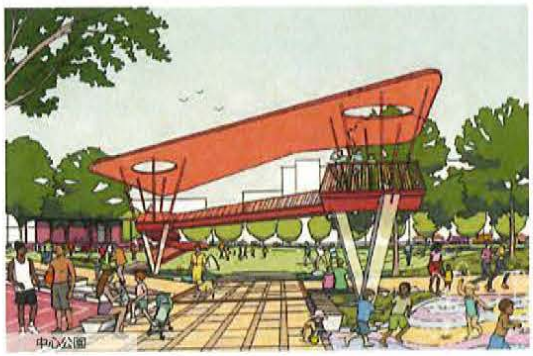
藝術賦能·文化傳承

三個概念規劃方案都在融合主題的基礎上有所側重。對比選出最受歡迎的方案可以幫助理解和評估社區和更需要優先考慮的事項。當設計更強調藝術賦能文化傳承的主題時，設計手法將更具藝術性，並展現別治文豐富的多元文化與歷史傳承。社區活動廣場為大小型表演、節慶活動及市集提供了空間；遮蔭式戶外空間則可提供遮陽與休憩的場所，同時作為小型展覽、聚會與文化活動的場地。互動藝術裝置與座椅節點巧妙地融入連續的生態廊道之中，為訪客創造休憩與遊玩的空間。

公園的功能規劃與一系列集水設施及生態綠化相結合。表演舞台搭配階梯式觀眾席及靈活多功能的開放草坪，可用於社區活動與日常休閒。環遊步道沿路設有互動藝術裝置，為各年齡層的訪客帶來沉浸式體驗。此外，公園內還融合多個健身節點，促進身心健康。





LANSDOWNE 公園規劃

CNCL - 183

CIVIC PLAZA

The Civic Plaza is envisioned to host medium to large-scale events such as **concerts**, **food truck gatherings**, and **lively markets**. In additional to the special events, the programming of the plaza includes programming for the everyday with a **seating nooks**, **pathways** and **public art**. A dynamic **interactive water feature** adds a playful touch for daily enjoyment and can be turned off to accommodate events.

Civic Plaza will serve as a gateway into the Lansdowne parks from the Lansdowne Canada Line station. Inspired by the Fraser River Delta, mounded **habitat plantings** and **tree plantings** are incorporated to increase the biodiversity of the plaza and provided natural shade during the summer months.

LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

Vote for character!

Below are a range of images, organized by design theme, that illustrate the potential character for the future Civic Plaza. Place **one sticker dot** on the image that you think best represents your vision for the Civic Plaza.

Vote for programming!

Below are images that represent a range of potential program opportunities for the future Civic Plaza. Place **a sticker dot on the top three** activities or features that you would like to see or do in the Civic Plaza. If you don't see an activity or feature that you would like to be included in the Civic Plaza, then write or draw your idea on a sticky note and place it on this board.

Vote for the character that best represents your vision for the Civic Plaza!

NATURE, ECOLOGY AND SUSTAINABILITY

INNOVATION, WELLNESS AND VITALITY

ARTS, CULTURE AND HERITAGE

OTHER IDEAS!

Vote for the programming you most want to see in the Civic Plaza!

LARGE, SHADE TREES

INTERACTIVE WATER FEATURE(S)

OPEN FLEXIBLE LAWN

WAYFINDING SIGNAGE

WATER FEATURE

RANGE OF SEATING OPTIONS

HABITAT PLANTING

LANDMARK STRUCTURE

GAMES/SPORTS

MARKET PLAZA

INTERACTIVE PUBLIC ART

COVERED OUTDOOR SPACE

CLEAR + WELCOMING ENTRY

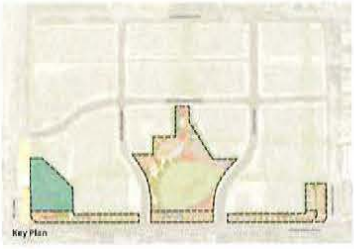
SPACES TO GATHER

BIKE RACKS

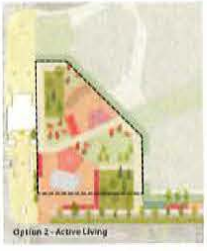
PICNIC AREA

PERFORMANCE STAGE

OTHER IDEAS!


Key Plan

Option 1 - Inspired by Nature


Option 2 - Active Living

Option 3 - Alive with Arts and Culture

公共廣場設計主題與規劃

公共廣場的設計定位為可容納中型至大型活動的場所，如戶外音樂會、單車聚會及熱鬧的市集等。除特色活動外，廣場的日常規劃還包括休憩座椅區、散步徑和公共藝術裝置。動態互動水景為日常生活增添趣味，並可調整期間時間以適應活動需求。公共廣場作為從Lansdowne加拿大線天車站通往Lansdowne公園的入口門戶，其設計靈感來自菲沙河三角洲，生態綠丘和生態植物巧妙融入設計，增強廣場的生物多樣性，並在炎炎夏季提供舒適的自然綠蔭。

LANSDOWNE 公園規劃

我們希望聽取您的意見！
請掃碼填寫網上問卷 Lets Talk Richmond

為你喜歡的公園風格投票！

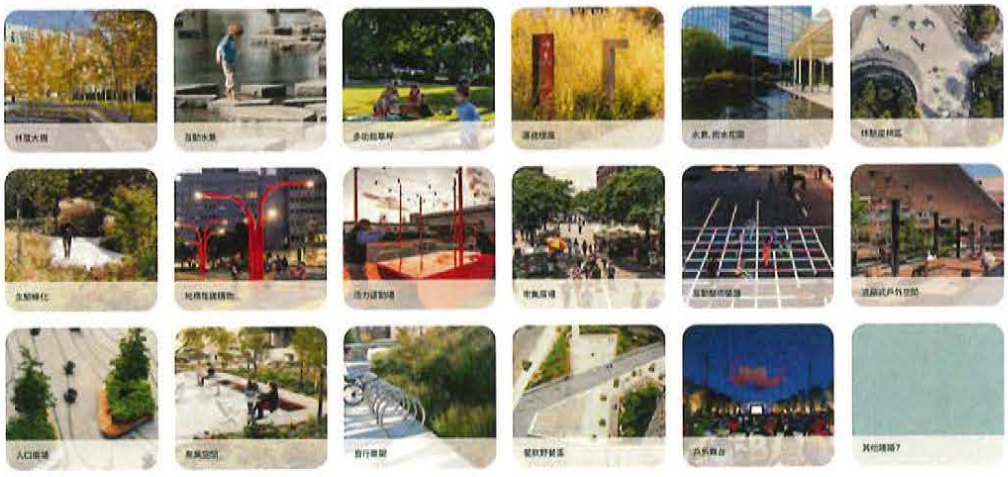
下方圖片依設計主題分類，展示公共廣場可能的未來風貌。
請將圓點貼紙貼在最符合您對公共廣場願景的圖片上！

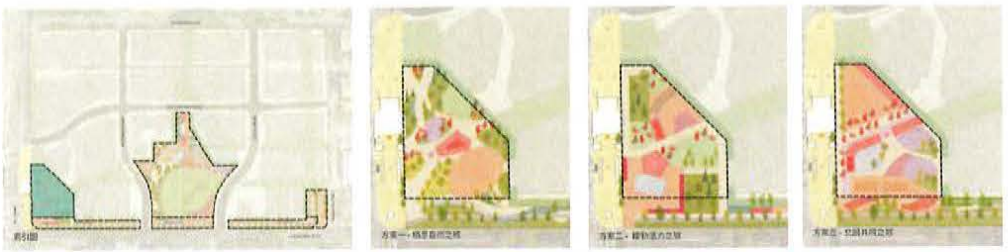
為你喜歡的公園功能投票！

下方圖片展示公共廣場未來可包含的多樣化的活動與設施選項。
請為您最期待的三項設施或活動貼上圓點貼紙！
如果沒有列出您理想的選項，請將您的想法畫在或寫在貼紙上，並點在下方。

請選擇最符合您對公共廣場的期望的設計主題！

請投票選出您最期待在公共廣場看到的設施！





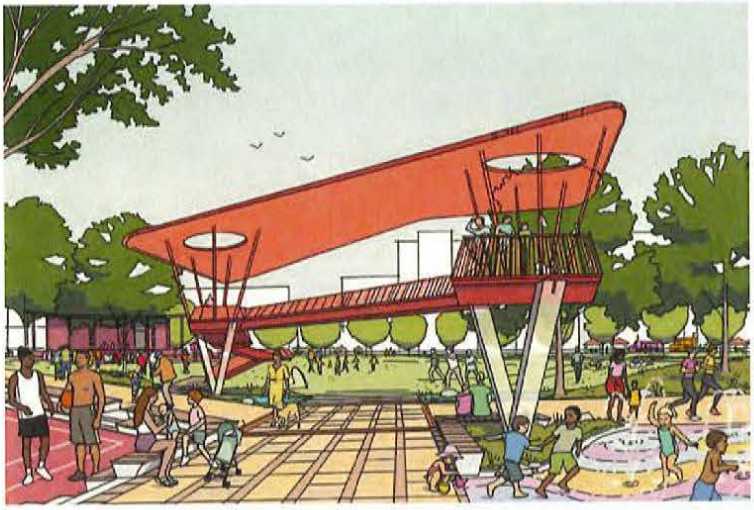
LANSDOWNE 公園規劃

CNCL - 185

CENTRE PARK

The Centre Park will serve as a city-wide destination that will provide space for diverse cultural experiences. As the heart of the city, it will be accessible and inclusive, and support community growth and needs. The Centre Park will accommodate large dynamic programming including **celebrations**, **performances**, and **festivals** while strongly connecting to Richmond's ecological network.

A key aspect to the design of the Centre Park is the accommodation of the everyday use of the park as well as large events. Layers of **habitat tree canopy** and **rainwater management** are balanced with the programming areas. The **destination playground** offers programming for children, families and **multi-use sports courts** and **fitness loops** offer amenities for the community at large.



LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via **Lets Talk Richmond**

Vote for character!

Below are a range of images, organized by design theme, that illustrate the potential character for the future Centre Park. Place **one sticker dot** on the image that you think best represents your vision for the Centre Park.

Vote for programming!

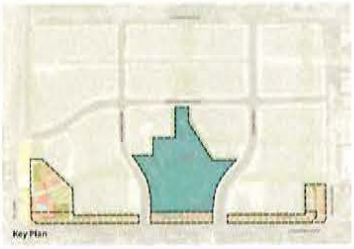
Below are images that represent a range of potential program opportunities for the future Centre Park. Place **a sticker dot on the top three** activities or features that you would like to see or do in the Centre Park. If you don't see an activity or feature that you would like to be included in the Centre Park, then write or draw your idea on a sticky note and place it on this board.

Vote for the character that best represents your vision for the Centre Park!

OTHER IDEAS?

Vote for the programming you most want to see in the Centre Park!

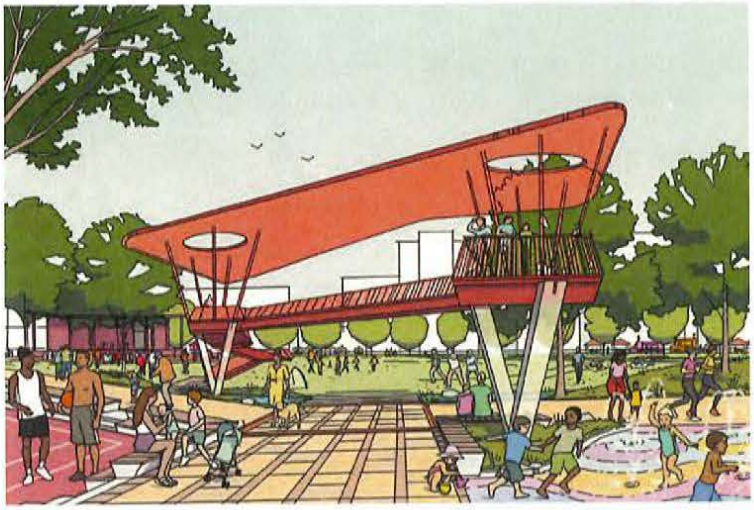
OTHER IDEAS?



中央公園設計主題與規劃

中心公園將作為全市範圍內的目的地公園，為列治文提供多元文化體驗的豐富空間。作為城市的核心，它將具備便捷的可漸性與高度的包容性，致力於支持社區的發展與需求。中央公園將能容納大型動態活動，如慶典、表演和節慶慶祝，並與列治文的生態網絡緊密聯繫。
中央公園設計的關鍵在於平衡市民日常使用需求與舉辦大型活動。

生態綠化、雨水管理系統與活動空間相得益彰。公園內的特色遊樂場為兒童提供多樣化的遊樂體驗，多功能運動場與健身步道則為社區居民提供多元的運動設施。



LANSDOWNE 公園規劃

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為你喜歡的公園風格投票！

下方圖片展示中央公園未來可包含的多樣化的活動與設施選項。
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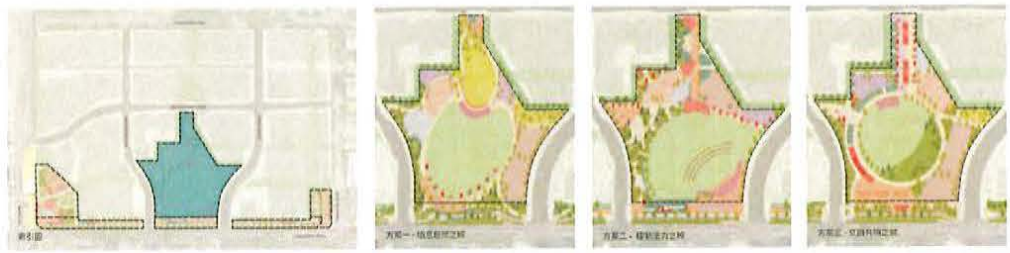
請選擇最符合您對中央公園的期望的設計主題！

請投票選出您最期待在中央公園看到的設施！

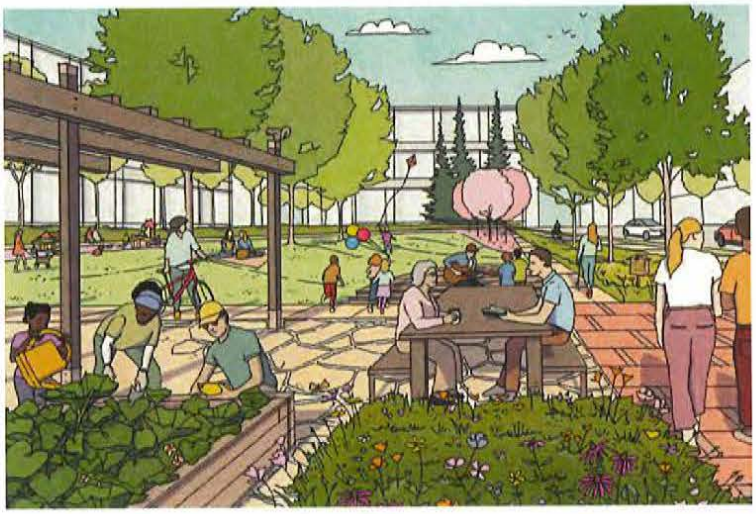


LANSDOWNE 公園規劃

NEIGHBOURHOOD PLAZA

The Neighbourhood Plaza will serve as a green urban local gathering space that will provide space for smaller **community events**, small **group gatherings** and passive users. The character of the space is defined by the preservation of large existing **shade trees** and looks to provide intimate spaces for gathering and **cultural activities** in a garden setting.

The programming options in the plaza include **lawn** areas, **nature play** spaces, **event plazas**, **community gardens** and **small recreational courts**. The plaza is envisioned as a serene gathering space shaded by mature, retained trees, providing a natural focal point for socializing and relaxation at the heart of this green oasis.



LANSDOWNE PARKS MASTER PLAN

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Vote for programming!

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Vote for the character that best represents your vision for the Neighbourhood Plaza!

NATURE, ECOLOGY AND SUSTAINABILITY

INNOVATION, WELLNESS AND VITALITY

ARTS, CULTURE AND HERITAGE

OTHER IDEAS?

Vote for the programming you most want to see in the Neighbourhood Plaza!

PLAY AREA

COMMUNITY GARDENS

POLLINATOR MEADOW

ORCHARD

SMALL GATHERING/PICNIC AREA

CLEAR + WELCOMING ENTRY

NATURE-INSPIRED PLAY

LARGE, SHADE TREES

OUTDOOR FITNESS STATIONS

SEATING NODES

FEATURED ART

COVERED OUTDOOR SPACE

GAMES/SPORTS

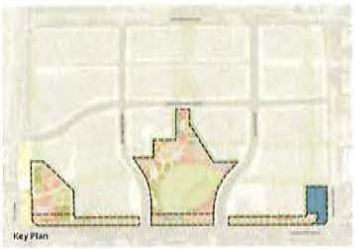
SMALL STAGE

EVENTS PLAZA

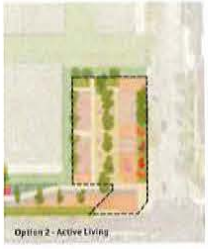
MULTI-PURPOSE LAWN

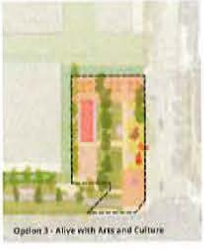
WATER FEATURE

OTHER IDEAS?


Key Plan

Option 1 - Inspired by Nature

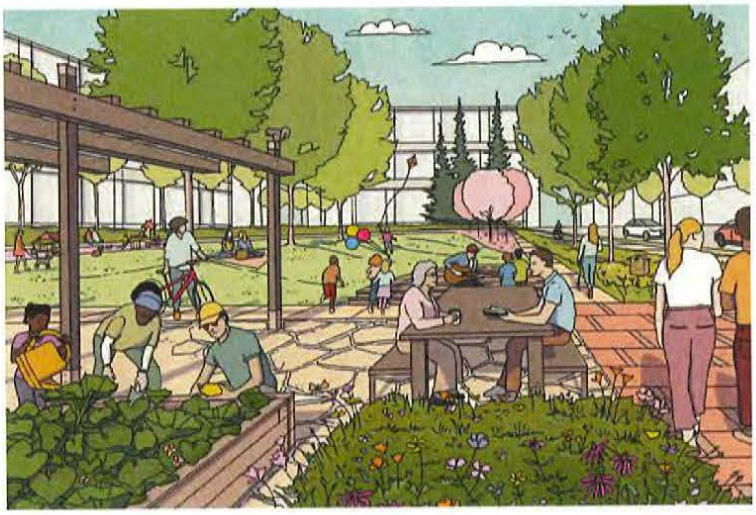

Option 2 - Active Living


Option 3 - Alive with Arts and Culture

鄰里廣場設計主題與規劃

鄰里廣場將作為一個城市聚集空間，滿足小型社區活動、小型團體聚會以及尋求寧靜的使用者需求。該空間的特色在於保留現有的大型遮蔭樹，並同時提供親密的聚會空間和小型文化活動場所，營造出如花園般的環境。廣場的規劃融合了草坪區域、自然遊樂區、活動廣場、社區花園以及小型休閒運動場等元素。廣場將被設計為一個樹蔭遮蔽下寧靜的聚集場所，成為城市綠洲中的社交與休閒自然焦點。

不同側重的設計主題將塑造各公園及開放空間的獨特風格，並進一步影響公園的整體風貌。舉例說明：若強調生態韌性，自然共生的主題，設計將更深度汲取大自然的靈感，廣泛融入因化空因。若側重藝術與能文化傳承的主題，設計將更具藝術性，並側重展示列治文豐富的多元文化及歷史底蘊。



LANSDOWNE 公園規劃

我們希望聽取您的意見！
請掃碼填寫紙上問卷 Lets Talk Richmond

為你喜歡的公園風格投票！

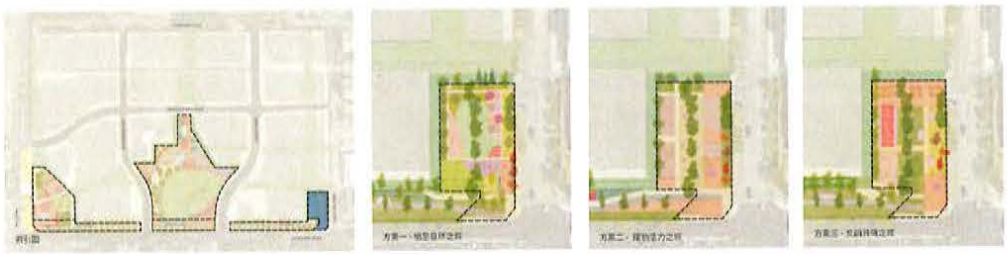
下方圖片依設計主題分類，展示鄰里廣場可能的未來風貌。
請將圓點貼紙貼在最符合您對鄰里廣場願景的圖片上！

為你喜歡的公園功能投票！

下方圖片展示鄰里廣場未來可包含的多樣化的活動與設施選項。
請為您最期待的三項設施或活動貼上圓點貼紙！
如果沒有列出您理想的選項，請將您的想法畫在或寫在貼紙上，並貼在下方。

請選擇最符合您對鄰裡廣場的期待的設計主題！

請投票選出您最期待在鄰里廣場看到的設施！



LANSDOWNE 公園規劃

CNCL - 189

LINEAR PARK

The Linear Park will serve as a key connector that unites all of the Lansdowne park spaces and the community at large. The Linear Park will be city-wide between the Garden City Lands and the Richmond Olympic Oval and riverfront. The design looks to include **pathways** that accommodate **varied uses**, including cyclists, rollerblading, skateboarding, pedestrians, wheelchairs and strollers.

Along the Linear Park are a series of **rest nodes** to encourage community connection and comfort for all ages and abilities. These rest nodes include **seating** and the potential for **fitness hubs**, **covered outdoor spaces** and **interactive art**. Habitat is integrated along the entire length of the park and looks to include **rainwater management**, as well as **habitat planting**, and **pollinator meadows** for wildlife species.

LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

Vote for character!

Below are a range of images, organized by design theme, that illustrate the potential character for the future Linear Park. Place **one sticker dot** on the image that you think best represents your vision for the Linear Park.

Vote for programming!

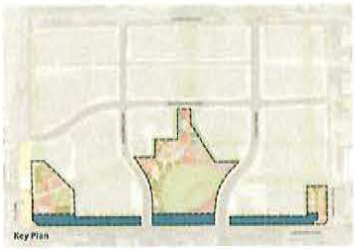
Below are images that represent a range of potential program opportunities for the future Linear Park. Place **a sticker dot on the top three** activities or features that you would like to see or do in the Linear Park. If you don't see an activity or feature that you would like to be included in the Linear Park, then write or draw your idea on a sticky note and place it on this board.

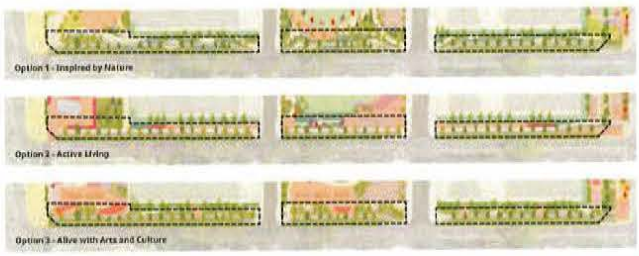
Vote for the character that best represents your vision for the Linear Park!

OTHER IDEAS?

Vote for the programming you most want to see in the Linear Park!

OTHER IDEAS?





LANSDOWNE PARKS MASTER PLAN

綠廊公園設計主題與規劃

綠廊公園將作為Lansdowne公園各個區域及整個社區的重要連結，成為Garden City Land、列治文與林恩河濕地間和河濱區之間的重要組帶。設計中特別設一條步道，將貫穿公園，連結自行車、滾軸滑行、滑板等活動與行人，幫助使用者和歐兒車分開。沿著綠廊公園設有一系列休憩節點，以促進社區連結和健體活動。這些休憩節點將提供樓梯、並可包含健身區、遊戲式戶外空間以及多個互動藝術裝置。生態綠化將與公園融為一體，並規劃了包括雨水管理、為鳥類和蝴蝶提供的生態棲息地，以及支持授粉動物的綠語景觀等。

不同的設計主題將塑造各公園及開放空間的獨特風格，並進一步影響公園的整體風貌。舉例說明：若強調生態韌性，自然共生的主題，設計將更深度汲取大自然的靈感，簡潔融入綠化空間。若創意藝術則能結合文化傳承的主題，設計將更具藝術性，並創意展示列治文豐富的多元文化及歷史底蘊。

LANSDOWNE 公園規劃

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請掃碼填寫網上問卷 Lets Talk Richmond

為你喜歡的公園風格投票！

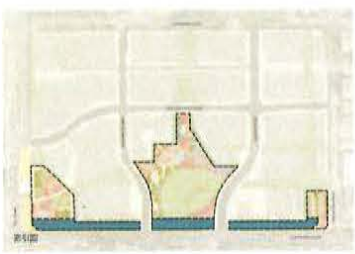
下方圖片依設計主題分類，展示綠廊公園可能的未來風貌。
請將圓點貼紙貼在最符合您對綠廊公園願景的圖片上！

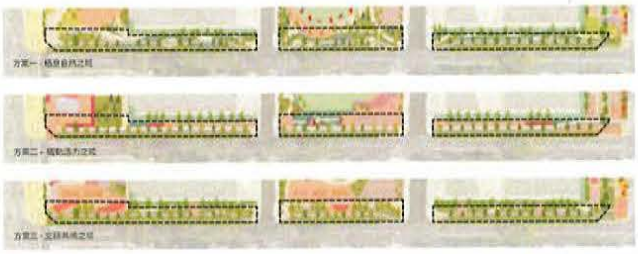
為你喜歡的公園功能投票！

下方圖片展示綠廊公園未來可包含的多樣化的活動與設施選項。
請為您最期待的三項設施或活動貼上圓點貼紙！
如果沒有列出您理想的選項，請將您的想法書在或寫在貼紙上，並貼在下方。

請選擇最符合您對綠廊公園的期待的設計主題！

請投票選出您最期待在綠廊公園看到的設施！





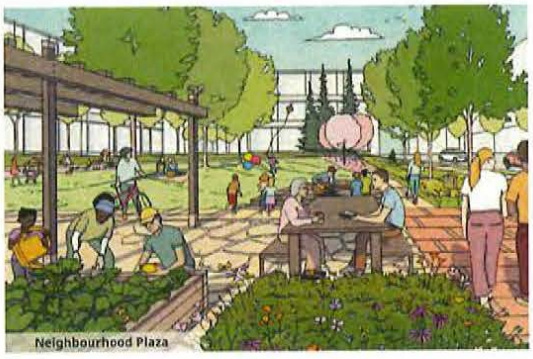
LANSDOWNE 公園規劃

DESIGN FEEDBACK FOR THE FUTURE PARKS

Share Your Ideas!

Please share additional ideas, feedback or questions about the future Lansdowne parks and open space. Sketch or write your ideas on a sticky note and place them here.

Civic Plaza


Neighbourhood Plaza

未來公園設計意見回饋

請分享您的想法!

歡迎提出對Lansdowne未來公園及開放空間的任意構想、意見或疑問!請將您的想法畫在或寫在便利貼上,並貼在下方。

公共廣場

鄰里廣場

LANSDOWNE 公園規劃

NEXT STEPS

Next Steps - Lansdowne Parks Master Plan Process

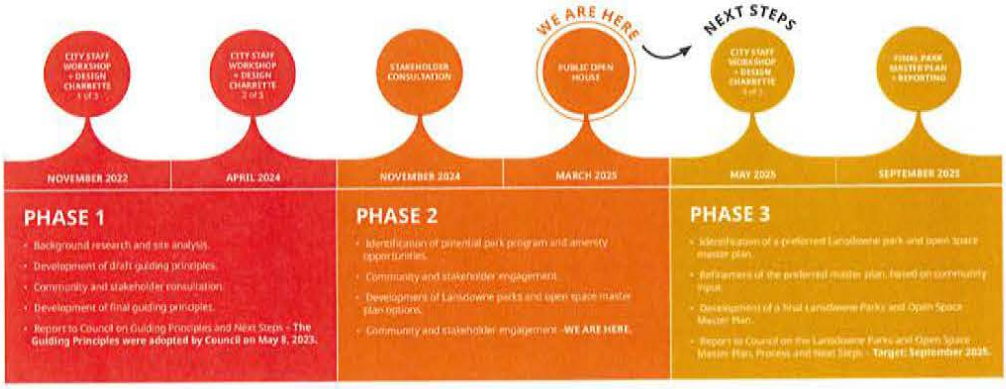
LANSDOWNE PARKS MASTER PLAN

We want to hear from you! Link to the online survey via Lets Talk Richmond

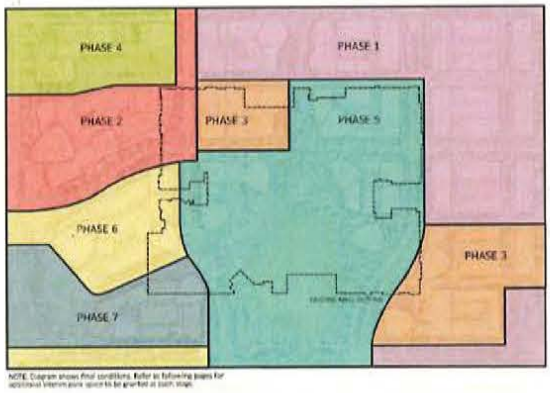
Thank you for your participation and sharing your ideas.

The feedback provided during this engagement process will be incorporated into a Lansdowne parks and open space master plan which will be presented to Council for consideration.

Once adopted by Council, the Lansdowne parks and open space master plan will guide the future phased detailed design and implementation of these pivotal parks and open spaces.



Implementation Phasing



NOTE: Diagram shows final conditions. Refer to following pages for additional interim park space to be granted at each stage.

The Lansdowne parks and open spaces will be implemented as the property redevelops in multiple phases over the coming years.

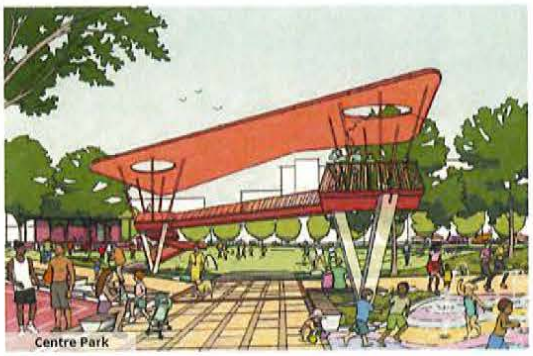
This phasing was established as part of the OCP/CCAP amendment process.

LANSDOWNE CENTRE REDEVELOPMENT

For further information about the overall Lansdowne Centre redevelopment project, please scan the QR code.

For further information or inquiries about the Lansdowne Parks and Open Space Master Plan process, please contact:

Miriam Plishka, Park Planner
Parks, Planning, Design and Construction
City of Richmond
Email: *mplishka@richmond.ca*


Centre Park

Linear Park

後續計劃

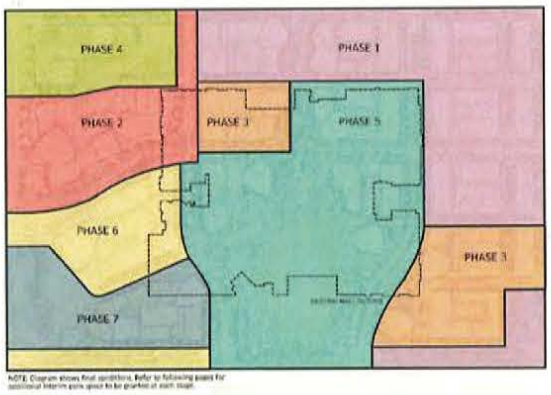
公園設計深化後續步驟

LANSDOWNE 公園規劃

我們希望聽取您的意見！請掃碼填寫網上問卷 Lets Talk Richmond

感謝您的參與及分享的寶貴意見。
在此次公眾參與過程中收集的反饋意見，將被整合至Lansdowne公園及開放空間總體規劃 (Lansdowne Parks and Open Space Master Plan) 中，並提交市議會審議。
待市議會正式通過後，該總體規劃將指導未來對上述核心公園及開放空間區域的分階段深化設計與實施。

公園分階段實施計劃



Lansdowne 公園與開放空間將隨著 Lansdowne Centre 物業的重新開發，在未來數年內分階段建設。
此分階段實施計劃已納入官方社區規劃/市中心區域規劃 (OCP/CCAP) 的修訂程序。

LANSDOWNE CENTER 重建規劃

若想了解更多關於OCP/CCAP修訂及Lansdowne Center 整體重建項目的詳細信息，歡迎掃描二維碼。

如對Lansdowne公園及開放空間總體規劃流程有疑問或需進一步諮詢，請聯繫：

Miriam Plishka, Park Planner
Parks, Planning, Design and Construction
City of Richmond
Email: mplishka@richmond.ca

中央公園

綠廊公園

WHAT WE HEARD

LANSDOWNE PARKS MASTER PLAN

Summary of Public Engagement

This report summarizes feedback regarding the Lansdowne Parks Master Plan concept options that was received from the public from March to April 2025. Three public in-person open houses with 150+ attendees, and an online survey that generated 220 responses helped gather public insight on the master plan concept options.

The first two open houses were held in the Centre Court at Lansdowne Shopping Centre on Thursday, March 13th, 2025 from 4:00 - 7:00pm and Saturday, March 15th, 2025 from 11:00am - 2:00pm. The third open house was held in the Richmond Cultural Centre on Saturday, March 22nd, 2025 from 11:00am - 2:00pm.

The boards presented at the open houses explained the background of the project and outlined the three master plan options, including site plans, perspective illustrations, and photographic precedent images. All boards were double sided with one side in English and the other in Traditional Chinese. Attendees could engage with the boards by placing stickers on preferred options and adding sticky notes with their general feedback. All open houses also had engagement activities including lego building, origami, and a community collage. Volunteers who spoke English, Cantonese, and Mandarin were available at all three open houses to answer any questions about the master plan process and concept options.

An online survey was open to the public from March 10th 2025 to April 13th, 2025 via Let's Talk Richmond. Respondents could choose their preferred language to take the survey, and digitial versions of the open house boards were available to view online in English and Traditional Chinese. Paper copies of the survey were also available at all three open houses, and a QR code was available on the open house boards to bring attendees to the survey website.

The following pages display the results of this public engagement.

220
Surveys filled

150+
Open house attendees

35
Days of online surveying

WHAT WE HEARD

LANSDOWNE PARKS MASTER PLAN

Online Survey Results

We asked: Which concept master plan do you most support?

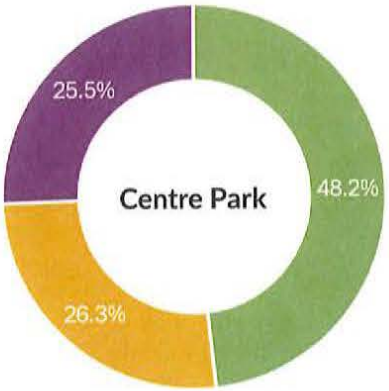
Master Plan Option 1: Inspired by Nature — 59.2%

Master Plan Option 2: Active Living — 28.6%

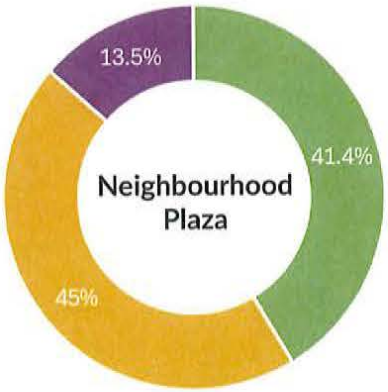
Master Plan Option 3: Alive with Arts & Culture — 16.2%

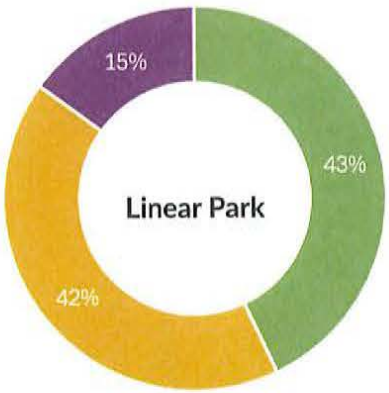
We asked: Which theme would you like to see emphasized in the design approach and character of each park area?

- Nature, Ecology and Sustainability
- Innovation, Wellness and Vitality
- Arts, Culture and Heritage



Nature should be front and center! After all we are an island city...by nature!





Richmond

WHAT WE HEARD

LANSDOWNE PARKS MASTER PLAN

Civic Plaza

Which program options would you most like to see included in Civic Plaza?

Large shade trees

A flexible plaza

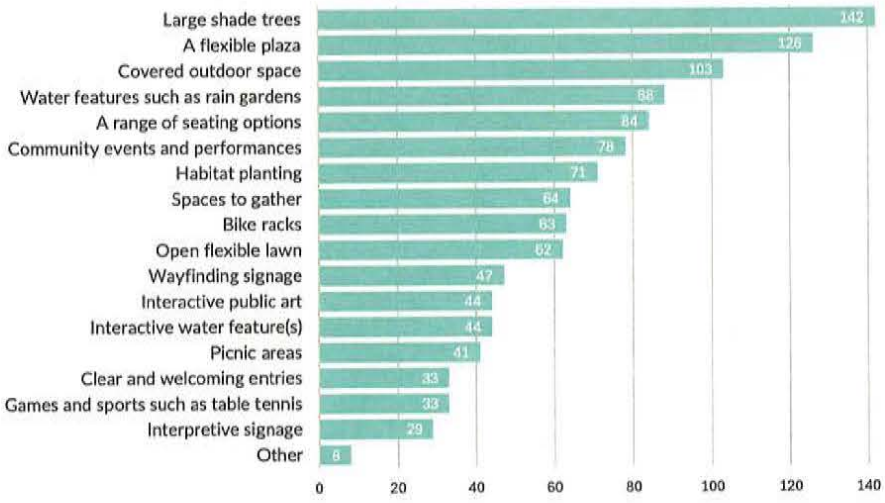
Covered outdoor space

Water features

Range of seating

Events & performances

All program options:



Are there any further comments?

A reflection of the history of Richmond. Lansdowne has a unique history that should be noted.

It is important to plan for shaded/covered areas.

WHAT WE HEARD

LANSDOWNE PARKS MASTER PLAN

Centre Park

Which program options would you most like to see included in Centre Park?

Large shade trees

A flexible plaza

Walking loops

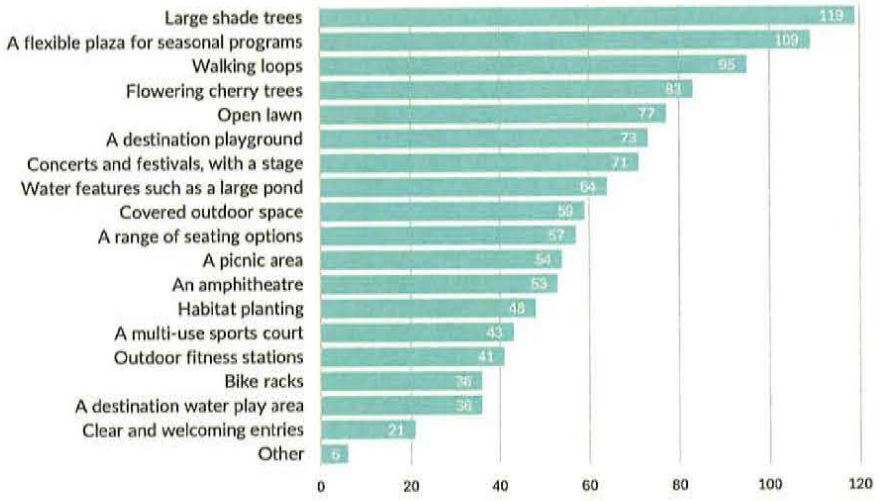
Flowering cherry trees

Open lawn

Destination playground

Concerts & festivals

All program options:



Are there any further comments?

An area that could do dual duty as a stage or seating area (i.e. raised area that could serve multiple purposes)

Lansdowne is famous for their annual outdoor theatre and carnival games, perhaps having a space for that can be fun.

Richmond

WHAT WE HEARD

LANSDOWNE PARKS MASTER PLAN

Neighbourhood Plaza

Which program options would you most like to see included in Neighbourhood Plaza?

Large shade trees

Small gathering area

Seating nodes

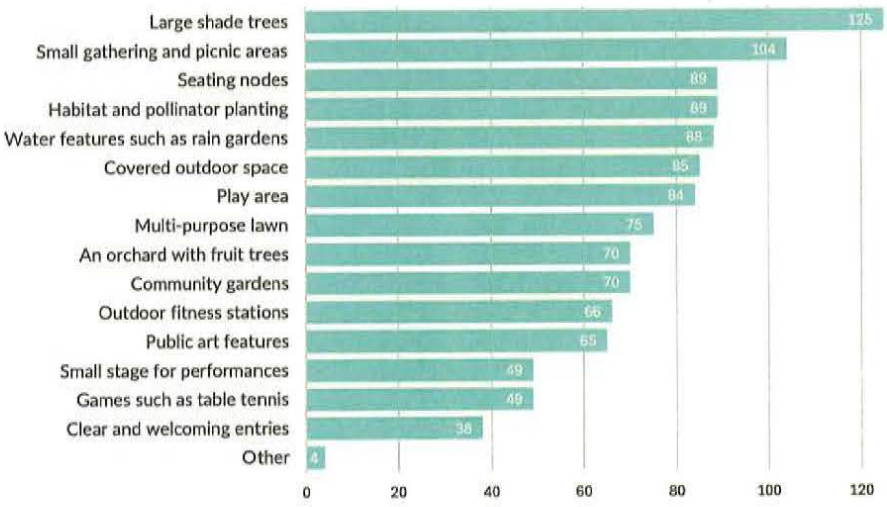
Habitat planting

Water features

Covered outdoor space

Play area

All program options:



Are there any further comments?

Adult exercising stations.

Small free library book box.

WHAT WE HEARD

LANSDOWNE PARKS MASTER PLAN

Linear Park

Which program options would you most like to see included in Linear Park?

Large shade trees

Separated pathway network

Feature lighting

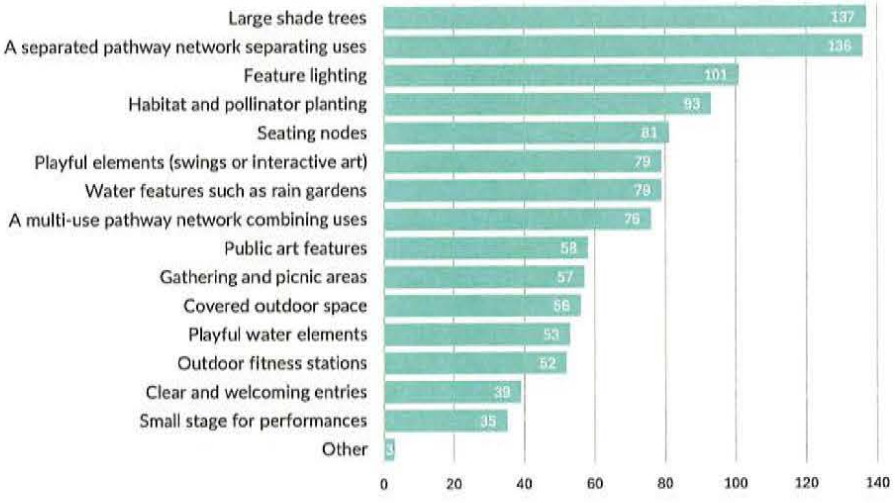
Habitat planting

Seating nodes

Playful elements

Water features

All program options:



Are there any further comments?

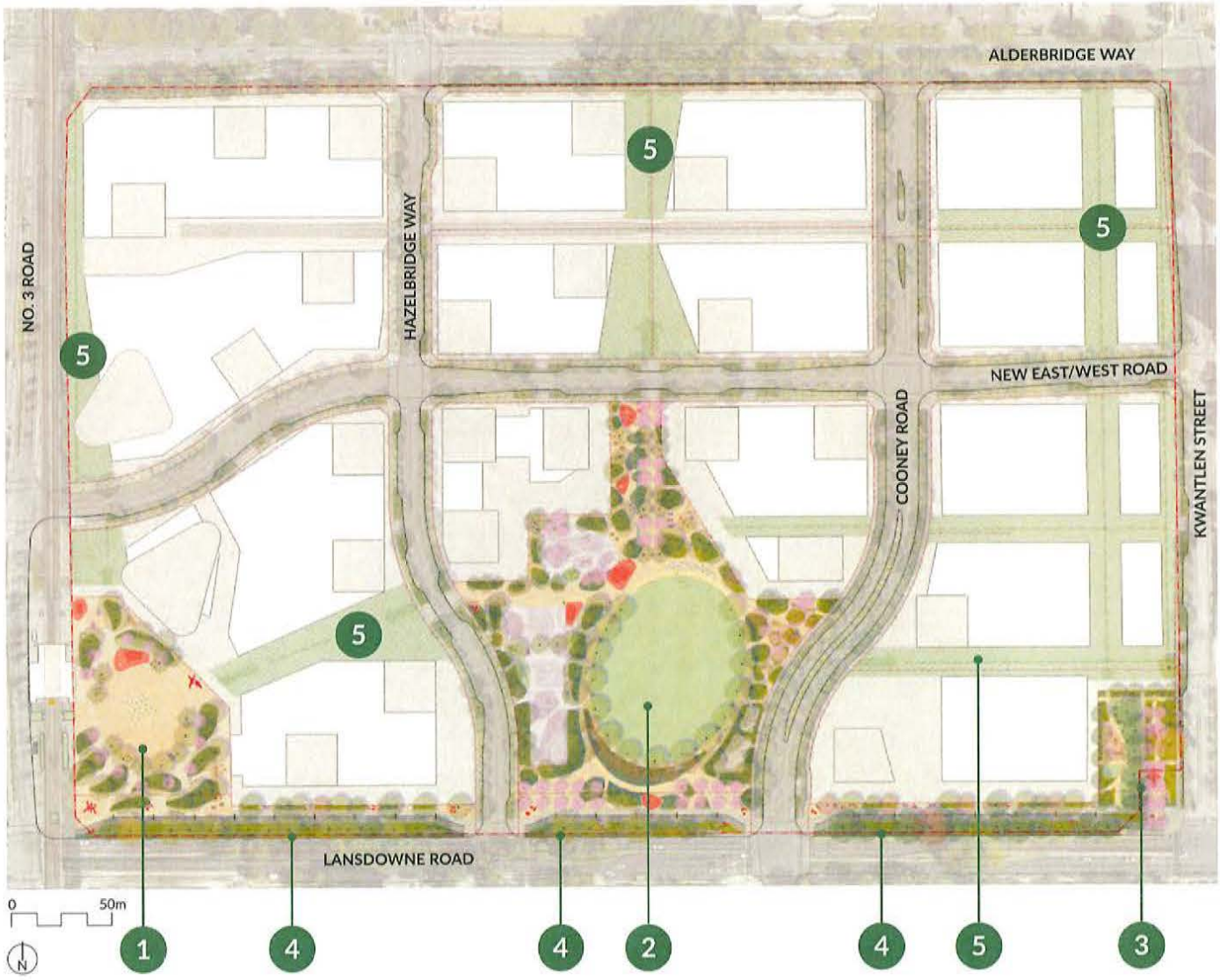
Richmond

Lansdowne Parks Master Plan

The future Lansdowne parks and open space will provide essential green and outdoor space for people of all ages and abilities to gather, play, connect, and celebrate. Together, the Civic Plaza, Centre Park, Lansdowne Linear Park, and Kwantlen Plaza will form the heart of a vibrant and resilient Lansdowne neighbourhood and City Centre, supporting social, physical, and mental well-being for residents and visitors alike.

Grounded in community priorities and shaped through inclusive consultation, the Lansdowne Parks Master Plan offers a framework to ensure these spaces grow into destinations that inspire connection, participation, and civic pride, while enhancing Richmond's livability and quality of life.

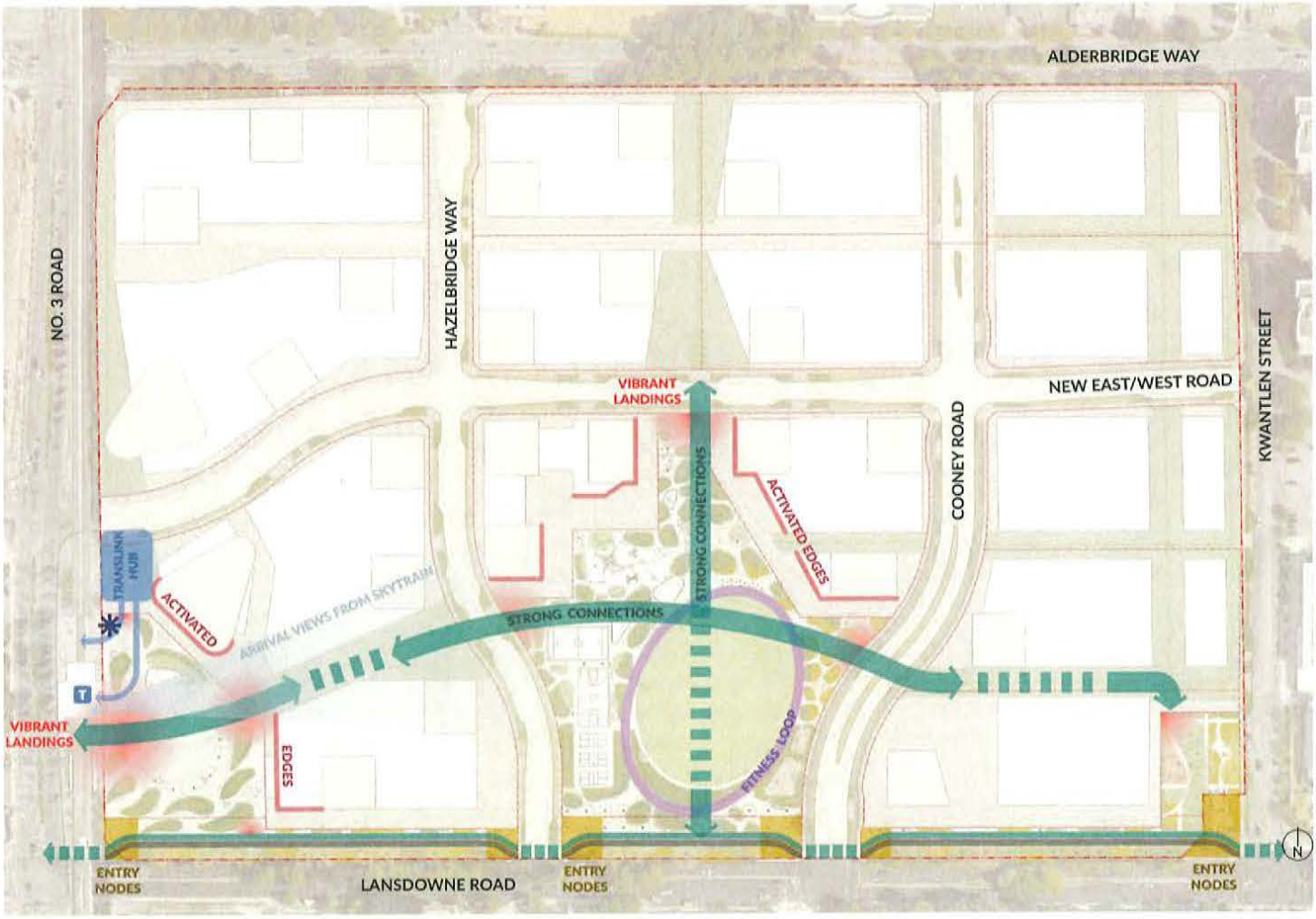
1. Civic Plaza
2. Centre Park
3. Neighbourhood Plaza
4. Linear Park
5. Publicly-Accessible Open Space (Not Included in Parks Master Plan)



Circulation

Lansdowne will feature a connected network of pathways, streetscapes, and green links that weave together its parks, plazas, and key destinations while integrating seamlessly with the broader City Centre. These connections will encourage walking, cycling, and transit use, guiding movement from the Canada Line station and surrounding neighbourhoods into the heart of the community and beyond. A city scale mobility hub, directly connected to the Civic Plaza and adjacent to the Lansdowne Canada Line Station, will expand travel choices by integrating transit, passenger drop-off, ride-share, secure bike parking, and shared mobility options—supporting a vibrant, accessible, and sustainable City Centre.

- TransLink Hub
- Primary Park Connections
- Entry Nodes
- Gateways
- Activated Development Edges
- Fitness Loop
- Green Links
- Lansdowne Canada Line Station
- Mobility Hub Access



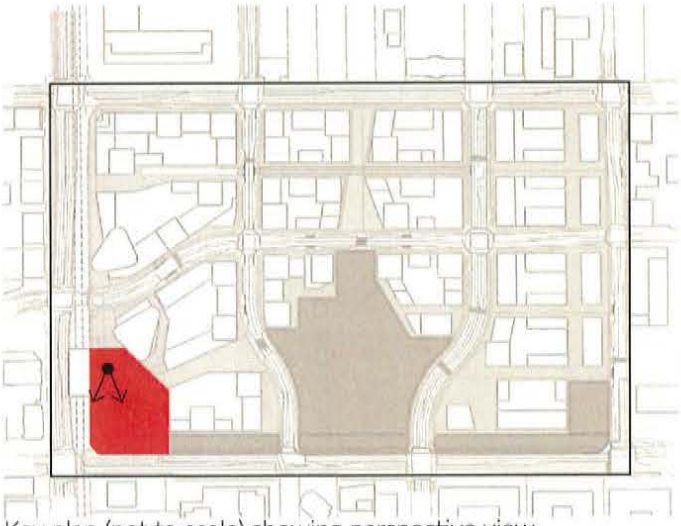
The Lansdowne parks and open space will result in an interconnected network that invites seamless movement between transit, parks, plazas, and destinations, fostering connection and community life.

0 50m

Civic Plaza

Design Narrative

The 1.5-acre Civic Plaza is envisioned as a vibrant gathering place for both everyday use and community events such as performances, food truck festivals, and markets. Designed with seating areas, planting, pathways, covered outdoor space and public art, the plaza will provide welcoming spaces for daily activity and connection. At its centre, a dynamic interactive water feature will offer playful enjoyment while remaining adaptable, able to be turned off to accommodate events. Serving as a gateway into Lansdowne from the Canada Line station, the Civic Plaza will be both a destination and a point of arrival. Inspired by the Fraser River Delta, the design incorporates mounded habitat plantings and shade trees, enhancing biodiversity while creating a cooler, more comfortable environment during summer months.



Key plan (not to scale) showing perspective view.

Perspective facing south toward the Lansdowne Canada Line Station. The Civic Plaza will accommodate both daily activities and pedestrian movement, while also having the capacity to host pop-up markets, food truck festivals, art installations, and performances, creating a lively, year-round destination.

Civic Plaza

Site Plan: Amenities and Features

1. Flexible plaza for circulation, gathering and events
2. Shade and flowering cherry trees with habitat planting
3. Pavilion / covered outdoor space
4. Interactive water feature
5. Picnic plaza
6. Gateway / entry node
7. Open lawn
8. Public art - to be determined through the Lansdowne Public Art Plan and process
9. Rain garden
10. Mobility hub and parkade access

Conceptual plan of the Civic Plaza, providing a key entry point to the Lansdowne major parks network. This plaza is envisioned as a welcoming 'front door' arrival space to Lansdowne Village for locals and visitors.

Civic Plaza

Programming and Circulation Diagram

- Plaza
- Gathering area (seating, dining, games)
- Rain garden
- Habitat planting
- Open lawn
- Pavilion
- Public Art
- Weather Protection
- Primary Connections
- Secondary Connections
- Connection to Mobility Hub
- Entrance to Lansdowne Station

The design of the Civic Plaza emphasizes strong east–west pedestrian connections from the Lansdowne Canada Line Station into the future neighbourhood, as well as north–south connections from the Lansdowne Linear Park and streetscape to this multi-modal transit point and future mobility hub north of the station.

Civic Plaza

Event Hosting Capacity

The Civic Plaza is designed to support everyday use while also accommodating medium- to large-scale events such as performances, food truck festivals, and markets. The diagram below shows how the plaza can flexibly transform for a festival, with stage performances, market tents, and food trucks coming together to create a lively community gathering space. For bigger events, the Civic Plaza can host between up to 5,000 attendees.

Pavilion Structure with Stage

10'x10' Market Tent

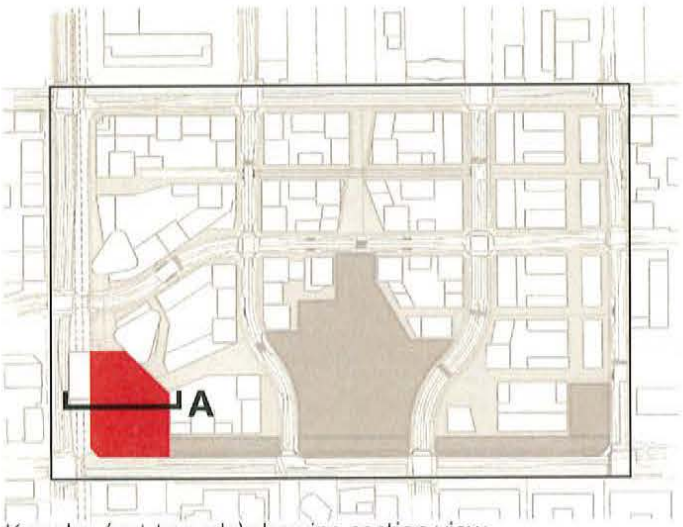
Food Truck

The Civic Plaza is designed as a flexible community hub—welcoming smaller, everyday gatherings while also transforming to host medium- to large-scale events with up to 2,500–5,000 people.

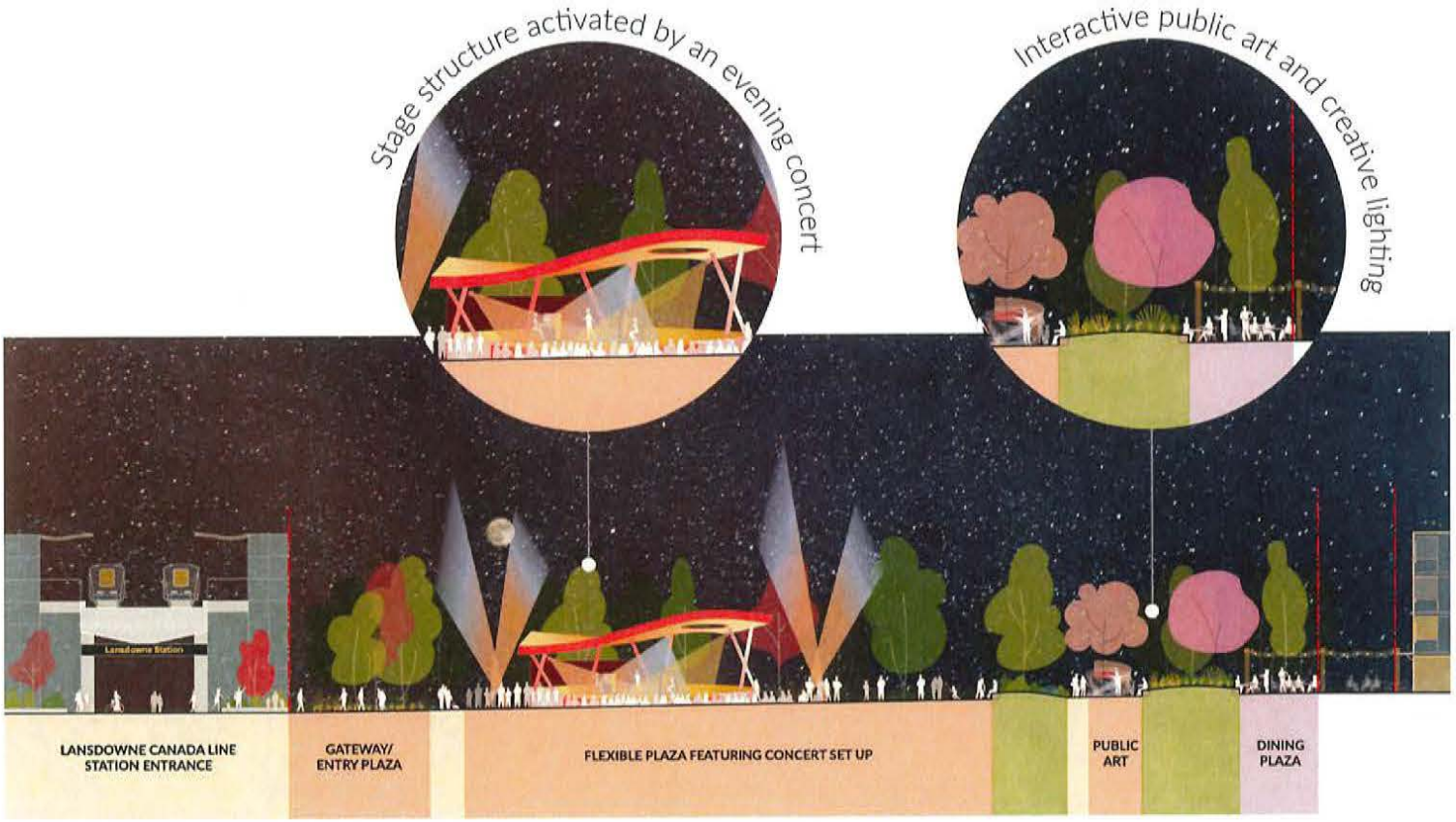
Civic Plaza

Section A

The Civic Plaza is designed to host a variety of activities, including performances, concerts, outdoor movies, festivals, and cultural events. It will serve as a highlight and key destination along the emerging Lansdowne Linear Park, which will link the Garden City Lands to the Olympic Oval and riverfront.



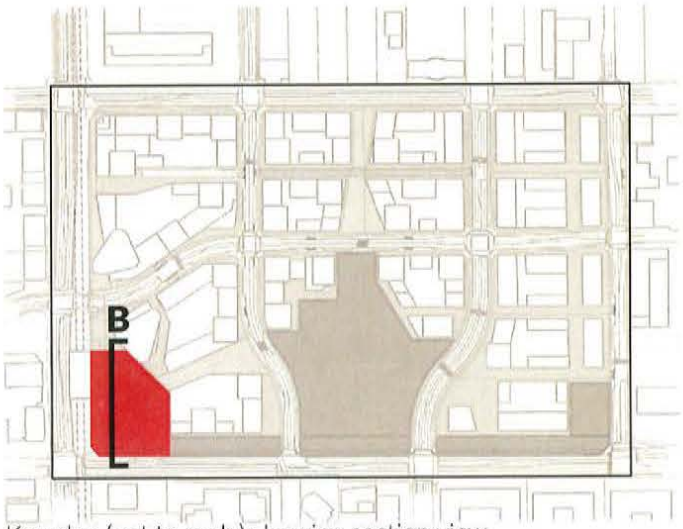
Key plan (not to scale) showing section view.



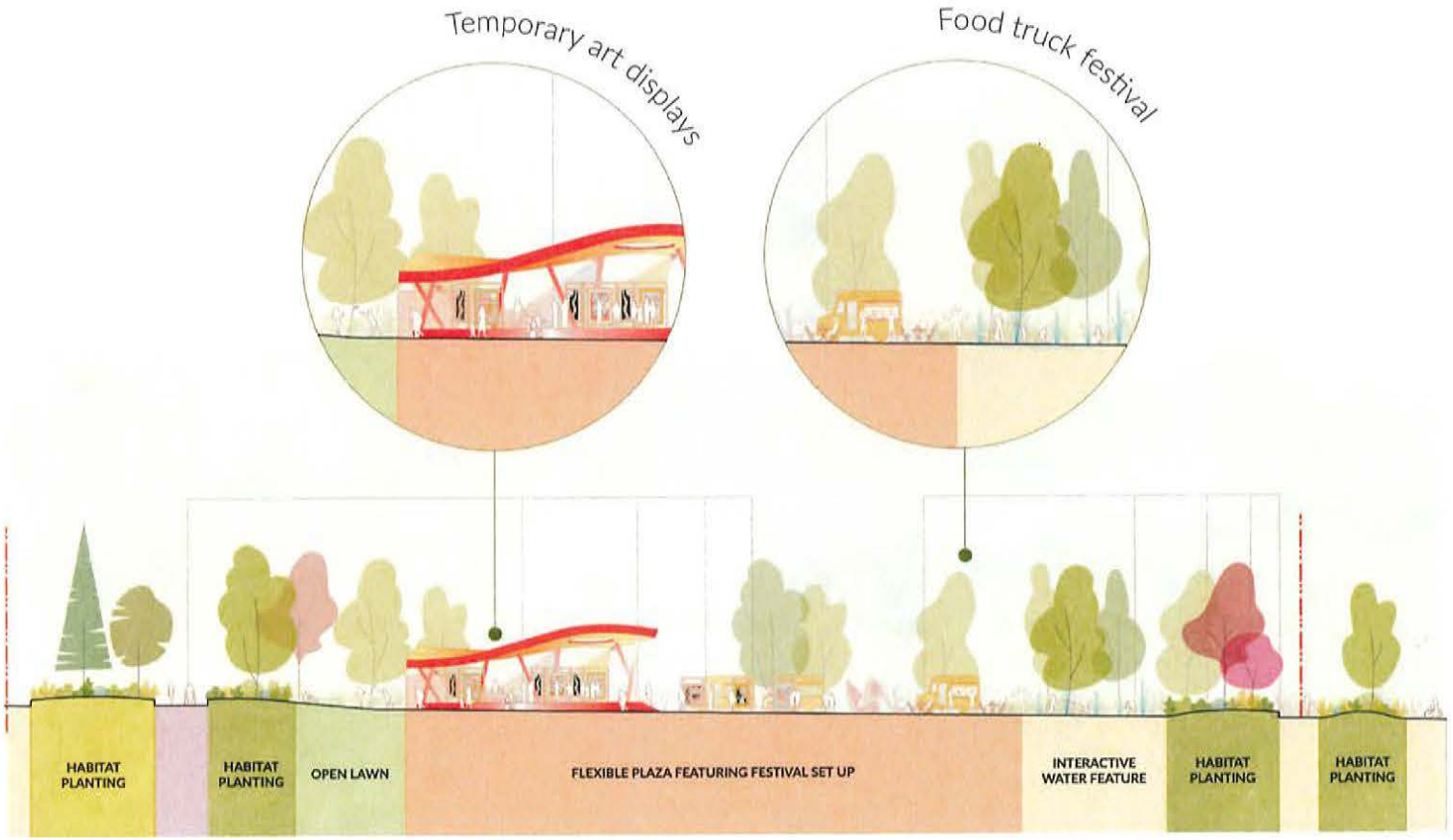
Section through the Civic Plaza looking north. The plaza is designed to be flexible, accommodating seasonal events that celebrate the diverse cultures of Richmond.

Section B

The Civic Plaza's central open space offers flexibility for a wide range of activities, while smaller gathering areas with seating and tables foster everyday social interaction and help bring the edges of future development to life, creating a vibrant and welcoming community hub.



Key plan (not to scale) showing section view.

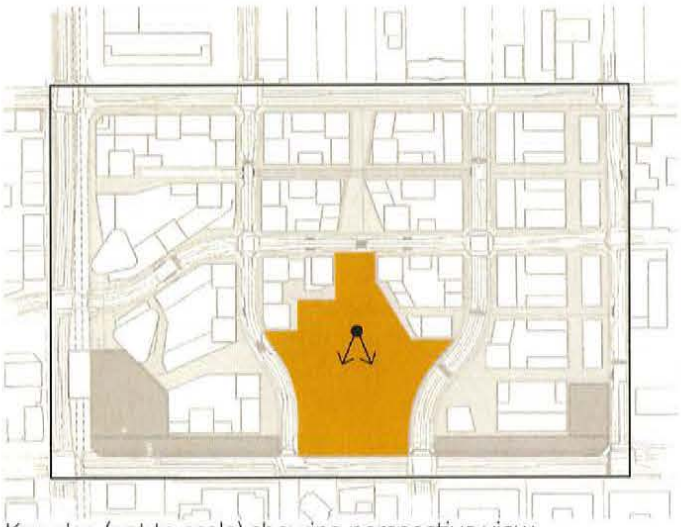


Section through the Civic Plaza looking east. A central pavilion structure would provide weather protection, a stage, and potentially a washroom to serve the large number of daily users to the space.

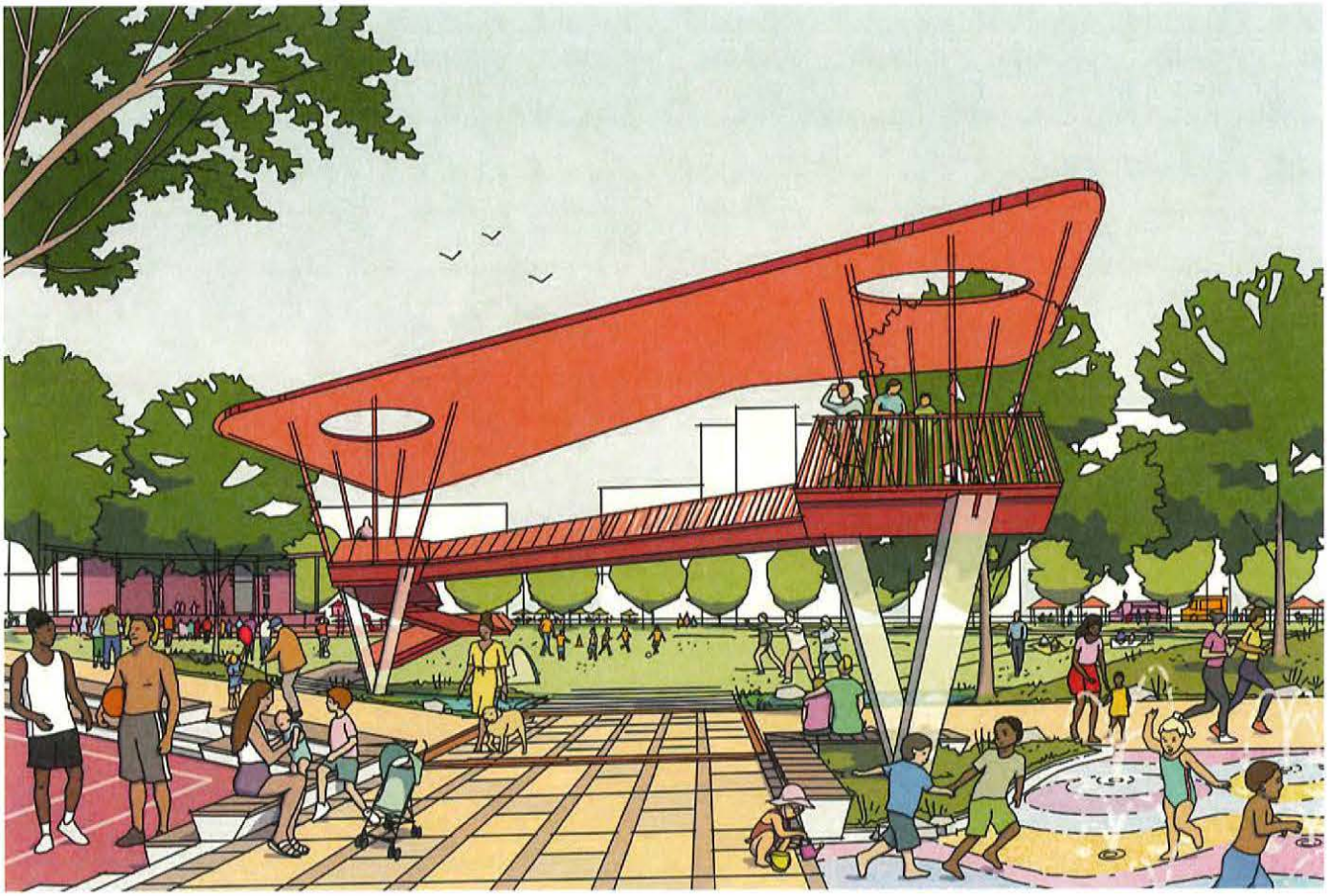
Centre Park

Design Narrative

The 5-acre Centre Park will be a city-wide and regional destination, offering diverse programming, recreation, events, and cultural experiences while serving as the welcoming heart of the emerging Lansdowne community. Designed to be accessible and inclusive, it will support everyday activities as well as larger special events, including celebrations, performances, and festivals, all while contributing to Richmond's ecological network. The park balances amenities with layers of habitat, tree canopy, and rainwater management to create a resilient and vibrant landscape. Features such as a destination playground, interactive water play, multi-use sports courts, walking loop, varied seating, picnic areas, covered outdoor spaces, and a dog off-leash area ensure the park serves the needs of the entire community.



Key plan (not to scale) showing perspective view.



Perspective of Centre Park looking south toward the open lawn. This park is designed to support a wide range of recreational and social activities for people of all ages, abilities and interests. The central lawn serves as a unifying feature, connecting the different program areas, while planted buffers and natural areas provide gentle separation between zones and create more intimate spaces for everyday use.

Centre Park

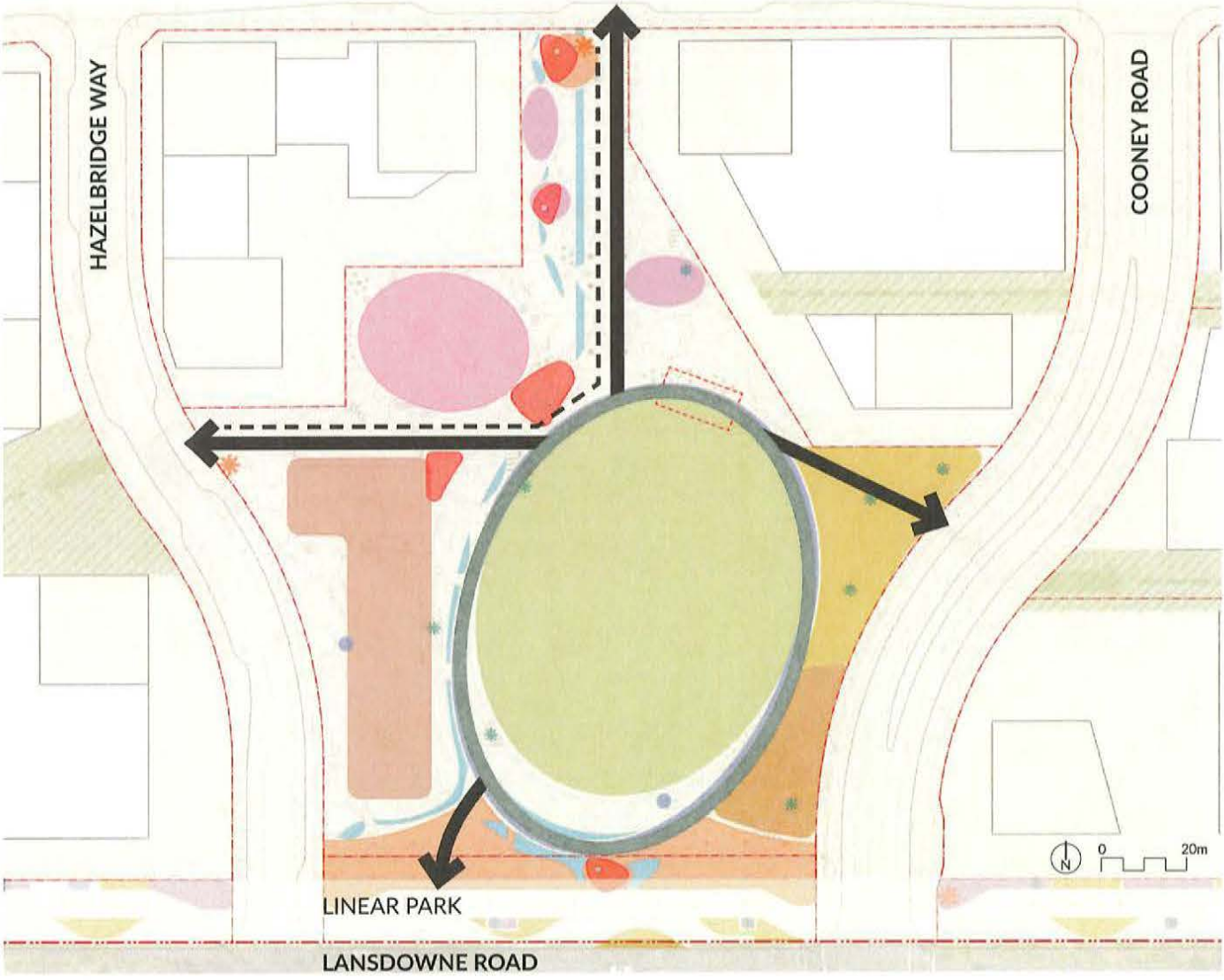
Site Plan: Amenities and Features

1. Walking loop
2. Shade trees and habitat planting
3. Flexible plaza
4. Destination playground
5. Potential location for portable stage
6. Open lawn
7. Flowering cherry trees
8. Multi-use sports courts
9. Pavilion / covered outdoor space
10. Picnic area
11. Water play
12. Stormwater feature
13. Off-leash dog area
14. Public art - to be determined through the Lansdowne Public Art Plan and process

The Centre Park is the largest of the four major park spaces and accommodates a range of programming such as a festival lawn, active sport courts, passive green spaces, a destination play area, off-leash dog area, and smaller plaza-like spaces for dining, games, and events.

Programming and Circulation Diagram

- Flexible plaza
- Gathering area (seating, dining, games)
- Stormwater feature
- Habitat planting
- Destination playground
- Open lawn
- Fitness nodes
- Public art
- Weather protection
- Pavilion
- Sport courts
- Off-leash dog area
- Primary connections
- Walking loop
- Operational vehicle access



Pedestrian-oriented pathways will weave through Centre Park and connect to surrounding linkages, while an operational vehicle route has been designated to accommodate maintenance activities and the set-up and take-down of special events.

Event Hosting Capacity

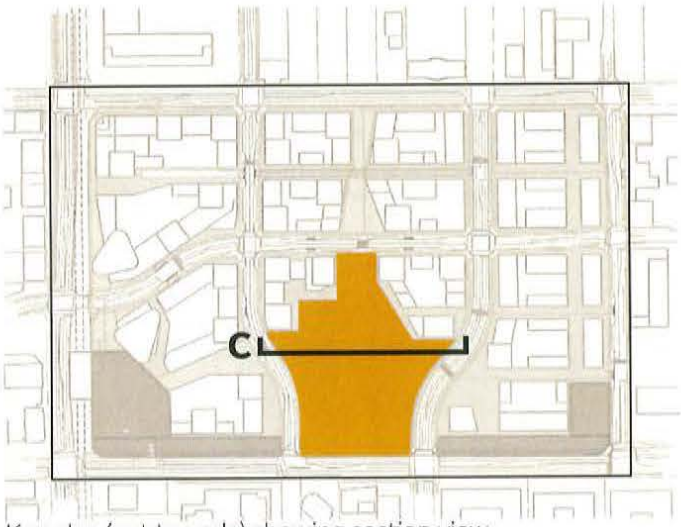
Centre Park is designed to host both large-scale special events—such as celebrations, performances, and festivals—as well as everyday community activities. The diagram below shows how a major concert could be staged on the open lawn, with the pavilion to the northwest serving as a ticket booth and controlled entry point, and the multi-use sports court adapted as a staging area. At the south end of the park, plaza spaces can be transformed for community gatherings like farmers markets, helping to create a vibrant, year-round public realm. For larger events, the park can accommodate up to approximately 17,000 attendees.

- Concession / Ticketing Booth
- 10'x10' Market Tent
- Food Truck
- Temporary 30'x60' Stage
- Temporary Staging or Ticketing Area

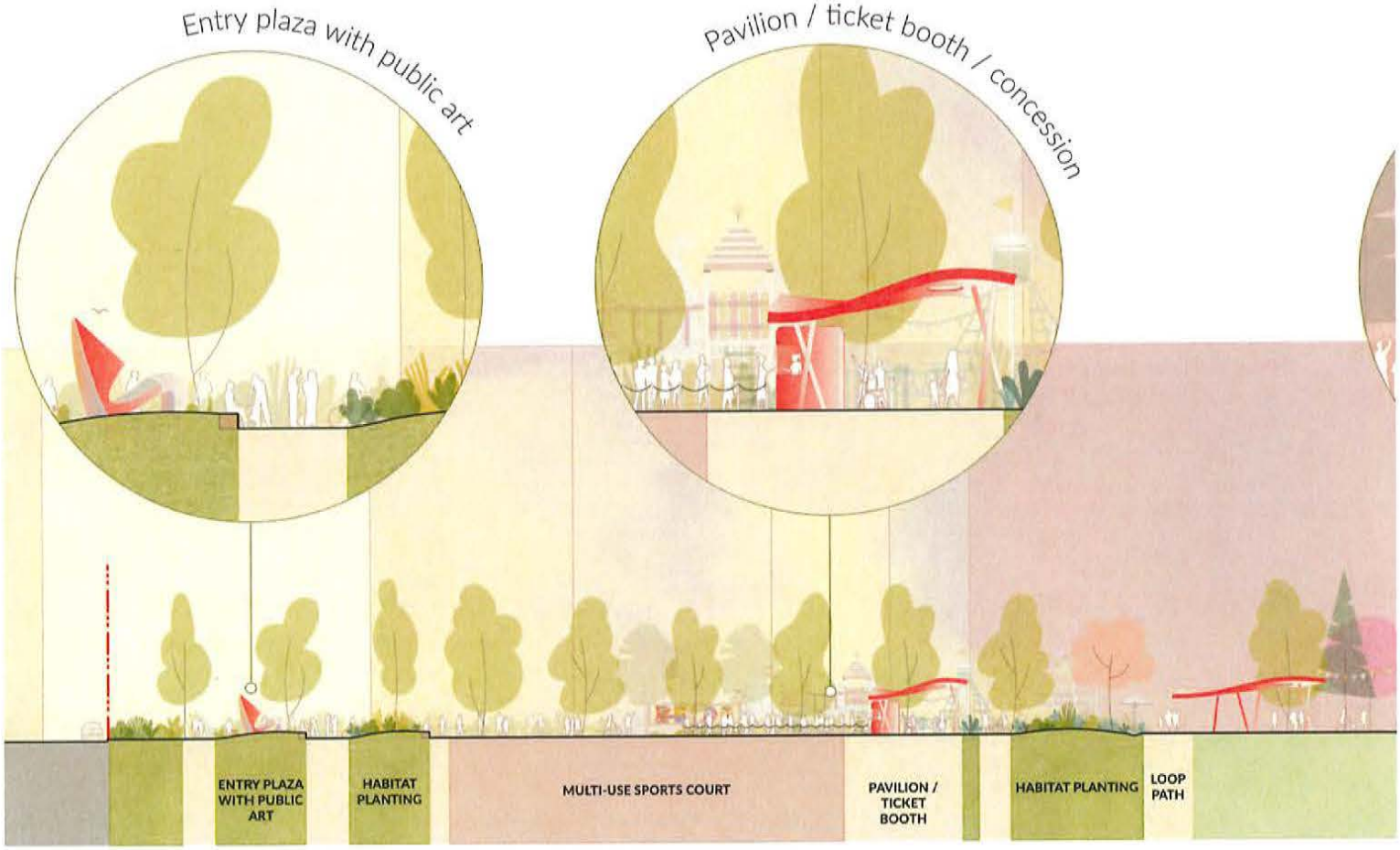
Centre Park is envisioned as one of Richmond's premier festival destinations, hosting concerts, celebrations, and other special events. In alignment with the OCP amendment, for larger events, it has been designed with the capacity to host 8,600 to 17,300 attendees.

Section C

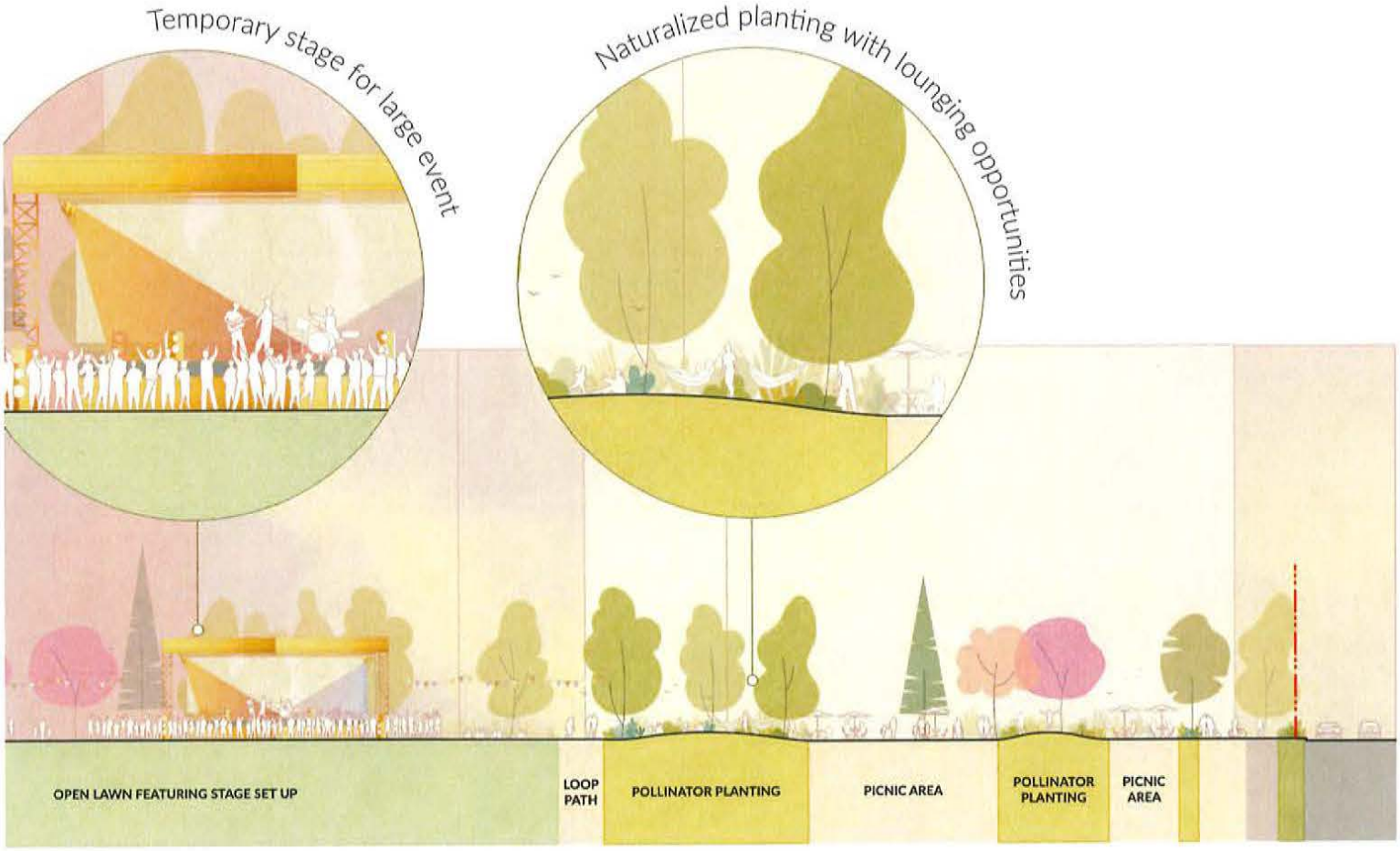
This section through Centre Park illustrates a key design principle for the Lansdowne site with spaces and connections being larger and more open on the west side to accommodate higher pedestrian flows from Lansdowne Station, while on the east side becoming more intimate, transitioning to the smaller-scale character of the surrounding neighbourhood.



Key plan (not to scale) showing section view.

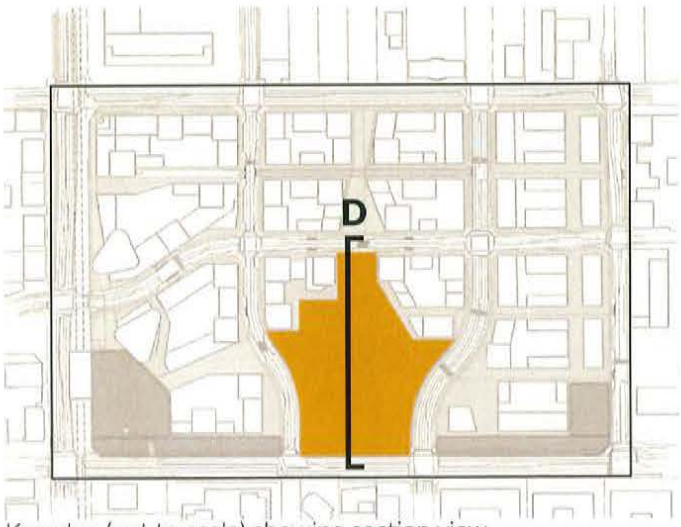


Section view looking north through Centre Park. The central open lawn serves as a flexible space for everyday activities and can also accommodate large festivals and events, with room for a temporary stage when needed.

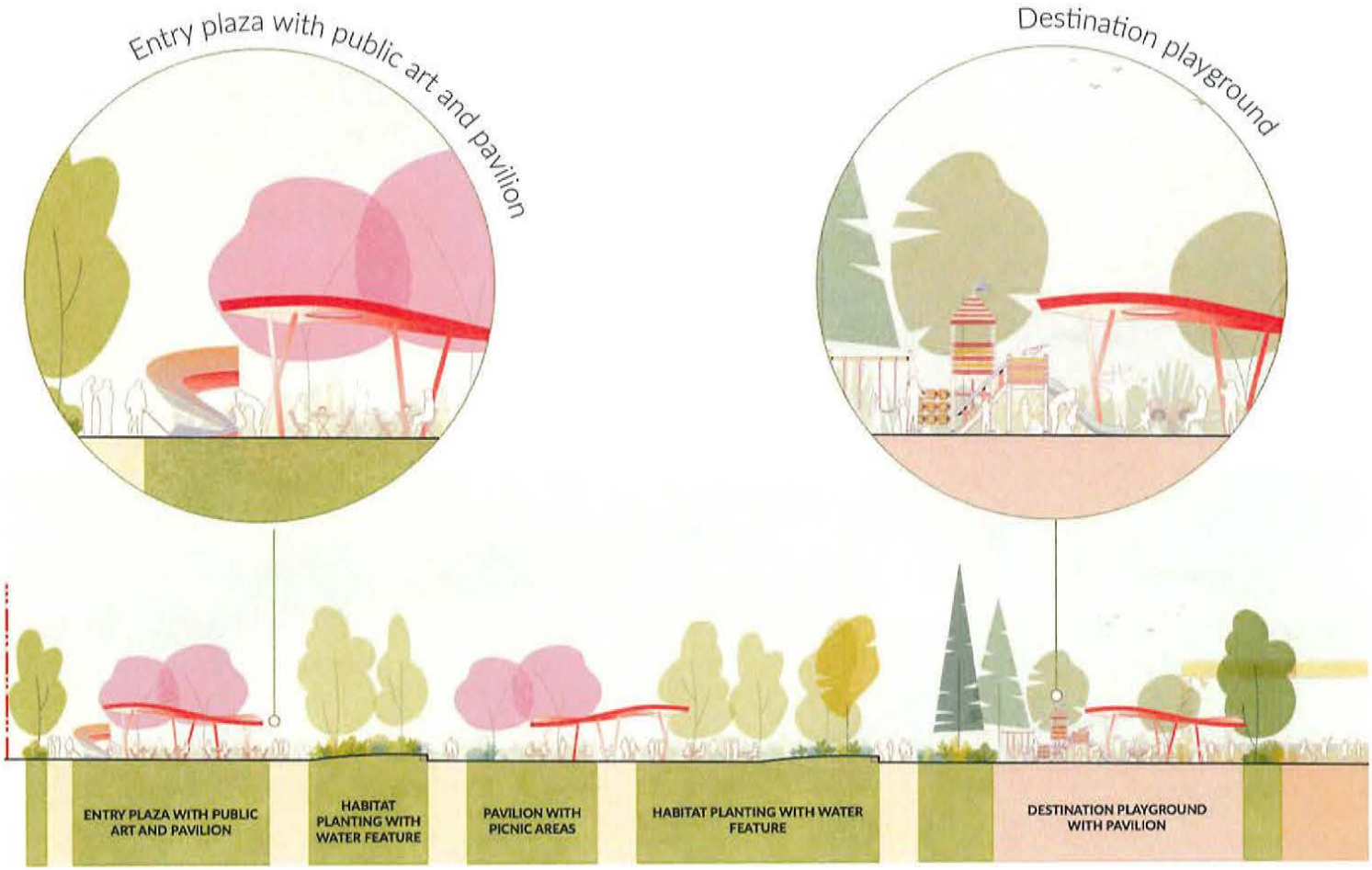

Temporary stage for large event
Naturalized planting with lounging opportunities
OPEN LAWN FEATURING STAGE SET UP
LOOP PATH
POLLINATOR PLANTING
PICNIC AREA
POLLINATOR PLANTING
PICNIC AREA

Section D

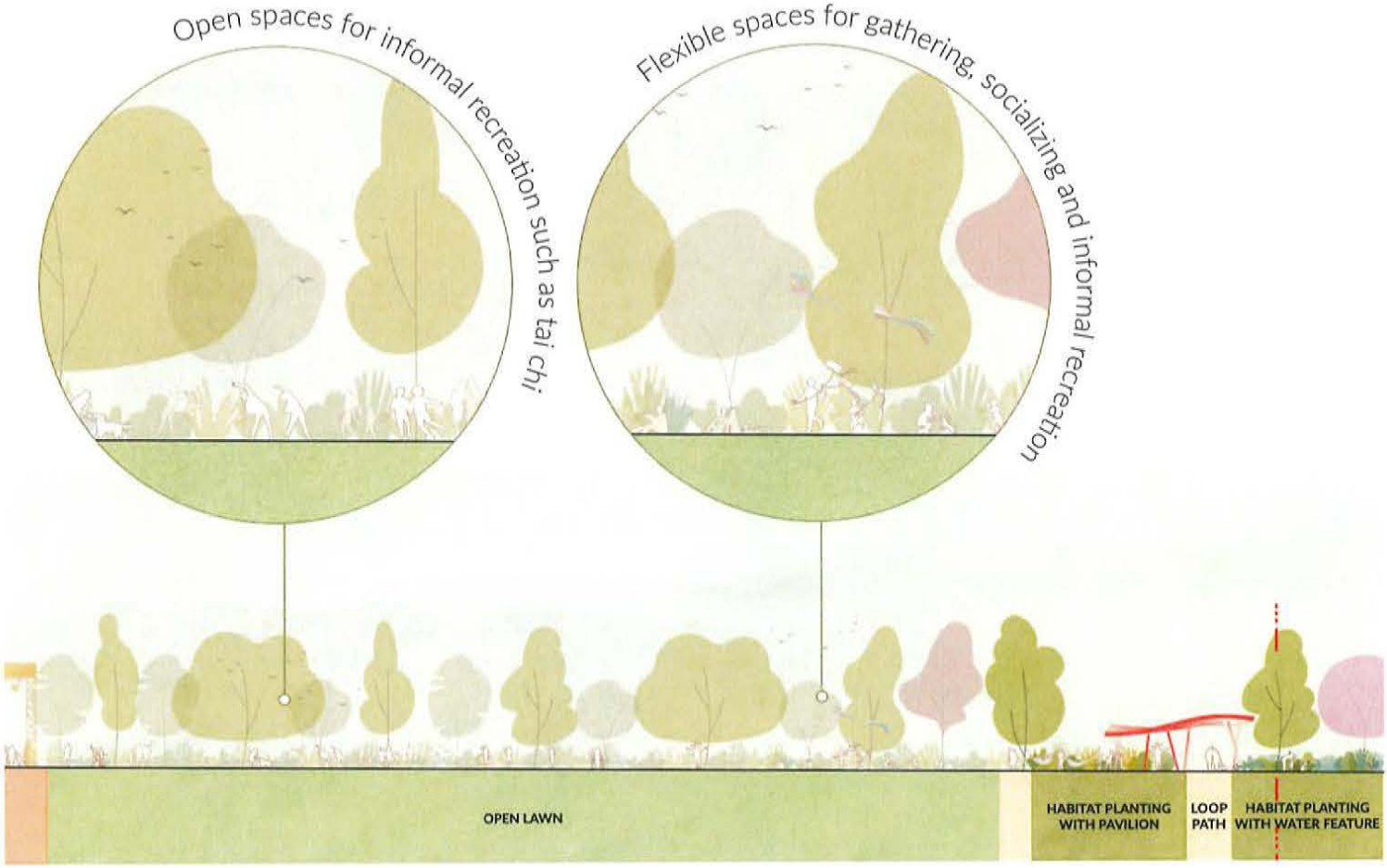
The north–south spine of Centre Park offers a variety of spaces for play, dining, gathering, relaxation, informal recreation, and connection with nature. It is framed by habitat plantings and stormwater features, and visually linked by a series of pavilions which incorporate amenities such as washrooms, concessions, weather protection, and seating to enhance comfort and enjoyment. At the south end, a grove of flowering cherry trees adds seasonal interest and vibrant spring colour, creating a welcoming entry while connecting Centre Park to the Lansdowne Linear Park.



Key plan (not to scale) showing section view.



Section through Centre Park looking east. The park's central spine connects a series of small, plaza-like spaces, iconic pavilions, and a destination play area. Strategically located within a five-minute walk of the Lansdowne Canada Line Station, the park is easily accessible to the community and visitors.

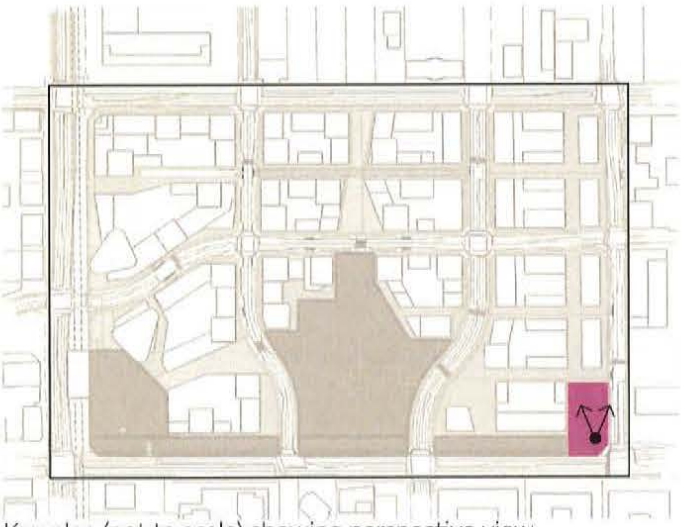

Open spaces for informal recreation such as tai chi
Flexible spaces for gathering, socializing and informal recreation
OPEN LAWN
HABITAT PLANTING WITH PAVILION
LOOP PATH
HABITAT PLANTING WITH WATER FEATURE

Neighbourhood Plaza

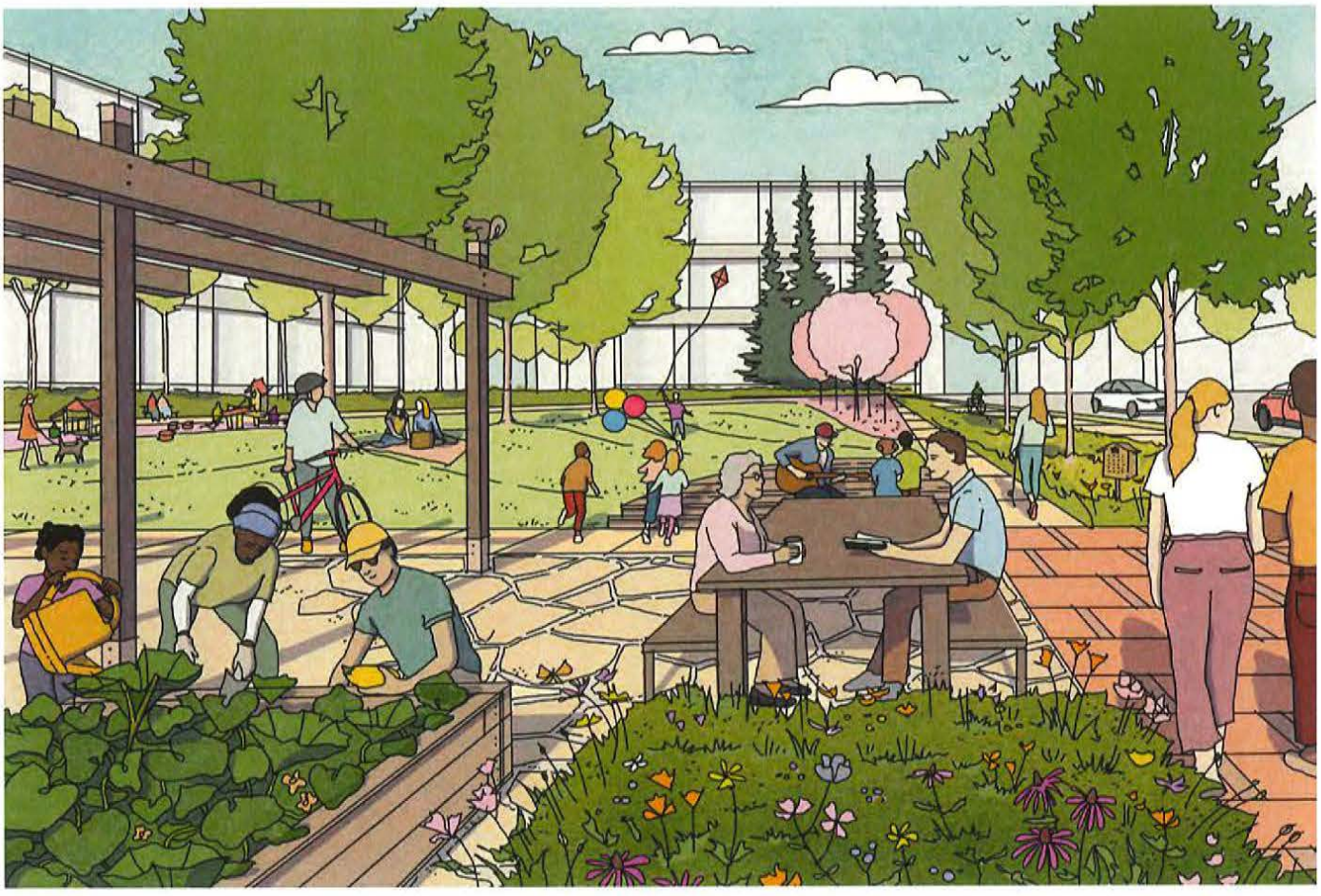
Design Narrative

The 0.42-acre Neighbourhood Plaza will serve as a green, urban space for daily activities, intimate group gatherings, and informal recreation as well as smaller community events. Its character is defined by the preservation of large, existing shade trees, creating a garden-like setting for cultural activities and social interaction.

Programming and features in the plaza will include a neighbourhood-scale playground, a covered plaza with seating and tables, community gardens, small recreational courts, and flexible lawn areas. Shaded by mature trees, the plaza is envisioned as a serene and welcoming green oasis, fostering relaxation, connection, and everyday enjoyment at the corner of the local Lansdowne community.



Key plan (not to scale) showing perspective view.

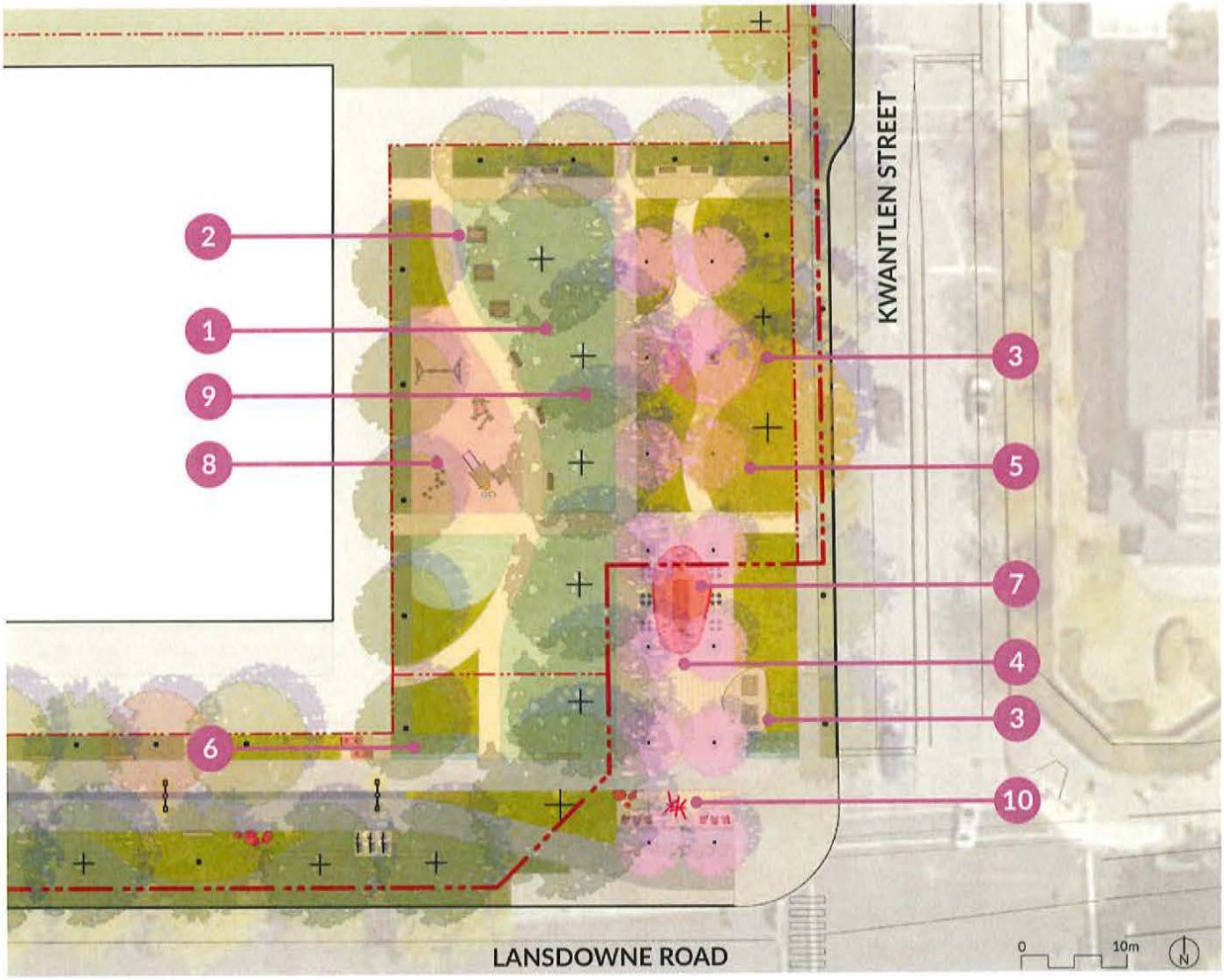


Perspective view of the Neighbourhood Plaza looking north. This garden-like space provides an intimate neighbourhood gathering area, featuring mature shade trees, a small play area, and spaces for dining, seating, and small-scale community events.

Neighbourhood Plaza

Site Plan: Amenities and Features

1. Large existing shade trees
2. Gathering and picnic areas
3. Seating nodes
4. Plaza
5. Habitat and pollinator planting
6. Stormwater feature
7. Covered outdoor space
8. Neighbourhood playground
9. Open lawn
10. Public art - to be determined through the Lansdowne Public Art Plan and process

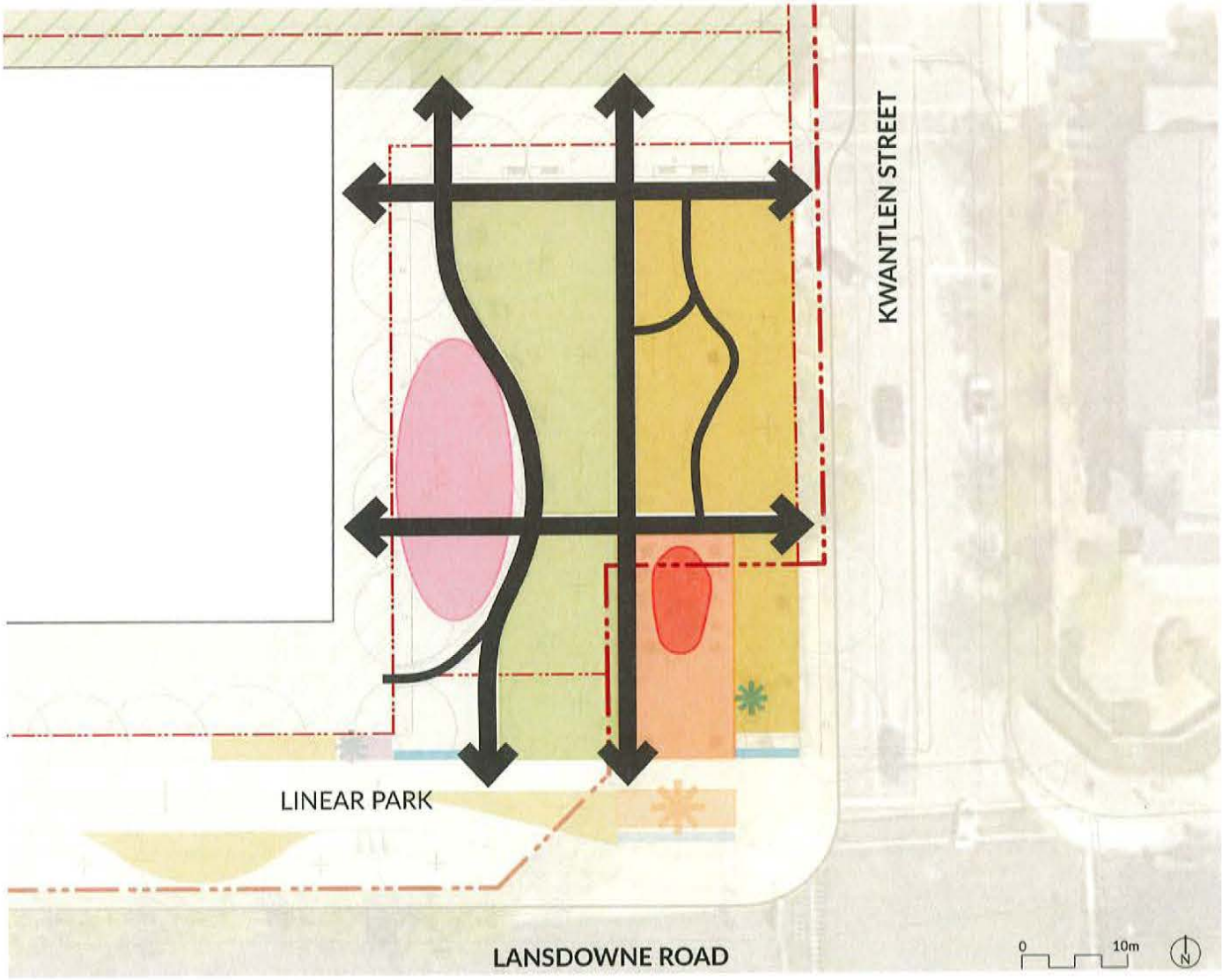


The 0.42-acre Neighbourhood Plaza is an urban gathering space situated adjacent to Kwantlen Polytechnic University and a short walk from the Garden City Lands. Program areas are thoughtfully arranged around the existing mature trees at the center and along the perimeter, preserving the natural character of the space while creating intimate areas for gathering and connection.

Neighbourhood Plaza

Programming and Circulation Diagram

- Plaza
- Gathering area (seating, dining, games)
- Stormwater feature
- Habitat and pollinator planting
- Neighbourhood playground
- Open lawn
- Public art
- Weather protection
- Covered outdoor space
- Primary connections
- Secondary connections



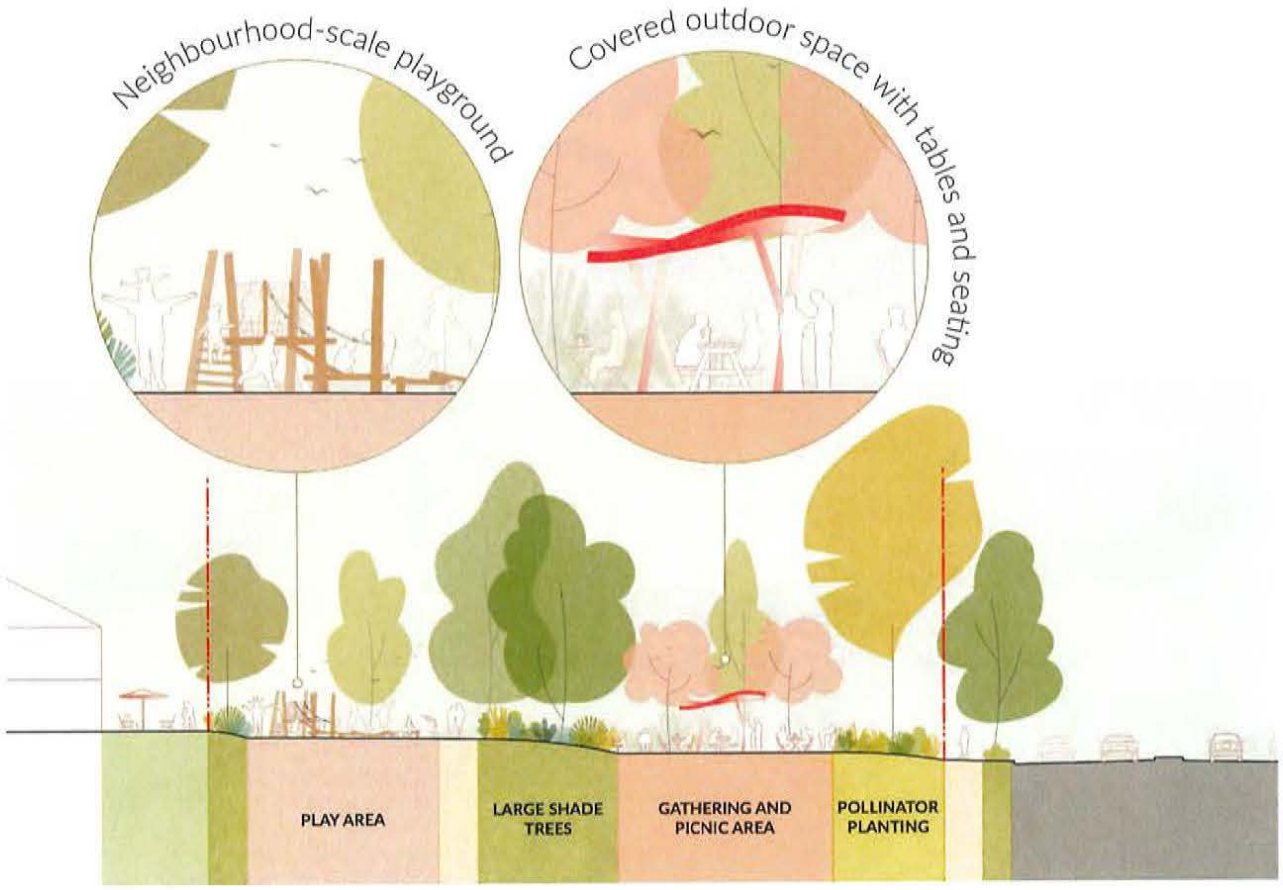
The Neighbourhood Plaza serves as a welcoming space for small community events, gatherings, cultural activities, and informal recreation.

Neighbourhood Plaza

Section E

The Neighbourhood Plaza is a neighbourhood-scale green urban space that preserves and highlights existing large shade trees while incorporating habitat and pollinator plantings. It provides opportunities for informal recreation, play, and socializing. The play area, located along the east edge, is buffered by plantings and set apart from nearby streets for safety and comfort. A small pavilion, picnic areas, and seating create a welcoming focal point for community gatherings and everyday enjoyment.

Key plan (not to scale) showing section view.



Neighbourhood Plaza section view looking north. Habitat and pollinator plantings help buffer the plaza from the street, while mature trees preserved at the center and edges maintain the park's natural character and provide additional protection for the play area.

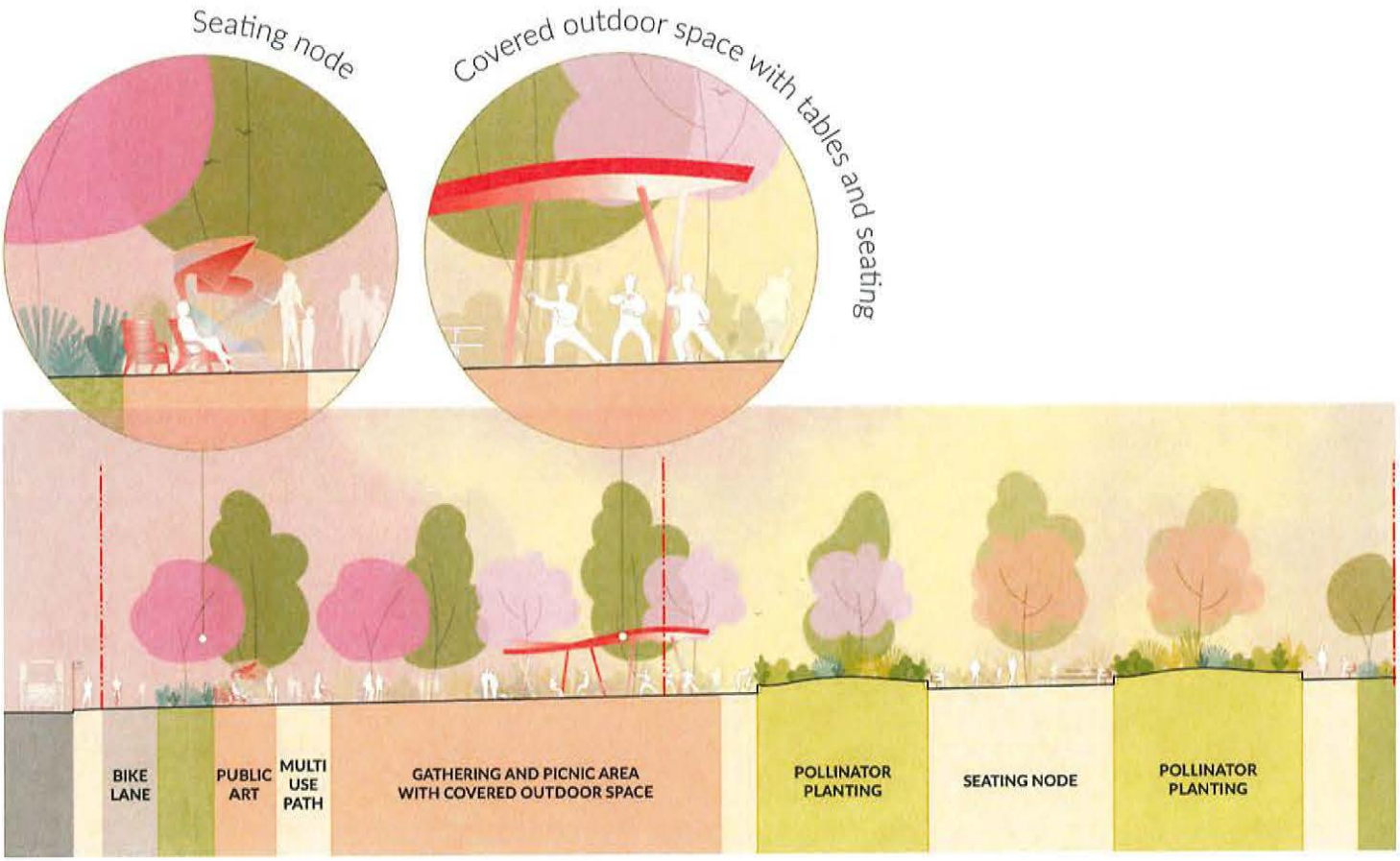
Neighbourhood Plaza

Section F

A grove of flowering cherry trees provides structure and rhythm within the Neighbourhood Plaza, while adding seasonal interest and celebration of the arrival of spring.

Public input highlighted a preference for large shade trees, small gathering areas, seating nodes, habitat planting, stormwater features, a play area, and covered outdoor space—all of which have been incorporated into the Neighbourhood Plaza's design.

Key plan (not to scale) showing section view.



Neighbourhood Plaza section view looking west. The southeast corner of the park serves as a smaller-scale neighbourhood gateway, providing a welcoming entry into the plaza and Lansdowne neighbourhood.

Linear Park

Design Narrative

The broader Lansdowne Linear Park will provide a continuous, city-wide connection between the Garden City Lands and the Richmond Olympic Oval and riverfront. Within the Lansdowne parks, this section will serve as a key connector, linking the parks to each other and to the wider City Centre network. Pathways are designed to safely separate pedestrians—including mobility-aid users and strollers—from cyclists, rollerbladers, skateboarders, and micro-mobility devices.

Along its 500-meter length, a series of park nodes will encourage connection, recreation, and relaxation for people of all ages and abilities. These nodes will include seating, picnic areas, fitness hubs, covered outdoor spaces, and playful, interactive elements. Ecological features are woven throughout the design, incorporating rainwater management, habitat areas, and pollinator plantings to support local wildlife and strengthen the City's ecological network. The preservation of existing large shade trees will further enhance the park's character, creating a welcoming, vibrant, and ecologically rich linear destination for the community.

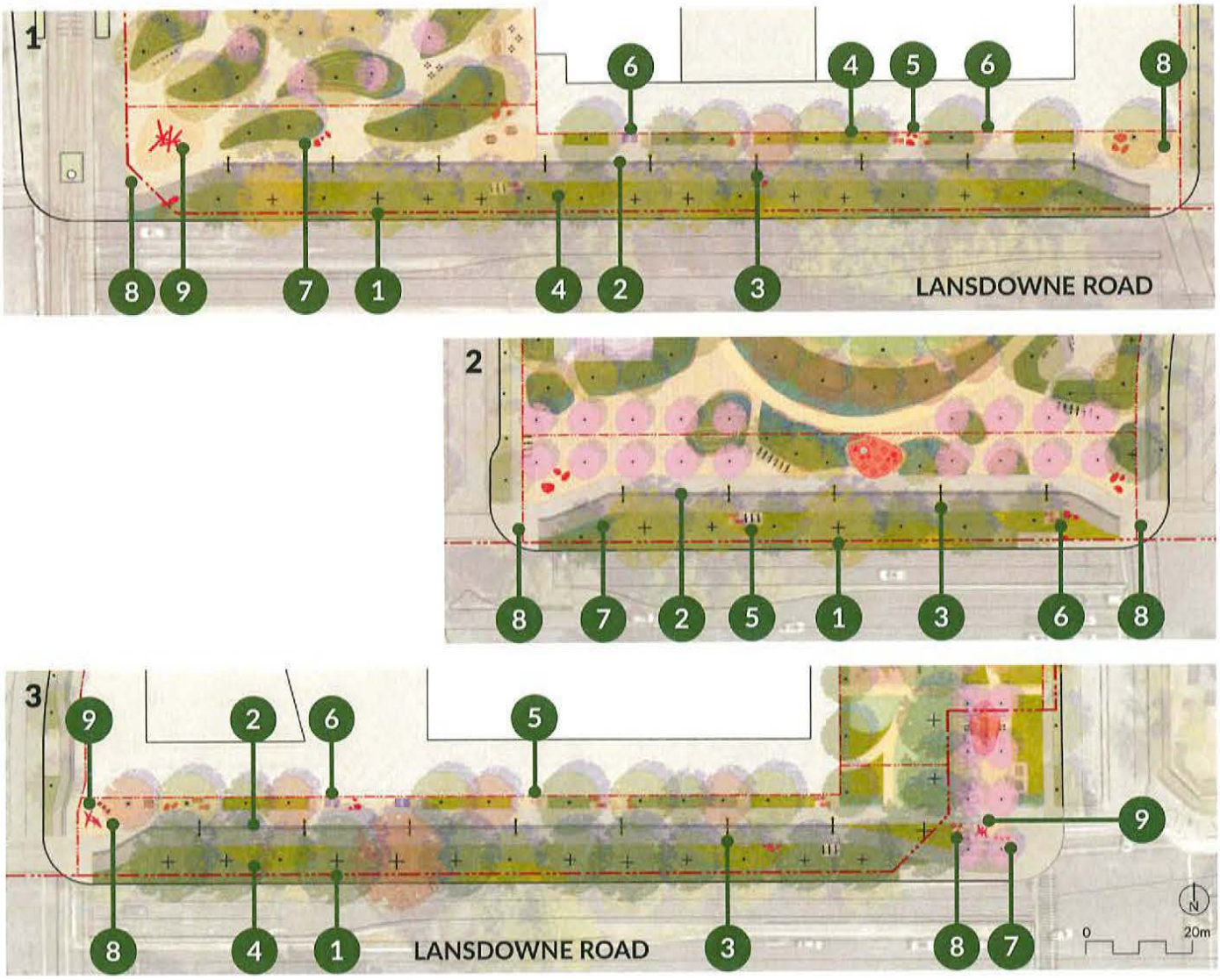
Key plan (not to scale) showing perspective view.

Perspective view of the Linear Park looking west toward the Lansdowne Canada Line Station. Separated pathways safely accommodate a variety of travel modes. Lined with habitat plantings, stormwater features, and recreational and seating nodes, the Linear Park is designed to be more than a transportation route—it will be a vibrant, multi-functional linear park.

Linear Park

Site Plan: Amenities and Features

1. Large shade trees
2. Separated pathways
3. Feature lighting
4. Habitat and pollinator planting
5. Seating nodes
6. Interactive and playful elements
7. Stormwater feature
8. Entry plaza
9. Public art - to be determined through the Lansdowne Public Art Plan and process

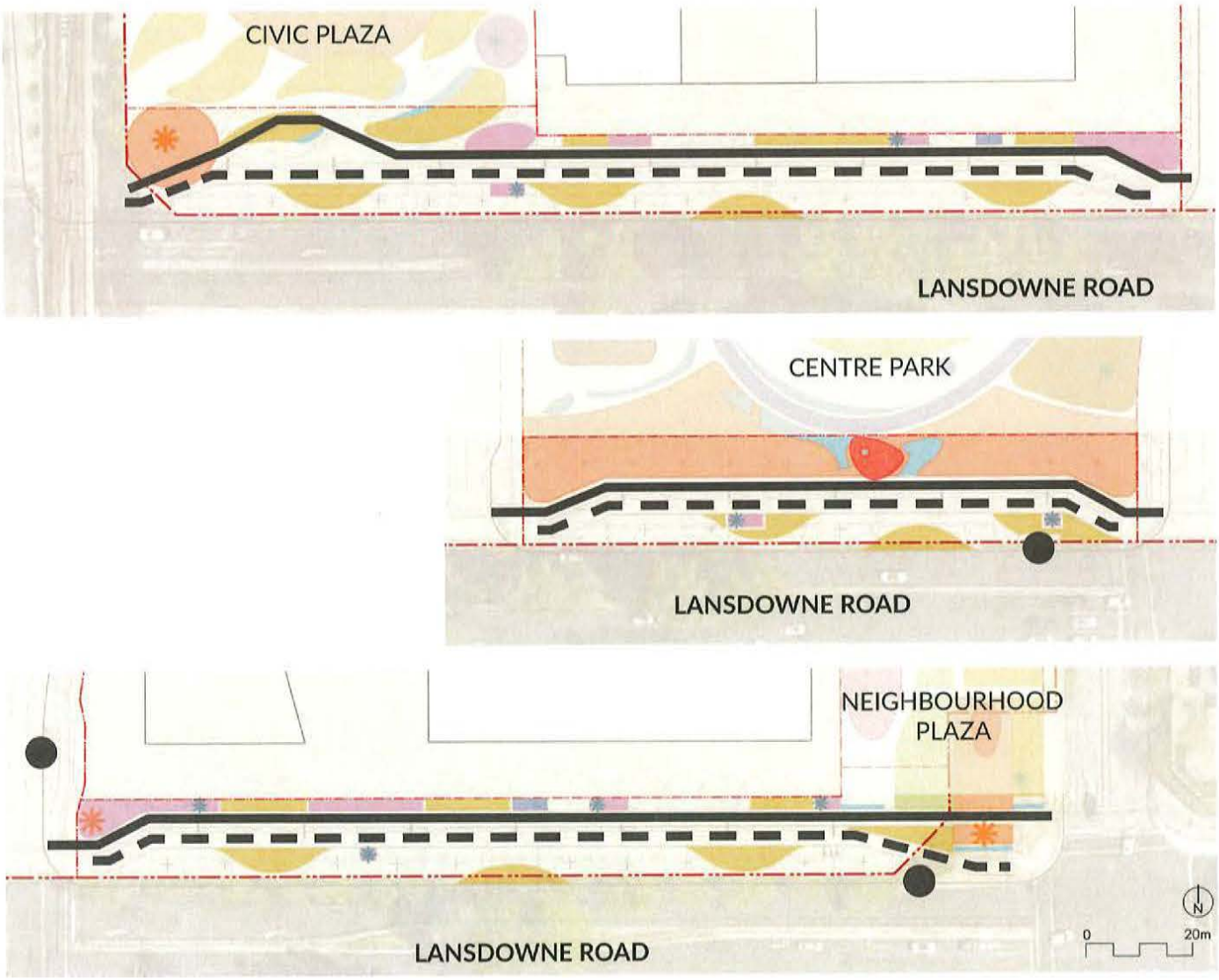


Seating, gathering, and informal recreation nodes are distributed along the length of the Linear Park, positioned alongside the separated pathways to create a vibrant, engaging linear park experience.

Linear Park

Programming and Circulation Diagram

- Plaza
- Gathering area (seating, dining, games)
- Stormwater feature
- Habitat planting
- Fitness node
- Public art
- Weather protection
- Pavilion
- Pedestrian path
- Bike path
- Bus Stop



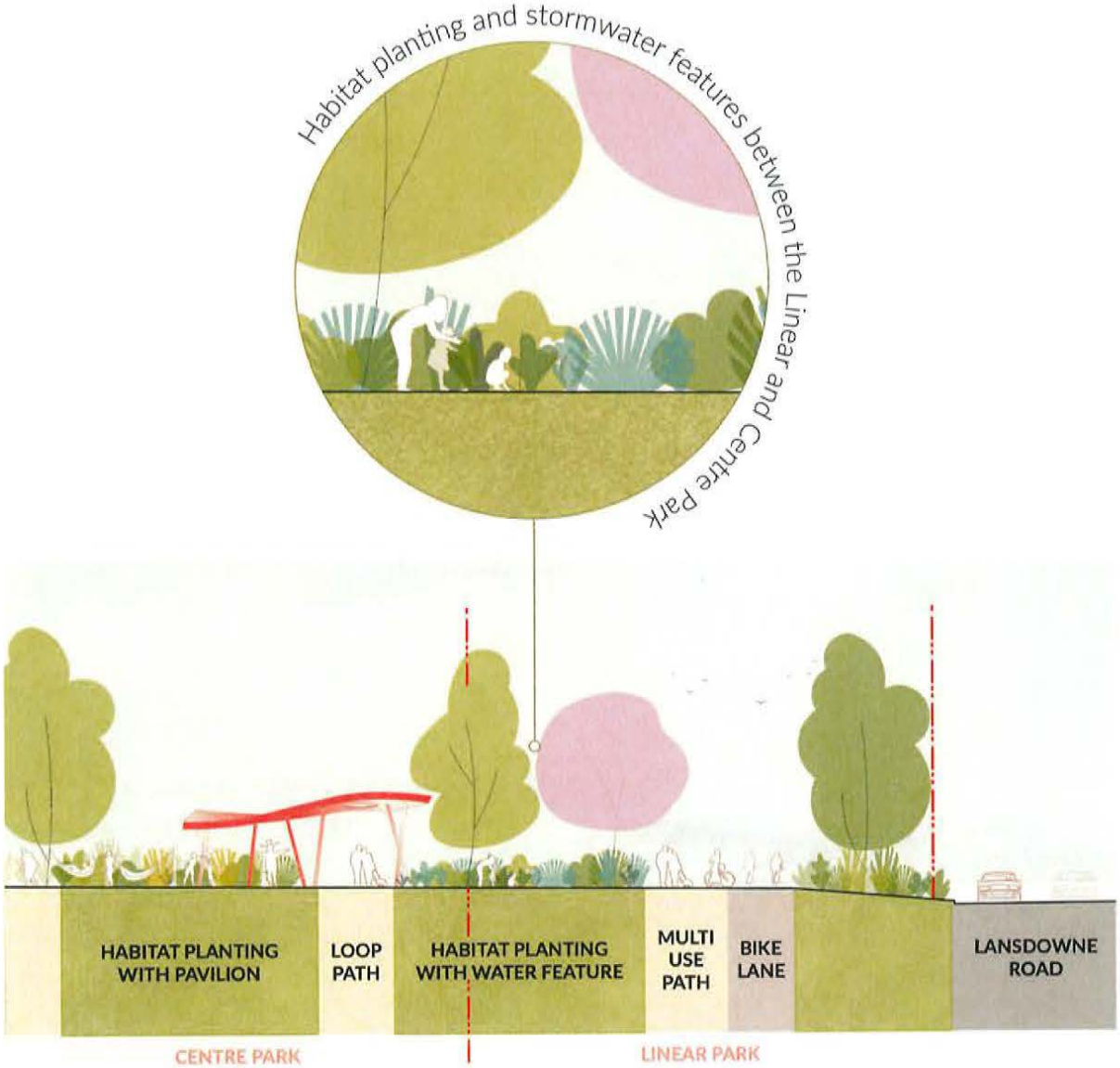
The Linear Park includes a pedestrian pathway to the north with seating areas, games, fitness features, public art opportunities, and weather protection. A separated path to the south will accommodate cyclists, scooters, skateboarders, and rollerbladers.

Section G

Planting, trees and stormwater features along the interface between the Linear Park and Centre Park will create a buffer while visually and experientially linking the two spaces.

Preserved trees and additional understory planting along Lansdowne Road will provide a safe separation from traffic while enhancing the park's lush, inviting character. Together, these landscape elements will help create a welcoming, vibrant, and connected linear park experience.

Key plan (not to scale) showing section view.

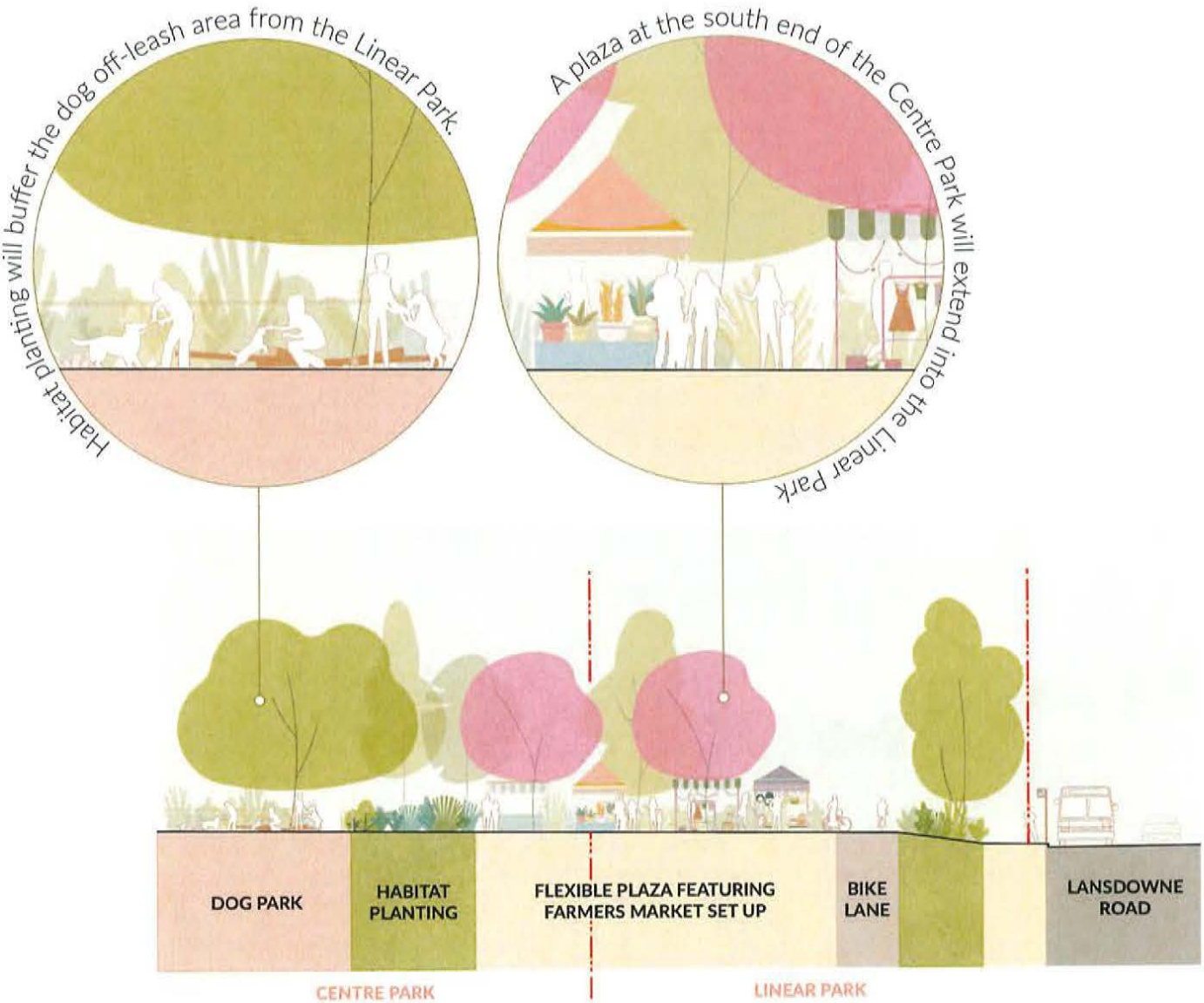


Section view looking east through the interface between the Linear Park, Centre Park and Lansdowne Road.

Section H

The Linear Park will connect all of the Lansdowne parks and serve as an extension of Centre Park, Civic Plaza, and Neighbourhood Plaza where they interface. The master plan thoughtfully integrates these spaces, creating a cohesive and dynamic park network that is varied yet unified.

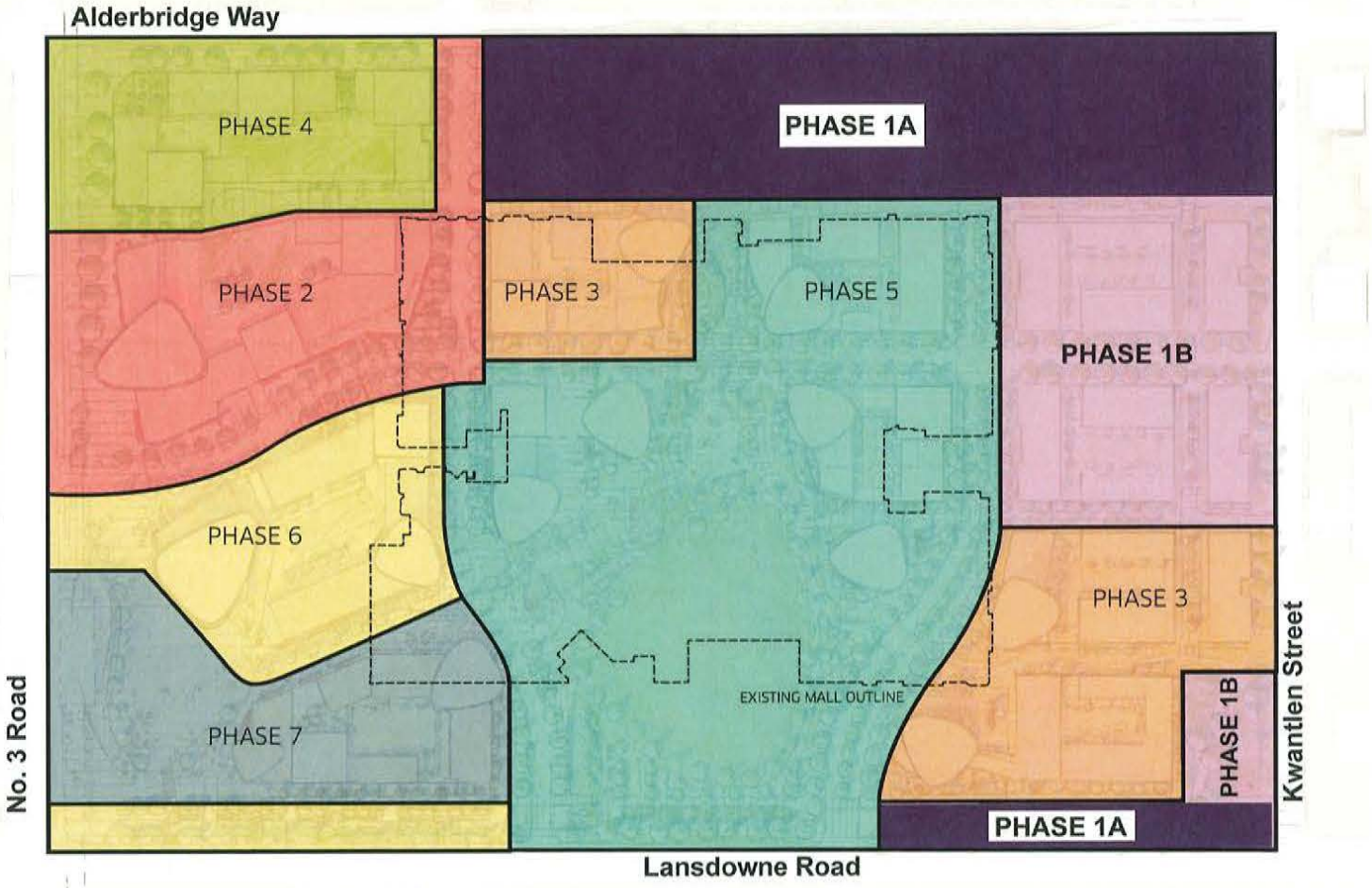
Key plan (not to scale) showing section view.



Section view looking east through the central portion of the Linear Park, showing its relationship to Centre Park. This blended plaza space could host seasonal community activities, including farmers markets and cultural events.

Lansdowne Phasing Plan

Overall



City of Richmond

Report to Committee

To:	Parks, Recreation and Cultural Services Committee	**Date:**	October 6, 2025
From:	Marie Fenwick Director, Arts, Culture and Heritage Services	**File:**	11-7000-11-01/2025-Vol 01
Re:	**Richmond Arts Strategy 2026–2031**		

Staff Recommendation

That the Richmond Arts Strategy 2026–2031, and Action Plan document, as outlined in the report titled "Richmond Arts Strategy 2026–2031," dated October 6, 2025 from the Director, Arts, Culture and Heritage Services, be approved.

CM Fenwick

Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Communications	☑	
Business Services	☑	
Community Social Development	☑	
Parks Services	☑	
Recreation & Sport Services	☑	BMyers.
Development Applications	☑	
Policy Planning	☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**
	AB	Serena.

Staff Report

Origin

The draft Richmond Arts Strategy 2025–2030 was endorsed by Council on July 28, 2025, for the purpose of seeking interest holder and public feedback on the strategy. This report responds to the resulting referral:

> *That the Final Richmond Arts Strategy 2025–2030, including the results of the interest holders' and public feedback, be brought back to Council for consideration following the interest holders' and public consultation.*

The purpose of this report is to present, the results of the public validation process, the Richmond Arts Strategy 2026–2031 (the "Strategy") and Action Plan (Attachments 1 and 2) for approval and next steps for implementation. During the recent feedback period, the proposed dates for the Strategy were adjusted given the timing of presenting to Council in late 2025 and the expectation that the Strategy will remain valid through 2031. The Richmond Arts Strategy 2026–2031 has been prepared with community participation, taking a collaborative approach to advance the arts in Richmond. The Strategy demonstrates leadership in prioritizing the arts as a contributor to a vibrant, appealing and liveable community.

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

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.*
>
> *6.5 Enhance and preserve arts and heritage assets in the community.*

Analysis

Background

The diagram below provides a summary of the Strategy development process. Staff are currently in Phase 4, which includes preparation of the final Strategy, and presentation of the Richmond

Arts Strategy 2026–2031 to Council for approval.

Community Validation Process and Results

The Draft Strategy was developed through the thoughtful engagement of external and internal interest holders through facilitated sessions, paired with responses from the general public.

The purpose of the community validation process was to obtain feedback on the actions identified within the Draft Strategy to ensure that they resonate with the community and that they represent what needs to be done in order to advance the arts in Richmond.

Participation in the validation process included:

- An online questionnaire (Let's Talk Richmond), which was available from August 25 to September 28, 2025, with print copies of the Strategy and the questionnaire available at the Cultural Centre and Annex front desks during the same period; and
- Two sounding board displays at the Cultural Centre and Annex during the Culture Days opening weekend, September 20 and 21, 2025 (149 participants).

This feedback opportunity was promoted in the following ways:

- Targeted emails to key interest holders including members of the Richmond Arts Strategy Community Roundtable, Richmond Arts Coalition, Community Associations, Resident Arts Groups, Arts & Culture grantees, and subscribers to the City's Arts & Culture e-Blast;
- e-Blast to LetsTalkRichmond.ca subscribers
- LetsTalkRichmond.ca and HowArtsWorks.ca
- Parks, Recreation & Culture e-Newsletter and Economic Development e-Newsletter;

- Posters in civic facilities;
- An in-person presentation to the presidents of Richmond's Community Associations;
- News Release with subsequent article in Richmond Sentinel; and
- Facebook and Instagram posts.

A total of 67 individuals completed the questionnaire, providing 347 specific comments in regards to the Strategy and its actions.

The feedback received demonstrated strong overall support for the Strategy, and specifically for the Strategic Directions and Objectives outlined in the Strategy. Those that responded acknowledged the importance of the arts as an individual and community level, and sometimes offered additional points of discussion, with feedback as follows:

> *I think the strategy could increase the call for everyone to find something to participate in, particularly since participation in the arts helps promote health.*
>
> *I believe in all of these objectives! This is Canada! We believe in diversity in our communities. The Arts pull people from all walks of life together if arts events are affordable, accessible and plentiful!*
>
> *I am impressed with the whole strategic plan and proud to see such a comprehensive strategy. As an arts educator, I am very pleased to see so much energy given to helping people learn about the arts and providing access to learning in so many ways. Excellent work!*
>
> *Honouring indigenous and multicultural voices and talents/culture are shared and included in programming and offerings. Multigenerational and the varied identities is also great to see included here.*
>
> *Arts and culture are an engaging and attractive way for our diverse community to learn about one another's culture and heritage. Richmond, with its huge immigrant population. is uniquely placed to develop and deliver arts and culture offerings to meet this goal.*
>
> *The Arts are an essential part of humanity and as the world continues to devalue arts and promote artificial intelligence, it's more important than ever to teach our citizens, starting from the youth, the value of artistic creations and critical thinking.*

Questionnaire respondents were asked a series of questions to gauge whether or not each Strategic Direction and its Objectives resonated with them. The responses are provided in the table below.

Survey Question	Resonates with Me	Does not resonate with me	I am unsure
Strategic Direction 1: Increase awareness, pride and participation in the arts *Objective 1.1: Build audiences by connecting people to creative events, news and resources.* *Objective 1.2: Engage the Richmond community with creative experiences and artistic encounters in daily life.*	90%	3%	7%
Strategic Direction 2: Provide affordable and accessible arts for all *Objective 2.1: Offer a diverse range of affordable arts experiences where all feel welcome and represented.* *Objective 2.2: Ensure Indigenous voices and stories are shared and reflected in planning.* *Objective 2.3: Cultivate belonging and interculturalism to engage the imaginations of all generations and identities.* *Objective 2.4: Celebrate Richmond's diversity, growth and change as a community.*	85%	9%	6%
Strategic Direction 3: Invest in the arts *Objective 3.1: Invest in the community's capacity through targeted investment collaborations, organizations development and training.* *Objective 3.2: Leverage the arts for economic and tourism potential.* *Objective 3.3: Strengthen Richmond's arts sector by fostering sustainable growth through circular practices.*	90%	3%	7%

Strategic Direction 4: Build arts and cultural leadership *Objective 4.1: Attract, engage and develop prominent leaders to advocate and invest in arts and culture.* *Objective 4.2: Connect creative producers and enable partnerships among organizations.* *Objective 4.3: Ensure 'culture is at the table' by increasing integration of arts and culture at the strategic level in City planning.*	87%	4%	9%
Strategic Direction 5: Activate public spaces through (and for!) the arts *Objective 5.1: Work towards meeting the demand for creative spaces and cultural facilities.* *Objective 5.2: Generate creative spaces and cultural amenities in new developments.* *Objective 5.3: Prioritize creative placemaking.*	87%	4%	9%

The comments received through the validation process also highlighted the following areas that were of particular interest to respondents, indicating their importance:

- Increasing Awareness

  We know that the arts are important to those that participate and they know the arts are important to their lives. However, too many residents still do not know what is happening in Richmond, or what is available, but search for the arts in other communities.

  Advertising of events and opportunities needs to expand. As Richmond no longer has a door to door paper delivery, there are many households that do not follow local news online.

  It's good to see that the City of Richmond sees a need in increasing awareness.

  Clear emphasis on marketing and low-barrier participation, which is essential post-pandemic.

  I think a lot of cool things happen in Richmond that a lot of people don't know about. Finding ways to reach audiences will be helpful.

Widen the 'push' of art news into the community. We rely on people looking at a website for local news or getting on email lists to keep up to date. All these great objectives cannot be met if people don't know about what arts opportunities are available for them to participate in. Enewsletters and eBlasts only go to those who sign up for them.

- Demand for creative spaces

Absolutely necessary to have affordable performance spaces. The murals around the city are an amazing way to show off visual artists. Hopefully, this strategy will lead to many locales for performing artists.

We need a word-class theatre for things like opera, symphonies, and ballet that will also be an architectural marvel and an iconic landmark, kind of like what the Sydney opera house has become. It could be part of a performing arts complex like the Lincoln Center.

More creative spaces in diverse locations enables more participation, as well as increases visibility of the arts as people go about other activities.

Performance venues are needed in Richmond.

Direct focus on space access and affordability so creation and participation can happen close to home ... Recognition that artists are being priced out and that the City can lead with practical tools and partnerships. Builds on Richmond's public art leadership while expanding to rehearsal, maker, performance and pop-up spaces.

Our current arts spaces are, mostly, old and full. We need the City to advocate to the Federal and Provincial governments for investment in arts facilities (like they do for recreation and sports facilities).

- Investment in the arts and artists, including capacity building

Richmond has been pretty awesome in supporting our arts group both financially, through the city's grant program and capacity building workshops. Keep this coming please! I'd like to learn more about tapping into the arts for economic and tourism potential.

More affordable and free arts activities, longer hours in facilities such as the library and Cultural Centre studios, and more support for small creative businesses and/or events to support small creative businesses - for example, small business showcases, small business markets, grants and support for new and expanding small creative businesses, etc. More support for the arts! Financial and exposure/marketing.

Yes to supporting individual artists and creative small businesses via showcases/ interviews/spotlights/marking, craft markets, group shows, collaboration between creatives in the community, small business/arts grants, etc.

Stable funding tools: multi-year operating grants indexed to inflation; quick-turn micro-grants for pilots; clear, transparent criteria with feedback to unsuccessful applicants. Shared services hub: pooled HR/finance/grant-writing, marketing, ticketing/CRM, and a loaned equipment library (PA, lights, tents) to reduce costs.

Resulting Modifications to the Richmond Arts Strategy 2026-2031

The feedback process demonstrated strong support overall for the Richmond Arts Strategy 2026–2031. While no significant changes were made to the five Strategic Directions and their Objectives, some minor copy and formatting edits were made throughout the document, as well as the following modifications:

- "Builds arts and culture leadership" is no longer listed as part of the Vision as it is elsewhere recognized, and more prominently, as Strategic Direction 4.
- The detailed list of engagement activities completed in the development of the Draft Strategy has been removed from the inside back cover; that information is now integrated in the Engagement Summary section on page 39.
- Supporting Action 5.1.8 "Facilitate public performance and space activation (eg, busking)" was moved from Objective 5.1 to Objective 5.2.
- Supporting Action 5.3.2 "Ensure that creative placemaking is considered in the City's broader urban planning policies" was removed as repetitive.

Next Steps

Should Council approve the Strategy, the next step will be the implementation of the Strategy.

As "Increase awareness, pride and participation in the arts" is named among the five Strategic Directions that guide the Strategy, raising awareness to officially launch the Strategy is considered an essential first step. Communications will include local media, social media, a launch event with community interest holders, meetings with community organizations, regular online updates and more to build awareness and participation, as well as initiate and/or build upon existing community partnerships that are vital to the Strategy's success.

The Strategy will be posted online, and a poster with the Vision, Guiding Principles and Strategic Directions will be distributed to partners and stakeholders to help keep the Strategy top of mind.

The Richmond Arts Strategy 2026–2031 Action Plan (Attachment 2) is a "living document" that identifies supporting partners that may be invited to contribute to the implementation of the Strategy over the next five years as well as anticipated phasing to achieve recommended actions.

The Arts Services Year in Review report to Council will provide progress updates on an annual basis.

Funding Considerations

While most of the actions identified within the Strategy will be accomplished through the use of existing resources, some actions will require additional funding. Staff will continue to work with community partners to apply for grants and other funding opportunities as they become available, and additional funding will be obtained through various sources which may include sponsorships, partnering with Development applications, grants and funding from other levels of government.

Efforts will also be made to leverage civic investment to attract the investment of additional resources, financial and non-financial, in support of the arts sector.

Any capital projects or increases in operating budgets will come forward for Council consideration within the Council approved budget process.

Financial Impact

None.

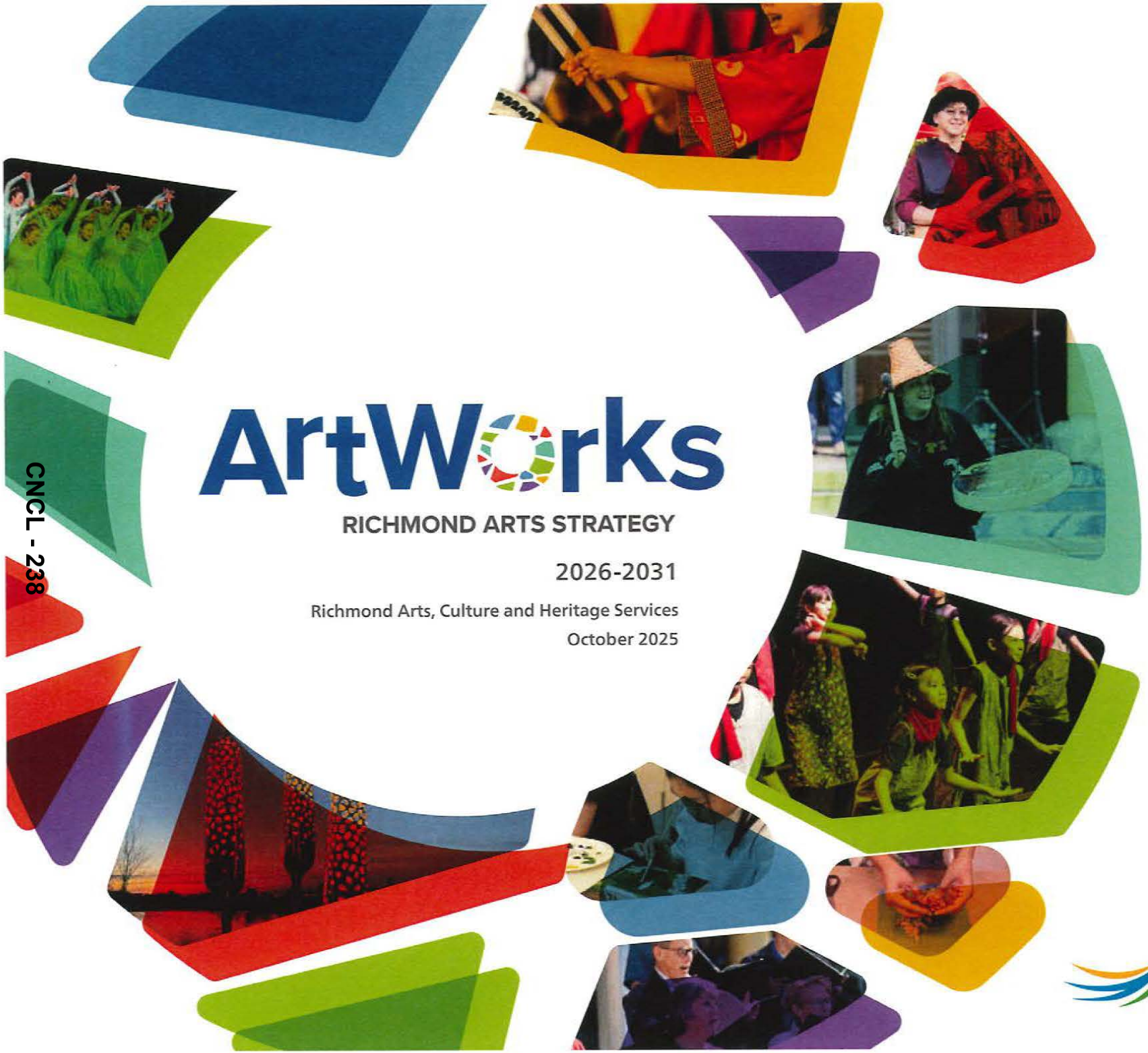
Conclusion

A collaborative approach to advance the arts has resulted in the development of the Richmond Arts Strategy 2026–2031. The Strategy provides a five-year plan for providing arts experiences and opportunities in everyday life while positioning Richmond as an arts destination.

This has been accomplished through a vision, guiding principles, strategic directions and a list of supporting actions that are outlined in detail within the Strategy. Upon approval by Council, City staff will embark on the implementation of the Richmond Arts Strategy 2026–2031.

Liesl Jauk
Manager, Arts Services
(604-204-8672)

Att. 1: Richmond Arts Strategy 2026–2031
2: Richmond Arts Strategy 2026–2031 Action Plan



ArtWorks

RICHMOND ARTS STRATEGY

2026-2031

Richmond Arts, Culture and Heritage Services

October 2025

Richmond

Reconciliation

The City of Richmond is committed to building and maintaining positive and respectful relationships with xʷməθkʷəy̓əm (Musqueam) and Indigenous Peoples who live in and around Richmond in order to advance reconciliation between Indigenous and non-Indigenous people.

Traditional Musqueam cedar bark weaving workshop with artist Rita Kompst

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Origami displays at the Richmond Cherry Blossom Festival

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Highlights

What carries over from the previous plan?

ArtWorks: Richmond Arts Strategy 2019–2024 set a solid Vision with Guiding Principles for the development of arts and culture. As approved by Council, these remain in place to provide a comprehensive baseline for the City's ongoing arts and culture service delivery. *ArtWorks* focused on **free programming**, new and **improved spaces**, and **increased awareness**. These priorities carry over to the *Arts Strategy 2026–2031*, along with **investment** in arts and culture, with an increased attention to **building leadership**.

The updated Strategic Directions are as follows:

STRATEGIC DIRECTION 1:
Increase Awareness, Pride and Participation in the Arts

STRATEGIC DIRECTION 2:
Provide Affordable and Accessible Arts for All

STRATEGIC DIRECTION 3:
Invest in Arts and Culture

STRATEGIC DIRECTION 4:
Build Arts and Cultural Leadership

STRATEGIC DIRECTION 5:
Activate Public Spaces Through (and for!) the Arts

Capstan Village Public Art Walking Tour: art professional Jas Lally with *285 Apples* by Gathie Falk

What has changed?

A lot! Implementation of the Arts Strategy 2019–2024 largely occurred over the pandemic years which greatly impacted the cultural sector as a whole and has influenced how people in Canada are participating in arts and culture.

Coupled with the above are major **social and political changes**, **housing affordability challenges**, **inflation**, **health and climate pressures**, along with the **rise of AI and digital-based creation and organizational transformation**. As such, the cultural sector is facing critical challenges, as are our communities overall.

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At the same time, there is increased understanding of the inherent value of arts and culture to cities and communities, and most importantly, to people in their everyday lives.

Backed by growing research, there is now widespread awareness of how arts and culture contribute to:

- **Better health and wellbeing**—in fact, the arts are now being prescribed by doctors as a means to helping with a variety of conditions from reducing cognitive decline to improved emotional and mental health.
- **Safer cities**, including reducing acts of racism, accelerating acceptance of others, reducing delinquency, and improving resiliency and skills-building in at-risk youth.
- Understanding that **accessibility** applies not only to the facility infrastructure, or physical accessibility of the space, but also artistic programming, mission and vision. Taking a multi-dimensional approach to advancing accessibility demonstrates to people living with all types of disabilities that they have a place to participate. Meanwhile, ensuring that opportunities to participate in arts and culture remain low-barrier, that people feel welcomed in arts and cultural spaces, and have opportunities to encounter art in their everyday lives has been renewed as an area of focus.
- **Stronger local economies through the arts**—Arts and culture play an important role in promoting economic goals through local regeneration, developing talent, creating jobs, spurring innovation and attracting tourists. They are critical to being a "complete community," and to vibrant, sustainable and successful local economies both through labour and production.

What's new?

ArtWorks: Richmond Arts Strategy 2025–2030 builds off the previous strategy with an increased focus on:

Cultural tourism—Richmond is increasingly seen as a destination for vibrant arts, culture and heritage participation. The Strategy expands on ways to integrate arts and culture at strategic and tactical levels with tourism partners.

Raising Awareness—Knowing what arts and culture offerings are available is an increased focus of the plan. Without marketing and communications, Richmond residents remain unaware of the rich cultural programming already on offer.

Creative Placemaking—Though touched-on in the previous strategy, creative placemaking is a collaborative approach to designing, transforming and enhancing public spaces that focuses on the needs, identity and aspirations of the local community.

Climate and Sustainability—In keeping with the City's Circular City Strategy, the Arts Strategy weaves in ways the arts are vital to understanding the climate crisis and calls for practices with sustainability in mind.

Community and City Roles and Responsibilities—With strategic investment in capacity building, community organizations can take-on and participate in the implementation of some of the actions found in this plan. By building local arts and culture leadership through a range of supports including training and development, the City and community can collaborate and achieve more—together.

See **OUR PLANNING CONTEXT**, pages 27–37.

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Overview on Approach

The City of Richmond recognizes that the arts are integral to vibrant communities. Home to an immense cultural mosaic, Richmond is characterized by growth, changing demographics and a diverse arts landscape (see pages 32–33). The *Arts Strategy 2026–2031* represents this diversity and this momentum by identifying the challenges and needs of both the arts community and Richmond as a whole.

The arts can play a strong role in placemaking, community building, tourism and economic development, providing a new or different lens in finding ways to:

- combat social isolation in the community
- enhance quality of life by encouraging healthy lifestyles and lifelong learning
- celebrate diversity and improve awareness of cultural differences
- develop pride of place through art and design
- contribute to community vitality
- improve the ability to attract skilled workers
- gain a competitive advantage as a tourism destination
- and much more

What do we mean by the "arts"?

If it feels creative, odds are it counts! For the purpose of this strategy, "arts" refers to the broad subdivision of culture, composed of many expressive and creative disciplines. The term commonly encompasses, but is not limited to:

- Visual and applied arts (e.g. painting, print-making, installations; drawing, sculpture, crafts, textile arts, pottery and ceramics, photography, film and video)
- Performing arts (e.g. theatre, music, song, spoken word, and dance)
- Culinary arts
- Environmental and land art (i.e., site-specific, using natural landscape as medium)
- Interdisciplinary practices
- Literary arts
- Media arts
- Community-engaged arts practices

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Our Purpose

Since 2019, *ArtWorks: Richmond Arts Strategy* has acted as a comprehensive guide for residents, the City and its interest holders to develop stronger connections in order to advance the policies, programs and services needed for the arts to thrive in Richmond. For the 2026 update, the City engaged with staff, interest holders in the community, and arts and culture subject-matter experts, to reflect on the existing Strategy and adapt it to significant shifts in Richmond, the arts and society in general.

The intention was not to develop an entirely new document, but rather to reflect on and adapt it to the current context that includes major considerations, such as the impacts of the COVID-19 pandemic, climate concerns, rising socio-cultural polarization and innovations in accessibility to arts. At the same time, the updated Strategy considers and incorporates the goals of other recent City plans and strategies, including but not limited to the Richmond Accessibility Plan (2023), Community Wellness Strategy (2018), Community Energy and Emissions Plan (2022) and the Circular City Strategy (2023).

ArtWorks: Richmond Arts Strategy 2026–2031 reflects the evolving needs of the Richmond residents and visitors, all of whom have the right to enjoy arts and culture in their lives.

Homecoming
by Simone Guo, Richmond-Brighouse Canada Line Station

The key objectives for engagement were as follows:

- Gain key informant perspectives on the progress of the Arts Strategy and new ideas/initiatives to be reflected in an updated Strategy.
- Connect with the public to get general perspectives of arts and culture in Richmond today and desires for the future.
- Sensemaking and validation of engagement findings.

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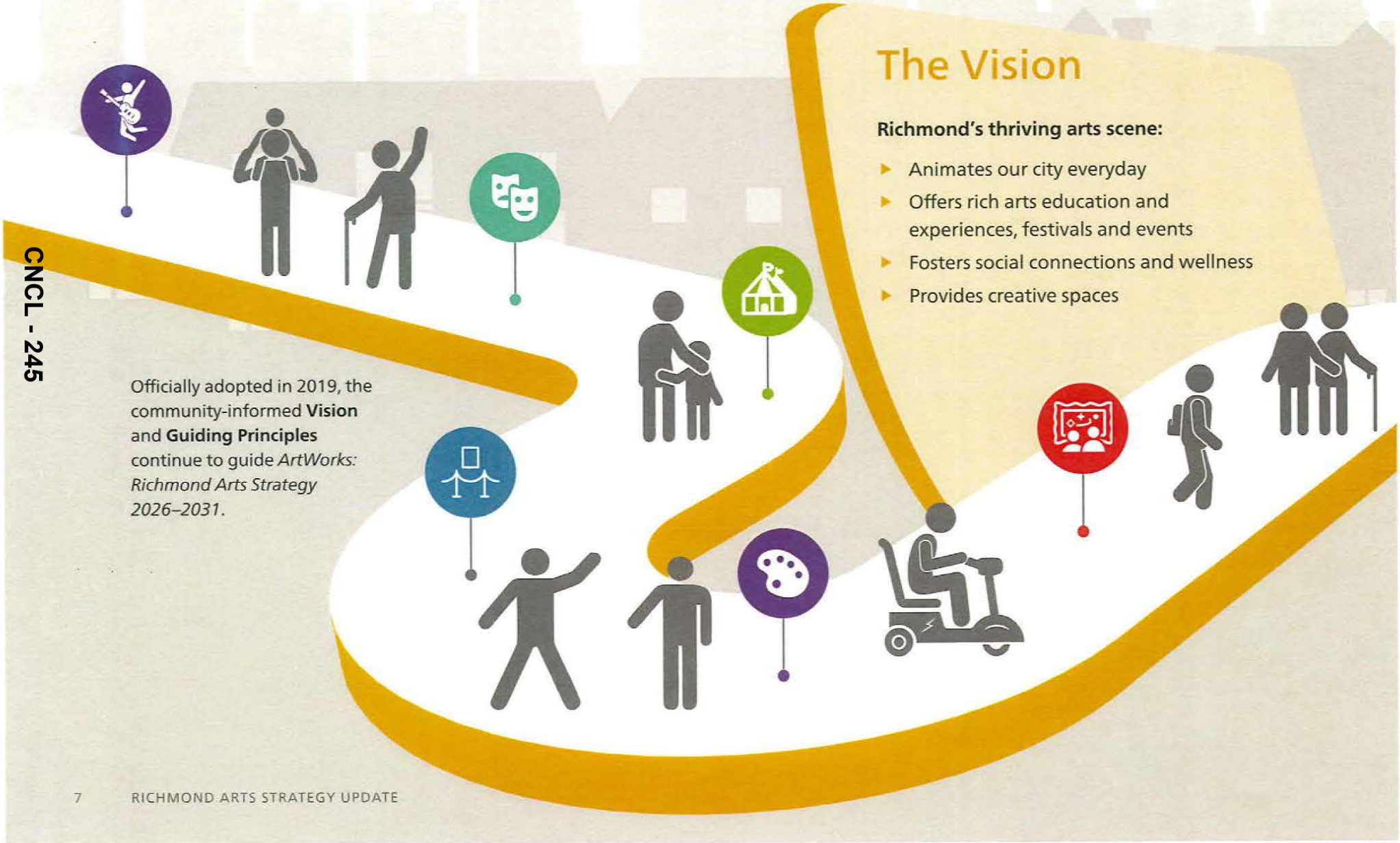
Vision and Guiding Principles

The Vision

Richmond's thriving arts scene:

- Animates our city everyday
- Offers rich arts education and experiences, festivals and events
- Fosters social connections and wellness
- Provides creative spaces



Officially adopted in 2019, the community-informed **Vision** and **Guiding Principles** continue to guide *ArtWorks: Richmond Arts Strategy 2026–2031*.

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Guiding Principles

- Striving for **excellence** among all who participate in and contribute to the artistic life of Richmond, from City services, to community organizations, to individuals of all ages and skill levels.
- Prioritizing **sustainability** to 'future-proof' the arts through funding, education, infrastructure, mentorship and the integration of the arts into the everyday fabric of our city.
- Expressing **creativity** through experimentation and fostering collaboration among diverse voices.
- Providing broad **accessibility** to arts experiences and advancing inclusivity to connect people through the arts.
- **Community-building** through creative engagement and dialogue, and honouring the spirit of Reconciliation.
- **Celebrating** and showcasing to inspire Richmond's artistic vibrancy.

Strategic Directions

Art Truck: Interactive mural by Bea Martin at Burkeville Days

These five Strategic Directions serve as guideposts for the development, implementation, and sustainability of the arts within Richmond over the next five years:

STRATEGIC DIRECTION 1
Increase Awareness, Pride and Participation in the Arts

STRATEGIC DIRECTION 2
Provide Affordable and Accessible Arts for All

STRATEGIC DIRECTION 3
Invest in Arts and Culture

STRATEGIC DIRECTION 4
Build Arts and Cultural Leadership

STRATEGIC DIRECTION 5
Activate Public Spaces Through (and for!) the Arts

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What has changed?

The five Strategic Directions of *ArtWorks: Richmond Arts Strategy 2019-2024* were:

1. **Ensure affordable and accessible arts for all**
2. **Promote inclusivity and diversity in the arts**
3. **Invest in the arts**
4. **Increase awareness and participation in the arts**
5. **Activate public spaces through (and for!) the arts**

Through thoughtful community engagement, these directions were revised with consideration of current (post-pandemic) conditions as well as social and economic development opportunities.

The previous Strategic Directions 1, 3, 4 and 5 remain with minor edits; however, the updated Strategic Direction 1 (now 2) includes many of the actions previously under Strategic Direction 2: "Promote inclusivity and diversity in the arts".

Strategic Direction 4 is new, reflecting an increased interest around building arts and cultural leadership.

- **Strategic directions** are key themes and desired outcomes that reflect community needs, gaps in the existing cultural landscape, and specific goals for growth.
- **Goals** set the pathway toward a desired result, creating a future-state we aim to achieve.
- **Objectives** are outcome-driven and present how these goals will be achieved and what we will work to accomplish in the next five years.
- **Supporting actions** are specific activities the City and its interest holders will undertake to achieve each objective.

How do we measure progress?

City staff compile key metrics every year on the City's investments in arts and culture, and share these publicly through the Arts Services Year in Review report. These measures reflect the various roles the City has in serving as a supporter, presenter, communicator, investor and facilities operator (see page 34). Each of the Goals, Objectives and Supporting Actions will be monitored as part of implementation of this Strategy, along with prioritization and resource considerations on a regular basis.

Hand-woven blanket by Debra Sparrow at entrance to Council Chambers

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STRATEGIC DIRECTION 1:

Increase Awareness, Pride and Participation in the Arts

GOAL:

Arts and culture are valued, celebrated and integrated into community life.

Engagement and continuing trends in the sector reveal a need for improved promotion of arts and culture—an issue not unique to Richmond. Given several factors—including the slow return of audiences post-pandemic, changing participation habits, and a generation that experienced cuts to arts and culture education in the '90s and early 2000s—investing in marketing and low-barrier opportunities for arts participation is an increasingly critical need across Canada, much like the investments seen in sports, recreation and tourism.

OBJECTIVE 1.1:

Build audiences by connecting people to creative events, news and resources.

Supporting Actions:

1. Develop clear, accessible marketing and communications strategies, using preferred languages, plain language, culturally-relevant methods, and multiple channels to build audiences and participation.
2. Increase resources for arts-related marketing and communications, with a view to enhancing needs such as social media presence, audience development tools, and digital-based strategies to support audience growth.
3. Work across City departments (such as Recreation and Sport, Parks, and Community Social Development) as well as the Richmond Public Library to cross-promote services and programs, such as through community centre promotional materials.
4. Promote arts and culture beyond city limits to increase awareness of Richmond's cultural offerings.

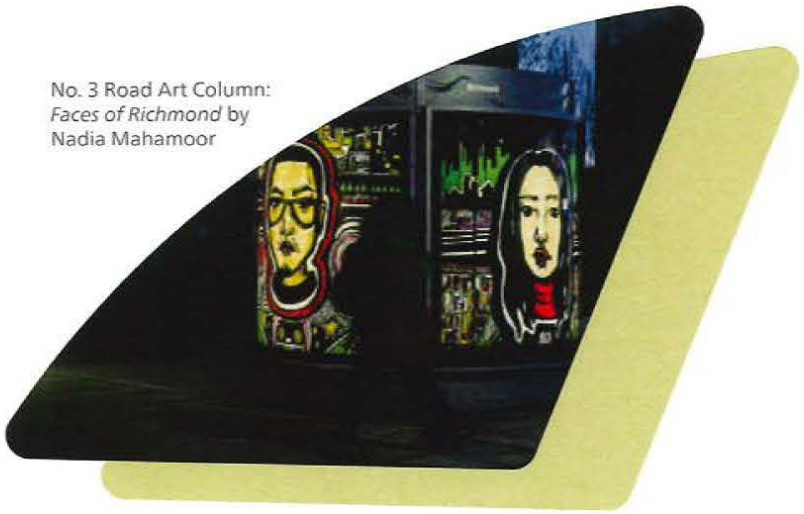
Tatakizome workshop presented by Richmond Art Gallery

OBJECTIVE 1.2:

Engage the Richmond community with creative experiences and artistic encounters in daily life.

Supporting Actions:

1. Encourage neighbourhood-based arts and cultural activity (e.g. creative neighbourhood actions, gardening, walking tours, food tourism, etc.), through community grants and other civic support for arts experiences.
2. Broaden understanding of what artistic expression can be through education and experimentation.
3. Link to art in public spaces with creative placemaking actions in Strategic Direction 5 (pages 25–26).
4. Link this Strategic Direction to tourism initiatives that bolster Richmond as a cultural destination.



No. 3 Road Art Column: *Faces of Richmond* by Nadia Mahamoor

Ongoing work

The City and its partners will continue to:

- Support and program art-making demonstrations in the public realm including at signature festivals and pop-up events throughout the year.
- Invite the public "behind the scenes" and to create artwork themselves, through programming such as Doors Open Richmond, Culture Days, Children's Arts Festival, Media Lab activities and Richmond Art Gallery public programs.
- Provide and promote events (such as Culture Days and Doors Open Richmond) to showcase Richmond artists.
- Foster a built environment where one has spontaneous encounters with art, such as through the Public Art program and Richmond Art Gallery off-site exhibitions.
- Provide programs such as the Public Art Engaging Artists in the Community program, Community Mural program, and Branscombe House Artist Residency programs that support community-engaged arts practices.
- Increase visual and performing arts opportunities in public spaces to showcase Richmond artists.
- Align with and support the findings of the 2023 Community Needs Assessment by improving awareness of high-quality arts programming.
- Maintain HowArtWorks.ca as a portal for art community to learn about available programs and resources.
- Grow community engagement through the social media accounts of the City, Richmond Art Gallery and HowArtWorks.ca
- Build on existing services in the Richmond Public Library, community centres and other spaces that include creative programming to reach diverse and new audiences.

STRATEGIC DIRECTION 2:

Provide Affordable and Accessible Arts for All

GOAL:

Everyone feels they can participate in Richmond's arts and culture scene where diversity is embraced.

Serving Richmond's growing and changing population supports the City's reputation for delivering high-level artistic offerings and engaging cultural experiences. Ensuring that arts experiences remain accessible and responsive to our diverse community—and that Richmond stories are shared—is central to the Arts Strategy. This goal also connects to other strategies, such as arts infrastructure planning (Strategic Direction 5), to accommodate future audiences.

OBJECTIVE 2.1:

Offer a diverse range of affordable arts experiences where all feel welcome and represented.

Supporting Actions:

1. Align with Richmond Accessibility Plan, and in keeping with community consultations, evaluate current arts programs, services and facilities from an accessibility perspective to identify opportunities to enhance participation and address barriers.
2. Work towards arts and cultural infrastructure and programming that is equitably available and accessible to under-represented groups.
3. Develop or expand opportunities to directly support individual artists, cultural organizations and venues that provide low and no-cost public program delivery.
4. Invest in diversity and inclusion training for City staff and programming partners to understand the diverse range of barriers experienced by people with disabilities, as well as ways to remove and prevent them.
5. Promote the Recreation Fee Subsidy Program (RFSP) for arts programs.

Hands on Art, Islamic Art of BC event at Richmond Public Library

Understanding IDEA in the Arts

Historically excluded groups face ongoing discrimination and bias in the arts due to power imbalances and inadequate awareness. Building a shared understanding of Inclusion, Diversity, Equity, and Accessibility (IDEA) is a vital first step toward creating more respectful and supportive environments.

- **Inclusion**
  Inclusion means creating a safe and respectful environment where everyone feels welcomed, valued and able to fully participate.
- **Diversity**
  Diversity refers to the range of differences in people's identities, backgrounds and experiences that make each person unique.
- **Equity**
  Equity is about fair treatment and removing barriers so everyone has an equal opportunity to succeed and contribute.
- **Accessibility**
  Accessibility means a barrier-free experience that ensures everyone can equitably participate in their community; it includes designing spaces, tools and systems that accommodate diverse needs and enable full participation for all.

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OBJECTIVE 2.2:

Ensure Indigenous voices and stories are shared and reflected in planning.

Supporting Actions:

1. Build and strengthen relationships with xʷməθkʷəy̓əm (Musqueam) and other Indigenous communities and support the work of city-wide reconciliation initiatives.
2. Provide opportunities to integrate traditional and contemporary Indigenous culture, identity and language into programming and planning.
3. Identify ways to support Truth and Reconciliation and the shared histories of Indigenous Peoples and all Canadians, through inclusive dialogue, celebration and performance, as well as creative placemaking installations.
4. Seek opportunities to work with xʷməθkʷəy̓əm (Musqueam) and other Indigenous artists, knowledge keepers and communities on initiatives that acknowledge and celebrate local Indigenous cultural heritage practices.

Sea to Sky (detail) by Thomas Cannell, winner of Creative Cities Network of Canada Award of Excellence

OBJECTIVE 2.3:

Cultivate belonging and interculturalism to engage the imaginations of all generations and identities.

Supporting Actions:

1. Facilitate intercultural communication with creative environments and arts-based programs.
2. Provide a range of participatory programming for all age groups and inter-age groups at the community or neighbourhood level.
3. Invest in and secure dedicated funding for the Art Truck.
4. Explore newcomer and cross-cultural programs and services that integrate creative and cultural experiences
5. Increase multilingual arts experiences.
6. Develop and/or increase the use of creative tool libraries, musical instrument libraries and/or other creative resource lending programs, especially for youth.
7. Promote multigenerational participation in the arts, with opportunities for youth leadership and collaboration between generations.
8. Identify ways to advance the Prescriptions for Arts movement (where physicians prescribe the arts to patients) by raising awareness of Richmond's wide variety of arts participation opportunities among family practices.
9. Collaborate with people with lived experiences in the early planning phases of arts-related capital projects and program development to ensure they appeal to, and offer a sense of belonging, for under-represented groups.

Engaging Artists in Community program: *Express Yourself* by artist Keely O'Brien, with Aspire Richmond in partnership with Richmond Public Library

OBJECTIVE 2.4:

Celebrate Richmond's diversity, growth and change as a community.

Supporting Actions:

1. Collaborate with diverse community groups to explore ways for the arts in Richmond to appeal to tourists through culinary arts, as well as natural and cultural heritage.
2. Leverage Richmond's diversity to develop representative programming and events that attract audiences from within and beyond the area.
3. Identify opportunities for interpreting and sharing local history and heritage in all of its forms including:
    - Developing interactive experiences and programming that celebrate Richmond's unique character and natural environment.
    - Enhancing and expanding arts and cultural programming to improve education and awareness of local history.
    - Developing a new signature event that showcases Richmond's cultural and ethnic diversity.

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Ongoing work

The City and its partners will continue to:

Accessibility

- Work to identify and address physical accessibility challenges to attending festivals, visiting cultural venues and exploring public art.
- Encourage and promote arts and culture opportunities at locations close to transit, and identify opportunities to reduce transportation barriers, such as shuttle buses to major events.
- Review the City's offerings of free and low-cost arts programming and events, and assess required City resources to prioritize barrier-free access.

Youth

- Work with community associations and others to connect youth to creative opportunities and resources.
- Work with School District No. 38 to link arts education resources to teachers.
- Offer free access to media arts training, professional mentorship opportunities and access to equipment through the Richmond Youth Media Program.

Diversity

- Fund Indigenous artist opportunities at the City.
- Encourage collaboration among under-represented community groups, such as Chinese-speaking, Indigenous and 2SLGBTQI+ youth.
- Encourage and increase programming that involves work by xʷməθkʷəyəm (Musqueam) and other Indigenous artists.
- Invite diverse groups, including those under-represented, to participate in the telling of their story in the Richmond context, through creative engagement and art.
- Highlight Richmond's cultural diversity in arts and culture marketing and communication.
- Identify ways to ensure cultural venues and other spaces providing arts experiences are appealing and welcoming to newcomers, people with disabilities, 2SLGBTQI+residents and other under-represented groups.
- Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music.

Inclusion and Wellbeing

- Include traditional xʷməθkʷəy̓əm (Musqueam) Welcome at cultural events.
- Support and promote programs across the City and with other City partners that support social and emotional well-being through the arts.
- Increase the scope of affordable arts education programs and services available to all age ranges and levels from entry to pre-professional.
- Review current programming to ensure that underrepresented cultural and 2SLGBTQ+ activities are part of festival and arts event programming.
- Promote, encourage and develop initiatives, including festivals, that encourage cultural cross-pollination through the arts.
- Provide opportunities for free, high-calibre arts experiences such as through the Richmond Art Gallery and signature festivals throughout the year.

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STRATEGIC DIRECTION 3:

Invest in the Arts

GOAL:

Community connections and a healthy, sustainable arts ecosystem are strengthened through capacity-building, collaboration and smart investment.

The City continues to invest in arts and cultural organizations that are reflective of the Richmond community today, as well as in keeping with current operating models in the sector. It also welcomes new ways of working in tandem with community organizations to offer arts and cultural activities and services. These new approaches may even include transferring certain City-managed activities to organizations to carry out, in an enhanced capacity.

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OBJECTIVE 3.1:

Invest in the community's capacity through targeted investment, collaborations, organizational development and training.

Supporting Actions:

1. Conduct a review of the Arts and Culture Grant program, tying eligibility to organizational capacity to ensure it supports and responds to the needs of the community, and aligns with current working models in the arts and art forms.
2. Increase support for the organizational capacity of local arts and cultural groups, with a focus on sustainability, growth and community development.
3. Review arts and culture portfolio to identify current tasks or functions that could be accomplished in collaboration with, or even by, community groups.
4. Review Arts Awards program in response to community participation interests.
5. Look at opportunities to invest in culture through development processes.

Richmond Potters' Club, operating partner of the Richmond Cultural Centre pottery studio

OBJECTIVE 3.2:
Leverage the arts for economic and tourism potential.

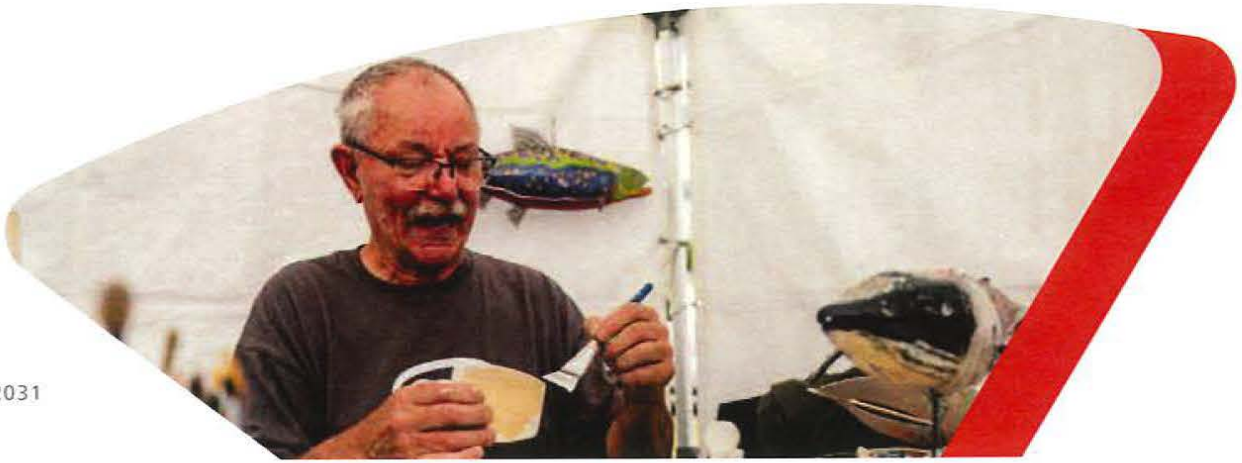
Supporting Actions:

1. Ensure the arts are considered in the City's Economic Development Strategy and that they play a role in the economic sustainability of Richmond.
2. Work with Tourism Richmond to explore opportunities for Richmond's art programs to appeal to a tourism market.
3. Explore new ways to encourage creative industries to locate in Richmond, including social innovation and social enterprise for creative industries.
4. Work with local partners to encourage residents and visitors to participate in and explore Richmond's arts and culture scene, with a focus on hard-to-reach groups such as adults under age 40.
5. Raise awareness of the ways that the arts and creative industries contribute to the economic health of the community.
6. Facilitate and foster opportunities for business to invest in and partner with the arts (such as through sponsorship or provision of space.)

OBJECTIVE 3.3:
Strengthen Richmond's arts sector by fostering sustainable growth through circular practices.

Supporting Actions:

1. Work towards implementing a circular arts economy toolkit with multiple perspectives, including optimizing resource consumption, promoting sharing and reusing models and developing waste diversion strategies within the arts sector, in alignment with Richmond's Circular City Strategy.
2. Build awareness among and support arts organizations and businesses to integrate new circular practices into their operations.
3. Prioritize working with partners with circular practices and/or environmentally responsible products.
4. Support a conservation and maintenance program to ensure the long-term preservation, safety and integrity of the public art and Richmond Art Gallery collections.



Fish-sculpting demo by artist Ralph Heading at the Richmond Maritime Festival

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What is a circular economy and why is it important to the arts?

A linear economy follows a "take-make-use-dispose" model, meaning things are made from raw materials, used for a short period of time, and then disposed of. A circular economy emerges as a counterpoint by closing resource loops—in essence, using as few new resources as possible.

> "The City of Richmond's vision for a circular economy is to maximize the value of resources, by design, through responsible consumption, minimizing waste and reimaging how resources flow in a sustainable, equitable and low-carbon economy"
> —Richmond Circular City Strategy

The arts sector produces carbon emissions most commonly through the following activities:

- Food and water consumption
- Constructing, maintaining, heating and cooling buildings
- Mobility and transportation (culture and leisure are considered the third most common reason for global mobility)
- Undiverted waste
- Digital impacts of consuming online content

Empowering the arts sector to engage with and implement circular economy strategies will help the sector to grow and become more resilient to economic and environmental change.

Ongoing work

The City and its partners will continue to:

- Collaborate with artists and arts organizations (such as through the Engaging Artists in Community program and at signature festivals) to encourage climate change awareness, and encourage the integration of circular strategies in the arts sector.
- Provide sustainability tools to event organizers via RichmondSustainableEvent.ca
- Position and promote Community Cultural Development staff as a go-to resource for the arts community with a focus on Nonprofit Lifecycles training.
- Support and encourage organizations to leverage City funding to attract additional support from other levels of government and other sources.
- Provide professional development, mentorship and networking opportunities for artists and cultural organizations, such as through the Art at Work series and Artist Salon.
- Create favourable conditions for the filming industry in Richmond.

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STRATEGIC DIRECTION 4:

Build Arts and Cultural Leadership

GOAL:

The City and its partners demonstrate arts and culture leadership by supporting and guiding arts and culture initiatives.

Advancing arts and cultural leadership, in addition to investment in organizational development, can be achieved through enhanced partnerships and collaborations with community groups. This requires intentional and strategic fostering of local leadership—nurturing partners so they can achieve aims set out in agreements, grant investments, and certain actions in the implementation of this plan. Advocating for arts and culture with other levels of government is another important role for the City and its community partners as BC municipalities continue to bear most of the costs in cultural development.

There is also an opportunity for growing understanding of a "culture for culture" across the City. This strategic understanding of the opportunity for arts and culture to play a key role across City functions is critical to advancing cultural development in Richmond.

RAGA Board Of Directors 2023–2024

OBJECTIVE 4.1:

Attract, engage and develop prominent leaders to advocate and invest in arts and culture.

Supporting Actions:

1. Invest in training and professional development of arts and cultural organizations that includes board development, philanthropy and donor development.
2. Expand partnerships with local post-secondary institutions.
3. Support advocacy at all levels of government for increased funding and support for arts and culture, including through BCCoalition.ca.

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OBJECTIVE 4.2:

Connect creative producers and enable partnerships among organizations.

Supporting Actions:

1. Encourage collaboration among and across creative industries and broader cultural sector.
2. Establish a Cultural Roundtable for ongoing dialogue and engagement, and convene organization leaders within the local community ecosystem on a regular basis.
3. Connect organizations and creative producers to the tools, training and supports that are vital to their work.
4. Increase opportunities for emerging artists and creatives to lead and teach in City spaces.
5. Expand professional development, mentorship and skill-building opportunities for artists, administrators and cultural organizations.
6. Foster partnerships with and among under-represented groups to foster knowledge-sharing as well as individual and organizational development.

OBJECTIVE 4.3:

Ensure 'culture is at the table' by increasing the integration of arts and culture at a strategic level in City planning.

Supporting Actions:

1. Ensure a cultural lens is integrated at a strategic level throughout City departments (such as Community Social Development, Recreation and Sport, Business Services, Climate and Environment, and Policy Planning).
2. Link the Arts Strategy to other City planning initiatives.
3. Raise organizational awareness of the benefits of arts and culture to achieve goals towards building a resilient community.
4. Leverage data from community engagement processes and connect, where applicable, to arts and culture development.
5. Increase opportunities to encourage a 'creative bureaucracy' in alignment with the City's value of 'Innovation' where creative thinking, innovative solutions and risk-taking are welcomed.
6. Support and encourage intergovernmental coordination.
7. Seek opportunities to hire emerging arts administrators through work placements, internships and mentorships.
8. Provide volunteer opportunities through arts, culture and event programs.

Art at Work Program: Applying for Public Art Calls Writing Workshop

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Ongoing work

The City and its partners will continue to:

- Deepen the understanding of the strategic role of the arts in achieving economic and social aims of the City in the community and within City leadership.
- Partner with arts advocates, community leaders, influencers and other levels of government as well as collaborate with Richmond Arts Coalition to achieve common outcomes.
- Encourage and support the capacity-building of Richmond Arts Coalition and similar organizations to be a vital voice for the arts.
- Foster partnerships between the arts, Indigenous communities, business, all levels of government and educational sectors to support arts and cultural initiatives.
- Invest in and provide mentoring support to cultural organizations through the Arts and Culture grants program.
- Promote opportunities for artists via online tools and social media.
- Provide funding for community-driven events and foster opportunities for local residents to engage in the arts in their neighborhoods.
- Encourage collaboration of visual, literary and performing arts with the Richmond Public Library and museums regarding programming and resources.
- Include non-traditional creative activities and industries in the development of events, creative programming and educational offerings.
- Strengthen connections with School District No. 38 and community organizations to increase arts opportunities and experiences.
- Offer an array of lecture series, seminars, panels and community dialogues on arts and culture issues (such as the Lulu Series and Richmond Art Gallery programs).
- Support community groups to delegate at Council with annual reports; for example, from Richmond Arts Coalition and Gateway Theatre.
- Foster and create new collaborations and partnerships across the City and with non-arts organizations.

Youth Art Mart, youth-led craft market

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STRATEGIC DIRECTION 5:

Activate Public Spaces Through (and for!) the Arts

GOAL:

People can access affordable spaces for creative participation and production and enjoy arts and culture in their everyday lives.

Richmond is recognized as a leader across Canada in public art. In today's context, art in public spaces extends into creative placemaking, where residents and visitors can enjoy the intentional transformation of spaces through creative strategies. Ensuring there are well-designed cultural amenities that keep pace with the city's growth is also critical. The challenge of cultural spaces in Canadian cities is a growing issue as artists and creative producers get priced-out of city centres.

OBJECTIVE 5.1:

Work towards meeting the demand for creative spaces and cultural facilities.

Supporting Actions:

1. Upon completion of the Richmond Arts Facilities Needs Assessment (RAFNA), conduct feasibility studies as appropriate, and direct resources to address identified needs.
2. Pursue changes to existing City-owned arts facilities in response to changing community demand for cultural programming.
3. Conduct Richmond real estate inventory for underused spaces, for potential creative use.
4. Work with developers to provide cultural amenities and creative spaces identified through the RAFNA.
5. Integrate arts and cultural facilities at village scale to enhance equitable service levels.
6. Prioritize the creation and preservation of affordable spaces for arts production/rehearsal space, performance, and exhibition to prevent artists from being priced out of the community.

Key Spaces and Facilities Challenges for the BC Arts Sector:

- New Provincial legislation significantly impacting the City's ability to secure amenities within much of the City Centre
- Loss of existing spaces due to developments that do not incorporate cultural space use
- Lack of flexible programming space for creative placemaking
- Preserving existing spaces
- Lack of both increased operational funding for cultural facilities, and new arts infrastructure funding, at provincial and federal levels

7. Encourage arts incubator spaces for emerging artists and organizations.
8. Utilize the City's Enhanced Accessibility Design Guidelines when planning new facilities and infrastructure improvements, engaging people with disabilities in the early planning phases.

OBJECTIVE 5.2:
Generate creative spaces and cultural amenities in new developments.

Supporting Actions:

1. Continue to work towards the development of a distinctive arts and entertainment district including the provision of a destination arts facility.
2. Encourage the development of arts spaces and hubs in alignment with complete communities model, circular economy principles and energy and emissions planning.

Richmond Cultural Centre
Annex lounge and gallery

Summer Fun in the Plaza,
Minoru Centre for Active Living

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OBJECTIVE 5.3:

Prioritize creative placemaking.

Supporting Actions:

1. Improve awareness across City departments and integrate, where possible, creative placemaking as a way to both enhance communities and achieve City goals such as transportation, community wellness, social development, tourism, economic development and community planning.
2. Facilitate public performance and space activation (eg. busking).
3. Ensure grant programs offer opportunites for community-led creative placemaking projects that support cultural resonance, community wellness, IDEA, environmental sustainability, and economic vitality.
4. Establish parameters and guidelines for cultural amenity opportunities from development.
5. Construct more all-weather public gathering spaces for creative activity, festivals, congregation and networking.
6. Use public art and cultural programming to reimagine public spaces with an eye to creative placemaking.
7. Prioritize initiatives that animate public space in ways that:
   - resonate culturally with under-represented groups;
   - consider/address accessibility needs and barriers for people with disabilities;
   - maintain quality of life, biological diversity and a resilient natural environment; and
   - support local businesses and neighbours.
8. Develop capacity-building programs for local artists and creators to build their skills in creative placemaking and boost civic empowerment.
9. Offer and encourage arts engagement opportunities in spaces beyond the walls of traditional venues including unconventional spaces.
10. Incorporate creative wayfinding elements to improve navigability and visibility to cultural events and venues.

What is creative placemaking?

Creative placemaking is a collaborative approach to designing and enhancing public spaces that focuses on the needs, identity, and aspirations of the local community. It is an evolving field of practice that intentionally leverages the power of the arts, culture and creativity to serve a community's interest while driving a broader agenda for change, growth and transformation in a way that also builds character and quality of place.

Positive outcomes for communities include:

- Strengthened social connections
- Improved physical and mental health and wellness
- Increased sense of belonging and community pride
- Healthier local economies
- Enhanced perceptions of safety and comfort
- Opportunities to support climate action and resilience

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Ongoing work

The City and its partners will continue to:

- Support dedicated affordable artist housing and studios, such as through the ARTS units in Capstan Village and artist-in-residence programs.
- Identify partnership opportunities with developers to ensure a creative visual realm.
- Support and encourage activation of the Capstan Arts District as in the City Centre Area Plan, with the provision of affordable creation, administrative, live/work and presentation space.
- Review and, as necessary, revise rental and facility booking processes with an eye to addressing availability needs within the arts community.
- Increase visual and performing arts opportunities in public spaces to showcase Richmond artists such as through the Urban Infrastructure Artist Roster and The Annex Gallery, as well as signature festivals.
- Identify and make creative use of the built environment and civic facilities, such as animating Minoru Plaza with markets, events and pop-up activities.
- Encourage the use of existing spaces within public institutions for other creative uses.
- Offer subsidized creation space to artists and non-profit arts organizations at community facilities.
- Ensure that City-operated arts spaces have technological resources and flexibility to accommodate emerging forms of presentation, exhibition and storage.
- Support the retention and development of high-calibre arts experiences and education in community centres, City-operated facilities and public spaces.
- Work across City departments to provide arts opportunities including art in the public realm and artist-in-residence programs.

The Mic Drop children and youth open mic night at Richmond Cultural Centre Annex lounge

A Distance Transformed
by Raymond Boisjoly,
ARTS units in Capstan Village

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Our Planning Context

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Artist Vanessa Mercedes Figueroa leading arts programs for young artists, Richmond Cultural Centre Annex

What has changed?

Much of the implementation of the *ArtWorks: Richmond Arts Strategy 2019–2024* occurred over the pandemic years, impacting the arts sector and society generally.

During this period we developed and grew new online programs, re-launched HowArtWorks.ca as a resource hub, mobilized the arts in response to urgent themes (such as identity, local ecology, and Truth & Reconciliation), and saw a substantial increase in participation with the opening of new creation and exhibition spaces in the Cultural Centre Annex, including an expanded Media Lab. Free festivals continued to spark civic pride as did the community mural program (34 murals and counting), launched in 2020.

Meanwhile, Canada today is facing increasing challenges around affordability (particularly housing), rising socio-political polarization, health and climate urgency, the rise of AI, and other issues. In Richmond, recent provincial legislation has made it more difficult to secure cultural (and other) amenities through density bonusing in the City Centre.

At the same time, there is an increased awareness of the immeasurable value that arts and culture contribute to cities and neighbourhoods, and most importantly to each other in our day-to-day lives.

With expanding research, there is now a prevailing recognition that arts and culture impact our economies and planning, can play a role in climate mitigation, support personal and community wellness and so much more.

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Major Sector Shifts and Trends

In the broader context of planning, important trends in Canada's nearly $60 billion cultural industry will continue to have a significant influence on arts management and programming over the next five years.

Key considerations:

The ongoing impacts of the COVID-19 pandemic on communities and the arts sector

The role of technology and changing nature of work through artificial intelligence (AI)

The climate crisis and the role arts and culture plays in mitigating climate change

The affordability crisis; cost of living and cost of art-making/creative spaces are too high

The rise of socio-political-cultural polarization

Innovations in the arts by and for those with lived experience of disability

Scaled-back corporate sponsorships and public arts funding

Shifting from passive consumption of arts and culture to more participatory arts experiences

Supporting Actions that advance Truth and Reconciliation

Lifecycle of arts organizations: many arts organizations in BC are having difficulty moving to an established phase and/or shifting into a turnaround mode after a period of gradual decline

Creating safer and more inclusive spaces for community dialogue through the arts (e.g. social-change arts practices)

Generational shifts in arts audiences and increased arts experiences for families

New operating models for arts organizations that are more entrepreneurial in nature

Outdoor arts, creative placemaking and co-activations of spaces

With further capacity-building within community groups, a shift in the City's role to be more of a facilitator and convener than a direct-supplier of services

Changes in provincial legislation that affect land use planning

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Art's Role in Addressing Climate Change

In recent years, British Columbia and Richmond have seen significant changes in climate and weather that show that, now more than ever, it is time to act in service of positive environmental practices. Because the arts and culture sector relies on both primary (extraction and agriculture) and secondary (manufacturing and construction) sectors of the economy, (i.e. the burning of fossil fuels) it is implicated in producing carbon emissions that contribute to the climate crisis.[1] Artists and cultural workers in Canada have begun to recognize their own responsibility to reduce their negative impacts on the environment, and act more sustainably through climate mobilization.

The arts and culture sector also holds a unique position in society, in that it can be a voice for change. In the introduction to *The Green Sessions: A Day of Learning*, a series of recorded talks and panels organized by Soulpepper Theatre Company, the organizers write: "We believe that artists have an essential part to play in the climate battle. We know that our role as storytellers and communicators can be instrumental in delivering a societal shift."[2] Therefore, the ability to raise awareness and be leaders in climate action is one of the sector's strongest tools for mitigating environmental impact.

Accessible Arts for the Inclusion of People with Disabilities

In 2021, BC enacted the Accessible British Columbia Act, the first provincial accessibility legislation of its kind in BC. It works to identify, remove and prevent barriers for people with all types of disabilities so that they can fully and equally participate in all aspects of community life. One of the requirements of the Act for all municipalities (and other public-sector organizations including, schools, school districts and health authorities) as to develop accessibility plans to promote the inclusion of people with disabilities in civic life.

Compliance with accessibility legislation alone, however, does not create truly inclusive spaces. In a cultural space, accessibility for people with disabilities does not just apply to infrastructure, or physical accessibility, but also to artistic programming, and the mission and vision of the institution. Taking a more multi-dimensional approach to accessibility demonstrates to people with disabilities that they are desired in a space. Investing in accessibility, therefore, offers cultural spaces new ways to expand their visitation.[3]

People with disabilities are not just audiences—they are artists and creators! Too many disabled artists and arts workers are still only included as a way to achieve diversity metrics or to fulfill funding requirements. "Interest in accessibility is surging," says Eliza Chandler, Artistic Director of the non-profit Tangled Art + Disability, "but there's still a long way to go."[4]

1 Lesimple, Heloise. "Decarbonizing Culture #1 Understanding the Ecological Impact of Cultural Activities." LeCAKE: Common Art Knowledge Europe. Available online: https://www.lecake.eu/understanding-the-ecological-impact-of-cultural-activities

2 Soulpepper Theatre Company. "The Green Sessions: A Day of Learning." [Video] September 21, 2021. Available online: https://www.youtube.com/playlist?list=PLCLYxw6-iwZtoa22qExiRwjyR1mg-MA9fi

3 Lazard, Carolyn. "Accessibility in the Arts: A Promise and a Practice." *Recess New York*. 2019. Available online: https://promiseandpractice.art

4 Sandals, Leah. "8 Things Everyone Needs to Know About Art and Disability." *Canadian Art*. March 13, 2016. Available online: http://canadianart.ca/features/7-things-everyone-needs-to-know-about-art-disability

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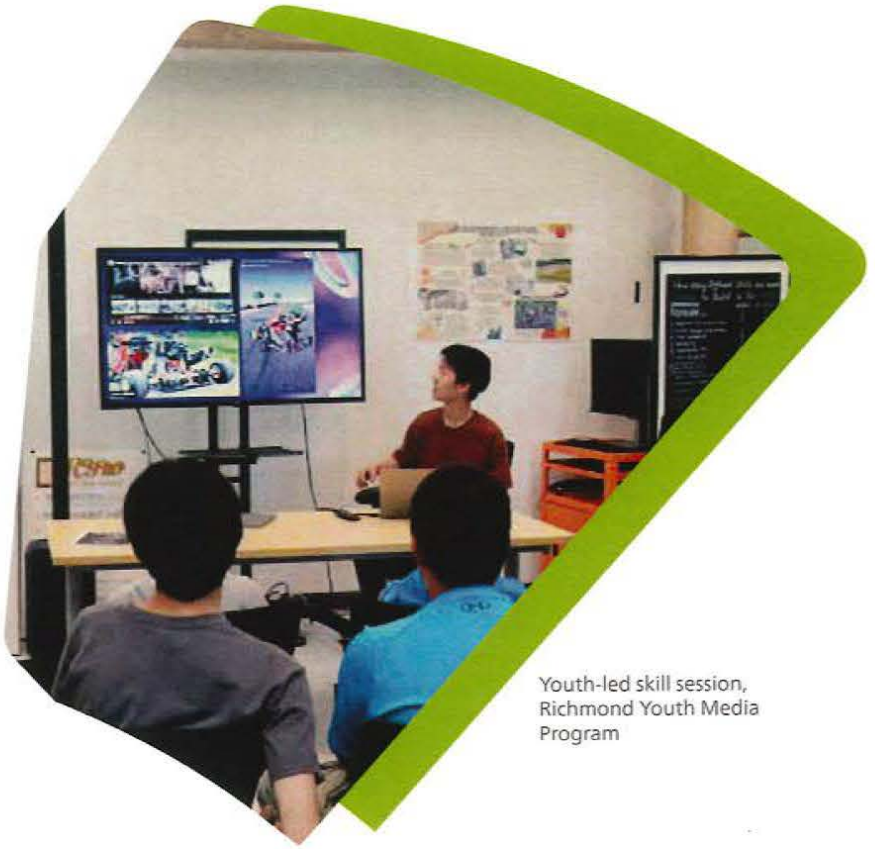
Artificial Intelligence (AI) in the Arts and Culture Sector

Artificial Intelligence (AI) is computer technology that is designed to perform tasks such as solving problems, recognizing patterns, understanding language and making decisions. AI systems use data and rules to learn and improve over time. According to Imagine Canada, only 31% of Canadians "trust AI," which is 19% lower than the global average.[5]

In the arts and culture sector, concerns over intellectual property, loss of value for human labour and the spreading of misinformation are widely discussed topics.[6] There are also discussions on how AI can be used within artistic and creative work, and how over-prescriptive policy may stifle the creative and innovative potential of the technology.

The technology is still new and while there are no AI-specific actions indicated in this *Arts Strategy 2025–2030*, future Strategies are likely to do so, considering that decision-makers must strike a balance between the risks and opportunities of AI, understanding its effects on economic, social and cultural well-being.[7]



Youth-led skill session, Richmond Youth Media Program

5 Emily Jensen. "What trends will impact charities and nonprofits in the third quarter of 2024?" *Imagine Canada*. August 12, 2024. Available online: https://imaginecanada.ca/en/360/what-trends-will-impact-charities-and-nonprofits-in-the-third-quarter-of-2024

6 Canadian Heritage. "Government of Canada partners with Mila to guide the development of a cultural data strategy for artificial intelligence." September 13, 2024. Available online: https://www.canada.ca/en/canadian-heritage/news/2024/09/government-of-canada-partners-with-mila-to-guide-the-development-of-a-cultural-data-strategy-for-artificial-intelligence.htm

7 Kelly Wilhelm. "Social and cultural impacts of AI: A seat at the policy table." *Cultural Policy Hub*, OCAD. January 22, 2024. Available online: https://culturalpolicyhub.ocadu.ca/news/social-cultural-impacts-of-AI

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Richmond Today*

The City of Richmond, located on Canada's west coast, is defined geographically by its dynamic, natural boundaries, the North and South arms of the Fraser River and the Pacific Ocean. The 17-island city's identity is in part shaped by its natural splendor, but is also understood for its historical and present-day associations to agriculture, aviation, the fishing industry, migration, intercultural exchange and more.

An edge city, Richmond is highly accessible, home to the Vancouver International Airport (YVR) and minutes from Vancouver, neighbouring municipalities and the US border. The Canada Line rapid transit system and its five stations located in City Centre and developing neighbourhoods connect residents and visitors to Metro Vancouver and the South Coast region.

First designated a city in 1990, Richmond has seen a rapid growth in population and has evolved into a vibrant, culturally diverse community with a mix of residential, commercial and industrial areas, as well as waterfront and tourism destinations, community amenities, parks and natural environments.

Now the fourth largest city in Metro Vancouver, Richmond currently represents 7.9% of the population in the region. With a reported increase of almost 6% between 2016 and 2021, Richmond's population continues to grow with 60% of residents born outside of Canada. Among newcomers (immigrants who arrived within past five years between 2016-2021) 77% originate from China, the Philippines, India and Hong Kong.

*Source: City of Richmond Hot Facts Series, **Statistics Canada

Known for its cultural diversity, **Richmond has the largest racialized population as a percentage of the total population** (80%) in the region**. Almost half (46%) of all residents, 96,275 individuals, reported English as the language most commonly spoken at home. Following English, Mandarin (with 37,000 speakers or 18% of Richmond's population) and Cantonese (with 36,515 speakers or 17% of Richmond's population) were the second and third most common languages spoken at home. Meanwhile, many residents report not knowing their neighbours and the sense of social connectedness is rated lower in Richmond than in other regions, particularly for those who are new immigrants.

Richmond is known as an active community with engaged citizens and community organizations, and a rich array of amenities and facilities that includes 140 parks totalling 871 hectares of park plans, 136 kms of trails and 87 kms of on-road cycling paths. Agriculture is an important part of the local economy; 39% of the City's land base, approximately 4,993 ha (12,338 ac), is within the Agricultural Land Reserve.

Richmond is also marked by a changing age distribution. There was a 53% increase in 70- to 74-year-olds, and a 16% decrease in 15 to 24-year-olds between 2016 and 2021. The Richmond Seniors Strategy 2022–2032 suggests that ~ 40% of the population will be 55+ years by 2036. This ten-year action-oriented framework guides the City and partners in supporting Richmond's fastest growing age group. Nationally, Millennials (born 1981–1996) are the fastest growing generation, representing 22.5% of Richmond's population.

55+ Facility Pass Dance Group, West Fest at West Richmond Community Centre

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Community Profile By The Numbers*

242,000
= Richmond's estimated population in 2025

60% of Richmond residents were born outside of Canada, representing 140 different ethnicities. This is the highest proportion of immigrants in Canada (125,600 people).

Richmond was the 4th largest recipient of recent immigrants to BC in 2021, with **13,705** arrivals—following Vancouver, Surrey and Burnaby.

In 2021, **80%** of Richmond's population identified as a member of a racialized community—the highest proportion of any municipality in BC and the second highest in Canada.

46% reported having earned their high school diploma or equivalent, or college, CEGEP or other non-University education.

41% of residents aged 25 and over reported having a university certificate, diploma or degree at a bachelor level or higher as their highest level of completed education.

61% of Richmond's labour force stays in the city to work. Richmond is an employment magnet, with more people coming here each day to work than leaving to work elsewhere.

$79,000
= median 2020 household total income.

71% of residents own a home.

After English, Mandarin and Cantonese are the languages spoken the most often or on a regular basis in **45%** of homes.

Richmond residents are generally healthy, live longer, feel less stressed, have healthier weights, less chronic disease, smoke and drink less than other comparison communities in BC but need improvement in the areas of active living, mental and physical wellness, and a sense of belonging.

*Source: Statistics Canada, 2021 Census unless otherwise noted

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Arts Strategy: Planning Context

Building on the previous Arts Strategy, the development of *ArtWorks: Arts Strategy 2025–2030* took into consideration the goals and vision for Richmond as outlined in the Official Community Plan (OCP) and related City Plans and Strategies. These documents —among many more —were assessed on how they support arts development in Richmond:

- Council Strategic Plan
- Official Community Plan
- City Centre Area Plan
- Youth Strategy
- Social Development Strategy
- Affordable Housing Strategy
- Homelessness Strategy
- Collaborative Action Plan to Reduce and Prevent Poverty
- Cultural Harmony Plan
- Accessibility Plan
- Community Wellness Strategy

The linkages identified between Richmond's planning documents form a nested relationship of overlapping goals and outcomes for the City that, together, contribute to the development of excellent and accessible arts programs and spaces that represent the unique needs and opportunities of Richmond.

Key Findings of the Document Scan:

- The City of Richmond supports the arts through the continued development of an Arts District, promoting tourism and creative business opportunities, and through public celebrations such as festivals and public art.
- Arts and culture can be used to raise awareness about and find creative solutions to climate issues.
- Arts and culture are a central to complete communities.
- Arts and culture are integral to social and physical well-being, and have a role to play in education on social issues, inclusion and community wellness.
- There are more opportunities to be explored in order to respond to the Calls to Action from the Truth and Reconciliation Commission.
- Partnerships, relationships and collaborations are key to integrating demographic and cultural representation within the arts. Priority relationships include:
  - Youth
  - Seniors/Older Adults
  - Cultural and ethnically-diverse communities
  - People with disabilities
  - Organizations with a mandate to advance accessibility and inclusion
  - 2SLGBTQI+
- Financial accessibility to the arts (affordability) is as important as accessibility of spaces, programs and communications.

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The Impacts and Benefits of Arts and Cultural Development

Thriving communities understand that building pride of place, through engaging arts and cultural programs, strengthens both community participation and economic development. The economic and livability benefits of cultural development have led to an understanding that arts amenities and services are not just a "nice to have" or a "frill" in local and regional governments. Increasingly, arts and cultural development is included in the foundational suite of municipal services offered to strengthen a community's cultural identity and grow its creative economy.

FUN FACT

Arts and culture tourism has triple the economic impact of other types of tourism!

An arts-invested community:

Builds interpersonal ties and promotes volunteering

Improves residents' sense of belonging and attachment

Increases inclusion and celebrates diversity

Builds community identity, social networks, and local pride

Provides opportunities for dialogue—through art—on challenging topics

Fosters a creative milieu that spurs economic growth in creative industries

Contributes to wellbeing, mental health and emotional health

Attracts tourists, businesses, new residents and investors

Improves quality of life

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The following themes, adapted from the Canada Council for the Arts' Impact of the Arts assessment,[8] capture the impacts of the arts in Canada and beyond.

Art Improves Quality of Life, Health and Wellbeing

Learning new skills when creating a work of art can improve self-control and confidence in one's abilities. These activities maintain neurological function, stimulate growth, and recruit pathways crucial to cognitive function. The World Health Organization[9] found the arts play a major role in preventing, managing, and treating illnesses, as well as promoting health and wellbeing. Engagement in performance-based arts have been linked to reductions in stress, depression and other forms of pain.[10] Moreover, the arts can provide opportunities to network, bond over new projects and share experiences which further a sense of community.

Grandparents by Jean Bradbury, Cook Elementary School

Art Builds Communities

Participation in arts and culture is known to boost civic engagement and social cohesion in communities. When we experience culture—a theatre piece, book, concert, etc. — that addresses a social issue or conveys a new perspective, we gain a better understanding of humanity and the diverse groups we live amongst. Dance, music, and visual arts transcend language and offer a public dialogue that bridges differences between cultural, racial and ethnic groups. In a study conducted by Nanos Research,[11] nearly two thirds of culture-goers said attending arts and cultural events had a positive or a somewhat positive impact on their sense of belonging to Canada.

Celebrations of cultural diversity promote community pride and provide an opportunity for individuals to engage with new perspectives and traditions.

A Stronger Economy Through Art

Arts and culture play an important role in promoting economic goals through local regeneration, developing talent, creating jobs, spurring innovation and attracting tourists. Statistics Canada estimates that cultural industries (including broadcasting, film and video, interactive media, design, journalism and crafts) contribute an estimated $60 billion in direct contribution to Canada's GDP and more than 850,000 jobs.[12] According to the Canada Council for the Arts, arts and culture tourism has triple the economic impact of other types of tourism.

8 Canada Council for the Arts, Impact of the Arts, n.d.
9 World Health Organization, What is the Evidence on the Role of the Arts in Improving Health and Well-being? A Scoping Review, Health and Well-being, 2019.
10 The Guardian, Consuming arts and culture is good for health and wellbeing, research finds, 2024
11 Nanos Research, Nearly two thirds of culture-goers say attending arts and cultural events has a positive impact or a somewhat positive on their sense of belonging to Canada (Business/Arts, NAC and Nanos Research), 2024
12 Statistics Canada, Provincial and Territorial Cultural Indicators, 2022

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How Richmond Supports and Invests in Arts and Culture*

The City wears many hats, acting as a supporter, presenter, facilitator, communicator, investor and facility operator

Supporter

Community Art Exhibitions

26 exhibitions in **6** locations including Richmond City Hall

Richmond Arts Awards

57 nominations
96 award recipients recognized since 2009

Culture Days

93 registered activities* by **80** local arts groups and individuals

*Ranked Number 1 in BC, Number 3 in Canada for medium-sized cities; in Top 10 overall

Richmond Arts Centre

provided **10+** arts groups **5,586** hours of room rentals at a subsidy of **$122,800**

Facility Operator

Richmond Cultural Centre

458 hours room rentals by cultural organizations at subsidized rates

Arts Programs in the Richmond Cultural Centre/Annex

985 arts courses
54 professional instructors
8,500+ students registered

Richmond Art Gallery

15 exhibitions in the gallery and offsite presenting **36** artists
2456 school program participants
58 free public programs in-person and online with **2,062** participants
10,335 YouTube video views

Richmond Media Lab

106 media arts courses
69 Richmond Youth Media Lab members spent **4,200** hours at the Media Lab

Community Centres*

2,189 visual arts, dance & music courses
12,096 registered participants

*Delivered by Community Associations Plus: Libraries, Museums and Heritage sites that partner with Arts Services

Communicator

Arts & Culture eblasts

6 special edition eblasts
700+ subscribers

How Art Works Instagram

90 posts
3,455 followers

Art at Work Program

5 free professional development workshops for artists & organizations
282 participants in-person, online and via on-demand Youtube

Investor

Arts & Culture Grants Program

$127,364 to **21** organizations

Public Art Program

446 artworks to-date
40 new works
17 Richmond artists contracted for civic art commissions
12 community group partners
29,970+ hours of community participation in the Engaging Artists in the Community Program to-date

Presenter

Festivals

5 signature events showcasing
300+ local artists and performers
120+ performances
155,000+ attendees

Artists-in-Residence

11-month Branscombe House Artist-in-Residence
3 Artists-in-Residence as part of Engaging Artists in the Community Program

Gateway Theatre*

57 performances and **41** rental events
119 professional artists
11,437 audience members
554 hours of theatre education
200 students enrolled

*Operated by Richmond Gateway Theatre Society with support of City of Richmond

Facilitator

Film Office

110+ individual filming requests
670 Richmond business supported by the film industry
$13.7 million+ spent on production-related goods and services such as costumes, catering, automobile rentals and more

*2024 statistics represented unless otherwise noted

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What We Heard

Cast of *Oliver!*
Set Design: Ryan Cormack.
Lighting Design: Sophie Tang.
Costume Design: Donnie Tejani.
Photo by David Cooper

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Engagement Summary

ArtWorks: Richmond Arts Strategy 2026–2031 is the culmination of a lengthy and thoughtful engagement process involving internal and external interest holders and the general public.

The project team gathered feedback from the following engagement activities:

- Four **Community Roundtable** Workshops
- Two Inter-departmental Staff Sessions
- Sounding Boards at Richmond Cultural Centre and Annex during Culture Days 2024 (281 participants) and 2025 (149 participants)
- Online Community Questionnaires in 2024 (81responses) and 2025 (67 responses)

All feedback collected in 2024–2025 built upon the extensive engagement that produced the previous Arts Strategy; that process included an in-depth online survey of more than 470 respondents in both English and Chinese, a series of community dialogue events, and more than 30 pop-up kiosks and sounding boards that attracted ~500 additional pieces of feedback collected at various locations across the city.

This deep-dive engagement was anchored by the meaningful participation of a 25-member multi-generational and multicultural Task Group mirroring various aspects of life in Richmond, including representatives from local arts and cultural organizations, businesses and independent artists.

The **Community Roundtable** is an interest holder working group with representation from across Richmond's creative ecosystem, including:

- Emily DeBoer, Artist
- Paul Defour, Board member, Richmond Arts Coalition
- Ceri Chong, Director, Destination and Industry Development, Tourism Richmond; Richmond Public Art Advisory Committee Member
- Sandra Ciccozzi, Healthcare professional and member of community arts non-profit organization, Richmond Potters' Club
- Jonathan Der, Associate Conductor, Chamber Music Director, Richmond Delta Youth Orchestra
- Catherine Jule, District Administrator, Early Learning & Arts, Richmond School District No. 38
- Rita Kompst, Musqueam Artist
- Ian Lai, Manager, Feeding Futures, Richmond School District No. 38; Former Executive Director, Urban Bounty (Richmond Food Security Society)
- Barbara Tomasic, Executive Artistic Director, Gateway Theatre
- Toni Zhang McAfee, Director/Curator, Lipont Gallery
- Debra Zhou, Board member, Richmond Art Gallery Association; Director of Development, Chinese Canadian Museum

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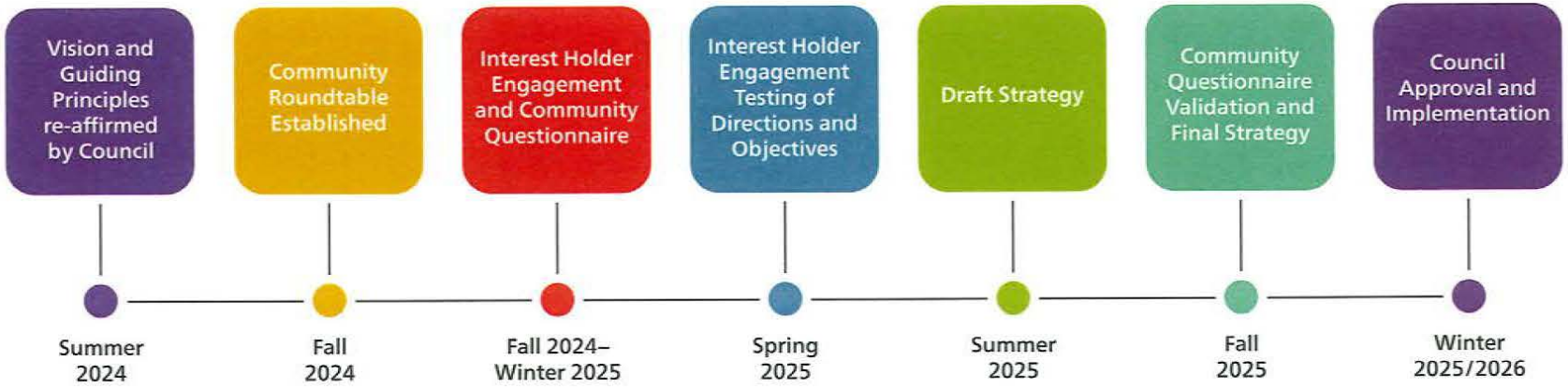
Volunteers at the Sounding Boards at Culture Days opening celebration weekend, September 2024

Process and Timeline

Feedback from interest holders and the general public was integral to each stage of the Strategy's development. Robust community engagement was achieved through the enthusiastic and knowledgeable participation of the Community Roundtable.



Ongoing, New and Emerging Themes

In *ArtWorks: Richmond Arts Strategy 2019–2024*, the following themes emerged from the engagement process; these continue to be relevant:

- **Improving and increasing arts and cultural infrastructure**
- **Expanding public awareness and understanding of the arts**
- **Positioning Richmond as an arts destination**
- **Reflecting diversity, and increasing accessibility and inclusion**
- **Leveraging the impacts of the arts to address social, economic and other goals**

The following additional themes emerged in addition, or in response, to those above:

1. Climate Action

While, as with most sectors, the arts are implicated in the production of carbon emissions, many artists have long worked with natural and/or reclaimed materials, as well as created (often community-engaged) works that help to raise awareness about climate change. *ArtWorks: Richmond Arts Strategy 2019–2024* was silent on the issue of climate action, so with the enthusiastic agreement of interest holders, the Arts Strategy Update aims to address this omission. Richmond's climate action goals as outlined in the Community Energy and Emissions Plan (2022) are now reflected in Objectives 3.3, 5.2 and 5.3.

2. Accessibility

Although accessibility was a key element of the previous Arts Strategy, the recently adopted Richmond Accessibility Plan has increased the urgency to pay more attention to this multifaceted issue. Interest holders identified the potential to weave accessibility throughout the document among many strategic directions, taking care to consider the needs of a growing seniors population and of people with disabilities. This is reflected in Objectives 1.1, 2.1, 2.3, 5.1 and 5.3.

3. Infrastructure and Resources for Arts

As it was in *ArtWorks: Richmond Arts Strategy 2019–2024*, the need for additional infrastructure and resources for the arts was perceived as a priority. Interest holders reiterated a desire for more venues for art-making, performance, and showcasing, while raising awareness for the need to protect existing affordable spaces for arts production, performance and exhibition. Additionally, the interest holders were concerned with the equitable distribution of cultural infrastructure and programming, indicating the desire to ensure everyone in Richmond has access, especially underserved and equity-deserving groups. This is reflected in Objectives 2.1, 2.2, 2.3, 2.4, 3.2, 5.1 and 5.2.

Hidden Stories of the Bioverse by Andrea Hoff with students of Dixon Elementary in partnership with Engineering Sustainability

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4. Funding, Capacity-Building and Strategic Partnerships

Interest holders were concerned with funding, capacity-building and partnership opportunities available for arts organizations in Richmond. Suggestions included revitalizing the Arts and Culture Grants Program, with a focus on sustainability, growth and collaboration, as well as fostering partnerships between the arts, business, government, First Nations and educational sectors to support arts and cultural initiatives. This is reflected in Objectives 1.1, 3.1, 3.2, 3.3, 4.1, 4.2, 4.3 and 5.3.

5. Leadership, Advocacy and Cultural Awareness

Cultural awareness and literacy could be improved, with interest holders recommending education campaigns to illustrate the importance of municipal arts and culture services and the infrastructure required to support them. Cultural leadership from the City and advocacy on behalf of cultural liaisons, ambassadors, community leaders, influencers and local politicians, were also noted as essential for increasing cultural awareness in Richmond. This is reflected in Objectives 1.1, 1.2, 4.1, 4.2 and 4.3.

6. Engagement, Marketing and Communications

Building upon the 2019–2024 strategy, increased awareness of Richmond's cultural offerings was identified as a key priority, but with a specific interest to develop clear, accessible marketing and communications strategies for promotion. Interest holders indicated that engagement should reach under-represented populations in meaningful ways, addressing socio-cultural polarization and exclusion, and ensuring arts are available to all social groups. This is reflected in Objectives 1.1, 1.2, 4.2, 4.3, 5.1 and 5.3.

7. Programming

Interest holders indicated a continued desire for a wide range of new or expanded cultural and top artistic programming, catering to various age groups, cultural backgrounds, and levels of experience, and offered at more convenient times. There was also interest in dedicating resources to increase the focus on Indigenous programming, education on Truth and Reconciliation, and support for Elders as culture keepers. This is reflected in Objectives 2.1, 2.2, 2.3, 2.4, 4.3 and 5.3.

Opening ceremony of Richmond Cultural Centre Annex, February 9, 2024

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Moving Forward

Arts Club at Richmond Public Library, partnership with Art Truck

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Implementation, Evaluation and Communication

ArtWorks: Richmond Arts Strategy 2026–2031 encompasses a broad range of creative and cultural assets and resources that, much like the role of creativity, are integrated into many aspects of everyday life in Richmond including business, tourism, gastronomy, public spaces, well-being and more, all part of a sustainable and healthy creative ecosystem.

Identifying leading and supporting partners will contribute to the implementation of the Arts Strategy, while continued community participation will ensure that it may be assessed, adapted and revised in response to changing needs.

This is a "living document," and will be supported by an implementation plan indicating:

- actions categorized into recommended phases
- lead and partner roles, and opportunities for further collaboration
- measurable outcomes as a means to monitor progress

This Implementation Framework provides a guide for more detailed, tactical actions, and pave the way forward for the City's decision-making in arts activities and investment over the next five years.

Sharing *ArtWorks: Richmond Arts Strategy 2026–2031* is essential to building wider awareness, excitement and momentum. Communications opportunities include, but are not limited to:

- A multilingual communications strategy to local media and the Richmond community, including the use of social media platforms for the City, partner groups and interest holders;
- Widely advertised launch event(s) with community members, City representatives and partners to raise awareness and excitement around the Arts Strategy and its directions;
- Release of Arts Strategy updates through HowArtWorks.ca, City e-newsletters and other distribution networks; and
- Linking the directions of the Strategy with community events and programs throughout the calendar year to carry out supporting actions and plan linkages.

Marlene Yuen, *Peace Together*; Jesse Birch, *Cups for Richmond Art Gallery with Born Broken*, Photo: Michael Love (Foodways)

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Acknowledgements

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RICHMOND CITY COUNCIL

- Mayor Malcolm 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

A Walk in the Park by Fiona Tang, Trail Washroom at Terra Nova Park

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APPENDIX

Where we are now: State of the Arts in Richmond

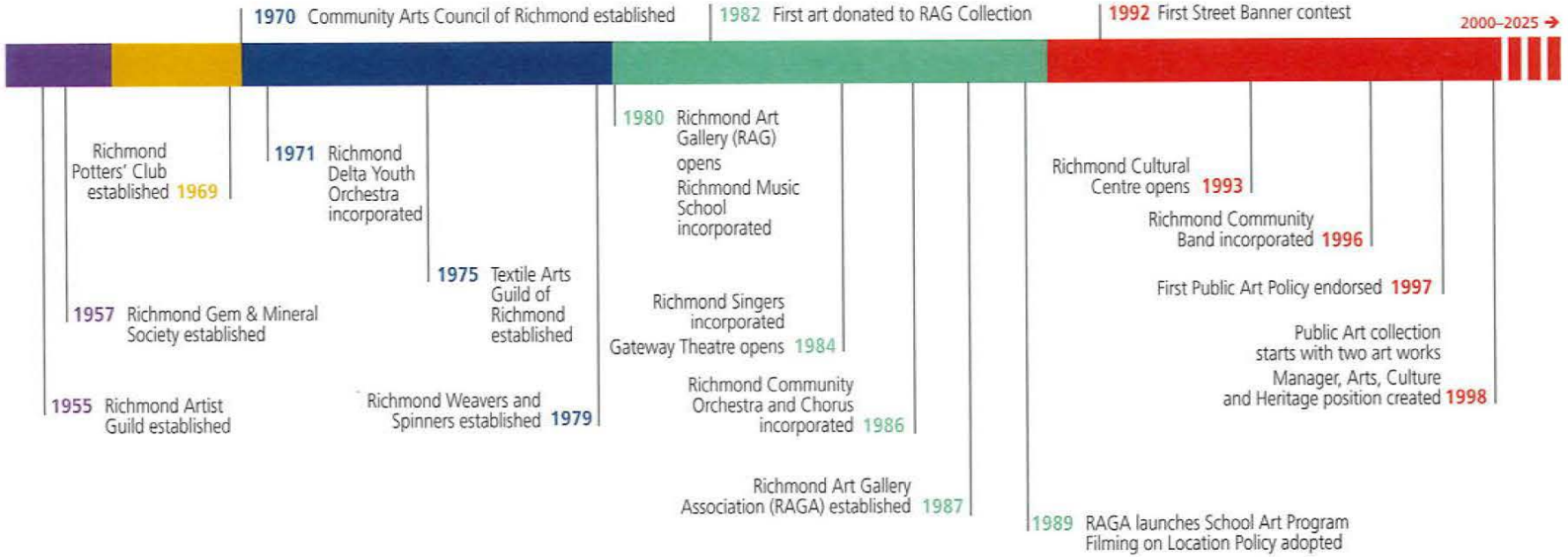
In 2004, the City adopted its first Arts Strategy with the aim to make Richmond a city with a thriving cultural life where opportunities for participation in the arts at all levels are accessible, artists feel they have a place and are seen as contributing to the community, cultural industries are welcomed, and cultural activity is visible and supported.

Since then, there has been significant civic investment to increase the capacity of artists and arts organizations, offer high-quality festivals and arts programs, and showcase Richmond's artistic talent. Whether taking part in an international celebration like the 2010 Winter Olympic Games, or working through unprecedented global pandemic restrictions, local artists have been integral to instilling community connection, pride, identity and spirit.

The 2004 Arts Strategy was updated in 2012 and again in 2019 following extensive public engagement to produce *Artworks: Richmond Arts Strategy 2019–2024*. These strategies share an ongoing commitment to:

- Improving and increasing arts and cultural infrastructure
- Expanding public awareness and understanding of the arts
- Positioning Richmond as an arts destination
- Reflecting diversity, and increasing accessibility and inclusion
- Leveraging the arts to address social, economic and other goals

As noted in Strategic Direction 4 (page 20), addressing these will depend on building leadership at grassroots community levels in addition to a continued strong civic commitment.



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Richmond's arts development has a critical and increasingly strategic role in the City's aspiration to be the most appealing, livable and well-managed community in Canada.

2002 Richmond Youth Choral Society incorporated

2003 First Lulu Series: Art in the City event

2004 First Richmond Arts Strategy

2005 RAG celebrates 25th anniversary
Richmond Arts Coalition incorporated

2006 Olympic Oval Public Art Plan
First Art About Finn Slough exhibition
First of three Winter Celebrations of the Arts
2007–2012 Major Events Plan endorsed
Cinevolution Media Arts Society incorporated

2007 Film Office established

2008 2010 Arts & Culture Plan
Community Cultural Development Manager position created
First Doors Open Richmond
Richmond Arts & Culture Community Scan
Economic Impact Study estimates Richmond arts & culture sector supports 1,488 direct jobs & $33M in wages

2009 First Richmond Arts Awards
First Children's Arts Festival
Participation in Vancouver Biennale 2009–2011
No. 3 Road Art Columns program launched
Department of Arts, Culture & Heritage established
Public Art collection reaches 50 art works

2010 First Culture Days
Richmond O Zone/2010 Winter Olympic Games
Richmond Public Art Policy revised
Minoru Chapel Opera Series launched
Canadian YC Chinese Orchestra incorporated

2011 Cultural Centre Rooftop Garden opens
City Centre Public Art Plan
Media Lab & Richmond Youth Media Program established
Arts & Culture Grants program established ($100K)
PWABC Project of the Year Award – No. 4 Rd. Pump Station
Salmon Row at Britannia Shipyards (remounted 2013)
Richmond Maritime Festival reimagined with arts
Vancouver Tagore Society incorporated

2012 Richmond Arts Strategy 2012–2017
Richmond Youth Dance Company created
Renovated Performance Hall opens
Writer-in-Residence program established
Richmond Potters' Club incorporated

2013 Alexandra Neighbourhood Public Art Plan
Culture Days National Award
Richmond Improv Theatre Society incorporated
Richmond Arts Centre registration hits 6,000 registrants

2014 Minoru Precinct Public Art Plan

2015 Opening of City Centre Community Centre
First ArtRich Exhibition at RAG
Inaugural Richmond World Festival
How Art Works campaign and website launched

2016 First Branscombe House Artist Residency
Richmond Chinese Artist Club established
First Black History Month art exhibition
Richmond World Festival wins national award

2017 Engaging Artists in the Community Public Art program established
Capstan Village Public Art Plan
Richmond celebrates Canada 150 with public art, special events and festivals
Community Celebration Grants program established
Concord Gardens ARTS units open
Richmond Cherry Blossom Festival launched

2018 BCRPA Program Excellence Award – Pollinator Pasture
PWABC Project of the Year Award – No. 2 Rd. Pump Station
Public Art Community Mural program endorsed
First film studio opened
Richmond Art Gallery, with Richmond Museum, part of annual Tourism Challenge
Minoru Place Activity Centre approved to be repurposed for arts use

2019 Pinnacle Sorrento ARTS units open
Arts and Culture eBlast reaches 450 subscribers
Richmond Arts Strategy 2019–2024

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2020 COVID-19 pandemic announced by World Health Organization

#RichmondHasHeart launches with projects by Richmond artists including mail art, memorial shrines and face mask designs

Sexsmith Artist Studios open

Gateway Theatre presents *Home for the Holidays* online musical revue

National Indigenous Peoples Day celebrated with week of virtual programs

40th anniversary of the Richmond Art Gallery

2021 Arts and Culture eBlast hits 500+ subscribers and @howartworks Instagram reaches 800+ followers

HowArtWorks.ca relaunched as main arts portal

Community mural program installs six murals including *Stages of Bloom* at Gateway Theatre

National Day for Truth & Reconciliation established

2022 Richmond hosts Arts BC Conference

Brown Road Artist Studios open

75th anniversary of Steveston Salmon Festival

Blue Cabin Floating Artist Residency begins two-year tenure at Imperial Landing

Hand-woven blanket by Debra Sparrow commissioned by City and installed at Council Chambers entrance

Community Arts Council of Richmond presents first *Faces of Richmond* exhibition for BC Seniors' Week

$92K from Dept of Canadian Heritage funds *Mosaic Firefly* artist-led project promoting inter-generational and intercultural understanding

2023 Richmond added to Netflix in Your Neighbourhood film tourism initiative

Arts and Culture eBlast hits 700+ subscribers as enews service transferred to Richmond Arts Coalition

Sea to Sky by Thomas Cannell wins Creative City Network of Canada Award of Excellence for Public Art

Children's Arts Festival adds "chill-out zone" for neuro-diverse participants

Minoru Centre for Active Living launches summer concerts series on plaza

20th annual Richmond Maritime Festival

Inaugural Richmond Art Walk organized by Lipont Gallery in partnership with Tourism Richmond

Opening of Richmond Cultural Centre Annex

Operation of pottery studio in Cultural Centre transferred to Richmond Potters' Club

Richmond Signature and Community Event Plan 2025–2029

Neighbourhood Block Party Program established

15th Anniversary of Culture Days

Gateway Theatre opens 40th anniversary season

Inaugural exhibition at The Annex Gallery

@howartworks social media reaches 3,445 followers

Council unanimously approves Duck Island redevelopment plan as entertainment and tourism district

2024

2025 Public art walking tour program launched in Capstan Village

Richmond Arts Strategy 2026–2031

Blue Cabin Floating Artist Residency at Imperial Landing

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Children's Arts Festival, featuring
Vancouver Chinese Lion and Dragon
Dance Team

Richmond

Moving Forward

Richmond Arts Strategy 2026-2031 Action Plan

This Action Plan is a living document that outlines the Objectives and Actions under each Strategic Direction that community interest holders and staff across City departments believe will make a meaningful and measurable difference in advancing the arts in Richmond.

The Potential External Partners identified in this grid represent some *opportunities* for collaboration and for bolstering cultural leadership and participation from grassroots levels through strong local civic commitment.

Strategic Direction 1: Increase Awareness, Pride and Participation in the Arts

Objective 1.1:

Build audiences by connecting people to creative events, news and resources.

Actions	Timeline	Potential External Partners
1. Develop clear, accessible marketing and communications strategies, using preferred languages, plain language, culturally-relevant methods, and multiple channels to build audiences and participation.	1-3 YRS ONGOING	Community Associations & Societies Canadian Institute for the Blind Richmond Centre for Disability Aspire Richmond Richmond Multicultural Community Services S.U.C.C.E.S.S. COR Advisory Committees Tourism Richmond
2. Increase resources for arts-related marketing and communications, with a view to enhancing needs such as social media presence, audience development tools, and digital-based strategies to support audience growth.	<1 YR	Richmond Arts Coalition
3. Work across City departments (such as Recreation and Sport, Parks, and Community Social Development) as well as the Richmond Public Library to cross-promote services and programs, such as through community centre promotional materials.	<1 YR ONGOING	Community Associations & Societies Richmond Public Library City-owned childcare facility operators Council-appointed Advisory Committees and City-convened Tables School District No. 38
4. Promote Richmond's arts and culture beyond city limits to increase awareness of Richmond's cultural offerings.	1-3 YRS ONGOING	Tourism Richmond Tourism and hospitality business community ArtsBC Social Media platforms

Objective 1.2:

Engage the Richmond community with creative experiences and artistic encounters in daily life.

Actions	Timeline	Potential External Partners
1. Encourage neighbourhood-based arts and cultural activity (e.g. creative neighbourhood actions, gardening, walking tours, food tourism, etc.), through community grants and other civic support for arts experiences.	1-3 YRS ONGOING	Richmond Public Library Richmond Arts Coalition Community Associations & Societies Tourism Richmond COR Advisory Committees
2. Broaden understanding of what artistic expression can be through education and experimentation.	ONGOING	Richmond Public Library School District No. 38 Community Associations & Societies Wilson School of Design at Kwantlen Polytechnic University Richmond Art Gallery Association
3. Link to art in public spaces with creative placemaking actions in Strategic Direction 5.	1-3 YRS ONGOING	Richmond Art Gallery Association Wilson School of Design at Kwantlen Polytechnic University
4. Link this Strategic Direction to tourism initiatives that bolster Richmond as a cultural destination.	3-5 YRS	Richmond Art Gallery Association Tourism Richmond Tourism and hospitality business community

Strategic Direction 2: Provide Affordable and Accessible Arts for All

Objective 2.1:

Offer a diverse range of affordable arts experiences where all feel welcome and represented.

Actions	Timeline	Potential External Partners
1. Align with Richmond Accessibility Plan, and in keeping with community consultations, evaluate current arts programs, services and facilities from an accessibility perspective to identify opportunities to enhance participation and address barriers.	1-3 YRS	Richmond Centre for Disability Aspire Richmond, Autism BC COR Accessibility Advisory Committee
2. Work towards arts and cultural infrastructure and programming that is equitably available and accessible to under-represented groups.	ONGOING	Community Associations & Societies Community Service Organizations including: Richmond Centre for Disability, Aspire, Richmond Family Place Richmond School District No. 38 COR Advisory Committees Richmond Public Library
3. Develop or expand opportunities to directly support individual artists, cultural organizations and venues that provide low and no-cost public program delivery.	ONGOING	Richmond Art Coalition
4. Invest in diversity and inclusion training for City staff and programming partners to understand the diverse	1-3 YRS ONGOING	Community Associations & Societies COR Accessibility Advisory Committee

range of barriers experienced by people with disabilities, as well as ways to remove and prevent them.		
5. Promote the Recreation Fee Subsidy Program (RFSP) for arts programs.	**ONGOING**	Community Associations & Societies Richmond School District No. 38 Council-appointed Advisory Committees and City-convened Tables Community Service Organizations including housing societies City-owned childcare facility operators

Objective 2.2:
Ensure Indigenous voices and stories are shared and reflected in planning.

Actions	Timeline	Potential External Partners
1. Build and strengthen relationships with xʷməθkʷəy̓əm (Musqueam) and other Indigenous communities and support the work of city-wide reconciliation initiatives.	**ONGOING**	Musqueam and other Indigenous communities Pathways Connections Community Services Community Associations & Societies Richmond School District No. 38 Richmond Public Library
2. Provide opportunities to integrate traditional and contemporary Indigenous culture, identity and language into programming and planning.	**1-3 YRS** **ONGOING**	Musqueam and other Indigenous communities Pathways Connections Community Services Community Associations & Societies Richmond School District No. 38 Richmond Public Library
3. Identify ways to support Truth and Reconciliation and the shared histories of Indigenous Peoples and all Canadians, through inclusive dialogue, celebration and performance, as well as creative placemaking installations.	**1-3 YRS** **ONGOING**	Musqueam and other Indigenous communities Pathways Connections Community Services Community Associations & Societies Richmond School District No. 38 Richmond Public Library
4. Seek opportunities to work with xʷməθkʷəy̓əm (Musqueam) and other Indigenous artists, knowledge keepers and communities on initiatives that acknowledge and celebrate local Indigenous cultural heritage practices.	**1-3 YRS** **ONGOING**	Musqueam and other Indigenous communities Pathways Connections Community Services Community Associations & Societies YVR Foundation Richmond School District No. 38 Richmond Public Library

Objective 2.3:

Cultivate belonging and interculturalism to engage the imaginations of all generations and identities.

Actions	Timeline	Potential External Partners
1. Facilitate intercultural communication with creative environments and arts-based programs.	ONGOING	Richmond Intercultural Advisory Committee Community Associations & Societies Musqueam and other Indigenous communities Richmond Public Library Richmond Multicultural Community Services S.U.C.C.E.S.S. Richmond Arts Coalition Gateway Theatre Society Individual Artists and Arts Organizations
2. Provide a range of participatory programming for all age groups and inter-age groups at the community or neighbourhood level.	1-3 YRS	Community Associations & Societies Minoru Seniors Society United Way BC S.U.C.C.E.S.S. Youth Network Richmond School District No. 38
3. Invest in and secure dedicated funding for the Art Truck.	1-3 YRS	Richmond School District No. 38 Arts Organizations Individual Artists
4. Explore newcomer and cross-cultural programs and services that integrate creative and cultural experiences	1-3 YRS ONGOING	Immigrant Services Society of BC Richmond Multicultural Community Services S.U.C.C.E.S.S., Richmond School District No. 38 Chinese Arts Groups Individual Artists and Arts Organizations COR Intercultural Advisory Committee
5. Increase multilingual arts experiences.	1-3 YRS	Richmond Multicultural Community Services Tourism Richmond Chinese Arts Groups Individual Artists and Arts Organizations
6. Develop and/or increase the use of creative tool libraries, musical instrument libraries and/or other creative resource lending programs, especially for youth.	1-3 YRS	Richmond Public Library Richmond School District No. 38 Richmond Arts Coalition Community Associations & Societies
7. Promote multigenerational participation in the arts, with opportunities for youth leadership and collaboration between generations.	ONGOING	Richmond Public Library Richmond School District No. 38 Community Associations & Societies COR Youth and Seniors Advisory Committees

8. Identify ways to advance the Prescriptions for Arts movement (where physicians prescribe the arts to patients) by raising awareness of Richmond's wide variety of arts participation opportunities among family practices.	3-5 YRS	Vancouver Coastal Health United Way Alliance for Arts and Culture Richmond Division of Family Practice Richmond Cares, Richmond Gives
9. Collaborate with people with lived experiences in early planning phases of all arts-related capital projects and program development to ensure the appeal and sense of belonging for people with lived experience and other under-represented groups.	3-5 YRS	Council-appointed Advisory Committees and City-convened Tables Progressive Housing Society and Salvation Army

Strategic Direction 3: Invest in the Arts

Objective 3.1:

Invest in the community's capacity through targeted investment, collaborations, organizational development and training.

Actions	Timeline	Potential External Partners
1. Conduct a review of the Arts and Culture Grant program, tying eligibility to organizational capacity to ensure it supports and responds to the needs of the community, and aligns with current working models in the arts and art forms.	<1 YR	Richmond Arts Coalition
2. Increase support for the organizational capacity of local arts and cultural groups, with a focus on sustainability, growth and community development.	<1 YR ONGOING	Richmond Arts Coalition
3. Review arts and culture portfolio to identify current tasks or functions that could be accomplished in collaboration with, or even by, community groups.	1-3 YRS	Richmond Arts Coalition
4. Review Arts Awards program in response to community participation interests.	<1 YR	Richmond Arts Coalition
5. Look at opportunities to invest in culture through development processes.	1-3 YRS	Developers

Objective 3.2:
Leverage the arts for economic and tourism potential.

Actions	Timeline	Potential External Partners
1. Ensure the arts are considered in the City's Economic Development Strategy and that they play a role in the economic sustainability of Richmond.	<1 YR ONGOING	Tourism Richmond Local Businesses
2. Work with Tourism Richmond to explore opportunities for Richmond's art programs to appeal to a tourism market.	3-5 YRS	Tourism Richmond YVR Tourism and hospitality business community
3. Explore new ways to encourage creative industries to locate in Richmond, including social innovation and social enterprise for creative industries.	3-5 YRS	Creative BC Wilson School of Design at Kwantlen Polytechnic University Tourism Richmond
4. Work with local partners to encourage residents and visitors to participate in and explore Richmond's arts and culture scene, with a focus on hard-to-reach groups such as adults under age 40.	1-3 YRS ONGOING	Tourism Richmond Tourism and hospitality business community Arts groups
5. Raise awareness of the ways that the arts and creative industries contribute to the economic health of the community.	ONGOING	Creative BC Tourism Richmond
6. Facilitate and foster opportunities for business to invest in and partner with the arts (such as through sponsorship or provision of space.)	3-5 YRS ONGOING	Richmond Arts Coalition Tourism and hospitality business community Developers

Objective 3.3:
Strengthen Richmond's arts sector by fostering sustainable growth through circular practices.

Actions	Timeline	Potential External Partners
1. Work towards implementing a circular arts economy toolkit with multiple perspectives, including optimizing resource consumption, promoting sharing and reusing models and developing waste diversion strategies within the arts sector, in alignment with Richmond's Circular City Strategy.	3-5 YRS	Richmond Arts Coalition
2. Build awareness among and support arts organizations and businesses to integrate new circular strategies into their operations.	3-5 YRS	Richmond Arts Coalition
3. Prioritize working with partners with circular practices and/or environmentally responsible products.	ONGOING	

4. Support a conservation and maintenance program to ensure the long-term preservation, safety, and integrity of the public art and Richmond Art Gallery collections.	1-3 YRS ONGOING	Richmond Art Gallery Association

Strategic Direction 4: Build Arts and Cultural Leadership

Objective 4.1:

Attract, engage and develop prominent leaders to advocate and invest in arts and culture.

Actions	Timeline	Potential External Partners
1. Invest in training and professional development of arts and cultural organizations that includes board development, philanthropy and donor development.	<1 YR ONGOING	Richmond Arts Coalition Individual Artists and Arts Organizations Wilson School of Design at Kwantlen Polytechnic University Richmond School District No. 38
2. Expand partnerships with local post-secondary institutions.	1-3 YRS ONGOING	Wilson School of Design at Kwantlen Polytechnic University and other post-secondary schools
3. Support advocacy at all levels of government for increased funding and support for arts and culture, including through BCCoalition.ca.	1-3 YRS ONGOING	Richmond Arts Coalition BCCoalition.ca Alliance for Arts & Culture

Objective 4.2:

Connect creative producers and enable partnerships among organizations.

Actions	Timeline	Potential External Partners
1. Encourage collaboration among and across creative industries and broader cultural sector.	1-3 YRS	Creative BC Creative businesses Wilson School of Design at Kwantlen Polytechnic University Chamber of Commerce
2. Establish a Cultural Roundtable for ongoing dialogue and engagement, and convene organization leaders within the local community ecosystem on a regular basis.	1-3 YRS	Richmond Arts Coalition Individual Artists and Arts Organizations
3. Connect organizations and creative producers to the tools, training and supports that are vital to their work.	ONGOING	Creative BC Richmond Arts Coalition Individual Artists and Arts Organizations
4. Increase opportunities for emerging artists and creatives to lead and teach in City spaces.	ONGOING	Individual Artists and Arts Organizations
5. Expand professional development, mentorship and skill-building opportunities for artists, administrators and cultural organizations.	ONGOING	Individual Artists and Arts Organizations Individual artists Wilson School of Design at Kwantlen

		Polytechnic University Richmond School District No. 38 Richmond Arts Coalition
6. Foster partnerships with and among under-represented groups to foster knowledge-sharing as well as individual and organizational development.	1-3 YRS	Individual Artists and Arts Organizations

Objective 4.3:

Ensure 'culture is at the table' by increasing the integration of arts and culture at a strategic level in City planning.

Actions	Timeline	Potential External Partners
1. Ensure a cultural lens is integrated at a strategic level throughout City departments (such as Community Social Development, Recreation and Sport, Business Services, Climate and Environment, and Policy Planning).	1-3 YRS ONGOING	
2. Link the Arts Strategy 2025-2030 to other City planning initiatives.	1-3 YRS ONGOING	
3. Raise organizational awareness of the benefits of arts and culture to achieve goals towards building a resilient community.	1-3 YRS ONGOING	Richmond School District No. 38 Community Associations & Societies COR Advisory Committees
4. Leverage data from community engagement processes and connect, where applicable, to arts and culture development.	1-3 YRS	Vancouver Coastal Health
5. Increase opportunities to encourage a 'creative bureaucracy' in alignment with the City's value of 'Innovation' where creative thinking, innovative solutions and risk-taking are welcomed.	1-3 YRS ONGOING	
6. Support and encourage intergovernmental coordination.	1-3 YRS ONGOING	Province of British Columbia Government of Canada
7. Seek opportunities to hire emerging arts administrators through work placements, internships and mentorships.	3-5 YRS	
8. Provide volunteer opportunities through arts, culture and event programs.	ONGOING	

Strategic Direction 5: Activate Public Spaces through (and for) the Arts

Objective 5.1:

Work towards meeting the demand for creative spaces and cultural facilities.

Actions	Timeline	Potential External Partners
1. Upon completion of the Richmond Arts Facilities Needs Assessment (RAFNA), conduct feasibility studies as appropriate, and direct resources to address identified needs.	1-3 YRS	Richmond Arts Coalition Individual Artists and Arts Organizations
2. Pursue changes to existing City-owned arts facilities in response to changing community demand for cultural programming.	3-5 YRS ONGOING	Community Associations & Societies Gateway Theatre
3. Conduct Richmond real estate inventory for underused spaces, for potential creative use.	1-3 YRS	
4. Work with developers to provide cultural amenities and creative spaces identified through the RAFNA.	ONGOING	Developers
5. Integrate arts and cultural facilities at village scale to enhance equitable service levels.	3-5 YRS	Developers Individual Artists and Arts Organizations
6. Prioritize the creation and preservation of affordable spaces for arts production/rehearsal space, performance, and exhibition to prevent artists from being priced out of the community.	ONGOING	Gateway Theatre Individual Artists and Arts Organizations
7. Encourage arts incubator spaces for emerging artists and organizations.	3-5 YRS	Richmond Arts Coalition Arts Organizations Wilson School of Design at Kwantlen Polytechnic University Individual Artists and Arts Organizations Developers
8. Utilize the City's Enhanced Accessibility Design Guidelines when planning new facilities and infrastructure improvements, engaging people with disabilities in early planning phases.	3-5 YRS ONGOING	Richmond Centre for Disability COR Accessibility Advisory Committee Aspire Richmond Autism BC CNIB Richmond Hansen Foundation

Objective 5.2:

Generate creative spaces and cultural amenities in new developments.

Actions	Timeline	Potential External Partners
1. Continue to work towards the development of a distinctive arts and entertainment district including the provision of a destination arts facility.	3-5 YRS ONGOING	Developers Richmond Art Gallery Association Hospitality & Tourism business community

2. Encourage the development of arts spaces and hubs in alignment with complete communities model, circular economy principles and energy and emissions planning.	3-5 YRS ONGOING	Developers Individual Artists and Arts Organizations

Objective 5.3:
Prioritize creative placemaking.

Actions	Timeline	Potential External Partners
1. Improve awareness across City departments and integrate, where possible, creative placemaking as a way to both enhance communities and achieve City goals such as transportation, community wellness, social development, tourism, economic development and community planning.	<1 YR ONGOING	
2. Facilitate public performance and space activation (eg. busking).	1-3 YRS	Individual Artists and Arts Organizations Richmond Arts Coalition Tourism Richmond
3. Ensure grant programs offer opportunities for community-led creative placemaking projects that support cultural resonance, community wellness, IDEA, environmental sustainability, and economic vitality.	ONGOING	
4. Establish parameters and guidelines for cultural amenity opportunities from development.	1-3 YRS	Developers
5. Construct more all-weather public gathering spaces for creative activity, festivals, congregation and networking.	3-5 YRS	Developers
6. Use public art and cultural programming to reimagine public spaces with an eye to creative placemaking.	ONGOING	Developers Individual Artists and Arts Organizations
7. Prioritize initiatives that animate public space in ways that: • resonate culturally with under-represented groups; • consider/address accessibility needs and barriers for people with disabilities; • maintain quality of life, biological diversity and a resilient natural environment; and • support local businesses and neighbours.	ONGOING	Community Associations & Societies Richmond Arts Coalition Tourism Richmond Richmond Multicultural Community Service Richmond Centre for Disability Businesses Individual Artists and Arts Organizations Richmond Public Library
8. Develop capacity-building programs for local artists and creators to build their skills in creative placemaking and boost civic empowerment.	ONGOING	Community Associations & Societies Richmond Arts Coalition Tourism Richmond Businesses Individual Artists and Arts Organizations

9. Offer and encourage arts engagement opportunities in spaces beyond the walls of traditional venues including unconventional spaces.	3-5 YRS	Richmond Arts Coalition Local Businesses Community Associations & Societies Shopping Malls Individual Artists and Arts Organizations
10. Incorporate creative wayfinding elements to improve navigability and visibility to cultural events and venues.	**ONGOING**	Tourism Richmond

City of Richmond

Report to Committee

To:	General Purposes Committee	**Date:**	October 16, 2025
From:	Claudia Jesson Director, City Clerk's Office	**File:**	12-8125-80-01/Vol 01
Re:	**Advance Planning for the 2026 Election**		

Staff Recommendations

1. That the proposed election program for the 2026 General Local and School Election, as described in the report, "Advance Planning for the 2026 Election," dated October 16, 2025, from the Director, City Clerk's Office, be endorsed; and

2. That one-time funding of $1,113,000 to support the planning and implementation of the 2026 Election be submitted for consideration in the 2026 budget process.

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**
Corporate Communications and Marketing Information Technology	☑ ☑	
SENIOR STAFF REPORT REVIEW	**INITIALS:**	**APPROVED BY CAO**

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Staff Report

Origin

With the General Local and School Election in Richmond less than a year away, it is appropriate to bring forward a report that provides a detailed overview of the proposed election program for the 2026 election and the commensurate costs for Council's consideration.

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

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

Findings of Fact

The next General Local and School Election will be held in all local jurisdictions across BC on October 17, 2026. The General Local and School Election in Richmond is coordinated and administered through the City Clerk's Office in accordance with the requirements of the *Local Government Act*, the *Community Charter* and the City's Bylaws.

The election is partially funded through an Election Reserve to which an annual transfer of $118,000 is made. The balance in the Election Reserve as at September 30, 2025 is $369,841. These annual transfers are set aside and kept in the Reserve for use during the election year. Funds from the Election Reserve and a one-time additional level request were utilized to fund both the 2022 Election that was held on October 15, 2022 and the By-Election that was held on May 29, 2021. Funding for the 2026 General Location and School Election will come from the Election Reserve and a recommended one-time additional level request that will be submitted for Council consideration in a separate report as part of the 2026 budget process.

Analysis

Voting Model – Voting Divisions and Vote Anywhere

Elections in Richmond represent a combined model of "vote anywhere" and divisional voting. The "vote anywhere" approach is applied to Advance Voting allowing residents to vote at any of the advance voting locations. The divisional voting model is applied to voting on General Voting Day where residents are required to vote at their designated voting location.

An analysis of the current voting divisions and the number of voters in the 2022 election will be undertaken along with a review of the population growth to ensure that there will be sufficient voting locations to manage the number of voters in 2026. Should changes to the current 38 voting divisions be warranted, recommendations will be brought to Council for consideration since voting divisions and their boundaries must be established by bylaw. Based on a preliminary review of population statistics, it is anticipated that the 2026 election will again have 38 voting divisions on General Voting Day.

In addition to voting on General Voting Day, opportunities to vote in advance will also be available. In 2022, the City held 10 advance voting opportunities over five days, applying the "vote anywhere" model giving residents the flexibility of voting at any location. Advance Voting has always been received well by voters, in the 2022 election, 23% of all votes were cast during the advance voting opportunities.

In general, when incumbent election officials do not seek re-election, there is an increased public interest in the upcoming election, especially for the Office of Mayor. Accordingly, voter turnout is anticipated to be higher in 2026 and staff will be considering adding additional advance voting opportunities to ensure that residents have even more options to vote prior to Geneal Voting Day. The locations for the additional voting opportunities have not been determined at this time.

The Election Program

Following are the main components of the election program:

1. Staffing

Staffing levels at voting places and staff training programs are established with a view to providing a positive, orderly and efficient experience for the voting public. Voting place staff (those that work at the polling places at the time of voting) are supported by a staff team in the Election Office in order to deliver a well-organized and legislatively compliant election.

The scale and commensurate resourcing of elections has increased with each election. In 2018, 485 temporary staff were hired to support the process. In 2022, approximately 600 temporary voting place staff were hired and trained to work at the 38 voting places on General Voting Day, at the 10 advance voting opportunities, and at the Mail Ballot Office. With an anticipated higher voter turnout in 2026, additional temporary staff will need to be hired to ensure that the additional Advance Voting opportunities and General Voting Day locations will be well staffed to ensure for a smooth and positive voting experience. It is estimated that 100 additional staff will need to be hired, bringing the total to approximately 700 temporary staff required for the 2026 election.

Election Office positions are often filled by regular City staff whose regular positions are subsequently backfilled by auxiliary or temporary staff. Assignments vary from approximately 4 to 10 months in duration. The work undertaken by the Election Office staff team is further supplemented and supported by the Clerk's Office and IT staff who are assigned to support the election in addition to their usual duties. In all cases, wages have increased since the 2022 election resulting in a required budget increase.

Included in the staffing component is the Youth at the Booth program, which is a youth outreach program. In 2022, 89 youth were hired to work and support the 2022 Election during Advance Voting and General Voting Day. For the 2026 Election, it is anticipated that this program will continue and 100 youth will be hired to participate in this successful initiative.

The primary activities of staff delivering the election include the following:

Election Office Staff Team

- Recruit approximately 700 temporary voting place staff
- Plan and conduct training for voting place staff using a combination of in-person sessions and workshops, printed training materials and online video resources
- Respond to inquiries and requests from the public, the media and candidates
- Coordinate and prepare all forms of public communication materials, both printed and electronic
- Manage and update the Voters List
- Coordinate ballot production and prepare vote counting machines
- Administer the Mail Ballot Office and manage the distribution of mail-in ballots
- Make arrangements for voting place locations and source, organize and deliver all necessary supplies, equipment, signage, instructional materials, voters lists, voting booths, ballot boxes, ballots, etc. required at the various voting places

Voting Place Staff

- Interact directly with the voting public on General Election Day, at advance voting and at special voting opportunities at care facilities
- Set-up the voting places in the morning, administer the vote for the full 12 hours, take down the voting place and report out on the results of the vote
- Ensure that all aspects of the voting process are conducted in strict adherence with legislative requirements

2. Advertising, Public Awareness and Engagement

Along with core advertising initiatives such as statutory notices and individual Voter Cards which are mailed to each registered elector, public awareness is a key component of the election program. In 2022, significant work was undertaken to ensure that the public was aware of the election and the various voting opportunities. In addition, assistance was offered to prospective candidates by regularly fielding queries and receiving/compiling submissions for the Voter's Guide.

At the appropriate time, staff will be exploring engagement opportunities aimed to raise voter awareness and public engagement. As in past elections, the City's Website will be used to promote the election and the separate Election microsite will be activated to house election-specific information. In addition, a mobile election app will be re-launched to provide voters with election information in an accessible manner. Advertising will be undertaken to meet the statutory requirements, with additional supplemental ads placed in various publications and digital ads to reach a wide audience.

Primary Activities related to Advertising, Public Awareness and Engagement include the following:

- Prepare and coordinate legislatively-compliant advertising
- Manage the preparation and distribution of Voter Cards to registered voters

- Prepare all content for the Voters Guide, including candidate profiles, and arrange for printing and distribution of the Guide to all Richmond households
- Prepare content and (along with IT) coordinate upgrade of the Richmond Election "app"
- Manage the social media campaign
- Prepare and update website content relating to the election as the process unfolds
- Liaise with members of the media; prepare and issue news releases as appropriate
- Coordinate all other forms of advertising and public awareness (for example, bus shelter ads, poster campaign, and inter-municipal regional radio campaign).

3. Equipment and Technology

Automated vote counting machines have been in use locally for over 25 years. In 2022, the vote counting equipment provider was changed, as the prior vendor no longer had tabulating units available for lease to the City. The change of the vote counting provider had significant hardware and software implications for the 2022 election, as the entire election program had to be rewritten and new software had to be learned by Election Staff. Overall, the vote counting units worked extremely well at all the voting opportunities. In 2022, a decision was made to deploy additional vote counting units for the first time to busier locations to ensure for the efficient processing of voters. Based on the success of that initiative, the enhanced deployment will be repeated and expanded in 2026. In addition, Richmond will continue to utilize a voters list software system and will work with IT staff to continue to utilize the Richmond Election "app", a downloadable smartphone application that includes candidate profiles, broadcasts real-time election results, provides voting place location look-ups and general election-related information.

With regards to other critical election equipment, 120 laptops were leased to support election training and actual voting opportunities in 2022. For the 10 Advance Voting opportunities, a "vote anywhere" model was applied and all laptops were programmed to enable voters to be processed and struck off as having voted. On General Voting Day, the laptops were then deployed to all 38 voting locations and utilized by key election staff to assist in processing voters. For 2026, approximately 140 laptops will need to be leased.

In terms of equipment and technology, the primary activities include the following:

- Prepare and coordinate vote counting machines and electronic tabulation of results
- Update, refresh and launch the Richmond Election "app"
- Manage the Voters List using electronic voters list software system
- Engage the public through social media and website content, including tools such as voters registration confirmation look-up, and "find my voting place" look-up

4. Supplies, Printing, Postage, and Miscellaneous

There are many miscellaneous administrative and hard-costs associated with staging an election, including ballot production and printing, postage, office supplies and equipment, moving and deliveries, and general printing. For the 2022 Election, global supply chain challenges significantly impacted the availability and cost of all categories of election supplies. There was an increase in costs of all supplies required to stage the election, most notably paper products. In

2022, 142,992 voter cards were produced and mailed via addressed mail to residents to communicate their voting location on General Voting Day. A comprehensive Voter's Guide, was mailed to all residential and farm addresses via neighborhood mail to 87,000 households. For the 2026 election, it is anticipated that more voter cards will need to be mailed out due to increased voter registration. With each election, the cost of general supplies has increased and staff anticipate increased costs in 2026 for ballot printing, general printing (training material), courier, moving and delivery expenses; the most notable increase from 2022 to 2026 will be postage costs.

5. Mail Ballot Voting

Mail Ballot Voting is an important tool in ensuring those who cannot or do not feel comfortable voting in person have an opportunity to vote. While mail ballot voting has always been available in past elections, the 2021 By-Election enabled all voters to vote by mail as the Province issued a ministerial order due to the pandemic. While the vote by mail option for all electors was a Covid-19 safety measure that helped to reduce the number of voters physically attending voting places, the vote by mail option also introduced a flexible and accessible means of voting to all Richmond residents. Both the 2021 By-Election and 2022 Election had an established Mail Ballot Office and an online mail ballot application process. In 2022, 926 mail ballots were cast out of a total of 35,093 ballots, representing 2.6% of the votes.

While the undertaking of the Mail Ballot program that incorporates the online mail ballot application process is resource intensive, the opportunity for residents to apply online and receive a mail ballot still represents the most accessible means of voting. In 2022, Mail Ballot Office staff worked with various local care facilities to provide voting opportunities via mail ballot voting. This approach is intended to continue in 2026.

Financial Implications

The Election Reserve is the main funding source for elections. The purpose behind the reserve is to spread out the cost and budget impact of the election evenly over the Council term. Currently, the reserve receives an annual transfer of $118,000. There is currently $369,841 in the Election Reserve. There will be an additional $118,000 transferred at the beginning of 2026 fiscal year. At this time, staff is targeting an elections budget of $1,600,000. The future Finance Committee report will be recommending a one-time additional level budget request of $1,113,000 to make up the difference. The primary drivers for the proposed increase to the 2026 election budget are expansion to advance voting opportunities, increased staffing requirements, leasing additional voting equipment and laptops, and overall inflation costs. Outlined below is a high-level breakdown of the key components of the 2026 Election program with the proposed costs, and along with the 2022 Election Budget actual costs.

Election Program Components	2022 Election (Actual Costs)	2026 Election (Proposed Costs)
Salaries (Elections Office, Voting Locations, Mail Ballot Office, IT)*	$586,607	$750,000
Marketing (Advertising, Voter Guide, Voter Card)		
Advertising	$22,188	$30,000
Voter Guide	$32,164	$40,000
Voter Card	$38,747	$50,000
Equipment		
Vote Counting Machines	$177,410	$225,000
Software	$1,066	$5,000
Other Equipment (Laptops, Photocopier, Plexiglass Screens)	$130,094	$175,000
Voter's List Software (Datafix)	$91,067	$110,000
Supplies		
Postage	$77,277	$100,000
Printing	$23,178	$30,000
General Supplies	$10,701	$15,000
Meeting Expenses	$1,944	$5,000
Covid Safety Plan	$5,817	N/A
Office Equipment and Miscellaneous (Carpentry/Locksmith)	$10,470	$15,000
Contingency	N/A	$50,000
Project Cost	**$1,208,730**	**$1,600,000**

*Note: Staffing cost breakdown is approximately 79% of salary costs are for External staff (Voting Location staff) and 21% of salary costs are for Internal staff (Election Office, IT, Mail Ballot Office)

If Council wishes to consider reducing the proposed election budget, a scaled-down election program option could include the following:

- Reduced Advance Voting *(Approximate saving of $15,000 per Advance Voting Opportunity)*– The legislation only requires two days of advance voting opportunities. For 2026, staff is proposing additional advance voting to match the 10 advance voting days that were offered in 2022. Reducing Advance Voting opportunities will directly reduce staffing and equipment costs.

- Reduced Mail Ballot Voting *(Approximate saving of $100,000)* – The online mail ballot application process is resource intensive to undertake and manage and could be eliminated. Mail ballot voting would still be available for all voters but the application process to receive a mail ballot would become a manual process, requiring voters to submit an application only in person.

- Elimination of Election Mobile App *(Approximate saving of $40,000)* – While unanticipated, there was low utilization of the Richmond Election App in 2022 which

provided voters with election-related information. As only 300 users downloaded the election app, the app could be eliminated from the 2026 election program.

The above suggested reductions to the proposed election program could result in savings of approximately $155,000. However, the estimated savings would depend on the number of Advance Voting opportunities being reduced.

The proposed 2026 election budget has been built with the consideration of all factors, staff do not foresee any unexpected components that have not been accounted for in the proposed budget. To ensure for adequate funding to plan for and undertake the election, staff recommend that the proposed 2026 election program be endorsed.

Next Steps

The additional level budget request relating to the election will be considered by Council in a separate future Finance Committee report. Some consequential matters will require further Council approval in due course, if required, such as the consideration of possible changes to voting division boundaries, the appointment of election officers, and other necessary housekeeping amendments to bylaws that may arise following further analysis by staff. Other updates on the progress of the election program will be provided over the course of next year.

Financial Impact

A one time additional level request for the election program will be submitted for consideration in the 2026 budget process.

Conclusion

The proposed 2026 election program is based on the successes and lessons learned from past election programs. In anticipation of a higher voter turnout for the 2026 election, the proposed election program will ensure election staff are in the best position to undertake the election that is both legislatively compliant and a positive voting experience for residents.

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

City of Richmond

Report to Committee

To:	Finance and Audit Committee	**Date:**	October 15, 2025
From:	Jerry Chong, CPA, CA General Manager, Finance and Corporate Services Chief Financial Officer, Lulu Island Energy Company	**File:**	01-0060-20-LIEC1/2025-Vol 01
Re:	**2026 District Energy Utility Rates**		

Staff Recommendations

1. That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10705 be introduced and given first, second and third readings;

2. That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10706 be introduced and given first, second and third readings; and

3. That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10707 be introduced and given first, second and third readings.

Jerry Chong, CPA, CA
General Manager, Finance and Corporate Services
Chief Financial Officer, Lulu Island Energy Company
(604-276-4064)

Att. 9

REPORT CONCURRENCE		
ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF DEPUTY CAO**
Finance Department Law	☑ ☑	
REVIEWED BY SMT	**INITIALS:**	**APPROVED BY CAO**

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Staff Report

Origin

The purpose of this report is to recommend the 2026 Alexandra District Energy Utility (ADEU), Oval Village District Energy Utility (OVDEU), and City Centre District Energy Utility (CCDEU) district energy utility rates.

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

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

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

> *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.*

Lulu Island Energy Company Ltd. (LIEC), a corporation wholly-owned by the City of Richmond, was established to provide district energy services on behalf of the City. Information regarding LIEC's district energy utility (DEU) operations can be found in Attachment 1. All capital and operating costs are recovered through revenues from user fees, ensuring that the business is financially sustainable. City Council is the regulator and sets customer rates.

Analysis

LIEC staff have assessed the following factors when developing the 2026 rate recommendation:

- **Financially self-sustainable:** All LIEC service areas were established on the basis that all capital and operating costs would be recovered through revenues from user fees. Expenditures required to provide utility service include capital, operations, utilities, financing, and administration costs. These costs are susceptible to non-discretionary increases due to material and equipment cost increases, rises in electricity and natural gas rates and general inflation. Additionally, as endorsed by Council in 2022, LIEC executed a Project Agreement (PA) with City Centre Energy Limited Partnership (Corix) to design, construct, finance, operate and maintain the CCDEU. As part of the annual planning process, Corix submits a request to LIEC for a rate increase for next year in line with the financial model regularly updated by LIEC and Corix. Following the rate increases as per the long term financial model is critical to ensure the utility's positive financial performance and avoid increasing the capital repayment deferral account balance and/or under-recovering LIEC's operating expenses.

- **Competitive Rate:** Council's objective is to provide end users with annual energy costs that are competitive to conventional system energy costs, based on the same level of service. To date, LIEC's district energy rates have been compared to a Business as Usual (BAU) scenario based on the increase of conventional utilities (i.e. Fortis BC and BC Hydro). Staff recently updated the BAU model to ensure the proposed district energy rates continue to be competitive with conventional energy systems that provide the same level of service and environmental performance.

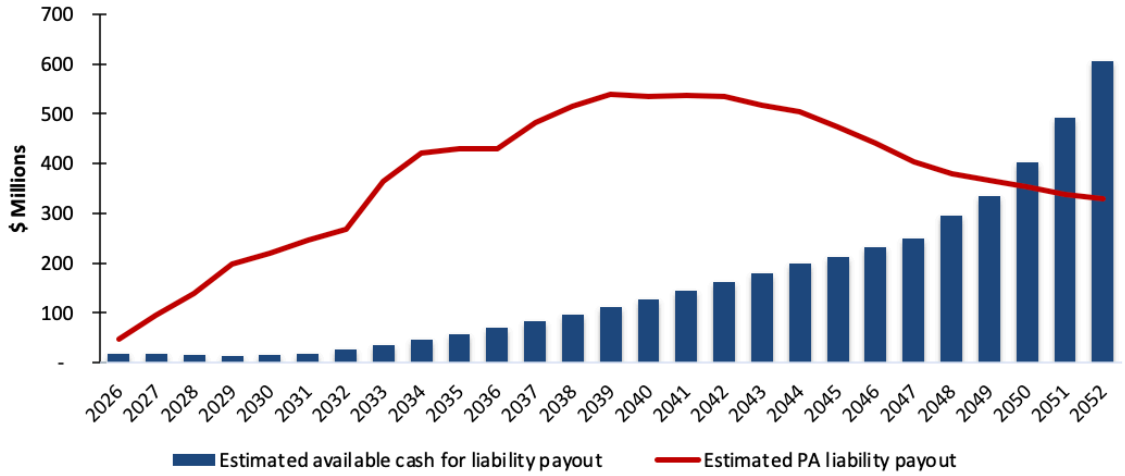
Recommended 2026 Customer Rates

LIEC's systems are still early in their operational life and still require significant capital investments in distribution infrastructure and low carbon energy sources to connect more customers and ensure low carbon objectives are achieved. The construction market experienced a 4% cost increase over the past year. Similarly, BC Hydro rates are expected to increase by 3.75% next year, while natural gas costs are also projected to increase by 2.1% next year due to commodity cost escalation and delivery rate increases. Based on the updated CCDEU financial model, Corix has requested a 5.25% capacity rate increase for next year.

LIEC actively and continually works to assess and evaluate Corix's performance and that of the consulting and contracting companies supporting infrastructure delivery to ensure best value is being achieved. A key example of this work in action is the decision to postpone the construction of the proposed Sewage Heat Recovery Plant to better time the project delivery with future residential development and take advantage of additional value engineering and engagement with the Major Capital Projects Oversight Committee.

In order to provide competitive and stable rates for LIEC customers, rates are levelized to gradually recover costs as the customer base is fully established. This approach ensures infrastructure costs are more equitably distributed between existing customers and those who connect in later years. Based on the most recent LIEC financial model (Attachment 2), customer rates are estimated to increase by 4.0% year-over-year in order to fully recover operating expenses and avoid increasing the capital repayment deferral account balance. This increase is consistent with the historical increase of conventional utilities, making LIEC rates competitive with conventional energy costs, as per City Council's objective. This increase also ensures LIEC will have enough reserve funds available at the end of the Project Agreement to meet future liability obligations. Graph 1 illustrates the relationship between the estimated available reserve funds for liability payouts and confirms that sufficient liquidity will be available to meet future obligations.

Graph 1 – Projected Liability Coverage

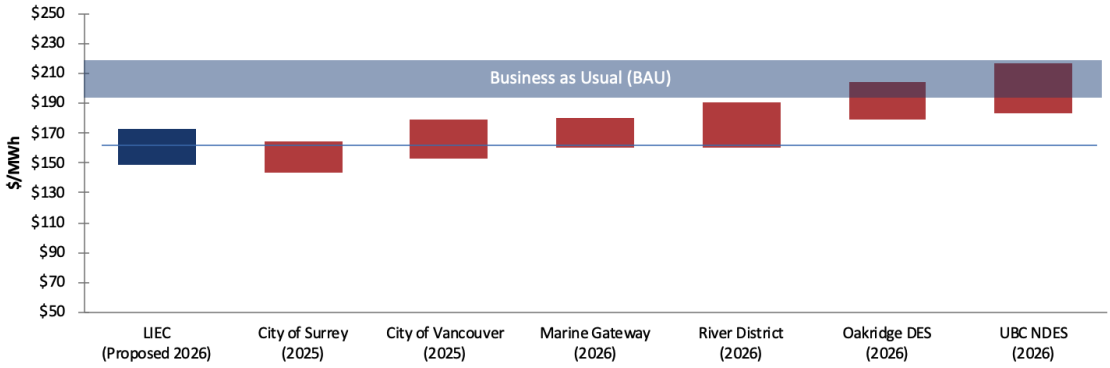


In consideration of these factors, a 4.0% rate increase is recommended for 2026 to ensure all capital and operating costs continue to be recovered in the long term. The recommended increase would also be sufficient to recover the non-discretionary increases due to electricity and natural gas rates and general inflation projected for 2026. The proposed 2026 service rates for the ADEU, OVDEU and CCDEU service areas are included in Attachments 7-9.

Rate Competitiveness

The recommended 4.0% rate increase also supports Council's objective to keep the annual energy costs for LIEC customers competitive with conventional energy costs, based on the same level of service. If the recommended rate increase is approved, LIEC's customers would still be paying 14% less than users using equivalent conventional energy systems in Richmond based on the same level of service. Staff also conducted a benchmarking analysis to confirm LIEC rates are competitive with other district energy utilities in Metro Vancouver (see Graph 2).

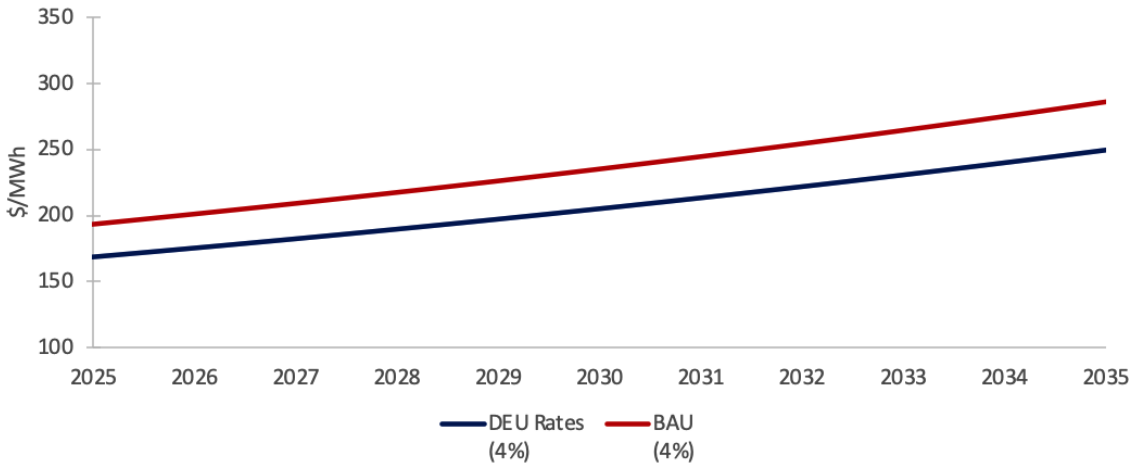
Graph 2 - Metro Vancouver DEU Rates Comparison[1]



The projected 4.0% year-over-year rate increase also ensures customer rates continue to grow at a similar rate to the historical increase of conventional utilities, making rates competitive in the long term (Graph 3).

[1] *Based on reported rates and assuming an EUI range of 70-90 kWh/m2 for heating and domestic hot water and 25 kWh/m2 for cooling*

Graph 3 – Projected DEU Rates vs BAU



The recommended 4.0% rate increase would result in approximately $4.10 per month increase in DEU fees in 2026 for the average LIEC residential customer.

Financial Impact

None.

Conclusion

The recommended 4.0% increase for ADEU, OVDEU and CCDEU 2026 service rates supports Council's objective to keep the annual energy costs for LIEC customers competitive with conventional energy costs, based on the same level of service. This rate increase also ensures sufficient revenues to offset the capital investment and operating costs. Staff will continuously monitor energy costs and review the rate to ensure fairness for consumers and cost recovery for LIEC.

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(604-202-2807)

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Att. 1: District Energy in Richmond
Att. 2: LIEC Financial Model (September 2025)
Att. 3: DEU Green House Gas (GHG) Emissions Reductions
Att. 4: Alexandra Neighbourhood and ADEU Service Area
Att. 5: Oval Village Neighbourhood and OVDEU Service Area
Att. 6: City Centre and CCDEU Service Area
Att. 7: ADEU Proposed 2026 Rates for Services
Att. 8: OVDEU Proposed 2026 Rates for Services
Att. 9: CCDEU Proposed 2026 Rates for Services

Attachment 1 – District Energy in Richmond

Richmond's 2041 Official Community Plan (OCP) establishes a target to reduce greenhouse gas (GHG) emissions 50 per cent below 2007 levels by 2030 and 100 per cent by 2050. The City identified district energy utilities (DEUs) as a leading strategy to achieve the City's GHG reduction goals and incorporated Lulu Island Energy Company Ltd. (LIEC) in 2013 for the purposes of carrying out the City's district energy initiatives on the basis of the following guiding principles:

1. The DEU will provide end users with energy costs that are competitive with conventional energy costs, based on the same level of service.
2. Council will retain the authority of setting customer rates, fees and charges for DEU services.
3. The DEU will provide a flexible platform for adopting low carbon energy technologies.

The City established three DEU service areas: ADEU, OVDEU, and CCDEU. Table 1 below provides a summary of the developments connected under the DEU service areas to-date.

Table 1 – DEU Service Areas - Current and Projected Connected Space

	Buildings To-Date	Residential Units To-Date	Floor Area	
			To-Date	Build-out
Alexandra DEU	13	2,200	2.4M ft^2	4.4M ft^2
Oval Village DEU	14	3,174	3.7M ft^2	6.4M ft^2
City Centre DEU	6	2,164	2.2M ft^2	48.0M ft^2
Total	**33**	**7,538**	**8.3M ft^2**	**58.8M ft^2**

The ADEU provides heating and cooling services to ten residential buildings, the large commercial development at "Central at Garden City", the Richmond Jamatkhana Temple and Fire Hall No. 3, comprising of 2,200 residential units and over 2.4 million square feet of floor area. While some electricity is consumed for pumping and equipment operations, most of this energy is currently produced locally from the geo-exchange fields in the greenway corridor and West Cambie Park, and highly efficient air source heat pumps.

The OVDEU services 14 buildings, containing 3,174 residential units. Energy is currently supplied from the three interim energy centres with natural gas boilers which provide 16 MW of heating capacity. LIEC received a $6.2 million grant from the CleanBC Communities Fund for the design and construction of the sewer heat recovery technology and a permanent energy centre for the area. This project is in the design stage and is expected to be completed in 2030. Once completed, the system will be able to produce up to 80% of low-carbon energy from the Gilbert Trunk sanitary force main sewer.

The CCDEU currently services six buildings, comprised of 2,164 residential units and approximately 2.2M ft2 of floor area. While offsite energy centres progress through development, CCDEU utilizes on-site low carbon energy plants as a source of energy production. At full build-out, 176 developments, 28,000 residential units and approximately 48M ft2 of floor space will be serviced by 5 permanent energy centres with over 130 MW of heating and 115 MW of cooling capacity. The built out system is estimated to reduce over one million tonnes of GHG emissions compared to conventional service.

Attachment 2: LIEC Financial Model (September 2025)

LIEC Financial Model Summary

	2025	2026	2027	2028	2029	2030	2031	2032	2037	2042	2047	2052
CCDEU Customer Rate Increase	5.30%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
ADEU Commercial Rate Increase	5.30%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
ADEU Residential Rate Increase	5.30%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
LIEC Payment to SPV	4.75%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%	5.20%
LIEC Overall (ADEU + CCDEU)												
Metered Billings	10,490,537	12,435,195	14,335,359	17,947,978	23,524,272	29,895,648	40,648,557	52,751,423	78,482,170	107,921,731	147,641,977	183,543,227
Total Revenue	11,472,023	13,416,681	15,316,845	18,929,464	24,505,758	30,877,134	41,630,043	53,732,908	79,463,656	108,903,217	148,623,463	184,524,713
Gross Margin	3,097,789	4,117,951	5,262,888	6,722,212	8,633,321	8,623,665	12,442,771	18,076,435	29,501,009	49,137,337	79,700,405	118,411,930
Net Income	214,741	1,457,275	929,493	416,920	1,072,095	66,913	4,228,440	9,898,231	7,156,570	20,604,041	47,191,454	106,059,578
EBITA	3,269,167	6,561,097	7,973,798	11,091,034	15,829,978	20,920,998	29,003,082	38,053,283	56,091,796	79,066,532	103,789,020	147,733,065
Gross Margin %	27%	31%	34%	36%	35%	28%	30%	34%	37%	45%	54%	64%
Net Income %	2%	11%	6%	2%	4%	0%	10%	18%	9%	19%	32%	57%
Overall EBITA %	28%	49%	52%	59%	65%	68%	70%	71%	71%	73%	70%	80%

Estimated Development Timing for Future Connections

Square Footage	2025	2026	2027	2028	2029	2030	2031	2032	2037	2042	2047	2052
New connections	5	5	2	7	10	14	24	13	7	3	4	0
Incremental ADEU (ft2)	-	58,203	179,235	304,764	316,529	125,000	125,243	125,243	-	-	-	-
Incremental CCDEU (ft2)	1,251,972	323,674	804,280	1,857,753	2,750,715	3,075,741	5,317,609	5,659,076	1,512,108	332,380	1,002,515	-
Total (ft2)	1,251,972	381,877	983,516	2,162,518	3,067,244	3,200,741	5,442,853	5,784,319	1,512,108	332,380	1,002,515	-
Cumulative (ft2)	8,598,458	8,980,335	9,963,851	12,126,368	15,193,612	18,394,353	23,837,206	29,621,525	36,399,969	41,430,580	46,716,775	47,709,058

Projected Capital Expenditures for LIEC

CCDEU CAPEX	2025	2026	2027	2028	2029	2030	2031	2032	2037	2042	2047	2052
Annual CAPEX	7,045,747	20,767,383	45,933,010	40,574,898	56,136,650	19,782,929	27,868,350	28,322,791	54,981,486	11,427,223	441,449	1,251,655
Annual ETS Contribution	3,004,800	2,472,200	2,173,784	8,010,501	5,674,549	5,539,029	21,580,416	14,528,580	7,539,827	4,145,241	6,223,143	124,822
Annual LCEP Contribution	8,442,304	8,570,083	-	-	14,482,909	16,291,876	15,163,434	-	-	-	-	-
Annual DCP Contribution	-	-	-	5,605,128	6,595,197	9,333,749	13,039,521	29,624,794	-	1,644,904	5,851,955	-
CCDEU LIEC In-house	2,156,000	1,227,048	1,239,589	1,450,256	1,692,268	2,182,497	4,367,695	4,329,844	1,379,656	1,814,557	2,053,644	1,649,314
	20,648,851	33,036,714	49,346,384	55,640,783	84,581,573	53,130,079	82,019,417	76,806,009	63,900,969	19,031,924	14,570,191	3,025,791
	-	-	-	-	-	-	-	-	-	-	-	-
Cumulative CCDEU Capital Assets	61,306,183	94,342,897	143,689,281	199,330,064	283,911,637	337,041,716	419,061,133	495,867,143	760,978,273	902,410,372	992,749,242	1,062,616,477
Annual ADEU ETS Contribution	-	650,000	750,000	1,500,000	750,000	-	750,000	-	-	-	-	-
ADEU LIEC in-house	1,100,000	1,757,913	561,071	914,293	5,067,579	4,670,930	174,349	177,836	196,345	216,781	239,343	264,254
	1,100,000	2,407,913	1,311,071	2,414,293	5,817,579	4,670,930	924,349	177,836	196,345	216,781	239,343	264,254
Cumulative ADEU Capital Assets	29,268,854	31,676,767	32,987,838	35,402,131	41,219,709	45,890,639	46,814,988	46,992,824	49,436,797	50,479,020	51,629,718	52,900,182
Cumulative LIEC Capital Assets	90,575,036	126,019,664	176,677,119	234,732,194	325,131,346	382,932,356	465,876,121	542,859,966	810,415,070	952,889,391	1,044,378,960	1,115,516,659

The total estimated Project Liability at the end of the contract (YR 2052) $ 329 million
The total estimated Capex financed through CCDEU Project Agreement $ 606 million

Disclaimer:
The financial model is based on information, projections, and assumptions available at the time of preparation. It reflects current market conditions, business strategies, and anticipated developments. The model is subject to change as circumstances evolve. Staff will review and update the financial model regularly to ensure its continued relevance and accuracy.

LIEC - Overall Financial Pro-Formas

Project Year Year	Budget 2025	YR 4 2026	YR 5 2027	YR 6 2028	YR 7 2029	YR 8 2030	YR 9 2031	YR 10 2032	YR 15 2037	YR 20 2042	YR 25 2047	YR 30 2052
INCOME STATEMENT												
Revenue												
Metered billings - ADEU	3,011,353	3,213,239	3,599,713	4,199,843	4,860,536	5,257,311	5,678,461	6,124,892	8,517,004	10,362,238	12,607,247	15,338,643
Metered billings - CCDEU	7,479,184	9,221,956	10,735,646	13,748,135	18,663,736	24,638,337	34,970,096	46,626,530	69,965,166	97,559,493	135,034,730	168,204,584
Service fee	981,486	981,486	981,486	981,486	981,486	981,486	981,486	981,486	981,486	981,486	981,486	981,486
Total Revenue	11,472,023	13,416,681	15,316,845	18,929,464	24,505,758	30,877,134	41,630,043	53,732,908	79,463,656	108,903,217	148,623,463	184,524,713
Expenses												
Utility expenses - ADEU	280,000	298,804	333,473	386,982	445,852	481,506	519,336	559,422	774,425	942,207	1,146,340	1,394,699
Contract expense - ADEU	726,270	755,321	785,534	816,955	849,633	883,619	1,177,974	1,184,224	1,256,724	1,294,224	1,331,724	1,369,224
Utility expenses - CCDEU	2,801,202	2,443,932	2,566,146	3,158,326	4,156,840	5,289,389	6,971,918	8,685,489	11,805,773	14,979,838	18,451,438	15,572,343
Contract expense - CCDEU	2,312,975	2,588,413	2,893,102	3,099,477	3,719,537	4,647,242	5,624,870	6,468,329	9,697,917	12,051,339	14,217,107	12,224,515
Utility expense - DCP	-	-	-	-	56,015	177,334	423,426	904,715	1,110,760	1,310,052	1,631,999	706,915
Contract expense - DCP	-	-	-	-	104,452	330,677	993,878	2,202,142	2,989,239	3,659,890	5,150,800	8,178,085
Depreciation expense	2,253,787	3,212,260	3,475,702	4,745,512	6,540,109	10,443,703	13,475,869	15,652,154	22,327,810	25,528,330	26,993,651	26,667,001
General and administration expense	2,596,029	2,752,999	2,558,112	2,644,568	2,764,273	2,833,823	3,430,610	3,613,161	4,753,322	5,700,892	13,486,582	6,090,019
Other income	(667,000)	(614,000)	(270,000)	(153,000)	(173,000)	(151,000)	(129,000)	(137,000)	(143,000)	(135,000)	(125,000)	(125,000)
Financing Expense	1,899,000	2,141,563	3,818,603	6,053,602	8,342,774	10,535,382	11,423,773	12,627,899	26,732,416	33,059,161	29,728,915	15,131,486
Developers contributions	(944,981)	(1,619,886)	(1,773,320)	(2,239,878)	(3,372,821)	(4,661,452)	(6,511,052)	(7,925,856)	(8,998,299)	(10,091,757)	(10,581,547)	(8,744,152)
	11,257,282	11,959,406	14,387,352	18,512,543	23,433,662	30,810,221	37,401,603	43,834,678	72,307,085	88,299,176	101,432,009	78,465,135
Net Income	214,741	1,457,275	929,493	416,920	1,072,095	66,913	4,228,440	9,898,231	7,156,570	20,604,041	47,191,454	106,059,578
Cumulative net income	12,672,897	14,130,171	15,059,665	15,476,585	16,548,680	16,615,594	20,844,034	30,742,265	54,982,547	119,601,075	308,689,558	688,431,617
EBITA												
Net income per above	214,741	1,457,275	929,493	416,920	1,072,095	66,913	4,228,440	9,898,231	7,156,570	20,604,041	47,191,454	106,059,578
Depreciation expense	2,253,787	3,212,260	3,475,702	4,745,512	6,540,109	10,443,703	13,475,869	15,652,154	22,327,810	25,528,330	26,993,651	26,667,001
Financing Expense	800,639	1,891,563	3,568,603	5,928,602	8,217,774	10,410,382	11,298,773	12,502,899	26,607,416	32,934,161	29,603,915	15,006,486
EBITA	3,269,167	6,561,097	7,973,798	11,091,034	15,829,978	20,920,998	29,003,082	38,053,283	56,091,796	79,066,532	103,789,020	147,733,065
CASH FLOW STATEMENT												
Cash inflow from revenue	11,472,023	13,416,681	15,316,845	18,929,464	24,505,758	30,877,134	41,630,043	53,732,908	79,463,656	108,903,217	148,623,463	184,524,713
Less: ADEU utility	(280,000)	(298,804)	(333,473)	(386,982)	(445,852)	(481,506)	(519,336)	(559,422)	(774,425)	(942,207)	(1,146,340)	(1,394,699)
Less: ADEU contract	(726,270)	(755,321)	(785,534)	(816,955)	(849,633)	(883,619)	(1,177,974)	(1,184,224)	(1,256,724)	(1,294,224)	(1,331,724)	(1,369,224)
Less: Payment to SPV	(6,794,330)	(7,367,133)	(8,270,180)	(10,694,072)	(14,535,360)	(19,071,555)	(26,714,958)	(35,445,040)	(54,446,485)	(78,078,630)	(111,078,998)	(56,874,877)
Less: LIEC Management and Overhead	(1,004,414)	(1,170,202)	(1,545,322)	(1,702,848)	(1,748,338)	(1,775,469)	(1,836,801)	(1,867,896)	(2,076,888)	(2,282,209)	(2,543,146)	(2,820,154)
Less: Utility - DCP	-	-	-	-	(56,015)	(177,334)	(423,426)	(904,715)	(1,110,760)	(1,310,052)	(1,631,999)	(706,915)
Less: Contract expense - DCP	-	-	-	-	(104,452)	(330,677)	(993,878)	(2,202,142)	(2,989,239)	(3,659,890)	(5,150,800)	(8,178,085)
	(8,805,015)	(9,591,460)	(10,934,508)	(13,600,856)	(17,739,649)	(22,720,160)	(31,666,374)	(42,163,439)	(62,654,520)	(87,567,211)	(122,883,006)	(71,343,954)
Net cash flow from operations	2,667,008	3,825,220	4,382,337	5,328,607	6,766,108	8,156,974	9,963,669	11,569,470	16,809,136	21,336,005	25,740,456	113,180,759
Less: LIEC Financed Capital Projects	(3,256,000)	(2,984,961)	(1,800,661)	(2,364,549)	(6,759,847)	(6,853,427)	(4,542,044)	(4,507,680)	(1,576,001)	(2,031,338)	(2,292,987)	(1,913,569)
Less: Contributions	(3,004,800)	(3,122,200)	(2,923,784)	(9,510,501)	(6,424,549)	(5,539,029)	(22,330,416)	(14,528,580)	(7,539,827)	(4,145,241)	(6,223,143)	(124,822)
Add: Developers contributions	3,004,800	3,122,200	2,923,784	9,510,501	6,424,549	5,539,029	22,330,416	14,528,580	7,539,827	4,145,241	6,223,143	124,822
Annual Cash Flow	(588,992)	840,259	2,581,676	2,964,059	6,261	1,303,547	5,421,625	7,061,790	15,233,135	19,304,667	23,447,469	111,267,190
Cumulative cash flow	23,724,102	24,564,361	27,146,037	30,110,096	30,116,358	31,419,905	36,841,530	43,903,320	108,408,032	196,329,863	299,611,732	637,764,967
Cumulative cash flow	23,724,102	24,564,361	27,146,037	30,110,096	30,116,358	31,419,905	36,841,530	43,903,320	108,408,032	196,329,863	299,611,732	637,764,967
Revenue lag	(3,441,607)	(2,683,336)	(3,063,369)	(3,785,893)	(4,901,152)	(2,470,171)	(3,330,403)	(4,298,633)	(6,357,092)	(8,712,257)	(11,889,877)	(14,761,977)
Estimated year-end cash balance	20,282,495	21,881,025	24,082,668	26,324,203	25,215,206	28,949,734	33,511,126	39,604,687	102,050,939	187,617,606	287,721,855	623,002,990
Working capital	(2,397,865)	(2,733,627)	(3,400,214)	(4,434,912)	(5,680,040)	(7,916,593)	(10,540,860)	(11,437,037)	(16,565,391)	(23,754,772)	(27,805,233)	(17,835,988)
Capital projects	(2,984,961)	(1,800,661)	(2,364,549)	(6,759,847)	(6,853,427)	(4,542,044)	(4,507,680)	(1,501,674)	(1,595,521)	(2,561,644)	(11,325,436)	(1,913,569)
Estimated available cash for liability payout	14,899,669	17,346,737	18,317,906	15,129,444	12,681,739	16,491,096	18,462,587	26,665,975	83,890,027	161,301,190	248,591,186	603,253,433
Estimated PA liability payout	26,590,663	48,133,618	95,817,089	138,798,041	197,461,416	219,552,155	246,190,918	268,458,650	481,834,246	534,010,083	403,455,123	328,572,137

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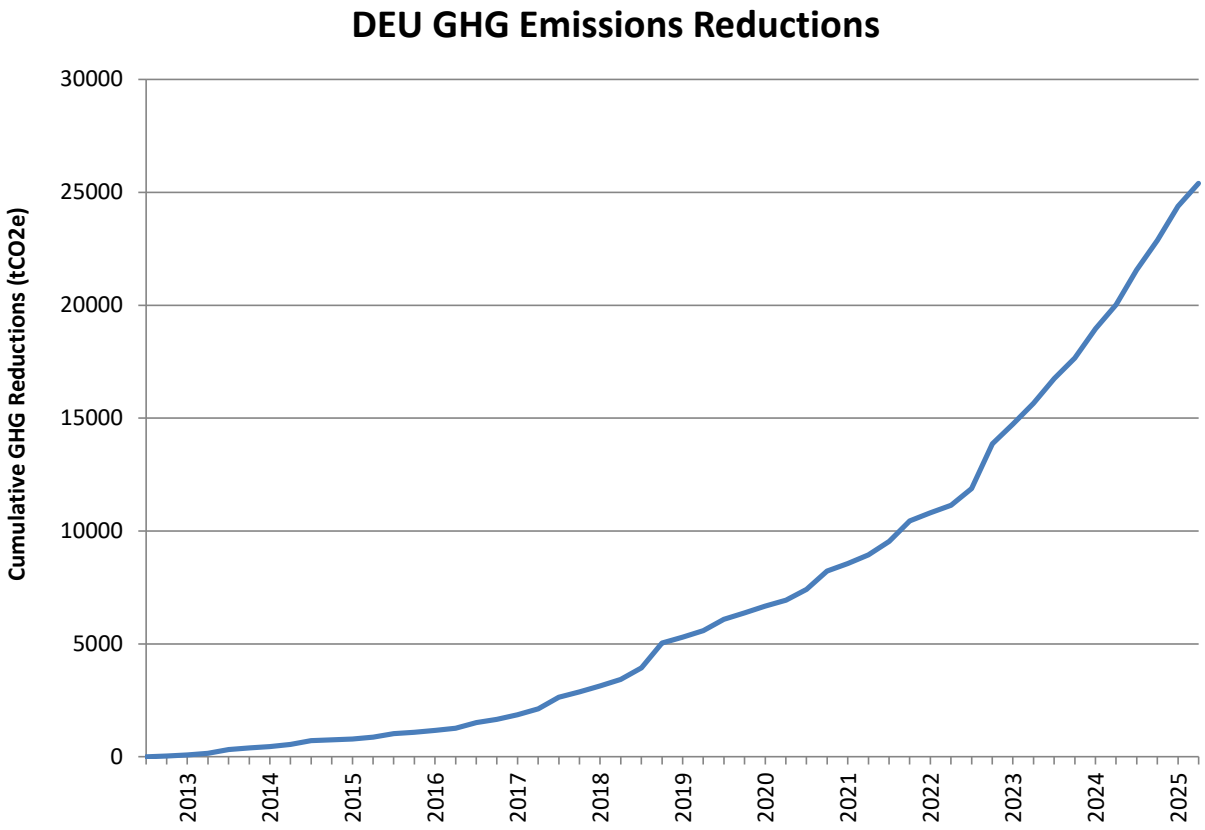
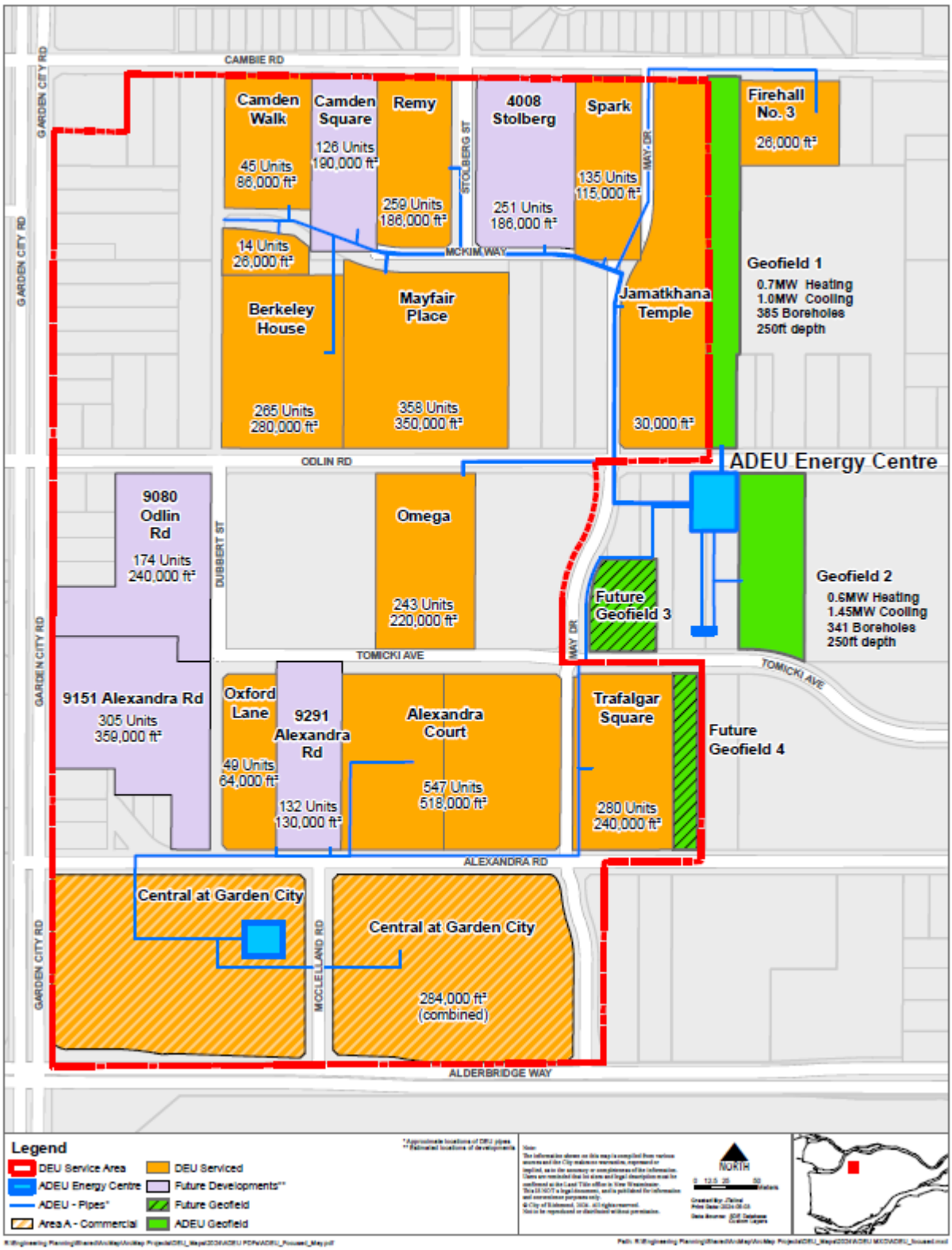
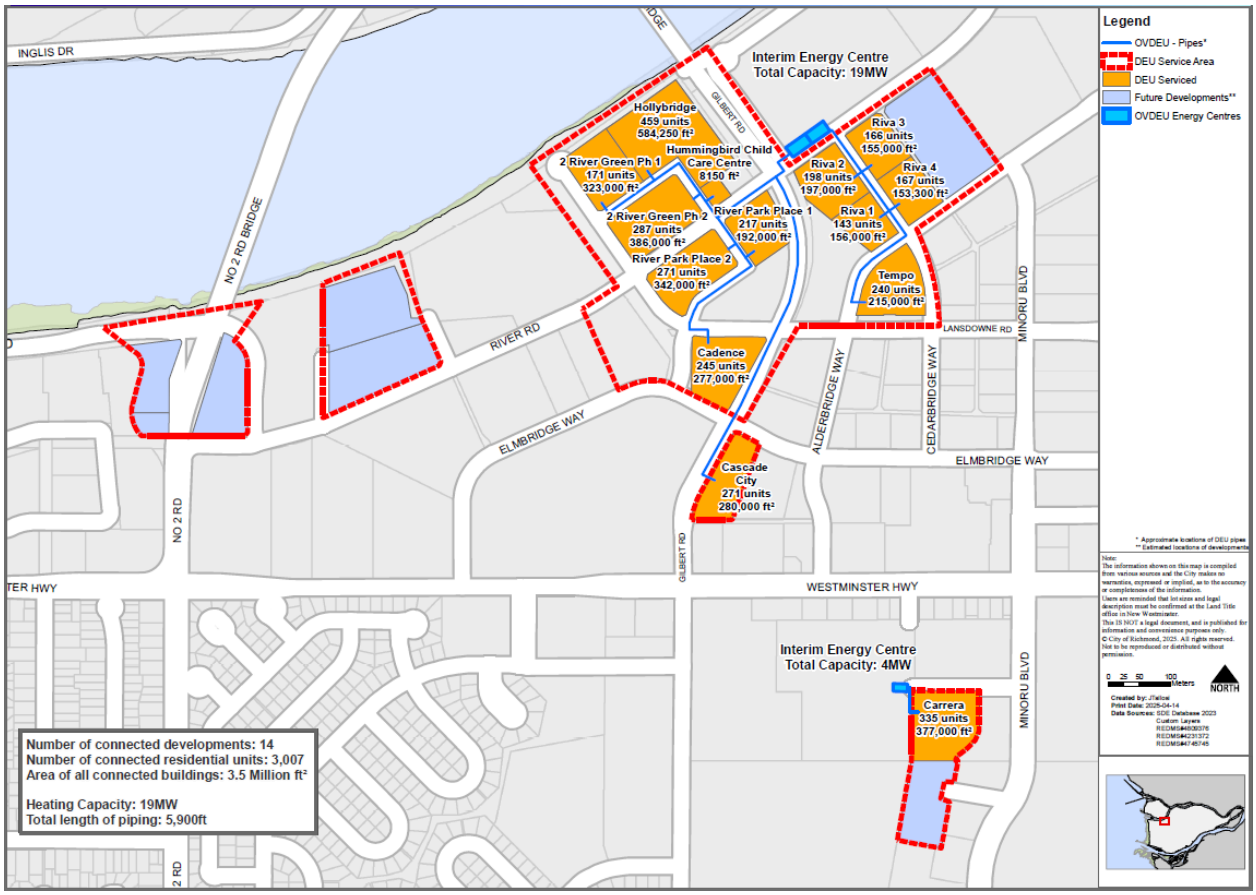
Attachment 3 – DEU Green House Gas (GHG) Emissions Reductions



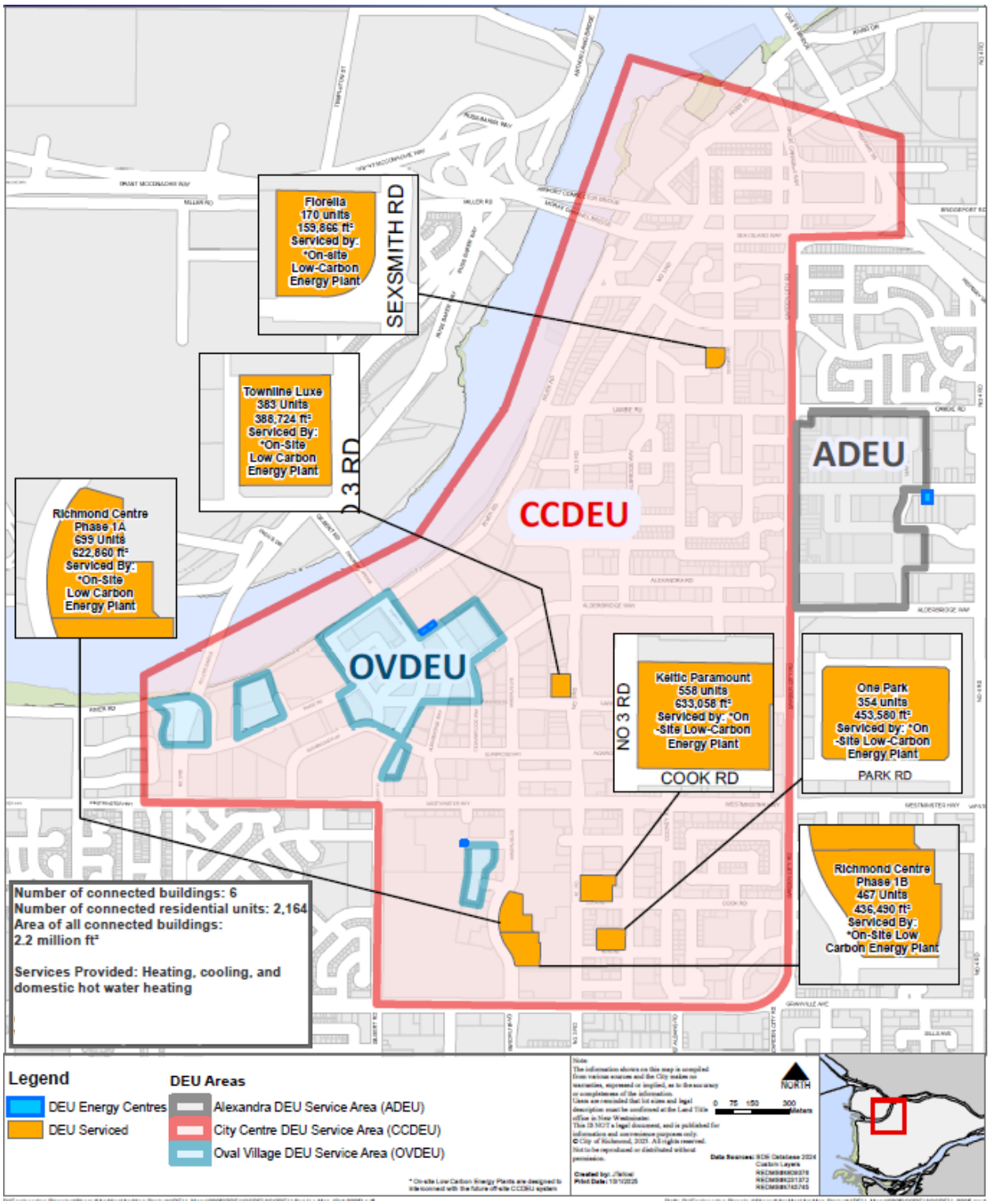
Attachment 4 – Alexandra Neighbourhood and ADEU Service Area



Attachment 5 – Oval Village Neighbourhood and OVDEU Service Area



Attachment 6 – City Centre and CCDEU Service Area



Attachment 7 – ADEU Proposed 2026 Rates for Services

Table 1: Proposed Rates for Services, excluding commercial area (Area A)

	ADEU	
	2025	**2026**
Capacity Charge One: Monthly charge per square foot of the building gross floor area	$0.1017	$0.1058
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	$25.727	$26.756
Excess Demand Fee - for each watt per square foot of each of the estimated peak heat energy demand and the estimated peak cooling demand that exceeds 6 W/ft2	$0.2067	$0.2150

Table 2: Proposed Rates for Services, commercial area (Area A)

	Area A	
	2025	**2026**
Volumetric Charge: Charge per megawatt hour of energy consumed	$99.861	$103.855

Attachment 8 – OVDEU Proposed 2026 Rates for Services

OVDEU

	2025	**2026**
Capacity Charge One: Monthly charge per square foot of the building gross floor area	$0.0711	$0.0739
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	$43.765	$45.516
Excess Demand Fee - for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 W/ft2	$0.2067	$0.2150

Attachment 9 – CCDEU Proposed 2026 Rates for Services

CCDEU

	2025	**2026**
Capacity Charge One: Monthly charge per square foot of the building gross floor area	$0.0829	$0.0862
Volumetric Charge: Charge per megawatt hour of energy consumed by the building	$50.942	$52.980
Excess Demand Fee - for each watt per square foot of each of the estimated peak heat energy demand and the estimated peak cooling demand that exceeds 6 W/ft2	$0.2067	$0.2150

City of Richmond

Bylaw 10705

Alexandra District Energy Utility Bylaw No. 8641 Amendment Bylaw No. 10705

The Council of the City of Richmond enacts as follows:

1. The Alexandra District Energy Utility Bylaw No. 8641, as amended, is further amended by deleting Schedule C (Rates and Charges) in its entirety and replacing it with a new Schedule C attached as Schedule A to this Bylaw.

2. This Bylaw is cited as **"Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10705"**

FIRST READING	
SECOND READING	
THIRD READING	
ADOPTED	

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

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw No. 10705

SCHEDULE C to BYLAW NO. 8641

Rates and Charges

PART 1 - RATES FOR SERVICES

The following charges, as amended from time to time, will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:

(a) Capacity charge – a monthly charge of $0.1058 per square foot of Gross Floor Area; and

(b) Volumetric charge – a charge of $26.756 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of $0.2150 for each watt per square foot of each of the estimated peak heat energy demand and estimated cooling demand referred to in section 21.1(e)(i), 21.1(e)(ii), and 21.1(e)(iii) that exceeds 6 watts per square foot.

PART 3 - RATES FOR SERVICES APPLICABLE TO AREA A

The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:

(a) Volumetric charge – a charge of $103.855 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum ("Basic Supply Amount"), and (ii) any energy use in excess of the Basic Supply Amount.

City of Richmond

Bylaw 10706

Oval Village District Energy Utility Bylaw No. 9134 Amendment Bylaw No. 10706

The Council of the City of Richmond enacts as follows:

1. The Oval Village District Energy Utility Bylaw No. 9134, as amended, is further amended by deleting Schedule D (Rates and Charges) of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Bylaw.

2. This Bylaw is cited as **"Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10706".**

FIRST READING	
SECOND READING	
THIRD READING	
ADOPTED	

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

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw No. 10706

SCHEDULE D

Rates and Charges

PART 1 - RATES FOR SERVICES

The following charges, as amended from time to time, will constitute the Rates for Services:

(a) capacity charge - a monthly charge of $0.0739 per square foot of gross floor area; and

(b) volumetric charge – a monthly charge of $45.516 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of $0.2150 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.

City of Richmond

Bylaw 10707

City Centre District Energy Utility Bylaw No. 9895 Amendment Bylaw No. 10707

The Council of the City of Richmond enacts as follows:

1. City Centre District Energy Utility Bylaw No. 9895, as amended, is further amended by deleting Schedule D (Rates and Charges) in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Bylaw.

2. This Bylaw is cited as **"City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10707".**

FIRST READING	
SECOND READING	
THIRD READING	
ADOPTED	

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

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw No. 10707

SCHEDULE D

Rates and Charges

PART 1 - RATES FOR SERVICES

The following charges, as amended from time to time, will constitute the Rates for Services:

(a) capacity charge - a monthly charge of $0.0862 per square foot of gross floor area; and

(b) volumetric charge – a monthly charge of $52.980 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

PART 2 - EXCESS DEMAND FEE

Excess demand fee of $0.2150 for each watt per square foot of each of the estimated peak heat energy demand and estimated cooling demand referred to in section 19.1(f) (i), 19.1(f) (ii) and 19.1(f) (iii) that exceeds 6 watts per square foot.

City of Richmond

Report to Committee

To:	Finance and Audit Committee	**Date:**	October 21, 2025
From:	Roeland Zwaag, P.Eng. General Manager, Engineering & Public Works Jerry Chong, CPA, CA General Manager, Finance & Corporate Services	**File:**	10-6060-01/2025-Vol 01
Re:	**2026 Utility Budgets and Rates**		

Staff Recommendation

That the 2026 utility budgets presented in the options listed below; as outlined in the report titled "2026 Utility Budgets and Rates", dated October 21, 2025, from the General Manager, Engineering & Public Works and General Manager, Finance & Corporate Services be approved as the foundation for establishing the 2026 utility rates and be included in the Consolidated 5 Year Financial Plan (2026-2030).

a) Option 2 for Water (page 8);
b) Option 2 for Sewer (page 15);
c) Option 2 for Flood Protection (page 23); and
d) Option 2 for Solid Waste and Recycling (page 29).

Roeland Zwaag, P.Eng.
General Manager,
Engineering & Public Works
(604-233-3350)

Jerry Chong, CPA, CA
General Manager,
Finance & Corporate Services
(604-276-4064)

Att. 1

REPORT CONCURRENCE	
REVIEWED BY SMT	INITIALS: ACI
APPROVED BY CAO	

8187579

Staff Report

Executive Summary

Utility fees provide dedicated funding for the delivery of Water, Sewer, Flood Protection and Solid Waste and Recycling services within Richmond. This includes Council-endorsed programs and initiatives, and funding for the operation, maintenance and upgrade of the associated infrastructure and assets. Richmond's utilities include:

- **Water:** The Water Utility provides distribution of water to Richmond's residents and businesses. Bulk drinking water supply is purchased from Metro Vancouver and distributed through the City's pressure reducing valve stations and watermain network. This utility also supports programs to encourage water conservation within the City.

- **Sewer:** The Sewer Utility provides sewer service for properties within the regional sewerage boundaries. Sewage is collected through the City's sanitary infrastructure and conveyed to Metro Vancouver's trunk sewer system and wastewater treatment plants for treatment and discharge. Richmond pays Metro Vancouver for treatment and conveyance services each year.

- **Flood Protection:** The Flood Protection Utility provides flood protection services for Richmond, which includes a diking network to protect from coastal flooding, and drainage infrastructure to convey and discharge rainwater out of the City. This utility supports infrastructure upgrades to protect against climate change induced sea level rise and atmospheric events.

- **Solid Waste and Recycling:** The Solid Waste and Recycling Utility includes garbage and recycling collection services and programs designed to advance broader waste reduction and recycling objectives. This utility supports initiatives designed to reduce waste, enhance recycling and maintain streetscapes.

The Water, Sewer, Flood Protection and Solid Waste and Recycling utilities have dedicated reserve bylaws to secure funding for infrastructure upgrades and any related items that support the respective utilities.

Key Cost Drivers for the 2026 Utility Budgets and Rates

Metro Vancouver Cost Increases

Metro Vancouver's 2026 cost increases, as presented in their proposed 2026-2030 Financial Plan, are the primary drivers for the City's 2026 utility rates for the majority of these services. The City's 2026 utility rates are based on Metro Vancouver's proposed five-year projections. Metro Vancouver Board is scheduled to review their rates on October 31, 2025, and staff will report back to Council if the approved rates differ substantially from Metro Vancouver's projected rates.

Metro Vancouver's proposed rate increases for 2026 are as follows:

- **Water:** Metro Vancouver's proposed 2026 water rate increase is 6.4%. Metro Vancouver water purchase cost represents 58% of the City's Water Utility user fee budget (Figure 1 below).

- **Sewer:** Metro Vancouver's proposed 2026 sewer levy increase is 9.5%. This levy includes an $11.9M average annual levy that started in 2025, totalling $179M over a 15 year period, for Richmond's allocated debt servicing for the North Shore Wastewater Treatment Plant project. Metro Vancouver's sewer levy cost represents 76% of the City's Sewer Utility user fee budget (Figure 2).

- **Solid Waste:** The Metro Vancouver solid waste tipping fees are increasing by $7, equating to a 5.0% increase, from $141 to $148 per tonne, plus an unchanged transaction fee of $5 per load. A tiered structure based on load size/weight will continue to be used for residential and commercial customers.

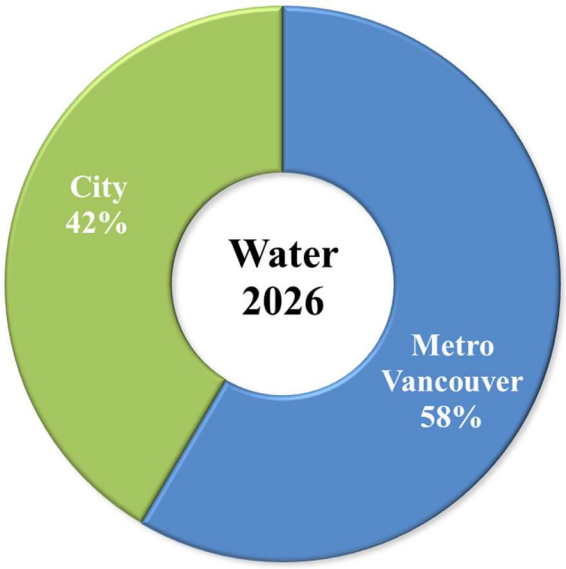


Figure 1: Proposed 2026 Water Utility Cost Breakdown

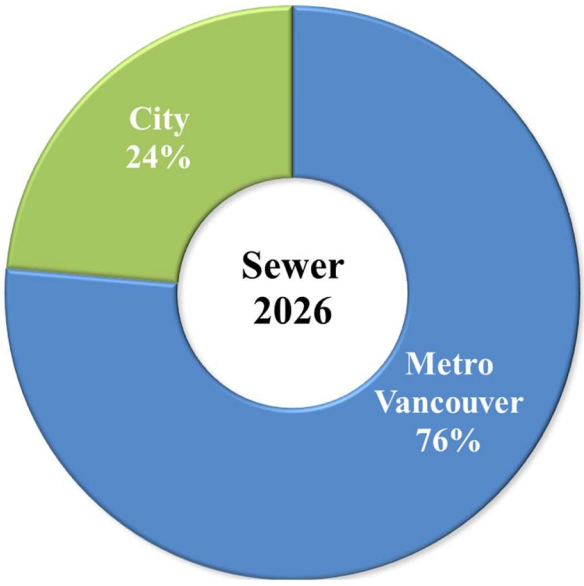


Figure 2: Proposed 2026 Sewer Utility Cost Breakdown

Accelerated Flood Protection Program (Flood Protection Utility)

Scientific modelling predicts up to 1 metre of sea level rise by 2100. At the April 12, 2021 Council Meeting, Council adopted a 50-year implementation period for an accelerated flood protection program with the objective of upgrading the City's dikes within 50 years. In order to deliver this program, $38.7M in annual capital funding within the Flood Protection Utility is required by 2032, as outlined in the "2025 Ageing Utility and Road Infrastructure Planning – Update" report.

Ageing Infrastructure Replacement

Another component of the City's utility budget relates to the replacement of ageing municipal infrastructure. Annual funding levels required to maintain and replace the City's utility infrastructure are assessed in the report titled "Ageing Utility and Road Infrastructure Planning – 2025 Update", presented to Public Works & Transportation Committee on July 23, 2025. This report identifies additional annual funding requirements that are currently at $4.7M for water, $7.4M for sanitary infrastructure, and $21.1M for flood protection shown in Table 1 below. While this funding gap does not impact short term service levels, bridging the funding gap will be required to replace infrastructure that is nearing the end of its service life.

Table 1: Ageing Utility and Road Infrastructure Planning 2025 Update: Annual Capital Funding Levels

Infrastructure Type	2025 Approved Annual Funding Level	Expected Long-Term Average Annual Funding Requirement	Estimated Additional Capital Funding Required
Water	$8.5M	$13.2M	$4.7M
Sewer	$7.3M	$14.7M	$7.4M
Flood Protection	$17.6M	$38.7M	$21.1M

The 2026 utility budget includes recommendations to reduce the funding gap for water, sewer, and flood protection utilities, which could require increases to future rates.

Solid Waste and Recycling Service Agreements and Market Conditions

Key cost drivers for the Solid Waste and Recycling Utility include additional costs and resources that are required to meet the City's contractual obligations. This includes inflationary contract costs stipulated in existing contracts, disposal cost increases, market fluctuations for commodities at the Recycling Depot, and overall growth in the number of units to be serviced.

Utility Budgets and Rates Options

Recognizing the challenges of cost increases outside of the City's control and those associated with maintaining City infrastructure, staff have presented various budget and rate options for 2026. This includes three different options for each of the City's utilities.

In accordance with Council's Budget & 5-Year Financial Plan Preparation Policy (Policy 3016), Option 1 presents a same level of service budget with non-discretionary increases specified in contractual agreements and rate regulated increases (e.g. regional or other government agency increases). Option 1 for Flood Protection includes the continuation of the Council-approved Accelerated Flood Protection Program. Option 2 and Option 3 present actions the City can take to increase and improve levels of service within each budget area. The three options for each of the City utilities are presented in this report.

Staff recommend Option 2 for Water (page 8), Option 2 for Sewer (page 15), Option 2 for Flood Protection (page 23), and Option 2 for Solid Waste and Recycling (page 29). The proposed 2026 rates are summarized in Table 19 (page 36) and Table 20 (page 37).

Comparison of Utility Rates with Neighbouring Municipalities

The City's utility budgets are carefully managed to provide high levels of service to Richmond's residents, despite external increases that are outside of the City's control. Figure 3 compares Richmond's current utility rates with neighbouring municipalities. The 2025 rates are presented as the 2026 rates have not been established yet for neighbouring municipalities.

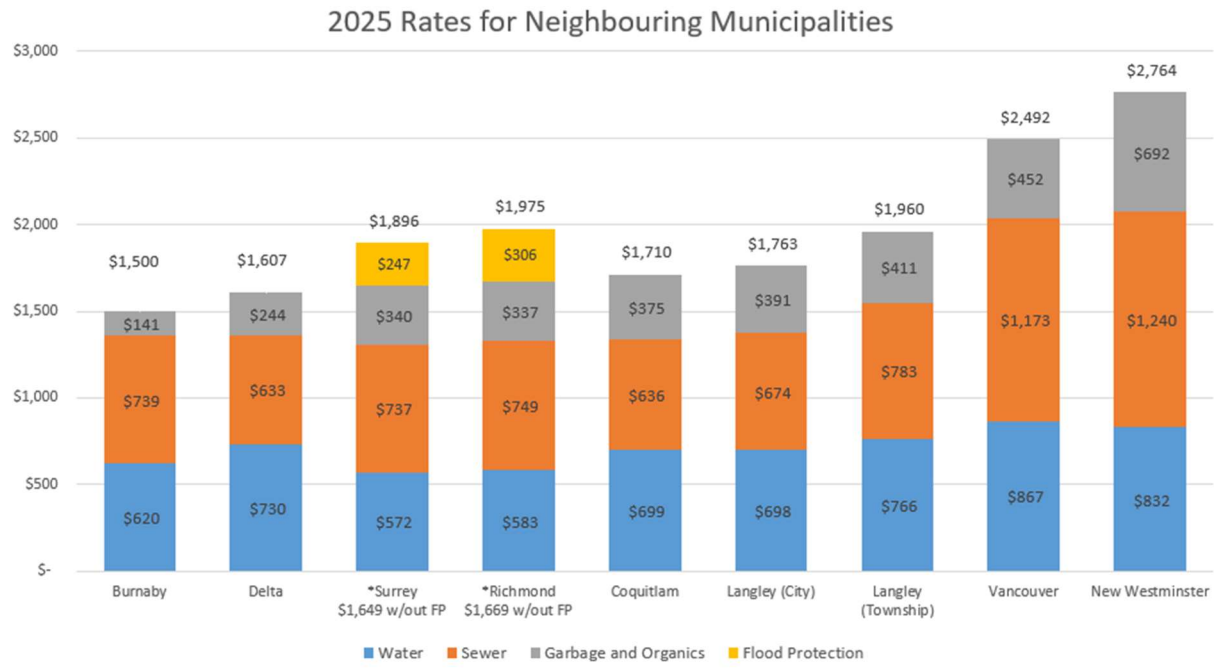


Figure 3: Comparison of Average Single Family Dwelling Utility Rates for Richmond with Neighbouring Municipalities (2025 Rates)

Unlike neighbouring municipalities, Richmond's flat topography, high water table and proximity to the water places unique challenges on the City's utility infrastructure, resulting in larger and deeper pipes, the need for 193 drainage and sanitary pump stations and the need for an extensive flood protection system that includes 49 kilometres of perimeter dikes. In addition, the City has made substantial investments to upgrade flood protection infrastructure in advance of anticipated climate change impacts through the ongoing accelerated flood protection program. Despite these challenges and the additional infrastructure needs, the City of Richmond continues to maintain competitive fees for utility services while providing a high level of service.

Detailed budget and rate information for each utility, with options for Council's consideration, are presented in this report.

Origin

This report presents the recommended 2026 utility budgets and rates for Water, Sewer, Flood Protection, and Solid Waste and Recycling.

Should the utility budgets and rates presented in this report be endorsed by the Finance and Audit Committee, a subsequent report will be presented to Council to introduce amendment bylaws that reflect the approved utility rates. Staff anticipate that the Metro Vancouver Board will review the Metro Vancouver rates on October 31, 2025, and staff will report back to Council for further consideration if the approved rates differ substantially from Metro Vancouver's projected rates.

This report supports the following strategies within Council's Strategic Plan 2022-2026:

Strategy #3 A Safe and Prepared Community:

> *Community safety and preparedness through effective planning, strategic partnerships and proactive programs.*
>
> *3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.*
>
> *3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.*
>
> *3.3 Ensure the community is collectively prepared for emergencies and potential disasters.*
>
> *3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.*

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

Strategy #5 A Leader in Environmental Sustainability:

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

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

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

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

Analysis

Water Utility

The three budget options for the Water Utility are shown in Table 2 below. Italicized values represent the difference between the 2025 rates and the 2026 rate options. The 2026 base budget for each option is equal to the sum of the 2025 base budget plus the changes in italics. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections of this report.

Table 2: 2026 Water Utility Budget

Key Budget Areas	2025 Base Level Budget	Option 1 Non-Discretionary Increases	Option 2 (Recommended) Option 1 + $0.5M Increase to Annual Capital Funding	Option 3 Option 2 + $0.5M Additional Increase to Annual Capital Funding
Expenditures				
Salary	$7,819,700	*$378,600*	*$378,600*	*$378,600*
Operating Expenditures	$3,945,500	*$70,200*	*$70,200*	*$70,200*
Water Meter Reading and Maintenance	$182,400	*$0*	*$0*	*$0*
Toilet Rebate Program	$100,000	*$0*	*$0*	*$0*
GVWD Water Purchases (Metro Vancouver)[2]	$33,888,700	*$2,375,200*	*$2,375,200*	*$2,375,200*
Capital Infrastructure Replacement Program	$8,500,000	*$0*	*$500,000*	*$1,000,000*
Residential Water Metering Program	$3,085,900	*$0*	*$0*	*$0*
Construction Period Allocation	$500,000	*$250,000*	*$250,000*	*$250,000*
Firm Price/Receivable	$3,189,500	*$109,400*	*$109,400*	*$109,400*
Overhead Allocation	$1,191,300	*$13,800*	*$13,800*	*$13,800*
Total Base Level Expenditure Budget	**$62,403,000**	**$65,600,200**	**$66,100,200**	**$66,600,200**
Revenues/Transfers				
Provision (Rate Stabilization)	$0	*$0*	*$0*	*$0*
Investment Income	-$264,000	*$0*	*$0*	*$0*
Firm Price/Receivable	-$3,189,500	*-$109,400*	*-$109,400*	*-$109,400*
Meter Rental	-$2,047,700	*-$33,600*	*-$33,600*	*-$33,600*
YVR Maintenance	-$30,000	*$0*	*$0*	*$0*
Provision (Toilet Rebate/Flushing)	-$298,600	*$198,600*	*$198,600*	*$198,600*
Meter Re-Reads and Other Services	-$233,300	*$0*	*$0*	*$0*
Reserve (Residential Water Metering Program)	-$450,000	*$0*	*$0*	*$0*
Construction Period Revenues	-$500,000	*-$250,000*	*-$250,000*	*-$250,000*
Total Base Level Revenue Budget	**-$7,013,100**	**-$7,207,500**	**-$7,207,500**	**-$7,207,500**
Net Budget	**$55,389,900**	**$58,392,700**	**$58,892,700**	**$59,392,700**
Net Difference Over 2025 Base Level Budget		***$3,002,800***	***$3,502,800***	***$4,002,800***

The expenditures and revenues for the Water Utility budget reductions and increases given in Table 2 are outlined below.

Expenditures

The key driver for the Water Utility is Metro Vancouver Water Purchases. Secondary drivers include capital infrastructure replacement, salary and operating expenditures.

Metro Vancouver Water Purchases

Bulk water is purchased from Metro Vancouver on a volumetric basis. Metro Vancouver's water rate is proposed to increase by 6.4%. The City's 2026 Water Purchase budget is increasing by $2.4M to $36.3M based on Metro Vancouver's rate increase and adjusted for average usage in peak and off-peak months, which forms the basis of water purchase projections based on average City-wide water consumption. This is an overall increase of 7.0% from the City's 2025 Water Purchase budget.

Metro Vancouver Water Purchases accounts for the majority of the 2026 non-discretionary expenditure increase. The City's 2026 water rates are based on Metro Vancouver's proposed 2026-2030 Financial Plan (Table 3).

Table 3: Metro Vancouver Water Rate Projection - Proposed 2026-2030 Financial Plan

	2026	2027	2028	2029	2030
Blended Rate ($/m^3)	$1.0643	$1.0962	$1.1220	$1.1473	$1.1777
% Change	6.4%	3.0%	2.4%	2.3%	2.7%

Since 2006, the Metro Vancouver water rate has increased by 266%, or an average annual increase of 6.7%. These increases are notably higher than the City's water utility rates, which increased by 68%, or an average annual increase of 2.6%, over the same period.

Due to these increases, Metro Vancouver costs have increased from accounting for 44% of Richmond's water utility rate in 2006 to 58% in 2026 (Figure 4 on the next page). The increases in Metro Vancouver costs are a primary budget driver for the Water Utility.

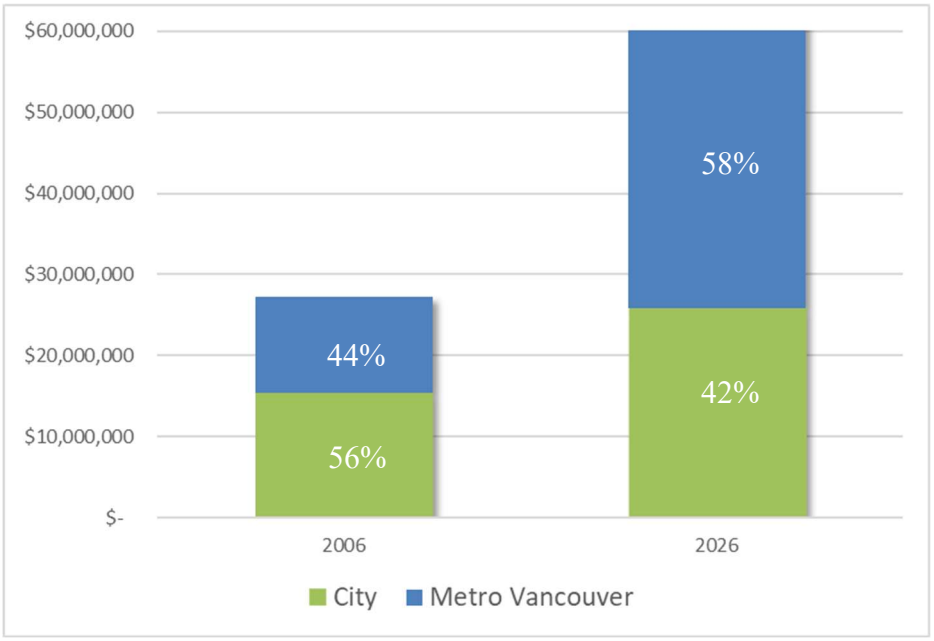


Figure 4: 2006 vs 2026 Water Utility User Fee Breakdown

Water Capital Infrastructure Replacement Program Contribution

The Water Capital Infrastructure Replacement Program facilitates proactive management of the City's water assets, which allows the City to maintain a high level of service by minimizing watermain breaks and service disruptions. Through proactive management of ageing infrastructure and implementation of the City's water pressure management program, the City has successfully reduced water losses due to pipe leakage in the water distribution system. This has resulted in additional cost savings from avoided Metro Vancouver water purchase costs as well as associated emergency response expenditures. Council's proactive approach to infrastructure replacement is also a sound preventative maintenance strategy.

The annual capital contribution for water infrastructure replacement is currently $8.5M, excluding the amount currently dedicated to the water metering program. The "Ageing Utility and Road Infrastructure Planning – 2025 Update" report identified a long-term annual funding requirement of $13.2M. Option 2 and Option 3 include increases to annual capital funding for the water utility in the amount of $500,000 and $1,000,000, respectively, to bridge the gap between current and targeted funding levels. Bridging the funding gap between current and targeted funding levels supports proactive infrastructure replacement, thereby offsetting financial obligations for future years.

Water Metering (Avoided Water Purchase Costs)

Water metering plays an essential role in the City's water demand management program, which improves equity to ratepayers by providing volume-based user fees and reduces bulk water purchase costs by promoting water conservation and reducing private-side leakage.

Since inception of the program in 2003, the City's total water use has decreased by 14% despite an increase in population of 34%. The reduction in per capita water usage is estimated to result in annual savings of $17M in avoided water purchase cost.

The City has made significant advances in water metering since the program was first introduced. Approximately 84% of the City's water use is currently metered. All single-family and Industrial, Commercial and Institutional (ICI) properties are metered and 63% of multi-family units are metered.

Water Salary and Operating Expenditures

The main cost drivers for the operating expenditure increase include the following:

- Salary increases of 3.5% plus step progressions; and
- Material, postage, and vehicle replacement cost increases.

The City's operating expenditures are carefully managed, and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's non-discretionary operating expenditures since 2022 has been 1.6%, which is below the CPI over the same period.

Revenues/Transfers

Water Levy Provision for Rate Stabilization

The Water Levy Provision was established by Council as a funding source for water rate stabilization. The Provision has a balance of $15.8M as of September 30, 2025, and is intended to offset significant future increases in regional water purchase costs.

None of the options for 2026 include a planned drawdown from the Water Levy Provision, and staff recommend that the Provision continue to be preserved in anticipation of future large Metro Vancouver rate increases.

Reserve (Residential Water Metering Program)

At the November 8, 2021 Council Meeting, through the 2022 Utility Budgets and Rates report, Council endorsed increasing the annual funding level for the water metering program to $3M to implement a Universal Multi-Family Water Metering Program. The increased funding was to be achieved through a phased annual 1% increase to the water rate over four years, along with utilization of the Watermain Replacement Reserve to make up the difference over that period.

Through the first few years of program implementation, staff and in-house construction crews have identified and realized significant efficiencies and cost savings. This has resulted in program costs to date being lower than previous estimates, which were based on historical external contractor pricing. As a result, the additional 1% annual rate increase ($450,000) has been excluded in 2026, and staff will continue to monitor, review costs and update Council if any changes are required in future years.

Construction Period Revenues

The City receives construction period revenues from development for water use during construction. The revenue can vary significantly from year to year depending on construction activity. Due to the instability of this revenue source, it is not utilized as a funding source for operational activity. Any actual revenue received is transferred to the Water Levy Stabilization provision for future rate stabilization funding. An estimate is included in the budget based on the last three full years of activity with an offsetting transfer to provision for reference.

Impact on 2026 Water Rates

The impact of the three budget options on water rates is shown in Table 4 below and Table 6 on the next page. Table 4 shows the options for metered customers and Table 6 shows the options for flat rate customers. The rates presented include fixed costs for metering, such as meter reading, billing and maintenance. The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Option 1 represents non-discretionary increases that are required to maintain existing levels of services. Option 2 is the recommended option and includes everything in Option 1 and a $500,000 increase to the Water Capital Infrastructure Replacement Program. Option 3 includes Option 2 and an additional $500,000 increase to the Water Capital Infrastructure Replacement Program.

Table 4: 2026 Metered Rate Water Options (Net of Discount)

Customer Class	2025 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (based on 325 m^3 average consumption)	$583.12	$625.60 *$42.48*	$630.80 *$47.68*	$636.03 *$52.91*
Townhouse (based on 218 m^3 average consumption)	$398.16	$426.66 *$28.50*	$430.14 *$31.98*	$433.65 *$35.49*
Apartment (based on 157 m^3 average consumption)	$269.82	$290.34 *$20.52*	$292.86 *$23.04*	$295.38 *$25.56*
Metered Rate ($/$m^3$)	$1.6613	$1.7920 *$0.1307*	$1.8080 *$0.1467*	$1.8241 *$0.1628*
Metro Vancouver % Change		*6.2%*	*6.0%*	*5.8%*
City % Change		*1.7%*	*2.8%*	*4.0%*
Total % Change		*7.9%*	*8.8%*	*9.8%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Table 5 below shows the Metro Vancouver and City portion of the rate impacts for each of the metered rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 5: Cost Increase Broken Down by Metro Vancouver vs City Rate Impacts for 2026 Metered Rate Water Options (Net of Discount)

Customer Class	Option 1 Total		Option 2 (Recommended) Total		Option 3 Total	
	MV	*City*	*MV*	*City*	*MV*	*City*
Single-Family Dwelling (based on 325 m^3 average consumption)	$42.48		$47.68		$52.91	
	$33.60	*$8.88*	*$32.33*	*$15.35*	*$31.40*	*$21.51*
Townhouse (based on 218 m^3 average consumption)	$28.50		$31.98		$35.49	
	$22.54	*$5.96*	*$21.69*	*$10.29*	*$21.06*	*$14.43*
Apartment (based on 157 m^3 average consumption)	$20.52		$23.04		$25.56	
	$16.23	*$4.29*	*$15.62*	*$7.42*	*$15.17*	*$10.39*
Metered Rate ($/$m^3$)	$0.13070		$.01467		$0.1628	
	$0.1034	*$0.0273*	*$0.0995*	*$0.0472*	*$0.0966*	*$0.0662*

Table 6: 2026 Flat Rate Water Options (Net of Discount)

Customer Class	2025 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling	$882.20	$951.62	$960.14	$968.67
		$69.42	*$77.94*	*$86.47*
Townhouse	$722.14	$778.97	$785.95	$792.93
		$56.83	*$63.81*	*$70.79*
Apartment	$465.35	$501.97	$506.47	$510.97
		$36.62	*$41.12*	*$45.62*
Metro Vancouver % Change		***6.2%***	***6.0%***	***5.8%***
City % Change		*1.7%*	*2.8%*	*4.0%*
Total % Change		*7.9%*	*8.8%*	*9.8%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Table 7 on the following page shows the Metro Vancouver and City portion of the rate impacts for each of the flat rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 7: Cost Increase Broken Down by Metro Vancouver vs. City Rate Impacts for 2026 Flat Rate Water Options (Net of Discount)

Customer Class	Option 1 Total		Option 2 (Recommended) Total		Option 3 Total	
	MV	*City*	*MV*	*City*	*MV*	*City*
Single-Family Dwelling	$69.42		*$77.94*		*$86.47*	
	$54.91	*$14.51*	*$52.85*	*$25.09*	*$51.31*	*$35.16*
Townhouse	$56.83		*$63.81*		*$70.79*	
	$44.95	*$11.88*	*$43.27*	*$20.54*	*$42.01*	*$28.78*
Apartment	$36.62		*$41.12*		*$45.62*	
	$28.97	*$7.65*	*$27.88*	*$13.24*	*$27.07*	*$18.55*

The City's Waterworks and Water Rates Bylaw No. 5637 provides a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The rates outlined in Table 4 and Table 6 are net discounted rates.

Water Utility Options Summary

The following is a summary of the Water Utility budgets and rates for Option 1:

Option 1

- Represents the minimum increase necessary to maintain the current level of service.

The following is a summary of the Water Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1; and
- Increases the annual capital funding by $500,000.

The following is a summary of the Water Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 2; and
- Increases the annual capital funding by an additional $500,000.

Water Utility Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Water Utility. This option includes an increase to annual capital funding to facilitate the proactive replacement of ageing infrastructure.

Sewer Utility

The three budget options for the Sewer Utility are shown in Table 8 below. Italicized values represent the difference between the 2025 rates and the 2026 rate options. The 2026 base budget for each option is equal to the sum of the 2025 base budget plus the changes in italics. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections of this report.

Table 8: 2026 Sewer Utility Budget

Key Budget Areas	2025 Base Level Budget	Option 1 Non-Discretionary Increases	Option 2 (Recommended) Option 1 + $1.0M Increase to Annual Capital Funding	Option 3 Option 2 + $0.5M Additional Increase to Annual Capital Funding + 0.5 FTE Electronics Technician ($89,600)[1]
Expenditures				
Salary	$4,422,800	*$192,300*	*$192,300*	*$270,100*
Operating Expenditures	$3,282,400	*$167,800*	*$167,800*	*$222,100*
Metro Vancouver Sewer Levy (Debt Component)	$7,445,400	*$4,681,600*	*$4,681,600*	*$4,681,600*
Metro Vancouver Sewer Levy (O&M Component)	$29,900,000	*($27,100)*	*($27,100)*	*($27,100)*
Metro Vancouver North Shore Wastewater Treatment Plant Levy	$11,900,000	*$0*	*$0*	*$0*
Capital Infrastructure Replacement Program	$7,306,400	*$0*	*$1,000,000*	*$1,500,000*
Construction Period Allocation	$500,000	*$200,000*	*$200,000*	*$200,000*
Firm Price/Receivable	$785,500	*$24,500*	*$24,500*	*$24,500*
Overhead Allocation	$783,600	*$500*	*$500*	*$500*
Total Base Level Expenditure Budget	**$66,326,100**	**$71,565,700**	**$72,565,700**	**$73,197,800**
Revenue/Transfers				
Provision	$0	*$0*	*$0*	*-$42,500*
Construction Period Revenue	-$500,000	*-$200,000*	*-$200,000*	*-$200,000*
Investment Income	-$102,000	*$0*	*$0*	*$0*
Firm Price/Receivable	-$785,500	*-$24,500*	*-$24,500*	*-$24,500*
Total Base Level Revenue Budget	**-$1,387,500**	**-$1,612,000**	**-$1,612,000**	**-$1,654,500**
Net Budget	**$64,938,600**	**$69,953,700**	**$70,953,700**	**$71,543,300**
Net Difference Over 2025 Base Level Budget		***$5,015,100***	***$6,015,100***	***$6,604,700***

1 *Electronics Technician is funded through Sewer and Flood Protection budgets and must be approved together.*

The expenditures and revenues for the Sewer Utility budget reductions and increases given in Table 8 are outlined on the next page.

Expenditures

The key driver for the Sewer Utility is the Metro Vancouver Sewer Levy cost. Secondary drivers include Salary and Operating expenditures and the Capital Infrastructure Replacement Program.

Metro Vancouver Sewer Levy

Richmond pays Metro Vancouver a Sewer Levy for bulk transmission and treatment of liquid waste on a flat rate basis. This levy is broken down into Operations & Maintenance and Debt components for the City's contribution of liquid waste to the following three Metro Vancouver sewerage areas:

- Lulu Island West Sewerage Area (LIWSA);
- Vancouver Sewerage Area (VSA) – for sewage from Mitchell Island; and
- Fraser Sewerage Area (FSA) – for sewage from Fraserwood Industrial and Hamilton.

In 2026, the Operations & Maintenance component is $41.8M and the Debt component is increasing by $4.7M to $12.1M.

North Shore Wastewater Treatment Plant (NSWWTP) Project

Metro Vancouver's NSWWTP Project is currently expected to be completed in 2030 at a total cost of $3.9B. At the May 31, 2024 Metro Vancouver Board Budget Workshop, the Board provided direction for the funding model to cover the additional $2.8B project cost.

As part of the Metro Vancouver Sewer Levy, an annual $11.9M is now included as Richmond's allocated debt servicing for the NSWWTP upgrade. The annual $11.9M debt servicing is Richmond's apportionment for a regional 15-year amortized payment plan, which started in 2025, to complete Metro Vancouver's NSWWTP project.

Total Metro Vancouver Sewer Costs

The overall annual levy is funded through utility rates and is increasing by $4.7M (9.5%) to $53.9M in 2026. Metro Vancouver's 2026 increase accounts for 93% of the non-discretionary expenditure increases proposed for the 2026 sewer rates. Richmond's 2026 sewer rates are based on Metro Vancouver's sewer levy from the proposed 2026-2030 Financial Plan (Table 9 on the next page).

Table 9: Metro Vancouver 5-Year Projected Total Sewer Levy Cost (from the Proposed 2026-2030 Financial Plan)

	2026	2027	2028	2029	2030
O&M and Debt	$42.0M	$48.4M	$51.0M	$52.8M	$55.5M
Average Annual NSWWTP Debt Servicing	$11.9M	$11.9M	$11.9M	$11.9M	$11.9M
Total Levy	$53.9M	$60.3M	$62.9M	$64.7M	$67.4M
% Change	9.5%	10.7%	4.4%	2.7%	4.2%

Metro Vancouver rate increases are significant and are anticipated to continue rising in future years due to the Gilbert Trunk Sewer project and Iona Wastewater Treatment Plant Upgrade project for which some costs are shared by all sewerage areas. Since the projected costs for Metro Vancouver's major infrastructure projects throughout the region have increased by billions of dollars in recent years, the impact to City utility rates will be significant even with the majority of costs being allocated to other sewerage areas.

Metro Vancouver's Sewer Levy has increased by 297% since 2006, which is an average annual increase of 7.1%. This is notably higher than the City's sewer utility rate increases, which have increased by 115%, an average annual increase of 3.9%, over the same period.

Due to these increases, Metro Vancouver's Sewer Levy costs have increased from accounting for 63% of Richmond's sewer utility budget in 2006 to 76% in 2026 (Figure 5). The increases in Metro Vancouver costs are a primary budget driver for the Sewer Utility.

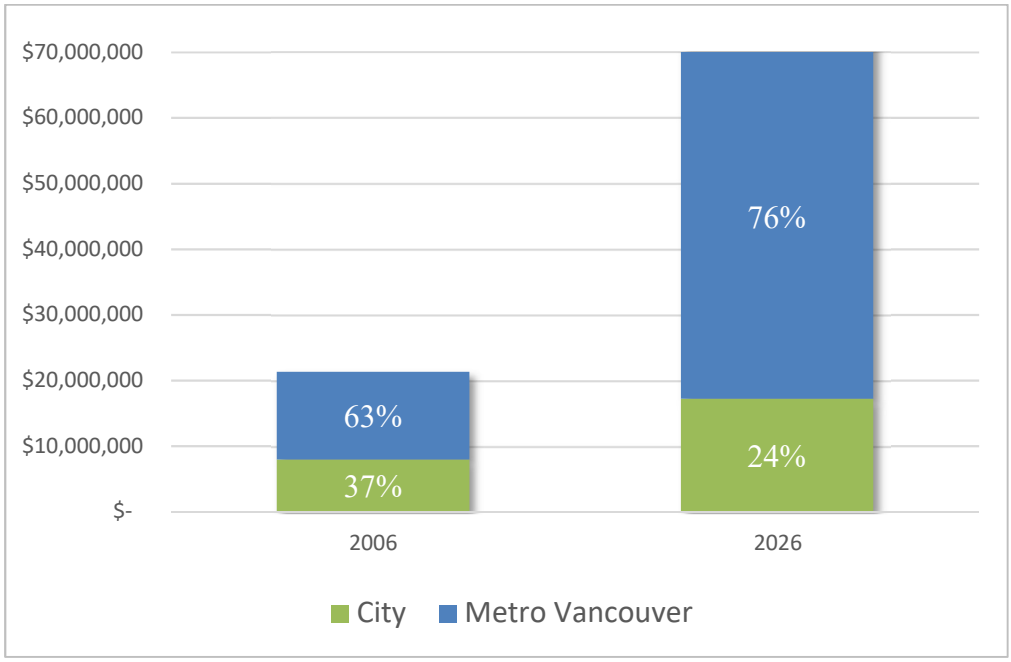


Figure 5: 2006 vs 2026 Sewer Utility User Fee Breakdown

Sewer Salary and Operating Expenditures

The main cost drivers for the operating expenditure increase include the following:

- Salary increases of 3.5% plus step progressions; and
- Equipment, material, and vehicle replacement cost increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's non-discretionary operating expenditures since 2022 has been 1.6%, which is below the CPI over the same period.

Sewer Capital Infrastructure Replacement Program

The Sewer Capital Infrastructure Replacement Program facilitates proactive management of the City's sewer assets, which allows the City to maintain a high level of service by minimizing sewer breaks and service disruptions.

The City received approval from the Minister of Housing for an exemption from the Bill 44 housing requirement until December 30, 2030 for the Steveston area. The temporary exemption is required to complete critical sanitary sewer infrastructure works in order to allow increased housing density in the form of small-scale multi-unit housing. In order to facilitate completion of these infrastructure works by the extended deadline while maintaining current service levels, staff recommend that funding to the Capital Infrastructure Replacement Program be increased by $1M for 2026.

This recommended increase is consistent with the objective of bridging the gap between current and targeted funding levels for the Sewer Utility. The annual capital contribution for sewer infrastructure replacement is currently $7.3M. The "Ageing Utility and Road Infrastructure Planning – 2025 Update" report identified a long-term annual funding requirement of $14.7M. Option 2 and Option 3 include a $1M and $1.5M increase to the Sewer Capital Infrastructure Replacement Program, respectively. Bridging the funding gap increases the level of proactive infrastructure replacement, thereby offsetting financial obligations for future years. This will continue to be an important consideration in future utility budgets.

Electronics Technician

Option 3 includes additional funding towards an Electronics Technician, this position is proposed to be funded through Sewer and Flood Protection utilities and would require Option 3 to be approved for both utilities. The ongoing and growing integration of sensors, automation and communication infrastructure has increased the need for an additional Electronics Technician to support the expanded network of equipment. This position would be beneficial for performing preventative maintenance and operations in order to reduce unplanned repair work and improving the ability to collect data for modelling and planning purposes through the City's Supervisory Control and Data Acquisition (SCADA) system. This position requires a vehicle with a one-time cost of $42,500, which is proposed to be funded from the Sewer Levy Provision, and operating costs of $11,800.

Revenues/Transfers

Sewer Levy Provision for Rate Stabilization

The Sewer Levy Provision was established by Council as a funding source for sewer rate stabilization. The Provision has a balance of $10M as of September 30, 2025, and is intended to offset increases in regional sewer collection and treatment costs.

None of the options for 2026 include a planned drawdown from the Sewer Levy Provision, and staff recommend that the Provision continue to be preserved in anticipation of future large Metro Vancouver rate increases.

Construction Period Revenues

The City receives construction period revenues from development for sewer use during construction. The revenue can vary significantly from year to year depending on construction activity. Due to the instability of this revenue source, it is not utilized as a funding source for operational activity. Any actual revenue received is transferred to the Sewer Levy Stabilization provision for future rate stabilization funding. An estimate is included in the budget based on the last three full years of activity with an offsetting transfer to provision for reference.

Impact on 2026 Sewer Rates

The impact of the three budget options on sewer rates is shown in Table 10 on the next page and Table 12 on page 21. Table 10 shows the options for metered customers and Table 12 shows the options for flat rate customers. The italicized numbers represent the difference between 2025 and the rate options for 2026.

Option 1 represents non-discretionary increases that are required to meet demands placed on the City by factors outside of the City's direct control. Option 2 is the recommended option and includes everything in Option 1, and a $1M increase to the Sewer Capital Infrastructure Replacement Program. Option 3 includes everything in Option 2, an additional $500,000 increase to the Sewer Capital Infrastructure Replacement Program, and $89,600 towards an Electronics Technician to support the growing network of electronic sensors for environmental and infrastructure monitoring across the City through the City's SCADA system.

Table 10: 2026 Metered Rate Sewer Options (Net of Discount)

Customer Class	2025 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (based on 325 m^3 average consumption)	$749.03	$823.29 *$74.26*	$835.22 *$86.19*	$842.24 *$93.21*
Townhouse (based on 218 m^3 average consumption)	$502.42	$552.24 *$49.82*	$560.24 *$57.82*	$564.95 *$62.53*
Apartment (based on 157 m^3 average consumption)	$361.84	$397.71 *$35.87*	$403.47 *$41.63*	$406.87 *$45.03*
Metered Rate ($/$m^3$)	$2.3047	$2.5332 *$0.2285*	$2.5699 *$0.2652*	$2.5915 *$0.2868*
Metro Vancouver % Change		***9.2%***	***8.9%***	***8.8%***
City % Change		*0.7%*	*2.6%*	*3.7%*
Total % Change		*9.9%*	*11.5%*	*12.5%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Table 11 below shows the Metro Vancouver and City portion of the rate impacts for each of the metered rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 11: Cost Increase Broken Down by Metro Vancouver vs City Rate Impacts for 2026 Metered Rate Sewer Options (Net of Discount)

Customer Class	Option 1 Total		Option 2 (Recommended) Total		Option 3 Total	
	MV	*City*	*MV*	*City*	*MV*	*City*
Single-Family Dwelling (based on 325 m^3 average consumption)	$74.26 *$68.92*	*$5.34*	$86.19 *$66.69*	*$19.50*	$93.21 *$65.69*	*$27.52*
Townhouse (based on 218 m^3 average consumption)	$49.82 *$46.24*	*$3.58*	$57.82 *$44.74*	*$13.08*	$62.53 *$44.06*	*$18.47*
Apartment (based on 157 m^3 average consumption)	$35.87 *$33.30*	*$2.57*	$41.63 *$32.21*	*$9.42*	$45.03 *$31.73*	*$13.30*
Metered Rate ($/$m^3$)	$0.2285 *$0.2121*	*$0.0164*	$0.2652 *$0.2052*	*$0.0600*	$0.2868 *$0.2021*	*$0.0847*

Table 12: 2026 Flat Rate Sewer Options (Net of Discount)

Customer Class	2025 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling	$944.93	$1,038.62 *$93.69*	$1,053.65 *$108.72*	$1,062.50 *$117.57*
Townhouse	$864.58	$950.31 *$85.73*	$964.05 *$99.47*	$972.15 *$107.57*
Apartment	$720.07	$791.47 *$71.40*	$802.91 *$82.84*	$809.66 *$89.59*
Metro Vancouver % Change		***9.2%***	***8.9%***	***8.8%***
City % Change		*0.7%*	*2.6%*	*3.7%*
Total % Change		*9.9%*	*11.5%*	*12.5%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Table 13 below shows the Metro Vancouver and City portion of the rate impacts for each of the flat rate options. The Metro Vancouver rate impacts are italicized on the left and the City rate impacts are italicized on the right.

Table 13: Cost Increase Broken Down by Metro Vancouver vs City Rate Impacts for 2026 Flat Rate Sewer Options (Net of Discount)

Customer Class	Option 1		Option 2 (Recommended)		Option 3	
	Total		Total		Total	
	MV	*City*	*MV*	*City*	*MV*	*City*
Single-Family Dwelling	$93.69		$108.72		$117.57	
	$86.95	*$6.74*	*$84.13*	*$24.59*	*$82.85*	*$34.72*
Townhouse	$85.73		$99.47		$107.57	
	$79.57	*$6.16*	*$76.97*	*$22.50*	*$75.81*	*$31.76*
Apartment	$71.40		$82.84		$89.59	
	$66.27	*$5.13*	*$64.10*	*$18.74*	*$63.14*	*$26.45*

The City's Sanitary Sewer Bylaw No. 10427 provides a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The rates outlined in Table 10 and Table 12 are net discounted rates.

Sewer Utility Options Summary

The following is a summary of the Sewer Utility budgets and rates for Option 1:

Option 1

- Represents the minimum increase necessary to maintain the current level of service.

The following is a summary of the Sewer Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1; and
- Increases annual capital funding by $1M.

The following is a summary of the Sewer Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 2;
- Increases annual capital funding by an additional $500,000; and
- Includes $89,600 increase towards an Electronics Technician.
    - This position is funded through Sewer and Flood Protection utilities and requires Option 3 to be approved for both utilities.

Sewer Utility Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Sewer Utility. This option includes an increase to annual capital funding to facilitate the proactive replacement of ageing infrastructure, and support the City's critical infrastructure upgrade projects.

Flood Protection Utility

The three budget options for the Flood Protection Utility are shown in Table 14 below. Italicized values represent the difference between the 2025 rates and the 2026 rate options. The 2026 base budget for each option is equal to the sum of the 2025 base budget plus the changes in italics. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections of this report.

Table 14: 2026 Flood Protection Utility Budget

Key Budget Areas	2025 Base Level Budget	Option 1 Non-Discretionary Increases + Increase to Annual Capital Funding per the Accelerated Flood Protection Program	Option 2 (Recommended) Option 1 + Level Sensors ($49,300)	Option 3 Option 2 + 0.5 FTE Electronics Technician ($89,600)[1]
Expenditures				
Salary	$5,389,200	*$178,800*	*$203,100*	*$280,900*
Operating Expenditures	$3,267,700	*$195,400*	*$220,400*	*$274,700*
Capital Infrastructure Replacement Program	$17,557,100	*$1,508,800*	*$1,508,800*	*$1,508,800*
Firm Price/Receivable	$673,700	*$17,600*	*$17,600*	*$17,600*
Total Base Level Expenditure Budget	**$26,887,700**	**$28,788,300**	**$28,837,600**	**$28,969,700**
Revenues/Transfers				
Provision	$0	*$0*	*$0*	*-$42,500*
Investment Income	$0	*-$39,000*	*-$39,000*	*-$39,000*
Firm Price/Receivable	-$673,700	*-$17,600*	*-$17,600*	*-$17,600*
Total Base Level Revenue Budget	**-$673,700**	**-$730,300**	**-$730,300**	**-$772,800**
Net Budget	**$26,214,000**	**$28,058,000**	**$28,107,300**	**$28,196,900**
Net Difference Over 2025 Base Level Budget		***$1,844,000***	***$1,893,300***	***$1,982,900***

1 Electronics Technician is funded through Sewer and Flood Protection budgets and must be approved together.

The expenditures and revenues for the Flood Protection Utility budget reductions and increases given in Table 14 are outlined below.

Expenditures

The key driver for the Flood Protection Utility is the Capital Infrastructure Replacement Program increases as part of the Accelerated Flood Protection Program. Secondary drivers include Salary and Operating expenditures.

Accelerated Flood Protection Program

Scientific modelling predicts up to 1 m of sea level rise and 0.2 m of ground settlement by 2100. The City's Flood Protection Management Strategy identifies the need to raise the City's dikes by approximately 1.2 m to protect the City against flooding. At the April 12, 2021 Council Meeting, Council adopted a 50-year implementation period for an accelerated flood protection program with the objective of upgrading the City's dikes within 50 years. In order to deliver this program and upgrade flood protection infrastructure well in advance of current anticipated climate change impacts, $38.7M in annual capital funding within the Flood Protection Utility is required by 2032, as outlined in the "2025 Ageing Utility and Road Infrastructure Planning – Update" report. All utility options presented in the report include increasing the annual rates due to the increase in the annual transfer to capital reserves from $17.6M to $19.1M to support acceleration of this program as a component of the overall flood protection budget.

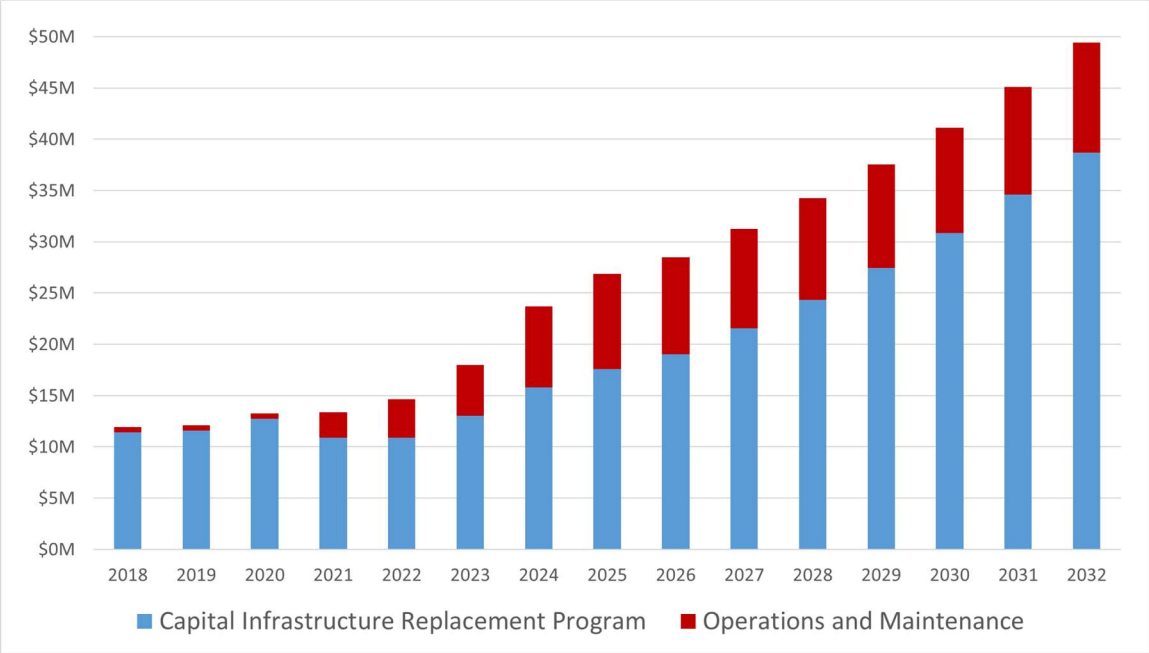


Figure 6: Flood Protection Utility Projections for Accelerated Flood Protection Program

Due to proactive flood protection planning efforts, the City has been successful in obtaining approximately $54M in senior government grants since 2010 to support the advancement of this work. A strong capital program allows the City to continue leveraging opportunities to secure grant funding, such that money collected from Richmond's residents is multiplied and provides greater value for investments into Richmond's flood protection infrastructure.

Flood Protection Salary and Operating Expenditures

The main cost drivers for the operating expenditure increase include the following:

- Salary increases of 3.5% plus step progressions;
- Equipment and material cost increases; and
- Third party utility rate increases.

The City's operating expenditures are carefully managed, and considerable measures have been taken to minimize cost increases where possible.

Operating Budget Increase for the Level Sensor Maintenance Program

Increasing rainfall intensity and duration, along with land development, has resulted in increased demands on the City's drainage system, impacting existing flood protection operating service levels. As a result, the following programs require additional budget in order to maintain current levels of service:

> **Level Sensor Maintenance:** To predict weather and flooding events and improve community safety by providing timely early warning alerts, 47 new sensors that capture rainfall totals, river levels, canal levels, box culvert levels and river salinity have been installed through various grant and capital funding sources. These level sensors allow staff to monitor and predict potential impacts to the City's flood protection system to ensure appropriate measures can be put in place associated with storm events. Maintenance costs for these sensors vary significantly based on their install location and operating funding is required to maintain and complete minor repairs to ensure functionality.
>
> To ensure these new sensors are adequately maintained, a budget increase requirement of $96,400 was identified in the 2025 Utility Budgets and Rates report, and $48,200 was approved by Council as the first of two phases. Incorporating 2026 collective agreement impacts, Option 2 and Option 3 include $49,300, inclusive of labour and operating expenditures, as the second and final phase.

Electronics Technician

Option 3 includes additional funding towards an Electronics Technician. This position is proposed to be funded through Sewer and Flood Protection utilities and would require Option 3 to be approved for both utilities. The ongoing and growing integration of sensors, automation and communication in public services has increased the need for an additional Electronics Technician to support the expanded network of equipment. This position would be beneficial for performing preventative maintenance and operations in order to reduce unplanned repair work, and improving the ability to collect data for modelling and planning purposes related to the City's SCADA system. This position requires a vehicle with a one-time cost of $42,500 which is proposed to be funded from the Flood Protection Provision, and operating costs of $11,800.

Flood Protection Provision for Rate Stabilization

The Flood Protection Provision has a balance of $4.3M as of September 30, 2025 and is intended to offset significant increases in cost escalation for flood protection programs.

Option 3 contains a one-time cost of $42,500 funded from the Flood Protection Provision to provide partial funding for the vehicle needed for the proposed Electronics Technician.

Impact on 2026 Flood Protection Rates

Since 2016, Council has endorsed the creation of flood protection rate classes that differentiated between the various types of property in the City. Prior to this, all accounts paid the same rate regardless of parcel size or assessed value. Creating equity between these rate classes is an ongoing effort as property values, land use and construction costs continue to evolve. The proposed flood protection rates continue to improve the balance between the rate classes. In general, groups with higher value assets will be contributing more to flood protection and the rate increases reflect the different levels of demand that properties place on the City's flood protection system.

To further improve equity, staff recommend that the ICI rate class be restructured such that properties of similar size and nature would pay their proportional amount. Staff also recommend that properties within the Agricultural Land Reserve with multiple zoning be charged according to their specific use and proportion of their property zoned for each use. This proposed change will be included in the amendment bylaw for Council consideration.

Staff will continue to review the various rate classes to identify opportunities for improving balance and equity and will bring forward resulting recommendations for Council's consideration.

The impact of the three budget options on flood protection rates is shown in Table 15 on the next page. The italicized numbers represent the difference between 2025 and the rate options for 2026.

Option 1 represents non-discretionary increases that are required to maintain existing levels of services and includes increases to annual transfer to capital reserves funding per the Accelerated Flood Protection Program. Option 2 is the recommended option and includes everything in Option 1, and operating budget increases of $49,300 for the Level Sensor Maintenance Program. Option 3 includes everything in Option 2, and $89,600 towards an Electronics Technician to support the growing network of electronic sensors within the City's SCADA network for environmental and infrastructure monitoring across the City.

Table 15: 2026 Flood Protection Rate Options (Net of Discount)

Rate Class	2025 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-family Residential[1]	$305.92	$341.45 *$35.53*	$342.00 *$36.08*	$343.48 *$37.56*
Agricultural	$305.92	*$341.45* *$35.53*	*$342.00* *$36.08*	*$343.48* *$37.56*
Multi-family Residential[1]	$206.61	$230.61 *$24.00*	$230.98 *$24.37*	$231.98 *$25.37*
Small ICI (less than 800m^2)	$305.92	$341.45 *$35.53*	$342.00 *$36.08*	$343.48 *$37.56*
ICI (from 800m^2 and 1,999m^2)	$546.68	$659.39 *$112.71*	$661.13 *$114.45*	$665.82 *$119.14*
Medium ICI (from 2,000m^2 and 9,999m^2)	$1,159.60	$1,617.43 *$457.83*	$1,624.53 *$464.93*	$1,643.56 *$483.96*
Large ICI (from 10,000m^2 and 19,999m^2)	$3,313.74	$3,715.98 *$402.24*	$3,722.22 *$408.48*	$3,738.94 *$425.20*
Large ICI (from 20,000m^2 and 49,999m^2)	$7,421.23	$8,360.83 *$939.60*	$8,375.41 *$954.18*	$8,414.46 *$993.23*
Large ICI (from 50,000m^2 and 99,999m^2)	$11,221.39	$12,258.38 *$1,036.99*	$12,274.47 *$1,053.08*	$12,317.57 *$1,096.18*
Large ICI (from 100,000m^2 and 499,999m^2)	$17,314.68	$21,579.91 *$4,265.23*	$21,646.09 *$4,331.41*	$21,823.34 *$4,508.66*
Largest ICI (above 500,000m^2)	$27,300.19	$50,493.94 *$23,193.75*	$50,853.80 *$23,553.61*	$51,817.71 *$24,517.52*
Residential % Change[1]		*11.6%*	*11.8%*	*12.3%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

[1] *The Residential % Change is the average increase to the rates for single-family dwelling, townhouse, and apartment only.*

The City's Flood Protection Bylaw No. 10426 provides a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The rates outlined in Table 15 are net discounted rates.

Flood Protection Utility Options Summary

The following is a summary of the Flood Protection Utility budgets and rates for Option 1:

Option 1

- Represents the minimum increase necessary to maintain the current level of service; and
- Increases annual transfer to capital reserves funding by $1.5M.

The following is a summary of the Flood Protection Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1; and
- Includes $49,300 increase to the operating budget for the Level Sensor Maintenance Program.

The following is a summary of the Flood Protection Utility budgets and rates for Option 3:

Option 3

- Includes everything in Option 2; and
- Includes $89,600 increase towards an Electronics Technician to support the growing network of electronic sensors for environmental and infrastructure monitoring across the City.
    - This position is funded through Sewer and Flood Protection utilities and requires Option 3 to be approved for both utilities.

Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Flood Protection Utility. This option includes increased annual transfer to capital reserves contributions for capital infrastructure in accordance with the Council-approved Accelerated Flood Protection Program and increases to the operating budget to enhance existing operating programs. Additional capital budget increases will be added in future years, which may require new positions to support the acceleration of the flood protection program.

Solid Waste and Recycling Utility

Table 16 presents three budget options for the Solid Waste and Recycling Utility. Rows in green denote the key budget areas with options, which are further discussed in subsequent sub-sections.

Table 16: 2026 Solid Waste and Recycling Budget

Key Budget Areas	2025 Amended Budget[1]	Option 1 Base Level Services	Option 2 (Recommended) Option 1 + No rate impact for Program Manager and YCCBC Program, + Dog Waste Program ($71,000) + $0.25M Contribution to Reserve	Option 3 Option 2 + $0.25M Additional Contribution to Reserve
Expenditures				
Salaries	$5,974,200	$237,100	$417,800	$417,800
Contracts	$11,751,900	$422,600	$558,600	$558,600
Equipment/Materials	$1,398,000	$63,900	$78,400	$78,400
Disposal Costs	$1,711,200	$90,000	$90,000	$90,000
Recycling Materials Processing	$4,548,400	-$31,100	-$31,100	-$31,100
Container Rental/Collection	$531,300	$5,700	$5,700	$5,700
Operating Expenditures	$469,500	$900	$201,200	$201,200
Agreements	$95,000	$0	$0	$0
Rate Stabilization	$668,400	$1,588,500	$1,213,000	$1,213,000
Construction Period Allocation	$20,000	$5,000	$5,000	$5,000
Transfer to Reserve	$500,000	$0	$250,000	$500,000
Total Base Level Expenditure Budget	**$27,667,900**	**$30,050,500**	**$30,456,500**	**$30,706,500**
Revenues/Transfers				
General Application Fees	-$112,600	$0	$0	$0
Recycling Materials	-$516,000	$13,100	$13,100	$13,100
Garbage Tags	-$20,000	$0	$0	$0
Unrealized Discounts	-$110,000	-$2,000	-$2,000	-$2,000
Revenue Sharing Grant/Other	-$103,600	-$31,200	-$31,200	-$31,200
Recycling Commission	-$321,500	-$7,100	-$7,100	-$7,100
Recycle BC Incentive	-$2,957,400	-$2,101,900	-$2,101,900	-$2,101,900
Construction Period Revenue	-$20,000	-$5,000	-$5,000	-$5,000
Provision (Pilot Initiatives)	-$721,100	$0	-$85,000	-$85,000
Total Base Level Revenue Budget	**-$4,882,200**	**-$7,016,300**	**-$7,101,300**	**-$7,101,300**
Net Budget	**$22,785,700**	**$23,034,200**	**$23,355,200**	**$23,605,200**
Net Difference Over 2025 Base Level Budget		**$248,500**	**$569,500**	**$819,500**

[1] *The salaries include $144,500 funded by the General Solid Waste and Recycling provision for a 1-year temporary full-time Environmental Coordinator 2.*

An explanation of the budget reductions and increases outlined in Table 16 is below.

Expenditures

Salaries

The 2026 base level budget includes a 3.5% rate increase for staff salaries plus step progressions which are the primary drivers for non-discretionary increases.

Increases under Option 2 and 3 include the addition of a new exempt Program Manager position to oversee and provide leadership in managing the City's multiple programs and initiatives, monitor the future state landscape to identify impacts and opportunities in support of circular waste management and recycling practices, ensure efficient management of staffing portfolios and increased obligations under the new Recycle BC contract effective January 1, 2025. The total cost for this position is $180,700 to be fully funded from Recycle BC added revenues, resulting in no impact to utility rates.

Contracts

Contract costs under Option 1 are increased in accordance with overall growth in the number of units serviced and escalation clauses as stipulated in the City's various solid waste and recycling service contracts.

Options 2 and 3 include funding for the Youth Climate Corps BC Pilot Program and Dog Waste Collection Program. These initiatives were considered by Council during 2025 but remain subject to funding approvals as part of the normal budget process. The report titled "Youth Climate Corps BC" was presented to Council at the June 23, 2025 meeting and endorsed as a pilot program to provide youth with paid, hands-on experience in municipal climate related work. The City funded portion of this pilot program is $85,000 through the General Solid Waste and Recycling Provision, with no net impact to utility rates. The Youth Climate Corps BC will contribute an additional $65,000 towards the City pilot.

Options 2 and 3 also include an ongoing additional level estimated at $71,000 for Council consideration to expand the Dog Waste Collection Program, as described in the report titled "Dog Waste Collection Pilot Summary and Proposed Expansion" presented to Council at the July 28, 2025 meeting.

Equipment and Material Costs

Equipment and material cost increases under all options are adjusted associated with inflationary cost factors to support items for litter collection, receptacles for residents and Recycling Depot operations. Options 2 and 3 also include amounts to provide equipment to support the Youth Climate Corps BC Pilot Program previously endorsed by Council as outlined above.

Disposal Costs

The Metro Vancouver solid waste regional tipping fee for local governments is increased by $7 per tonne, or from $141 per tonne in 2025 to $148 per tonne in 2026.

Recycling Materials Processing

Recycling materials processing costs are reduced overall. While there are increases associated with higher organics tipping fees, these are offset by a reduction in commercial yard waste loads received at the Recycling Depot and reduced tonnage for residential organics. As single-family housing transitions to more condensed multi-family housing types, there is a decrease in organics tonnage which is driven by less yard waste.

Container Collection Costs

Container collection costs have increased primarily due to contractual increases for hauling Works Yard waste/recycling materials and recyclable materials from the Recycling Depot. This increase is partially offset by a reduction in hauls for yard waste from the Recycling Depot due to lower usage by commercial operators.

Operating Expenditures

Increases under Options 2 and 3 include $5,500 for supplies necessary to support the Youth Climate Corps BC Pilot Program, and an increased contingency necessary to meet the terms of the new Recycle BC contracts. Examples include service level failure credits, remediation programs including development of contamination strategies, bi-annual Depot audits and cost study reporting.

General Solid Waste & Recycling Rate Stabilization Provision (Rate Options)

The General Solid Waste and Recycling Provision was established by Council as a funding source for rate stabilization. The provision has a balance of $12.9M as of September 30, 2025. All options recognize the additional incentive revenue from Recycle BC per the new contract and utilize the increased revenue to lower the recycling utility rates to establish a $0 overall rate increase for the average resident compared to 2025 under Option 1. Overall utility rates will vary for some customer classes, including those with various sized garbage carts (e.g. larger garbage carts will experience a modest increase, and those with smaller garbage carts will experience a slight decrease). Allocating remaining excess revenue to provision will help offset significant future cost increases anticipated under a new residential collection service contract as the current contract expires in 2028.

Transfer to Reserve

The creation of the Solid Waste and Recycling Reserve Fund Establishment Bylaw No. 10417 was approved at the November 14, 2022 Council meeting. Option 1 would maintain the contribution of $500,000 to the reserve, Option 2 would increase that contribution to $750,000, and Option 3 would further increase to $1M for future funding needs for Solid Waste and Recycling programs. The current annual reserve target is $3.5 million and is required to ensure a funding source for facilities, equipment and infrastructure for City services including the Recycling Depot, litter operations and collection receptacles used by residents.

Revenues

Recycling Materials

Recycling material revenue is reduced based on market rates for commodities collected at the Recycling Depot. The reduced revenues are primarily related to adjustments in market rates for scrap metal and cardboard.

Unrealized Discounts

Residents are entitled to a 10% utility bill discount if the amount owing is paid on or before the due date. Unrealized discounts are comprised of late payments wherein the owner did not receive the discount due to making the payment after the due date, therefore the forgone discount amount is then considered a revenue for the City. These revenues are estimated by the Finance Department based on the trend of historic payments.

Other Revenues

Other revenue represents investment income on the Solid Waste and Recycling Reserve.

Recycling Commission

Since 2022, the City has received funding from Metro Vancouver for allowing regional customers to drop off base recycling materials at the Recycling Depot. The increase for 2026 represents an estimated 2.1% CPI adjustment as outlined in the agreement.

Recycle BC Incentive

All options recognize the $2,101,900 of additional incentive revenue from Recycle BC as per the new contract. There has also been a notable rise in flexible plastic packaging being dropped off by residents at the Recycling Depot, representing an increase in revenue for that material stream.

Construction Period Revenues

The City receives construction period revenues from development for solid waste and recycling during construction. The revenue can vary significantly from year to year depending on construction activity. Due to the instability of this revenue source, it is not utilized as a funding source for operational activity. Any actual revenue received is transferred to the General Solid Waste and Recycling provision for future rate stabilization funding. An estimate is included in the budget based on the last three full years of activity with an offsetting transfer to provision for reference.

Provision

Options 2 and 3 utilize provision funding of $85,000 to implement the Youth Climate Corps BC Pilot Program, with no impact to rates.

Impact on 2026 Solid Waste and Recycling Rates

The impact of the budget options to ratepayers is provided in Table 17 and Table 18 below. The principal reason for the increase in 2026 relates to salary increases per negotiated agreements, inflationary contract costs stipulated in existing contracts, an increase in the regional tipping fee, and changes related to material processing at the Recycling Depot. Numbers in italics represent the difference between 2025 rates and the various rate options for 2026.

Table 17 provides total costs based on standard garbage cart sizes for single-family (240L) and townhouse (120L). Table 18 provides a more detailed breakdown of recommended Option 2 rates based on the four different garbage cart size options that are available to residents in single-family and townhouse units. The percentage of container sizes subscribed by each customer class is also presented for reference. Residents can reduce or increase the amount they pay based on the cart size they select for garbage collection services.

Table 17: 2026 Solid Waste and Recycling Rate Options (Net of Discount)

Customer Class	2025 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (Standard 240L Cart)	$437.20	$437.20 *$0.00*	$442.55 *$5.35*	$445.25 *$8.05*
Townhouse (Standard 120L Cart)	$311.25	$311.25 *$0.00*	$314.25 *$3.00*	$316.95 *$5.70*
Apartment	$153.10	$153.10 *$0.00*	$155.80 *$2.70*	$158.50 *$5.40*
Business Rate	$52.44	$52.44 *$0.00*	$53.99 *$1.55*	$55.57 *$3.13*
Total % Change		*0.0%*	*1.0% to 3.0%*	*1.8% to 6.0%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Table 18: 2026 Single-Family and Townhouse Net Rates by Garbage Cart Size (Per Recommended Option 2)

Cart Size	Single Family		Townhomes	
	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size
80L	$382.65	*4%*	$284.50	*13%*
120L	$412.40	*10%*	$314.25	*76%*
240L	$442.55	*78%*	$344.40	*10%*
360L	$569.40	*8%*	$471.25	*1%*

The rates outlined in Table 17 and Table 18 are net rates. The *Solid Waste & Recycling Regulation Bylaw* provides a 10% discount for utility bills paid prior to the due date. The rates

shown in the bylaw will be before the 10% discount is applied, in order to achieve full cost recovery.

Regional Issues

In addition to standard operating programs, Metro Vancouver is continuing consultation on the preparation of an updated solid waste management plan, which is currently in the Options Analysis Engagement phase, amalgamating ideas that were generated in the previous phase and applying decision making criteria that is grounded in the vision and guiding principles for the updated plan. The City has been involved in engagement opportunities throughout this process and next steps in this process include development of a draft plan and plan approval. Metro Vancouver is also continuing to support efforts to advocate for amendments to the provincial *Recycling Regulation*, including for expansion of key extended producer responsibility (EPR) programs to appropriately handle materials such as automotive products, compressed canisters, additional battery categories, medical sharps used at home and mattresses and foundations. Regional campaigns remain focused on textiles, single-use items, food scraps and holiday waste. Metro Vancouver continues to host the annual Zero Waste Conference and support the National Zero Waste Council in promoting waste reduction, reuse, and circularity both within the region and across Canada.

Solid Waste and Recycling Options Summary

The following is a summary of the Solid Waste and Recycling Utility budgets and rates for Option 1:

Option 1

- Represents full recovery via rates of all program costs, including costs associated with managing increasing operating costs, disposal costs and recycling material processing fees;
- Meets the City's contractual obligations related to inflationary aspects of agreements and contracts;
- Recognizes revised incentives from Recycle BC; and
- Continues the work of Council endorsed pilot initiatives such as the Commercial Business Recycling Resources Program, Textile Recycling Program, Bike Reuse Pilot and grease collection pilot, offset by provision funding.

The following is a summary of the Solid Waste and Recycling Utility budgets and rates for Option 2:

Option 2 (Recommended)

- Includes everything in Option 1;
- Includes a new exempt Program Manager position to manage the City's increased obligations under the new Recycle BC contract, provide effective management of existing programs, identify the future opportunities landscape for waste circularity, and ensure efficient management of existing waste and recycling portfolios with revenue offset for no net impact to rates;
- Includes a Dog Waste Collection Program expansion to all City managed dog off-leash areas endorsed by Council at their July 28, 2025 meeting;

- Includes a six-month pilot program with Youth Climate Corps BC, offset by provision funding as endorsed by Council at their June 23, 2025 meeting; and
- Includes an increased contribution to the Solid Waste and Recycling Reserve Fund from $500,000 to $750,000 for future solid waste and recycling programming inclusive of Recycling Depot improvement and replacement costs, facilities and equipment to support services to the community, and initiatives designed to further circular economy objectives.

The following is a summary of the Solid Waste and Recycling Utility budgets and rates for Option 3.

Option 3

- Includes everything in Option 2; and
- Includes an increased contribution to the Solid Waste and Recycling Reserve Fund from $750,000 to $1M for future solid waste and recycling programming inclusive of Recycling Depot improvement and replacement costs, facilities and equipment to support services to the community, and initiatives designed to further circular economy objectives.

Recommended Option

Staff recommend the budget and rates identified in Option 2 for Solid Waste and Recycling. This option fully funds all existing programs, appropriately supports the Dog Waste Collection Program and the Youth Climate Corps BC Pilot Program, and addresses the City's increased obligations under the new Recycle BC contract. It also ensures appropriate resources are in place to support these programs and future solid waste and recycling programming.

Total Recommended 2026 Utility Rate Option

In light of the significant challenges associated with the impacts of regional costs and new programs in the City, staff recommend the budget and rate options as follows:

- Option 2 is recommended for Water
- Option 2 is recommended for Sewer
- Option 2 is recommended for Flood Protection
- Option 2 is recommended for Solid Waste and Recycling

Table 19 below summarizes the estimated total metered rate utility charge, based on average water and sewer consumption. Table 20 on the next page summarizes the total flat rate utility charge. Numbers in italics represent the difference between 2025 rates and 2026 proposed rates.

Table 19: 2026 Estimated Total Net Rates to Metered Customers

Customer Class	2025 Estimated Net Metered Rates	2026 Estimated Net Metered Rates	% Change
Single-Family Dwelling	$2,075.27	$2,250.57 *$175.30*	*8.4%*
Townhouse (on City garbage service)	$1,418.44	$1,535.61 *$117.17*	*8.3%*
Townhouse (not on City garbage service)	$1,310.19	$1,423.11 *$112.92*	*8.6%*
Apartment	$991.37	$1,083.11 *$91.74*	*9.3%*
Metered Water ($/m^3)	$1.6613	$1.8080 *$0.1467*	*8.8%*
Metered Sewer ($/m^3)	$2.3047	$2.5699 *$0.2652*	*11.5%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

Table 20: 2026 Total Net Rates to Flat Rate Customers

Customer Class	2025 Net Flat Rates	2026 Net Flat Rates	% Change
Single-Family Dwelling	$2,570.25	$2,798.34 *$228.09*	*8.9%*
Townhouse (on City garbage service)	$2,104.58	$2,295.23 *$190.65*	*9.1%*
Townhouse (not on City garbage service)	$1,996.33	$2,182.73 *$186.40*	*9.3%*
Apartment	$1,545.13	$1,696.16 *$151.03*	*9.8%*

Note: The italicized numbers represent the difference between 2025 rates and the rate options for 2026.

The rates outlined in Table 19 and Table 20 are net rates. The bylaws provide a 10% discount for utility bills paid prior to the due date. To achieve full cost recovery, the rates shown in the bylaw will be before the 10% discount is applied. The gross rates charged to residents are outlined in Attachment 1. These rates would be reflected in the amending bylaws for each utility area, should they be approved by Council.

Flat Rate and Metered Customers

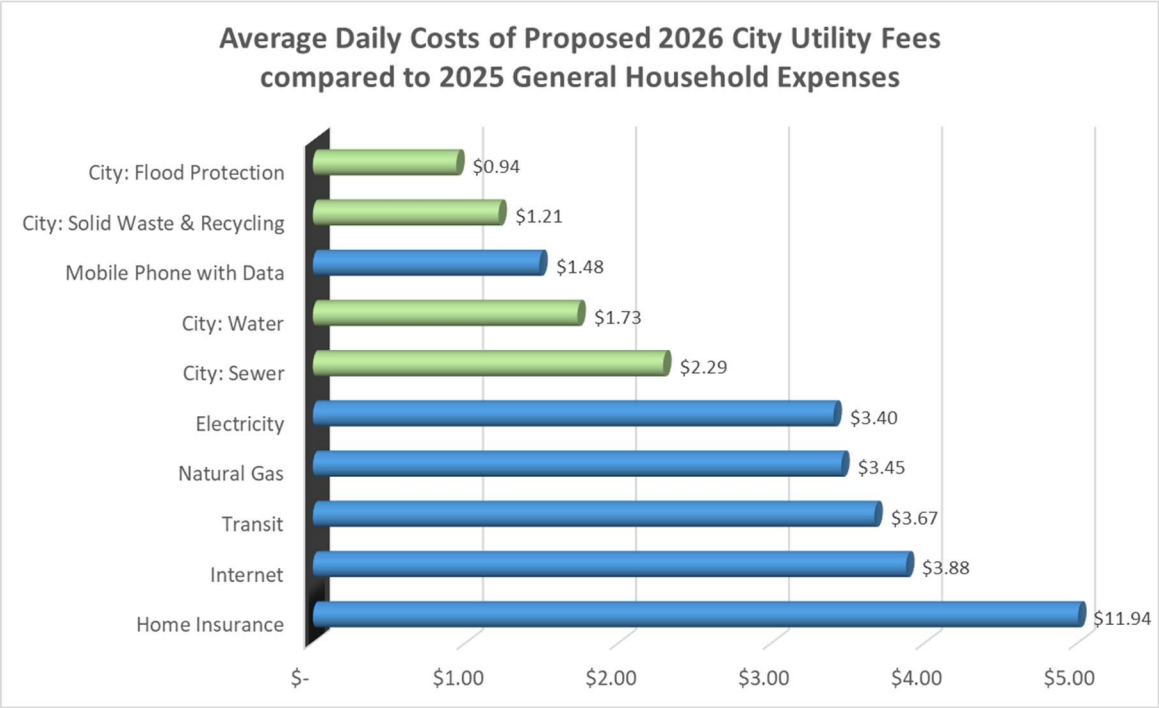
All single-family and ICI properties in the City are metered. The single-family residential flat rate will continue to apply to duplex units that share one water service. These units require significant internal plumbing separation work to facilitate metering and were not included in the universal metering program. 37% of townhouses and apartments are still on flat rate utility services. However, the number of units with meters will continue to increase with ongoing implementation of the universal multi-family water metering program. The number of units by customer class is presented in Table 21.

Table 21: Flat Rate and Metered Property Unit Counts

	2025 percentages (Mid-Year)	2025 Counts (Mid-Year)	2026 Counts (Mid-Year Estimated)	Difference
Single-Family Residential	Flat Rate (3%)	748	748	0
	Metered (97%)	28,007	28,007	0
Townhouse	Flat Rate (49%)	9,148	8,190	-958
	Metered (51%)	9,510	10,542	1,032
Apartment	Flat Rate (31%)	12,725	11,474	-1,251
	Metered (69%)	27,822	29,779	1,957
Total Residential Units		**87,960**	**88,740**	**780**
Commercial Units	**Metered**	**3,545**	**3,555**	**10**
Farms	**Metered**	**51**	**51**	**0**

Comparison of 2026 City Utility Rates to Other Major Household Expenses

The proposed 2026 City utility fees account for approximately 18% of total household expenses (2025 values) and represent good value. Water, sewer, solid waste and recycling, and flood protection services are fundamental to the quality of life for residents and necessary infrastructure to support the local economy. Figure 7 illustrates the value of these services based on the proposed 2026 rates when compared to 2025 costs for other common daily household expenses.



Sources: BC Hydro, Fortis BC, Rogers, Shaw, TD Insurance, and TransLink

Figure 7: Cost Comparison of Main Household Expenses for a Single-Family Dwelling

Comparison of City Utility Rates with Neighbouring Municipality Utility Fees

The City's utility budgets are carefully managed to provide high levels of service to Richmond's residents, despite external increases that are outside of the City's control. Figure 8 on the next page provides a comparison between the City's average single-family dwelling utility fees with fees for neighbouring municipalities in 2025.

All utility fees presented below are net of applicable discounts. Richmond and Surrey water and sewer rates include applicable metering costs and are based on average annual consumptions. All other neighbouring municipalities are predominately charging a flat rate for water and sewer services. Funding sources for Blue box, waste management, and Large Item Pick-up programs vary amongst neighbouring municipalities, these fees have been excluded for Richmond's garbage and organics fee for comparison purposes. Unlike neighbouring municipalities, Richmond's flat topography, high water table and proximity to the water places unique challenges on the City's utility infrastructure, resulting in larger and deeper pipes, the need for over 193 drainage and sanitary pump stations and the need for an extensive flood protection system that includes 49 kilometres of perimeter dikes.

In addition, the City has made substantial investments to upgrade flood protection infrastructure in advance of anticipated climate change impacts through the ongoing accelerated flood protection program. This significantly increases demand for capital and operating costs. Despite these challenges and the additional infrastructure needs, the City of Richmond continues to offer a high level of service with the proposed utility fees.

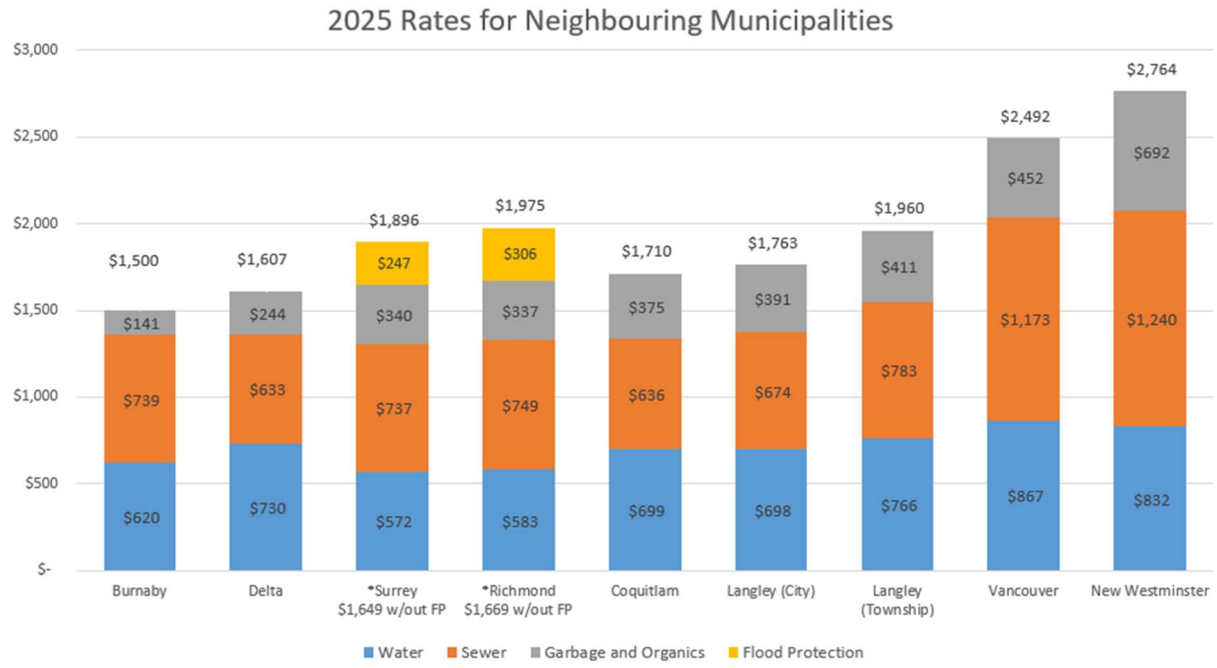


Figure 8: Comparison of Average Single Family Dwelling Utility Rates for Richmond with Neighbouring Municipalities (2025 Rates)

Financial Impact

The budget and rate impacts associated with each option are outlined in detail in this report. In all options, the budgets and rates represent full cost recovery for each City service.

Staff recommend the following budgets by utility:

- Option 2 is recommended for Water, for a net budget of $58.9M;
- Option 2 is recommended for Sewer, for a net budget of $71.0M;
- Option 2 is recommended for Flood Protection, for a net budget of $28.1M;
- Option 2 is recommended for Solid Waste and Recycling, for a net budget of $23.4M; and
- An overall net utility budget of $181.4M.

Considerable effort has been made to minimize City costs and other costs within the City's control to minimize the impact to property owners.

Conclusion

This report presents the proposed 2026 utility budgets and rates for City services relating to the provision of water, sewer, flood protection, as well as solid waste and recycling. Considerable measures have been taken to reduce costs where possible to minimize rate increases. A significant portion of the City's costs relate to impacts from influences outside of the City's direct control, such as regional and contract cost impacts. Regional costs are expected to continue increasing to meet demands for high quality drinking water and sewer treatment. Staff recommend that the budgets and rates, as outlined in this report, be approved and that the appropriate amending bylaws be brought forward to Council to bring these rates into effect.

Jason Ho, P.Eng. Manager, Engineering Planning	Kristina Grozdanich Manager, Recycling & Waste Recovery	Melissa Shiau, CPA, CA Manager, Financial Planning & Analysis

Att. 1: 2026 Annual Utility Charges – Recommended Gross Rates per Bylaw

2026 Annual Utility Charges – Recommended Gross Rates per Bylaw (Estimated Metered and Actual Flat Rate)

10% discount applied to gross rates for utility bills paid prior to due date	**Water**	**Sewer**	**Flood Protection**	**Garbage/ Recycling**	**Total**
Metered (Based on Average Consumption)					
Single-Family Dwelling	$700.89	$928.02	$380.00	$491.73	**$2,500.64**
Townhouse (with City garbage)	$477.93	$622.49	$256.64	$349.17	**$1,706.23**
Townhouse (no City garbage)	$477.93	$622.49	$256.64	$224.17	**$1,581.23**
Apartment	$325.40	$448.30	$256.64	$173.11	**$1,203.45**
Flat Rate (Actual)					
Single-Family Dwelling	$1,066.82	$1,170.72	$380.00	$491.73	**$3,109.27**
Townhouse (with City garbage)	$873.28	$1,071.17	$256.64	$349.17	**$2,550.26**
Townhouse (no City garbage)	$873.28	$1,071.17	$256.64	$224.17	**$2,425.26**
Apartment (no City garbage)	$562.74	$892.12	$256.64	$173.11	**$1,884.61**
General – Other/Business					
Metered Water ($/m^3)	$2.0089				
Metered Sewer ($/m^3)		$2.8554			
Business: Garbage				$59.99	
Small ICI (less than 800m^2)			$380.00		
ICI (from 800m2 and 1,999m2)			$734.59		
Medium ICI (from 2,000m2 and 9,999m2)			$1,805.03		
Large ICI (from 10,000m2 and 19,999m2)			$4,135.80		
Large ICI (from 20,000m2 and 49,999m2)			$9,306.01		
Large ICI (from 50,000m2 and 99,999m2)			$13,638.30		
Large ICI (from 100,000m2 and 499,999m2)			$24,051.21		
Largest ICI (above 500,000m2)			$56,504.22		
Agricultural			$380.00		

City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	September 2, 2025
From:	Joshua Reis Director, Development	**File:**	RZ 22-021101
Re:	**Application by Mavic Properties Ltd. for Rezoning at 8680, 8700, 8720 No. 2 Road from "Small-Scale Multi-Unit Housing (RSM/L)" Zone to "Low Density Townhouses (RTL4)" Zone**		

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10701, for the rezoning of 8680, 8700, 8720 No. 2 Road from "Small-Scale Multi-Unit Housing (RSM/L)" zone to "Low Density Townhouses (RTL4)" zone, be introduced and given first, second and third readings.

Joshua Reis
Director, Development
(604-247-4625)

JR:et
Att. 6

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER

8115295

Staff Report

Origin

Eric Law (Eric Law Architect Inc.) on behalf of the applicant, Mavic Properties Ltd. (Directors Yijuan Zhang and Wentao Wang), has applied to the City of Richmond to rezone the subject properties at 8680, 8700, 8720 No. 2 Road ("subject site") from "Small-Scale Multi-Unit Housing (RSM/L)" zone to "Low Density Townhouse (RTL4)" zone, to allow for the development of 12 townhouse units and one lock-off secondary suite with vehicle access from No. 2 Road. A location map and aerial photograph are provided in Attachment 1.

The following frontage and servicing upgrades will be secured through the City's standard Servicing Agreement (SA) process, which the applicant will be required to be entered into prior to Building Permit (BP) issuance:

- Frontage and boulevard improvements along No. 2. Road, including sidewalk widening, a new treed/grassed boulevard and boulevard upgrades to accommodate future road widening; and
- New water, sewer and sanitary service connections.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal can be found in Attachment 2.

Subject Site Existing Housing Profile

The subject site consists of three lots, each with a single-family dwelling. All dwellings are currently tenanted. The applicant has indicated that there are no secondary suites in any of the dwellings. The applicant is committed to providing notice in keeping with the Residential Tenancy Act. All existing dwellings are proposed to be demolished.

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: A single-family dwelling fronting No. 2 Road on a lot zoned "Small-Scale Multi-Unit Housing (RSM/L)" and designated for future townhouse development.

To the South: A 10-unit, two-storey townhouse development on a lot zoned "Low Density Townhouses (RTL1)" at the corner of Francis Road and No. 2 Road with access from Francis Road.

To the East: Single-family dwellings fronting Delaware Road on lots zoned "Small-Scale Multi-Unit Housing (RSM/M)".

To the West: Across No. 2 Road, single family dwellings fronting No. 2 Road on lots zoned "Small-Scale Multi-Unit Housing (RSM/L)" and designated for future townhouse development.

Existing Legal Encumbrances

An existing City utilities Statutory-Right-of-Way (SRW) is situated along the subject site's east property line for the sanitary sewer. The applicant has been advised that encroachment into the SRW is not permitted. No development is proposed within the SRW.

Related Policies & Studies

Official Community Plan - Blundell Planning Area

The 2041 Official Community Plan (OCP) Land Use Map and Blundell Area Map designation for the subject site is "Neighbourhood Residential". This designation accommodates a range of residential land uses that include single-family, two-family and multiple-family housing. The proposed development complies with the OCP Land Use Designation.

Arterial Road Land Use Policy

Land Use Designation

The OCP's Arterial Road Land Use Policy, supports appropriate townhouse development along certain sections of the City's arterial roads outside of the City Centre. The subject site falls under the "Arterial Road Townhouse" designation within the Arterial Road Land Use Policy. The subject proposal to construct 12 townhouse units is consistent with this designation.

Lot Width and Residual Lots

The Arterial Road Land Use Policy requires townhouse developments to have a minimum lot frontage of 50.0 m (164 ft.) on a major arterial road, and to avoid leaving residual lots with less than 50.0 m (164 ft.) frontage. The subject site is located on No. 2 Road, which is designated as a major arterial road.

The proposed development has a frontage of less than 50.0 m (164 ft.) (i.e. 49.39 m [162 ft.]) on No. 2 Road and would leave the adjacent lots at 8628 and 8640 No. 2 Road, to the north, with a combined frontage of approximately 30.48 m (100 ft.).

The Arterial Road Land Use Policy allows flexibility in minimum frontages if the guiding principles of the policy are met. Although both the proposed development and the residual lots would have frontages below 50.0 m (164 ft.), staff support the application for the following reasons:

- The applicant has submitted documentation (a copy is on file) indicating that efforts have been made to acquire the residual properties to the north (8628 and 8640 No. 2 Road) as part of the land assembly for this application. However, the applicant was unable to secure their purchase.
- The applicant has submitted a development concept plan to demonstrate how the residual sites could be redeveloped in the future to the highest land use (townhouses) while adhering to the Zoning Bylaw requirements.

- To support the future redevelopment of the residual sites and to reduce the number of vehicular access points along No. 2 Road, an SRW permitting Public Right of Passage (PROP) will be secured over the development's internal drive aisle prior to final adoption of the rezoning bylaw. This will provide future access to 8628 and 8640 No. 2 Road if they are redeveloped.

Floodplain Management Implementation Strategy

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

Public Consultation

A rezoning sign has been installed on the subject property. Staff received one letter of opposition from the owner of 8640 No. 2 Road (Attachment 3), and their comments are generally summarized below (with staff responses provided immediately below each item in ***bold italics***):

- Opposition to the reduced lot width on the subject site and anticipated challenges in redeveloping the properties to the north in the future.
  The applicant has submitted supporting documentation that efforts were taken to acquire the residential properties to the north as part of the land assembly. However, these properties could not be secured. A concept plan has been provided demonstrating that the site can be developed for townhouses in the future in coordination with the driveway access secured through this development.

- Construction activity is anticipated to generate considerable noise.
  Construction noise is regulated by the City through its Noise Regulation Bylaw No. 8856, which sets restrictions such as limit on permitted hours of work and requirements for posted signage. The applicant will be required to comply with these regulations, and any exemptions would need City approval. The applicant will also be expected to implement measures to minimize disturbance to nearby residents during construction.

Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the condition established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the proposed rezoning.

Analysis

Built Form and Architectural Character

The subject site is comprised of three lots. The proposed development includes consolidation of these lots into a single site with a total net site area of approximately 2,131 m^2 (22,938 ft^2). A preliminary site plan, building elevations and a landscape plan are contained in Attachment 4.

The proposed development includes 12 three-bedroom townhouse units and one lock-off secondary suite, arranged in two three-storey buildings, and one two-storey building, each ranging in height, with a maximum building height of approximately 11.62 m (38.12 ft.). A central driveway provides access through the site and is accessed from No. 2 Road.

The overall form of the proposed development is generally consistent with other townhouses along No. 2 Road that feature three-storey units fronting the street and two-storey units at the rear to provide a suitable transition to the adjacent single-family homes. The proposed development includes a three-storey building at the rear of the subject site (northeast corner) that incorporates an increased rear setback of 8.59 m compared to the minimum 6.0 m outlined in the OCP's DP guidelines. This is to better facilitate tree protection and retention, and both mitigate overlook impact and provide a suitable transition to the adjacent single-family homes to the east of the subject site.

Housing Type, Tenure and Accessibility

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

- Prohibit any residential dwelling unit from being rented;
- Prohibiting stratifying the lock-off secondary suite; and
- The imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.

One of the proposed units includes a one-bedroom lock-off secondary suite. Prior to rezoning bylaw adoption, registration of legal agreements on Title are required to ensure that no final BP inspection is granted until one secondary suite is constructed in accordance with the BC Building Code and the City's Zoning Bylaw, and to prohibit the lock-off secondary suite from being stratified in the future.

Two of the proposed units are to be designed as convertible units, with space provided for the future installation of a stairlift if required. The design of both convertible units will be further reviewed through the DP process to ensure compliance with the City's convertible unit design guidelines.

Transportation and Site Access

Vehicular access to the site is proposed from No. 2 Road. Access will be located near the subject site's north property line and will be limited to right-in right-out only through the construction of a concrete dividing median in the driveway.

Prior to rezoning bylaw adoption, the applicant is required to provide an approximately 2.6 m dedication along No. 2 Road for road widening and frontage improvements, which includes but is not limited to: a new 3.0 m sidewalk, 2.5 m wide boulevard and new curb and gutter on No. 2 Road.

An SRW/PROP over the entire internal drive aisle on the subject site to provide future access to the adjacent properties to the north and south. This will be secured prior to rezoning bylaw adoption.

A total of 27 parking stalls are proposed, including 24 resident stalls and three visitor stalls. Each of the 12 townhouse units would be provided with two parking spaces via private garages, with seven units providing one standard and one small car parking space in a side-by-side arrangement, and five of the units designed to accommodate parking in tandem arrangement. All residential stalls will be equipped with Level 2 energised outlets to support electric vehicle (EV) charging. A variance will be required for the inclusion of the small car stalls, and a legal covenant will be registered on Title prior to final rezoning consideration for the tandem parking spaces to prevent their conversion to habitable floor area.

A total of 21 Class 1 (resident) bicycle parking spaces are proposed and are located within the garages in each residential unit. Nine units will be provided with two Class 1 bicycle parking spaces each, while the remaining units will be provided with one Class 1 parking space. A total of three Class 2 (short-term) bicycle racks will be provided on-site. A 1.5 m wide pedestrian pathway is proposed along the south side of the property to provide access to the rear units.

Garbage and recycling bins will be stored in a secured, dedicated storage within the development. Collection and pick-up will occur entirely on-site from the internal driveway, and the applicant has demonstrated that adequate drive aisle width is provided to accommodate safe turning movements for waste collection vehicles.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The report assesses:

- Two significant-sized trees (tag# 6 and 10), five bylaw-sized trees (tag# 5, 12, 13, 14 and 15) and two hedges (tag# 11 and 17) located on the subject property;
- Seven trees (tag# 1 to 4, 7 to 8, and 16) located on neighbouring properties to the east and south;
- Two hedges (tag# 9 and 18) located on neighbouring properties to the east and north; and
- There are no street trees on City property.

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

- One multi-stem tree, specifically tag# 6 (Sycamore maple - 220.0 cm diameter at breast height (DBH)), located adjacent to the front property line on the subject site, is a "significant tree" in good condition. This tree is to be retained and protected.
- One tree, specifically tag# 10 (Giant sequoia - 110.0 cm DBH), located at the rear of the subject site, is a "significant tree" in excellent condition. This tree is to be retained and protected.

- Two trees, specifically tag# 14 (Deodar cedar - 69.0 cm DBH) and # 15 (plum - 43.0 cm DBH), located in the northeast portion of the subject site, are identified to be in good condition and identified to be retained and protected in the Arborist report.
- One multi-stem tree, specifically tag# 5 (laburnum - 78.4 cm DBH), located adjacent to the front property line on the subject site, is in visible decline and not a good candidate for retention. This tree is to be removed and replaced.
- One tree, specifically tag# 12 (Western red cedar - 75.0 cm DBH), located adjacent to the front property line on the subject site, is identified to be in fair condition. Removal of the tree is recommended to allow for the construction of the proposed driveway and sidewalk. This tree will be removed and replaced.
- One tree, specifically tag# 13 (Douglas fir - 75.0 cm DBH), located in the northwest corner of the subject site adjacent to the front property line, is in poor condition having been historically topped and conflicts with the proposed driveway. This tree is to be removed and replaced.
- Two cedar hedges, specifically tag# 11 and # 17, located at the northeast corner of the subject site, which are currently maintained and in good health are proposed to be removed as they imped on proposed amenity areas.
- Seven trees, located off site by the south and east property line, specifically tag# 1 (Deodar cedar - 35.0 cm DBH), # 2 (Japanese maple - 45.0 cm DBH), # 3 (Japanese maple - 40.0 cm DBH), # 4 (cedar - 40.0 cm DBH), # 7 (Japanese maple - 76.0 cm DBH), # 8 (lilac - 52.0 cm DBH), and # 16 (Japanese maple - 36.0 cm DBH) are to be protected as per Arborist report recommendations.
- Two cedar hedges, specifically tag# 9 and # 18, located off-site by the east property line and adjacent to the northwest corner of the site on a neighbouring property (8640 No. 2 Road), are to be protected as per Arborist report recommendation.

Tree Replacement

The applicant wishes to remove three on-site trees (tag# 5, 12 and 13). Based on Richmond's Tree Protection Bylaw No. 8057, and 2:1 replacement ratio for the three bylaw sized trees to be removed, a total of six replacement trees would be required. Based on the preliminary landscape plan provided as part of the rezoning application, the applicant has indicated eight replacement trees to be planted on site. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057. Opportunities to further enhance on-site landscaping and tree planting will be reviewed and considered through the DP process.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
Minimum of 6	8.0 cm	4.0 m

Tree Protection

A total of four trees on the subject site (tag# 6, 10, 14 and 15) and all seven trees (tag# 1 to 4, 7, 8 and 16) and two hedge (tag# 9 and 18) on the neighbouring properties are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to the final adoption of the rezoning bylaw, submission of a Tree Survival Security of $60,000.00 for the retention and protection of four on-site trees (tag# 6, 10, 14 and 15).
- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or near tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwellings on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site and remain in place until construction and landscaping on-site is completed.

Variance Requested

The proposed development generally complies with the "Low Density Townhouse (RTL4)" zone, except that two variances to the City's Zoning Bylaw No. 8500 are requested to:

- reduce the minimum lot width from 50.0 m (164 ft.) to 49.39 m (162 ft.); and
- permit seven small car parking spaces.

Staff are generally supportive of the requested variances for the following reasons:

- The applicant has made reasonable efforts to consolidate the additional lots to the north. However, the applicant was unable to secure their purchase. The subject site's resultant lot width is only 0.6 m below the 50.0 m minimum requirement in the Zoning Bylaw and does not compromise the guiding principles of the Arterial Road Land Use Policy.
- Although the Zoning Bylaw prohibits small car spaces for developments with fewer than 31 parking spaces, the applicant has indicated that the variance would provide greater flexibility in meeting the parking requirements for the 12 townhouse units.
- Each small car space is paired with a standard car space within a side-by-side double garage. In addition, the applicant is proposing Class 1 bicycle parking at a ratio of 1.75 spaces per unit, exceeding the required 1.25 spaces per unit.

Public Art

In response to the City's Public Art Program, prior to final rezoning bylaw adoption, the applicant has agreed to provide a voluntary cash contribution to the City's Public Art Fund at a rate of $1.06 per ft^2 (2025 rate) for a total amount of approximately $14,589.84. This is required to be provided prior to rezoning bylaw adoption.

Affordable Housing Strategy

The City's Affordable Housing Strategy (AHS) identified Cash-in-Lieu (CIL) contributions to the Affordable Housing Reserve Fund (AHRF) when considering rezoning applications with 60 or fewer dwelling units. The contributions are sought in lieu of built Low End Market Rental (LEMR) housing units. The rezoning proposal is for 12 townhouse units.

Consistent with the City's AHS and Zoning Bylaw 8500, the applicant proposes to submit a contribution of $12.00 per ft^2 of buildable area. For this proposal, the CIL contribution requirement will be $165,168.00 and is required to be provided prior to final adoption of the rezoning bylaw.

Market Rental Housing Policy

The City of Richmond's OCP establishes a policy framework for the provision of market rental housing. Small-scale projects, including townhouse developments greater than five units and less than 60 units, are not required to provide purpose-built market rental units so long as a CIL contribution is made to the City's AHRF. The CIL contribution amount for townhouse developments is $3.09 per ft^2 of buildable area. In accordance with the City's Market Rental Housing Policy, the CIL contribution required is $42,530.76 and is required to be provided prior to final adoption of the rezoning bylaw.

Amenity Space

The applicant has opted to provide a voluntary CIL contribution to the City's Recreation Facilities Reserve Fund in the total amount of $24,792.00 ($2,066.00 per dwelling unit) in lieu of providing common indoor amenity space on-site and is required to be provided prior to rezoning bylaw adoption.

Approximately 76.6 m^2 (825 ft^2) of common outdoor amenity is proposed in the north-western portion of the subject site, which complies with the minimum requirement of 72.0 m^2 (775 ft^2). Further expansion of the common amenity area could be contemplated by the future strata corporation once the property to the north is developed and the turnaround driveway aisle is no longer required, at which time the area could be repurposed as additional common outdoor space. Programming and landscape details will be refined at the DP stage.

Sustainability

Consistent with the City's Energy Step Code requirements, the applicant has confirmed that the proposed development is anticipated to achieve Step 3 of the Energy Step Code of the Energy

Step Code with EL-4. An energy efficiency report from a registered professional is required prior to DP issuance to demonstrate compliance with the City's Energy Step Code requirements.

Site Servicing and Frontage Improvements

As a condition of BP approval, the applicant will be required to enter into a SA for the design and construction of the following, including but not limited to:

- Approximately 2.6 m of road dedication along No. 2 Road;
- Removal of the existing driveway letdowns along No. 2 Road;
- Frontage and boulevard improvements along No. 2; and
- New water, sewer and sanitary service connections.

Development Permit

As part of the rezoning approval process, a DP must be advanced to a satisfactory level. Through the DP review, several aspects will be further refined, including:

- Ensuring the design aligns with the City's arterial road and multi-family development guidelines in the OCP;
- Enhancing the landscape design for greater planting diversity, screening and shading; and
- Reviewing the applicant's approach to Crime Prevention Through Environmental Design (CPTED) principles.

Financial Impact or Economic Impact

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

Conclusion

Eric Law (Eric Law Architect Inc.) has applied to the City to rezone the properties at 8680, 8700 and 8720 No. 2 Road to permit the development of 12 townhouse units. Vehicle access is provided from No. 2 Road. The subject rezoning application generally complies with the land use designation and applicable policies for the subject site contained in the OCP, including the Blundell Area. Further design review will be undertaken as part of the associated DP application review process.

The list of Rezoning Considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10701 be introduced and given first, second and third readings.

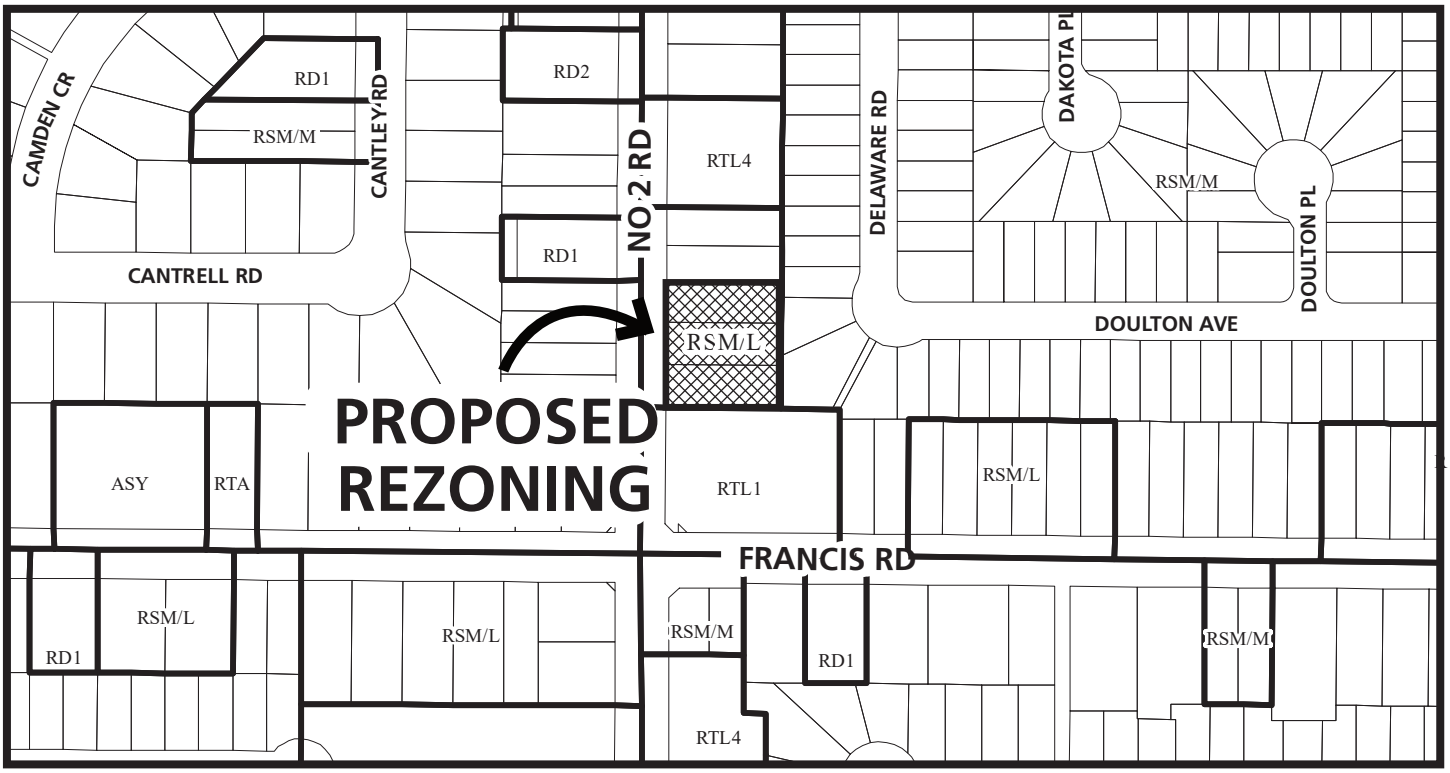
Edison Ting
Planner 3
(604-276-4084)

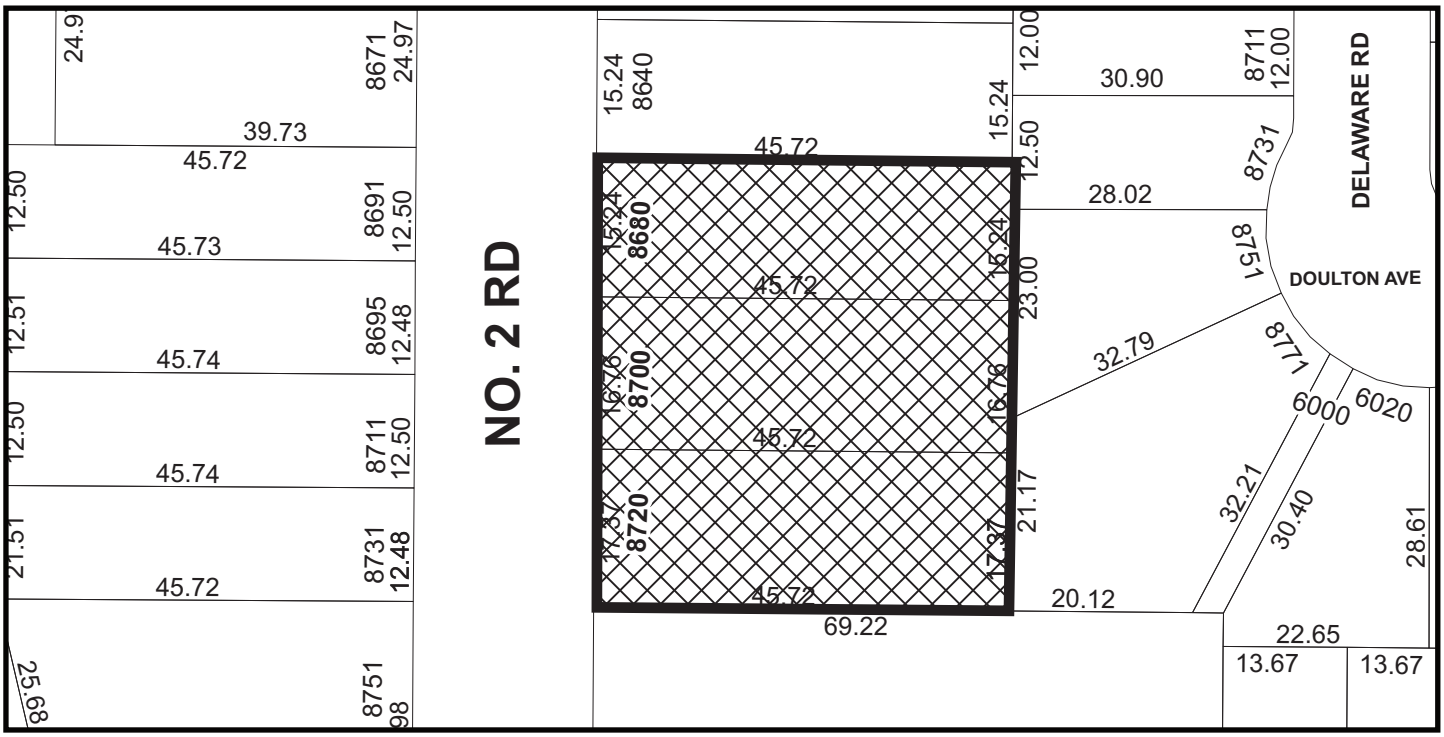
ET:aa

Att. 1: Location and Aerial Map
2: Development Application Data Sheet
3: Public Correspondence Received
4: Conceptual Development and Landscape Drawings
5: Tree Management Plan
6: Rezoning Considerations

City of Richmond

Attachment 1





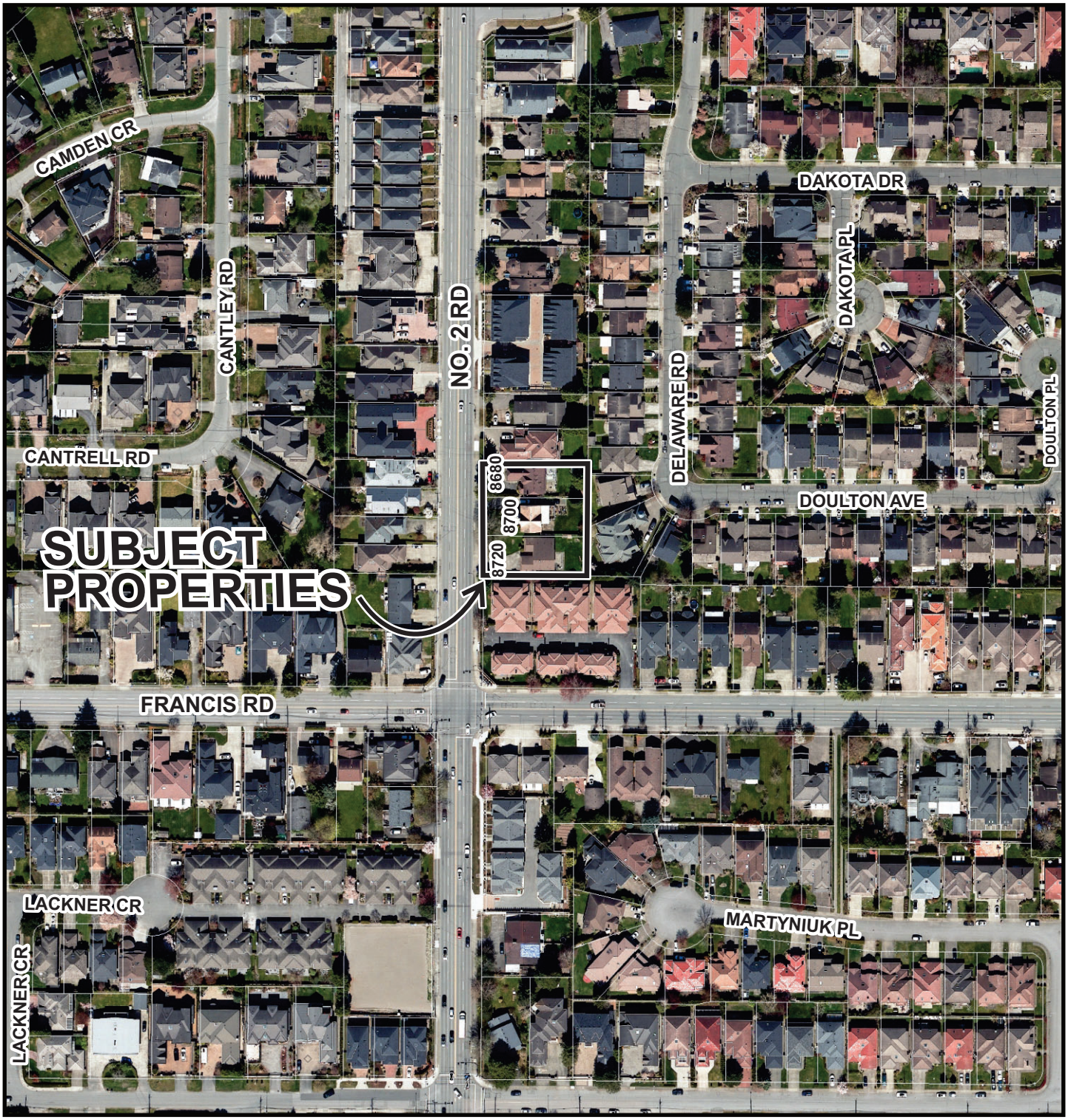
RZ 22-021101

Original Date: 09/22/22

Revision Date: 08/29/25

Note: Dimensions are in METRES

City of Richmond



RZ 22-021101

Original Date: 09/22/22

Revision Date:

Note: Dimensions are in METRES

City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 22-021101 **Attachment 2**

Address: 8680, 8700, 8720 No. 2 Road

Applicant: Mavic Properties Ltd

Planning Area: Blundell

	Existing	Proposed
Owner	Mavic Properties Ltd	No change
Site Size	2,259.6 m^2 (24,322 ft^2)	2,132.2 m^2 (22,940 ft^2)
Land Uses	Single Family Residential	Townhouses
OCP Designation	Neighbourhood Residential (NRES)	No change
Zoning	Small-Scale Multi-Unit Housing (RSM/L)	Low Density Townhouses (RTL4)
Number of Units	3	12

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio (FAR):	Max. 0.60 FAR	0.60 FAR	None permitted
Buildable Floor Area (m^2):*	Max 1,278 m^2 (13,764 ft^2)	1,278 m^2 (13,764 ft^2)	None permitted
Lot Coverage – Buildings	Max. 40 %	35.5 %	None
Lot Coverage – Non-porous Surfaces	Max. 65.0 %	64.8%	None
Lot Coverage – Live Landscaping	Min. 25.0 %	25.5%	None
Lot Width	Min. 50.0 m	49.39 m	**Requested**
Lot Depth	Min. 35.0 m	45.70 m	None
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 3.0 m North Side: Min. 3.0 m South Side: Min. 3.0 m	Front: 6.01 m Rear: 4.52 m North Side: 6.29 m South Side:3.39 m	None
Height (m):	Max 12.0 m (39.3 ft.) at 3 storeys	3 storeys, 11.62 m (38.12 ft.)	None
Off-street Parking Spaces – Regular (R) / Visitor (V):	Min. 2.0/unit (Min. 24 spaces) and Min. 0.2/unit (Min.3 spaces) (V) per unit	24 spaces (Resident) / 3 spaces (Visitor)	None
Small Car Parking Spaces	None	7 Stalls (Resident)	**Requested**

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Tandem Parking Spaces:	Permitted – Maximum of 50% of required spaces (12 Spaces)	42% (10 Spaces)	None
Amenity Space – Indoor:	Min. 50 m^2 or Cash-in-lieu	Cash-in-lieu	None
Amenity Space – Outdoor:	Min. 72 m^2	76.6 m^2	None

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

From: chen eddy
To: Alabi,Tolu
Subject: Re: Concern about 8720 No. 2 Road development
Date: Tuesday, January 10, 2023 1:48:56 PM
Attachments: image001.jpg

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Dear Tolu:
Thank you for your reply and the information provided to me.

I'm here to raise my objection to the development application next door (RZ 22-021101)

For the reasons below:
1) it does not meet the basic width requirement of 50 Meters
2) it will make the opportunity for my development become impossible. (residual lots including 8640 and 8628)
3) They didn't try to make the best offer to include my property as part of their development.
4) There will be lots of noise during their construction period if they succeed in the application. Therefore, compensation needs to be discussed and agreed upon by both parties.

Please acknowledge and let me know if there is anything else that should be done to express my concern to the city staff in charge of this application.

Thank you in advance and looking forward to hearing from you soon

Sincerely

Eddy Chen (legal name Ming Kuan Chen)
The owner of 8640 No. 2 Road
[redacted]

On Fri, Nov 25, 2022 at 3:23 PM Alabi,Tolu <TAlabi@richmond.ca> wrote:

> Hello Eddy,
>
> Thanks for your email. My apologies for the delayed response please see below:
>
> Address: 8680/8700/8720 No 2 Road (RZ 22-021101)
>
> Project Description: Proposal to rezone 8680, 8700 and 8720 No 2 Road from the "Single Detached (RS1/E)" zone to the "Low Density Townhouses (RTL4)" zone to construct 12 townhouse units.
>
> 1) May I have a copy of the site plan and floor plan of this development application of

3 lots for reference?

If you are interested in the contents of this application, you are welcome to visit the City of Richmond's City Hall and make a request to view the physical file.

Address: 6911 No. 3 Rd, Richmond, BC V6Y 2C1

City Hall is open Monday – Friday : 8:15am – 5:00pm, except on statutory holidays.

2) Do we still have an opportunity to develop and build townhouses or multi-family properties once they build 12 townhouses next to our lot;

Your property abuts a major arterial road. Residual sites for future townhouse development should have at least 50 m (164 ft.) frontage on a major arterial road. Townhouse proposals that create residual properties with smaller frontages are considered on a case-by-case basis. As part of the development review process, staff may consider an application that excludes some lots if the applicant can demonstrate that the lots are not attainable [such as providing staff with materials that demonstrate that a fair market offer has been declined by the owner(s) of the lots] and that any neighbouring lots still have development potential in accordance with the Arterial Road Land Use Policy [e.g. they will need to submit a preliminary concept plan for the neighbouring lots demonstrating that they can be developed to the permitted density]

3) Are they qualified for the 50 M width requirement for both the building site and the residual lots? Even with the neighbor's opposition?

The total lot frontage of 8680, 8700 and 8720 No 2 Road is 49.37m which is less than the required 50.0 m. Based on the current proposal, the residual lots will have a 30.48 m frontage. Land assembly of 8628, 8640, 8680, 8700 and 8720 No 2 Road) is the preferred redevelopment scenario to fully comply with the Arterial Road Townhouses development requirements (minimum frontage) and guidelines. However, as stated above, staff may consider an application that excludes some lots if the applicant can demonstrate that the other lots are not attainable (such as providing staff with materials that demonstrate that a fair market offer has been declined by the owner(s) of the lots) and that any neighbouring lots still have development potential in accordance with the Arterial Road Land Use Policy.

Any concerns raised by neighbours will need to be addressed to City Staff's satisfaction prior to the application being considered by the Planning Committee.

4) What procedure should I do to express my concern and /or opposition?

If you have any concerns and/or opposition comments regarding this application you can email me directly or you can make arrangements to speak at the Public Hearing when the date

becomes available. It will be posted on the signage on the site. If you intend to speak at the Public Hearing meeting when the date becomes available, please contact the Office of the City Clerk (cityclerk@richmond.ca) for more information on the process. It is advisable that you provide me with your comments prior to the Public Hearing so that City staff have the opportunity to review and address any potential concerns ahead of the hearing.

Let me know if any additional information is needed.

Regards,

Tolu Alabi | Planner I (Development Review)

Planning and Development Division| City of Richmond

E: talabi@richmond.ca | **P**: 604-276-4092

From: chen eddy <eeddyy888@gmail.com>
Sent: November 10, 2022 2:48 PM
To: Alabi,Tolu <TAlabi@richmond.ca>
Subject: Concern about 8720 No. 2 Road development

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Hi, Tolu:

How are you?

Thank you for accepting my inquiry about the development application at 8720,8700, 8680 No.2 Road.

I wonder if you can answer the following concerns:

1) May I have a copy of the site plan and floor plan of this development application of 3 lots for reference?

2) Do we still have an opportunity to develop and build townhouses or multi-family properties once they build 12 townhouses next to our lot;

3) Are they qualified for the 50 M width requirement for both the building site and the residual lots? Even with the neighbor's opposition?

4) What procedure should I do to express my concern and /or opposition?

Looking forward to hearing from you soon.

Sincerely yours

Eddy Chen / Owner of 8640 No.2 Road

[redacted]

Attachment 4

REZONING FOR TOWNHOUSE DEVELOPMENT AT 8680, 8700 and 8720 NO. 2 ROAD, RICHMOND BC

DEVELOPMENT DATA

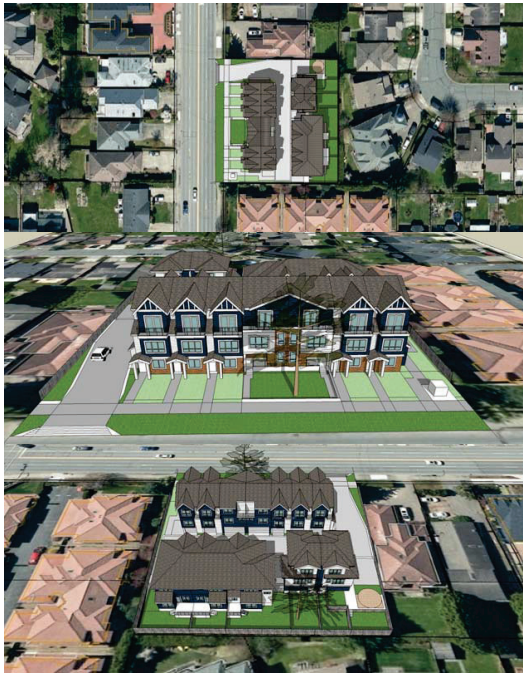
(A) CIVIC ADDRESS:	8680, 8700 AND 8720 NO, 2 ROAD, RICHMOND BC		
(B) LEGAL DESCRIPTION:	LOT 235, 236 AND 237 ALL OF SECTION 19, BLOCK 4 NORTH RANGE 6 WEST NWD PLAN 55795		
(C) LOT AREA:	ORIGINAL 2,259.6 SM (24,322 SF) APRPOX 2131.2 SM (22940 SQ. FT.) AFTER ROAD DEDICATION		
(D) ZONING USE	CURRENT: RSM/L		
	CURRENT ZONING (UNDER RSM/L ZONING)	PROPOSED REZONING RTL4	PROPOSED DEVELOPMENT
(E) FLOOR AREA RATIO	0.6 TO 464.5 SM 0.3 TO REST OF SITE AREA	0.6 X 2131.20 SM = 1278.72 SM (13,764 SF)	0.6 1278.72 SM (13,764 SF) FAR FLOOR AREA
(F) MINIMUM LOT		50M FRONTAGE	49.398M [VARIANCE REQUIRED]
(G) NUMBER OF UNIT:	UP TO 4 PER LOT	12 UNITS	12 UNITS + 1 LOCKOFF UNIT
(H) BUILDING COVERAGE:	MAX – 45%	MAX – 40% (9176 SF)	35.5% (8132 SQ. FT.)
(I) BUILDING HEIGHT:	MAX HEIGHT – 9M	MAX MAIN BUILDING HEIGHT – 12M	BUILDING HEIGHT – 11.62M
(J) SETBACK:	FRONT YARD – 6M SIDE YARD – 1.2M & 4M REAR YARD – 6M	FRONT YARD – 6.0M SIDE YARD – 3.0M REAR YARD – 3.0M	FRONT YARD (NO. 2 RD) – 6.01M (19'8") TO NEW PL SIDE YARD (NORTH) – 6.29M (20'8") SIDE YARD (SOUTH) – 3.39M (11'1") REAR YARD (EAST) – 4.52M (14'10")
(K) PARKING:	1 PER DWELLING UNIT	2 PER DWELLING UNITS X12 = 24 0.2 VISITOR PARKING / UNIT X12 = 3 TOTAL = 27 REQUIRED	RESIDENTIAL PARKING: – 7 REGULAR – 7 SMALL [VARIANCE REQUIRED] – 10 REGULAR IN TANDEM VISITOR PARKING: – 1 DISABLED – 2 REGULAR TOTAL PARKING PROVIDED: – 27
		RESIDENTIAL BICYCLE SPACE 1.25 PER DWELLING UNIT X12=15 VISITOR BICYCLE 0.2 PER DWELLING UNIT X12= 3	RESIDENTIAL BICYCLE SPACE – 21 VISITOR BIKE RACK – 3
(L) OPEN SPACE		OPEN AMENITY SPACE = 6 SM PER UNIT X12= 72 SM (775 SF)	OUTDOOR AMENITY AND: CHILDREN PLAYGROUND: 95.6 SM (1029 SQ. FT.)

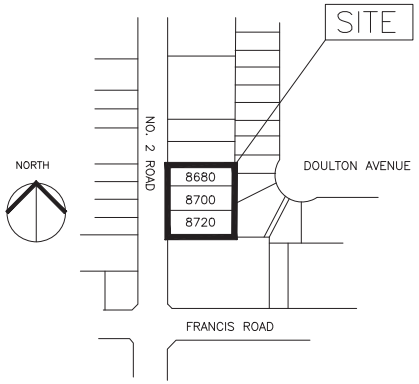
TWO CONVERTIBLE UNITS ARE PROVIDED IN THIS DEVELOPMENT

ALL THE UNITS IN THIS PROJECT SHALL INCORPORATE THE FOLLOWING FEATURES IN THE UNITS

(1) PROJECT SHALL MEET BCBC STEP CODE 3 WITH LOW CARBON BUILDING ENERGY SYSTEM (LCES)

(2) AGING IN PLACE FEATURES SHALL BE PROVIDED TO ALL UNITS:
(a) STAIRWELL HANDRAILS
(b) LEVER TYPE HANDLES FOR PLUMBING FIXTURE AND DOOR HANDLES
(c) SOLID BLOCKING IN WASHROOM WALLS TO FACILITATE FUTURE GRAB BAR INSTALLATION BESIDE TOILETS, BATHTUBS AND SHOWERS





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TOWNHOUSE AT
8680-8720
NO. 2 ROAD
RICHMOND BC

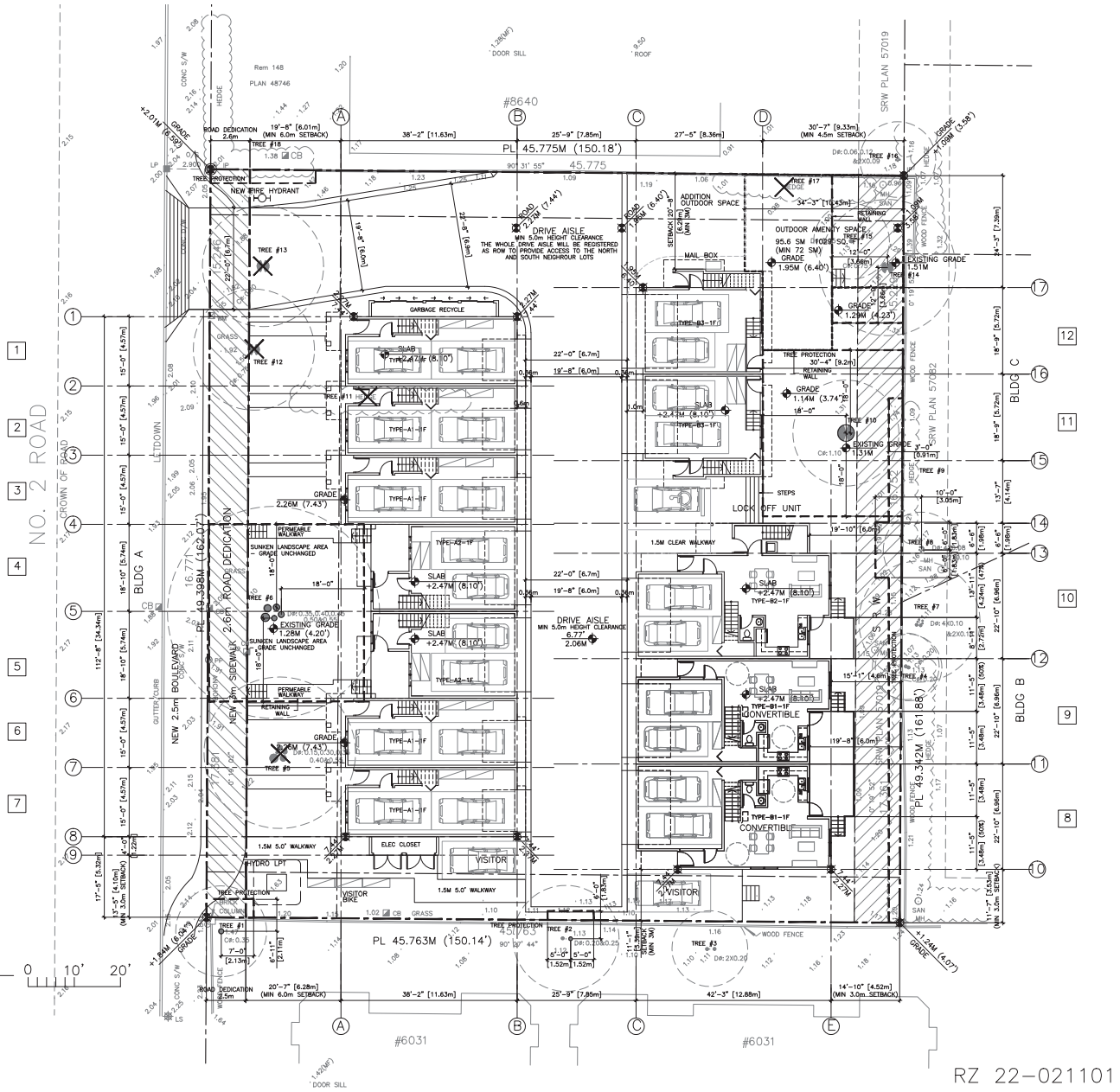
DEVELOPMENT SUMMARY

PROJECT NUMBER:	22–06
ISSUED:	8/29/2025
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	22–06_ENT_250829–RZ.DWG

A1

REZONE

CNCL - 389



TREE PROTECTION

TREE REMOVAL

FINISH GRADE:

NW LOT CORNER:	2.01	NE HOUSE CORNER:	2.27
NE LOT CORNER:	1.09	SE HOUSE CORNER:	2.27
SE LOT CORNER:	1.24	SW HOUSE CORNER:	2.27
SW LOT CORNER:	1.84	NW HOUSE CORNER:	2.27
	1.54		2.27

AVERAGE GRADE: 1.90m (6.23')
CROWN GRADE: 2.17 m
MINIMUM FCL: 2.47m

BUILDING HEIGHT: 13.52m −1.90m= 11.62m

NORTH

1 — SITE PLAN 1/F
3/32" TO 1'-0"

0 10' 20'

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TOWNHOUSE AT
9680-9720
NO. 2 ROAD
RICHMOND BC

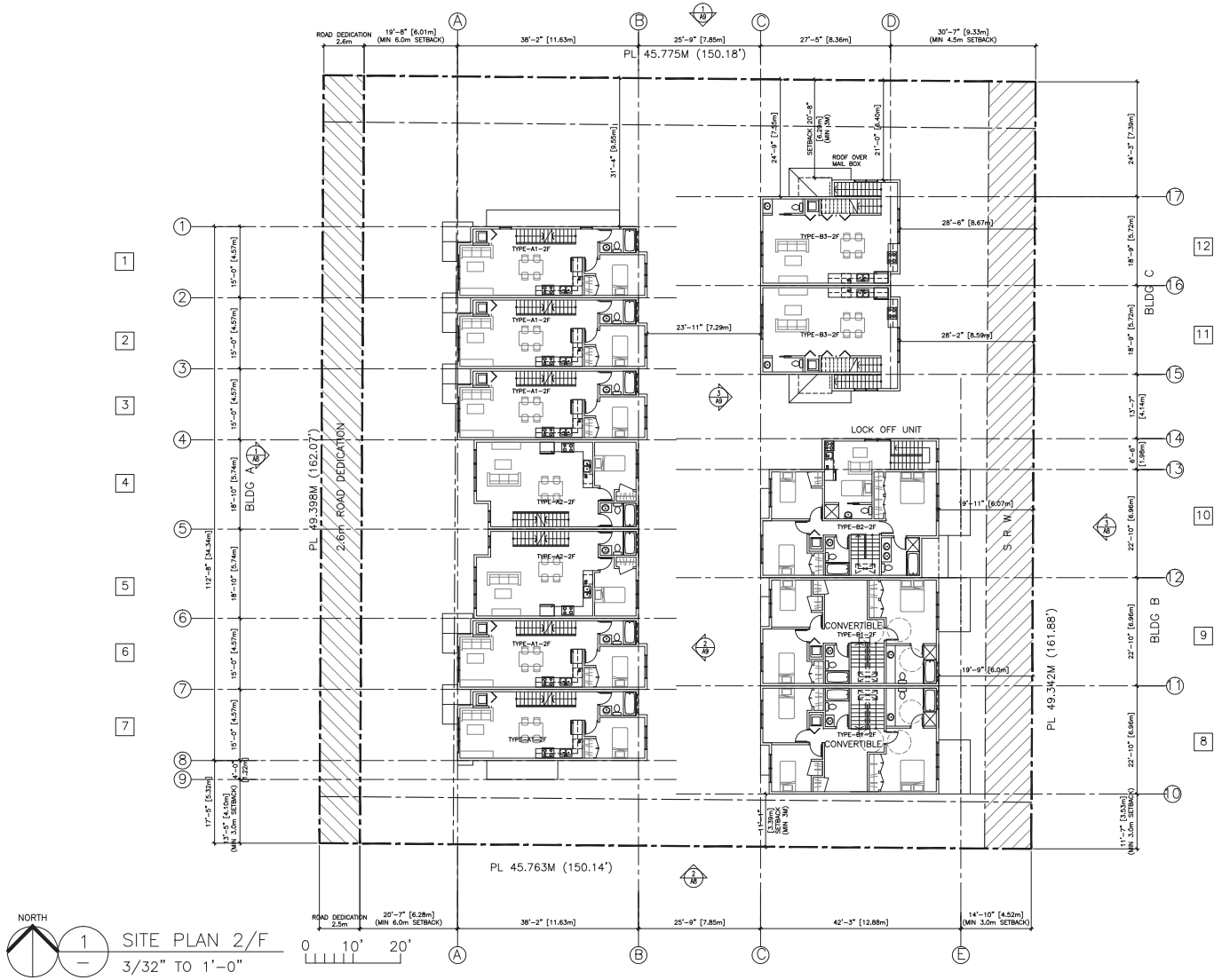
SITE PLAN (1/F)

PROJECT NUMBER:	22-06
ISSUED:	8/29/2025
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	22-06_ENT_250829-RZ.DWG

A2

REZONE

CNCL - 390



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TOWNHOUSE AT
9680-9720
NO. 2 ROAD
RICHMOND BC

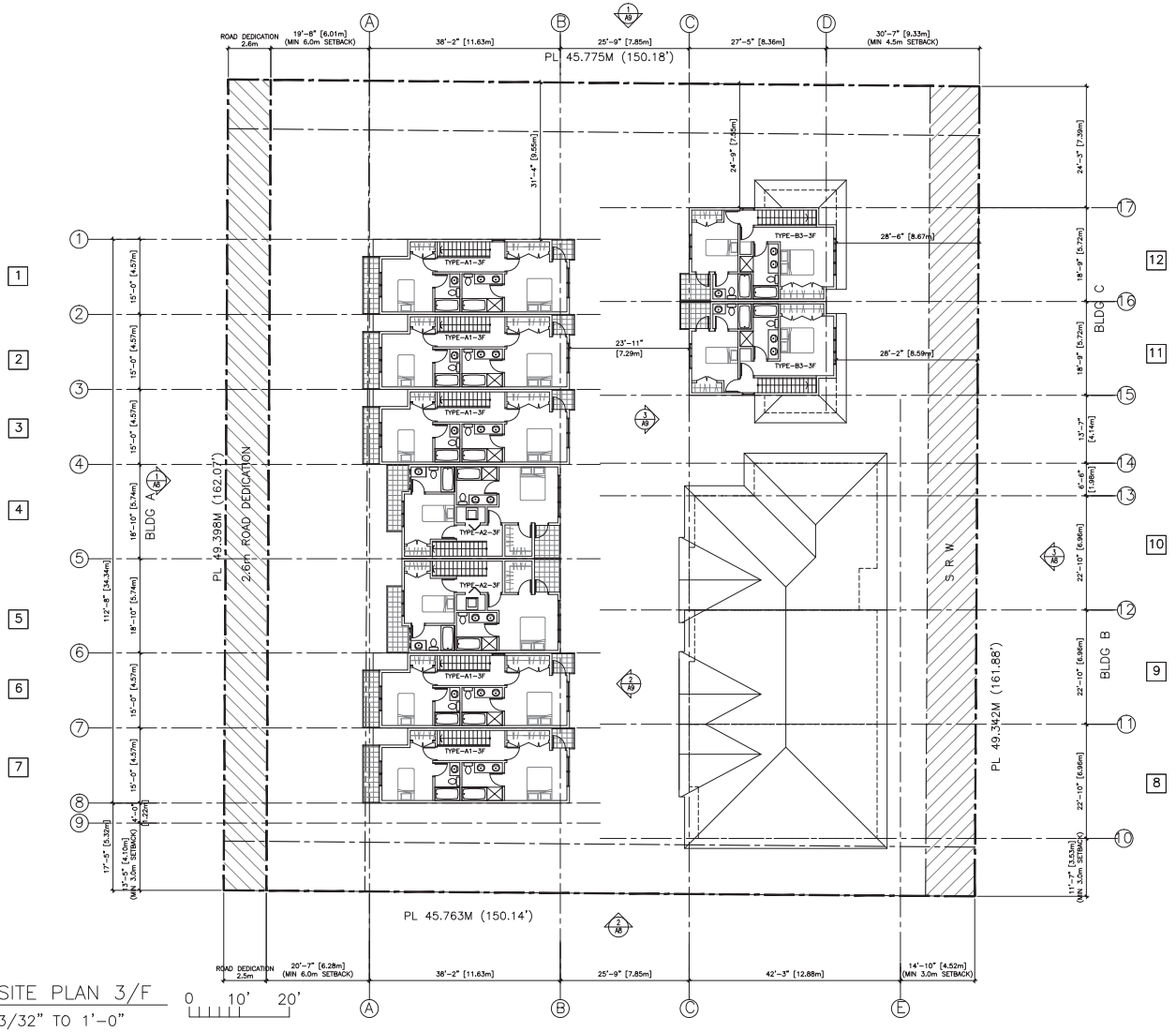
SITE PLAN (2/F)

PROJECT NUMBER:	22-06
ISSUED:	8/29/2025
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	22-06_ENT_250829-RZ.DWG

A3

REZONE

CNCL - 391



NORTH

1 — SITE PLAN 3/F

3/32" TO 1'-0"

0 10' 20'

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9680-9720
NO. 2 ROAD
RICHMOND BC

SITE PLAN (3/F)

PROJECT NUMBER:	22-06
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CHECKED BY:	EL
FILENAME:	22-06_ENT_250829-RZ.DWG

A4

REZONE

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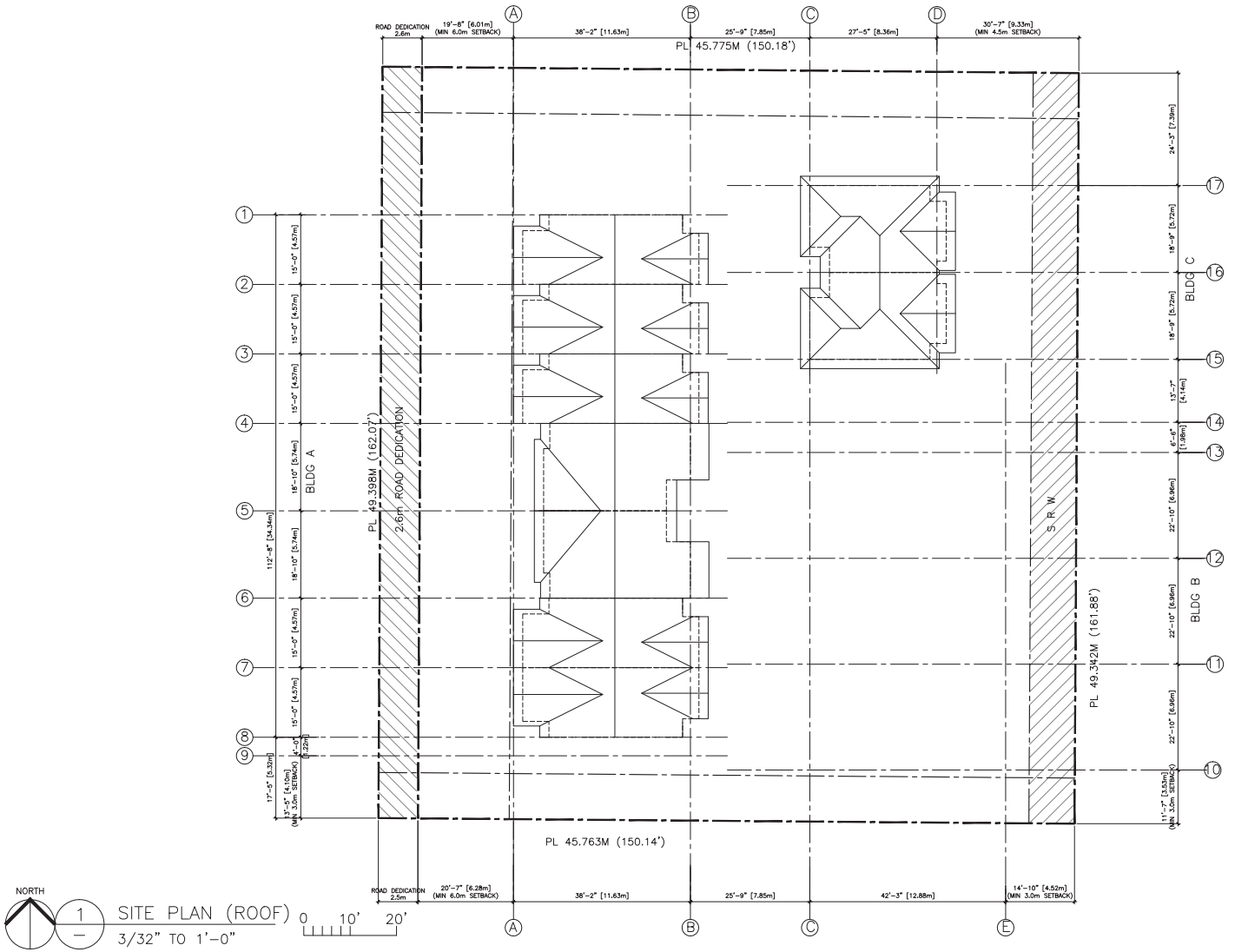

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TOWNHOUSE AT
9680-9720
NO. 2 ROAD
RICHMOND BC

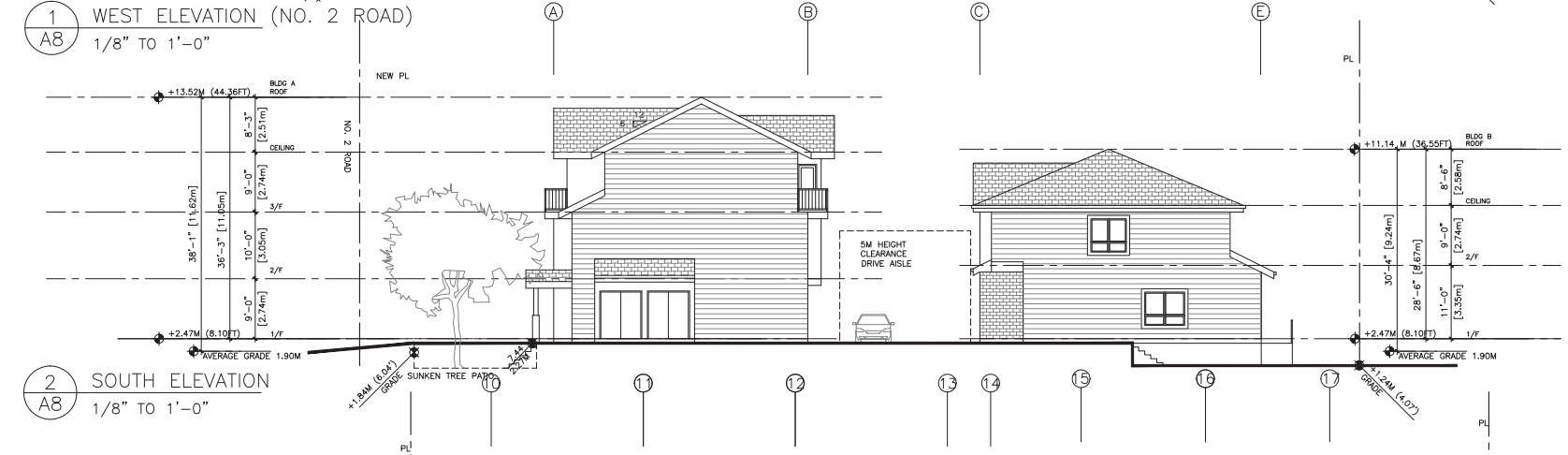
SITE PLAN (ROOF)

PROJECT NUMBER:	22-06
ISSUED:	8/29/2025
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	22-06_ENT_250829-RZ.DWG

A5

REZONE

1 / A8 WEST ELEVATION (NO. 2 ROAD)
1/8" TO 1'-0"



2 / A8 SOUTH ELEVATION
1/8" TO 1'-0"

3 / A8 EAST ELEVATION
1/8" TO 1'-0"

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TOWNHOUSE AT
9680-8720
NO. 2 ROAD
RICHMOND BC

ELEVATIONS

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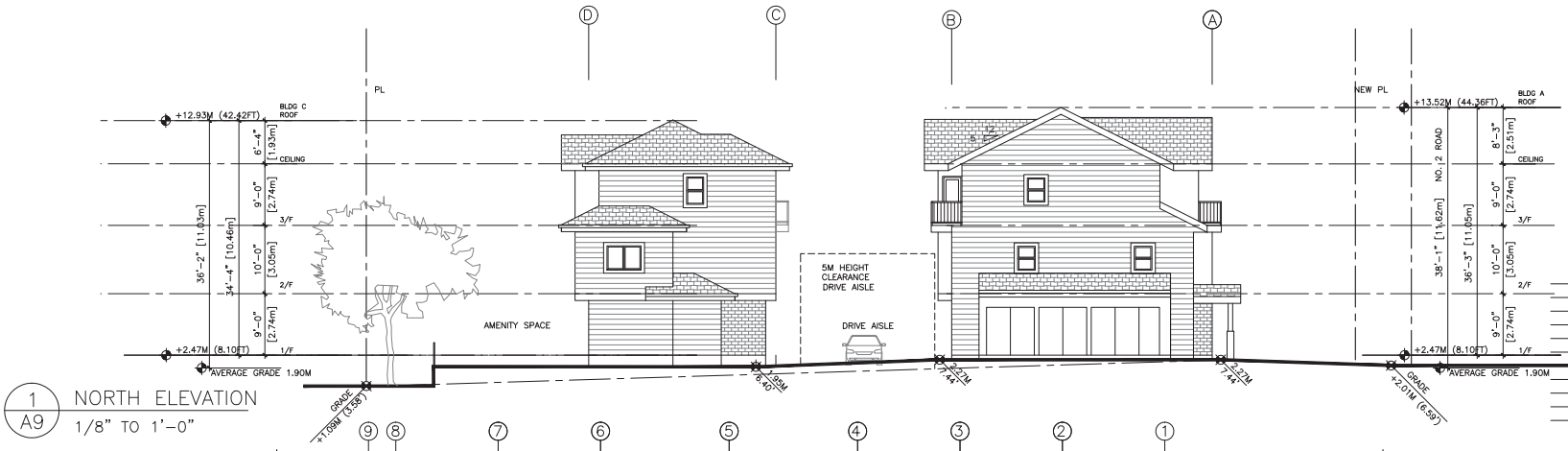
CHECKED BY:	EL
FILENAME:	22-06_ENT_250829-RZ.DWG

A8

REZONE



1 / A9 NORTH ELEVATION
1/8" TO 1'-0"

2 / A9 EAST ELEVATION (INTERNAL)
1/8" TO 1'-0"

3 / A9 EAST ELEVATION (INTERNAL)
1/8" TO 1'-0"

RZ 22-021101

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REVISION

TOWNHOUSE AT
9680-9720
NO. 2 ROAD
RICHMOND BC

ELEVATIONS

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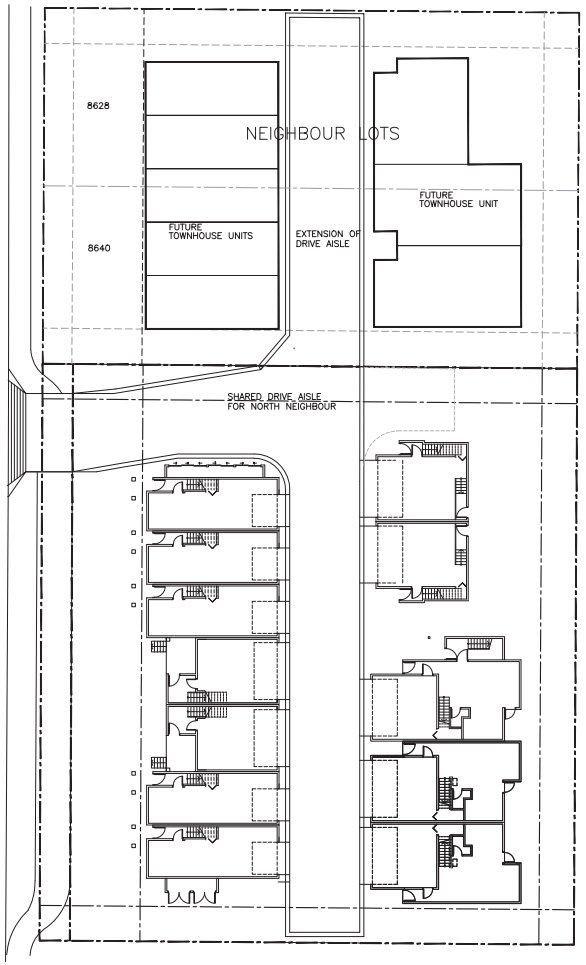
FILENAME:	22-06_ENT_250829-RZ.DWG

A9

REZONE



1 — NEIGHBOUR DEVELOPMENT CONCEPT
1/16" TO 1'-0"

RZ 22-021101

ERIC LAW
ARCHITECT

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V5J0B3

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REGISTERED ARCHITECT
ERIC CHI WANG LAW
BRITISH COLUMBIA

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TOWNHOUSE AT
9680-9720
NO. 2 ROAD
RICHMOND BC

NEIGHBOUR DEVELOPMENT

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ISSUED:	8/29/2025
DRAWN BY:	EL
CHECKED BY:	EL
FILENAME:	22-06_ENT_250829-RZ.DWG

A11

REZONE

CNCL - 396

TREE SCHEDULE

PMG PROJECT NUMBER: 22-155

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE				
	1	CERCIDIPHYLLUM JAPONICUM 'MORIOKA WEEPING' WEEPING KATSURA TREE		8CM CAL/ 3M STD
	5	GINGO BILOBA 'MENHIR'	COLUMNAR MAIDENHAIR TREE (MALE FORM)	8CM CAL/ 3M STD; B&B; CLIMATE RESILIENT
	1	PICEA OMORIKA 'BRUNS'	BRUNS SERBIAN SPRUCE	4M HT; B&B
	1	STEWARTIA PSEUDOCAMELLIA	JAPANESE STEWARTIA	8CM CAL; B&B
SHRUB				
	9	BERBERIS THUNBERGII 'MONOMB'	CHERRY BOMB BARBERRY	#2 POT
	11	BUXUS MICROPHYLLA 'WINTER GEM'	LITTLE-LEAF BOX	#3 POT; 40CM
	3	CORNUS SERICEA	RED OSIER DOGWOOD	#3 POT; 50CM
	2	EUONYMUS ALATA 'COMPACTUS'	COMPACT WINGED BURNING BUSH	#3 POT; 50CM
	49	PIERIS JAPONICA 'FOREST FLAME'	PIERIS; WHITE BLOOMS	#3 POT; 50CM
	14	ROSA MEIDELAND 'ROYAL BONICA'	MEIDELAND ROSE PINK	#2 POT; 40CM
	71	SARCOCOCCA HOOKERIANA 'RUSCIFOLIA'	FRAGRANT SARCOCOCCA	#2 POT
	14	SKIMMIA REEVESIANA	DWARF SKIMMIA	#2 POT
	192	TAXUS X MEDIA 'HICKSII'	HICKS' YEW	1.0M HT; B&B
GRASS				
	18	CALAMAGROSTIS X A. 'KARL FOERSTER'	KARL FOERSTER FEATHERED GRASS	#2 POT, HEAVY
	83	CAREX OSHIMENSIS 'EVERGOLD'	EVERGOLD JAPANESE SEDGE	#1 POT
	9	MISCANTHUS SINENSIS 'LITTLE KITTEN'	COMPACT MAIDEN GRASS	#1 POT
	78	PENNISETUM ALOPECUROIDES 'HAMELN'	DWARF FOUNTAIN GRASS	#1 POT
PERENNIAL				
	5	RUDBECKIA FULGIDA VAR SULLIVANTII 'GOLDLOCK'	RUDBECKIA; YELLOW ORANGE	15CM POT
GROUND COVER				
	3	EUONYMUS JAPONICA 'EMERALD GAIETY'	EUONYMUS; SILVER VARIEGATED	#1 POT; 25CM
	30	POLYSTICHUM MUNITUM	WESTERN SWORD FERN	#1 POT; 20CM; NATIVE; CLIMATE RESILIENT

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW/ MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF 'CONDITIONS OF AVAILABILITY'. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

NOTE:
- PROVIDE DESIGNED BUILD HIGH EFFICIENCY AUTOMATIC IRRIGATION SYSTEM TO I.I.A.B.C. STANDARDS TO ALL SOFT LANDSCAPE AREAS. SHOP DRAWINGS O.BE REVIEWED AND APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- 6 REPLACEMENT TREES REQUIRED; 6 REPLACEMENT TREES PROVIDED.

HARDSCAPE LEGEND

STANDARD PAVERS; BY NEWSTONE GROUP NORTHERN SHADOW COLOR.

AQUALINE SERIES PERMEABLE PAVERS BY BELGARD FOUNDRY COLOR.

2'X2' CONCRETE HYDRAPRESSED SLAB, INSTALL PER MANUFACTURER'S SPECIFICATIONS

SOD LAWN

LIGHTING LEGEND

SYMBOL	STYLE
	BOLLARD 36" HT
	LITHONIA RADIGAN LED BOLLARD

ALL PAVERS TO BE INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS.

ALL FURNITURE TO BE SURFACE MOUNTED AS PER MANUFACTURER'S SPECIFICATIONS.

FURNITURE LEGEND

WISHBONE MODENA WIDE BODY BENCH

100'S RECYCLED PLASTIC LUMBER

POWDERCOATED - TEXTURED SILVER

WISHBONE BIKE RACK - SFBRP-7 POWDERCOATED - TEXTURED SILVER

POWDERCOATED - TEXTURED SILVER

JAMBETTE PLAY EQUIPMENT Xyd-46 (L-28043)
Age category: 18 months to 12 years old
Maximum capacity: 4 children

FENCE LEGEND

SYMBOL	STYLE
	42" HT ALUMINUM FENCING
	4' HT. WOOD FENCING
	6' HT. WOOD FENCING

22155-4.ZIP

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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
4	23.AUG.28	NEW SITE PLAN & CITY COMMENTS	RJ
3	23.AUG.10	LOT COVERAGE PLAN	DD
2	23.AUG.12	REVISED AMENITY AREA	DD
1	23.JUL.24	NEW SITE PLAN, REPORT & CITY COMMENTS	DD

CLIENT:
MAVIC HOMES
WITH : ERIC LAW ARCHITECT

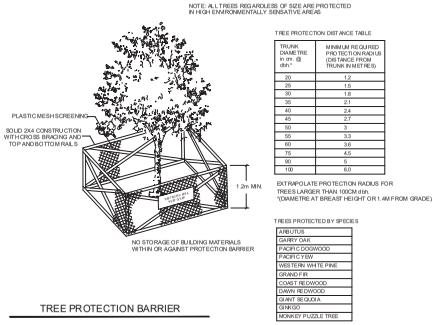
PROJECT:
12 UNIT TOWNHOUSE DEV.
8680 - 8720 NO. 2 ROAD
RICHMOND, BC

DRAWING TITLE:
LANDSCAPE PLAN

DATE:	22.AUG.05	DRAWING NUMBER:	
SCALE:	3/ 32 " = 1'-0"		L1
DRAWN:	SA		
DESIGN:	SA		
CHK'D:	CLG		OF 4

PMG PROJECT NUMBER: **22-155**

Attachment 5



TRUNK DIAMETRE in cm @ dbh.*	MINIMUM REQUIRED PROTECTION RADIUS (DISTANCE FROM TRUNK IN METRES)
20	1.2
25	1.5
30	1.8
35	2.1
40	2.4
45	2.7
50	3
55	3.3
60	3.6
75	4.5
90	5
100	6.0

ARBUTUS
GARRY OAK
PACIFIC DOGWOOD
PACIFIC YEW
WESTERN WHITE PINE
GRAND FIR
COAST REDWOOD
DAWN REDWOOD
GIANT SEQUOIA
GINKGO
MONKEY PUZZLE TREE

	TO RETAIN
	TO REMOVE
	TREE PROTECTION FENCE

TOTAL TREES REMOVED: 2 CONIFERS 1 DECIDUOUS
REPLACEMENT TREES REQUIRED: 1 CONIFERS AT LEAST 4M HT. 5 DECIDUOUS AT LEAST 8CM CAL

0 5 10 25 50Ft

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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
4	25.AUG.28	NEW SITE PLAN & CITY COMMENTS	RJ
3	25.AUG.19	LOT COVERAGE PLAN	DD
2	25.AUG.12	REVISED AMENITY AREA	DD
1	25.JUL.24	NEW SITE PLAN, AIR REPORT & CITY COMMENTS	DD

CLIENT:
MAVIC HOMES
WITH : ERIC LAW ARCHITECT

PROJECT:
12 UNIT TOWNHOUSE DEV.
8680 - 8720 NO. 2 ROAD
RICHMOND, BC

DRAWING TITLE:
TREE MANAGEMENT PLAN

DATE:	22.AUG.05	DRAWING NUMBER:	
SCALE:	3/ 32 " = 1'-0"		**L3**
DRAWN:	SA		
DESIGN:	SA		
CHKD:	CLG		OF 4

22155-4.ZIP

PMG PROJECT NUMBER: **22-155**

City of Richmond

Rezoning Considerations

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

Address: 8680, 8700, 8720 No. 2 Road **File No.:** RZ 22-021101

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10701, the developer is required to complete the following:

1. **(Development Permit)** The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
2. **(Road Dedication)** Approximately 2.60 metre road dedication along the entire No. 2 Road frontage. Exact road dedication to be confirmed and demonstrated through a functional design for the required road frontage improvements to be prepared by the applicant.
3. **(Lot Consolidation)** Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
4. **(Arborists Contract)** Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. **(Tree Replacement Security)** Submission of a Landscape Security in the amount of $4,500.00 ($750.00/tree) to ensure that a total of eight (8) replacement trees are planted and maintained on the lot proposed (for a total of 12 trees on-site); minimum 6 cm deciduous caliper or 3.5 m high conifers). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**
6. **(Tree Survival Security)** Submission of a Tree Survival Security to the City in the amount of $60,000.00 for four (4) on-site trees to be retained.
7. **(Tree Protection Fencing)** Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
8. **(Access to Future Development Site)** Registration of a public rights-of-passage statutory right-of-way, and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the full internal drive-aisle of the subject site to facilitate future shared development access for properties to the north and south, including the installation of way-finding and other appropriate signage on the subject property, and requiring a covenant that the owner provide written notification of this through the disclosure statement to all initial purchasers, provide an acknowledgement of the same in all purchase and sale agreements, and erect signage in the initial sales centre advising purchasers of the potential for these impacts.
9. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title.
10. **(Secondary Suite)** Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until one (1) secondary suite is constructed on the proposed site, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
11. **(No Stratification – Secondary Suite)** Registration of a legal agreement on title ensuring that the lock-off secondary suite cannot be stratified.
12. **(Tandem Parking – No Conversion)** Registration of a legal agreement on title prohibiting the conversion of the tandem parking area into habitable space.
13. **(No Rental and Age Restrictions)** Registration of a restrictive covenant prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.
14. **(Public Art – Cash Contribution)** City acceptance of the developer's offer to make a voluntary cash contribution towards the City's Public Art Fund, the terms of which shall include the following:

Initial: _____

a) The value of the developer's voluntary public art contribution shall be based on the Council-approved rates for residential and non-residential uses and the maximum buildable floor area permitted under the subject site's proposed zoning, excluding floor area associated with affordable housing and market rental, as indicated in the table below.

Building Type	Rate	Maximum Permitted Floor Area (after exemptions)	Minimum Voluntary Cash Contribution
Residential	$1.06	13,764 ft^2	$14,589.84

b) In the event that the contribution is not provided within one year of the application receiving third reading of Council (i.e. Public Hearing), the contribution rate (as indicated in the table in item a) above) shall be increased annually thereafter based on the Statistics Canada Consumer Prince Index (All Items) – Vancouver yearly quarter-to-quarter change, where the change is positive.

15. **(Contribution – Indoor Amenity)** Contribution of $2,066 per dwelling unit (e.g. $24,792) in-lieu of on-site indoor amenity space. In the event that the contribution is not received within one year of the rezoning bylaw receiving third reading, the contribution shall be recalculated based on the rate in effect at the time of payment, as updated periodically by the City.
16. **(Contribution – Affordable Housing)** City acceptance of the developer's offer to voluntarily contribute $12.00 per buildable square foot (e.g. $165,168.00) to the City's Affordable Housing Fund. In the event that the contribution is not paid to the City within one-year of the application having received third reading of Council, the contribution shall be recalculated based on the rate in-effect at the time of payment, as posted in a City's Bulletin.
17. **(Contribution – Market Rental Housing)** City acceptance of the developer's offer to voluntarily contribute $3.09 per buildable square foot (e.g. $42,540.76) to the City's Affordable Housing Reserve Fund. In the event that the contribution is not paid to the City within one-year of the application having received third reading of Council, the contribution shall be recalculated based on the rate in-effect at the time of payment, as posted in a City's Bulletin.
18. **(Fees - Notices)** Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

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

1. **(Landscape Plan and Security)** Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs and 10% contingency. If the required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of $768/tree to the City's Tree Compensation Fund for off-site planting is required.
2. **(Acoustical and Thermal Report)** Complete an acoustical and thermal report and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

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

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

Initial: _____

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

1. **(Construction Parking and Traffic Management Plan)** Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. **(Accessibility Measures)** Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. **(Servicing Agreement)** Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit, or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

A. Transportation Works:

The developer is responsible for the design and construction of the following frontage improvements and the transition of these improvements to the existing conditions outside of the development site frontage to the satisfaction to the City. Note that while the list below provides a general description of the minimum frontage work requirement, the exact details and scope of the frontage works shall be confirmed through the Servicing Agreement design Review process to the satisfaction of the City.

Frontage Improvements

The following frontage upgrades will be required at the applicant's cost:

- The existing driveways along the site's No. 2 Road frontage shall be closed permanently. The applicant is responsible for the removal of the existing driveway letdowns and replace with barrier curb and gutter, sidewalk, and boulevard as specified below.
- The applicant shall be required to construct the following along the full frontage of the subject site along No. 2 Road, at the applicant's cost:
    - From east to west, starting at the new west property line after road dedication:
        - 3.0 m wide sidewalk clear of any above grade utilities and encroachments
        - Minimum 0.6 m wide landscaped boulevard;
        - Additional 1.9 m wide boulevard clear of street trees, above-grade utilities and other permanent fixtures. This area shall be used for future road widening purposes.
        - 0.15 m curb and gutter to match align with existing curb and gutter.
        - New sidewalk fronting the property shall transition to meet existing sidewalks to the north and south of the subject site through a reverse curve design (e.g. 3.0 m x 3.0 m).

Development Vehicular Access

- One new driveway access is to be constructed to meet the requirements of the City of Richmond's engineering Design Specifications.

B. Water Works:

a) Using the OCP Model, there is 599 L/s of water available at a 20 psi residual at the No 2 Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.

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

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

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

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

Initial:

iii) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized via the servicing agreement process.
iv) Cut and cap all existing water service connections and remove all existing water meters.
v) Install a new water service connection complete with water meter chamber as per City specifications for the proposed site. The location and size of the required storm sewer service connection shall be determined through the servicing agreement design process.

d) At Developer's cost, the City will:
i) Complete all tie-ins for the proposed works to existing City infrastructure.

C. Storm Sewer Works:

a) At Developer's cost, the Developer is required to:
i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
ii) Cut and cap all existing storm sewer service connections and remove associated inspection chambers.
iii) Install a new storm service connection complete with inspection chamber as per City specifications for the proposed site. The location and size of the required storm sewer service connection shall be determined through the servicing agreement design process.

b) At Developer's cost, the City will:
i) Complete all tie-ins for the proposed works to existing City infrastructure.

D. Sanitary Sewer Works:

a) At Developer's cost, the Developer is required to:
i) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
ii) Cut and cap all existing sanitary sewer service connections and remove associated inspection chambers.
iii) Install a new sanitary service connection complete with inspection chamber as per City specifications for the proposed site. The location and size of the required storm sewer service connection shall be determined through the servicing agreement design process.

b) At Developer's cost, the City will:
i) Complete all tie-ins for the proposed works to existing City infrastructure.

E. Street Lighting:

a) At Developer's cost, the Developer is required to:
i) Review street lighting levels along all road and lane frontages, and upgrade as required.

F. General Items:

a) At Developer's cost, the Developer is required to:
i) Complete other frontage improvements as per Transportation requirements.
ii) Coordinate with BC Hydro, Telus and other private communication service providers:
(1) To pre-duct for future hydro, telephone and cable utilities along all road frontages.
(2) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
(3) To underground overhead service lines.
iii) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all above ground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory

Initial:

right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:

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

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

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

i) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.

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

(a) Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
(b) Pipe sizes, material and slopes.
(c) Location of manholes and fire hydrants.
(d) Road grades, high points and low points.
(e) Alignment of ultimate and interim curbs.
(f) Proposed street lights design.

iii) Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Note:

* This requires a separate application.

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

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

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

Initial:

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

Signed

September 03, 2025

Date

City of Richmond

Bylaw 10701

Richmond Zoning Bylaw 8500
Amendment Bylaw 10701 (RZ 22-021101)
8680, 8700 and 8720 No. 2 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 **"LOW DENSITY TOWNHOUSES (RTL4)".**

   P.I.D. 004-264-878
   Lot 235 Section 19 Block 4 North Range 6 West New Westminster District Plan 55795

   P.I.D. 003-778-428
   Lot 236 Section 19 Block 4 North Range 6 West New Westminster District Plan 55795

   P.I.D. 004-193-121
   Lot 237 Section 19 Block 4 North Range 6 West New Westminster District Plan 55795

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10701".**

FIRST READING	
SECOND READING	
THIRD READING	
OTHER CONDITIONS SATISFIED	
ADOPTED	

CITY OF RICHMOND
APPROVED by
ET
APPROVED by Director or Solicitor

MAYOR

CORPORATE OFFICER

City of Richmond

Bylaw 10702

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10702

The Council of the City of Richmond enacts as follows:

1) The Consolidated Fees Bylaw No. 8636, as amended, is further amended:

   By deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.

2) This Bylaw comes into force and effect on January 1, 2026.

3) This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10702".**

FIRST READING	OCT 14 2025
SECOND READING	OCT 14 2025
THIRD READING	OCT 14 2025
ADOPTED	

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

MAYOR

CORPORATE OFFICER

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	$49.25

Impoundment Fees
Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	$56.50
Non-neutered male or unspayed female dog	$170.00
Dangerous Dog*	$689.00
2nd time in any calendar year	
Neutered male or spayed female dog	$113.00
Non-neutered male or unspayed female dog	$350.00
Dangerous Dog*	$1,347.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	$350.00
Non-neutered male or unspayed female dog	$689.00
Dangerous Dog*	$1,347.00
Bird	$8.75
Domestic farm animal	$83.75
Impoundment fee also subject to transportation costs	
Other animal	$42.50
Impoundment fee also subject to transportation costs	

**Subject to Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.*

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Maintenance Fees
Section 8

Description	Fee
Dog	$18.50
Dangerous Dog	$35.00
Cat	$18.50
Bird	$5.75
Domestic farm animal	$42.50
Other animal	$15.25

Note: For all Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS

Archives and Records
Image Reproduction Fees

Description	Fee	Units
Copying Records *Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.*		
Photocopying and printing (First 4 pages free)	$0.35 $0.50	per b+w page per colour page
Scanned electronic copy of a paper record	$0.50	per b+w or colour page
Digitization of audio recording	(actual cost)	per audio file
Photograph Reproductions Scanned image (each)	$21.25	

Archives
Research Service Fee

Description	Fee	Unit
Commercial Research Service Fee	$55.50	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

Archives
Tax Search Fees

Description	Fee
Tax Searches and Printing of Tax Records Searches ranging from 1 to 5 years Each year greater than 5 years	 $36.25 $8.75

Archives and Records
Preliminary Site Investigation

Description	Fee
Active Records Check Survey (per civic address searched)	$280.00

Records
Building Records Request Fees

Description	Fee	Units
Administration Fee	$30.00	per request
Each Copy Requested (Printed)	$5.50	per page
Each File Requested (Electronic)	$5.50	per file
Large File Charge	$12.25	per request

SCHEDULE – BILLING AND RECEIVABLES

Billing and Receivables
Receivables Fees

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	$42.00

SCHEDULE – BOARD OF VARIANCE

Board of Variance Bylaw No. 9259
Application Fees
Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 540 of *Local Government Act* [Variance or exemption to relieve hardship]	$791.00
Application for order under section 543 of *Local Government Act* [Exemption to relieve hardship from early termination of land use contract]	$791.00
Application for order under section 544 of *Local Government Act* [Extent of damage preventing reconstruction as non-conforming use]	$791.00
Fee for notice of new hearing due to adjournment by applicant	$188.00
Board of Variance Meeting Notices- Board of Variance Applications (Section 3.1.6(a))	$2.25 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

Description	Fee
Additions & Accessory Buildings; Single- or Two-Family Dwellings over 10 m^2 in size; In-ground Swimming Pools & Demolitions	$211.00
Move-Offs; Single- or Two-Family Dwelling Construction	$211.00
Combined Demolition & Single- or Two-Family Dwelling Construction	$211.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	$280.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	$280.00
Each Additional Inspection as Required	$106.00

SCHEDULE – BUILDING REGULATION

Building Regulation Bylaw No. 7230
Plan Processing Fees
Section 5.4

Description	Fee
For one dwelling unit	$759.00
For two dwelling units	$759.00
For three dwelling units	$1,517.00
For four dwelling units	$1,517.00
For five dwelling units	$2,377.00
For six dwelling units	$2,377.00
For other than one through six dwelling units *Greater of (a) or (b);* *(a)* *(b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of $10,000.00*	$85.50
For a sewage holding tank	$180.00

Note: The dwelling unit count for the purpose of this fee includes secondary suites. For example, a one-family dwelling with a secondary suite is two dwelling units.

Building Regulation Bylaw No. 7230
Building Permit Fees for those buildings referred to in Subsection 5.13.6
Sections 5.2, 5.5, 5.6, 7.2

Description		Fee
Nil to $1,000.00 (minimum fee)		$98.25
Exceeding $1,000.00 up to $100,000.00		$98.25
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$16.25
Exceeding $100,000.00 to $300,000.00		$1,707.00
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$14.00
Exceeding $300,000.00		$4,507.00
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$10.75

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description		Fee
Nil to $1,000.00 (minimum fee)		$98.25
Exceeding $1,000.00 up to $100,000.00		$98.25
**per $1,000.00 of construction value or fraction of construction exceeding $1,000.00*	*Plus	$16.75
Exceeding $100,000.00 up to $300,000.00		$1,756.50
***per $1,000.00 of construction value or fraction of construction exceeding $100,000.00*	**Plus	$14.25
Exceeding $300,000.00		$4,606.50
****per $1,000.00 of construction value or fraction of construction exceeding $300,000.00*	***Plus	$11.00

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types (cont.)
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Despite any other provision of the Building Regulation Bylaw No. 7230, the "construction value" of:

(a) one dwelling unit, two dwelling units, three dwelling units, four dwelling units, five dwelling units, or six dwelling units; and

(b) a garage, deck, porch, interior finishing or addition to a one dwelling unit, two dwelling units, three dwelling units, four dwelling units, five dwelling units, or six dwelling units, is assessed by total floor area and deemed to be the following:

Description	Construction Value - Single Family or One-Family Dwelling*	Construction Value - Other **	Units
(i) new construction of first storey	$1,446.00	$3,017.00	per m^2
(ii) new construction of second storey	$1,334.00	$3,017.00	per m^2
(iii) detached garage	$742.00	$1,120.00	per m^2
(iv) decks or porches	$613.00	$926.00	per m^2
(v) interior finishing on existing buildings	$686.00	$1,036.00	per m^2
(vi) additions	$1,446.00	$3,019.00	per m^2

**Note: This fee applies to any construction related to single family construction or a one-family dwelling including a secondary suite.*

***Note: This fee applies to any construction up to 6 dwelling units, but excludes a single family or one-family dwelling that includes a secondary suite. The dwelling unit count for the purpose of this fee includes secondary suites. For example, a duplex each with a secondary suite is four dwelling units.*

Description	Fee
Building Design Modification Fee	
Plan Review (per hour or portion thereof)	$154.00
Building Permit Fee for Temporary Building for Occupancy	$673.00
Modifications or Changes to Instream Building Permit Application	
Plan Review (per hour or portion thereof)	$154.00
Re-inspection Fees	
(a) for the third inspection	$102.00
(b) for the fourth inspection	$141.00
(c) for the fifth inspection	$273.00
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection	
Special Inspection Fees:	
(a) during the City's normal business hours	$154.00
(b) outside the City's normal business hours	$592.00
**for each hour or part thereof after the first four hours* *Plus	$154.00

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types (cont.)
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Building Permit Transfer or Assignment Fee (a) *or (b) a fee of 10% to the nearest dollar of the original building permit fee* *- whichever is greater of (a) or (b)*	$85.25
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)*	$85.25
Building Move Inspection Fee: (a) within the City boundaries (b) outside the City boundaries when travel is by City vehicle *** per km travelled* **Plus *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.*	 $154.00 $154.00 $4.50
Provisional Occupancy Inspection Fee (per building permit inspection visit) Provisional Occupancy Notice Extension Fee Building Demolition Inspection Fee for each building over 50 m² in floor area Sewage Holding Tank Permit Fee	$350.00 $553.00 $544.00 $350.00
Use of Equivalents Fees: (a) each report containing a maximum of two separate equivalents (b) for each equivalent greater than two contained in the same report (c) for an amendment to an original report after the acceptance or rejection of the report (d) for Air Space Parcels (treating buildings as one building)	 $756.00 $313.00 $158.00 $2,685.00

Building Regulation Bylaw No. 7230
Gas Permit Fees
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description		Fee	Units
Domestic Installation – **one family dwelling**	(a)	$85.25	
- whichever is greater (a) or (b)	(b)	$32.25	per appliance
Domestic/Commercial/Industrial Installations – **two family dwellings**, multiple unit residential buildings, including townhouse units)			
(a) appliance input up to 29 kW		$85.25	
(b) appliance input exceeding 29 kW		$141.00	
Special Inspection Fees:			
(a) during the City's normal business hours		$154.00	
(b) outside the City's normal business hours		$592.00	
**for each hour or part thereof after the first four hours*	*Plus	$154.00	
Design Modification Fees			
Plan Review		$154.00	per hour
Modifications or Changes to Instream Building Permit Application			
Plan Review		$154.00	per hour
Re-Inspection Fee:			
(a) for the third inspection		$106.00	
(b) for the fourth inspection		$145.00	
(c) for the fifth inspection		$280.00	
Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection			
For a vent and/or gas valve or furnace plenum (no appliance)		$87.50	
Piping alteration – for existing appliances			
First 30 metres of piping		$87.50	
Each additional 30 metres or part thereof		$33.00	
Gas permit transfer or assignment fee	(a)	$87.50	
or (b) a fee of 10% to the nearest dollar of the original gas permit fee			
- whichever is greater of (a) or (b)			
Gas permit extension fee	(a)	$87.50	
or (b) a fee of 10% to the nearest dollar of the original gas permit fee			
- whichever is greater of (a) or (b)			

Building Regulation Bylaw No. 7230
Plumbing Permit Fees
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description		Fee	Units
Plumbing			
(a) installation of each plumbing fixture		$33.00	
(b) minimum plumbing fee		$87.50	
(c) connection of City water supply to any hydraulic equipment		$87.50	
Sprinkler & Standpipes			
(a) installation of any sprinkler system		$87.50	
*per additional head	*Plus	$5.25	
(b) installation of each hydrant, standpipe, hose station,	(i)	$87.50	
hose valve, or hose cabinet used for fire fighting	(ii)	$33.00	per item
-whichever is greater of (i) or (ii)			
Water Service			
(a) for the first 30 metres of water supply service pipe to a building or structure		$85.25	
(b) for each additional 30 metres of water supply service pipe to a building and structure		$32.25	
Sanitary & Storm Sewers: Building Drains & Water Distribution			
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof		$85.25	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof		$32.25	
(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		$85.25	
(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		$32.25	
(e) for the installation of any neutralizing tank, catch basin,	(i)	$85.25	
sump, or manhole	(ii)	$32.25	per item
- whichever is greater of (i) or (ii)			
Special Inspections			
(a) during the City's normal business hours		$154.00	
(b) outside the City's normal business hours or each hour		$592.00	
*for part thereof exceeding the first four hours	*Plus	$154.00	
Design Modification Fees			
Plan review		$154.00	per hour
Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions			
Modifications or Changes to Instream Building Permit Application			
Plan Review		$154.00	per hour

Building Regulation Bylaw No. 7230
Plumbing Permit Fees (cont.)
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
Plumbing Re-Inspection Fee (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection *Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection.*	 $106.00 $145.00 $280.00	
Plumbing Permit Transfer or Assignment Fee (a) *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee* *- whichever is greater of (a) or (b)*	$87.50	
Plumbing Permit Extension Fee (a) *or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee* *- whichever is greater of (a) or (b)*	$87.50	
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	$180.00 $280.00 $29.00	

SCHEDULE – BUSINESS LICENCE

Business Licence Bylaw No. 7360
Assembly Use Group 1

Group 1 – Business Licence Fee Assessed by Total Floor Area *Except Food Caterers which are assessed a fee in accordance with Group 3*		
Square Metres (m²)	**(Square Feet) (ft²)**	**Fee**
0.0 to 93.0	(0 to 1,000)	$204.00
93.1 to 232.5	(1,001 to 2,500)	$307.00
232.6 to 465.0	(2,501 to 5,000)	$526.00
465.1 to 930.0	(5,001 to 10,000)	$835.00
930.1 to 1,860.1	(10,001 to 20,000)	$1,476.00
1,860.2 to 2,790.1	(20,001 to 30,000)	$2,111.00
2,790.2 to 3,720.2	(30,001 to 40,000)	$2,752.00
3,720.3 to 4,650.2	(40,001 to 50,000)	$3,384.00
4,650.3 to 5,580.3	(50,001 to 60,000)	$4,025.00
5,580.4 and over	(60,001 and over)	$4,562.00
Food Primary Liquor Licence Fee		$420.00
Mobile Vendors (Food) Fee (per vehicle)		$97.75

Business Licence Bylaw No. 7360 (Con't)
Assembly Use Group 2

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	**Fee**
0 to 30	$632.00
31 to 60	$1,151.00
61 to 90	$1,876.00
91 to 120	$2,503.00
121 to 150	$3,119.00
151 to 180	$3,743.00
181 to 210	$4,362.00
211 and over	$4,562.00

Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$166.00
6 to 10	$274.00
11 to 15	$391.00
16 to 25	$579.00
26 to 50	$835.00
51 to 100	$1,205.00
101 to 200	$1,696.00
201 to 500	$2,446.00
501 to 1,000	$3,692.00
1,001 and over	$4,562.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Adult Orientated Uses

Description	**Fee**
Adult entertainment establishment licence	$4,562.00
Casino	$7,211.00
Body-Painting Studio	
Studio licence	$4,562.00
Each body-painting employee	$166.00
Body-Rub Studio	
Studio licence	$4,562.00
Each body-rub employee	$166.00
Escort Service	
Escort service licence	$4,556.00
Each escort employee	$166.00

Business Licence Bylaw No. 7360 (Con't)
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	$432.00

Farmer's Market

Description	Fee
Farmer's market licence	$166.00

Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$197.00
6 to 10	$323.00
11 to 15	$448.00
16 to 25	$632.00
26 to 50	$886.00
51 to 100	$1,253.00
101 to 200	$1,752.00
201 to 500	$2,495.00
501 to 1,000	$3,737.00
1,001 and over	$4,562.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (per address/business)	$88.75
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	$56.75
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)*	$56.75
Licence reprint	$15.00

Business Licence Bylaw No. 7360 (Con't)
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m^2)	**(Square Feet) (ft^2)**	**Fee**
0.0 to 93.0	(0 to 1,000)	$166.00
93.1 to 232.5	(1,001 to 2,500)	$259.00
232.6 to 465.0	(2,501 to 5,000)	$472.00
465.1 to 930.0	(5,001 to 10,000)	$789.00
930.1 to 1,860.1	(10,001 to 20,000)	$1,425.00
1,860.2 to 2,790.1	(20,001 to 30,000)	$2,067.00
2,790.2 to 3,720.2	(30,001 to 40,000)	$2,697.00
3,720.3 to 4,650.2	(40,001 to 50,000)	$3,332.00
4,650.3 to 5,580.3	(50,001 to 60,000)	$3,450.00
5,580.4 and over	(60,001 and over)	$4,562.00

Off-Leash Permits

Description	**Fee**
Annual permit	$142.00

Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	**Fee**
0 to 5	$197.00
6 to 10	$302.00
11 to 25	$509.00
26 to 50	$824.00
51 to 100	$1,445.00
101 to 200	$2,066.00
201 to 300	$2,689.00
301 to 400	$3,306.00
401 to 500	$3,921.00
501 and over	$4,562.00

Business Licence Bylaw No. 7360 (Con't)
Service Use

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	**Fee**
0 to 5	$166.00
6 to 10	$281.00
11 to 15	$409.00
16 to 25	$600.00
26 to 50	$854.00
51 to 100	$1,237.00
101 to 200	$1,734.00
201 to 500	$2,509.00
501 to 1,000	$3,774.00
1,001 and over	$4,562.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Short Term Boarding and Lodging Use

Description	**Fee**
Short Term Boarding and Lodging Business Licence	$432.00

Vehicle for Hire Businesses

Description	**Fee**
Vehicle for Hire Business Fee	
Each vehicle for hire applicant must pay (1) and (2)*:	
(1) Vehicle for hire office fee	$166.00
(2) Per vehicle licence fee*	
based on the number of vehicles	
CLASS "A" Taxicab	$154.00
CLASS "B" Limousine	$97.75
CLASS "C" Sightseeing Taxicab	$154.00
CLASS "D" Airport Taxicab	$154.00
CLASS "E" Private Bus	$154.00
CLASS "I" Charter Minibus	$154.00
CLASS "J" Rental Vehicle :	
Group 1	$20.00
Group 2	$97.75
CLASS "K" Driver Training Vehicle	$73.50
CLASS "M" Tow-Truck	$154.00
CLASS "N" Taxicab for Persons with Disabilities	$154.00
CLASS "P" Pedicab	$154.00

Business Licence Bylaw No. 7360 (Con't)
Vehicle for Hire Businesses (Con't)

Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business	$4,562.00
Transferring a vehicle for hire licence within any calendar year	$56.75
Replacing a vehicle for hire licence plate or decal	$23.75

Vending Machine Uses

Description	Fee
Vending Machine Business Licence Fee	
Group 1 (per machine)	$37.50
Group 2 (per machine)	$51.50
Group 3 (per machine)	$12.00
Banking machine licence fee (per machine)	$159.00
Amusement machine licence fee (per machine)	$37.50

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEE

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	$88.75

SCHEDULE – CONSTRUCTION ENCROACHMENT

Construction Encroachment Bylaw No. 9833
Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	$573.00 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	$103.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	$5,700.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Renewal Application Fee	$573.00 per Underpinning Works Permit renewal application

Construction Encroachment Bylaw No. 9833 (Con't)
Sections 2.1, 2.2 and 3.4

Construction Fence	**Fee**
Application Fee	$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	$103.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	$5,700.00
Renewal Application Fee	$118.00 per Construction Fence Permit renewal application
Crane Swing	**Fee**
Application Fee	$573.00 per Crane Swing Permit application
Renewal Application Fee	$573.00 per Crane Swing Permit renewal application

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS

Demolition Waste and Recyclable Materials Bylaw No. 9516
Section 4.1

Description	**Fee**
Application Fee	$308.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	$4.00 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES

Zoning Amendments No. 8951

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	$2,115.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) or Small-Scale Multi-Unit Housing (RSM)		
	No lot size policy applicable	$2,689.00	Not Applicable
	Requiring a new or amended lot size policy *plus all associated public notification costs	$3,356.00	Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	$4,026.00	For residential portion of development: - **$52.00** per dwelling unit for first 20 dwelling units and - **$26.50** per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - **$33.50** per 100 m² of building area for the first 1,000 m² and - **$21.00** per 100 m² thereafter
			$5,095.00 if advanced to Council and/or Committee for preliminary review
	Zoning Bylaw Designation Amendment for all other zoning districts	$2,689.00	For residential portion of development: - **$27.25** per dwelling unit for first 20 dwelling units and - **$14.75** per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - **$21.00** per 100 m² of building area for the first 1,000 m² and - **$8.50** per 100 m² thereafter
			$5,095.00 if advanced to Council and/or Committee for preliminary review
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	$1,015.00	**$1,015.00** for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	$1,350.00	Not Applicable
Section 1.2.6	Early Public Notices – Zoning Amendments	$2.25 per address identified	Not Applicable
Section 1.2.7	Public Hearing Notices – Zoning Amendments	$2.25 per address identified	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	$4,026.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment *for second public hearing*	$1,015.00	**$1,015.00** for each subsequent Public Hearing required
Section 1.3.3	Early Public Notices – Official Community Plan Amendments	$2.25 per address identified	Not Applicable
Section 1.3.4	Public Hearing Notices – Official Community Plan Amendments	$2.25 per address identified	Not Applicable

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	$2,018.00	**$673.00** for the first 464.5 m^2 of gross Floor area plus: - **$142.00** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area up to 9,290 m^2, plus - **$28.25** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area over 9,290 m^2
Section 1.4.2	Development Permit for Coach House, Granny Flat or Small-Scale Multi-Unit Housing	$1,293.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	$2,018.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	$680.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	$1,350.00	Not Applicable

Development Permits No. 8951 (Con't)

Section 1.4.6	Early Public Notices – Development Permits	$2.25 per address identified	Not Applicable
Section 1.4.7	Development Permit Panel Meeting Notices – Development Permits	$2.25 per address identified	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	$2,018.00	Not Applicable
Section 1.5.2	Early Public Notices – Development Variance Permits	$2.25 per address identified	Not Applicable
Section 1.5.3	Development Permit Panel Meeting Notices – Development Variance Permits	$2.25 per address identified	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	$2,689.00	Not Applicable
	Temporary Use Permit Renewal	$1,350.00	Not Applicable
	Temporary Use Permits for Seasonal Outdoor Patio	$313.00	Not Applicable
	Temporary Use Permit Renewal for Seasonal Outdoor Patio	$313.00	Not Applicable
	Temporary Use Permit for Mobile Food Vendor	$112.00	Not Applicable
	Temporary Use Permit Renewal for Mobile Food Vendor	$112.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	$680.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	$362.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	$1,015.00	**$142.00** for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	$349.00	**$349.00** for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	$1,015.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	$7,882.00	**$198.00** for each additional air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	$142.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	$2,689.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	$4,026.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	$680.00 for first phase	**$680.00** for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of $1,350.00	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	$6,434.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	$349.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	$349.00	Not Applicable
	Civic Address change due to personal preference	$1,350.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	$2,689.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1(a)	Heritage Alteration Permit with a variance to the Zoning Bylaw or additional floor area	$2,018.00	**$673.00** for the first 464.5 m^2 of gross floor area plus: - **$142.00** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area up to 9,290 m^2, plus - **$28.25** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area over 9,290 m^2
Section 1.15.1(b)	Heritage Alteration Permit without a variance of additional floor area	$299.00	Not Applicable
Section 1.15.1(c)	Heritage Alteration Permit (issued by delegated authority referred to in Section 7.1.2 of the *Heritage Procedures Bylaw No. 8400*)	$299.00	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

Heritage Applications No. 8951 (Con't)

Section	Description	Base Fee	Incremental Fee
Section 1.15.2(a)	Heritage Revitalization Agreement where use or density is varied	$2,689.00	For residential portion of development: - **$26.75** per dwelling unit for first 20 dwelling units and - **$14.75** per dwelling unit for each subsequent dwelling unit For non-residential building area: - **$21.00** per 100 m^2 of building area for the first 1,000 m^2 and $8.50 per 100 m^2 thereafter
Section 1.15.2(b)	Heritage Revitalization Agreement where use or density is not varied	$2,018.00	$673.00 for the first 464.5 m^2 of gross Floor area plus: - **$142.00** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area up to 9,290 m^2, plus - **$28.25** for each additional 92.9 m^2 or portion of 92.9 m^2 of gross floor area over 9,290 m^2
Section 1.15.3	Early Public Notices - Heritage Alteration Permit that cannot be delegated to the Director of Development for issuance, or Heritage Revitalization Agreement	$2.25 per address identified	Not Applicable
Section 1.15.4	Public Hearing Notices - Heritage Revitalization Agreement (where use or density is varied)	$2.25 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	$2.25 per address identified	Not Applicable

Administrative Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	$349.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	$65.50	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	$349.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	$72.75 per legal Plan	Not Applicable
Section 1.16.5	Site Disclosure Statement submission	$72.75 per Site Disclosure Statement	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	$349.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	$1,350.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	$150.00 for second inspection	**$150.00** for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	$88.75 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	$88.75 per property	Not Applicable
Section 1.16.11	On-Demand/Irrevocable Surety Bond, as alternative security	$764.00	Not Applicable
Section 1.16.12	City's external legal fees and disbursements	Actual cost	Not Applicable

SCHEDULE – DOG LICENCING

Dog Licencing Bylaw No. 7138
Sections 2.1, 2.3

Description	Fee
Dog – Not neutered or spayed	
Normal Fee	$95.50
Prior to March 1st of the year for which the application is made	$68.75
Dog – Neutered or spayed	
Normal Fee	$42.00
Prior to March 1st of the year for which the application is made	$28.50
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	$15.00
Dangerous Dog – Not neutered or spayed	
Normal Fee	$340.00
Prior to March 1st of the year for which the application is made	$275.00
Dangerous Dog – Neutered or spayed	
Normal Fee	$275.00
Prior to March 1st of the year for which the application is made	$208.00
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	$104.00
Replacement Dog Tag* **Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction*	$8.50

Note: All dogs over eight (8) weeks of age must be licensed. A dog that is not able to be neutered/spayed, verification from a veterinarian must be provide. The fee will be determined on a case-by-case basis.

SCHEDULE – DONATION BIN REGULATION

Donation Bin Regulation Bylaw No. 9502
Section 2.1.3

Description	Fee
Annual Permit Fee	$127.00 per donation Bin
Damage Deposit Fee	$1,191.00 per donation bin location to a maximum of $3,000 per permittee

Donation Bin Regulation Bylaw No. 9502
Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502
Section 2.4

Description	Fee
Bin Removal Fee	$127.00 per donation bin
Bin Retrieval Fee	$248.00 per donation bin
Storage Fee	$19.50 per day per donation bin
Disposal Fee	$98.00 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	$127.00
Photocopying fees additional	$2.50 per page $2.75 per page (double sided)

SCHEDULE – FILMING APPLICATION AND FEES

Filming Application and Fees Bylaw No. 8708
Administration Fees
Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	$237.00
Film Production Business Licence	$166.00
Film Regulation Hours Extension Fee	$200.00 per day
Road Use Fee	$200.00 per road
Street Use Fee (100 feet/day)	$65.25
Administrative Fee	20% for cost recovery

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites
Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
Per day	$970.00	
Per ½ day	$650.00	
Neighbourhood Park		
Per day	$650.00	
Per ½ day	$389.00	
Britannia Shipyard		
Filming	$2,569.00	per day
Preparation & Wrap	$1,290.00	per day
Per Holding Day	$650.00	per day
City Employee		
Per regular working hour	$47.00	
Per hour after 8 hours	$68.75	
Minoru Chapel		
Filming		
October through June	$3,209.00	per day
July through September	$3,851.00	per day
Preparation & Wrap	$1,290.00	per day
Per Holding Day	$650.00	per day
City Employee		
Per regular working hour	$47.00	
Per hour after 8 hours	$68.75	
Nature Park		
Filming	$1,289.00	per day
Preparation & Wrap	$650.00	per day
City Employee		
Per regular working hour	$47.00	
Per hour after 8 hours	$68.75	
City Hall		
Filming on regular business days	$2,569.00	per day
Filming on weekends or statutory holidays	$1,290.00	per day
Preparation & Wrap	$1,290.00	per day
City Employee		
Per regular working hour	$47.00	
Per hour after 8 hours	$68.75	

Filming Application and Fees Bylaw No. 8708
Other Fees
Section 2.1.1 and 2.1.2

Description	Fee	Units
RCMP (4-hour minimum) Per person	 $137.00	 per hour
Fire Rescue (4-hour minimum) Fire Engine Fire Captain Firefighter (minimum 3 firefighters)	 $169.00 $119.00 $95.00	 per hour per hour per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery

Description	Section	Fee	Units
Permit	4.3	$29.00	
Permit Inspection, first hour	4.3	$114.00	
Permit Inspection, subsequent hours or part thereof	4.3	$70.00	
Attendance – open air burning without permit *first hour*	4.5.1	$576.00	per vehicle
Attendance – open air burning without permit *subsequent half-hour or part thereof*	4.5.1	$294.00	per vehicle
Attendance – open air burning in contravention of permit conditions *first hour or part thereof*	4.5.3	$576.00	per vehicle
Attendance – open air burning in contravention of permit conditions *subsequent half-hour or part thereof*	4.5.3	$294.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm *per hour or portion of hour Fire Dept standing by*	6.1.4 (b)	$576.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire Rescue response	9.7.5 (a)	$576.00	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	$145.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	

Fire Protection and Life Safety Bylaw No. 8306 (Con't)
Fees & Cost Recovery

Description	Section	Fee	Units
Fire Extinguisher Training	15.1.1 (h)	$32.50	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	$83.50	per address
Description	**Section**		**Fee**
Review – Fire Safety Plan any building	15.1.1 (b)		
Any building < 600 m² area			$145.00
Any building > 600 m² area			$211.00
High building, institutional			$280.00
Revisions (per occurrence)			$70.00
Inspection	15.2.1 (a)		
4 stories or less, and less than 914 m² per floor			$280.00
4 stories or less, and between 914 m² and 1,524 m² per floor			$418.00
5 stories or more, and between 914 m² and 1,524 m² per floor			$689.00
5 stories or more, and over 1,524 m² per floor			$959.00
Inspection or follow-up to an order *first hour*	15.2.1 (b)		$114.00
Re-inspection or follow-up to an order *subsequent hours or part of hour*	15.2.1 (b)		$70.00
Nuisance investigation, response & abatement	15.4.1		Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2		Actual cost
Attendance – False alarm			
No false alarm reduction program in place, second or each subsequent false alarm occurring in any calendar year	15.5.1		$418.00
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		$142.00
Caused by security alarm system	15.6.1		$280.00
Monitoring agency not notified	15.7.1		$280.00
Alternate solution report or application review	General		$211.00

SCHEDULE – FLOOD PROTECTION

Flood Protection Bylaw No. 10426

Description	Fee
Design Plan Prepared by City [s.1.2.1(d)] Design plan prepared by **City** for One-Family Dwelling or Two-Family Dwelling	$1,092.00 each
Service Requests [s.2.4.1] For responses by the **City** in connection with a request for maintenance or emergency services	$330.00 each

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES

Garden City Lands Soils Deposits Fees Bylaw No. 9900
Sections 2.1

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	$7m^3$	$115.00
Tri-Tandem	$9m^3$	$142.00
Truck + Transfer	$12m^3$	$181.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION

Newspaper Distribution Regulation Bylaw No. 7954

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	$200.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	$97.75, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	$134.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	$328.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	$134.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION

PARKING (OFF-STREET) REGULATION Bylaw No. 7403
EV Charging – City EV Parking Stall User Fees
Section 3.5.3

Description	Fee
Charging Level of EV Supply Equipment	*Per kilowatt-hour (kWh) while charging* *Per minute following full charge or stoppage of charging*
Level 2	
Charging Session Metered Rate (24 hrs/day)	$0.2972/kWh
Idle fee (7am - 11pm)	$0.05 per minute after a five minute grace period following a full charge or stoppage of charging
Level 3	
Charging Session Metered Rate (24 hrs/day)	$0.3609/kWh
Idle fee (24 hrs/day)	$0.40 per minute after a five minute grace period following a full charge or stoppage of charging

PARKING (OFF-STREET) REGULATION Bylaw No. 7403
Section 5.1.3, 6.1.2

Description	Fees
Pay Parking Fees:	
All Off-Street City Property Locations, other than those set out below	$3.75 per hour, plus applicable taxes – 7:00 am to 9:00 pm
6131 Bowling Green Road	$3.75 per hour, plus applicable taxes – 7:00 am to 9:00 pm
6500 Gilbert Road	$3.75 per hour, plus applicable taxes – 7:00 am to 9:00 pm Gateway Theater Productions - $6.75 for maximum stay, plus applicable taxes
7840 Granville Avenue	$3.25 per hour, plus applicable taxes – 7:00 am to 4:00 pm
5540 Hollybridge Way	$3.25 per hour, plus applicable taxes – 7:00 am to 9:00 pm $10.00 per day, plus applicable taxes
3500 McDonald Road	$26.00 first day (vehicle towing watercraft trailer only), plus applicable taxes Plus $12.75 per additional day (to a maximum of 5 days), plus applicable taxes

PARKING (OFF-STREET) REGULATION Bylaw No. 7403 (Con't)
Section 5.1.3, 6.1.2

Description	Fee
Parking Permit / Decal Fees: All Off-Street City Property Locations, other than those set out below.	$56.50 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)	$6.50 per calendar year, plus applicable taxes
Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)	$6.50 per calendar year, plus applicable taxes
Richmond Seniors' Centre Members Parking (Minoru Park)	$9.50 per calendar year, plus applicable taxes
Richmond Tennis Club Members Parking (Minoru Park)	$6.50 per calendar year, plus applicable taxes
Richmond Winter Club Members Parking (5540 Hollybridge Way)	$6.50 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

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$46.50	per hour
Mini field	$23.75	per hour
Private or Non-resident (all ages)		
Full size	$37.75	per hour
Mini field	$20.00	per hour
Richmond Youth Groups*		
Full size	$14.00	per hour
Mini field	$7.75	per hour
Richmond Adult Groups*		
Full size	$28.25	per hour
Mini field	$15.00	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$33.50	per hour
Private or Non-resident (all ages)		
Full size	$27.25	per hour
Richmond Youth Groups*		
Full size	$10.00	per hour
Richmond Adult Groups*		
Full size	$21.00	per hour
Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$12.00	per hour
Mini field	$7.00	per hour
Private or Non-resident (all ages)		
Full size	$9.75	per hour
Mini field	$6.25	per hour
Richmond Youth Groups*		
Full size	$5.25	per hour
Mini field	$4.00	per hour
Richmond Adult Groups*		
Full size	$7.75	per hour
Mini field	$5.25	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 (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
Full size	$28.50	per hour
Mini field	$15.00	per hour
Richmond Adult Groups*		
Full size	$47.25	per hour
Mini field	$24.25	per hour
Commercial/Non-residents (all ages)		
Full size	$68.50	per hour
Mini field	$35.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
Sand Turf (With Lights)		
Commercial (all ages)		
Full size	$30.25	per hour
Private or Non-resident (all ages)		
Full size	$24.00	per hour
Richmond Youth Groups*		
Full size	$9.00	per hour
Richmond Adult Groups*		
Full size	$19.00	per hour
Sand Turf (No Lights)		
Commercial (all ages)		
Full size	$26.75	per hour
Private or Non-resident (all ages)		
Full size	$22.00	per hour
Richmond Youth Groups*		
Full size	$8.50	per hour
Richmond Adult Groups*		
Full size	$17.75	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.*

Playing Field User Fees
Ball Diamonds (cont.)

Description	Fee	Units
Soil Turf (No Lights)		
Commercial (all ages)		
Full size	$8.75	per hour
Private or Non-resident (all ages)		
Full size	$7.50	per hour
Richmond Youth Groups*		
Full size	$4.50	per hour
Richmond Adult Groups*		
Full size	$6.50	per hour
Artificial Turf (With Lights)		
Commercial (all ages)		
Full size	$73.00	per hour
Private or Non-resident (all ages)		
Full size	$73.00	per hour
Richmond Youth Groups*		
Full size	$30.25	per hour
Richmond Adult Groups*		
Full size	$50.25	per hour
Artificial Turf Infield and Sand Turf Outfield (With Lights)		
Commercial (all ages)		
Full size	$65.25	per hour
Infield Only	$35.75	per hour
Private or Non-resident (all ages)		
Full size	$59.25	per hour
Infield Only	$35.75	per hour
Richmond Youth Groups*		
Full size	$23.50	per hour
Infield Only	$14.75	per hour
Richmond Adult Groups*		
Full size	$43.25	per hour
Infield Only	$24.75	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.*

Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)

Description	Fee	Units
Training Fee – all ages Track and Field Club	$943.00	per year
Richmond Youth Meets*	$180.00	per meet
Richmond Adult Meets*	$278.00	per meet
Private Group Track Meets or Special Events	$688.00	per day
Private Group Track Meets or Special Events	$59.00	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.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP

Permit Application Fees
Section 6.1.2

Description	Fee
Application Fee	$3,414.00
Request for comfort letters per civic address and per unit	$95.50

SCHEDULE – PROPERTY TAX FEES

Property Tax Administration Fees

Description	Fee
Electronic Payment Error – Transfer to another account (Tax and Utility)	$15.00
Refund* – amount must be over $50 (Tax and Utility)	$25.00

**Note: Pre-Authorized Payments are excluded from being refunded.*

Property Tax Billing Information

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	$7.75
Digital roll data report	$1,030.00
Tax apportionment – per child folio	$39.75
Mortgage company tax information request – per folio	13.25

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	$75.50
Requested through APIC	$43.00

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	$184.00

SCHEDULE – PUBLIC SPACE PATIO FEES

Public Space Patio Regulation Bylaw No. 10350
Section 2.3(c)

Public Space Patio Permit Application Fee	**Fee**
Permit	$313.00
Renewal	$313.00
Small Sidewalk Patio Permit Application Fee	**Fee**
Permit	$105.00
Renewal	$105.00

SCHEDULE – PUBLICATION FEES

Publication Fees

Description	**Fee**
As-Builts Drawings	
A-1 Size, 24" x 36"	$8.25
B Size, 18" x 24"	$6.50
Computer Sections Maps, 24" x 24"	
Individual	$8.25
Digital Download	$102.00
Custom Services	
Custom Mapping (per hour)	$82.00
Engineering Manuals	
Design Specifications (contents only)	$131.00
Supplemental Specifications and Detail Drawings (contents only)	$131.00
GIS Data Requests	
Non-refundable Data Request Fee	$131.00
First Layer*	$204.00
Each Additional Layer*	$70.00
Digital download of GIS layers of Municipal Works of City of Richmond	$8,156.00
Street Maps	
Large, 36" x 57"	$11.00
Small, 22" x 34"	$8.25
Traffic Camera Video Recording Search Fee	
Per Site (minimum charge)	$403.00
Per hour additional for large requests	$64.50
Utility Section Maps, 15" x 24"	
Individual	$6.50
Digital Download	$102.00

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES

RCMP Documentation Fees

Description	Fee
Criminal Record Checks	$76.00
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)	$76.00
Fingerprints	$76.00
Record of Suspension / Local Records Checks	$76.00
Name Change Applications	$76.00
Collision Analyst Report	$699.00
Field Drawing Reproduction	$51.50
Scale Drawing	$150.00
Mechanical Inspection Report	$304.00
Police Report and Passport Letter	$76.00
Insurance Claim Letter	$76.00
Court Ordered File Disclosure	$76.00
*per page *Plus	$4.00
**Shipping cost **Plus	$10.50
Photos 4" x 6" (per photo)	$5.50
***Shipping cost ***Plus	$10.50
Photos (each laser)	$4.50
Digital Photo Reproduction	$24.50
Video Reproduction (first hour)	$76.00
- per additional half-hour of staff time	$38.50
Audio Tape Reproduction (first hour)	$76.00
- per additional half-hour of staff time	$38.50
Information transfer/storage to USB	$10.25

SCHEDULE - REGULATION OF MATERIAL ON HIGHWAYS

Regulation of Material on Highways Bylaw No. 10226
Section 1.2.5

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal or clearance and disposal	Actual Cost

Regulation of Material on Highways Bylaw No. 10226
Section 1.3.2

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal, impoundment or seizure	Actual Cost

Regulation of Material on Highways Bylaw No. 10226
Section 1.3.6

Description	Fee
Administrative charges for cost recovery	20% of actual costs
Costs of removal and disposal	Actual Cost

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION

Residential Lot (Vehicular) Access Regulation Bylaw No. 7222
Administration Fees
Section 2.3

Description	Fee
Driveway Crossing Application Administration/Inspection Fee	$106.00

SCHEDULE – SANITARY SEWER

Sanitary Sewer Bylaw No. 10427

Description	Fee
Design Plan Prepared by City [s.1.2.1(d)] a) Design plan prepared by **City** for One-Family Dwelling or Two-Family Dwelling	$1,092.00 each
Service Requests [s.2.7.1] For responses by the **City** in connection with a request for maintenance or emergency services	$330.00 each
Application for Sanitary Sewer User Fee Reduction [s.2.3.1(b)] Application fee	$321.00 each

SCHEDULE – SIGN REGULATION

Sign Regulation Bylaw No. 9700
Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	$94.25 (creditable towards appropriate permit fee)
Fee for home-based sign	$94.25
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^2: $121.00 15.01-45.0m^2: $237.00 >45.01m^2: $411.00
Fee for new freestanding signs	< 3.0m^2: $237.00 3.01-9.0m^2: $469.00 9.01-15.0m^2: $703.00
Fee for temporary construction freestanding/fencing signs	Single/two family: $121.00 $68.75 for each additional 6 months. 3+ family construction: $237.00 $121.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	$237.00 (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)

Description	Fee
Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	$657.00
Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	$1,092.00
Security Deposit	$5.14 per cubic metre ($15,000 minimum to a maximum of $200,000)
Volume Fee - Soil Removal	$1.06 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported within the City)	$1.06 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	$2.08 per cubic metre
Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	$330.00

SCHEDULE - TRAFFIC

Traffic Bylaw No. 5870
Parking Fees
Section 12A.3, 12B.4

Description	Fee
Pay Parking Fees:	All rates include applicable taxes.
Block Meter Zones	$3.75 per hour – 8:00 am to 9:00 pm
Parking Permit / Decal Fees:	
Parking Permit Decal	$56.50 per calendar month, plus applicable taxes, subject to discount of: • 10% for groups of 11 or more permit decals

Traffic Bylaw No. 5870
Parking Fees
Section 12B.1, 12B.4

Description	Fee
Parking Permit / Decal Fees: Parking Permit Decal	$102.00 per calendar year, per registered vehicle • *Registration is optional* • *City Centre Parking Management Zone*

Traffic Bylaw No. 5870
Metered Fees
Section 12D.4

Description	Fee
Charging Level of EV Supply Equipment	*Per kilowatt-hour (kWh) while charging* *Per minute following full charge or stoppage of charging*
Level 2	
Charging Session Metered Rate (24 hrs/day)	$0.2972/kWh
Idle fee (7am - 11pm)	$0.05 per minute after a five minute grace period following a full charge or stoppage of charging
Level 3	
Charging Session Metered Rate (24 hrs/day)	$0.3609/kWh
Idle fee (24 hrs/day)	$0.40 per minute after a five minute grace period following a full charge or stoppage of charging

Traffic Bylaw No. 5870
Construction Permit Zone with Block Meter and/or Metered Parking Spaces
Section 42.2A

Obstruction of Block Meter Machine	$115.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	$115.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	$56.50 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	$37.75 per day per metered parking space plus applicable taxes

SCHEDULE – TREE PROTECTION

Tree Protection Bylaw No. 8057
Permit Fees
Sections 4.2, 4.6

Description	Fee
Permit application fee To remove a hazard tree One (1) tree per parcel during a 12 month period Two (2) or more trees	 No Fee $70.00 $84.25 per tree
Permit renewal, extension or modification fee	$70.00

Tree Protection Bylaw No. 8057
Permit Fees
Sections 4.4.1, 5.2.6. 7.6(c)

Section	Description	Fee
Section 4.4.1	Security Deposit for replacement tree under a permit: - not related to works - related to a building permit - related to subdivision	 $0 per replacement tree $0 per replacement tree $750 per replacement tree
Section 5.2.6	Security Deposit for retained tree that is not a significant tree: - related to a building permit - related to subdivision -for trees 20cm to 30cm caliper -for trees 31cm to 91cm caliper	 $0 per retained tree $5,000 per retained tree $10,000 per retained tree
Section 5.2.6	Security Deposit for retained tree, if significant tree	$20,000 per significant tree
Section 7.6(c)	Security Deposit for replacement trees planted as compensation for a significant tree, if significant tree damaged, cut or removed without permit	$20,000 per significant tree

SCHEDULE – USE OF CITY STREETS

Traffic Bylaw No. 5870
Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	$115.00

Traffic Bylaw No. 5870
Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	$34.00 per day

Traffic Bylaw No. 5870
Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	$337.00 per year

Traffic Bylaw No. 5870
EV Charging – City EV Parking Stall User Fees
Section 12D.4

Description	Fee
Charging Level of EV Supply Equipment	*Per kilowatt-hour (kWh) while charging* *Per minute following full charge or stoppage of charging*
Level 2	
Charging Session Metered Rate (24 hrs/day)	$0.2972/kWh
Idle fee (7am - 11pm)	$0.05 per minute after a five minute grace period following a full charge or stoppage of charging
Level 3	
Charging Session Metered Rate (24 hrs/day)	$0.3609/kWh
Idle fee (24 hrs/day)	$0.40 per minute after a five minute grace period following a full charge or stoppage of charging

Traffic Bylaw No. 5870
Oversize Vehicles and Building Moves – Permit
Section 25.1

Description	Fee
Individual Vehicle Trip	$28.75
One Vehicle for More than One Trip	$115.00
One Building Move	$56.50
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	$28.75

Traffic Bylaw No. 5870
Construction Zones – Permit
Section 42.1

Description		Fee
Permit Fee		$337.00
* per day	*Plus	$34.00
** per metre of roadway to which permit applies, per day	**Plus	$1.50

SCHEDULE – VEHICLE FOR HIRE REGULATION

Vehicle for Hire Regulation Bylaw No. 6900
Permit & Inspection Fees
Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	$8.75	per trunk
Towing permit	$153.00	
Inspection fee for each inspection after the second inspection	$36.25	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR

Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068
Section 2.1

Description		Fee
City Hall Tour		$308.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	$308.00 plus room rental fee
	2 to 4 hours	$611.00 plus room rental fee
	More than 4 hours	$1,216.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION

Water Use Restriction Bylaw No. 7784
Permit Fees
Section 3.1

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	$42.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	$42.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING

Watercourse Protection and Crossing Bylaw No. 8441
Application, Design Drawing and Inspection Fees

Description	Fee
Culvert	
Application Fee	$723.00
City Design Option	$1,656.00
Inspection Fee	$140.00 plus $28.50 per additional linear metre of culvert over 5 metres wide
Bridge	
Application Fee	$142.00
Inspection Fee	$274.00

Note: There is no City Design Option for bridges.

Watercourse Protection and Crossing Bylaw No. 8441
Riparian Management Area Building Permit – Application Review Fees
Section 8.2

Description	Fee
Application Review Fees	
(a) Single or two-family dwelling construction	$856.00
(b) Single or two-family dwelling demolition	$401.00
(c) Addition to and/or accessory building over 10 m^2 (for single or two-family dwellings) construction	$401.00
(d) Addition to and /or accessory building over 10 m^2 (for single or two-family dwellings) demolition	$401.00
(e) Retaining wall over 1.2 m in height, for single or two-family dwellings	$401.00
(f) Site services for single or two-family dwelling	$401.00
(g) Combination of three (3) or more of the following: single or two-family dwelling construction and/or demolition, addition to and/or accessory building over 10m^2 for single or two-family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two-family dwelling, and/or site services for single or two-family dwelling.	$1,708.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
Section 8.5

Description	Fee
Initial Inspection Fee	$86.00
Re-inspection Fees (a) first additional inspection (b) second additional inspection (c) third additional inspection *Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection*	 $86.00 $173.00 $344.00

SCHEDULE – WATERWORKS

Waterworks and Water Rates Bylaw No. 5637

Description [Section]	Fee
Design Plan Prepared by City [s. 2(d)] (a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling (b) Design plan for all other buildings	 $1,092.00 each $2,182.00 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	$120.00
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	$414.00
Fee for water meter verification request [s. 26(d)]	$55.00
Troubleshooting on private property	Actual Cost
Fire flow tests of a watermain (a) First test (b) For each subsequent test	 $275.00 $166.00
Locate or repair of curb stop service box or meter box	Actual Cost
Fee for use of City fire hydrants [s. 37] (a) Where the installation of a water meter is required: (i) Refundable Deposit (ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or (b) Where the installation of a water meter is not required: (i) First day (ii) Each additional day of use beyond the first day	 $373.00 $240.00 $240.00 $79.00

Waterworks and Water Rates Bylaw No. 5637 (Con't)

Description [Section]	Fee
Fee for use of Private fire hydrants [s. 37.1]	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	$394.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or	$232.00
(b) Where the installation of a water meter is not required:	
(i) First day	$112.00
(ii) Each additional day of use beyond the first day	$71.50

SCHEDULE – WHARVES REGULATION

Wharves Regulation Bylaw No. 10182
Moorage Fees
Section 4.1

Description	Fee
Non-Commercial Pleasure Craft Moorage Fee - Per Lineal Foot per 24 hour period:	$2.00
Commercial Vessel Docking fee at Imperial Landing - Per Lineal Foot per 24 hour period: **1.** A Non-Refundable deposit, set out in the Wharves Regulation Bylaw No. 10182, is required for Commercial Vessel Docking at time of notification of intent to use Imperial Landing; **2.** Balance is due within 30 days of the vessel sailing at the Commercial Vessel Docking and Service Fee LESS the non-refundable deposit.	$36.25

Note: All stays, by non-commercial pleasure crafts, at Imperial Landing are limited to a maximum of three (3) consecutive days within a fourteen (14) day period.

Separate tickets must be purchased for each day of moorage (i.e. 24-hour period). The separate tickets may be purchased at the same time OR a single ticket can be purchased at the beginning of each day.

Tickets are non-transferable.

City of Richmond

Bylaw 10703

Traffic Bylaw No. 5870
Amendment Bylaw No. 10703

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended by:

    a. Removing and replacing, in its entirety, Section 12.8 with the following:

    "No person shall park a commercial vehicle, or combination of vehicles, between the hours of 7:00 p.m. and 7:00 a.m. of the following day on any highway, unless otherwise permitted by the placement of traffic signs and registration of the commercial vehicle with the City. Registration of commercial vehicles is restricted to Richmond based owners or operators."

This Bylaw is cited as "**Traffic Bylaw No. 5870, Amendment Bylaw No. 10703**".

FIRST READING	OCT 27 2025
SECOND READING	OCT 27 2025
THIRD READING	OCT 27 2025
ADOPTED	

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

MAYOR

CORPORATE OFFICER

City of Richmond

Bylaw 10715

Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715

The Council of the City of Richmond enacts as follows:

1. **Tree Protection Bylaw No. 8057**, as amended, is further amended at Section 2.1 by:

   (a) in the definition of "**Letter of Undertaking**", subsection (vi), deleting the words "one (1) year" and replacing them with the words "for a period of time determined by the Director"; and

   (b) in the definition of "**Security Deposit**", removing the period and adding the following words to the end of the definition:

   "or an on-demand irrevocable bond, without expiry and issued by a prequalified institution satisfactory to the **Director**.".

2. **Tree Protection Bylaw No. 8057**, as amended, is further amended at Part Four: Permit Application Process by:

   (a) adding the following words in the first sentence of Section 4.4.2 following the words "the City may immediately":

   "make a claim under any bond held as the **security deposit** and apply such proceeds,"; and

   (b) inserting the following as a new Section 4.4.9:

   "If a **security deposit** is in the form of an on-demand irrevocable bond, the bond will be without expiry, be issued on the **City's** then current form of irrevocable bond by a prequalified institution satisfactory to the **Director** and acceptance by the **City** will be subject to an administration fee.".

3. **Tree Protection Bylaw No. 8057**, as amended, is further amended at Part Five: Regulations by:

   (a) adding the following words in the first sentence of Section 5.2.7 following the words "The City may immediately":

   "make a claim under any bond held as the **security deposit** and apply such proceeds,";

(b) deleting subsection 5.2.7(b) in its entirety and replacing it with the following:

"Notwithstanding subsection 5.2.7(a), if an **owner** complies with the provisions of the bylaw, the **City** will:

i) return up to 100% of the remaining **security deposit**, with no interest, to the **owner**, or upon written request of the **owner** to the **owner's** agent, within six (6) months after the later of:

(A) substantial completion of the **works** and confirmation that the **retained tree(s)** have been protected in accordance with the **letter of undertaking**, as demonstrated by a site inspection and/or by delivery to the **Director** of a post-construction assessment report from a **certified tree risk assessor**, to the satisfaction of the Director; and

(B) completion of the planting of the **replacement trees** as demonstrated by a site inspection and/or by delivery to the **Director** of a tree replacement completion report from a **certified tree risk assessor**, to the satisfaction of the **Director**; or

ii) retain up to 100% of the **security deposit** if the **Director** is not satisfied with the site inspection, post-construction assessment report or tree replacement completion report, as the case may be, until the **owner** has completed any and all remedial action recommended by a **certified tree risk assessor**, to the satisfaction of the **Director**, at which time the City will return up to 100% of the remaining **security deposit**, with no interest, to the **owner**, or upon written request of the **owner** to the **owner's** agent.";

(c) inserting the following as a new Section 5.2.7(e):

"If a **security deposit** is in the form of an on-demand irrevocable bond, the bond will be without expiry, be issued on the **City's** then current form of irrevocable bond by a prequalified institution satisfactory to the **Director** and acceptance by the **City** will be subject to an administration fee."; and

(d) inserting the following as a new Section 5.2.7(f):

"If an **owner** disposes or otherwise transfers its ownership of a **parcel** subject to the preservation of one or more **retained trees**, the transferee will be bound by the requirements, restrictions and regulations of such building permit or conditions for subdivision, the **letter of undertaking** and this bylaw and the **security deposit** held by the **City** will continue to secure such obligations including the preservation of such **retained tree(s)** and the **owner** will be deemed to have assigned its **security deposit** to the transferee unless the **owner** causes the transferee to replace any **security deposit** held by the **City** in a form acceptable to the **Director** upon the disposition or otherwise transfer of ownership.".

4. This Bylaw is cited as **"Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715"**.

FIRST READING	OCT 27 2025
SECOND READING	OCT 27 2025
THIRD READING	OCT 27 2025
ADOPTED	

CITY OF RICHMOND

APPROVED for content by originating Division

APPROVED for legality by Solicitor

ML

MAYOR

CORPORATE OFFICER

8166208

City of Richmond

Bylaw 10720

Consolidated Fees Bylaw No. 8636 Amendment Bylaw No. 10720

The Council of the City of Richmond enacts as follows:

1. **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by:

   a. By adding to SCHEDULE –TRAFFIC, Parking fees, Section 12B.1, 12B.4 with the following immediately below the Parking Permit Decal section.

Description	Fee
Commercial Truck Parking Zones	*For dedicated truck parking spaces as identified in Traffic Bylaw 5870, the following fees are applicable:* $110.50 per calendar month, plus applicable taxes - Small commercial trucks less than 12 metres in total length. $165.75 per calendar month, plus applicable taxes - Large commercial trucks greater than 12 metres in total length.

This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10720**".

FIRST READING	OCT 27 2025
SECOND READING	OCT 27 2025
THIRD READING	OCT 27 2025
ADOPTED	

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

MAYOR

CORPORATE OFFICER

City of Richmond

Minutes

Development Permit Panel
Thursday, October 16, 2025

Time:	3:30 p.m.
Place:	Council Chambers Richmond City Hall
Present:	Wayne Craig, General Manager, Planning and Development, Chair Roeland Zwaag, General Manager, Engineering and Public Works Milton Chan, Director, Engineering

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 10, 2025:

(1) ***be amended to read as follows in the second bullet under Item No. 1:***

*"in 2024, a Development Permit (DP 24-012258) application proposing changes to the previously approved DP (DP 18-821292) was considered and endorsed by the Development Permit Panel which includes, among others, changing the use and form of Building L from office to hotel use;"**; and***

(2) ***be adopted, as amended.***

CARRIED

1. DEVELOPMENT PERMIT 25-007857
(REDMS No. 8142278)

APPLICANT: Pacific West Architecture Inc.

PROPERTY LOCATION: 8251 Alexandra Road

INTENT OF PERMIT:

To permit exterior renovations to the existing building at 8251 Alexandra Road on a site zoned "Auto-Oriented Commercial (CA)".

Applicant's Comments

Patrick Yang, of Pacific West Architecture Inc., introduced the project and, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), highlighted the following:

- the proposed exterior renovations of the existing restaurant building and related site improvements are consistent with the City's applicable standards and guidelines;
- the existing driveway entry and overall service parking will remain unchanged, and a new medium sized loading space, proposed waste and recycling area and Class 1 bicycle parking, will be provided at the rear of the building;
- frontage improvements include construction of a new pedestrian sidewalk along Alexandra Road, together with reconstruction of the existing driveway access;
- two accessible vehicle parking spaces located closest to the main entrance of the building have been provided and, to accommodate improvements including the loading space and garbage enclosure, five existing parking spaces will be removed;
- for the architecture form and character, the existing canopy and skylight above the main entry is proposed to be removed and will be replaced by a new metal canopy, and the existing sunscreen into the southern most portion of the building is to be removed and replaced with a new metal canopy, to provide weather protection for the pedestrian walkway along the east side of the building and the main entrance.
- yellow gold composite panels are being proposed at the south side of the building, a charcoal composite panel has been proposed for the backside of the building, the existing white concrete block wall facing west will be repainted to a charcoal colour, and the metal canopy will also be charcoal colour, all keeping with the overall proposed design approach to modernize the building's appearance;
- the building's height, massing and setbacks remain unchanged;
- all exterior lighting will be high performance LED lighting to reduce energy consumption; and
- in conclusion, the design will transform the building into a contemporary, sustainable and functional asset.

Eason Li, of Homing Landscape Architecture, with the aid of the same visual presentation, briefed the Panel on the landscape aspect of the project, noting that (i) design focus includes landscape improvements at the building entrance to Alexandra Road, with the overall landscape design at the building entrance to match the architectural form of the building's entrance, (ii) retain most of the overall landscaping including existing planting bed and trees along the east property line to the north and large shrubs along the west property line, creating a green landscape buffer to the neighbouring properties, (iii) proposing two street trees in the City's boulevard, providing a further green buffer on Alexander Road and the property, (iv) will relocate two of the existing trees to the back beside the proposed waste and recycling areas, providing healthy conditions for the trees

in the long term, (v) the landscape planting plan is a balance between ornamental plants and native plants, with more than half of the shrubs and ground cover to be used on the project to be native species, drought tolerant, providing an ecological benefit to the project and the City, (vi) the overall landscape lighting is designed to comply with the dark sky lighting principles and minimum light pollution, proposing bollard lighting near/on the building and softer lights to ensure the area is safe for pedestrians and vehicle traffic at night, and (vii) high privacy screens along the recycling areas are proposed to ensure there is no visual impact to the neighbours.

Staff Comments

Mr. Reis noted that (i) a servicing agreement is required prior to issuance of the Building Permit for the project, (ii) Servicing Agreement works include a new sidewalk, boulevard with planting and curb and reconstruction of the existing driveway, (iii) there is the relocation of two existing trees to elsewhere on the subject property, (iv) all new landscape areas are proposed to be irrigated using an automatic irrigation system, and (v) the yellow metal composite panels on the building south frontage are proposed to be lit by low voltage LED lighting, and as part of the consideration of this application, the Applicant will be required to register a legal agreement to ensure this feature is installed with a dimmer.

Panel Discussion

In reply to queries from the Panel, the applicant noted (i) they are still working to find the final product for the composite panels and will make sure the panels meet the requirements and standard of longevity, and (ii) with respect to signage, it depends on the design of the sign in the future, the existing signage used a concrete base, however the intent is to create a low planter along the base of the existing sign or the future sign so there will be some ornamental plants inside all the planters.

In reply to queries from the Panel, staff clarified that while the applicant's plans show two trees to be planted within the City's Alexandra Road boulevard, the number and location of trees will be confirmed through the review and coordination of the Servicing Agreement which is required prior to building permit issuance.

The applicant was requested to speak to rooftop mechanical equipment, including where on the building it would be located, and if the intent was specifically to locate on the northern portion within the recessed portion of the roof.

Correspondence

None.

Gallery Comments

None.

Panel Discussion

Discussion ensued with regard to the rooftop mechanical system and as a result, direction was provided for staff to work with the applicant on any potential screening of the rooftop mechanical system prior to advancing the application for Council consideration.

Panel Decision

It was moved and seconded
That a Development Permit be issued which would permit exterior renovations to the existing building at 8251 Alexandra Road on a site zoned "Auto-Oriented Commercial (CA)".

CARRIED

2. New Business

None.

3. Date of Next Meeting: October 29, 2025

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (3:53 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, October 16, 2025.

Wayne Craig
Chair

Lorraine Anderson
Legislative Services Associate

DEVELOPMENT PERMIT PANEL
DP 25-007857

October 16, 2025

PROPOSED SITE AND BUILDING RENOVATION

CIVIC ADDRESS: 8251 ALEXANDRA RD, RICHMOND BC

1 LOCATION PLAN
Scale: N.T.S.

SUBJECT PROPERTY:
8251 ALEXANDRA RD.,
RICHMOND, BC

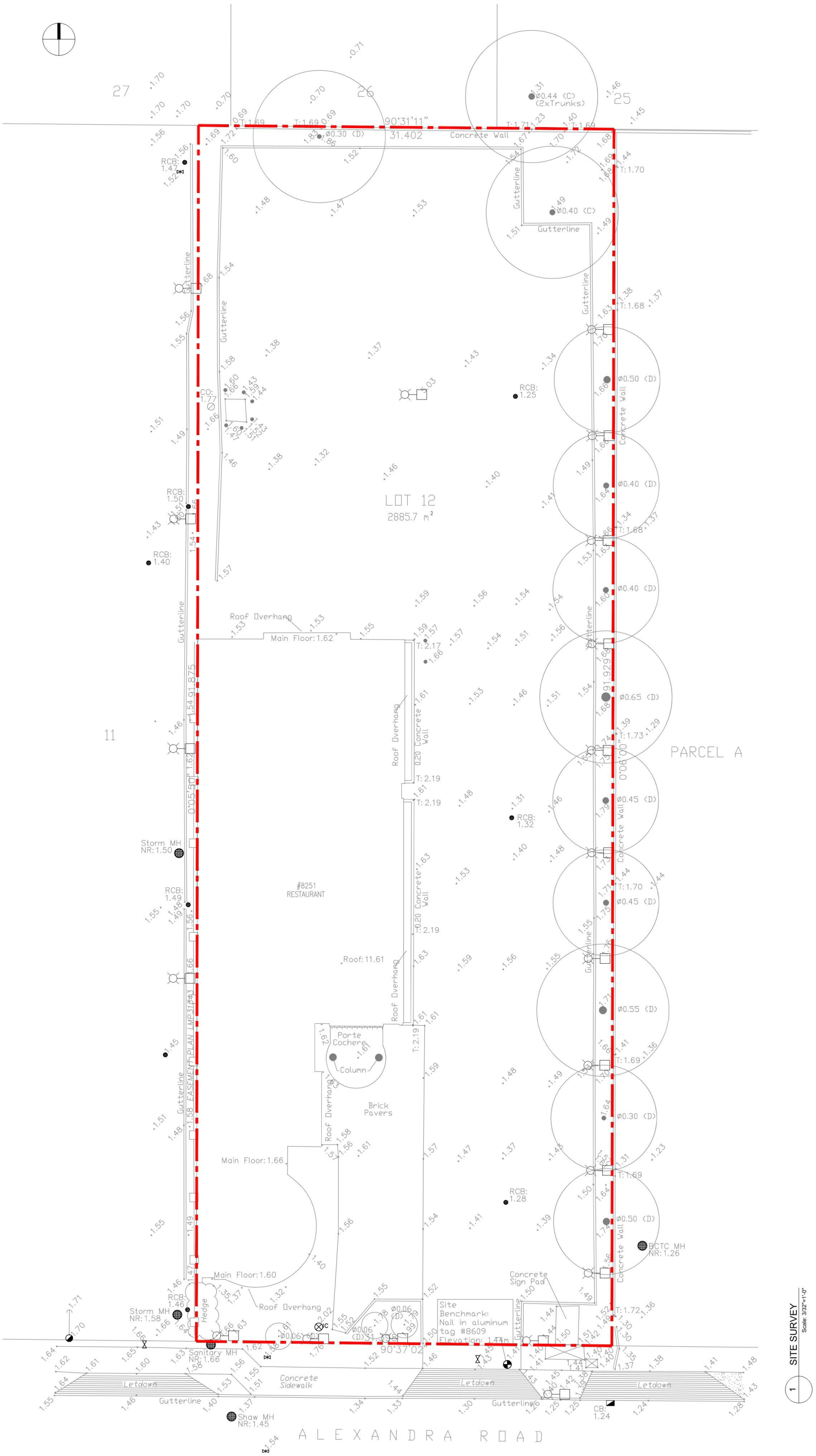
2 VIEW 1

3 VIEW 2

4 VIEW 3

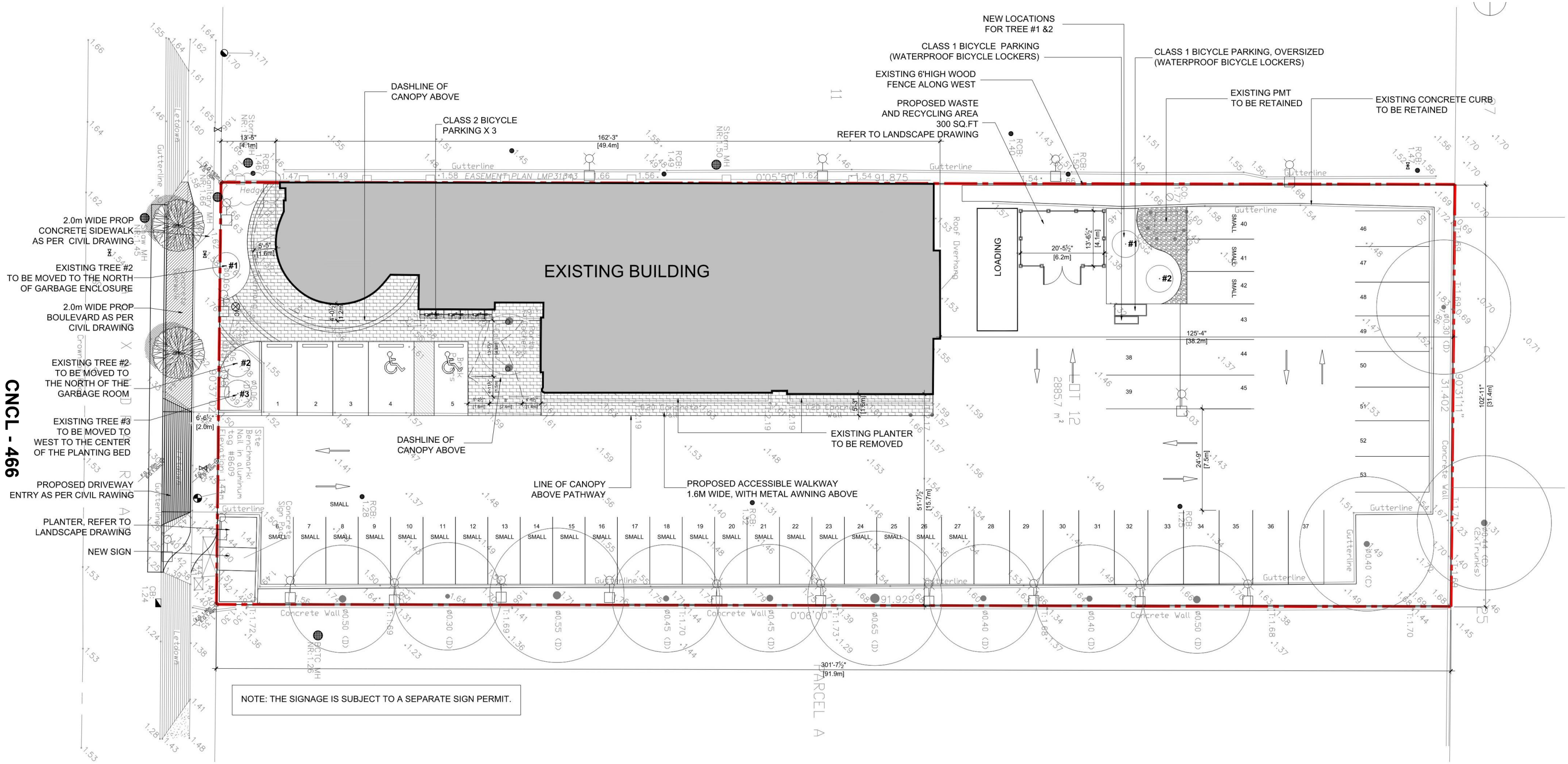
5 VIEW 4

CNCL - 464

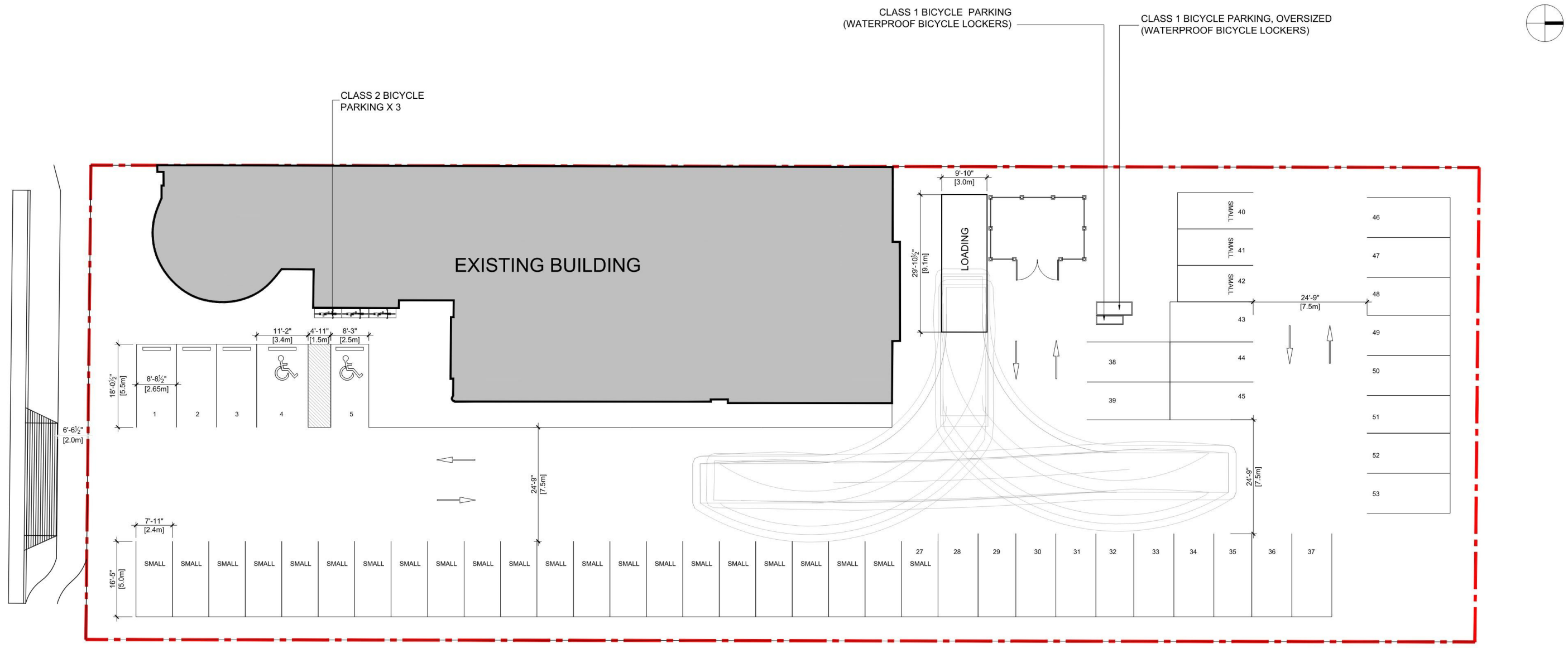


1 SITE SURVEY
Scale: 3/32"=1'-0"

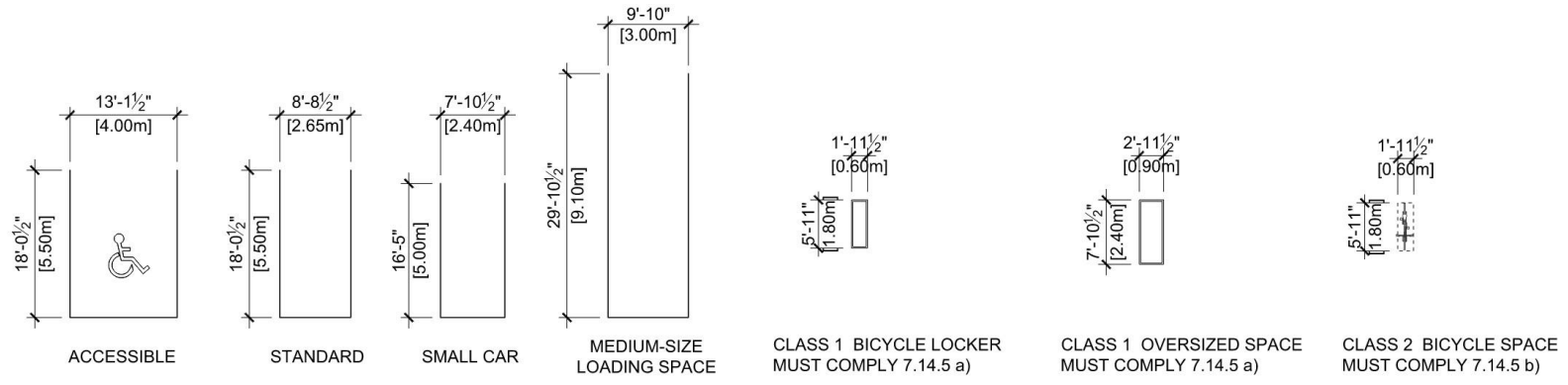
CNCL - 466



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

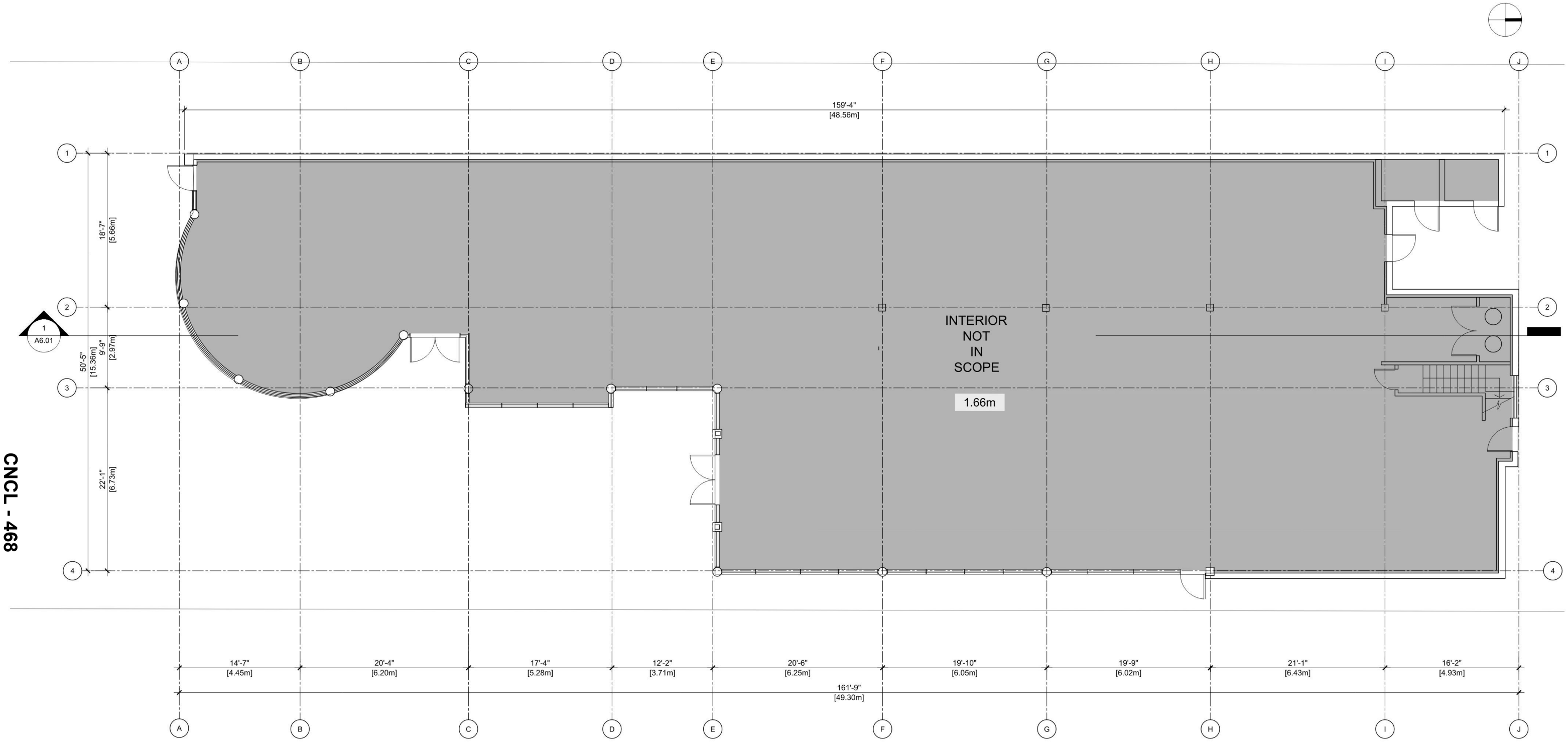


1 PARKING PLAN
Scale: 3/32"=1'-0"



	Off-Street Parking, Bicycle Parking, and Loading Requirements		Provided	VARIANCE
Minimun Parking Requierments (Zone 1, City Centre)	3.75 spaces per 100.0 m2 of gross leasable floor area 3.75 x 569.5m2/100=21.3	Total Required: 22	Regular size: 26 Small car: 25 Accessible: 2 Total: 53	None
Accessible Parking	min. 2 % when 11 or more 2% x 55=1.1	2	2	None
Parking Stall Dimension	Standard: 2.65m W x 5.5 m L Small: 2.4m W x 5m L Accessible: 2.5m W x 5.5m L + Shared Aisle: 1.5m	Small : max 50% when 31 or more	Small Car: 25 (49%)	None
Drive Aisle Width	7.5m		7.5m	None
Loading requiremnet	1 Medium size on-site designated		1 Medium size on-site designated	None
Loading space size	Medium: 9.1m L x 3m W x 3.8m H Large: 18.4m L x 3.5m W x 4.3m H		Medium: 9.1m L x 3m W x 3.8m H	None
Bicycle Parking	Class 1: 0.27 / 100.0 m2 gross leasable area greater than 100 m2 0.27 x 569.5/100=1.5	2	2 (including 1 oversized)	None
	Class 1 bicycle spaces shall Include 5% as oversized spaces 5% x 2=0.1	1	1	None
	Class 2: 0.4 /100.0 m2 gross leasable area greater than 100 m2 0.4 x 569.5/100=2.3	3	3	None
Bicycle Dimension	1.8m (horizontal)/1.0m (vertical) L x 0.6m W x 1.9m H		1.8m (horizontal) L x 0.6m W x 1.9m H	None

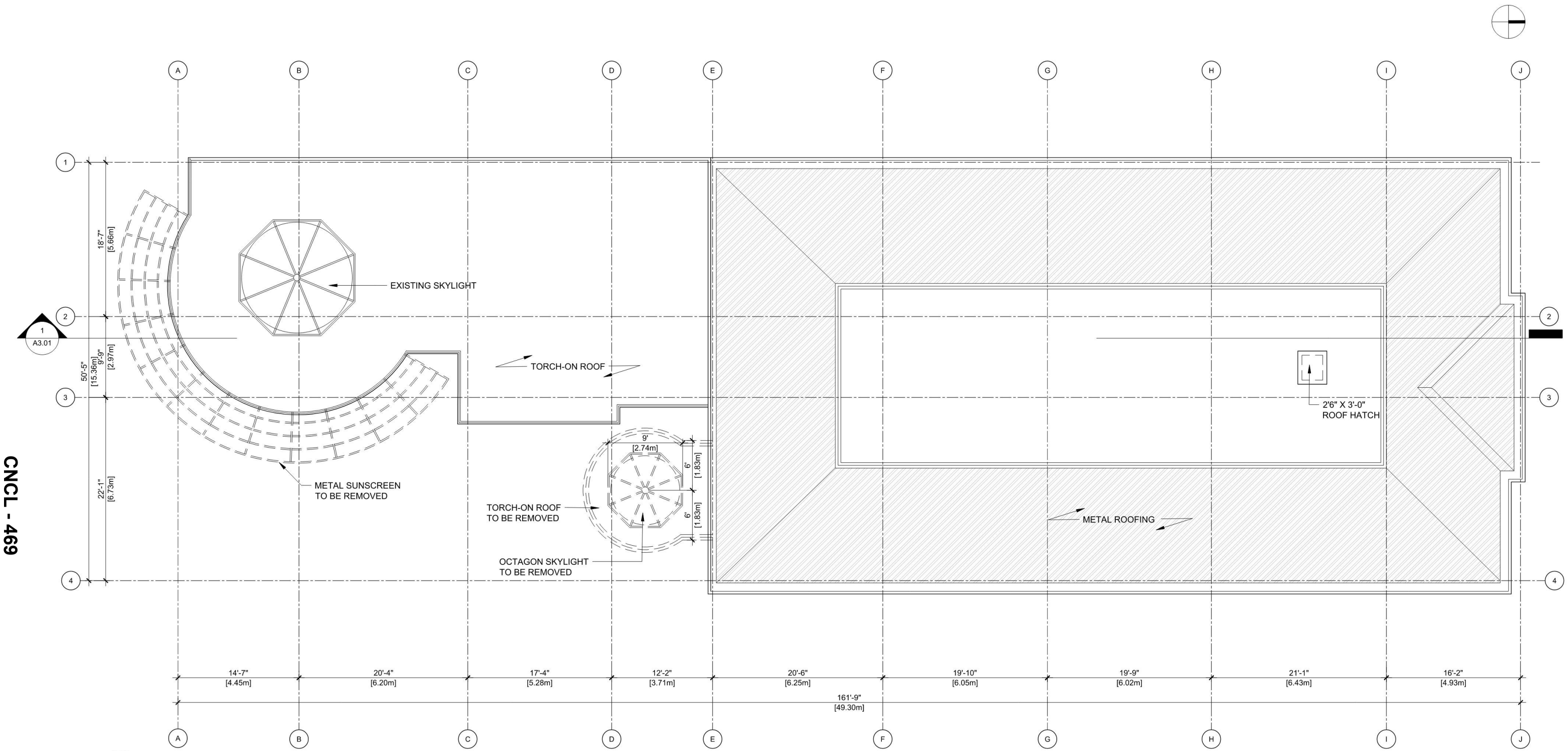
CNCL - 468



1 EXISTING FLOOR PLAN
Scale: 3/16"=1'-0"

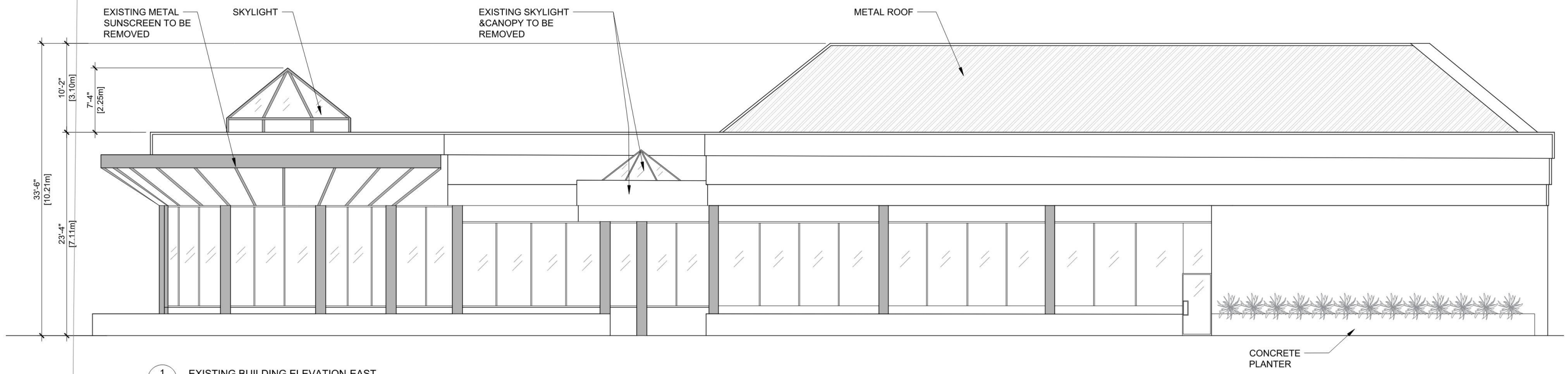
LEGEND

- EXISTING EXTERIOR WALL
- EXISTING GLAZING PARTITION
- AREA NOT IN SCOPE



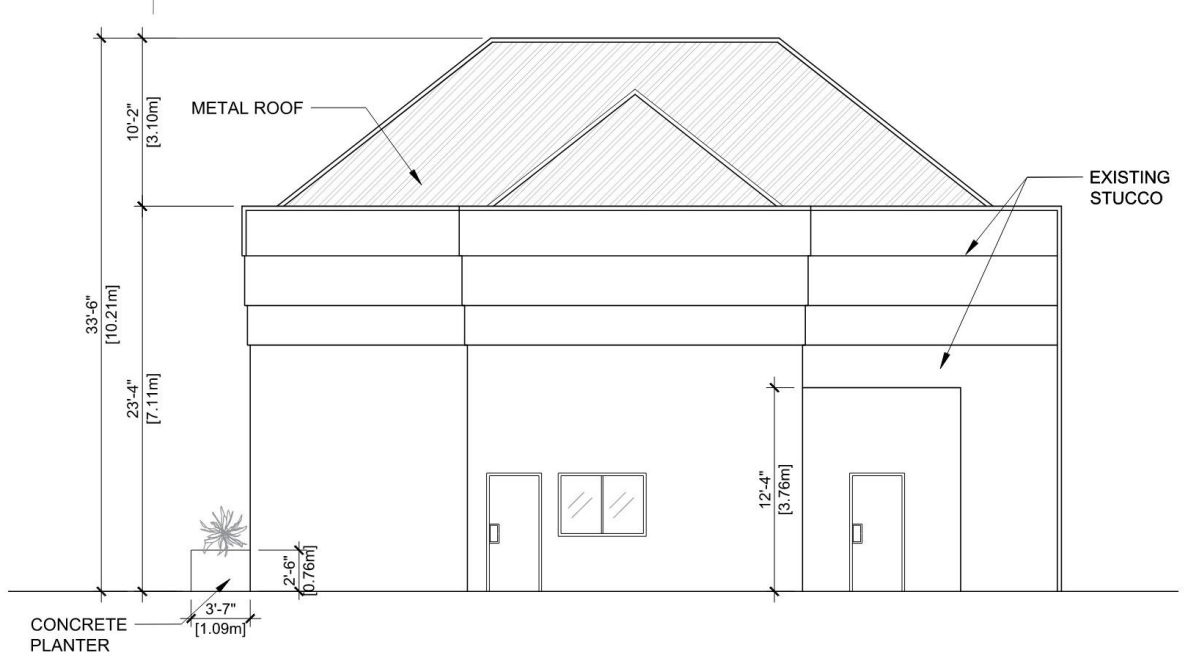
1 EXISTING ROOF PLAN

Scale: 3/16"=1'-0"



1 EXISTING BUILDING ELEVATION-EAST

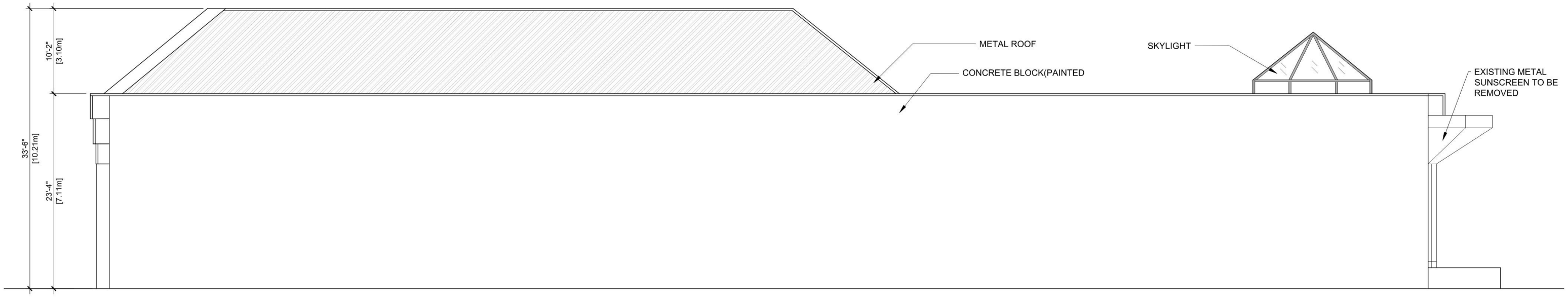
Scale: 3/16"=1'-0"



2 EXISTING BUILDING ELEVATION-NORTH

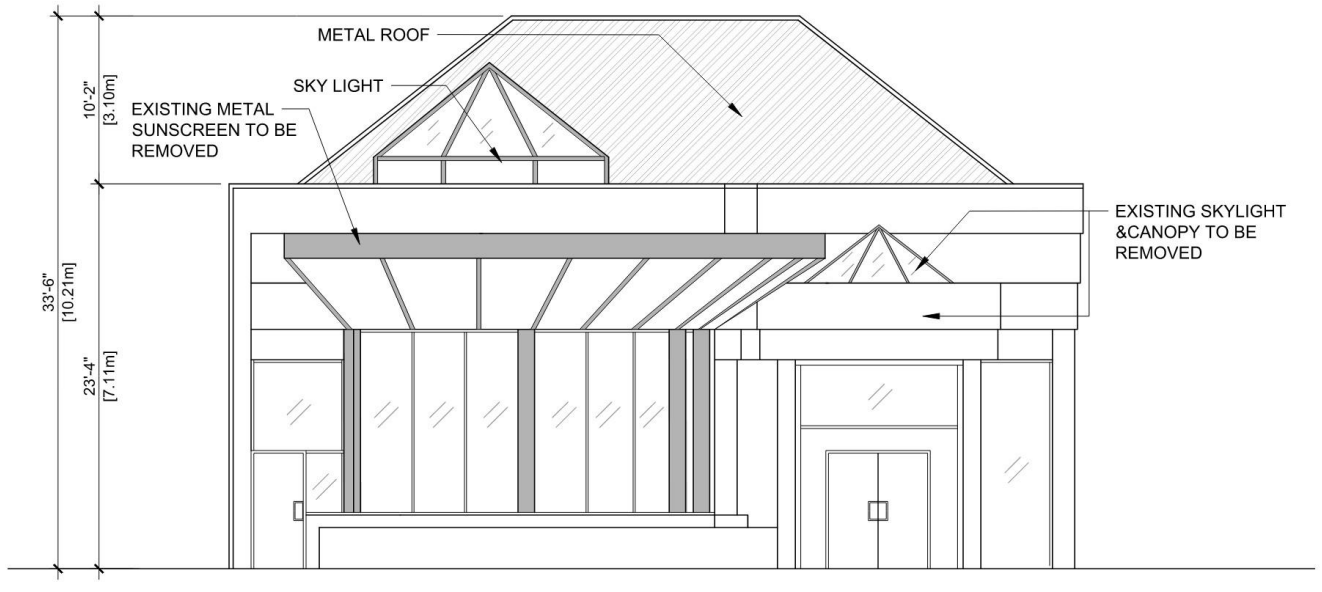
Scale: 3/16"=1'-0"

NCL - 470



1 EXISTING BUILDING ELEVATION-WEST

Scale: 3/16"=1'-0"

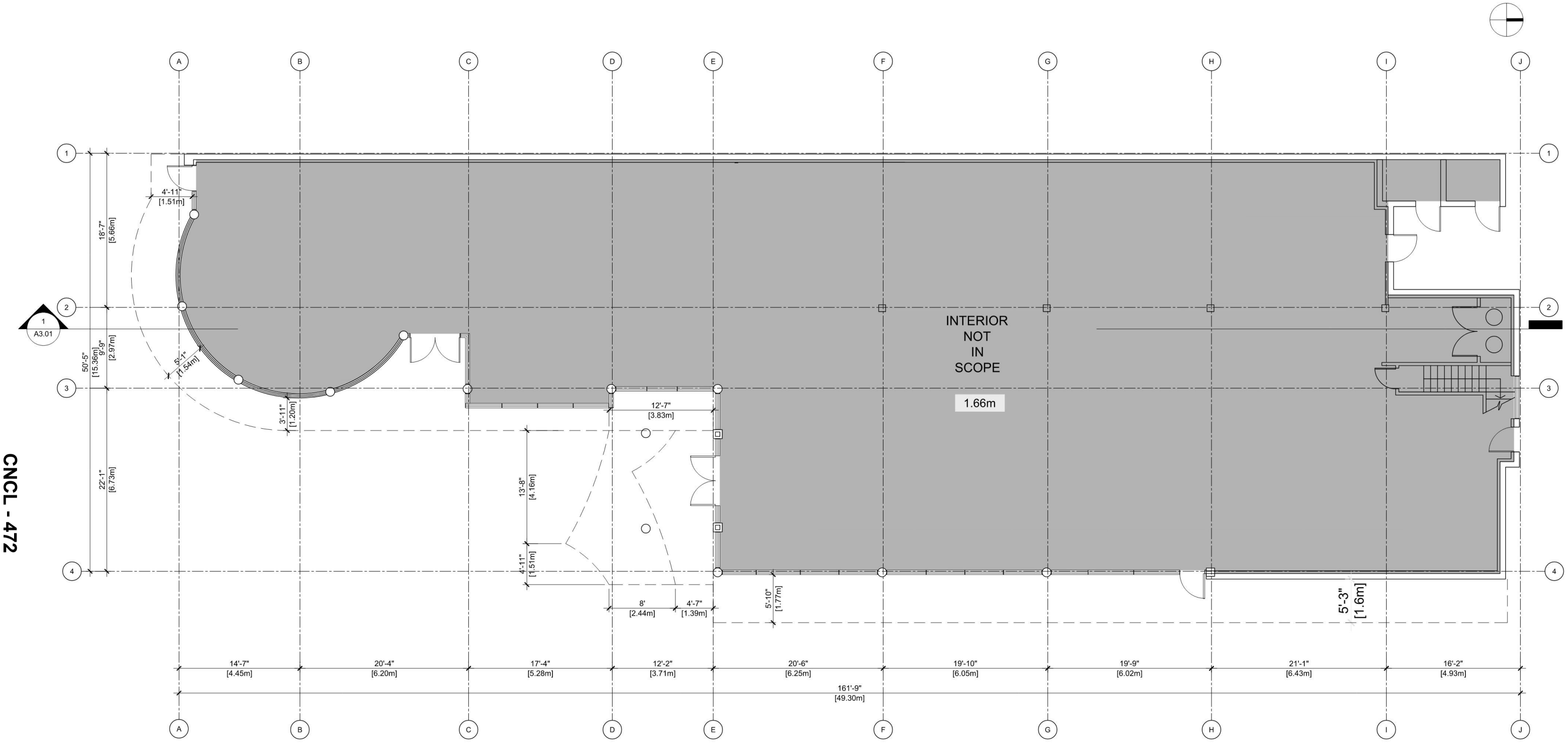


2 EXISTING BUILDING ELEVATION-SOUTH

Scale: 3/16"=1'-0"

NCL - 471

CNCL - 472



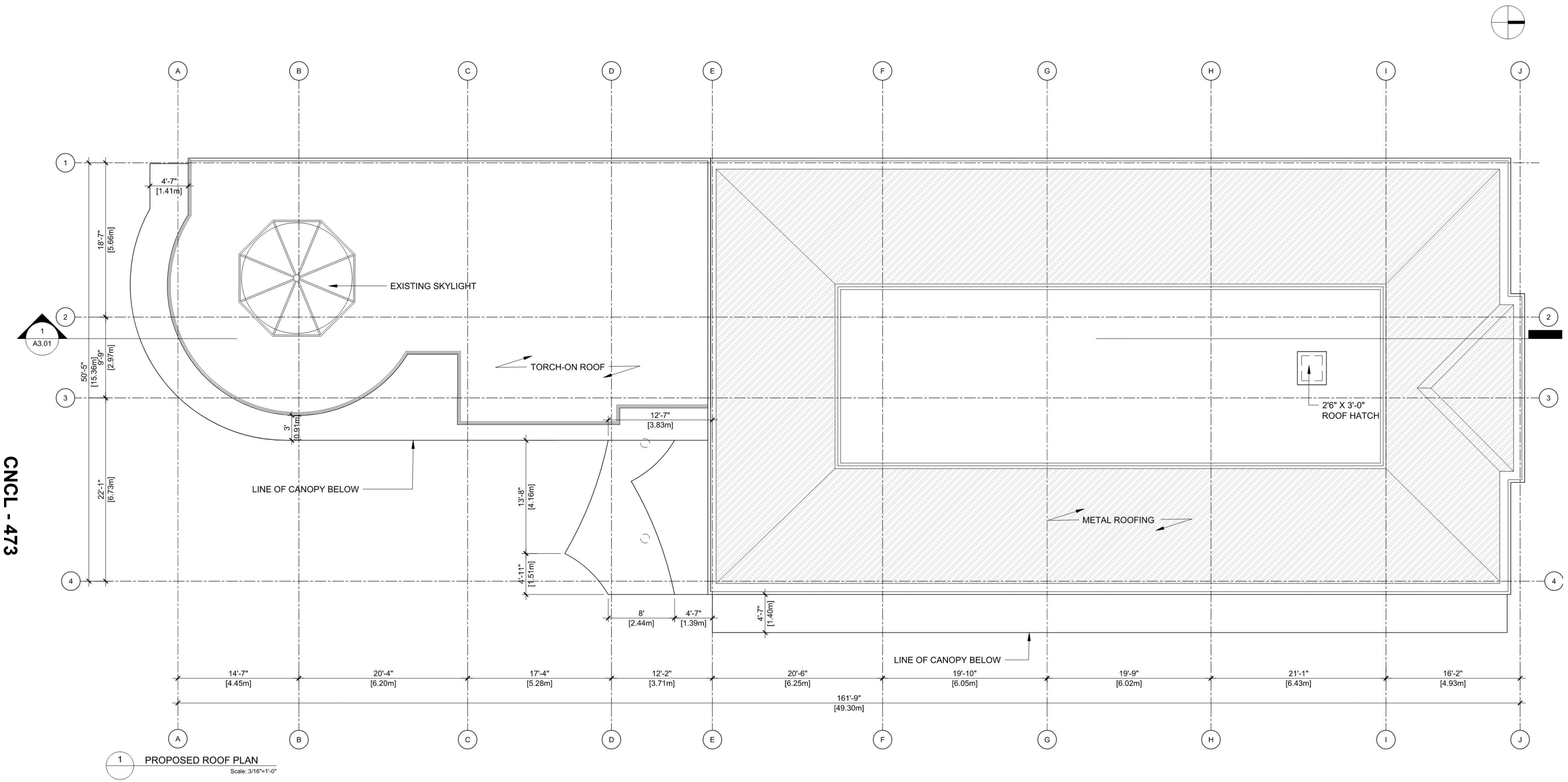
1 PROPOSED FLOOR PLAN

Scale: 3/16"=1'-0"

LEGEND

- EXISTING EXTERIOR WALL
- EXISTING GLAZING PARTITION
- AREA NOT IN SCOPE

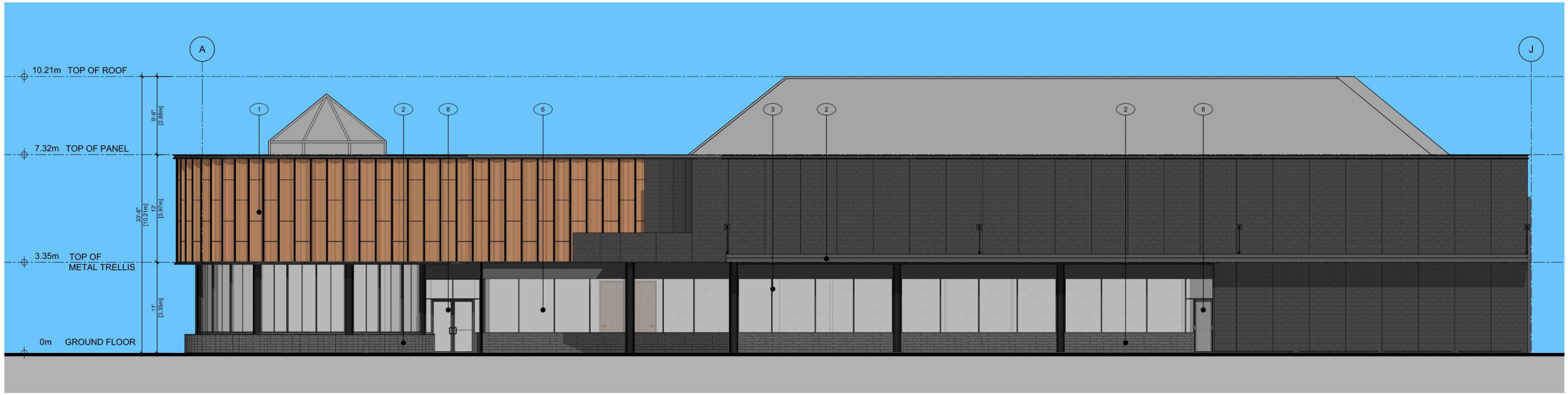
CNCL - 473



1 A3.01

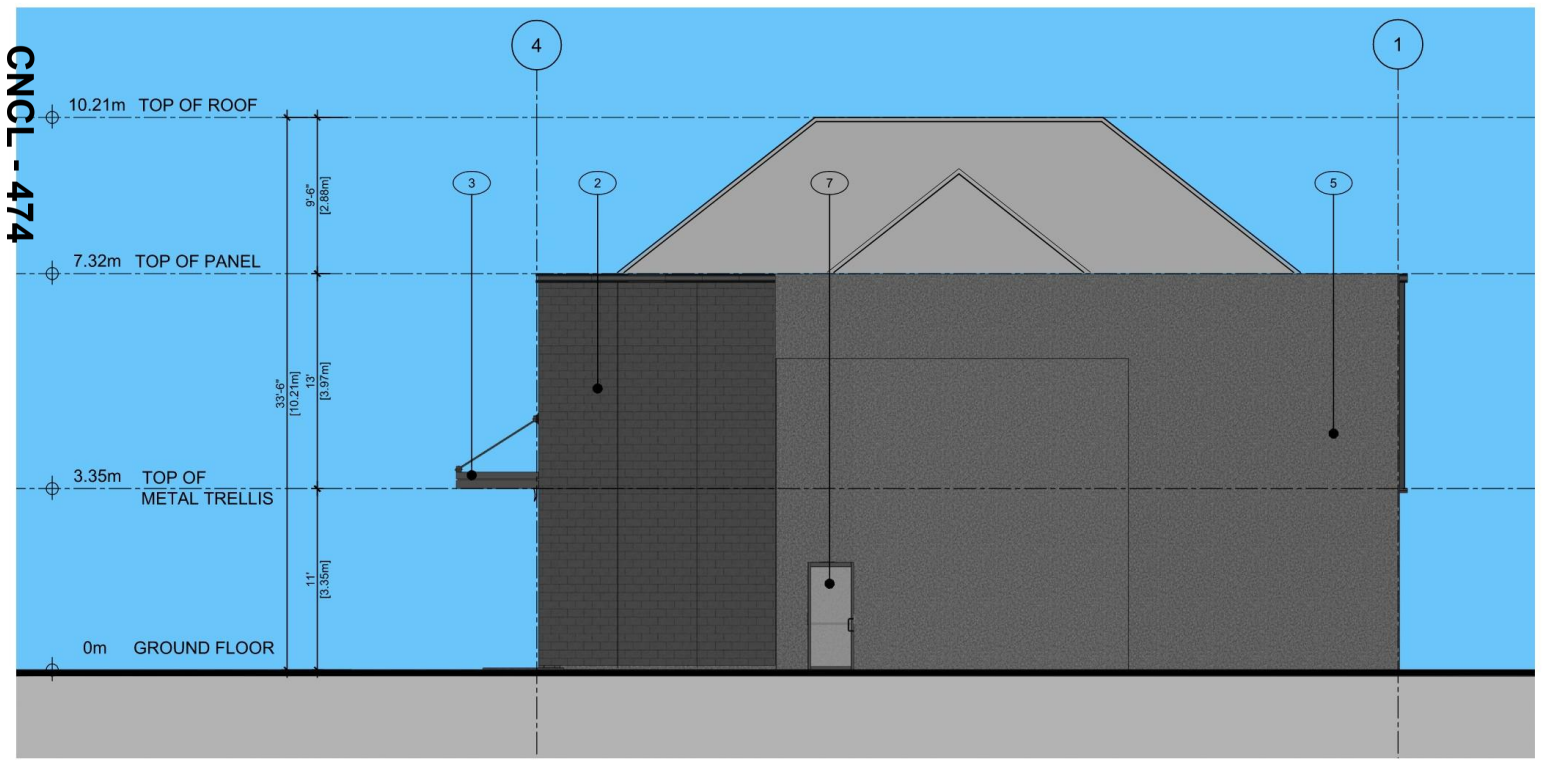
1 PROPOSED ROOF PLAN

Scale: 3/16"=1'-0"



1 PROPOSED BUILDING ELEVATION-EAST

Scale: 3/16"=1'-0"



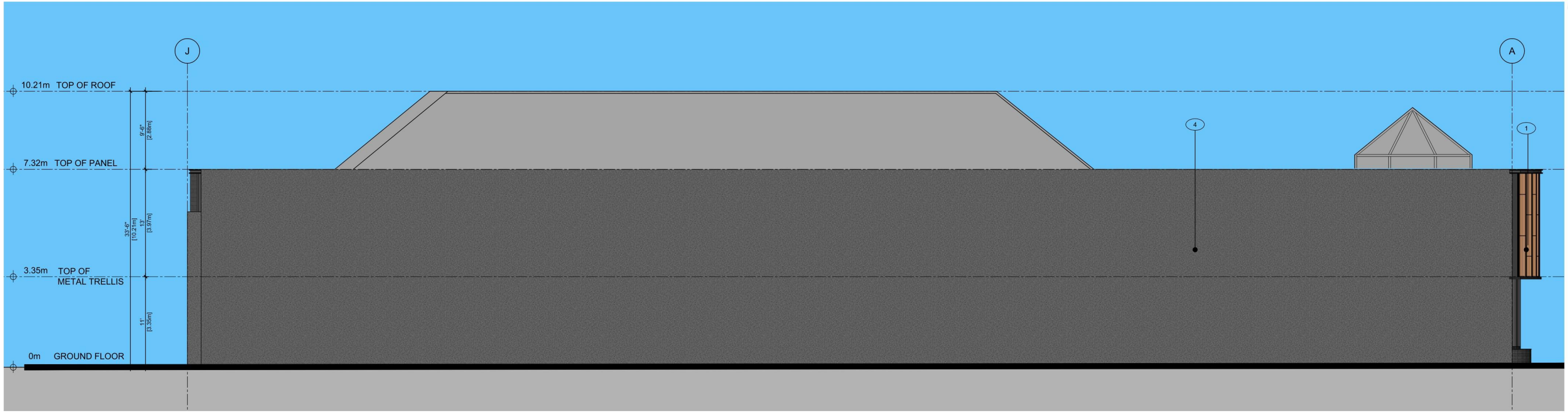
2 PROPOSED BUILDING ELEVATION-NORTH

Scale: 3/16"=1'-0"

EXTERIOR MATERIAL LEGEND

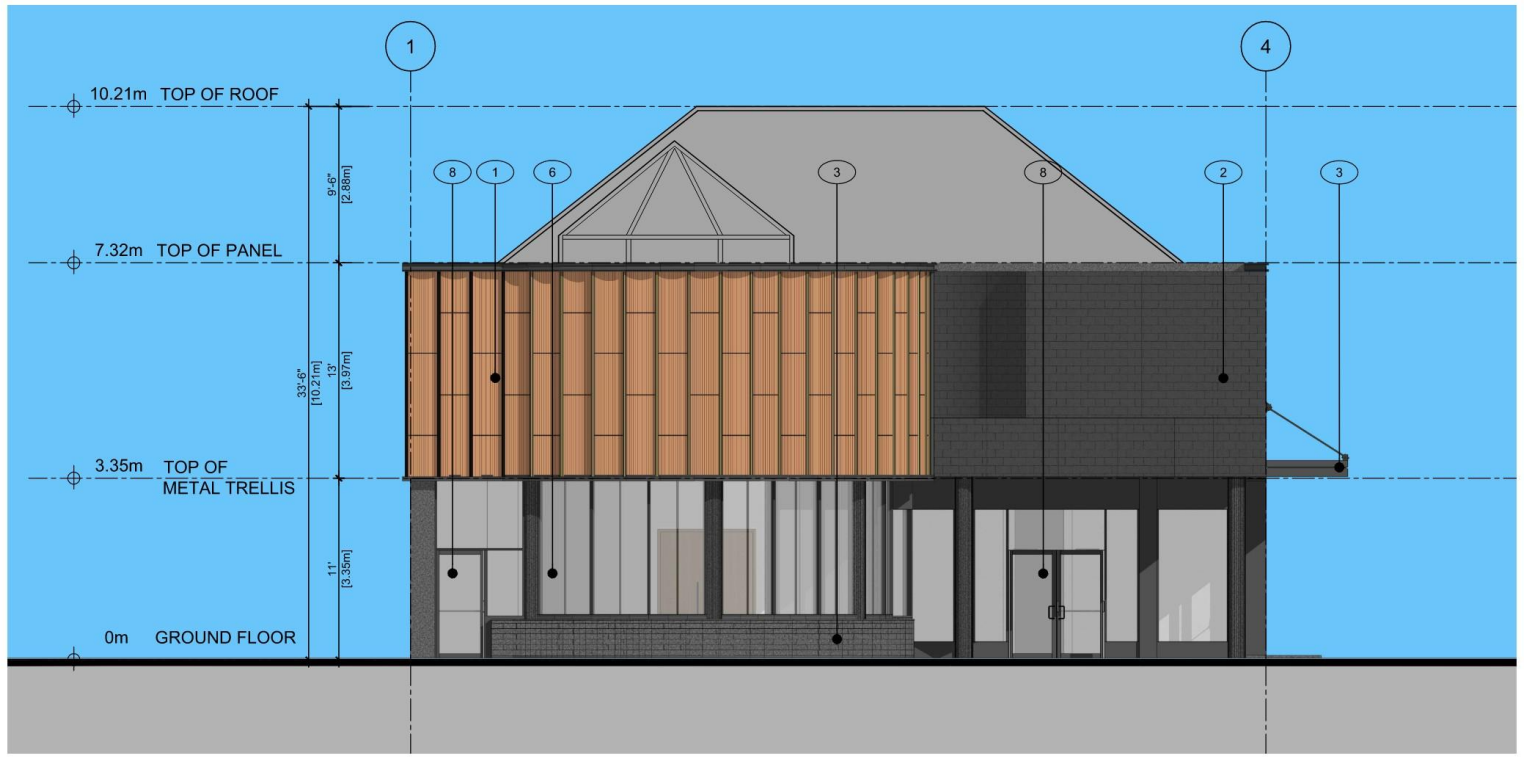
1	METAL COMPOSITE PANEL - COLOR: YELLOW
2	METAL COMPOSITE PANEL - COLOR: CHARCOAL
3	METAL CANOPY
4	EXISTING CONCRETE BLOCK, PAINTED
5	STUCCO, EXISTING - COLOR: DARK GRAY
6	GLAZED WINDOW
7	HOLLOW METAL DOOR
8	STOREFRONT DOOR

CCL - 474



1 PROPOSED BUILDING ELEVATION-WEST

Scale: 3/16"=1'-0"



2 PROPOSED BUILDING ELEVATION-SOUTH

Scale: 3/16"=1'-0"

EXTERIOR MATERIAL LEGEND

1. METAL COMPOSITE PANEL - COLOR: YELLOW
2. METAL COMPOSITE PANEL - COLOR: CHARCOAL
3. METAL CANOPY
4. EXISTING CONCRETE BLOCK, PAINTED
5. STUCCO, EXISTING - COLOR: DARK GRAY
6. GLAZED WINDOW
7. HOLLOW METAL DOOR
8. STOREFRONT DOOR

CNCL - 475

1 3D PERSPECTIVE
NTS

CNCL - 477

1 3D PERSPECTIVE
NTS

1 MATERIAL BOARD
NTS

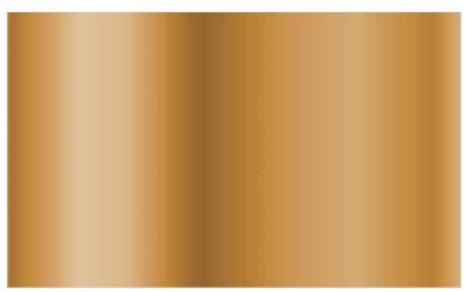
EXTERIOR MATERIAL LEGEND

1	METAL COMPOSITE PANEL - COLOR: YELLOW
2	METAL COMPOSITE PANEL - COLOR: CHARCOAL
3	METAL CANOPY
4	EXISTING CONCRETE BLOCK, PAINTED
5	STUCCO, EXISTING - COLOR: DARK GRAY
6	GLAZED WINDOW
7	HOLLOW METAL DOOR
8	STOREFRONT DOOR

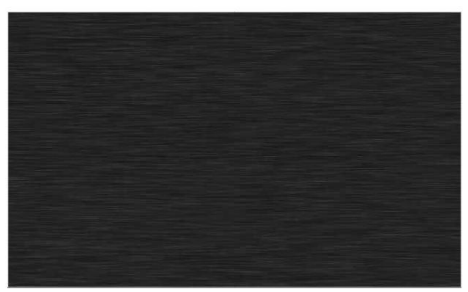
LED STRIP LIGHT

METAL COMPOSITE PANEL -
COLOR:CHARCOAL

STUCCO
COLOR:DARK GREY



METAL PANEL
COLOR:YELLOW



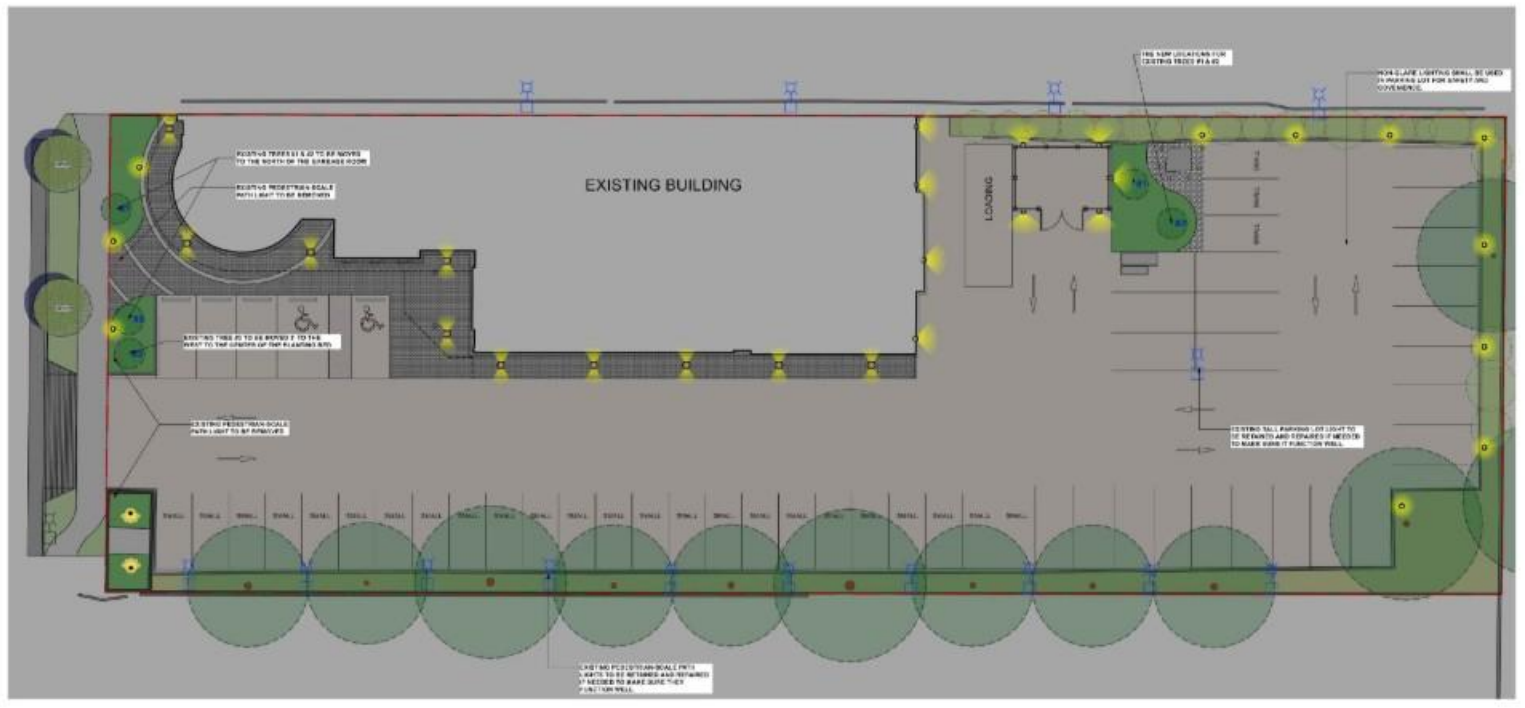
METAL CANOPY
COLOR:CHARCOAL

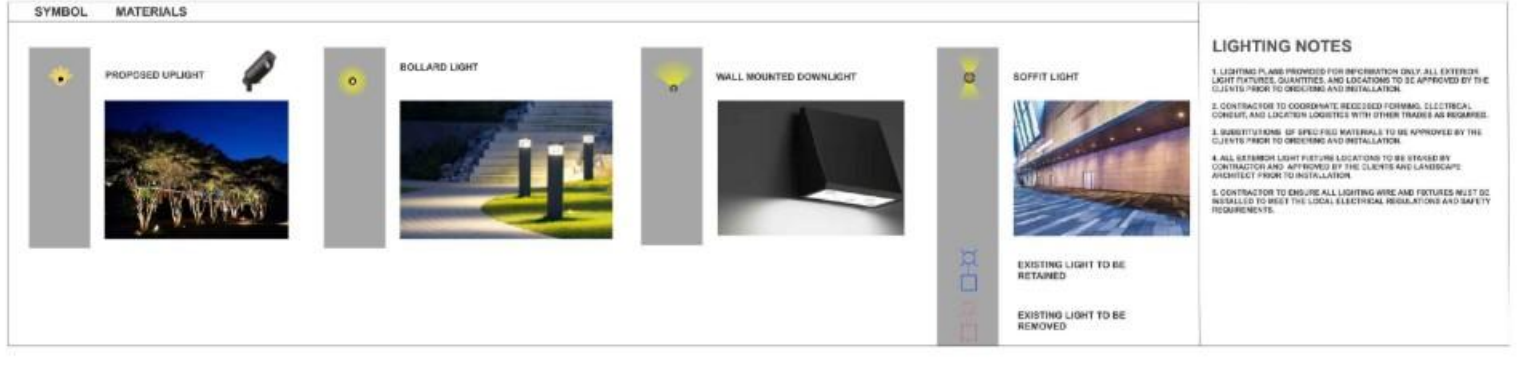
CNCL - 478

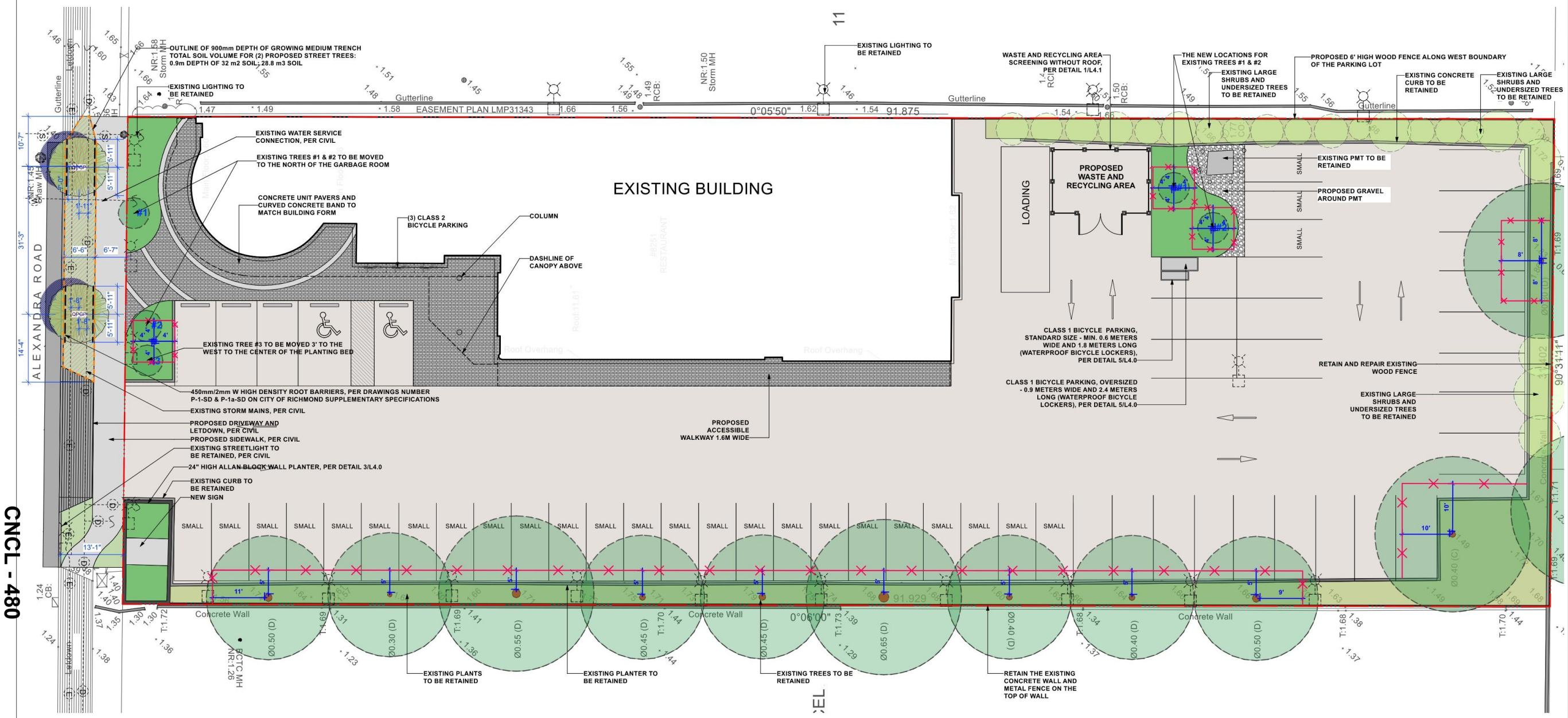
Sustainability

The sustainability measures proposed for this project include:

- Use high quality and durable building materials, this will keep the look of the building in the long term with minimum future maintenance costs.
- The project will use high-performance LED lighting at exterior locations to reduce energy consumption.
- landscaped area near parking lot. Trees and shrubs will be helpful in mitigating noise and CO2 from car exhaust, and improving air quality. The automatic irrigation system will also be provided.







CNCL - 480

LANDSCAPE LEGENDS

SYMBOL	MATERIALS	DETAILS
	PEDESTRIAN CONCRETE UNIT PAVERS	1/L4.0
	CIP CONCRETE PAVING	2/L4.0
	ASPHALT PAVING	PER CIVIL
	PROPOSED LAWN	4/L4.2
	PROPOSED PLANTING BED	3/L4.2
	EXISTING PLANS IN THE PLANTING AREA TO BE RETAINED	N/A
	PROPOSED ALLAN BLOCK WALL PLANTER	3/L4.0

SYMBOL	MATERIALS	DETAILS
	PROPOSED TREES	1&5 /L4.2
	EXISTING TREES TO BE RETAINED	N/A
	PROPOSED BIKE RACKS	4/L4.0
	TREE PROTECTION FENCING TREE PROTECTION FENCING TO BE INSTALLED PER CITY OF RICHMOND STANDARDS AND TREE MANAGEMENT PLAN PREPARED BY ARBORIST	

SYMBOL	MATERIALS	DETAILS
	EXTENT OF CONTINUOUS 900MM GROWING MEDIUM TRENCH	
	ROOT BARRIER	
	EXISTING LARGE SHRUBS AND UNDERSIZED TREES TO BE RETAINED	

LANDSCAPE NOTES

1. DO NOT SCALE DRAWINGS.

2. LAYOUT DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANT DRAWINGS.

3.ALL EXISTING INFORMATION APPROXIMATE ONLY. VERIFY ALL EXISTING GRADES AND DIMENSIONS WITH SITE CONDITIONS. REPORT DISCREPANCIES TO CONSULTANT TEAM PRIOR TO PROCEEDING.

4. THE CONTRACTOR IS TO PROTECT ALL EXISTING UTILITIES, HARD SURFACES, STRUCTURES, WALLS, AND TREES FOR DURATION OF CONSTRUCTION.

5. THE LOCATION OF ALL PROPOSED HARDSCAPE AND SITE FURNISHINGS ARE TO BE FLAGGED OUT ONSITE BY THE CONTRACTOR AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

6. ALL OFF-SITE WORKS TO CONFORM TO CITY OF RICHMOND STANDARDS.

7. LAYOUT OF ALL OFF-SITE WORKS, INCLUDING FURNISHINGS, PATHWAYS, WALLS, PLANTING, ETC., TO BE CONFIRMED WITH CITY OF RICHMOND PRIOR TO INSTALLATION.

HOMING LANDSCAPE ARCHITECTURE
ADDRESS: 1423 W11TH AVENUE,
VANCOUVER, BC, CANADA V6H 1K9
CELL: 778-323-3536
EMAIL: HOMINGLANDSCAPE@GMAIL.COM

DO NOT SCALE THE DRAWINGS. COPYRIGHT RESERVED. IF A DISCREPANCY OCCURS BETWEEN THE DRAWINGS AND THE SPECIFICATIONS OR ANY OTHER DOCUMENT ASSOCIATED WITH THE PROJECT, THE CONFLICT SHALL BE REPORTED IN WRITING TO THE LANDSCAPE ARCHITECT TO OBTAIN CLARIFICATION AND APPROVAL BEFORE PROCEEDING WITH WORKS.

Revisions

NO.	Date	Note
1	2025-07-16	ISSUED FOR DP
2	2025-09-10	ISSUED FOR DP
3	2025-09-23	ISSUED FOR DP

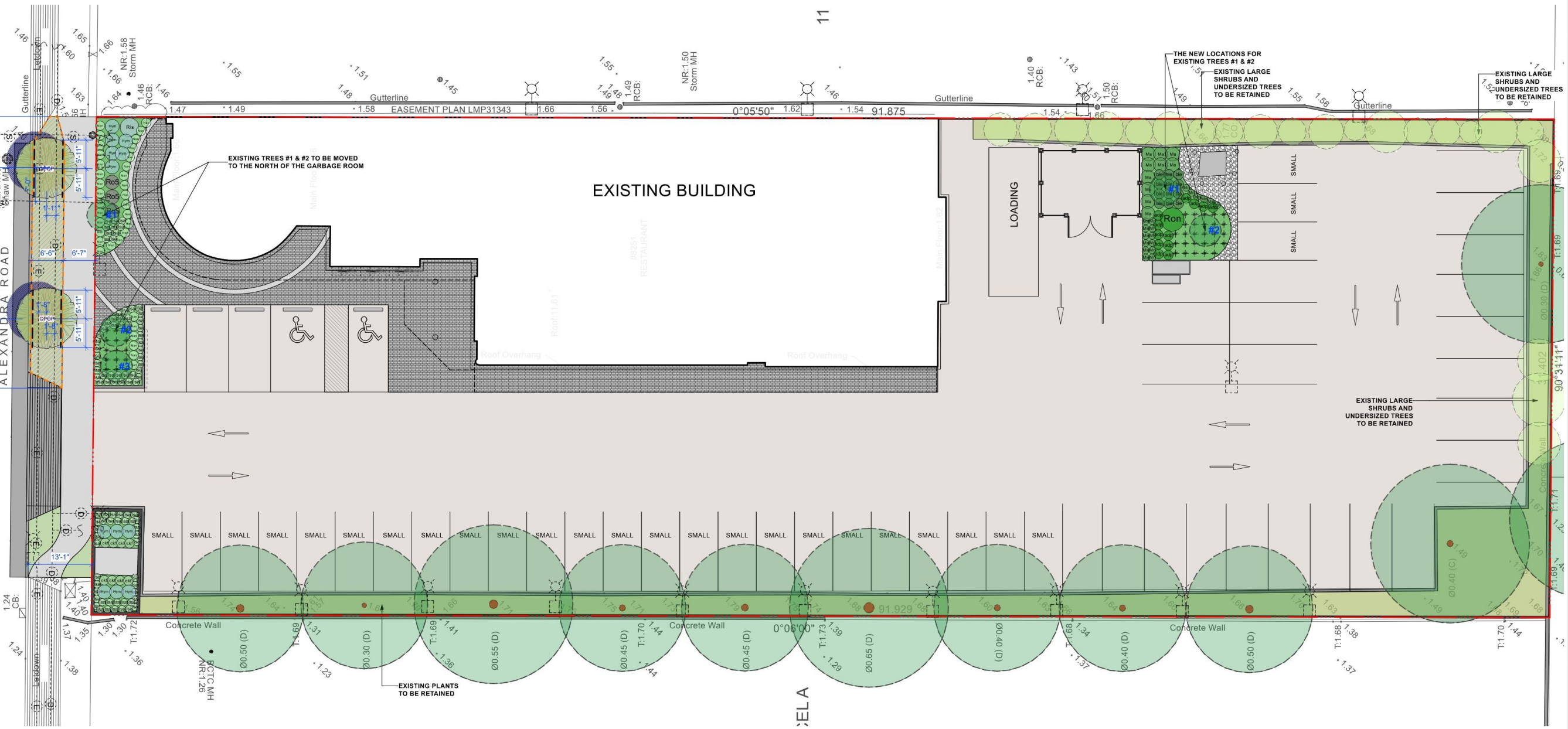
8251 ALEXANDRA ROAD

PROJECT ADDRESS:
8251 ALEXANDRA RD, RICHMOND , BC, CANADA

PROJECT NUMBER: 25-23
SCALE: 3/32"=1'0" (1:128)
DRAWN BY: EL
REVIEWED BY: EL

Landscape Site Plan

PLAN # 3.a
L1.0



0 5 10 15 20 25 FT

N

ONSITE PLANT LIST					
ID	**Latin Name**	**Common Name**	**Quantity**	**Scheduled Size**	**Notes**
TREES (DECIDUOUS & CONIFEROUS)					
SHRUBS					
Hym	Hydrangea macrophylla	Bigleaf Hydrangea	12	#5 pot	
Ma	Mahonia aquifolium	Oregon Grape Holly	10	#3 pot	native species
Mn	Mahonia nervosa	Dwarf Oregon Grape	18	#1 pot	native species
Nan	Nandina domestica 'Compacta'	Dwarf Heavenly Bamboo	35	#2 pot	
Ris	Ribes sanguineum	Red Flowering Currant	1	#3 pot	native species
Ron	Rosa nutkana	Native Shrub Rose	1	#5 pot	native species
Ro5	Rosa x 'Scarlet Meidiland'	Scarlet Meidiland Rose	3	#3 pot	
PERENNIALS & GROUNDCOVERS					
adp	Adiantum pedatum	American Maidenhair Fern	12	#1 pot	native species
ar	Arctostaphylos uva-ursi 'Vancouver Jade'	Bearberry, Kinnikinick	42	#1 pot	native species
ble	Blechnum spicant	Deer Fern	12	#1 pot	native species
lsa	Lavandula angustifolia	English Spike Lavender	89	#1 pot	
ORNAMENTAL GRASSES & BAMBOOS					
ckf	Calamagrostis x acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass	8	#3 pot	
VINES					

OFFSITE PLANT LIST					
Latin Name	**Common Name**	**ID**	**Quantity**	**Scheduled Size**	**Notes**
		TREES (DECIDUOUS & CONIFEROUS)			
Quercus palustris 'Green Pillar'	Green Pillar Oak	QPGP	2	6cm cal.	Street trees to be confirmed by the City

Planting Notes:

1) In case of discrepancy between plant numbers on this list and on the plan, the latter shall prevail.

2) All planting shall be in accordance with CSLA Canadian Landscape Standard, latest edition.

3) The Landscape Contractor shall ensure that the on-site planting medium/soil meets the specification & recommendations of the soil analysis taken at the time of Substantial Completion. All recommendations of the soil analysis shall be executed prior to Final Acceptance of the landscape works by the Consultant and the municipal authorities.

4) All plant material to be supplied on the job site must be obtained from a nursery participating in the BCLNA Phytophthora ramorum Certificaiton Program.

HOMING LANDSCAPE ARCHITECTURE
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Revisions

NO.	Date	Note
1	2025-07-16	ISSUED FOR DP
2	2025-09-10	ISSUED FOR DP
3	2025-09-23	ISSUED FOR DP

8251 ALEXANDRA ROAD

PROJECT ADDRESS:
8251 ALEXANDRA RD, RICHMOND , BC, CANADA

PROJECT NUMBER: 25-23

SCALE: 3/32"=1'0" (1:128)

DRAWN BY: EL

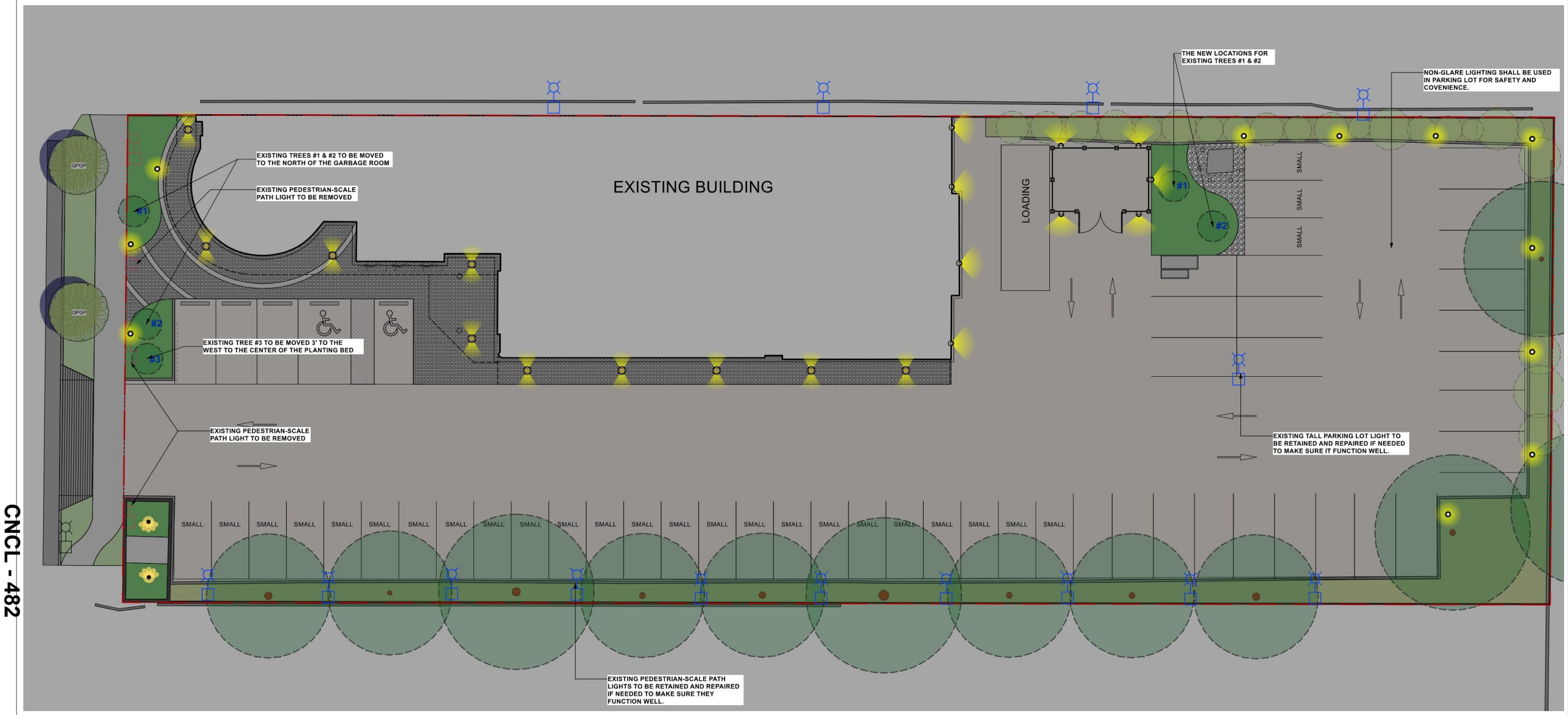
REVIEWED BY: EL

Landscape Planting Plan

PLAN # 3.b

L2.0

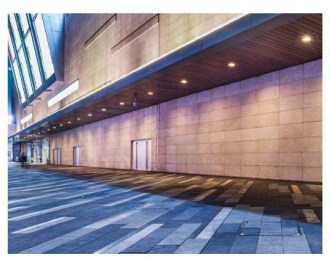
CNCL - 481



0 5 10 15 20 25 FT

N

LANDSCAPE LIGHTING LEGENDS

SYMBOL	MATERIALS
	PROPOSED UPLIGHT
	BOLLARD LIGHT
	WALL MOUNTED DOWNLIGHT
	SOFFIT LIGHT 
	EXISTING LIGHT TO BE RETAINED
	EXISTING LIGHT TO BE REMOVED

LIGHTING NOTES

1. LIGHTING PLANS PROVIDED FOR INFORMATION ONLY. ALL EXTERIOR LIGHT FIXTURES, QUANTITIES, AND LOCATIONS TO BE APPROVED BY THE CLIENTS PRIOR TO ORDERING AND INSTALLATION.

2. CONTRACTOR TO COORDINATE RECESSED FORMING, ELECTRICAL CONDUIT, AND LOCATION LOGISTICS WITH OTHER TRADES AS REQUIRED.

3. SUBSTITUTIONS OF SPECIFIED MATERIALS TO BE APPROVED BY THE CLIENTS PRIOR TO ORDERING AND INSTALLATION.

4. ALL EXTERIOR LIGHT FIXTURE LOCATIONS TO BE STAKED BY CONTRACTOR AND APPROVED BY THE CLIENTS AND LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

5. CONTRACTOR TO ENSURE ALL LIGHTING WIRE AND FIXTURES MUST BE INSTALLED TO MEET THE LOCAL ELECTRICAL REGULATIONS AND SAFETY REQUIREMENTS.

HOMING LANDSCAPE ARCHITECTURE
ADDRESS: 1423 W11TH AVENUE,
VANCOUVER, BC, CANADA V6H 1K9
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EMAIL: HOMINGLANDSCAPE@GMAIL.COM

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Revisions

NO.	Date	Note
1	2025-07-16	ISSUED FOR DP
2	2025-09-10	ISSUED FOR DP
3	2025-09-23	ISSUED FOR DP

8251 ALEXANDRA ROAD

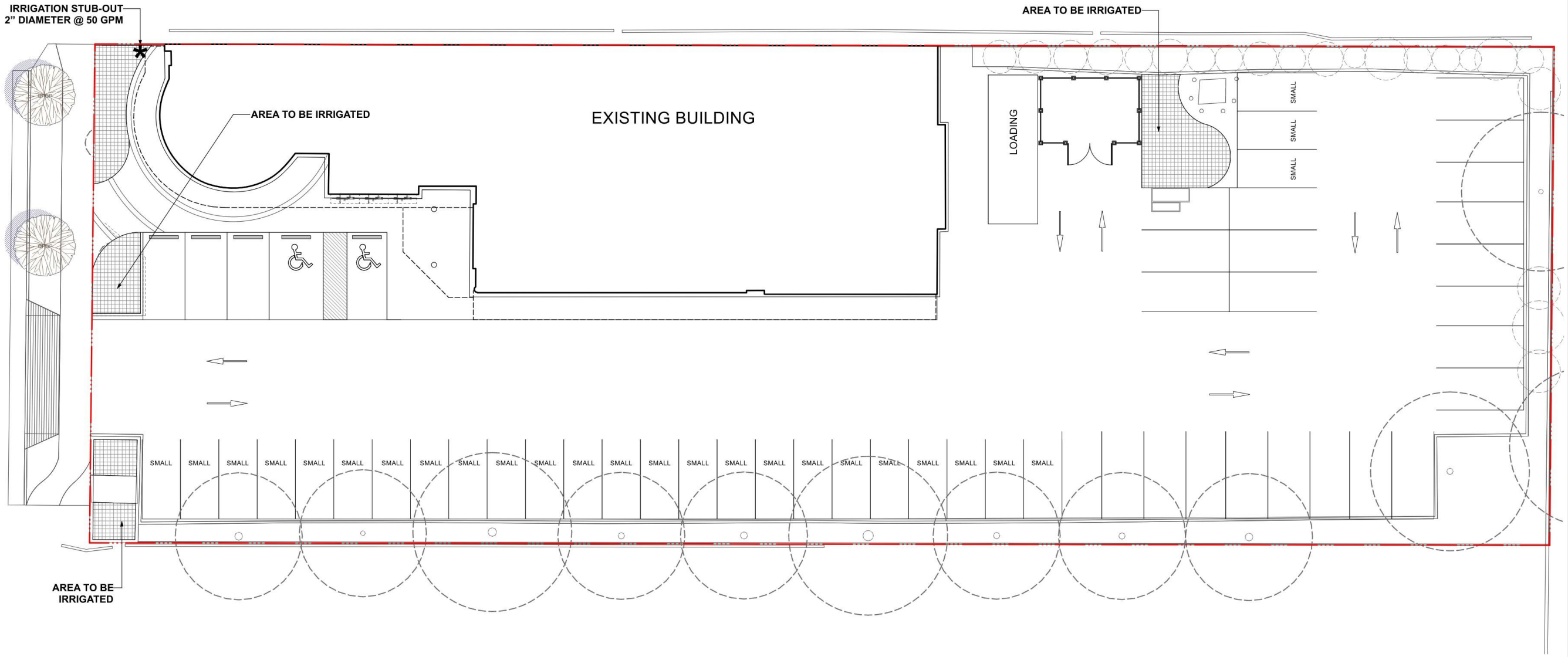
PROJECT ADDRESS:
8251 ALEXANDRA RD, RICHMOND , BC, CANADA

PROJECT NUMBER: 25-23
SCALE: 3/32"=1'0" (1:128)
DRAWN BY: EL
REVIEWED BY: EL

Conceptual Landscape Lighting Plan

PLAN # 3.c
L3.0

CNCL - 482



0 5 10 15 20 25 FT

N

IRRIGATION LEGENDS

KEY	DESCRIPTION
*	WATER STUB-OUT SCHEMATIC ONLY. REFER TO MECHANICAL
	IRRIGATION AREA

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8251 ALEXANDRA RD, RICHMOND ,
BC, CANADA

PROJECT NUMBER: 25-23

SCALE: 3/32"=1'0" (1:128)

DRAWN BY: EL

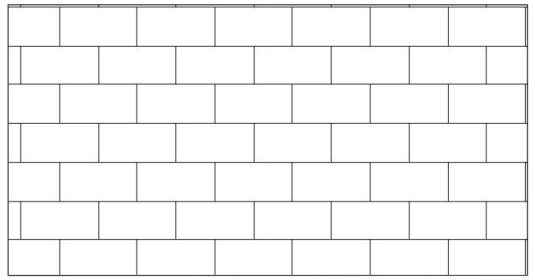
REVIEWED BY: EL

Design-Build Irrigation Plan

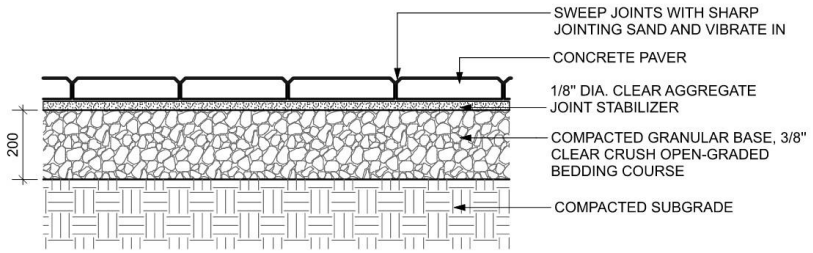
PLAN # 3.d

L3.1

CNCL - 484



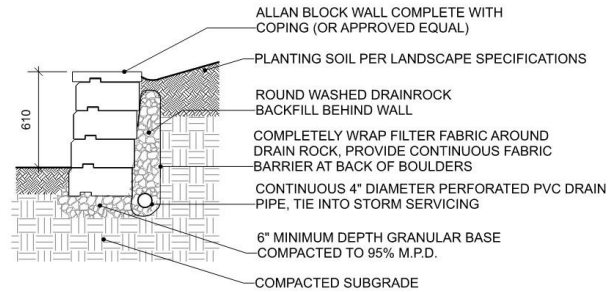
PLAN
CLASSIC STANDARD PAVERS - STANDARD SIZE BY BELGARD (877-235-4273)
DIMENSIONS: STANDARD 225(L) x 112.5(W) x 60(T) mm (8-7/8" x 4-7/16" x 2-3/8")
PATTERN: RUNNING BOND
COLOUR: NATURAL



NOTE:
USE CONCRETE HIDDEN EDGE RESTRAINT WHEN PAVERS ARE NOT ADJACENT TO A SOLID EDGE CONDITION.

1 CONCRETE UNIT PAVING ON GRADE
Scale: 1:10

NOTES:
1 - INSTALL WALLS PER MANUFACTURER SPECIFICATIONS.
2 - GLUE CAPS DOWN WITH ADHESIVE RECOMMENDED BY WALL MANUFACTURER.



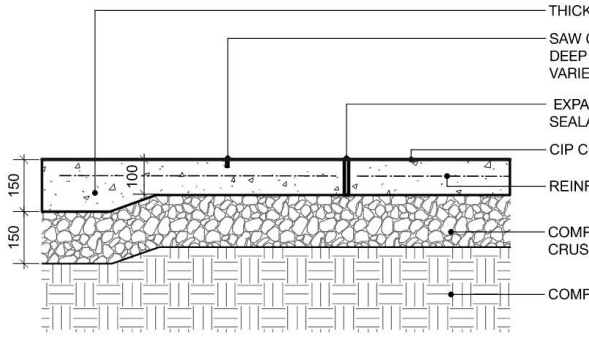
3 ALLAN BLOCK WALL PLANTER AROUND THE PROJECT SIGN
Scale: 1:25

PRECEDENT

NOTES:

1. STANDARD SIZE MODEL: MIN. 0.6 METERS WIDE AND 1.8 METERS LONG
2. OVERSIZED MODEL: 0.9 METERS WIDE AND 2.4 METERS LONG
3. SUPPLIER: CYCLESAFE OR APPROVED ALTERNATIVE SUPPLIER

5 OUTDOOR BIKE LOCKER - STANDARD SIZE & OVERSIZED MODELS
Scale: N/A

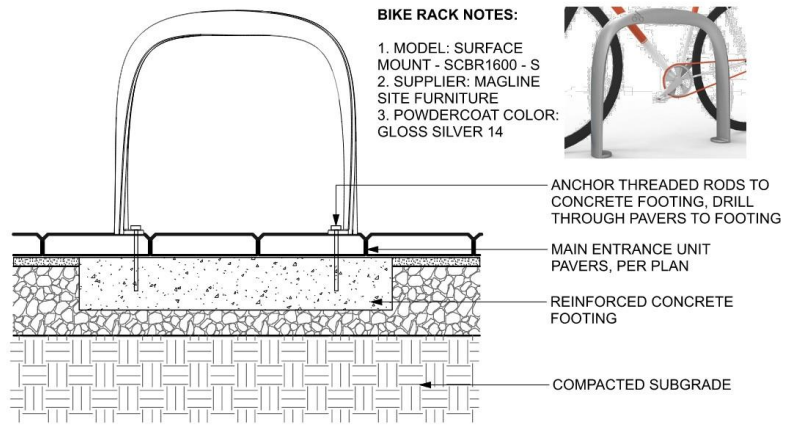


NOTES:
1. EXPANSION JOINTS 6m O.C. MAX, CONTROL JOINTS @ 1.5m O.C. ADJUST TO SUIT SITE LAYOUT PLAN.
2. ALL SCORELINES TO BE APPROVED BY LANDSCAPE ARCHITECT ON-SITE PRIOR TO INSTALLATION.

2 CIP CONCRETE ON GRADE (TYPICAL)
Scale: 1:10

BIKE RACK NOTES:

1. MODEL: SURFACE MOUNT - SCBR1600 - S
2. SUPPLIER: MAGLINE SITE FURNITURE
3. POWDERCOAT COLOR: GLOSS SILVER 14



NOTE:
PER SUPPLIER FOR SPECIFICATIONS AND INSTALLATIONS.

4 BIKE RACK
Scale: 1:10

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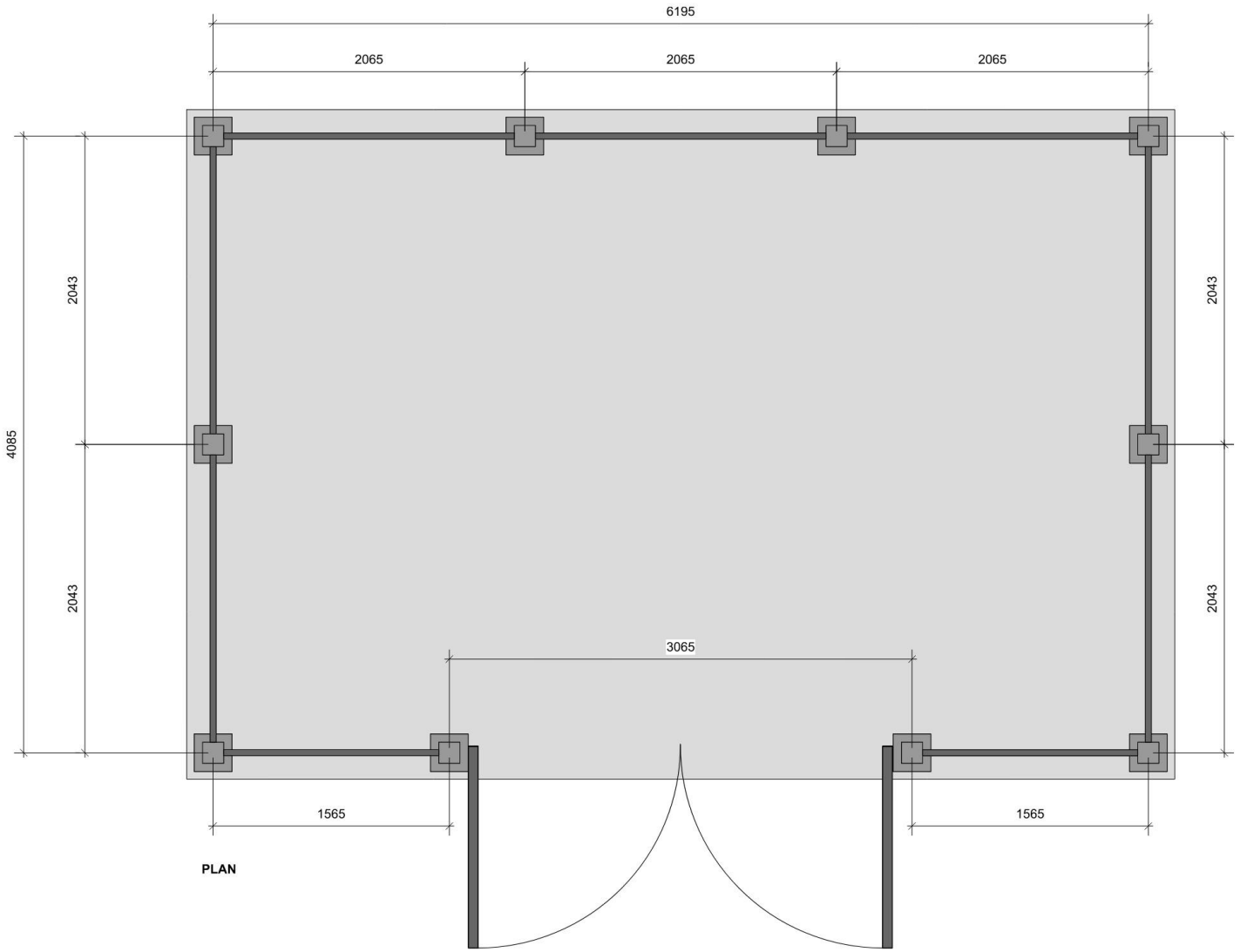
8251 ALEXANDRA ROAD

PROJECT ADDRESS:
8251 ALEXANDRA RD, RICHMOND , BC, CANADA

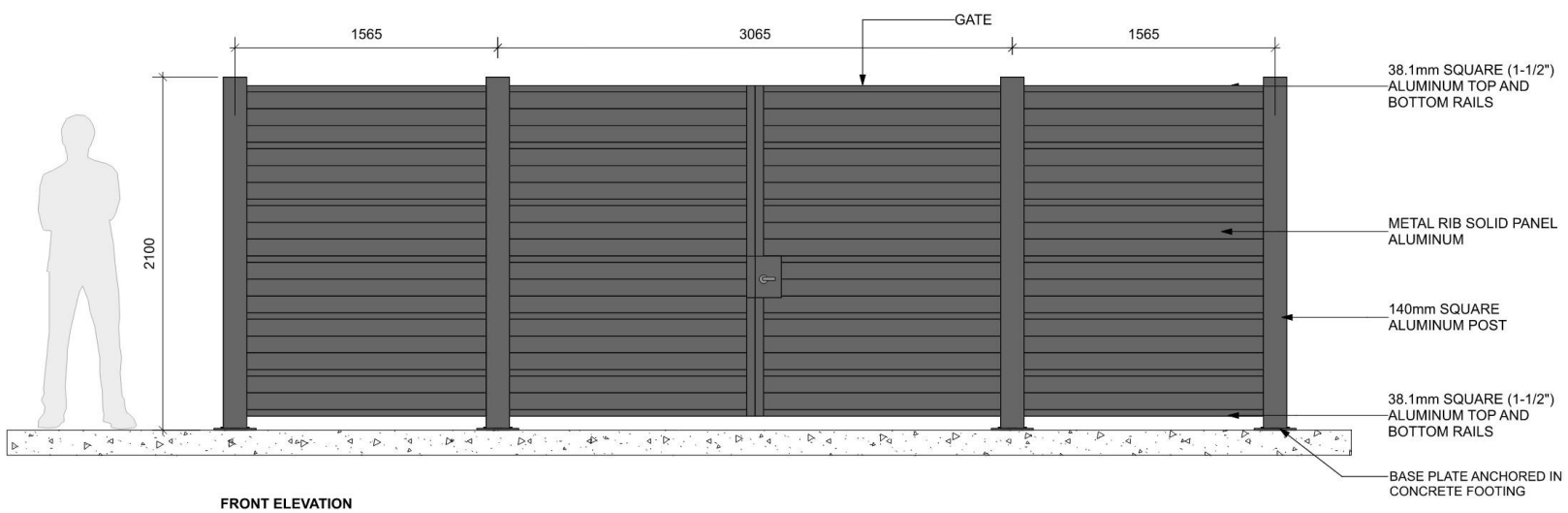
PROJECT NUMBER: 25-23
SCALE: AS SHOWN
DRAWN BY: EL
REVIEWED BY: EL

HARDSCAPE & FURNITURING DETILS

PLAN # 3.e
L4.0



PLAN



FRONT ELEVATION

PRECEDENT

NOTE: THE SCREENING SHALL BE A MINIMUM OF 2.0 METRES IN HEIGHT TO A MAXIMUM HEIGHT THAT IS EQUIVALENT TO THE HEIGHT OF THE REFUSE OR RECYCLING BIN BUT IN NO CASE MORE THAN 2.4 METRES.

NOTES:
1. ALL METAL ALUMINUM WITH BLACK POWDERCOAT FINISH (TO BE FACTORY APPLIED)
2. ALL WELDED CONSTRUCTION.
3. PROVIDE SHOP DRAWINGS FOR APPROVAL.
4. CONCRETE FOOTING TO BE CONFIRMED BY STRUCTURAL ENGINEER.

1 WASTE AND RECYCLING AREA SCREENING
Scale: 1:20

HOMING LANDSCAPE ARCHITECTURE
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8251 ALEXANDRA ROAD

PROJECT ADDRESS:
8251 ALEXANDRA RD, RICHMOND , BC, CANADA

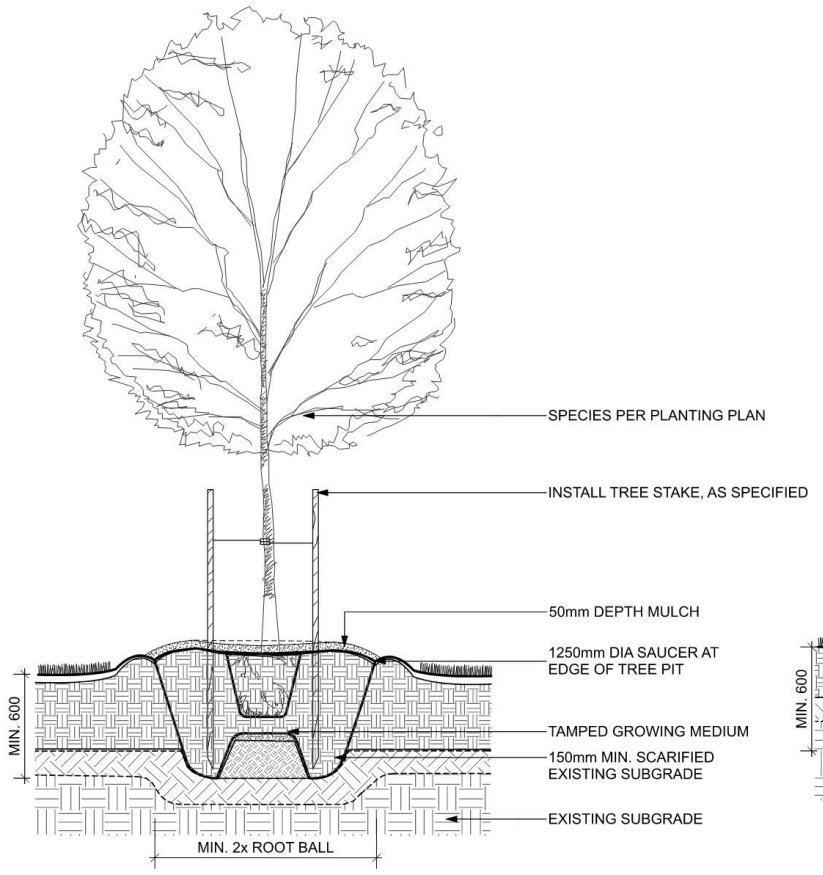
PROJECT NUMBER: 25-23
SCALE: AS SHOWN
DRAWN BY: EL
REVIEWED BY: EL

HARDSCAPE & FURNITURING DETILS

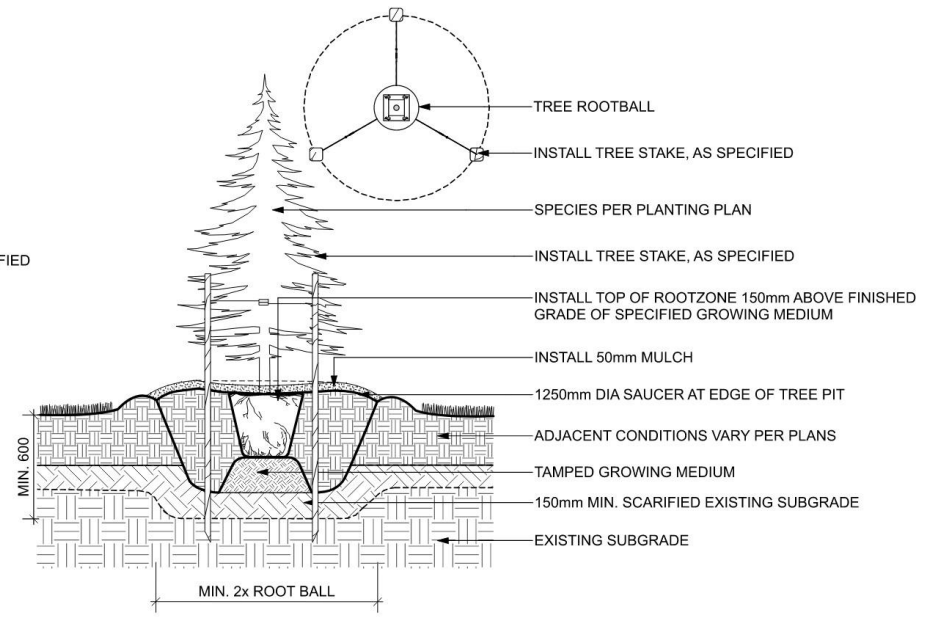
PLAN # 3.f
L4.1

CNCL - 485

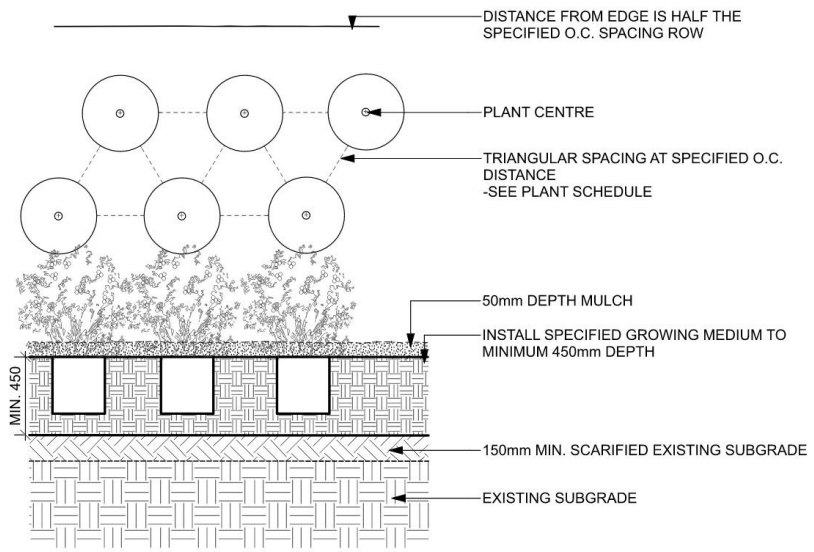
CNCL - 486



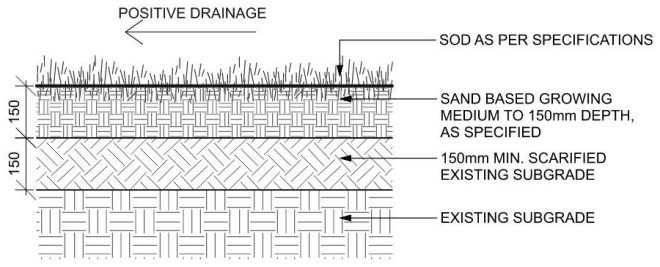
1 DECIDUOUS TREE PLANTING ON GRADE (TYPICAL)
Scale: 1:20



2 CONIFEROUS TREE PLANTING ON GRADE (TYPICAL)
Scale: 1:20

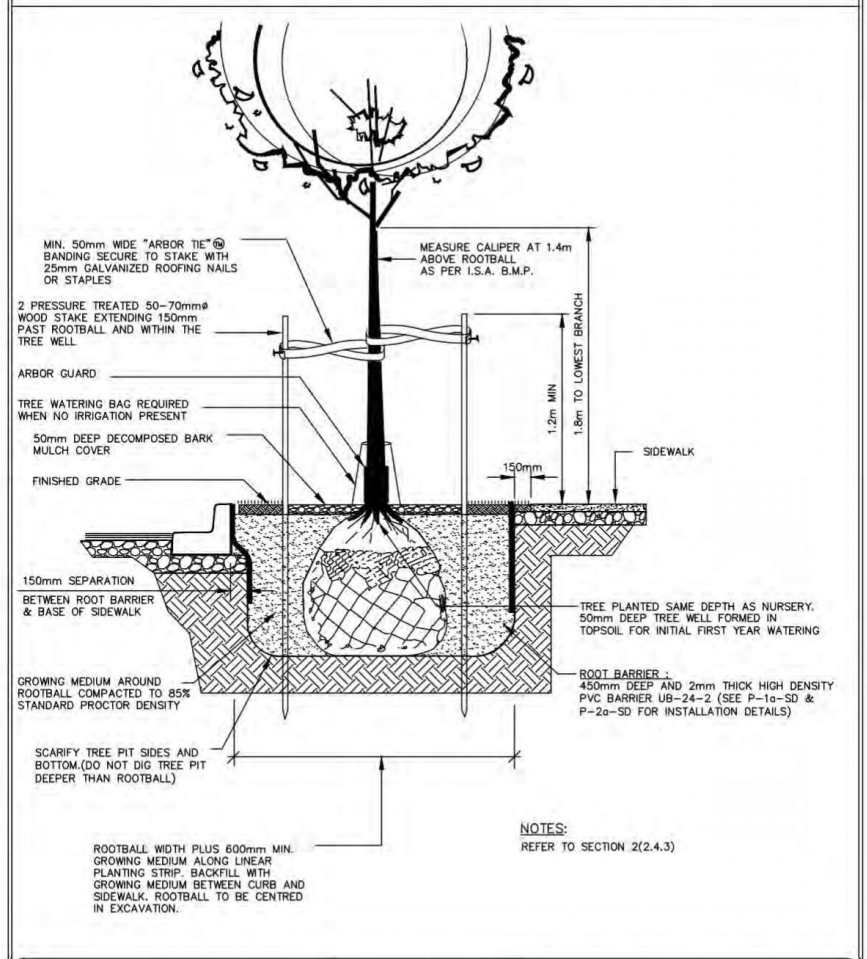


3 PLANTING ON GRADE (TYPICAL)
Scale: 1:20



4 SOD LAWN (TYPICAL)
Scale: 1:10

SUPPLEMENTARY DETAIL DRAWING



Richmond

TREE PLANTING DETAIL – PROFILE (DETACHED SIDEWALK)

TECH. : F. CHOE	SCALE : NTS	DRAWING NUMBER : P-1-SD
DR. : F. CHOE	DATE : APR. 2010	
ENG. :	REV. : SEPT. 2016	SHEET No. : 1 OF 1

5 GRASS BOULEVARD TREE PLANTING DETAIL - CITY OF RICHMOND
SCALE: N/A

HOMING LANDSCAPE ARCHITECTURE
ADDRESS: 1423 W11TH AVENUE,
VANCOUVER, BC, CANADA V6H 1K9
CELL: 778-323-3536
EMAIL: HOMINGLANDSCAPE@GMAIL.COM

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8251 ALEXANDRA ROAD

PROJECT ADDRESS:
8251 ALEXANDRA RD, RICHMOND ,
BC, CANADA

PROJECT NUMBER: 25-23
SCALE: AS SHOWN
DRAWN BY: EL
REVIEWED BY: EL

SOFTSCAPE DETILS

PLAN # 3.g
L4.2

City of Richmond

Report to Council

To:	Richmond City Council	**Date:**	October 27, 2025
From:	Wayne Craig Chair, Development Permit Panel	**File:**	DP 24-040880 DP 25-008025
Re:	**Development Permit Panel Meeting Held on April 30, 2025**		

Staff Recommendations

1. That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 24-040880) for the property located at 2051 Anson Avenue be endorsed and the Permits so issued; and

2. That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 25-008025) for the property at 2211 Anson Avenue be endorsed and the Permits so issued.

Wayne Craig
Chair, Development Permit Panel

Panel Report

The Development Permit Panel considered the following items at its meeting held on April 30, 2025.

DP 24-040880 – DREAM CASA DEVELOPMENT– 2051 ANSON AVENUE
(April 30, 2025)

The Panel considered a Development Permit (DP) application to permit the construction of a rear yard infill building at 2051 Anson Avenue on a site zoned "Small-Scale Multi-Unit Housing (RSM/L)". The application includes a variance to reduce the minimum interior side yard along one of the side lot lines from 4.0 m to 1.5 m for the front principal building.

The applicant, Gurjot Punia, of Dream Casa Development, and the landscape architect, provided a brief visual presentation highlighting:

- The project has been designed to provide an appropriate interface with existing neighbouring properties.
- An entry porch is proposed for the coach house in the rear yard to enhance the visual appearance of the front façade fronting onto the rear lane.
- A landscaped outdoor space is proposed at the back of the coach house.
- Garbage and recycling bins are proposed to be located in the rear yard for shared use of residents of the coach house and the front principal building.
- On-site parking is provided for the proposed development, including two parking spaces in the garage for the front principal building and one surface parking stall for the coach house, with all vehicles accessing the site from the lane.
- The proposed landscaping for the subject site includes, among others, planting of two new trees, shrubs and grasses.
- The proposed exterior cladding materials for the coach house and front principal dwelling include Hardie-board panels, asphalt shingles, fluted channels and stones, which are consistent with the character of the neighbourhood.
- Windows are proposed on the north and south elevations of the coach house; however, no windows are proposed on the east and west elevations to avoid overlook into neighbouring properties.

Staff noted that (i) the subject property was rezoned in June 2024 to permit small-scale multi-unit housing (SSMUH) in accordance with the provincial legislation (Bill 44) along with approximately 27,000 other properties in the City including properties in the Burkeville neighbourhood, (ii) the proposed rear yard infill unit is consistent with the "Small-Scale Multi-Unit Housing (RSM/L)" zoning of the subject property, (iii) registration of an aircraft noise sensitive covenant on Title is required as part of the DP to ensure that aircraft noise mitigation measures are incorporated into the building design, (iv) the proposed variance is supported by staff, the proposed setback is generally consistent with the setback requirement for other lots along Anson Avenue and in Burkeville that are less than 15.0 m wide, and the proposed variance would provide space for living areas for the proposed two-bedroom secondary suite on the ground floor in the front principal building, and (v) the principal building in the front

yard does not form part of the subject DP application aside from the proposed side yard setback variance.

In reply to queries from the Panel, the applicant noted that (i) on-site lighting will be downward-focused to avoid light spillover onto neighbouring properties, and (ii) the proposed surface paving material for the on-site pedestrian walkways and the surface parking stall for the proposed coach house is concrete; however, the applicant is willing to use permeable pavers.

In reply to queries from the Panel, staff confirmed that (i) the minimum side yard setback requirement for properties zoned "RSM/L" that are less than 15.0 m wide is 1.2 m on both sides; however, the subject property is approximately 15.24 m wide and the minimum side yard requirement for this lot width is for one of the side yards to be 4 m in width, and (ii) the proposed landscaping for the project is consistent with the City's guidelines and includes the planting of native species.

Richard Mayencourt (Burkeville resident) delegated to the Panel, expressing opposition to the proposed variance, noting that it is unnecessary given the size of the proposed building and could set a precedent for similar future developments.

Lori Cockerill (Burkeville resident) delegated to the Panel, expressing concern about increased on-street parking and queried about (i) the number of bedrooms in the proposed coach house and principal dwelling, (ii) the rezoning of Burkeville from single-family to small-scale multi-unit housing, and (iii) whether the proposed variance would be precedent-setting.

In reply, the applicant confirmed that the coach house includes two bedrooms, and the principal dwelling contains a two-bedroom secondary suite and four bedrooms on the second floor. Staff noted that the proposed three on-site parking stalls meet "RSM/L" zoning requirements and that the development complies with the City's June 2024 rezoning under Provincial Bill 44, which allows up to four units per lot. Staff also clarified that lots under 15 m wide may have 1.2 m side setbacks without the need for a variance and that any variance approved by the Panel is considered on a case-by-case basis.

Victoria MacCuish (Burkeville resident) expressed concern about garage conversions to living space, increased on-street parking, and flooding caused by newer homes at higher elevations. She queried the size of the proposed coach house, flood mitigation measures and landscaping requirements.

In reply, staff advised that the coach house is 230 square feet, the project meets zoning requirements for building coverage (45 per cent) and landscaping (minimum 20 per cent), and on-site perimeter drainage will be required as part of the Building Permit to manage stormwater. Margaret Robins (Burkeville resident) expressed concern about the number of units, on-street parking impacts, garage conversions, and drainage. She queried the location of the side yard variance and the centring of the principal dwelling.

In reply, staff noted that the variance applies to the east side yard and that the dwelling is centred on the lot with 1.5 m setbacks on both sides.

Andy Baxter (Burkeville resident) queried whether the City could introduce a resident-only on-street parking permit program.

In reply, the Chair advised that the proposed development meets City parking requirements and that a resident permit program would fall under the purview of the City's Transportation Department.

Mark Reid (Burkeville resident) queried the location of the proposed variance and sought clarification on details provided in the mailed Notice of DP.

In reply, the Chair confirmed that the variance applies to the principal dwelling and that staff would be available after the meeting to provide further information.

Amanda Porcheron (Burkeville resident) expressed concern about the potential impact of the proposed development on neighbourhood character and community feel.

In response to a general query, the Chair also advised that Provincial Bill 47, which requires certain minimum densities within 800 m of transit stations, would have affected eleven lots in Burkeville; however, the City opposed this as the area is separated from Aberdeen Station by the Fraser River.

The Panel directed staff to work with the applicant to (i) consider the use of permeable pavers in lieu of concrete for the surface paving treatment of the on-site pedestrian pathways and surface parking stall, and (ii) register an additional legal agreement as a condition of DP issuance that would prohibit the conversion of the two-car garage into any habitable space. Also, the Panel advised the applicant to engage with residents of neighbouring properties, inform them of the project's construction process and address their concerns.

In response to direction from the Panel, the applicant has incorporated permeable pavers in lieu of concrete for the on-site pedestrian pathways and surface parking stall and registered a legal agreement prohibiting the conversion of the two-car garage into habitable space. In addition, the applicant has agreed to engage with neighbouring residents to provide information on the construction process.

The Panel recommends the Permit be issued.

DP 25-008025 – DREAM CASA DEVELOPMENT– 2211 ANSON AVENUE
(April 30, 2025)

The Panel considered a Development Permit (DP) application to permit the construction of a rear yard infill building at 2051 Anson Avenue on a site zoned "Small-Scale Multi-Unit Housing (RSM/L)".

The applicant, Gurjot Punia, of Dream Casa Development, and the applicant's landscape architect, provided a brief visual presentation highlighting:

- The project has been designed to provide an appropriate interface with existing neighbouring properties.
- Two parking spaces are provided for the front principal building in a garage off the lane and one surface parking stall is provided for the coach house with access from the lane.
- A front porch is proposed on the front façade of the coach house to enhance the appearance of the rear lane.
- Shared garbage and recycling bins and air source heat pumps are proposed to be located in the rear yard.
- Decorative fence is proposed along the east and west side yards of the subject property.
- Proposed landscaping for the subject site includes, among others, planting of trees, shrubs and grasses.
- The proposed surface paving treatment for the on-site pedestrian pathway and surface parking stall will be changed from concrete to permeable pavers.
- The proposed design for the coach house in the subject property is similar to the design of the coach house at 2051 Anson Avenue.

Staff noted that (i) the subject property is zoned "Small-Scale Multi-Unit Housing (RSM/L)" which was applied to the property in June 2024 in accordance with the Province's Bill 44, (ii) the proposed rear yard infill development is consistent with the City's Zoning Bylaw, (iii) an aircraft noise sensitive use covenant will be registered on Title to ensure that aircraft noise mitigation measures are incorporated into the building design, (iv) there is no proposed variance associated with the project, and (v) the front principal building is not part of the subject development permit application.

In reply to queries from the Panel, staff confirmed that (i) the subject property is approximately 14.6 m wide and the required side yard setback is 1.2 m on either side, as the lot is less than 15.0 m in width, and (ii) the proposed placement of buildings on the subject property is virtually the same as on the property at 2051 Anson Avenue.

In reply to a query from the Panel, staff noted that the size of the proposed surface parking stall for the coach house meets the City's Zoning Bylaw requirement for small car parking stall.

In reply to a query from the Panel, the applicant noted that they will consider variation in colours for buildings on the proposed development to differentiate them from the buildings on the property at 2051 Anson Avenue.

Andy Baxter (Burkeville resident) delegated to the Panel, expressing concern that the proposed double car garage in the coach house could potentially be converted into habitable space given the size of the living area, noting that most laneway homes typically provide only a single car garage.

In reply, staff noted that the size of the proposed double-car garage complies with the City's Zoning Bylaw. The Chair further advised that the Panel would recommend registration of a legal agreement prohibiting the conversion of the garage into any form of habitable space.

Victoria MacCuish (Burkeville resident) queried whether the proposed front principal dwelling includes a direct entrance from the garage off the lane.

In reply, the Chair confirmed that a pedestrian door is provided from the rear of the garage, along with a pedestrian pathway connecting the garage to the front principal dwelling.

Lori Cockerill (Burkeville resident) queried whether all single-family homes in the Burkeville neighbourhood have been rezoned to small-scale multi-unit housing under Bill 44 and whether the City has considered increasing public transit in response to higher density and vehicle numbers.

In reply, staff confirmed that the entire Burkeville neighbourhood has been rezoned from single-family to small-scale multi-unit housing in accordance with Bill 44. The Chair further advised that while transit service provision is the responsibility of TransLink, Council continues to support and advocate for improved transit services and transportation amenities to address the impacts of Bill 44 across Richmond communities.

A Burkeville resident expressed concern about the current on-street parking situation in the neighbourhood due to its proximity to Vancouver International Airport and the BCIT Campus, as well as the lack of public transit. The resident noted that non-residents often park in the area, creating conflicts with residents' on-street parking needs.

A Burkeville resident queried about the possibility of installing a ride-sharing station in the neighbourhood to help address residents' transportation needs.

In reply, the Chair advised that ride-sharing services are operated by private entities and are outside the Panel's purview; however, the City supports and advocates for the increased availability of ride-share and other transportation initiatives throughout Richmond.

The Panel directed staff to work with the applicant to (i) ensure that the proposed on-site pedestrian pathways and surface parking stalls are constructed of permeable pavers in lieu of concrete, (ii) revise the landscape plan for the project to include a variety of species to be planted on-site in order to provide some variation to the proposed landscaping for the property at 2051 Anson Avenue, (iii) introduce a different colour scheme for the buildings on the subject property to differentiate them from the buildings on the property at 2051 Anson Avenue, and (iv) register an additional legal agreement as a condition of DP issuance that would prohibit the conversion of the double car garage into any form of habitable space.

In response to direction from the Panel the applicant has implemented all requested revisions, including the use of permeable pavers for the on-site pedestrian pathways and surface parking stall, the enhancement of the landscape plan to incorporate a greater variety of plant species, and the introduction of a new grey colour scheme to distinguish the buildings from those on the adjacent property at 2051 Anson Avenue. In addition, the applicant has registered a legal agreement prohibiting the conversion of the double-car garage into any form of habitable space, as required by the Panel.

The Panel recommends the Permit be issued.