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**City Council**

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

**Monday, March 23, 2026  
7:00 p.m.**

Pg. #      ITEM

MINUTES

1. *Motion to:*

- CNCL-11      (1) *adopt the **minutes** of the Regular Council meeting held on March 9, 2026; and*
- CNCL-21      (2) *receive for information the Metro Vancouver **'Board in Brief'** dated February 27, 2026.*



AGENDA ADDITIONS & DELETIONS

PRESENTATION

Barbara Tomasic, Executive Artistic Director, and Jane Fernyhough, Board Chair, Gateway Theatre, to present the Gateway Theatre annual report.

COMMITTEE OF THE WHOLE

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

- 3. Delegations from the floor on Agenda items.

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

- 4. *Motion to rise and report.*

RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee Minutes
- Award of Contract – Forgerock Software, Support and Maintenance Renewal
- Richmond Tourism Master Plan 2035
- Amendment to Zoning Bylaw 8500 to Restrict Certain Industrial Uses With Odour-Related Environmental Impacts
- Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation
- Housing Target Order

## Council Agenda – Monday, March 23, 2026

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ITEM

- Local Government Development Approvals Program – 2026 UBCM Grant Application
- Housing Agreement Amendment Application for 10388 No 2 Road (Formerly 10440 and 10460 No. 2 Road)
- Award of Contract 8521Q – Supply and Delivery of PVC Pipe & PVC Fittings
- Award of Contract – 8459Q – Supply and Delivery of Municipal Castings
- Proposed Approach to Lowering Speed Limits
- Road Safety on Minler Road

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

Consent  
Agenda  
Item

6. **COMMITTEE MINUTES**

*That the minutes of:*

- (1) *the Community Safety Committee meeting held on March 10, 2026; (distributed separately)*
- (2) *the **General Purposes Committee** meeting held on March 16, 2026;*
- (3) *the **Planning Committee** meeting held on March 17, 2026; and*
- (4) *the Public Works and Transportation Committee meeting held on March 18, 2026; (distributed separately)*

CNCL-45

CNCL-49

*be received for information.*

**Council Agenda – Monday, March 23, 2026**

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Consent  
Agenda  
Item

7. **AWARD OF CONTRACT – FORGEROCK SOFTWARE, SUPPORT AND MAINTENANCE RENEWAL**  
(File Ref. No. 03-1000-20-8550) (REDMS No. 8321846)

CNCL-53

See Page CNCL-53 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That ForgeRock Software, Support and Maintenance Renewal, be awarded to Ping Identity Corporation for a three-year term for an estimated value of \$576,255 excluding taxes, as described in the report titled “Award of Contract – ForgeRock Software, Support and Maintenance Renewal”, dated February 23, 2026, from the Director, Information Technology; and*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Ping Identity Corporation.*



Consent  
Agenda  
Item

8. **RICHMOND TOURISM MASTER PLAN 2035**  
(File Ref. No. 08-4150-03-06) (REDMS No. 8307243)

CNCL-56

See Page CNCL-56 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Richmond Tourism Master Plan 2035 and Action Plan, as outlined in the report titled “Richmond Tourism Master Plan 2035”, dated February 23, 2026, from the Director, Business Services, be approved; and*
- (2) *That staff initiate the process to make an application to the Government of British Columbia for the renewal of the 3% Municipal and Regional District Tax (MRDT) for the next five-year period from July 1, 2027-June 30, 2032.*



**Council Agenda – Monday, March 23, 2026**

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Consent  
Agenda  
Item

9. **AMENDMENT TO ZONING BYLAW 8500 TO RESTRICT CERTAIN INDUSTRIAL USES WITH ODOUR-RELATED ENVIRONMENTAL IMPACTS**

(File Ref. No. 08-4430-03-16) (REDMS No. 8310361)

CNCL-126

See Page CNCL-126 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10745, to prohibit large-scale open-air composting and food waste and organic rendering city-wide, be introduced and given first reading.*



Consent  
Agenda  
Item

10. **RICHMOND HERITAGE COMMISSION 2025 ANNUAL REPORT AND 2026 WORK PROGRAM AND BUDGET ALLOCATION**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 8315095)

CNCL-139

See Page CNCL-139 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the Richmond Heritage Commission 2025 Annual Report, as presented in the report titled “Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation”, dated February 17, 2026, from the Director, Policy Planning, be received for information; and*
- (2) *That the Richmond Heritage Commission’s 2026 Work Program and Budget Allocation be approved.*



Consent  
Agenda  
Item

11. **HOUSING TARGET ORDER**

(File Ref. No. 12-8360-01) (REDMS No. 8296448)

CNCL-146

See Page CNCL-146 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and*
- (2) *That the Housing Target Progress Report be published on the City of Richmond website.*



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Consent  
Agenda  
Item

12. **LOCAL GOVERNMENT DEVELOPMENT APPROVALS PROGRAM – 2026 UBCM GRANT APPLICATION**  
(File Ref. No. 12-8360-01) (REDMS No. 8327589)

CNCL-165

See Page CNCL-165 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program funding stream, as outlined in the report titled “Local Government Development Approvals Program - 2026 UBCM Grant Application” dated March 3, 2026, from the Director, Building Approvals, be endorsed; and*
- (2) *That, should the grant application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement with UBCM on behalf of the City, and the Consolidated 5 Year Financial Plan (2026-2030) be amended accordingly.*



Consent  
Agenda  
Item

13. **HOUSING AGREEMENT AMENDMENT APPLICATION FOR 10388 NO 2 ROAD (FORMERLY 10440 AND 10460 NO. 2 ROAD)**  
(File Ref. No. 08-4057-05) (REDMS No. 8276087)

CNCL-184

See Page CNCL-184 for full report

PLANNING COMMITTEE RECOMMENDATION

*That Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.*



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Consent  
Agenda  
Item

14. **AWARD OF CONTRACT 8521Q – SUPPLY AND DELIVERY OF PVC PIPE & PVC FITTINGS**  
(File Ref. No. 10-6000-00) (REDMS No. 8279787)

CNCL-217

See Page CNCL-217 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

- (1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute Contract 8521Q, Supply and Delivery of PVC Pipe and PVC Fittings with Andrew Sheret Ltd. for an initial one-year term at an estimated total value of \$925,667, excluding taxes, as outlined in the report titled “Award of Contract 8521Q – Supply and Delivery of PVC Pipe & PVC Fittings” dated February 23, 2026 from the Director, Public Works; and*
- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to four additional one-year extensions of Contract 8521Q, Supply and Delivery of PVC Pipe and PVC Fittings with Andrew Sheret Ltd. for a maximum estimated value of \$4,817,210, excluding taxes, over five years as outlined in the report titled “Award of Contract 8521Q – Supply and Delivery of PVC Pipe & PVC Fittings dated February 23, 2026 from the Director, Public Works.*



Consent  
Agenda  
Item

15. **AWARD OF CONTRACT – 8459Q – SUPPLY AND DELIVERY OF MUNICIPAL CASTINGS**  
(File Ref. No. 10-6000-00) (REDMS No. 8317041)

CNCL-222

See Page CNCL-222 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

- (1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute Contract 8459Q - Supply and Delivery of Municipal Castings with Westview Sales Ltd. for an initial one-year term at an estimated total value of \$266,787, excluding taxes, as outlined in the report titled “Award of Contract – 8459Q – Supply and Delivery of Municipal Castings” dated February 23, 2026 from the Director, Public Works; and*

- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to four additional one-year extensions of Contract 8459Q - Supply and Delivery of Municipal Castings with Westview Sales Ltd. for a maximum estimated contract value of \$1,396,587, excluding taxes, as outlined in the report titled “Award of Contract – 8459Q – Supply and Delivery of Municipal Castings” dated February 23, 2026 from the Director, Public Works.*



Consent  
Agenda  
Item

16. **PROPOSED APPROACH TO LOWERING SPEED LIMITS**

(File Ref. No. 10-6500-01) (REDMS No. 8324594)

CNCL-226

See Page CNCL-226 for full report

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION**

- (1) *That Council approve Option 3 to lower the posted speed limit to 30 km/h as described in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation;*
- (2) *That staff bring forward bylaw amendments to facilitate the speed limit reduction, as described in Option 3 in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation;*
- (3) *That Council approve Option B for the public education plan as described in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation;*
- (4) *That staff bring forward amendments to the Traffic Calming Related Measures – Policy 7018, as described in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation.*
- (5) *That the Proposed 30 km/h Residential Neighbourhood Speed Zones map be adjusted to include the West Cambie block; and*
- (6) *That staff conduct analysis for Arcadia Road, Eckersley Road, Spires Road, Bennett Road, and Jones Road in the City Centre area to determine suitability for a 30 km/h speed limit.*



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Consent  
Agenda  
Item

- 17. **ROAD SAFETY ON MINLER ROAD**  
(File Ref. No. <#> ) (REDMS No. <#> )

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

*That staff report back to the March 23, 2026 Council meeting with immediate road safety options for Minler Road that can be implemented within 30 days, complete with a cost-benefit analysis.*



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

\*\*\*\*\*

NON-CONSENT AGENDA ITEMS

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- CNCL-235 Housing Agreement (Moderate Market Rental) (9000 No. 3 Road) **Bylaw No. 10690**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.



Pg. # ITEM

DEVELOPMENT PERMIT PANEL

18. RECOMMENDATION

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

CNCL-263 (1) *That the **minutes** of the Development Permit Panel meeting held on March 11, 2026, and the **Chair’s report** for the Development Permit Panel meetings held on August 27, 2025 and November 13, 2025, be received for information; and*

CNCL-275 (2) *That the recommendations of the Panel to authorize the issuance of:*  
*(a) a Development Permit (and DP 25-009725) for 100 Douglas Crescent; and*  
*(b) a Development Permit (DP 22-022003) for the property at 14511 Westminster Highway,*  
*be endorsed, and the Permits so issued.*

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

Jerome Dickey to delegate with respect to traffic safety concerns and a resident petition regarding Glenallan Gate.

20. *Motion to rise and report.*

ADJOURNMENT



Regular Council

Monday, March 9, 2026

Place: Council Chambers  
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

- R26/5-1 1. It was moved and seconded  
*That:*  
(1) *the minutes of the Regular Council meeting held on February 23, 2026, be adopted as circulated.*

**CARRIED**

PRESENTATION

Claudia Cravino, Coordinator, Parks Programs, presented the artists and winning top ten designs selected for the City of Richmond 2026 Street Banner program and noted the following:

1.



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- The Street Banner program is an initiative of the Partners for Beautification...
Through the annual Street Banner Contest, the City supports grassroots creativity...
This year, the City received 470 design submissions that celebrate the following themes...
The banners will be installed within the next few days in select areas of Richmond City Centre...

The successful submissions were unveiled by each artist, accompanied by a short video reflecting on their inspiration and creative process.

COMMITTEE OF THE WHOLE

R26/5-2 2. It was moved and seconded That Council resolve into Committee of the Whole to hear delegations on agenda items (7:27 p.m.).

CARRIED

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

R26/5-3 4. It was moved and seconded That Committee rise and report (7:28 p.m.).

CARRIED



**Regular Council  
Monday, March 9, 2026**

**CONSENT AGENDA**

- R26/5-4 5. It was moved and seconded  
*That Items No. 6 through No. 14 be adopted by general consent.*

**CARRIED**

6. **COMMITTEE MINUTES**

*That the minutes of:*

- (1) *the Parks, Recreation and Cultural Services Committee meeting held on February 24, 2026;*
  - (2) *the General Purposes Committee meeting held on March 2, 2026;*
  - (3) *the Finance and Audit Committee meeting held on March 2, 2026;  
and*
  - (4) *the Planning Committee meeting held on March 3, 2026;*
- be received for information.*

**ADOPTED ON CONSENT**

7. **RICHMOND PUBLIC ART PROGRAM 2025 ANNUAL HIGHLIGHTS  
AND PUBLIC ART ADVISORY COMMITTEE 2026 WORK PLAN**

(File Ref. No. 11-7000-09-01; XR: 01-0100-30-RPAR1-01) (REDMS No. 8276246, 8276251)

- (1) *That the Richmond Public Art Program 2025 Annual Highlights, as outlined in the report titled “Richmond Public Art Program 2025 Annual Highlights and Public Art Advisory Committee 2026 Work Plan”, dated February 2, 2026, from the Director, Arts, Culture and Heritage Services, be received for information; and*
- (2) *That the Richmond Public Art Advisory Committee 2026 Work Plan be approved.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, March 9, 2026**

8. **FUEL PURCHASES AGREEMENT - 4REFUEL CANADA LP**  
(File Ref. No. 03-1000-02-267) (REDMS No. 8292508)
- (1) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a fuel supply and delivery contract with 4Refuel Canada LP for a five-year term, as outlined in the report titled "Fuel Purchases Agreement – 4Refuel Canada LP", dated February 13, 2026, from the Director, Public Works; and*
  - (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to two additional one-year extensions of the fuel supply and delivery contract with 4Refuel Canada LP, as outlined in the report titled "Fuel Purchases Agreement – 4Refuel Canada LP", dated February 13, 2026, from the Director, Public Works.*

**ADOPTED ON CONSENT**

9. **AWARD OF CONTRACT – 8418P PROVISION FOR MANAGED PRINT SERVICE**  
(File Ref. No. 03-1000-20-8418P) (REDMS No 8313065.)
- (1) *That Contract 8418P Provision for Managed Print Services be awarded to Konica Minolta Solutions (Canada) Ltd., for a five-year term at an estimated contract value of \$1,944,750 exclusive of taxes, as described in the report titled "Award of Contract – 8418P Provision for Managed Print Services", dated February 18, 2026, from the Director, Information Technology;*
  - (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend an additional five-year term valued at the amount of \$1,043,805, up to the maximum total term of ten years, for the maximum total amount of \$2,988,555, as described in the report titled "Award of Contract – 8418P Provision for Managed Print Services" dated February 18, 2026, from the Director, Information Technology; and*



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- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute 8418P Provision for Managed Print Services and Related Services and all related documentation with Konica Minolta Solutions (Canada) Ltd.*

**ADOPTED ON CONSENT**

**10. ADDITIONAL INFORMATION ON HOMELESSNESS OUTREACH AND COMMUNITY FOOD PROGRAMS**

(File Ref. No. 08-4057-11-01; XR: 08-4040-08-01) (REDMS No. 8326480, 8320418, 8320570, 8329803, 8329802)

- (1) *That the report titled “Additional Information on Homelessness Outreach and Community Food Programs”, dated February 27, 2026 from the Director, Community Social Development, be received for information; and*
- (2) *That the report be distributed to Richmond Members of Parliament, Richmond Members of the Legislative Assembly and the Richmond School District (SD38).*

**ADOPTED ON CONSENT**

**11. RESPONSE TO METRO VANCOUVER’S PRE-CONSULTATION: METRO 2050 AMENDMENT OPTIONS IN RESPONSE TO SOUTH OF THE FRASER MAYORS’ REQUEST**

(File Ref. No. 01-0157-30-RGST1) (REDMS No. 8307869)

*That comments, as described in the report entitled “Response to Metro Vancouver’s Pre-Consultation: Metro 2050 Amendment Options in Response to South of the Fraser Mayors’ Request”, dated February 12, 2026, from the Director, Policy Planning, be endorsed and submitted to the Metro Vancouver Regional District Board as part of Metro Vancouver’s consultation process on potential amendments to the Regional Growth Strategy, Metro 2050.*

**ADOPTED ON CONSENT**



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**12. HARMONIZATION OF THE BASIC UNIVERSAL HOUSING FEATURES WITH THE BC BUILDING CODE “ADAPTABLE DWELLING UNIT” REGULATIONS**

(File Ref. No. 12-8060-20-010728) (REDMS No. 8225045, 8232468)

*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10728, to harmonize the existing provisions of the Basic Universal Housing Features (Section 4.16) with those described in Section 3.8.5, Adaptable Dwelling Unit, of the current British Columbia Building Code, be introduced and given first reading.*

**ADOPTED ON CONSENT**

**13. HOUSING AGREEMENT (MODERATE MARKET RENTAL HOUSING) (9000 NO. 3 ROAD) BYLAW NO. 10690 TO PERMIT THE CITY OF RICHMOND TO SECURE MODERATE MARKET RENTAL UNITS AT 9000 NO. 3 ROAD**

(File Ref. No. 12-8060-20-010690) (REDMS No. 8277470, 8279564, 8226157)

*That Housing Agreement (Moderate Market Rental Housing) (9000 No. 3 Road) Bylaw No. 10690 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of Section 483 of the Local Government Act, to secure the Moderate Market Rental homes required by Rezoning Application RZ 23-033712.*

**ADOPTED ON CONSENT**

**14. HOUSING AGREEMENT AMENDMENT APPLICATION BY BC HOUSING AND POLYGON FOR TALISTAR DEVELOPMENT AT 3468 KETCHESON COURT**

(File Ref. No. 12-8060-20-010743) (REDMS No. 8307643, 8318630, 8327228)

*That Housing Agreement (Affordable Housing) (8671, 8731, 8771, 8831/8851 Cambie Road, 8791 Cambie Road and 3600 Sexsmith Road) Bylaw No. 10437, Amendment Bylaw No. 10743 be introduced and given first, second, and third readings.*

**ADOPTED ON CONSENT**



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NON-CONSENT AGENDA ITEMS

FINANCE AND AUDIT COMMITTEE

Mayor Malcolm D. Brodie, Chair

15. DCC AND ACC PUBLIC CONSULTATION UPDATE AND REFERRAL RESPONSE

(File Ref. No. 03-1070-04-01, 03-1070-05-01) (REDMS No. 8301543)

R26/5-5

It was moved and seconded

- (1) *That Option A, Freeze DCC Rates until March 2027, from the report titled "DCC and ACC Public Consultation Update and Referral Response", dated February 6, 2026, from the Director, Finance, be endorsed;*
- (2) *That the Amendment DCC Bylaw be brought forward to the Inspectors of Municipalities for approval and to Council for adoption in order to capture the new Small-Scale Multi-Unit Housing (SSMUH) development category in the Amendment DCC Bylaw; and*
- (3) *That staff be directed to bring back options for Small-Scale Multi-Unit Housing (SSMUH) rates.*

The question on Resolution R26/5-5 was not called as discussion ensued regarding (i) the municipal Development Cost Charges (DCC), Amenity Cost Charges (ACC), and Regional DCC comparison charts, (ii) the uses of DCC and ACC, (iii) DCC and ACC guided by the benefiter-pay principle, (iv) park acquisition and park development programs, (v) recognition of the slowdown in the real estate and the development sectors, (vi) the collection of DCC to help fund infrastructure required to support future growth, and (vii) feedback from the Urban Development Institute and the development industry when DCC rates are adjusted.

There was agreement to deal with Parts (1) and (2) and (3) separately.

The question on Part (1) of Resolution R26/5-5 was then called and it was **CARRIED** with Mayor Brodie and Cllr. Wolfe opposed.



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The question on Parts (2) and (3) of Resolution R26/5-5 was then called and it was **CARRIED**.

PUBLIC ANNOUNCEMENTS AND EVENTS

Mayor Brodie advised that:

On January 4, 2026, the City entered into a five-year Service Delivery Agreement with the Richmond Arenas Community Association.

On January 4, 2026, the City entered into a five-year Service Delivery Agreement with the Minoru Seniors Society.

Allison Liu was appointed to the Advisory Design Panel for the remainder of the one-year term to expire on December 31, 2026.

BYLAWS FOR ADOPTION

R26/5-6

It was moved and seconded

*That the following bylaws be adopted:*

*Traffic Bylaw No. 5870, Amendment Bylaw No. 10718*

*Richmond Zoning Bylaw 8500, Amendment Bylaw No. 10731 (Small-Scale Multi-Unit Housing)*

**CARRIED**

DEVELOPMENT PERMIT PANEL

R26/5-7

16. It was moved and seconded

*(1) That the minutes of the Development Permit Panel meeting held on February 25, 2026, and the Chair’s report for the Development Permit Panel meeting held on June 11, 2025, be received for information; and*



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- (2) *That the recommendations of the Panel to authorize the issuance of Development Variance Permit (DV 24-012933) for the properties at 12791/12951 Blundell Road, be endorsed and the Permit so issued.*

**CARRIED**

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

- R26/5-8 17. It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on non-agenda items (7:48 p.m.).*

**CARRIED**

Alex Sagert, Richmond resident, spoke to concerns regarding public safety at Brighthouse Park, referencing user groups and the recent park revitalization.

In response to queries from Council, staff advised that (i) there are currently no individuals sheltering overnight in Brighthouse Park and (ii) there has been a reduction in calls for service in the Brighthouse neighbourhood and early indications suggest a continuation of this decreasing trend.

- R26/5-9 18. It was moved and seconded  
*That Committee rise and report (7:54 p.m.).*

**CARRIED**

ADJOURNMENT

- R26/5-10 It was moved and seconded  
*That the meeting adjourn (7:55 p.m.).*

**CARRIED**



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Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, March 9, 2026.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)

## **For Metro Vancouver meetings on Friday, February 27, 2026**

*Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: [media@metrovancover.org](mailto:media@metrovancover.org).*

# **Metro Vancouver Regional District**

## **E1.1 2026 Regional Parks Capital Program Update No. 1**

**RECEIVED**

This report provides a status update of the Regional Parks Capital Program with summaries for larger projects (over \$3M value) that highlight progress, schedule, budget and upcoming milestones, and an overall summary of remaining projects. As part of the Regional Parks capital planning process, the timing of each project is reviewed and updated annually based on available resources, strategic prioritization, risk to system operations, and financial sustainability. Overall, the capital program is progressing on time and within budget, with some manageable scheduling impacts on two projects due to archaeological and permitting requirements.

These updates are provided three times a year for the Regional Parks Committee and MVRD Board in February, July, and November to provide timely line of sight for the April Board Budget Workshop, input into the annual budget and five-year financial plan for October, and an end-of-year update. Individual project reports will continue to be provided as needed, particularly at key decision-making milestones.

The Board received this report for information.

## **E1.2 Permitting Alcohol Consumption in Designated Areas of Regional Parks**

**APPROVED**

In March 2024, the Metro Vancouver Regional District (MVRD) Board approved a pilot program permitting alcohol consumption in designated areas of six regional parks. The pilot program was implemented during the 2024 summer season and was extended for a second season in 2025.

After two successful pilots, the program has proven to be operationally feasible with minimal impacts to visitor experience. Staff recommended proceeding with operationalizing the program by making it permanent, enabling adults to responsibly consume alcohol in clearly defined locations within select regional parks. This transition aligns with the direction taken by other jurisdictions, and supports opportunities for recreational gathering and social connection in regional parks.

The Board directed staff to bring forward a bylaw to designate areas within regional parks where alcohol may be consumed on a permanent year-round basis in five of the six regional parks recommended. Iona Beach Regional Park was not included as a designated area.

**E2.1 Public Notification and Evacuation Route Planning Grants for UBC/UEL and Barnston Island** **APPROVED**

The Metro Vancouver Regional District (MVRD) is the local authority responsible for emergency management in Electoral Area A and works with partners to prepare for and respond to emergencies in its various communities. Staff were recently made aware of a provincial funding opportunity (\$40,000 per grant) focused on the development of new or updated evacuation route plans and/or public notification plans. While Metro Vancouver has evacuation and public notification information in its Electoral Area A Emergency Response Plan, staff have identified room for improvement and the potential for additional detail to bolster Metro Vancouver and its partners' ability to manage evacuations in two communities: UBC/UEL and Barnston Island.

In the UBC and UEL area, where 98% of Electoral Area A residents live, multiple jurisdictions, a large and fluctuating student population, and location on a peninsula near a large regional park add complexity to evacuation and public notification planning and would benefit from additional detailed work. Similarly, Barnston Island is a farming community with livestock whose sole access is by a small ferry, where additional focus on the logistics of transporting and housing animals would be helpful.

The grant application requires local governments to provide a supporting resolution and confirmation of overall grant management. Staff recommended the Board do so to enable staff to apply for two grants during the upcoming application intakes in the spring and fall of 2026.

The Board directed staff to apply for Public Notification and Evacuation Route Planning grants for UBC/UEL and Barnston Island through the Community Emergency Preparedness fund, and committed Metro Vancouver to providing overall grant management.

**E2.2 Enforcing Speed Limits on Indian Arm** **APPROVED**

At its February 6, 2026 meeting, the Electoral Area Committee discussed feedback received from the public information meeting held on January 28, 2026 regarding the establishment of Temporary Use Permits as a tool for Electoral Area A, and noted that repeated concerns were raised by residents about damages to docks and other negative impacts (e.g. shoreline, marine life) caused by the boats coming up and down the Indian Arm.

Given the lack of jurisdiction of Metro Vancouver on this matter, the Electoral Area Committee therefore recommended that the MVRD Board request the Board Chair write a letter to both the Port of Vancouver and Minister Mackinnon, Minister of Transport of Canada, requesting that the existing speed limits be closely monitored and that more actions be taken to enforce speed limits on Indian Arm, British Columbia, to reduce negative impacts from boat wakes.

The Board requested that the Board Chair write a letter to both the Port of Vancouver and Minister Mackinnon, Minister of Transport of Canada, requesting that more actions be taken to enforce speed limits on Indian Arm, British Columbia, to reduce negative impacts from boat wakes.

### **E2.3 Reviewing Fees in the Electoral Area A Zoning Bylaw**

**APPROVED**

At its February 6, 2026 meeting, the Electoral Area Committee considered the report titled “Electoral Area A Temporary Use Permits MVRD Electoral Area A Zoning Amendment Bylaw No. 1446, 2026 MVRD Fees and Charges Amendment Bylaw No. 1450, 2026”, dated January 27, 2026.

During the discussion of this report, it was noted that the current fees in the Electoral Area A Zoning Bylaw may not reflect current costs. The Electoral Area Committee therefore discussed the opportunity to review the current fees in the Electoral Area A Zoning Bylaw to address the identified issue.

The Board directed staff to review the current fees in the Electoral Area A Zoning Bylaw and report back with options to ensure that fees reflect current costs.

### **E3.1 2026 Invest Vancouver Management Board Meeting Schedule, Work Plan, and the Invest Vancouver 2026 Annual Plan**

**ENDORSED**

Invest Vancouver provides a unified regional approach to attract foreign direct investment (FDI) for the Metro Vancouver region. This report brings forward the Invest Vancouver Management Board’s Terms of Reference, Annual Meeting Schedule, and Work Plan, as well as the Invest Vancouver 2026 Annual Plan that guides the investment attraction work of Invest Vancouver.

The Terms of Reference for the Invest Vancouver Management Board sets out the standing committee’s responsibilities and provides guidance and oversight on the implementation of its Work Plan. Work Plan priorities include implementation of investment attraction initiatives, completion of an update to the Impact of FDI in BC report, development of a Subsector Strategy, conclusion of a Value Proposition and Governance Structure Review, submission of funding application for CanExport Community Investments Grants Program, completion of the Expansions Drivers Project, implementation of a global marketing strategy, and program support in the lead up to Web Summit Vancouver. The Work Plan priorities are consistent with the endorsed 2026 Budget and align with the Invest Vancouver 2026 Annual Plan. Pursuant to the Terms of Reference, the meeting schedule proposes four meetings to be held in 2026.

The 2026 Annual Plan sets out strategic priorities that aim to grow the regional economy through the attraction of FDI to secure well-paying and high-quality jobs for the region’s residents. FDI plays a critical role in the strength of the regional economy as it creates direct and indirect jobs, stimulates the development of local supply chains, boosts productivity, and strengthens the tax base for regional prosperity. This year’s proposed strategic priorities include: drive investment attraction through strategic partnerships; increase the Metro Vancouver region’s global profile; and strengthen investment readiness through data-driven decision making and business intelligence.

The Board endorsed the Invest Vancouver 2026 Annual Plan and directed staff to forward a copy of the plan to member jurisdictions for information, with an offer of a staff presentation to Council upon request.

### **E3.2 FDI Growth and Expansion Drivers Survey**

**RECEIVED**

A survey of foreign multinational enterprises (MNEs) with operations in the Metro Vancouver region found that firms in export-oriented, high-growth industries widely regard the region as an attractive business location. This finding is valuable for the value proposition advanced by Invest Vancouver because positive peer experiences are one of the most important considerations for prospective investors.

The survey revealed that foreign MNEs typically enter the Metro Vancouver region with a modest initial presence then scale significantly over time. Among surveyed firms, 85 per cent increased employment after entry, with average employment more than tripling from 76 employees at entry to 260 at the time of the survey. While half of the firms employed 30 or more workers at entry, by the time of the survey, employment growth meant that half employed 100 or more. This pattern of reinvestment and expansion demonstrates that the region's value proposition delivers. Similarly, 83 per cent of the firms said they are likely to expand locally within the next three years, a remarkable result given the increasing uncertainty created by tariffs, volatile trade policy, and geopolitical tensions. Most MNE's (74 per cent) expect expansion in the region to be easy, although global economic risks and local cost pressures continue to pose challenges and slow down decision making.

The Board received the report for information and directed staff to forward a copy of the report to member jurisdictions for information, with an offer of a staff presentation to Council upon request.

### **E3.3 Investment Attraction 2025 Results and Analysis**

**RECEIVED**

Foreign direct investment (FDI) activity remained subdued in 2025 amid persistent inflation and interest rate pressures and ongoing trade and policy uncertainty. Despite this, Invest Vancouver continued to support high value investment opportunities and strengthen the region's global competitiveness. Given that approximately 85 per cent of Canada's FDI lands in city regions, maintaining a strong global profile is essential as competition for investment with other major centres like Toronto, Montréal, and Calgary has intensified.

As of December 31, 2025, staff are managing 154 active leads with a potential value of \$3.7B in direct investment and 2,650 jobs—up 52 leads, \$700M, and 800+ jobs compared to December 31, 2024. High Tech, Green Economy, Digital Media & Entertainment, and Life Sciences continue to constitute a large majority of the FDI pipeline value. New leads were generated from Europe, Asia, and the US, driven by partner referrals and Invest Vancouver program activity, including 11 outbound missions, 15 inbound delegations, and 12 executive familiarization tours. Invest Vancouver also leveraged major local events, most notably Web Summit Vancouver, to engage investors and promote the region to a global audience.

Despite global economic headwinds in 2025, Invest Vancouver delivered stronger results than the previous year and supported eleven companies land or expand in the region, totaling \$190M in direct investment and 514 expected jobs. To further focus investor targeting, Invest Vancouver also initiated multiple projects including a Subsector Strategy Action Plan to strengthen investment attraction opportunities in 2026 and 2027.

The Board received the report for information and directed staff to forward a copy of the report to member jurisdictions for information.

### **E3.4 Leveraging Major Local Events for Investment Attraction in 2026**

**RECEIVED**

In 2026, the Metro Vancouver region will host two major local events: Web Summit Vancouver (WSV) and the FIFA World Cup. These events will create a rare opportunity to accelerate foreign direct investment (FDI) attraction into the region. They will significantly increase investor presence, global visibility, and opportunities for curated engagement, enabling Invest Vancouver to compress multi-year relationship-building into a concentrated window of access without the added burden of travelling outside the region. Building on lessons learned from Web Summit 2025, Invest Vancouver has developed a coordinated strategy focused on partner alignment, high-impact groups and environments, and global awareness to drive targeted investor outreach. For the FIFA World Cup, the region's role as a host city positions the Metro Vancouver region as a global gateway capable of engaging senior decisionmakers, corporate delegations, and institutional investors across multiple markets. Results are, in part, dependent on resourcing and cross-government collaboration, Invest Vancouver aims to convert this increased global attention into increased high-value investment aligned with Metro Vancouver's priority sectors.

The Board received the report for information and directed staff to forward a copy of the report to member jurisdictions for information.

### **E4.1 2027 Budget: Public Engagement Approach**

**RECEIVED**

This report outlines the approach to public engagement to support the creation of Metro Vancouver's 2027 Budget and Five-Year Financial Plan. The objectives of this engagement include sharing how Metro Vancouver has integrated feedback from previous engagement, sharing information about costs and revenues for Metro Vancouver services, and collecting input on proposed budget targets and key priorities.

Engagement will take place over two phases. The first phase will take place February to March, and results will be shared with Committees and the Boards as part of the April Board Budget Workshop. The second phase will take place July to September and integrate final proposed budget numbers, with results to be shared with Committees and the Boards in the October phase of the budget process. In addition to public engagement, there are scheduled opportunities for the Boards, Committees, and member jurisdiction staff to provide input into the development and revisions to the draft 2027 Budget and the next Five-Year Financial Plan.

The Board received the report for information.

#### **E4.2 Financial Board Policy Review – Amended Corporate Allocation Policy**

**REFERRED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Corporate Allocation Policy* was adopted in 2017 and provides a budget framework for allocating the costs of Metro Vancouver’s centralized support departments to Metro Vancouver’s four legal entities. Centralized support includes Corporate Services, External Relations, Financial Services, Human Resources, Indigenous Relations, Legislative Services, Procurement and Real Estate Services, and Project Delivery. Subsequent to review, this report recommended the following amendments:

- a) administrative updates to reflect the organizational structure;
- b) modifications to the calculation of allocating costs to: exclude one-time funded expenditures; and exclude total debt service costs for Metro Vancouver Housing Corporation (MVHC) and Sasamat Fire Protection Services; and
- c) the addition of an allocation method for Project Delivery’s Project Management Office.

The proposed amendments more accurately reflect service levels provided, reduce operating budget fluctuations and incorporate current practices not captured in the existing policy.

The Board referred the *Corporate Allocation Policy* back to staff to gather further comments from the Regional Finance Advisory Committee and KPMG.

#### **E4.3 Financial Board Policy Review – Amended Operating, Statutory and Discretionary Reserves Policy – Proposed Title: Financial Reserves Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Operating, Statutory and Discretionary Reserves Policy* was adopted in 2018 and provides a framework on the establishment, use, and management of reserves for Metro Vancouver’s four legal entities and regional district services. The policy clarifies the priority for allocating surpluses while reinforcing the fundamental principle that surpluses are allocated within their originating purpose and are not transferable between reserves or functions. Metro Vancouver does not hold excess ratepayer funds in reserves, ensuring prudent financial management of programs. Subsequent to review, this report recommended the following amendments:

- a) administrative and policy principle updates to reflect regional district services, including changing the policy name to *Financial Reserves Policy*; and
- b) introduction of a maximum balance for the centralized support discretionary reserve.

The proposed amendments strengthen financial stability while improving clarity, consistency, and long-term resilience across Metro Vancouver’s reserves to align with long-term financial plans.

The Board approved the amendments to the *Operating, Statutory and Discretionary Reserves Policy*.

#### **E4.4 Financial Board Policy Review – Amended Financial Management Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The Financial Management Policy was adopted in 2018, and provides a framework for funding decisions through a “pay-as-you-go” approach for operating and recurring capital expenditures, and long-term borrowing for major capital infrastructure costs.

The *Financial Management Policy* sets the policy framework for amortization for Metro Vancouver’s capital program – currently set at 15 years for all capital projects, with the exception of 30 years for North Shore municipalities’ share of the North Shore Wastewater Treatment Plant Program. Amortization period has been a topic of discussion at multiple Board meetings over the past number of years; this report provides a range of scenarios and applies them to Metro Vancouver’s 10 Year Capital Outlook – received by the Boards in October 2025 as a tool to be used in discussions about how best to manage the future capital program and the resulting financial implications. The scenarios demonstrate how amortization can be used as one means of addressing future financial challenges, with trade-offs.

Subsequent to review and engagement with the Municipal Finance Authority, this report recommended amending the amortization period for capital projects to 20 years, and to 30 years for projects exceeding \$1 billion in net borrowing. In addition, the funding principle of “transitioning to a growth-pays-for-growth” model through development cost charges (DCCs) has been added to align with Board direction over the past number of years.

The policy amendments strengthen financial stability while improving clarity, consistency, and long-term resilience to align with long-term financial plans.

The Board approved the amended *Financial Management Policy*.

#### **E4.5 Financial Board Policy Review - Procurement and Asset Disposal**

**RECEIVED**

This report is responding to the January 30, 2026 MVRD Board resolution “*THAT the MVRD Board direct staff to review the Procurement and Asset Disposal Authority Policy (“Procurement Policy”) as a priority for Q1 2026.*” The Procurement Policy was reviewed, updated, and subsequently approved by all Metro Vancouver Boards in April 2024. The Procurement Policy update was the result of a comprehensive and collaborative review process involving internal stakeholders, subject matter experts, end users, and comparative analyses of other jurisdictions to ensure a well-informed and modernized framework. The Procurement Policy provides strong oversight and internal controls, enables operational efficiency, aligns with market and regulatory conditions, and is consistent with practices in comparable public sector organizations.

The Board received the report for information.

## **E5.1 Board Size and Structure: Evaluation Framework**

**RECEIVED**

Metro Vancouver’s four Boards - the Greater Vancouver Water District, Greater Vancouver Sewerage and Drainage District, Metro Vancouver Housing Corporation, and Metro Vancouver Regional District - provide strategic direction and oversight to Metro Vancouver’s core services to over 3 million people: Drinking Water, Liquid Waste and Solid Waste Services, Metro Vancouver Housing, Regional Parks, Regional Planning, Air Quality Management, and Invest Vancouver. At its January 30, 2026 meeting, as part of the implementation of the 2025 Board Governance Review, the MVRD Board endorsed the process to consider the size and structure of Metro Vancouver’s four Boards. This important process began this month with receipt of a “Current State Analysis”, discussion regarding agreed upon problem statements for each Board, and consideration of guiding principles and evaluation criteria. The intent is to inform the planned March Governance Committee and MVRD Board discussion on size and structure options for each of the four Metro Vancouver Boards, including pros and cons and implications. Deloitte is supporting the Committee and Boards’ discussion and has prepared a report to guide the conversation.

This report has been updated subsequent to the February 12 and February 19, 2026 Governance Committee meetings to reflect the committee’s discussion, and is provided by the Governance Committee for the Board’s information at its February 27, 2026 meeting. The bolded sections reflect input and feedback from Governance Committee members – providing a record of discussion points, not decisions or consensus of the Committee.

The Board received the report for information.

## **E6.1 Participating Area Approval for MVRD Loan Authorization – Sasamat Fire Hall Replacement Funding**

**RECEIVED**

The MVRD Board gave three readings to *Metro Vancouver Regional District Loan Authorization Bylaw No. 1443, 2026* at their meeting held on January 30, 2026 and forwarded the bylaw to the Inspector of Municipalities for approval. The MVRD Board also directed the Corporate Officer to, upon approval from the Inspector of Municipalities, obtain approval from the councils of the Village of Anmore and the Village of Belcarra to satisfy participating area approval requirements per the *Local Government Act*.

On February 13, 2026, the Ministry of Housing and Municipal Affairs requested that the MVRD obtain participating area approval prior to requesting statutory approval from the Inspector of Municipalities. This report informs the MVRD Board that the Corporate Officer will seek participating area approval from the councils of Anmore and Belcarra prior to receiving approval from the Inspector of Municipalities as directed by the Ministry.

Once participating area approval and approval from the Inspector of Municipalities are obtained, *Metro Vancouver Regional District Loan Authorization Bylaw No. 1443, 2026* will be presented to the MVRD Board for consideration of adoption.

The Board received the report for information.

**G1.1 MVRD Electoral Area A Zoning Amendment Bylaw No. 1447, 2026 (Wigwam Inn, Indian Arm) ADOPTED**

The Royal Vancouver Yacht Club (RVYC) has recently applied to Metro Vancouver to amend the Electoral Area A Zoning Bylaw to remove time-sharing as a use in the Resort Commercial Zone - C-1 that applies to their Wigwam Inn property to enable the discharge of a related covenant. Staff have been engaged in recent discussions with the RVYC about uses at the Wigwam Inn, a private inn and marina located in northern Indian Arm. During these discussions, RVYC representatives identified a covenant dating back to 1980, which names the MVRD and which limits the number of days a person may stay on the property, that they would like to see discharged. This covenant and its restrictions relate to a 1980 zoning bylaw amendment that allowed a time-sharing use, envisioning that some rooms would be sold as time-shares. RVYC representatives have confirmed that they do not use the site for this purpose and have no intent to do so. Removing this use would make the covenant unnecessary, and staff would then support its discharge.

Some clean-up amendments that Metro Vancouver staff identified are also proposed, such as removing references to parking for this water-access only site, allowing more than one accessory building, and reducing setbacks to match other zones. These amendments would help update the Electoral Area A Zoning Bylaw to reflect actual uses at the Wigwam Inn and bring this zone in line with recent changes made to other zones.

The Metro Vancouver Regional District (MVRD) is the local government for Electoral Area A and has a zoning bylaw and official community plan in place for the rural and remote areas where it is responsible for local land use planning, including Indian Arm.

The Board gave three readings to and adopted *Metro Vancouver Regional District Electoral Area A Zoning Amendment Bylaw No. 1447, 2026*.

**G1.2 Electoral Area A Temporary Use Permits – Zoning Bylaw and Fees and Charges Bylaw Amendments REFERRED**

At its February 6, 2026 meeting, the Electoral Area Committee considered the report titled, “Electoral Area A Temporary Use Permits MVRD Electoral Area A Zoning Amendment Bylaw No. 1446, 2026 MVRD Fees and Charges Amendment Bylaw No. 1450, 2026”, dated January 27, 2026. The Electoral Area Committee discussed the Delegation of Authority section of the *MVRD Electoral Area A Zoning Amendment Bylaw No. 1446, 2026* (the “MVRD Bylaw No. 1446”) and recommended that it be amended to explicitly add the language around bringing applications to the MVRD Board that have strong public interest, large scale of impact, or lack of clear community support, which is included in the staff report.

In considering revising the bylaw language, staff determined that it would need to be precise to delineate which applications would be delegated and which would be considered by the MVRD Board (broad categories would not be sufficient for the bylaw). Given this is a new tool and to ensure the MVRD Board retains its ability to directly consider applications that come forward, staff have revised MVRD Bylaw No. 1446 by removing the “Delegation of Authority” section. This means that all temporary use permit applications will be brought to the MVRD Board for consideration if the MVRD Board adopts this bylaw. The small population in the area covered by the Electoral Area A Zoning Bylaw mean that the number of temporary use permit applications is expected to be very low (i.e. 0-3 per year). If, in the future, the MVRD Board determines that it would like to delegate the issuance of temporary use permits to staff, it can direct staff to bring forward a bylaw amendment to do so at any time.

*MVRD Electoral Area A Zoning Amendment Bylaw No. 1446, 2026 and Metro Vancouver Regional District Fees and Charges Amendment Bylaw No. 1450, 2026* were presented for consideration.

The Board referred this item back to staff with the direction to undertake further public consultation on the enabling of Temporary Use Permits in Electoral Area A.

**G2.1 Metro 2050 Type 2 Proposed Amendment, Bylaw No. 1429, 2025 – City of Surrey (6480 - 152 Street) ADOPTED**

On October 31, 2025, the MVRD Board initiated a Type 2 amendment to *Metro 2050*, and gave first, second, and third readings to *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1429, 2025* (“MVRD Bylaw No. 1429, 2025”). The amending bylaw would re-designate portions of 6480 - 152 Street from Agricultural to Employment to accommodate a multi-tenant industrial building, commercial building, and a hotel and conference centre.

As required by the *Local Government Act* and *Metro 2050*, Metro Vancouver notified affected local governments, local First Nations, and regional agencies of the proposed amendment to provide an opportunity for comment. Six responses were received, and a summary of the responses is provided in the report. *MVRD Bylaw No. 1429, 2025* was before the Board for consideration of adoption.

The Board received information and comments from affected local governments, accepted the City of Surrey’s amended Regional Context Statement, and adopted *Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1429, 2025*.

**H1 Notice of Motion REFERRED**

The following Notice of Motion was submitted by Director Locke on January 19, 2026 for February 27, 2026 MVRD Board meeting:

THAT the Metro Vancouver Regional District Board direct Metro staff to prepare an amendment to the Metro 2050 Regional Growth Strategy (RGS) to expand the Urban Containment Boundary to include the geographical area of Surrey that is not in the Agricultural Land Reserve, acknowledging that the Metro bylaw will be subject to the City updating its official plan (OCP) and regional context statement (RCS) in accordance with RGS implementation guidelines.

THAT the Board also direct staff to prepare instruments and enactments required to include the geographical area of Surrey that is not in the Agricultural Land Reserve within the Fraser Sewerage Area upon adoption of the RGS amendment, and to move the sewerage area extension forward by coordinating with the Greater Vancouver Sewerage and Drainage District.

THAT the Board also direct staff to prepare an amendment to the RGS to align the Metro RGS land use designations with Surrey’s OCP and regional context statement while the RGS is in force and effect, and to prepare the requisite amendment to Metro’s implementation guidelines, in addition to flexibility under sections 6.2.7 and 6.2.8 of the RGS.

The Board referred the Notice of Motion to staff for a report back outlining the impact of this approach to amendments, the options available, and the relevant procedures.

## **I1 Committee Information Items and Delegation Summaries**

The Board received five information items and two delegation summaries from five standing committees

### **Regional Parks Committee – February 4, 2026**

Delegations:

#### **C1 Candy Saga**

Subject: Objection to Proposed Trail Designation Changes

### **Electoral Area Committee – February 6, 2026**

Delegation:

#### **C1 Peter Powers, Royal Vancouver Yacht Club**

Subject: MVRD Electoral Area A Zoning Amendment Bylaw No. 1447, 2026 (Wigwam Inn, Indian Arm)

Subject: Electoral Area A Temporary Use Permits

MVRD Electoral Area A Zoning Amendment Bylaw No. 1446, 2026

MVRD Fees and Charges Amendment Bylaw No. 1450, 2026

### **Governance Committee – February 12, 2026**

Information Items:

#### **E1 2026 Standing Committee Terms of Reference**

The Governance Committee Work Plan includes an item to review the Terms of Reference for all Standing Committees. The Local Government Act identifies that Standing Committees are formed at the Board Chair's discretion. In October and November 2025, the Governance Committee discussed Standing Committee structure, number of meetings, size and composition, and provided recommendations to support the Chair of the Boards that included changes to Standing Committee terms of reference for 2026. The Chair has amended the Standing Committee structure and terms of reference reflecting the Governance Committee's recommendations. This report provides the Governance Committee with the updated Standing Committee Terms of Reference for information to close this workplan item.

## **Indigenous Relations Committee – February 13, 2026**

Information Items:

### **E1 2026 Indigenous Relations Committee Meeting Schedule and Work Plan**

The Terms of Reference for the Indigenous Relations Committee set out the committee’s responsibilities in the areas of relationship-building and reconciliation efforts with local First Nations, treaty negotiations, and the broader Metro Vancouver Indigenous Relations program.

Work plan priorities for 2026 include: continuing to engage local First Nations on preferred ways to continue improving relationships, including events, relationship agreements, and/or other modalities, and provide recommendations as necessary; lead or participate in government-to-government discussions and active treaty table meetings; receive information on and consider progress towards the Province’s goal of including First Nations on British Columbia’s regional district committees and boards; oversee Phase 2 of an improved, online system aimed at streamlining communication with First Nations on project referrals; and receive updates on Metro Vancouver training, events, and workshops to foster and enhance cultural competency at Metro Vancouver. These key priorities are consistent with the endorsed 2026 Budget.

Pursuant to the Terms of Reference, the meeting schedule proposes four Committee meetings, which, unless otherwise determined, will be held in-person.

### **E2 Indigenous Relations 2025 Accomplishments**

This report highlights key accomplishments of Metro Vancouver’s Indigenous Relations program in 2025, demonstrating significant progress in supporting meaningful engagement and strengthening relationships with First Nations, in line with Metro Vancouver’s commitment to reconciliation. The achievements outlined showcase the program’s success in supporting internal operations, deepening relationships with First Nations, and building staff cultural competency and capacity. Notable metrics include responding to over 15,000 email requests and attending 213 meetings with First Nations over the course of the year.

### **E3 Quarterly Update Report on Reconciliation Activities**

This update report provides a summary of reconciliation events and activities undertaken or planned by the Metro Vancouver Indigenous Relations Division for the fourth quarter of 2025 and the first quarter of 2026. Key activities include launching a new in-house Indigenous Relations training for Metro Vancouver supervisors on relationship-building, reconciliation, First Nations Engagement, and laws and policies relating to Indigenous peoples; developing and distributing a newsletter to staff concerning reconciliation, training opportunities, and engagement with First Nations; and running Technical Working Groups with kʷikʷəłəm (Kwikwetlem First Nation), ǫʷɑ:ńłəń (Kwantlen First Nation), scəwəθən məsteyəxʷ (Tsawwassen First Nation), and səilwətał (Tseil-Waututh Nation).

## **Invest Vancouver Management Board – February 18, 2026**

Information Items:

### **E2 Invest Vancouver Value Proposition and Governance Structure Review**

The value proposition and governance structure review was initiated following the MVRD Board’s cost services and efficiencies review conducted in early 2025, as well as the rapidly evolving political and economic context over the five years Invest Vancouver has operated as a regional service. Invest Vancouver engaged the firm Dalberg to conduct the value proposition and governance structure review.

The review found that Invest Vancouver delivers essential investment attraction and economic development services for the Metro Vancouver region. Partners recognize the organization has built a strong foundation during a period of economic and institutional volatility, praising its brand building, research, convening, and intensified foreign direct investment (FDI) efforts. However, its current governance model creates a “vicious cycle” of pressure for short-term results and limits operational flexibility, constraining long-term impact.

Municipal, provincial, and federal partners see value in Invest Vancouver but seek stronger alignment, coordination, and continued growth in FDI for the region. Municipalities identified the need for increased support for inbound investment, outbound marketing, and local readiness, while senior governments desire a unified regional voice and deeper collaboration on high-impact opportunities.

Shifting Invest Vancouver to an arm’s-length governance model, which is common among peer Canadian economic development organizations, would unlock greater effectiveness, operational agility, and access to diversified funding. Interviewees identified investment readiness and industry cluster development as priority service gaps where Invest Vancouver is well-positioned to lead. These functions align with its core mandate, support tangible outcomes, and create pathways to external provincial, federal, and private-sector funding, improving long-term sustainability and reducing reliance on MVRD resources.

## Metro Vancouver Housing Corporation

### E1.1 2026 Housing Capital Program Update No. 1

RECEIVED

This report provides a status update of the Metro Vancouver Housing (MVH) Capital Program with summaries for larger projects highlighting progress, schedule, budget and upcoming milestones and an overall summary of remaining projects. These updates are provided three times a year for the Housing Committee and MVHC Board in February, July and November to provide timely line of sight for the April Board Budget Workshop, input into the annual budget and five-year financial plan for October, and an end-of-year update. Individual project reports will continue to be provided as needed, particularly at key decision-making milestones.

The Board received this report for information.

### E2.1 Financial Board Policy Review – Amended Corporate Allocation Policy

REFERRED

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Corporate Allocation Policy* was adopted in 2017 and provides a budget framework for allocating the costs of Metro Vancouver’s centralized support departments to Metro Vancouver’s four legal entities. Centralized support includes Corporate Services, External Relations, Financial Services, Human Resources, Indigenous Relations, Legislative Services, Procurement and Real Estate Services, and Project Delivery. Subsequent to review, this report recommended the following amendments:

- a) administrative updates to reflect the organizational structure;
- b) modifications to the calculation of allocating costs to: exclude one-time funded expenditures; and exclude total debt service costs for Metro Vancouver Housing Corporation (MVHC) and Sasamat Fire Protection Services; and
- c) the addition of an allocation method for Project Delivery’s Project Management Office.

The proposed amendments more accurately reflect service levels provided, reduce operating budget fluctuations and incorporate current practices not captured in the existing policy.

The Board referred the *Corporate Allocation Policy* back to staff to gather further comments from the Regional Finance Advisory Committee and KPMG.

**E2.2 Financial Board Policy Review – Amended Operating, Statutory and Discretionary Reserves Policy – Proposed Title: Financial Reserves Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Operating, Statutory and Discretionary Reserves Policy* was adopted in 2018 and provides a framework on the establishment, use, and management of reserves for Metro Vancouver’s four legal entities and regional district services. The policy clarifies the priority for allocating surpluses while reinforcing the fundamental principle that surpluses are allocated within their originating purpose and are not transferable between reserves or functions. Metro Vancouver does not hold excess ratepayer funds in reserves, ensuring prudent financial management of programs. Subsequent to review, this report recommended the following amendments:

- a) administrative and policy principle updates to reflect regional district services, including changing the policy name to *Financial Reserves Policy*; and
- b) introduction of a maximum balance for the centralized support discretionary reserve.

The proposed amendments strengthen financial stability while improving clarity, consistency, and long-term resilience across Metro Vancouver’s reserves to align with long-term financial plans.

The Board approved the amendments to the *Operating, Statutory and Discretionary Reserves Policy*.

**E2.3 Financial Board Policy Review – Amended Financial Management Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The Financial Management Policy was adopted in 2018, and provides a framework for funding decisions through a “pay-as-you-go” approach for operating and recurring capital expenditures, and long-term borrowing for major capital infrastructure costs.

The *Financial Management Policy* sets the policy framework for amortization for Metro Vancouver’s capital program – currently set at 15 years for all capital projects, with the exception of 30 years for North Shore municipalities’ share of the North Shore Wastewater Treatment Plant Program. Amortization period has been a topic of discussion at multiple Board meetings over the past number of years; this report provides a range of scenarios and applies them to Metro Vancouver’s 10 Year Capital Outlook – received by the Boards in October 2025 as a tool to be used in discussions about how best to manage the future capital program and the resulting financial implications. The scenarios demonstrate how amortization can be used as one means of addressing future financial challenges, with trade-offs.

Subsequent to review and engagement with the Municipal Finance Authority, this report recommended amending the amortization period for capital projects to 20 years, and to 30 years for projects exceeding \$1 billion in net borrowing. In addition, the funding principle of “transitioning to a growth-pays-for-growth” model through development cost charges (DCCs) has been added to align with Board direction over the past number of years.

The policy amendments strengthen financial stability while improving clarity, consistency, and long-term resilience to align with long-term financial plans.

The Board approved the amended *Financial Management Policy*.

## **E2.4 Financial Board Policy Review - Procurement and Asset Disposal Authority Policy**

**RECEIVED**

This report is responding to the January 30, 2026 MVRD Board resolution “*THAT the MVRD Board direct staff to review the Procurement and Asset Disposal Authority Policy (“Procurement Policy”) as a priority for Q1 2026.*” The Procurement Policy was reviewed, updated, and subsequently approved by all Metro Vancouver Boards in April 2024. The Procurement Policy update was the result of a comprehensive and collaborative review process involving internal stakeholders, subject matter experts, end users, and comparative analyses of other jurisdictions to ensure a well-informed and modernized framework. The Procurement Policy provides strong oversight and internal controls, enables operational efficiency, aligns with market and regulatory conditions, and is consistent with practices in comparable public sector organizations.

The Board received this report for information.

## **Greater Vancouver Water District**

### **E1.1 2026 GVWD Capital Program Update No. 1**

**RECEIVED**

This report provides a status update of the GVWD Capital Program with summaries for larger projects (i.e. cost of >\$100M), highlighting progress, schedule, budget, and upcoming milestones, and an overall summary of remaining projects. As part of the GVWD capital planning process, the timing of each project is reviewed and updated annually based on available resources, strategic prioritization, risk to system operations and financial sustainability. These updates are provided three times a year for the Water Committee and GVWD Board in February, July, and November to provide timely line of sight for the April Board Budget Workshop, input into the annual budget and five-year financial plan for October, and an end of year update. Individual project reports will continue to be provided as needed, particularly at key decision-making milestones.

The Board received this report for information.

## **E2.1 Financial Board Policy Review – Amended Corporate Allocation Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Corporate Allocation Policy* was adopted in 2017 and provides a budget framework for allocating the costs of Metro Vancouver’s centralized support departments to Metro Vancouver’s four legal entities. Centralized support includes Corporate Services, External Relations, Financial Services, Human Resources, Indigenous Relations, Legislative Services, Procurement and Real Estate Services, and Project Delivery. Subsequent to review, this report recommended the following amendments:

- a) administrative updates to reflect the organizational structure;
- b) modifications to the calculation of allocating costs to: exclude one-time funded expenditures; and exclude total debt service costs for Metro Vancouver Housing Corporation (MVHC) and Sasamat Fire Protection Services; and
- c) the addition of an allocation method for Project Delivery’s Project Management Office.

The proposed amendments more accurately reflect service levels provided, reduce operating budget fluctuations and incorporate current practices not captured in the existing policy.

The Board approved the amended *Corporate Allocation Policy*.

## **E2.2 Financial Board Policy Review – Amended Operating, Statutory and Discretionary Reserves Policy – Proposed Title: Financial Reserves Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Operating, Statutory and Discretionary Reserves Policy* was adopted in 2018 and provides a framework on the establishment, use, and management of reserves for Metro Vancouver’s four legal entities and regional district services. The policy clarifies the priority for allocating surpluses while reinforcing the fundamental principle that surpluses are allocated within their originating purpose and are not transferable between reserves or functions. Metro Vancouver does not hold excess ratepayer funds in reserves, ensuring prudent financial management of programs. Subsequent to review, this report recommended the following amendments:

- a) administrative and policy principle updates to reflect regional district services, including changing the policy name to *Financial Reserves Policy*; and
- b) introduction of a maximum balance for the centralized support discretionary reserve.

The proposed amendments strengthen financial stability while improving clarity, consistency, and long-term resilience across Metro Vancouver’s reserves to align with long-term financial plans.

The Board approved the amendments to the *Operating, Statutory and Discretionary Reserves Policy*.

### **E2.3 Financial Board Policy Review – Amended Financial Management Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The Financial Management Policy was adopted in 2018, and provides a framework for funding decisions through a “pay-as-you-go” approach for operating and recurring capital expenditures, and long-term borrowing for major capital infrastructure costs.

The *Financial Management Policy* sets the policy framework for amortization for Metro Vancouver’s capital program – currently set at 15 years for all capital projects, with the exception of 30 years for North Shore municipalities’ share of the North Shore Wastewater Treatment Plant Program. Amortization period has been a topic of discussion at multiple Board meetings over the past number of years; this report provides a range of scenarios and applies them to Metro Vancouver’s 10 Year Capital Outlook – received by the Boards in October 2025 as a tool to be used in discussions about how best to manage the future capital program and the resulting financial implications. The scenarios demonstrate how amortization can be used as one means of addressing future financial challenges, with trade-offs.

Subsequent to review and engagement with the Municipal Finance Authority, this report recommended amending the amortization period for capital projects to 20 years, and to 30 years for projects exceeding \$1 billion in net borrowing. In addition, the funding principle of “transitioning to a growth-pays-for-growth” model through development cost charges (DCCs) has been added to align with Board direction over the past number of years.

The policy amendments strengthen financial stability while improving clarity, consistency, and long-term resilience to align with long-term financial plans.

The Board approved the amended *Financial Management Policy*.

### **E2.4 Financial Board Policy Review - Procurement and Asset Disposal Authority Policy**

**RECEIVED**

This report is responding to the January 30, 2026 MVRD Board resolution “*THAT the MVRD Board direct staff to review the Procurement and Asset Disposal Authority Policy (“Procurement Policy”) as a priority for Q1 2026.*” The Procurement Policy was reviewed, updated, and subsequently approved by all Metro Vancouver Boards in April 2024. The Procurement Policy update was the result of a comprehensive and collaborative review process involving internal stakeholders, subject matter experts, end users, and comparative analyses of other jurisdictions to ensure a well-informed and modernized framework. The Procurement Policy provides strong oversight and internal controls, enables operational efficiency, aligns with market and regulatory conditions, and is consistent with practices in comparable public sector organizations.

The Board received this report for information.

## Greater Vancouver Sewage and Drainage District

### **E1.1 2026 Solid Waste Services Capital Program Update No. 1**

**RECEIVED**

This report provides a status update of the Solid Waste Capital Program with summaries for projects, highlighting progress, schedule, budget, and upcoming milestones, and an overall summary of remaining projects. These updates are provided three times a year for the Zero Waste Committee and GVS&DD Board in February, July, and November to provide timely line of sight for the April Board Budget Workshop, input into the annual budget and five-year financial plan for October, and an end of year update. Individual project reports will continue to be provided as needed, particularly at key decision-making milestones.

Solid waste capital projects include projects at the Coquitlam Landfill, recycling and waste centres and the Waste-to-Energy Facility. Key projects include the recycling and waste centre recycling depot construction at North Surrey and Langley recycling and waste centres and various Waste-to-Energy Facility projects. Projects are proceeding on schedule and on budget. Any updates will be provided in future capital update reports.

The Board received this report for information.

### **E2.1 North Shore Wastewater Treatment Plant Program Update and Due Diligence Committee Report**

**RECEIVED**

This North Shore Wastewater Treatment Plant (NSWWTP) Program update summarizes recent and upcoming project activity and communications, and includes a report delivered by the NSWWTP Program Due Diligence Committee. The Due Diligence Committee is an oversight group established to conduct due diligence reviews and provide advice on the NSWWTP Program. The Due Diligence Committee comprises three senior advisors—Tim Stanley, P.Eng., Frank Margitan, B.A.Sc., and Barry Nazar, P.Eng.—with over 100 years combined experience in the delivery of major infrastructure. The Due Diligence Committee meets with the NSWWTP Program Team monthly and will provide a bi-annual advisory report to the Liquid Waste Committee and GVS&DD Board.

Main findings of the Due Diligence Committee report indicate that key project positions have been filled across the Metro Vancouver, Designer of Record (AECOM), and Construction Manager (PCL) teams. While concentration in the field has been new concrete and structural steel construction activities, some of the legacy construction and engineering deficiencies are still being discovered and are impacting construction progress. New construction appears to be of good quality and built in a safe manner. Key issues currently being managed include addressing the remaining construction deficiencies from the previous contractor; the transfer of major equipment contracts; the interest and availability of subcontractors; and the impact of taxes, duties, and tariffs.

The Board received this report for information.

## **E2.2 2026 Liquid Waste Services Capital Program Update No. 1**

**RECEIVED**

This report provides a status update of the GVS&DD Capital Program with summaries for larger projects (i.e. cost of >\$100M), highlighting progress, schedule, budget, and upcoming milestones, and an overall summary of remaining projects. As part of the GVS&DD capital planning process, the timing of each project is reviewed and updated annually based on available resources, strategic prioritization, risk to system operations and financial sustainability. These updates are provided three times a year for the Liquid Waste Committee and GVS&DD Board in February, July, and November to provide timely line of sight for the April Board Budget Workshop, input into the annual budget and Five-Year Financial Plan for October, and an end of year update. Individual project reports will continue to be provided as needed, particularly at key decision-making milestones.

The Board received this report for information.

## **E2.3 Award of RFP 25-245 for Owner’s Engineer, Project Management, and Preliminary Design Services for Annacis Island Wastewater Treatment Plant Regional Biosolids Dryer**

**APPROVED**

Stantec Consulting Ltd.’s proposal ranked highest overall, provided the lowest cost, had the highest technical score, and demonstrated best value overall for Metro Vancouver.

Metro Vancouver requires consulting engineering services to provide the necessary expertise to perform engineering services to deliver the Annacis Island Wastewater Treatment Plant (AIWWTP) Regional Biosolids Dryer Project, which is needed by the mid-2030s to process the projected increase in biosolids produced by Metro Vancouver’s five wastewater treatment plants.

RFP 25-245 was issued on June 20, 2025 to three prequalified respondents of RFQ 24-111 – Project Management, Owner’s Engineer, and Preliminary Design Services for Annacis Island Wastewater Treatment Plant Regional Biosolids Dryer. RFP 25-245 was executed in accordance with the terms and conditions of Metro Vancouver’s Procurement Policy. The RFP 25-245 evaluation team considered the proposals received, and on that basis recommend that the GVS&DD Board award RFP 25-245 – Owner’s Engineer, Project Management, and Preliminary Design Services Biosolids Dryer to Stantec Consulting Ltd.

The Board approved the award of RFP 25-245 for Owner’s Engineer, Project Management, and Preliminary Design Services for Annacis Island Wastewater Treatment Plant Regional Biosolids Dryer, in the amount of up to \$11,951,011.40 (exclusive of taxes) to Stantec Consulting Ltd.

### **E3.1 Financial Board Policy Review – Amended Corporate Allocation Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Corporate Allocation Policy* was adopted in 2017 and provides a budget framework for allocating the costs of Metro Vancouver’s centralized support departments to Metro Vancouver’s four legal entities. Centralized support includes Corporate Services, External Relations, Financial Services, Human Resources, Indigenous Relations, Legislative Services, Procurement and Real Estate Services, and Project Delivery. Subsequent to review, this report recommended the following amendments:

- a) administrative updates to reflect the organizational structure;
- b) modifications to the calculation of allocating costs to: exclude one-time funded expenditures; and exclude total debt service costs for Metro Vancouver Housing Corporation (MVHC) and Sasamat Fire Protection Services; and
- c) the addition of an allocation method for Project Delivery’s Project Management Office.

The proposed amendments more accurately reflect service levels provided, reduce operating budget fluctuations and incorporate current practices not captured in the existing policy.

The Board approved the amended *Corporate Allocation Policy*.

### **E3.2 Financial Board Policy Review – Amended Operating, Statutory and Discretionary Reserves Policy – Proposed Title: Financial Reserves Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The *Operating, Statutory and Discretionary Reserves Policy* was adopted in 2018 and provides a framework on the establishment, use, and management of reserves for Metro Vancouver’s four legal entities and regional district services. The policy clarifies the priority for allocating surpluses while reinforcing the fundamental principle that surpluses are allocated within their originating purpose and are not transferable between reserves or functions. Metro Vancouver does not hold excess ratepayer funds in reserves, ensuring prudent financial management of programs. Subsequent to review, this report recommended the following amendments:

- a) administrative and policy principle updates to reflect regional district services, including changing the policy name to *Financial Reserves Policy*; and
- b) introduction of a maximum balance for the centralized support discretionary reserve.

The proposed amendments strengthen financial stability while improving clarity, consistency, and long-term resilience across Metro Vancouver’s reserves to align with long-term financial plans.

The Board approved the amendments to the *Operating, Statutory and Discretionary Reserves Policy*.

### **E3.3 Financial Board Policy Review – Amended Financial Management Policy**

**APPROVED**

This report responds to Board direction to complete a review of Metro Vancouver’s relevant financial policies in advance of the 2026 April Board Budget Workshop. The Financial Management Policy was adopted in 2018, and provides a framework for funding decisions through a “pay-as-you-go” approach for operating and recurring capital expenditures, and long-term borrowing for major capital infrastructure costs.

The *Financial Management Policy* sets the policy framework for amortization for Metro Vancouver’s capital program – currently set at 15 years for all capital projects, with the exception of 30 years for North Shore municipalities’ share of the North Shore Wastewater Treatment Plant Program. Amortization period has been a topic of discussion at multiple Board meetings over the past number of years; this report provides a range of scenarios and applies them to Metro Vancouver’s 10 Year Capital Outlook – received by the Boards in October 2025 as a tool to be used in discussions about how best to manage the future capital program and the resulting financial implications. The scenarios demonstrate how amortization can be used as one means of addressing future financial challenges, with trade-offs.

Subsequent to review and engagement with the Municipal Finance Authority, this report recommended amending the amortization period for capital projects to 20 years, and to 30 years for projects exceeding \$1 billion in net borrowing. In addition, the funding principle of “transitioning to a growth-pays-for-growth” model through development cost charges (DCCs) has been added to align with Board direction over the past number of years.

The policy amendments strengthen financial stability while improving clarity, consistency, and long-term resilience to align with long-term financial plans.

The Board approved the amended *Financial Management Policy*.

### **E3.4 Financial Board Policy Review - Procurement and Asset Disposal Authority Policy**

**RECEIVED**

This report is responding to the January 30, 2026 MVRD Board resolution “*THAT the MVRD Board direct staff to review the Procurement and Asset Disposal Authority Policy (“Procurement Policy”) as a priority for Q1 2026.*” The Procurement Policy was reviewed, updated, and subsequently approved by all Metro Vancouver Boards in April 2024. The Procurement Policy update was the result of a comprehensive and collaborative review process involving internal stakeholders, subject matter experts, end users, and comparative analyses of other jurisdictions to ensure a well-informed and modernized framework. The Procurement Policy provides strong oversight and internal controls, enables operational efficiency, aligns with market and regulatory conditions, and is consistent with practices in comparable public sector organizations.

The Board received this report for information.

## **I1 Committee Information Items and Delegation Summaries**

The Board received four information items from two standing committees and no delegation summaries.

### **Zero Waste Committee – February 5, 2026**

Information Items:

#### **E1 Initial Draft Solid Waste Management Plan**

The Zero Waste Committee and GVS&DD Board have received updates at each phase of the solid waste management plan update process, including approving goals and a waste hierarchy for the updated plan in 2025.

An initial draft of the updated solid waste management plan is now published on the Metro Vancouver website. Feedback will help shape a revised draft that will be provided to the Zero Waste Committee and GVS&DD Board, followed additional public comment opportunities prior to submitting the final draft plan to the Minister of Environment and Parks for approval.

The initial draft plan includes 30 strategies and 117 actions, highlighting priorities such as multi-family waste reduction, construction and demolition, infrastructure, residuals management, and cross-sector collaboration to advance a circular economy. Many of the actions help to address challenges observed in solid waste data, including actions to support multi-family and construction and demolition recycling. Affordability is embedded in the solid waste management plan's guiding principles and will be a key consideration as plan actions are implemented. Member jurisdiction actions are intended as potential areas of focus for members to consider – they are not requirements.

The updated plan will help Metro Vancouver build on its success as a North American leader in waste reduction and recycling.

#### **E2 2024 Annual Solid Waste Statistics**

Metro Vancouver achieved a 65 per cent diversion rate in 2024, consisting of 62 per cent recycled materials and 3 per cent recovered materials. The diversion rate has been constant since 2022 despite challenging economic conditions and weakening market demand for some commodities such as wood. Since approval of the 2011 solid waste management plan, Metro Vancouver's per capita disposal rate has decreased from 0.57 tonnes per capita in 2011 to 0.43 tonnes per capita in 2024, a decrease of 24 per cent. 2024 per capita disposal increased slightly from 2023, primarily due to a change in disposal quantities attributed to the commercial and institutional sector. Per capita recycling was slightly lower than 2023, with wood showing the largest decrease. The draft updated solid waste management plan includes multiple strategies and actions to increase reuse and recycling of construction and demolition materials such as wood.

For 2024, the solid waste statistics reporting approach was revised to reflect the updated performance monitoring framework recommended for the draft updated solid waste management plan. Major updates include delineating recovered and recycled materials, excluding asphalt from recycling calculations, and updating concrete recycling values from conservative estimates to current reported data.

Metro Vancouver aims to continue to improve solid waste data reporting in 2026 potentially through third party checks on concrete values reported by private concrete processing facilities that are exempt from licensing. The 2024 biennial report, which will include a summary of progress on solid waste management plan initiatives, will be presented at a future meeting.

#### **E4 Zero Waste Conference 2025**

The 2025 Zero Waste Conference featured international, national, and local speakers sharing knowledge and experiences with approximately 500 attendees both in-person and online. The conference, presented by Metro Vancouver in collaboration with the National Zero Waste Council, focused on waste prevention and the circular economy with sessions building on the theme, “Innovation and the Business Case for Waste Prevention”. The program included networking opportunities and afternoon workshops. Survey results indicate that more than 85 per cent of attendees were “very” or “somewhat satisfied” with the conference and are likely to apply ideas from the conference to advance zero waste and circular economy initiatives.

The conference was delivered at a cost of \$390,000; \$70,000 less than the original budget of \$460,000. This cost reduction was achieved by moving to a single-day event and implementing other cost-saving measures. The conference was funded through MVRD funding, conference registration fees, and GVS&DD support for attendees from, for example, the National Zero Waste Council Management Board members, Solid Waste and Recycling Industry Advisory Committee members, and Solid Waste Management Plan Public/Technical Advisory Committee members. The next Zero Waste Conference is tentatively scheduled for fall 2027, with more information to be provided closer to the event.

#### **Liquid Waste Committee – February 11, 2026**

Information Items:

#### **E3 2025 "Wipe It, Green Bin It" Campaign Results**

The disposal of fats, oils, and grease (FOG) into the sewer system is an ongoing issue that costs the region over \$4.3 million every year. The 2025 “Wipe It, Green Bin It” campaign ran from October 6 to November 16, asking residents to put fats, oils, and grease in their green bins and not down their sinks. The campaign included social media, Pinterest, YouTube, Google Ads, digital banners, and out-of-home advertising on bus sides, SkyTrain stations, and in elevators.

The campaign reached over 718,000 residents, delivering 71 million impressions, 2,159 engagements, 8,060 clicks for more information, and 6,733 web page views. A post-campaign survey of residents showed a trend of improved knowledge and practices related to fats, oils, and grease disposal. The campaign will run again in 2026, likely targeting a younger audience, as research shows this demographic remains most likely to put fats, oils, and grease down the drain.



## General Purposes Committee

Date: Monday, March 16, 2026

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:27 p.m.

*Cllr. Loo entered the meeting by teleconference (4:28 p.m.).*

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on March 2, 2026, be adopted as circulated.*

**CARRIED**

### FINANCE AND CORPORATE SERVICES DIVISION

1. **AWARD OF CONTRACT – FORGEROCK SOFTWARE, SUPPORT AND MAINTENANCE RENEWAL**  
(File Ref. No. 03-1000-20-8550) (REDMS No. 8321846)

In response to a query from Committee, staff noted the contract items were planned and represented in the Capital and Operating Budgets that were approved by Council, and that staff will provide a memo outlining the overall approved expenses.

1.

**General Purposes Committee**  
**Monday, March 16, 2026**

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It was moved and seconded

- (1) *That ForgeRock Software, Support and Maintenance Renewal, be awarded to Ping Identity Corporation for a three-year term for an estimated value of \$576,255 excluding taxes, as described in the report titled “Award of Contract – ForgeRock Software, Support and Maintenance Renewal”, dated February 23, 2026, from the Director, Information Technology; and*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Ping Identity Corporation.*

**CARRIED**

**2. RICHMOND TOURISM MASTER PLAN 2035**

(File Ref. No. 08-4150-03-06) (REDMS No. 8307243)

Staff provided a breakdown of the funding for Tourism Richmond, noting that funding is through multiple sources, including the Municipal and Regional District Tax (MRDT), (also known as the Hotel Tax).

In response to queries from Committee, staff noted (i) within the MRDT there are certain eligible uses which include tourism, sport hosting, marketing projects and programs, as well as other destination enhancement initiatives, so there is no provision for the City to use that for general revenue or for purposes that are not prescribed in bylaw regulations, (ii) the revenues fluctuate month over month, but in the current five-year cycle (2022-2027) a total of \$25-\$35 million it is expected over that five-year time period, and (iii) the Richmond Olympic Oval is not a designated partner; the City runs the Richmond Sport Hosting program (located at the Oval) that is funded through an annual transfer of \$400,000 from the general remittance from the MRDT the City receives from the Province.

Staff provided a high-level overview of the distribution of MRDT funding (as approved by Council approximately five years ago), noting the governance structure in place which lends to the annual reporting on the success and ongoing implementation of the Tourism Masterplan.

Staff spoke further to (i) the partnerships established over the years that have allowed projects and strong programs in the community, (ii) the importance of the Hoteliers Association in Richmond, and (iii) the benefit of having Vancouver Airport located in Richmond, resulting in establishing Richmond as having the second highest number of hotels and hotel rooms in Metro Vancouver.

2.

**General Purposes Committee**  
**Monday, March 16, 2026**

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In response to further queries from Committee, staff noted (i) the Tourism Masterplan has been developed collaboratively with Tourism Richmond, the Richmond Hotel Association and the City, and implementation is also expected to be a very collaborative process with them and with other partners as well, (ii) there are several strategic initiatives and action plans outlined within the Tourism Masterplan including transportation and transit, accessibility and wayfinding, (iii) communicating the Tourism Masterplan to the business community and the community more broadly, and actions that can be taken as it is implemented, are top of mind, (iv) action plan timelines are set as short (1-3 years), medium (4-6 years) and long (7+ years), (v) a memo that provides a breakdown of revenue in further detail is forthcoming, (vi) no changes to zoning are contemplated at this time, and (vii) a feasibility study is seen potentially as an early action following Council's endorsement of the Tourism Masterplan.

It was moved and seconded

- (1) *That the Richmond Tourism Master Plan 2035 and Action Plan, as outlined in the report titled "Richmond Tourism Master Plan 2035", dated February 23, 2026, from the Director, Business Services, be approved; and*
- (2) *That staff initiate the process to make an application to the Government of British Columbia for the renewal of the 3% Municipal and Regional District Tax (MRDT) for the next five-year period from July 1, 2027-June 30, 2032.*

**CARRIED**

## PLANNING AND DEVELOPMENT DIVISION

3. **AMENDMENT TO ZONING BYLAW 8500 TO RESTRICT CERTAIN INDUSTRIAL USES WITH ODOUR-RELATED ENVIRONMENTAL IMPACTS**

(File Ref. No. 08-4430-03-16) (REDMS No. 8310361)

Staff reported a minor edit to page GP84 within the paragraph above Public Consultation, which should read as "... October 2025 CBC new article, ... complaints from January to September 2025. Prior years ... 169 for the entire year<sup>2</sup>." Staff were provided the direct source of that information from the Metro Vancouver Regulation Enforcement Unit.

3.

**General Purposes Committee**  
**Monday, March 16, 2026**

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It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10745, to prohibit large-scale open-air composting and food waste and organic rendering city-wide, be introduced and given first reading.*

The question on the motion was not called as discussion ensued with respect to the intention of the proposed bylaw.

In response to queries from Committee, staff noted (i) the proposed bylaw amendment is not intended to prohibit anyone that is composting plant materials such as leaves, trees, garden waste, it is just the component that involves any food processing or the decomposition of food, which is not permitted, (ii) Ecowaste still currently requires a zoning text amendment as they were operating under a previous non-farm use on this site, and (iii) the purpose for referring to Ecowaste in the report is only to highlight that Council will be considering a similar application from them in the future that staff are aware of the application currently working its way through the process.

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:02 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, March 16, 2026.

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Mayor Malcolm D. Brodie  
Chair

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Lorraine Anderson  
Legislative Services Associate



Planning Committee

- Date: Tuesday, March 17, 2026
- Place: Anderson Room  
Richmond City Hall
- Present: Mayor Malcolm Brodie  
Councillor Bill McNulty, Chair  
Councillor Carol Day
- Absent: Councillor Andy Hobbs  
Councillor Alexa Loo
- Also Present: Councillor Laura Gillanders (by teleconference)  
Councillor Michael Wolfe (by teleconference)
- Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded  
*That the minutes of the meeting of the Planning Committee held on March 3, 2026, be adopted as circulated.*

**CARRIED**

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY SULTAN HUSSAIN FOR REZONING AT 10391/10411 BIRD ROAD FROM THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)” ZONE TO THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)” ZONE**

(File Ref. No. RZ 21-938041) (REDMS No. 8300035)

A brief discussion ensued regarding tree retention and replacement, with staff noting that prior to applying for rezoning, a multi-stemmed fruit tree and a hemlock were removed from the property without a permit and fines were issued to and paid by the owner.

**Planning Committee**  
**Tuesday, March 17, 2026**

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In response to queries from Committee, staff advised that (i) there is no additional Floor Area Ratio considerations by way of subdividing an existing lot into two lots and (ii) the City's zoning bylaw allows the construction of up to four dwelling units per lot.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10742, for the rezoning of 10391/10411 Bird Road from the "Small-Scale Multi-Unit Housing (RSM/L)" zone to the "Small-Scale Multi-Unit Housing (RSM/M)" zone, be introduced and given first, second and third reading.*

**CARRIED**

**2. RICHMOND HERITAGE COMMISSION 2025 ANNUAL REPORT AND 2026 WORK PROGRAM AND BUDGET ALLOCATION**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 8315095)

It was moved and seconded

*(1) That the Richmond Heritage Commission 2025 Annual Report, as presented in the report titled "Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation" dated February 17, 2026 from the Director, Policy Planning, be received for information; and*

*(2) That the Richmond Heritage Commission's 2026 Work Program and Budget Allocation be approved.*

**CARRIED**

**3. HOUSING TARGET ORDER**

(File Ref. No. 12-8360-01) (REDMS No. 8296448)

Staff advised that (i) the Housing Target Progress Report will reference City reports outlining initiatives to facilitate housing development and (ii) in addition to the information outlined in the staff report and required Provincial reporting, approximately 4,500 approved housing units have not yet proceeded to construction, and a further ~1,800 units are under construction with active building permits.

In response to a query from Committee, staff advised that (i) rental affordability is a guideline and is not part of the official Housing Target Order (HTO) and (ii) the HTO reflects total net new housing units.

It was moved and seconded

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

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

**CARRIED**

2.

**Planning Committee**  
**Tuesday, March 17, 2026**

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4. **LOCAL GOVERNMENT DEVELOPMENT APPROVALS PROGRAM  
– 2026 UBCM GRANT APPLICATION**

(File Ref. No. 12-8360-01) (REDMS No. 8327589)

In response to a query from Committee, staff advised that the “Build it Right. Here.” business improvements project aims to simplify and modernize the assessment of construction compliance and the issuance of building occupancies in Richmond, which will streamline and speed up the development approvals process.

It was moved and seconded

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program funding stream, as outlined in the report titled “Local Government Development Approvals Program - 2026 UBCM Grant Application” dated March 3, 2026, from the Director, Building Approvals, be endorsed; and*
- (2) *That, should the grant application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement with UBCM on behalf of the City, and the Consolidated 5 Year Financial Plan (2026-2030) be amended accordingly.*

**CARRIED**

**DEPUTY CAO'S OFFICE**

5. **HOUSING AGREEMENT AMENDMENT APPLICATION FOR 10388  
NO 2 ROAD (FORMERLY 10440 AND 10460 NO. 2 ROAD)**

(File Ref. No. 08-4057-05) (REDMS No. 8276087)

A brief discussion ensued regarding Canada Mortgage and Housing Corporation average market rents, which are released annually, typically in December.

It was moved and seconded

*That Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.*

**CARRIED**

**Planning Committee**  
**Tuesday, March 17, 2026**

---

6. **MANAGER'S REPORT**

*(i) Applicant-Led Public Information Session for the Rezoning Application at 13131, 13111, 13031, 12931 and 12771 No. 2 Road*

Staff advised that Jim Pattison Developments hosted a drop-in style public information session on March 12, 2026 with over 150 members of the public attending. A full summary, including comments submitted through the developer's online survey, will be provided to City staff as part of the rezoning application process and brought forward to Committee and Council for consideration. Additionally, public correspondence received during the process will be responded to and included in staff's analysis.

In response to queries from Committee, staff advised that (i) City staff attended and provided process related information, (ii) the rezoning application must still proceed to Council for consideration, including a Public Hearing, (iii) the applicant has revised the original proposal in response to early Council input, including reducing overall massing and height, (iv) signage has been posted on the property advising when the public may provide further input through the process, and (v) the existing light industrial zoning remains, and if a residential (mixed tenure) and commercial mixed-use development proposal does not proceed, the applicant may revert to a storage facility or other light industrial use.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (4:18 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, March 17, 2026.

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Councillor Bill McNulty  
Chair

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Shannon Unrau  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Grant Fengstad  
Director, Information Technology

**Date:** February 23, 2026  
**File:** 03-1000-20-8550

**Re:** Award of Contract – ForgeRock Software, Support and Maintenance Renewal

### Staff Recommendations

1. That ForgeRock Software, Support and Maintenance Renewal, be awarded to Ping Identity Corporation for a three-year term for an estimated value of \$576,255 excluding taxes, as described in the report titled “Award of Contract – ForgeRock Software, Support and Maintenance Renewal”, dated February 23, 2026 from the Director, Information Technology; and
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Ping Identity Corporation.

Grant Fengstad  
Director, Information Technology  
(604-276-4096)

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

## Staff Report

### Origin

The City uses ForgeRock as its Identity and Access Management (“IAM”) system. The system provides single-sign-on and modern authentication controls to protect the City’s internal systems and online services, including MyRichmond, the Program Registration and Booking Management system, and the Customer Feedback system.

This report summarizes the procurement process for NOITC 8550 and provides a recommendation regarding the award of ForgeRock Software Support and Maintenance Renewal.

This report supports Council’s Strategic Plan 2022-2026 Strategy #1 Proactive in stakeholder and civic engagement:

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

This report supports Council’s Strategic Plan 2022-2026 Strategy #4 Responsible Financial Management and Governance:

Seek improvements and efficiencies in all aspects of City business.

### Analysis

#### Procurement Process

The City posted a Notice of Intent to Contract (NOITC) 8550 to BC Bid on February 12, 2026 which closed on February 25, 2026 without challenge.

The Sole Source NOITC process is followed since Ping Identity Corporation is the proprietary owner of ForgeRock software and is the only known supplier delivering the support and maintenance for which no other alternative or substitute exists. Additionally, the cost to introduce a new product or supplier would far exceed the total renewal contract value due to the following factors:

- The ForgeRock software continues to fulfill City requirements on Identity and Access Management
- A new solution would not provide any benefit and would require duplication of cost and effort to source and replace the existing solution to fulfill business requirements, causing business disruption and delays in the City’s ability to streamline single sign on capabilities across the organization.
- The transition process to uninstall the existing solution and perform the knowledge transfer to another supplier with a similar solution would cause significant economic

impact and risk to the business. The City would require additional funding in order to transition to another supplier.

- Transitioning to another solution would entail change management by introducing a new toolset to connect with the City’s environment and additional resources required for training and internal knowledge transfer.

The support and maintenance agreement will have a three (3)-year term to take advantage of a discounted rate resulting in approximately \$5,200 in annual savings compared with a one-year agreement. Compared with the previous subscription cost, the proposed agreement represents a 2.34% increase. Table 1 summarizes the costs for the three-year agreement term.

Table 1 - Estimated Total Cost for Support and Maintenance over a three-year term

Description	Costs
Maintenance and Support Subscription Cost – Year 1	\$192,085
Maintenance and Support Subscription Cost – Year 2	\$192,085
Maintenance and Support Subscription Cost – Year 3	\$192,085
<b>Total Estimated Costs</b>	<b>\$576,255</b>

**Financial Impact**

The subscription cost increase of \$18,355 will be included as a non-discretionary increase in the 2027 budget. The impact of the 2026 subscription increase will be accommodated within existing operating budgets.

**Conclusion**

This report presents the results of the procurement process for NOITC 8550 – ForgeRock Software, Support and Maintenance Renewal. It is recommended that the contract be awarded to Ping Identity Corporation for a three-year (3-year) term in the amount of \$576,255, excluding taxes.



Vincent Chu  
 Manager, IT Innovation & Development  
 Information Technology  
 (604-247-4478)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** February 23, 2026

**From:** Katie Ferland  
Director, Business Services

**File:** 08-4150-03-06/2025-  
Vol 01

**Re:** Richmond Tourism Master Plan 2035

### Staff Recommendations

1. That the Richmond Tourism Master Plan 2035 and Action Plan, as outlined in the report titled, "Richmond Tourism Master Plan 2035," dated February 23, 2026, from the Director, Business Services, be approved; and
2. That staff initiate the process to make an application to the Government of British Columbia for the renewal of the 3% Municipal and Regional District Tax (MRDT) for the next five-year period from July 1, 2027-June 30, 2032.

Katie Ferland  
Director, Business Services  
(604-247-4923)

Att. (2)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Climate and Environment	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Richmond Tourism Master Plan 2035 (Tourism Master Plan) was developed to create a shared 10-year vision for tourism in Richmond to build on the city's key strengths and align tourism and economic development efforts for the well-being of the community. It is intended as a roadmap for how Richmond can move toward a 2035 destination vision through actions aligned with goals, strategic initiatives and key focus areas. The Tourism Master Plan has been jointly developed by Tourism Richmond, the City, and the Richmond Hotel Association with extensive input from industry representatives, community members and other interest holders.

On December 17, 2025, Council was presented with the draft Richmond Tourism Master Plan 2035 and adopted the following resolution:

*That the draft Richmond Tourism Master Plan 2035, included as Attachment 1 of the report titled "Draft Richmond Tourism Master Plan 2035," dated November 27, 2025, from the Director, Business Services, be endorsed for the purpose of seeking public and interest holders' feedback on the plan; and,*

*That the final Richmond Tourism Master Plan 2035, incorporating feedback from the public and interest holders on the draft plan, be brought back to Council for consideration.*

The purpose of this report is to seek Council's approval of the final Richmond Tourism Master Plan 2035 and associated action plan, both of which incorporate feedback from the most recent public engagement. Council direction is also being sought regarding preparation of a submission to the Government of BC for early implementation of the Tourism Master Plan through the next five-year cycle of the Municipal and Regional District Tax program.

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

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

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

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

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

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

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

## **Analysis**

### Background

The Tourism Master Plan is anticipated to guide development of tourism in Richmond over the next 10 years and form the basis of the City's next 5-year Municipal and Regional District Tax (MRDT) application to the Government of BC (2027-2032). It has been designed to align with and advance the goals of the City of Richmond's broader suite of Council-adopted strategies and plans. The development of the plan was shaped by the below Council-approved Guiding Principles:

- **Create a shared vision.** Through the process of developing the Tourism Master Plan, extensive community and industry consultation will enable a greater understanding of multiple perspectives, with the aim that the final Plan reflects a shared vision to guide activities to enhance Richmond as a tourist destination.
- **Grow sustainably.** The Tourism Master Plan will guide future growth of the tourism sector in Richmond and will identify opportunities to grow the visitor economy sustainably over the long-term, building resilience to address shorter-term impacts. The lens of social, cultural, economic, and environmental sustainability will seek to provide long-term opportunities for the greatest breadth of residents and communities possible.
- **Positively impact the community.** In considering future growth of the sector, the Tourism Master Plan will be guided by a focus on approaches and actions that positively impact the broader Richmond community.
- **Guide future investments.** The Tourism Master Plan will help provide direction for future public and private investments related to tourism in Richmond over the longer term. This includes guiding future MRDT applications, investments and associated activities undertaken by the City and its partners to support growth and development of the tourism sector in Richmond.

### Public Engagement Process

Two phases of public engagement were conducted, first to invite input from residents, visitors, and businesses on the development of the Tourism Master Plan (January – May 2025), and then most recently to receive feedback on the draft Plan (January 2026).

Following Council endorsement of the draft Tourism Master Plan for public engagement in December 2025, staff sought community input. A total of 167 residents, visitors and partners were engaged through an online survey on Let's Talk Richmond, a virtual Town Hall, interviews, and meetings with the Tourism Richmond Board and Richmond Hotel Association Board.

### Feedback Received

Overall, feedback received through the multiple engagement channels in the second phase of engagement was positive. There was strong support for the plan's strategic direction with respondents noting alignment with the destination vision, goals, and strategic initiatives.

Richmond residents accounted for 85% of survey respondents, while tourism industry representatives and visitors each comprised 8% (participants could select more than one category). Feedback was largely positive, with 91% of respondents indicating tourism will be an important part of Richmond's economic future. Support for key components of the draft Plan was also high, as 86% of respondents noted that the destination vision resonated with them, and each strategic goal received over 80% agreement. Respondents also felt that the Tourism Master Plan was strongly aligned with its Guiding Principles, particularly "Positively Impact the Community."

Feedback described the draft Plan as clear, credible, and highly usable. Prominent growth opportunity areas emphasized for Richmond were culture and cuisine, sports tourism, and year-round programming and experiences, with Richmond's multicultural and culinary strengths, particularly its Asian dining scene, frequently cited as key differentiators. Some feedback also emphasized the need to ensure broader cultural representation and to clearly define Richmond's unique role within Metro Vancouver.

Transportation management was noted as a concern (15% referenced traffic or parking in high-visitation areas). There was general support for exploring a multi-purpose conference and event venue, along with advice to undertake a feasibility study, confirm demand, and ensure that a potential future facility serves both residents and visitors. Indigenous tourism was identified as an opportunity, with interest in partnership pathways and tangible experiences that reflect local Indigenous history and culture.

Looking ahead, respondents requested more information on implementation and emphasized the importance of potential phasing and timelines. There was support for the development of an action plan. Additional detail on the public engagement process and results can be found in Attachment 1.

Based on the public engagement, a few updates were made to the Tourism Master Plan, with other feedback noted to help guide potential future implementation. An Action Plan was also developed, as previously planned and in alignment with the public engagement feedback.

### Overview of Updates

Updates to the Plan itself included the following:

- **2.1 Strengths, Weaknesses, Opportunities, Threats (SWOT).** Highlighted Richmond's 'Highway to Heaven' as a strength under Cultural and Heritage Experiences.
- **5.2 Strategic Goal Area 2: Elevate and Diversify Visitor Experiences.** Feedback on the importance of private-sector investment was incorporated into the future state, which

would include exploring a wide range of year-round private and public sector led festivals and events that contribute to extended stays and economic impact.

- **5.3 Strategic Goal Area 3: Advance Tourism Infrastructure Development.** The importance of waterfront and other infrastructure development, along with a potential multi-purpose conference and event venue, was more strongly reflected.

Development of Action Plan

The Action Plan developed to guide implementation of the Tourism Master Plan maps the Key Focus Areas of each Strategic Goal to a phased implementation timeline. It is anticipated that short-term actions would take place over a 1-3 year horizon, with medium-term referring to 4-6 years, and long-term referring to 7-10 years respectively. Example actions have been included under some Key Focus Areas to demonstrate the types of initiatives that are already underway or approved, and which form the foundation for the work ahead.

Sport tourism was identified as a key and continuing priority during both phases of public engagement, as noted under Strategic Initiative 2: Showcase Sport, Culinary and Agritourism Leadership, as part of Goal 2: Elevate and Diversify Visitor Experiences. As noted in the Action Plan, work is underway on an update to Richmond’s Sport Hosting Strategy to ensure optimized facility use and support for a wide range of sport-focused events and activities that create lasting economic and community benefits. This updated Sport Hosting Strategy, once developed, will be presented to Council for approval.

As the Tourism Master Plan was developed in partnership with Tourism Richmond and the Richmond Hotel Association and has benefited from extensive industry and community organization input, it is also anticipated that the actions taken under the umbrella of the Plan would be led by multiple public, private, and non-profit organizations and through partnerships. Key initiatives in which it would be proposed that the City take a leadership role or be a partner would be brought to Council separately for consideration.

MRDT Renewal Application Process

If approved, the Richmond Tourism Master Plan 2035 would guide the development of the 5-Year Strategic Business Plan (2027-2032) to be submitted to the Government of BC as part of the renewal of the Municipal and Regional District Tax program, which is a critical source of funding for tourism development and marketing in Richmond.

Key components of the MRDT Application package including the 5-Year Strategic Tourism Business Plan and MRDT Imposition Bylaw will be brought forward to Council for approval, and appropriate approvals will also be sought from the Tourism Richmond and Richmond Hotel Association Boards of Directors.

Upcoming milestones in this process are as follows:

<b>Milestone</b>	<b>Timeline</b>
<i>Current regulation and legal agreements expire</i>	<i>July 1, 2027</i>
Pending Council direction and approval, legal agreements with	Spring/ Summer 2026

Milestone	Timeline
partners negotiated and finalized	
5-Year Strategic Tourism Business Plan finalized	Summer 2026
Accommodation provider signatures/ support by majority confirmed	Summer 2026
Application to Government of BC submitted	September 15, 2026
Provincial Review and Order in Council	October 2026 – June 2027
MRDT renewed	July 1, 2027

**Financial Impact**

None. The development of the Richmond Tourism Master Plan 2035 has been funded through the Municipal and Regional District Tax, in partnership with Tourism Richmond and the Richmond Hotel Association.

Pending Council’s approval of the Tourism Master Plan and direction to prepare the next 5-Year Strategic Business Plan (2027-2032) for the renewal of the Municipal and Regional District Tax program, it is anticipated that some actions proposed could be funded through MRDT revenues.

**Conclusion**

The Richmond Tourism Master 2035 outlines a shared vision and provides a roadmap for the development of tourism in Richmond over the next 10 years. Pending Council endorsement, the Tourism Master Plan would guide the development of the next 5-Year Strategic Business Plan (2027-2032), ensuring that MRDT revenues support the community’s vision for tourism and deliver sustainable and positive economic benefits for those who live, work, and visit Richmond.



Jill Shirey  
 Manager, Economic Development  
 (604-247-4682)

- Att. 1: What We Heard – Phase 2 Report
- 2: Richmond Tourism Master Plan 2035 and Action Plan

## What We Heard – Phase 2 Report

### Engagement Plan

Following Council's endorsement of the Draft Richmond Tourism Master Plan 2035, feedback was sought from the community, businesses, and partners on the draft Plan.

This phase, building on the extensive previous phase of engagement during Spring 2025, focused on confirming whether the draft Plan appropriately reflects community priorities and identifying any changes that may be needed. The engagement gathered feedback on the proposed Destination Vision, the three Strategic Goals, and the eight Strategic Initiatives contained within the draft plan.

The engagement strategy was designed to re-engage partners and the broader Richmond community on the draft Plan and potential implementation considerations.

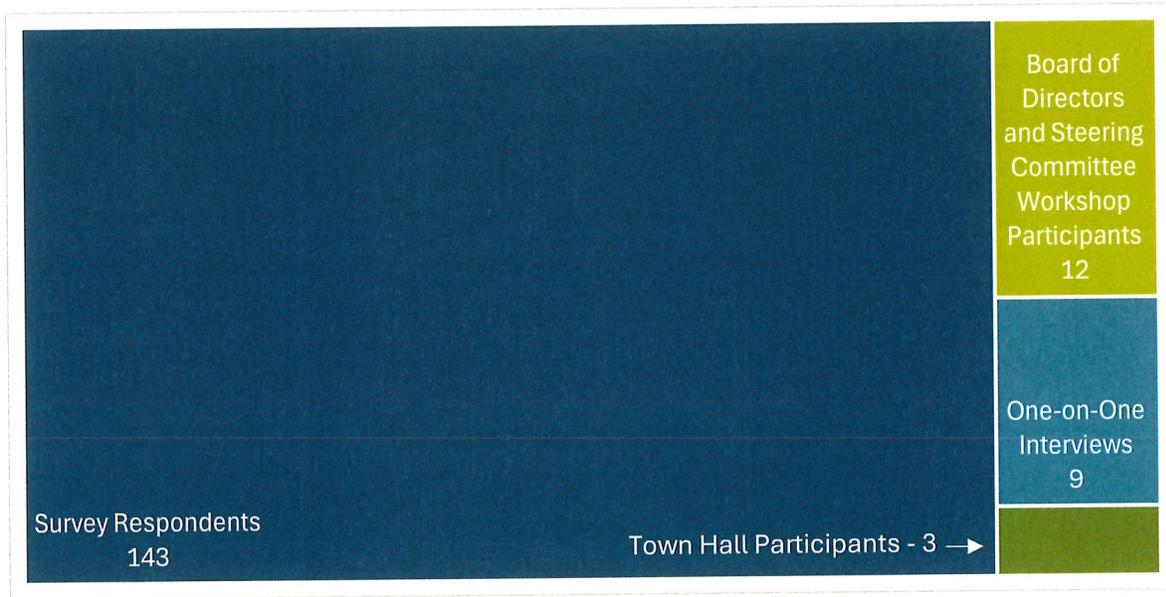
### Objectives of the Engagement

- **Validate the Vision:** Confirm that the proposed Destination Vision resonates with residents, industry partners, and other organizations.
- **Test Strategic Direction:** Gather feedback on the three strategic goals and their corresponding initiatives to ensure these reflect community priorities.
- **Identify Gaps:** Surface any elements the community feels are missing from the draft Plan.
- **Build Implementation Support:** Explore potential future implementation opportunities.
- **Demonstrate Transparency:** Reflect how initial community input has shaped the draft Plan and provide an opportunity for feedback.

### Engagement Profile

Timing	Activity	Audience
January 8 – February 1	Community Survey	General public, industry partners, community organizations
January 8 – January 28	One-to-One Interviews	Tourism industry organizations, attractions, community partners
January 20	Virtual Public Town Hall	General public
January 29	Boards of Directors and Steering Committee Workshop	Tourism Richmond and Richmond Hotel Association Boards of Directors, Tourism Master Plan Steering Committee

In total, 167 residents and partners participated from across Richmond, complemented by over 1,600 reviews of the Richmond Tourism Master Plan 2035 through the Let’s Talk Richmond website.



## Engagement Summary

Richmond residents accounted for 85% of survey respondents, while tourism industry representatives and visitors each comprised 8% (participants could select more than one category). Overall engagement was strong, and feedback was largely positive. When asked about tourism’s role in Richmond’s future, 91% of respondents said tourism will be important to the city’s economic future.

Feedback on the draft destination vision was also strong, with 86% indicating it resonated with them. Each of the three strategic goals received over 80% resonance, and respondents broadly supported the Guiding Principles—particularly “Positively Impact Community.”

Open-ended feedback received to the survey covered several key themes. The most common implementation-related request was for clearer timing and next steps (11%). Transportation management was also noted as a key concern (15% referenced traffic or parking in high-visitation areas). Respondents expressed strong support for positioning Richmond around year-round experiences (28%), cuisine (13%), and culture (11%). In

addition, 15% of commenters emphasized that a multi-purpose conference and event venue should serve both residents and visitors.

Additional themes included strengthening Richmond's regional positioning within Metro Vancouver, increasing collaboration across tourism sectors, and leveraging Richmond's value proposition relative to Vancouver. Respondents also viewed the plan's alignment with existing City of Richmond strategies favourably.

Industry interviews also confirmed strong support for the draft Plan. Feedback was constructive and implementation-focused, reflecting confidence in the direction and readiness to move into action planning. Participants noted the plan was clear, practical, and easy to use, and emphasized the importance of defined phasing (short-, medium-, and long-term), prioritization in the first five years, and clear accountabilities. This is being addressed through the Action Plan included as an appendix to the final Richmond Tourism Master Plan 2035.

The Boards of Directors and Steering Committee workshop further validated the draft Plan and suggested targeted refinements. Overall, participants expressed strong endorsement and a readiness to proceed.

## Key Themes

Feedback during engagement on the draft Plan noted strong support for the plan's strategic direction, with culture and cuisine, sports tourism, and year-round experiences emerging as the most frequently discussed topics. The vast majority of feedback was very positive, with only a few respondents noting concerns. The following themes emerged from the engagement:

### 1. Destination Vision

- Survey comments (50+ mentions) on vision were extremely positive, with the multicultural/culinary positioning as the most frequently mentioned positive element.
- Interviewees described the plan as "solid," "credible," "balanced," and "pragmatic," with the structure and accessibility of the document praised as "easy to use."
- Boards and Steering Committee noted the plan is "clear and easy to follow" and "not flowery," with one participant observing it is the most usable master plan they have worked with.

## **2. Culture and Cuisine**

- Survey respondents (50+ mentions) highlighted cuisine tourism as an advantage, with enthusiasm for Richmond's Asian culinary scene as a unique differentiator in North America.
- Some comments (11 mentions) requested ensuring diverse cultural representation beyond Asian cuisine.
- Interviewees identified Chinese cuisine as Richmond's primary differentiator, with Lunar New Year described as a "gem in the rough" with significant untapped potential. The Highway to Heaven was also raised as a strength to drawing visitors to Richmond.
- Boards and Steering Committee discussion emphasized defining Richmond's unique role.

## **3. Sport Tourism**

- Survey responses (50+ mentions) highlighted the value of leveraging Richmond's facilities; others questioned whether sports should be central to Richmond's tourism identity or balanced with other pillars.
- Interviewees observed that the Richmond Olympic Oval is strong on sport tourism and could better connect with visitors to Richmond, noting an opportunity to combine sports hosting with leisure travel experiences.
- Boards and Steering Committee expressed support for "positioning Richmond as a sports and events destination" and celebrating existing venues.

## **4. Year-Round Experiences**

- Survey respondents (45 mentions) noted that Richmond is currently "summer heavy for events" and expressed strong support for year-round programming that would benefit businesses, destinations, and workers across all seasons.
- Interviewees highlighted that heritage sites are already collaborating on initiatives like Winter in the Village in Steveston and noted the importance of increasing year-round programming.
- Boards and Steering Committee expressed the importance of private-sector investment in festivals and events, in addition to public-sector investment.

## 5. Multi-Purpose Conference and Event Venue

- Some survey comments (29 mentions) expressed support for a venue positioned near the airport.
- 20 respondents noted that such a facility must serve a demonstrated need, including community and cultural uses.
- Boards and Steering Committee noted that a feasibility study is a critical next step in consideration of a possible multi-purpose conference and event venue.
- Boards and Steering Committee also highlighted the importance of other infrastructure, including waterfront development.

## 6. Implementation and Actions

- Survey comments (16 mentions) mentioned interest in seeing concrete direction, including an action plan with specific projects and timelines.
- Interviewees emphasized the need for "clear phasing of the body of work" across short, medium, and long-term horizons.
- Boards and Steering Committee members expressed consensus on the need for an implementation plan that prioritizes "what is important within first 5 years".

## 7. Indigenous Tourism

- Some survey respondents (8 mentions) identified an opportunity to better showcase Indigenous history and culture within Richmond's tourism offerings.
- Interest was expressed in partnerships with First Nations and the development of experiences that celebrate the area's Indigenous heritage.
- Interviewees observed that current Indigenous content feels "aspirational rather than concrete," suggested the importance for future engagement pathways to be more specific.

## Recommendations

Overall, the Richmond Tourism Master Plan 2035 received strong support during the January-February 2026 community engagement. The feedback from the community survey, interest-holder interviews, virtual Town Hall, and the workshop held with the Tourism Richmond and Richmond Hotel Association boards along with the Steering Committee, was very positive, with respondents describing the plan as "pragmatic," "achievable," and

"clear and easy to follow." One industry leader said, "This is the most usable master plan I have worked with."

The feedback provided various suggestions to keep in mind as next steps are considered:

### **Recommendation 1: Richmond Tourism Master Plan 2035 Development**

It is recommended that the draft Richmond Tourism Master Plan 2035 is finalized with only minor adjustments, based on feedback received from the January-February 2026 community engagement phase. These adjustments include:

- a) Adding reference to the importance of private-sector investment in festivals and events.
- b) Reordering the strategic initiatives in the tourism infrastructure goal from broader opportunities including waterfront development to the more specific multi-purpose conference and event venue opportunity.
- c) Including Highway to Heaven as an asset in the SWOT analysis.

### **Recommendation 2: Action Plan Development**

The inclusion of an action plan had always been contemplated, which was strongly reinforced by both industry and residents during the engagement.

Therefore, it is recommended an action plan accompanies the final Richmond Tourism Master Plan. The purpose of the action plan is to present key elements of the Tourism Master Plan in an easy-to-read format including potential timelines and early work underway.

## Appendix

### City of Richmond News Release

January 8, 2026

Richmond, BC — From world-class cuisine and cultural festivals to major sporting events and waterfront destinations, tourism plays a vital role in shaping Richmond’s sense of place, identity and economy. Building on this foundation, the City of Richmond is inviting the community to review and provide feedback on the Draft Richmond Tourism Master Plan 2035—a shared 10-year vision that will guide tourism in Richmond over the next decade.

“Tourism is one of Richmond’s greatest strengths, connecting people to our city while supporting local jobs and community life,” said Mayor Malcolm Brodie. “This draft plan reflects extensive input from residents, visitors, industry partners, and other stakeholders in 2025. We are now seeking broader community feedback to help ensure tourism continues to deliver positive social, cultural, and environmental benefits for Richmond in the years ahead.”

#### How to participate

- Visit [LetsTalkRichmond.ca](https://LetsTalkRichmond.ca) to learn more and complete the online survey. The survey deadline is 11:59pm, on Sunday, February 1.
- Join the Virtual Town Hall meeting at 7:00pm on Tuesday, January 20, via Microsoft Teams (visit [LetsTalkRichmond.ca](https://LetsTalkRichmond.ca) for more information and the link).

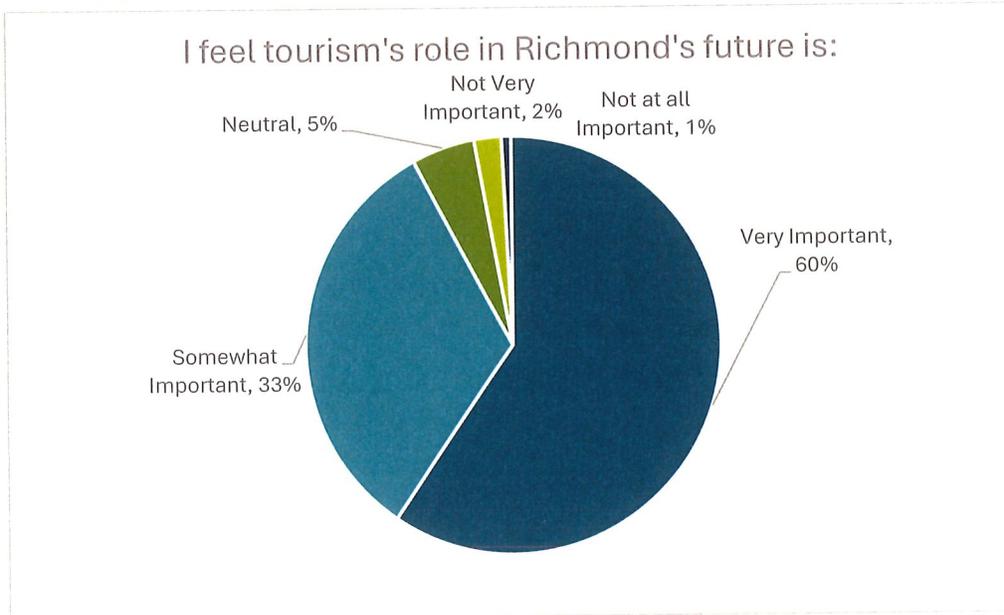
The draft plan outlines key goals and initiatives that align tourism with economic development and community well-being, supporting Richmond’s long-term livability and local character.

“Richmond’s tourism sector thrives when the community has a voice,” said Nancy Small, Chief Executive Officer, Tourism Richmond. “We encourage residents, visitors, tourism businesses and industry partners to provide feedback by February 1 so the plan reflects both community priorities and the city’s full tourism potential.”

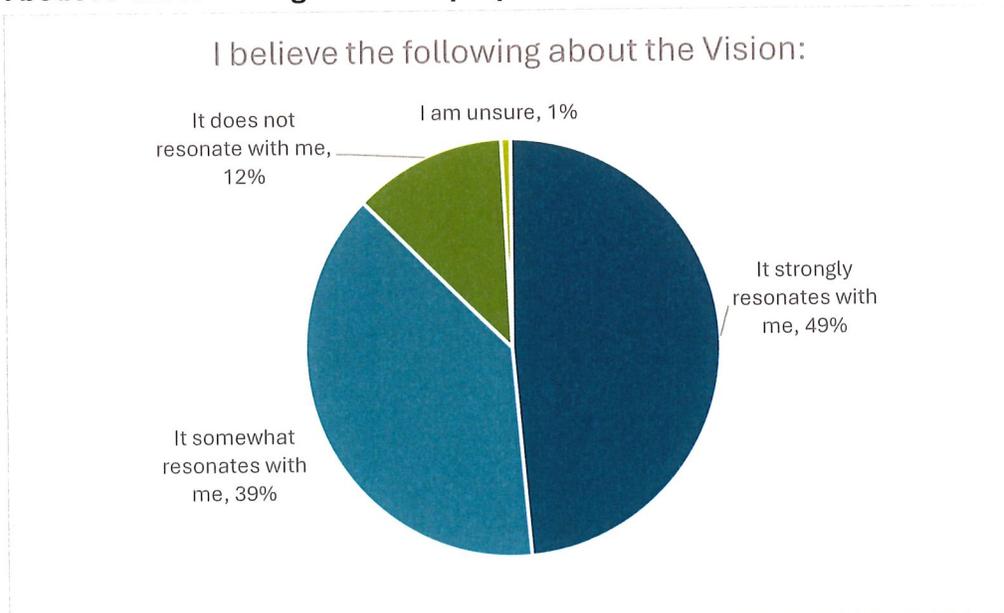
The draft plan has been jointly developed by the City of Richmond, Tourism Richmond and the Richmond Hotel Association, with extensive input from industry representatives, community members and other interest holders. Feedback received will help inform final refinements before the plan is presented to Council for consideration. The plan and participation details are available at [LetsTalkRichmond.ca](https://LetsTalkRichmond.ca).

## Survey Results

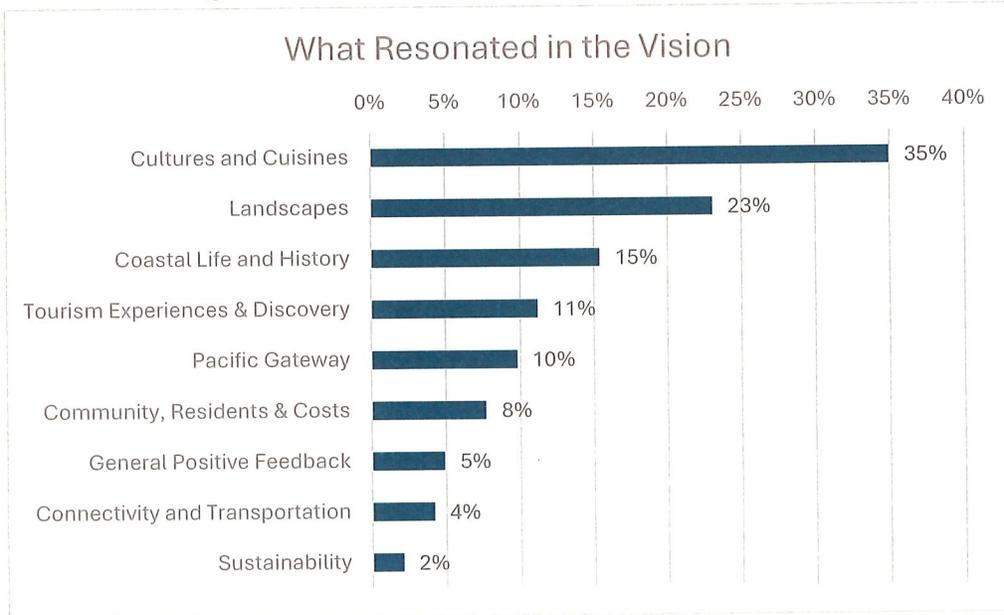
### I feel tourism's role in Richmond's future is:



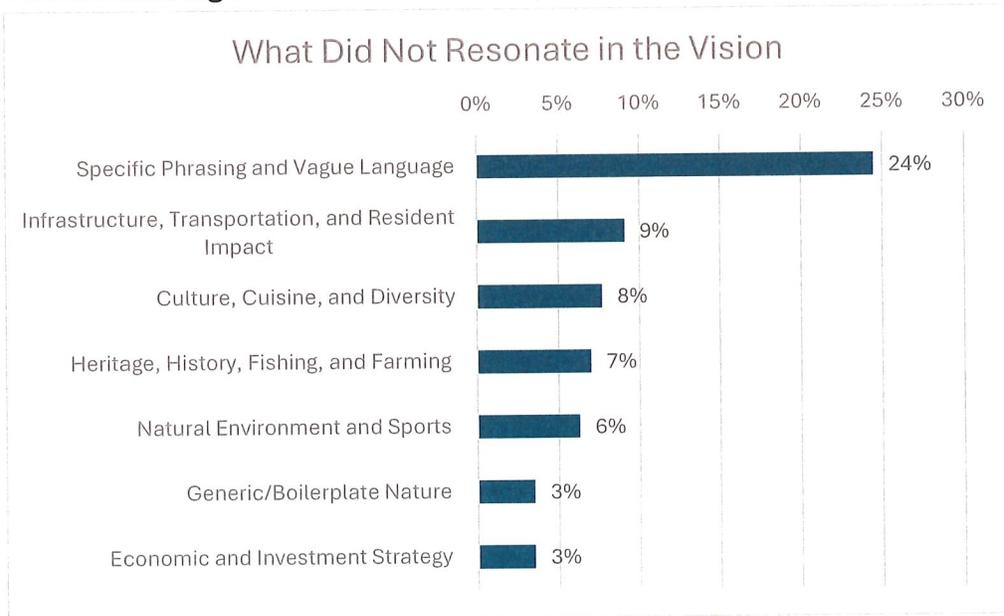
### I believe the following about the proposed Destination Vision:



**When reviewing the Destination Vision, what DID resonate with you?**



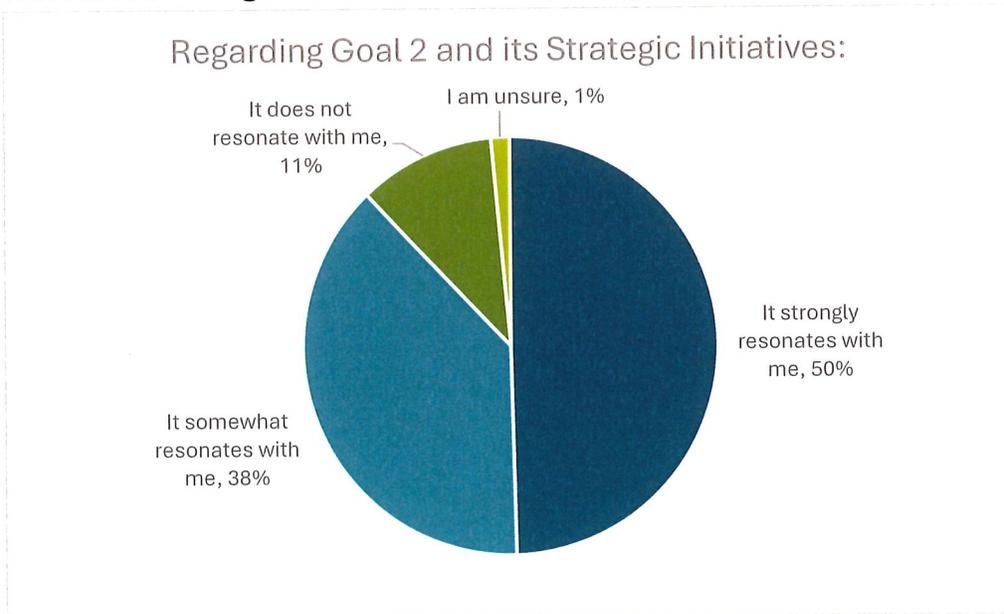
**When reviewing the Destination Vision, what DID NOT resonate with you?**



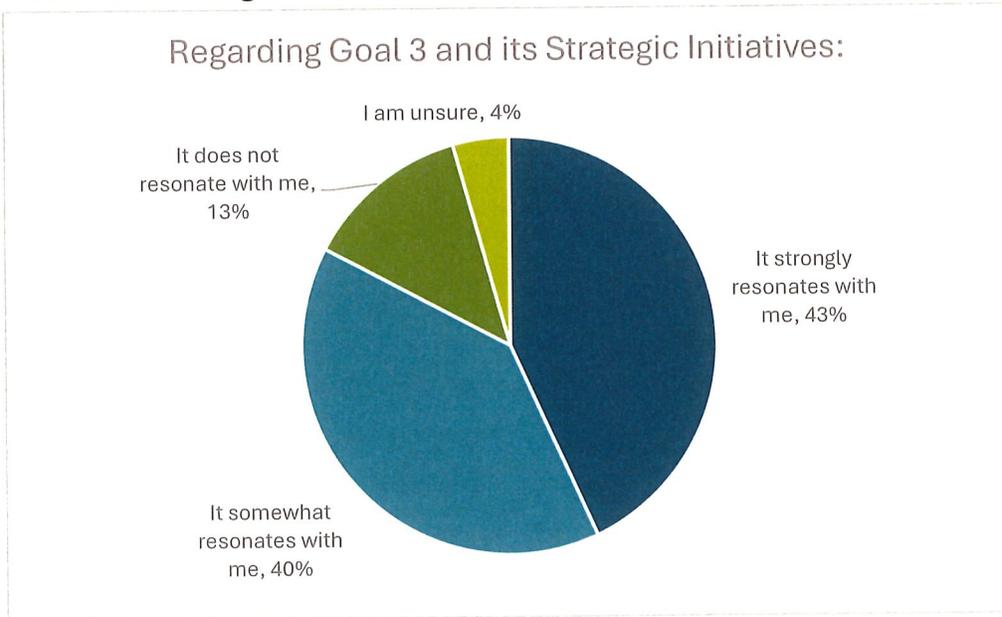
**I feel the following about Goal 1 and its Strategic Initiatives:**



**I feel the following about Goal 2 and its Strategic Initiatives:**

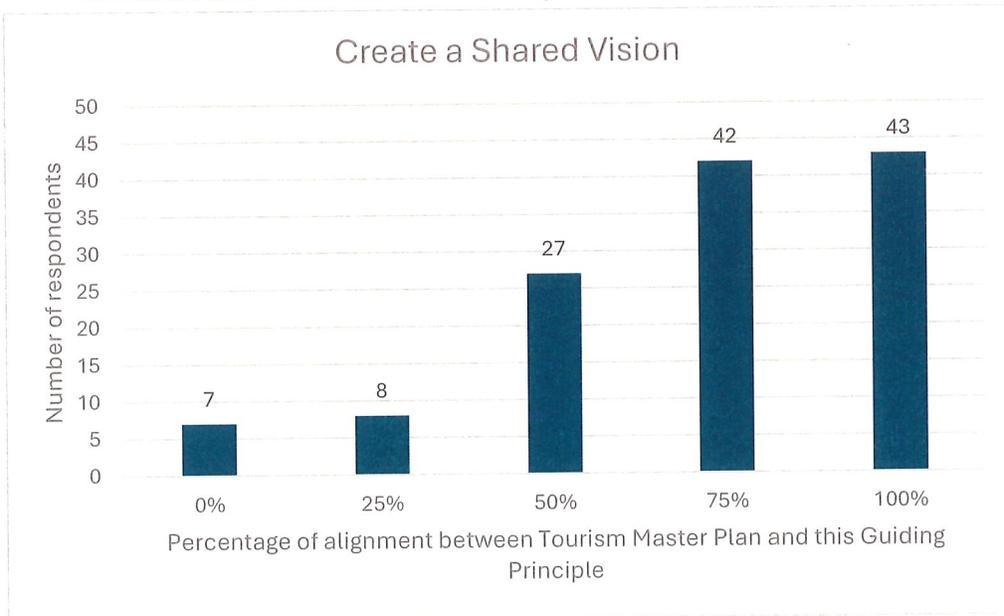


**I feel the following about Goal 3 and its Strategic Initiatives:**

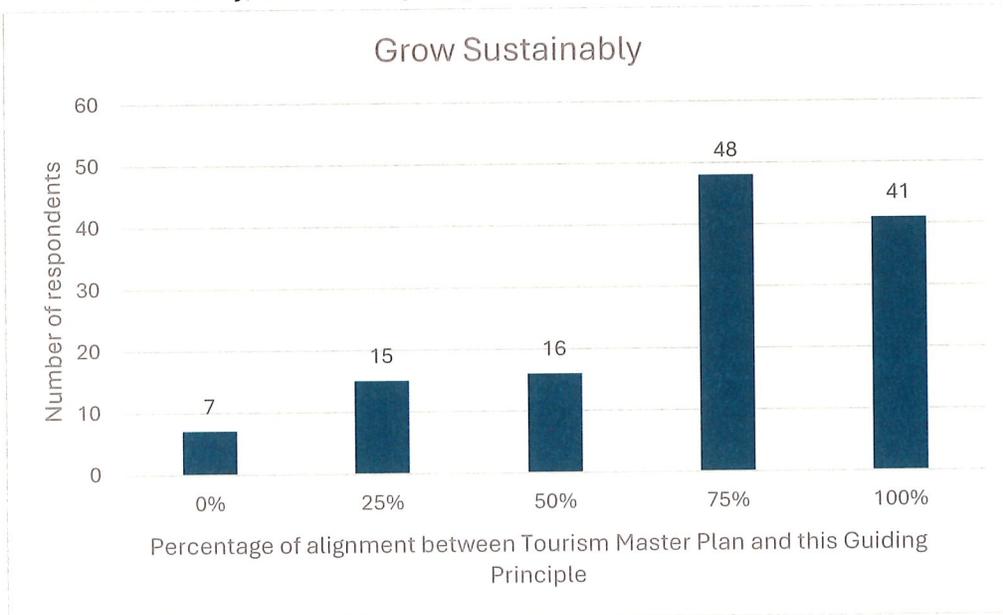


**How aligned do you feel the Draft Tourism Master Plan is with each of the following Guiding Principles? (on a scale from 0% aligned to 100% aligned)**

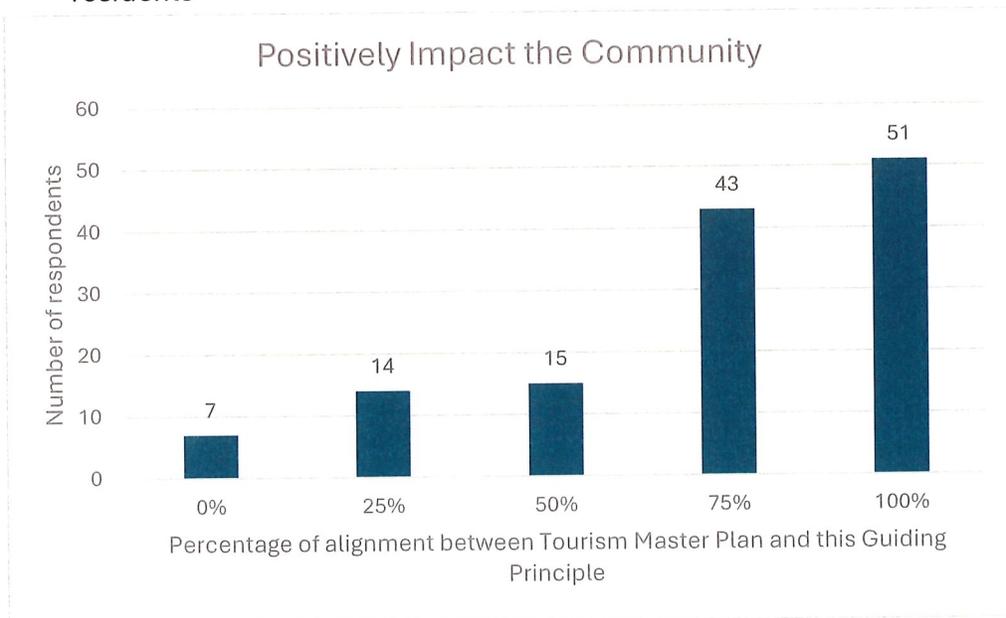
*Create a Shared Vision — The plan reflects community input and establishes a vision that resonates with residents and industry*



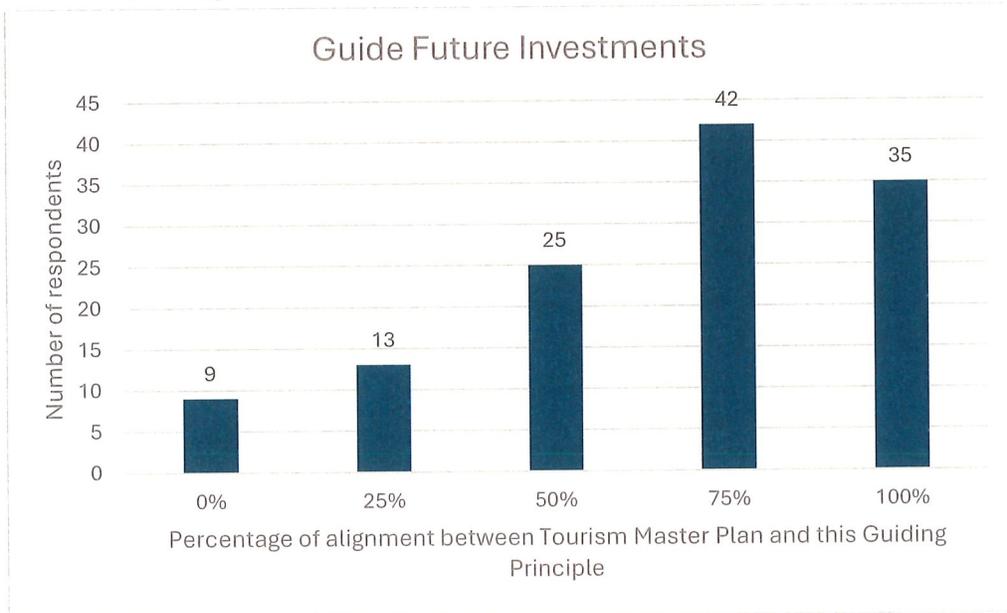
*Grow Sustainably — The plan supports tourism growth that is environmentally, economically, and socially responsible*



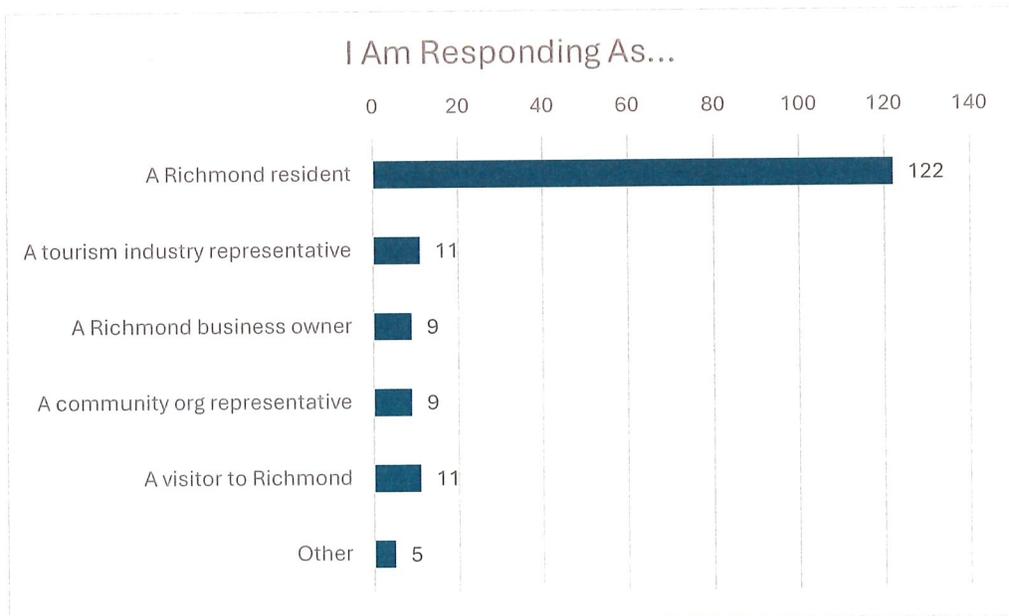
*Positively Impact the Community — The plan ensures tourism benefits both visitors and residents*



*Guide Future Investments — The plan provides clear direction for tourism infrastructure and development decisions*



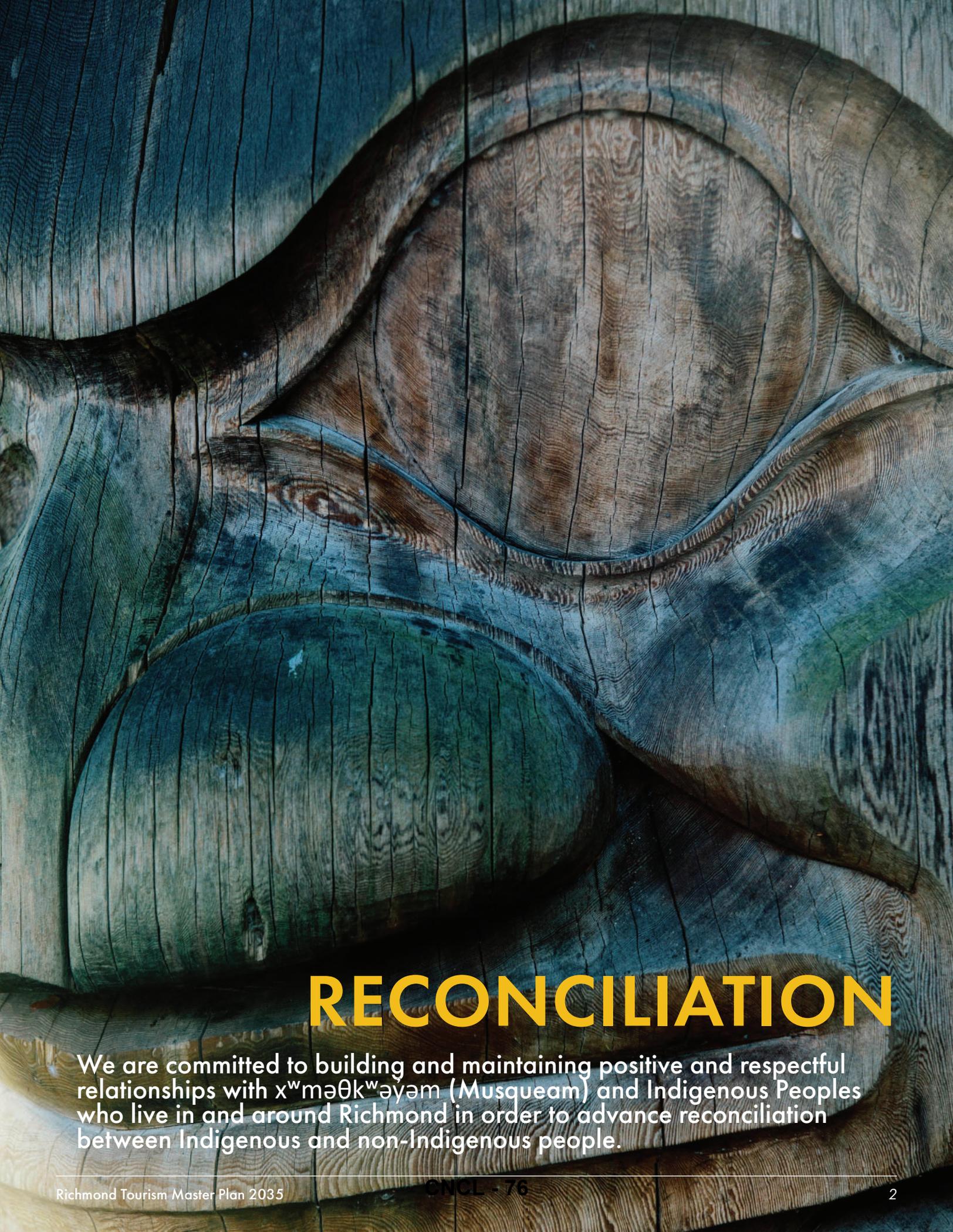
**I am responding as: (select all that apply)**



# RICHMOND

## TOURISM MASTER PLAN 2035





# RECONCILIATION

We are committed to building and maintaining positive and respectful relationships with x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam) and Indigenous Peoples who live in and around Richmond in order to advance reconciliation between Indigenous and non-Indigenous people.

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# EXECUTIVE SUMMARY

The Richmond Tourism Master Plan 2035 sets the stage for Richmond’s continued evolution as a dynamic Pacific gateway and a must-visit destination. Developed through wide-spread consultation with residents, industry partners, and interest holders, the plan’s shared vision and collaborative strategies guide sustainable growth, positive community impacts, and future investments.

The plan’s foundation rests on contributions from more than 750 residents and partners, whose feedback was gathered through surveys, interviews, focus groups, workshops, pop-up events, and digital platforms. Community input elevated priorities such as showcasing Richmond’s reputation for culinary excellence, celebrating its multicultural identity, leveraging its gateway status, exploring the potential for nature-based agritourism, and building on a strong foundation of sport hosting. It also highlighted the importance of affordability, accessibility, infrastructure, transportation, and sustainability to the community and the resulting impacts on the tourism industry. Respondents to the engagement strongly emphasized the desire for new experiences, improved connectivity, and deeper integration of multicultural tourism offerings.

The plan truly reflects local aspirations for Richmond to be a must-visit destination by 2035, celebrated for its cultural richness, vibrant community life and connectivity.

### **Tourism in Richmond 2035: Destination Vision**

*Richmond is a dynamic Pacific gateway and a destination to be discovered.*

*We proudly share Richmond’s blend of cultures and cuisines; the mix of urban, cultivated and natural landscapes; and our rhythm of coastal life across time.*

The plan proposes three strategic goals to realize this vision by 2035:

#### **1. Enhance Connectivity and Accessibility**

Create a seamlessly connected destination that prioritizes multi-modal, accessible and sustainable transportation options enhanced through technology and barrier-free access to attractions and experiences for visitors and residents of all ages and abilities.

#### **2. Elevate and Diversify Visitor Experiences**

Develop Richmond into a vibrant year-round tourism hub, providing a wide array of immersive activities that encourage extended visitation and create community pride.

#### **3. Advance Tourism Infrastructure Development**

Encourage the development of top-tier tourism infrastructure, gathering spaces and landmark attractions that position Richmond as a vibrant, must-visit destination in every season.

The Richmond Tourism Master Plan 2035 sets a confident course for long-term, sustainable, and inclusive growth, ensuring the city’s tourism sector is responsive to community needs while being resilient. Success will be driven by ongoing collaboration between the City and industry and progress will be monitored to ensure the benefits of tourism are widely shared and aligned with Richmond’s evolving aspirations.





# 1.0 WHY THIS PLAN MATTERS AND — WHY NOW

Richmond is a city defined by exceptional quality of life, premium amenities, and cultural experiences that reflect its unique cultural heritage, diversity, and deep connection to the natural environment.

Once seen as being in Vancouver’s shadow, Richmond has emerged as a place with a compelling story of connection, diversity, and opportunity. Visitors are drawn to the deep cultural heritage and charm of Steveston Village, the thrill of whale watching, the vibrancy of festivals, sport, and business events, the city’s unique blend of nature and urban life, the energy of shopping districts, and the richness of local cuisine.

The development of Richmond’s Tourism Master Plan 2035 comes at a pivotal moment. Past investments and partnerships have created the conditions for developing a resilient, well-prepared sector through a comprehensive plan. Tourism partners have an opportunity to build on Richmond’s momentum, past strategic efforts, and align around a shared vision and a long-term direction.

Many communities - including some mentioned in this plan - are actively and aggressively implementing strategies to stand out as destinations of choice. Richmond should look forward and prepare to face these growing competitive challenges.

Richmond is a place where tourism helps fuel prosperity, celebrates cultural diversity, and strengthens community life. Tourism acts as both an economic driver and a community builder.

By guiding sustainable growth and targeted investment, developing this 10-year Tourism Master Plan right now will align with other City of Richmond future-focused plans and strategies; and will ensure that in the long-term Richmond enhances its global reputation as a place to visit while contributing to a vibrant, resilient, and connected community



## 1.1 GUIDING PRINCIPLES



Four guiding principles were established as the foundation for developing the Tourism Master Plan, with each principle deeply integrated into the research, industry engagement, and creation of the strategic framework.

- **Create a shared vision.** Through the process of developing the Tourism Master Plan, extensive community and industry consultation will enable a greater understanding of multiple perspectives with the aim that the final Plan reflects a shared vision to guide activities to enhance Richmond as a tourist destination
- **Grow sustainably.** The Tourism Master Plan will guide future growth of the tourism sector in Richmond and will identify opportunities to grow the visitor economy sustainably over the long-term, building resilience to address shorter-term impacts. The lens of social, cultural, economic, and environmental sustainability will seek to provide long-term opportunities for the greatest breadth of residents and communities possible.
- **Positively impact the community.** In considering future growth of the sector, the Tourism Master Plan will be guided by a focus on approaches and actions that positively impact the broader Richmond community.
- **Guide future investments.** The Tourism Master Plan will help provide direction for future public and private investments related to tourism in Richmond over the longer term. This includes guiding future MRDT applications, investments, and associated activities undertaken by the City and its partners to support growth and development of the tourism sector in Richmond.

These guiding principles shaped every stage of the Tourism Master Plan's development through comprehensive consultations with community members and industry, resulting in a vision that positions Richmond for inclusive, resilient, and sustainable tourism growth that will foster positive outcomes for the broader community.



# 2.0 UNDERSTANDING OUR STARTING POINT

A defining advantage for Richmond is the deep collaboration among key partners — the City of Richmond, Tourism Richmond, the Richmond Hotel Association, and the broader tourism industry. Together, they share a unified purpose of developing and promoting Richmond as a vibrant, welcoming, and world-class destination.

This strong partnership has been a demonstrated success. Over the past several years, Tourism Richmond’s destination marketing initiatives — supported through the Municipal and Regional District Tax (MRDT) program and the collaborative investment of local partners — have showcased the city’s unique character and culture, and culinary richness on a global stage.

Flagship initiatives such as the world-famous Dumpling Trail, Pacific Authentic Richmond BC brand campaign, the Steveston Spot Prawn and Seafood Celebration, inception of the BC Bird Watching Trail, promotion of Richmond’s rich heritage assets, sport tourism that creates community and leaves a strong legacy, business events attraction, seasonal culinary promotions, creation of alternate

community transportation options such as the Discovery Shuttle, and much more have all been successful because of this coordinated approach.

Each initiative has leveraged the strengths of the partners: Tourism Richmond’s marketing expertise and commitment to visitation, the Richmond Hotel Association’s objective of driving positive economic impact, and the City’s alignment with community development goals. This partnership model not only amplifies Richmond’s brand but also ensures that marketing investments deliver shared benefits — enhancing local pride, supporting the visitor economy, and reinforcing Richmond’s position as a must-visit destination in British Columbia.

The strong collaboration among the partners creates momentum for effectively implementing strategies that will elevate and evolve Richmond’s standing as a place to visit. These destination enhancement strategies are the primary focus of the Richmond Tourism Master Plan 2035.



## 2.1 STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS (SWOT)

A comprehensive SWOT analysis was undertaken to assess the city's current tourism landscape. This evaluation examines Richmond's existing attractions and supporting infrastructure; alongside the challenges and opportunities that will shape future growth. The analysis provides an evidence-based understanding of Richmond's strengths as a gateway destination, its gaps, and the external forces influencing its competitiveness.

### Strengths

- **Gateway Location & Connectivity**
  - Home to Vancouver International Airport (YVR), one of North America's leading airports, positioning Richmond as an international gateway and convenient stopover destination.
  - Strong regional and international connectivity via Canada Line rapid transit, major highways, proximity to the US border, and Tsawwassen Ferry Terminal.
- **Distinctive Attractions**
  - Steveston Village serves as the city's premier tourism anchor, blending heritage, arts, and waterfront charm
  - A diverse range of complementary attractions including the Richmond Olympic Oval, Night Market, McArthurGlen Designer Outlet, River Rock Casino, and wineries.
- **Authentic Culinary Scene**
  - Renowned as a culinary destination, particularly for its exceptional and diverse Asian cuisine, which attracts both local and international food travellers.
- **Hotels**
  - Richmond hosts twenty-five hotels and approximately 5,000 rooms, representing 19% of Metropolitan Vancouver's hotel room stock. The city can offer both capacity and diversity of lodging options for leisure travellers, sport events, and business travel.
- **Outdoor and Active Offerings**
  - Richmond has an extensive network of trails, parks, dykes, and cycling paths (345 km) support sustainable and healthy tourism experiences.

### Cultural and Heritage Experiences

- Richmond boasts two National Historic Sites (Britannia Shipyards and Gulf of Georgia Cannery); and an excellent network of additional cultural/spiritual experiences including the 'Highway to Heaven' corridor.

### Significant Economic Impact

- Visitor economy generates \$3.2B in direct visitor spending and \$4.5B in total economic impact, supporting 18,700+ jobs.

### Weaknesses

#### Limited Demand Generating Attractions

- While Richmond has strong experience enhancers, there is a shortage of large-scale, signature attractions or must-see icons that independently draw overnight visitors (demand-generating attractions).

#### Seasonal Fluctuations

- Hotel performance and visitation are seasonal, with some demand dips in winter months resulting in a dependence on summer travel peaks.

#### Connectivity Gaps

- Certain neighbourhoods and tourism zones lack seamless connectivity by transit or pedestrian infrastructure, limiting visitor mobility and dispersal.

#### Perception as a Gateway Only vs. a Destination that Stands on its Own Merits

- Many visitors view Richmond primarily as an airport or layover city rather than a full tourism destination for multi-day stays.

#### Event and Meeting Space Constraints

- Current multi-purpose event space is limited in its capacity to host conferences and events.



## Opportunities

- **Development of New Demand Generators**
  - Invest in gathering spaces, landmark attractions or immersive experiences that anchor Richmond's tourism identity (e.g., cultural or waterfront precincts, conference and event venues, or signature festivals).
  - New attractions also could convert Richmond's day trippers (whether from Metro Vancouver or those visiting and staying in Vancouver) to overnighters.
- **Regenerative Tourism & Community Integration**
  - Build on regenerative tourism principles to enhance local quality of life, sustainability, and authentic visitor engagement.
- **Enhanced Connectivity Initiatives**
  - Expand programs like the Discovery Shuttle, Steveston Bike Valet, and Community Wayfinding Strategy, and integrate with active transportation routes to strengthen movement between attractions and amenities.
- **Culinary Tourism Expansion**
  - Build on already established food trails, create cooking tours, dining districts or culinary events that leverage Richmond's globally recognized food scene.
- **Agri-tourism**
  - Diverse farm-based experiences, seasonal agricultural-themed events, and farmers markets offer the chance to attract visitors seeking authentic, local adventures by highlighting a key asset of Richmond.
- **Leveraging Technology & Data**
  - Utilize the latest digital tools, AI-driven visitor intelligence, and smart mobility solutions to improve trip planning, visitor flow, and sustainability outcomes.

## • Destination Development for Shoulder Seasons

- Design targeted experiences and events to balance visitation across all seasons, reducing reliance on summer peaks.
- Leverage current infrastructure to attract more events aligning with Richmond's sports assets and Sport Hosting Strategy.

## Threats

- **Competitive Regional Landscape**
  - In addition to destinations further afield, Richmond faces strong competition from nearby Vancouver, Burnaby, and other Metro destinations with iconic attractions, venues, and wider marketing reach.
- **Transportation and Infrastructure Strain**
  - Increased visitation could put pressure on roads, parking, and transit capacity, particularly around Steveston and waterfront areas – resulting in community and resident backlash.
- **Economic Uncertainty**
  - Global or national economic downturns, trade disputes, exchange rate fluctuations, or airline disruptions could impact travel demand.
- **Environmental Risks**
  - Sea level rise, flooding, and extreme weather events pose long-term risks to waterfront infrastructure and outdoor recreation areas.
- **Labour and Housing Constraints**
  - Ongoing labour shortages and housing affordability issues may affect tourism workforce sustainability.

## 2.2 MARKET PROFILE

According to the latest visitor data from Environics, Richmond's largest share of visitors is from Canada - particularly BC and Alberta - and the United States, notably Washington and California. Outside North America, Richmond attracts the most international visitors from mainland China and Hong Kong, South Korea, Mexico, the United Kingdom, and Germany.

Richmond has three key market segments: Leisure, Business Events, and Sport Tourism:

### 2.2.1 Leisure

Leisure visitors to Richmond are seeking meaningful, authentic, and rich cultural experiences. They are curious explorers who go beyond the well-known areas to engage deeply with the places they visit, appreciating local foods, stories, traditions, and communities.

### 2.2.2 Business Events

Business travellers are drawn by Richmond's strategic location as the home of Vancouver International Airport, modern accommodation, excellent meeting facilities, and convenient transit connections. Conference and corporate meeting organizers are often drawn to Richmond for sector-specific reasons, such as the city's reputation in agrifoods and aviation.

### 2.2.3 Sport Tourism

Richmond's location and excellent legacy of hosting sporting competitions and sport-related events (participants and their families, officials, and spectators) make it a top location to optimize sport tourism. This legacy includes community, provincial, national and international competitions and events that drive visitation throughout the year.





## 2.3 INSIGHTS FROM OTHER DESTINATIONS

The cities listed below have been highlighted as relevant examples of collaborative destination development partnerships. As discussed earlier, Richmond has a strong foundation to build from with how well the City and industry have worked together over the years. Now as Richmond looks to further enhance tourism through destination development strategies, it is helpful to review the experience from other communities.

The cities in this section have an excellent dynamic in terms of how industry, government, and residents come together

to manage and develop tourism in their community. Key attributes include: a broad base of communication and outreach between businesses, government, and residents; a strategic focus in terms of stimulating and building and managing visitor demand; and ongoing key performance metrics to evaluate performance and success.

The Appendices provides additional information on these destinations' approaches and successes and the positive impact tourism makes on their communities.



### 2.3.1 Victoria, British Columbia

**Why look at Victoria?** Victoria has a mature tourism market that has successfully positioned itself as a premier destination through its unique heritage assets, natural beauty, and vibrant visitor experiences while placing a strong focus on sustainable development principles. The relevance to Richmond is multifaceted, particularly the coastal positioning and that both destinations serve as gateways: Victoria is a gateway to Vancouver Island and Pacific Ocean experiences.



### 2.3.2 Surrey, British Columbia

**Why look at Surrey?** Like Richmond, Surrey has significant cultural diversity, strategic geographic positioning within Metro Vancouver, sport hosting, and unique culinary offerings. Surrey is working hard to establish a distinct identity from Vancouver's strong tourism presence.



### 2.3.4 Seattle, Washington

**Why look at Seattle?** Seattle serves as an economic and cultural hub of the Pacific Northwest region, focusing on sustainable tourism practices, diverse cultural offerings, and iconic attractions.

Seattle Southside (SeaTac, Tukwila and Des Moines) offers a mix of international cuisine, family-friendly attractions, scenic waterfronts, and easy access to SEATAC Airport. Tourism partners collaborate to build bundled destination experiences and use “micro adventures to appeal to both residents and visitors. Sport bodies (e.g. Starfire Sports Complex with 54 acres of soccer facilities) and business meeting industry groups also partner to leverage proximity to the airport, transport infrastructure, and a diverse lodging supply to generate visitation.



### 2.3.3 Mississauga, Ontario

**Why look at Mississauga?** Mississauga's relevance to Richmond lies in their similar positioning as home to international airports with diverse, multicultural municipalities adjacent to major tourism draws (Toronto and Vancouver). Mississauga is planning to leverage this position by investing in a multi-purpose hub for the arts, culture, tourism, business and events.



### 2.3.5 Brooklyn, New York

**Why look at Brooklyn?** Brooklyn has carved out a distinct identity from Manhattan by inviting visitors to “Brooklyn Like a New Yorker,” emphasizing lived-in neighborhoods, independent businesses, and community arts rather than iconic, high-density tourist districts. The borough’s draw combines Dumbo’s skyline-facing waterfront, robust cultural institutions, and culinary tours rooted in long-standing immigrant communities, offering a complementary, less commercialized urban experience to Manhattan’s marquee attractions.

## 2.4 TOURISM INDUSTRY TRENDS

This Tourism Master Plan draws on international and local research, insights from other communities, and emerging tourism trends, all of which inform Richmond’s approach. These also have a bearing on existing and potential market demand, which in turn shape the strategies for building and improving what is needed to attract visitors. They are relevant in terms of the means to connect with potential visitors and groups, the types of experiences sought out by visitors to a destination, and the need for alignment with the qualities and values that are also important to residents.

### 2.4.1 Global Travel Trends

- **Strong Growth:** The industry’s resilience and growth (especially in relation to current and previous shocks such as the global pandemic and climate change) is a testament to the global demand for travel experiences and the importance of tourism to the world economy.<sup>1</sup>
- **Focus on Experiences:** Travellers increasingly value meaningful experiences, personal growth, and cultural connection over traditional sightseeing.<sup>2</sup> Wellness pursuits and engaging in purposeful outdoor activities are becoming increasingly popular.
- **Travel friendly tech:** 80% of Millennials and Gen Z surveyed like the fast convenience of using travel planning apps or social media to help them plan their travel journey.<sup>3</sup>
- **Sustainability:** Eco-conscious travellers seek destinations that are environmentally responsible. Travellers are drawn to destinations that protect the environment and support local communities.<sup>4</sup>
- **JOMO (Joy of Missing Out):** In contrast to the fear of missing out (FOMO), there is increasing interest in JOMO travel. This trend focuses on disconnecting from the hustle and bustle of everyday life and embracing relaxation in environments where the visitor can unwind and recharge without the pressure of constant connectivity or social media updates.<sup>5</sup>
- **Detour Destinations:** These are lesser-known locations that offer unique experiences away from overcrowded tourist hotspots. Travellers are increasingly seeking authentic, less-explored places that provide a fresh perspective on popular regions. Big Sur might be a detour for San Francisco, Cobourg for Toronto, and Green Bay for Chicago.



# 80%

of Millennials and Gen Z like the fast convenience of using travel planning apps or social media to help plan their travel journey

<sup>1</sup> [Travel & Tourism Economic Impact Research \(EIR\)](#)

<sup>2</sup> [Travel Hospitality Industry Outlook](#)

<sup>3</sup> [Global Travel Trends](#)

<sup>4</sup> [10 Sustainable Travel Trends Driving The Future of Tourism](#)

<sup>5</sup> [2025 Travel Trends: What’s Shaping The Future Of Travel In The New Year - Travel Noire](#)



## 2.4.2 Trends in Business Travel and Meetings

- **Diverse Destinations:** Demand is growing for secondary cities and unique venues beyond traditional hubs.<sup>6</sup>
- **Rise of AI:** Advanced artificial intelligence systems increasingly support business travellers by autonomously handling complex travel tasks, providing personalized experiences that enhance convenience and efficiency.<sup>7</sup>
- **Bleisure Travel Growth:** The blending of business and leisure travel is more popular, especially among younger professionals. This trend allows employees to extend their business trips for leisure activities, maximizing their time away and enhancing overall travel satisfaction.<sup>8</sup>
- **Sustainability Focus:** There is a growing emphasis on sustainable travel options, with travellers opting for carbon offset flights. Companies are increasingly aware of their environmental impact and are seeking to implement sustainable practices in their travel policies.<sup>9</sup>



<sup>6</sup> [Top Trends, Predictions, Meetings and Events 2025](#)

<sup>7</sup> [Business Travel Trends 2025](#)

<sup>8</sup> [9 Business Travel Trends to Watch in 2025 | Cvent Blog](#)

<sup>9</sup> [2025 Deloitte Corporate Travel Study | Deloitte Insights](#)



### 2.4.3 Trends in Sport Tourism

- **Women's Sports Growth:** The growing appeal and engagement in women's sports are driving a shift in sport tourism, with a significant portion of sports fans planning to travel to see women's sports events.<sup>10</sup> Women's sports are experiencing rapid growth, with 2024 global revenue reaching \$1.88 billion. This growth is driven by increased visibility, strategic investments, and a rising number of female fans.<sup>11</sup>
- **Sustainability and ESG (Environmental, Social, Governance):** Host cities are under increasing pressure to incorporate sustainability in their sports events. This includes green infrastructure, minimizing environmental footprints, and legacy planning to ensure long-term value (e.g., reusing venues, generating return on infrastructure).
- **Increased Hosting /Event Costs and Capacity Constraints:** Increased event costs are putting immense pressure on sport organizations – at the community, provincial and national level. These higher costs are coupled with human resource capacity constraints within the organizations – who are challenged with attracting both staff and volunteers to host new events or host/grow existing events.

<sup>10</sup> [Women's sports are booming. Why now? | CBC Sports](#)

<sup>11</sup> [Forbes Search](#)

<sup>12</sup> [DestinationNext 2025 Futures Study: 2025](#)

### 2.4.4 Evolving Priorities for Destinations

The 2025 Destinations International DestinationNEXT Futures Study (a global research study) highlighted several trends that are influencing destination development and management strategies:<sup>12</sup>

- Generative AI and evolving traveller behaviour is transforming destination marketing, pushing organizations to adopt more authentic, data informed, and personalized strategies.
- The industry is redefining success, with key performance indicators increasingly focused on social impact, including resident sentiment, community benefit, environmental sustainability, and a welcoming environment rather than just visitation or spend.
- Greater industry, community, and government alignment is driving destination competitiveness and brand.
- Communities expect to be more engaged in destination, product and experience development for locals and visitors.
- Destination organizations are increasingly developing strategic alliances across multiple economic sectors to leverage resources.

Additionally, as Canada's population ages and more people live with disabilities – in 2022, 27% of Canadians aged 15 and older reported having at least one disability – highlights the need for more inclusive tourism experiences. With new and evolving legislation, including in the Province of BC, visitor locations will have to adapt to be prepared for changing customer needs.



# 3.0 LISTENING TO OUR COMMUNITY

**Community engagement** is a cornerstone of successful tourism master planning because it ensures that tourism development aligns with the values, needs, and aspirations of the people who live in the destination. The engagement process in Richmond was robust and incorporated a diverse number of tactics to elicit feedback and insights from residents and interest holders.

## 3.1 COMMUNITY FEEDBACK

### 3.1.1 Phase 1 Engagement

More than 750 residents and partners across Richmond were engaged from January to May 2025, including individuals representing 47 organizations. Outreach included online surveys, personal interviews, pop-up events, and focus groups. The process was complemented by over 1,200 visits to the Richmond Tourism Master Plan 2035 website.

In addition to direct engagement activities, a dedicated webpage was launched to inform the public about the Tourism Master Plan and its development process. This webpage attracted 1,213 total pageviews, demonstrating significant community interest in the project. Organic searches accounted for 65% of the traffic, indicating that most users found the page by actively seeking information about the Tourism Master Plan.

Targeted email campaigns were utilized to encourage participation and keep the community informed. On April 14, 2025, the campaign titled “Your Voice Matters—Win a Richmond Getaway” achieved an open rate of 56.2% and received 155 clicks. A subsequent campaign on May 8, 2025, “Final Call: Share Your Voice, Win a Staycation,” maintained strong engagement with a 52.9% open rate and 112 clicks. These results demonstrate ongoing interest and involvement from the community throughout the engagement period.

The *What We Heard Report - Phase 1*, which was completed in June 2025, provided an overview of the feedback from respondents during the engagement process. The following topics emerged as important considerations for the development of the Tourism Master Plan.

### 3.1.2 Visioning Workshop

A six-hour Visioning Workshop was held on August 12th with more than 50 leaders from the public and private sector. The workshop served as a vital forum for uniting the extensive research with the broad community engagement. This session synthesized detailed research with the feedback summarized in the What We Heard Report.

The main purpose of the workshop was to define Richmond’s destination vision and overarching goals, and to explore and shape shared strategic priorities. Combined with the intelligence gathered from the Community Feedback engagement phase, the results from the Visioning Workshop were used to draft, design, and refine the foundation of Richmond’s Tourism Master Plan 2035.

### 3.1.3 Phase 2 Engagement

Following Council’s endorsement of the draft Richmond Tourism Master Plan 2035, we sought public, partner and industry feedback for the plan.

This phase focused on confirming that the draft plan accurately reflects community priorities and identifying any refinements needed before final adoption. The engagement gathered feedback on the proposed Destination Vision, the three Strategic Goals, and the eight Strategic Initiatives contained within the draft plan.

The engagement strategy was designed to efficiently re-engage partners and the broader Richmond community while also inviting those with the capacity to lead or support implementation of the plan’s initiatives to provide input into potential implementation considerations.

In total, 167 residents and partners across Richmond were engaged, complemented by over 1,600 reviews of the Richmond Tourism Master Plan 2035 through the Let’s Talk Richmond website.

**920** engaged residents and partners

**47** organizations

**2,800** visits to website



## 3.2 KEY THEMES FROM ENGAGEMENT

### 3.1.1 Culinary Destination

Richmond's diverse, high-quality, and authentic food scene, particularly its Asian cuisine, is consistently highlighted as a major strength and differentiator. There is also a desire to increase awareness of the variety of cuisines available, such as highlighting specialized world cuisine and unique culinary opportunities.

### 3.1.2 Cultural Mosaic

The city's multicultural identity, especially its strong Asian influence, is a unique asset that sets it apart. Those engaged identified an opportunity to better integrate and showcase other cultures, including Indigenous tourism offerings, in future events, experiences and other initiatives.

### 3.1.3 Gateway to British Columbia and Metro Vancouver

Vancouver International Airport's (YVR) location within Richmond was frequently highlighted as a natural entry point and a convenient base for exploring the wider region. Leveraging layover traffic from YVR was identified as a specific opportunity.



### 3.1.4 Nature, Outdoors, and Agritourism

The extensive dyke system, trails, parks, waterfront areas, and agricultural lands offer significant appeal. Participants discussed potential in agritourism, such as farm-to-table experiences and showcasing rural landscapes. Birdwatching was also mentioned as a specific niche.

### 3.1.5 Sport Hosting

Richmond's success with sport hosting has created a notable interest in further developing the market. The landscape within the sport hosting market is shifting and Richmond needs to ensure the sport community in the city is best positioned to leverage its assets, while optimizing the opportunities for economic impact and community legacy.

### 3.1.6 Value Proposition

Differentiation from Vancouver was a popular topic. Richmond offers more affordable accommodation, dining options, unique attractions including those that are low- or no-cost, and some capacity/availability at different times of the year versus competitors. Discussions were had around how this could be leveraged, particularly for markets like business travel and conferences.

### 3.1.7 Infrastructure

Suggestions included the need for a multi-purpose conference and event venue, enhancing sport venues and facilities, developing or improving hotels, especially high-end or unique options, revitalizing and activating waterfront areas with amenities and recreational access, and investing in place-making efforts in areas like City Centre and Alexandra Road to create vibrant hubs. Improving existing parks and public spaces was also noted.

### 3.1.8 Transportation and Connectivity and Accessibility

Addressing perceived transportation challenges was identified as an important opportunity for development. Suggestions included improving public transit access to key attractions like Steveston and the Oval, expanding accessible shuttle services connecting hotels and attractions, enhancing bike and pedestrian infrastructure and developing rental/sharing systems, exploring water taxi or ferry services along the river, and enhancing signage and accessible transportation options.



### 3.1.9 Diversifying Experiences & Product

Creating new experiences, attractions, and events was a common topic. This included developing more structured agritourism experiences, integrating Indigenous cultural tourism experiences in collaboration with Indigenous groups/partners, growing interest in the Highway to Heaven and spiritualism in general, expanding eco-tourism and nature-based activities, growing arts and culture offerings, developing a vibrant nightlife, growing signature events, leveraging the potential for business events, and sport tourism.

### 3.1.10 Collaboration and Community Integration

Strengthening meaningful relationships with Indigenous partners supporting their tourism efforts was mentioned throughout engagement as being important. Further developing partnerships between the City of Richmond, Tourism Richmond, the Richmond Hotel Association, YVR, TransLink, and other Destination Management Organizations (DMOs) in the Lower Mainland was also highlighted.



### 3.1.11 Sustainability and Regenerative Tourism Focus

It was frequently mentioned through engagement that Richmond as a destination should continue to incorporate sustainable and regenerative practices into tourism development. Feedback included the importance of promoting low-emissions transportation options, protecting natural ecosystems, and ensuring tourism is a force for good for residents and the environment.

### 3.1.12 Enhancing Year-Round Appeal

Feedback included the opportunity to strengthen visitation and revenue, particularly during the winter season. Elements to consider should include developing seasonal events, explore weather-independent attractions and exhibits, and develop a Lunar New Year festival and events program.





### 3.3 SUMMARIZING COMMUNITY FEEDBACK

Insights gathered from the January-May 2025 community engagement revealed that Richmond’s community and partners emphasized the city’s culinary excellence, multicultural identity, unique cultural and spiritual experiences, and world-class sport and recreation assets. They highlighted opportunities to differentiate Richmond through infrastructure, connectivity, sustainability, and year-round experiences. Feedback also called for strong collaboration with Indigenous partners, local organizations, and regional stakeholders to ensure tourism growth benefits the community.

The feedback from the August visioning workshop was combined with the intelligence gathered from the community engagement phase to draft, design, and refine the foundation of the Richmond Tourism Master Plan 2035.

The community engagement held in January-February 2026 confirmed that the Richmond Tourism Master Plan 2035 accurately reflects community priorities. With the destination vision, goals, and strategic initiatives strongly resonating with the community, only minor adjustments were made to the plan. Included in these refinements was the inclusion of an action plan to help transition strategic direction into implementation.

By undertaking comprehensive engagement, the Richmond Tourism Master Plan 2035 directly addresses community priorities, shaping initiatives that enhance visitor and resident experiences, optimize local assets, and position Richmond as a dynamic, inclusive, and internationally recognized destination.

# 4.0 DEFINING RICHMOND'S *DESTINATION VISION*



A destination vision reflects the shared aspirations of both residents and community leaders, shaping a future that honours the unique identity of the community while welcoming visitors. It provides clarity of purpose, positioning the destination for sustainable growth.

Richmond's path to 2035 is focused on evolving into a destination of choice - a place to truly discover and experience. Key themes identified during community engagement include:

- **Dynamic Pacific Gateway**  
Emphasizing Richmond's strategic location on the Pacific Rim and its global connections through Vancouver International Airport.
- **Destination to Be Discovered**  
Cultivating intrigue and positioning Richmond as more than a transit point, establishing the city as a destination which stands on its own merits.
- **Blend of Cultures and Cuisines**  
Celebrating Richmond's multicultural identity, especially its renowned food scene.
- **Urban, Cultivated, and Natural Landscapes**  
Showcasing the coexistence of urban life, agricultural lands, and natural environments including coastlines, wildlife viewing, parks, and wetlands.
- **Rhythm of Coastal Life Across Time**  
Grounding Richmond's identity in its coastal heritage brings emotional resonance to the vision.

## RICHMOND'S DESTINATION VISION

*Richmond is a dynamic Pacific gateway and a destination to be discovered.*

*We proudly share Richmond's blend of cultures and cuisines; the mix of urban, cultivated and natural landscapes; and our rhythm of coastal life across time.*



## 4.1 TOURISM IN RICHMOND 2035:

### DESTINATION VISION REALIZED

*If the above vision is realized, this is what we expect how Richmond will be seen, felt, and experienced:*

By 2035, Richmond has established itself as both a gateway and a destination – a must-visit component of any Canadian west coast itinerary. The city has emerged as one of the most connected, culturally rich, and vibrant destinations in Western Canada bringing meaningful and long-lasting positive benefits to its community.

This journey began a decade earlier, with collaborative efforts from both private and public sectors to enhance connectivity, elevate the visitor experience, and advance the development of visitor facilities and amenities.

Richmond has become a city where movement is seamless, sustainable, and inclusive. A smart, accessible and seamless mobility ecosystem now connects visitors and residents through AI powered route planning, real time updates, and demand responsive transport. Residents and visitors engage with the city’s comprehensive community wayfinding network. Active travel is second nature, supported by bike and e scooter hubs, signature walking and cycling routes, and barrier free infrastructure that connects people of all ages and abilities to a wide variety of accessible sites and attractions throughout the community, positioning Richmond as a national leader in accessible tourism.

The city has become a year round destination, celebrated for its cultural vibrancy and diversity. Iconic festivals and events, immersive storytelling, and collaborations with artists and cultural groups have created authentic experiences that reflect Richmond’s heritage and identity. Culinary and agritourism leadership has anchored Richmond’s reputation, with food trails, farm to table programs, and gastronomy summits showcasing innovation and sustainability.

Richmond’s tourism offerings are broader and more diverse than ever with an expanded range of visitor experiences and several new visitor attractions that are exciting for both the community and the visitor. Urban and cultivated landscapes co-exist with wildlife

viewing (bird watching and whale watching), biking and other nature experiences for a unique visitor and community experience.

Sport and business events are seamlessly integrated with leisure itineraries, while thematic journeys invite visitors to explore the city in new ways. Partnerships with Indigenous and cultural groups have expanded authentic, community driven experiences that deepen Richmond’s appeal. Emerging within this evolution is a network of reimagined public spaces that bring people together year round. This includes the concept of a landmark multi-purpose conference and event venue designed to host a wide variety of meetings and other events by adapting its layout, technology, and amenities to suit different needs. Strategic infrastructure investments, new hotels, and mixed use developments have strengthened Richmond’s competitiveness while ensuring benefits flow to the community.

Guided by the Richmond Tourism Master Plan 2035, the tourism sector helps fuel prosperity, celebrates diversity, and enhances quality of life thereby securing Richmond’s place as a sustainable, vibrant, resilient, and globally recognized destination that attracts people to not only visit...but also as a place to live and work.



# 5.0 GOALS AND INITIATIVES



The Strategic Goals and Initiatives outlined in this Tourism Master Plan directly reflect the voices, ideas, and aspirations shared through Richmond’s community engagement process. Every goal and action item was shaped by what residents, businesses, and partners said they value the most about Richmond — and what they envision for its future as a destination.

The extensive community engagement helped define the themes that underpin this Plan: connectivity, accessibility, cultural celebration, culinary excellence, sustainability, and shared pride of place. The strategic goals and focus areas respond directly to this feedback — turning community priorities into actionable outcomes that will enhance livability for residents while enriching the visitor experience.

Together, these goals and their corresponding initiatives represent a community-built vision — one where tourism is not developed for the community, but with the community — ensuring that Richmond’s growth as a destination continues to strengthen local identity, inclusivity, and pride.

## 5.1 STRATEGIC GOAL AREA 1: ENHANCE CONNECTIVITY AND ACCESSIBILITY

This goal responds to community feedback calling for improved transportation between attractions, active mobility options, and barrier-free access for all ages and abilities.

### Goal Statement

Create a seamlessly connected destination that prioritizes multi-modal, barrier-free access and sustainable transportation options enhanced through technology for both visitors and residents.

### Current State

Richmond’s transportation system plays a vital role in how residents and visitors experience the city. While the presence of Vancouver International Airport and the Canada Line are major strengths, connectivity between key attractions—such as Steveston Village, the Olympic Oval,

and hotel districts—can be challenging due to dispersed destinations, traffic congestion, and limited transit options. These challenges may be amplified for some people with disabilities who can face additional barriers related to mobility and accessing destinations and attractions.

Public perception often points to parking shortages, particularly in busy areas like Steveston. However, City studies show that parking is available, though residents and businesses express a preference for free, on-street options. Car-free transportation options including the Richmond Discovery Shuttle and Steveston Bike Valet have created new ways to visit key destinations while helping to address congestion and parking challenges.

Richmond’s approved Community Wayfinding Strategy sets the stage for signage, navigation, and overall connectivity. The city’s reputation for being active, inclusive, and accessible provides a strong foundation to build a more connected, multimodal transportation system. Engagement participants emphasized the need for better movement between attractions, aligning with broader trends toward smart, technology-enabled mobility seen in leading destinations worldwide.

### Future State

Richmond is a seamlessly connected, accessible, and sustainable destination where getting around is intuitive and part of the visitor experience. Smart mobility solutions—supported by technology, active transportation networks,



and barrier-free infrastructure—make travel within the city effortless for residents and visitors alike. Building on this ambition, the following strategic initiatives focus on creating a smart and seamless mobility ecosystem, expanding accessibility across all tourism experiences, promoting full and equal participation for people of all ages and abilities, and encouraging active, sustainable exploration throughout Richmond’s diverse neighbourhoods.



### 5.1.1 Strategic Initiative 1: Build a Smart and Seamless Mobility Ecosystem

**Purpose:** Transform Richmond’s transportation ecosystem through technology-enabled, sustainable, and interconnected mobility solutions for both visitors and residents.

#### Key Focus Areas

- Support a smart, accessible and seamless new mobility ecosystem, incorporating technology such as AI-powered trip planning, real-time route optimization and smart parking systems.
- Expand on existing visitor-oriented and demand-responsive transport connections linking key visitor zones (e.g., Steveston Village, the Olympic Oval, City Center, shopping districts, and the airport).
- Advance the provision of mobility-as-a-service (MaaS) solutions such as car sharing and e-bike and e-scooter rentals, and other related innovations in urban transportation such as share hubs.
- Provide visitor services along active corridors and encourage activation and animation of these routes through guided tours, pop-up markets or community rides and walks.

- Expand and develop new experiential transportation opportunities, such as an electric trolley, water taxi or pedal-assisted sightseeing vehicle.

### 5.1.2 Strategic Initiative 2: Advance Accessibility across Richmond’s Tourism Experiences

**Purpose:** Position Richmond as a national leader in accessible tourism by ensuring the city’s attractions, experiences, and activities are inclusive, welcoming, and barrier-free — enabling all visitors to fully enjoy Richmond’s cultural, culinary, and recreational offerings.

#### Key Focus Areas

- Complete the implementation of the Richmond Community Wayfinding Strategy.
- Develop partnerships with accessibility focused organizations to co-design improvements with people with disabilities that benefit both visitors and residents.
- Expand barrier-free access by ensuring attractions, visitor experiences, public spaces, and transportation networks are welcoming and usable for people of all ages, cultures, and abilities.
- Introduce training and certification programs for tourism operators to strengthen accessible service delivery.
- Assess sport facilities, accommodations, and transportation options against national and international standards, and support enhancements to position Richmond as a welcoming, adaptable, inclusive sport destination.



## 5.2 STRATEGIC GOAL AREA 2: ELEVATE AND DIVERSIFY VISITOR EXPERIENCES

This goal reflects residents' enthusiasm for showcasing Richmond's multicultural identity, sport legacy, culinary leadership, and vibrant year-round festivals that bring people together.

### Goal Statement

Develop Richmond into a vibrant year-round tourism hub, providing a wide array of immersive activities that encourage extended visitation and create community pride.

### Current State

Richmond is often a stopover for overnight visitors travelling through North America, but it offers much more than a convenient gateway. The city is renowned for its culinary scene, particularly Asian cuisine, reflecting its multicultural population, and for its arts, cultural experiences, diverse large-scale and community events, and unique offerings such as the Highway to Heaven and immersive heritage attractions.

Visitors also enjoy cycling, nature trails, birdwatching, and whale watching. Richmond is a popular sport destination, leveraging world-class facilities like the Richmond Olympic Oval and local sport fields; while business events, meetings, and conferences continue to attract visitors during the winter and shoulder seasons.



### Future State

Richmond is a vibrant, year-round tourism hub, offering immersive experiences that celebrate its culture, cuisine, heritage, and landscapes. By elevating and expanding on current initiatives, the city showcases its unique offerings such as multi-faith religious and spiritual hubs, agritourism adventures, riverside trails and engaging arts and heritage attractions.

Steveston is an essential place to visit for any heritage enthusiast, while Richmond's Asian restaurant scene draws people from around the world.

Sport tourism leverages world-class facilities to not only attract tournaments, competitions and training camps but also to appeal to a broader market that has a combined passion for sports with the desire to explore new destinations. A wide-range of private- and public- sector led festivals and events, and business conferences animate the city year-round, and together these visitor experiences foster community pride, generate extended stays and enhance economic impact and community benefit.

This sets the foundation for strategic initiatives to cultivate signature experiences, showcase Richmond's sport, culinary and agritourism leadership, and diversify visitor offerings, reflecting community feedback, highlighting Richmond's unique assets, and supporting sustainable tourism growth.

### 5.2.1 Strategic Initiative 1: Cultivate Signature Year-Round Experiences

**Purpose:** Transform Richmond into a year-round destination through a calendar of iconic events and experiences that celebrate heritage, culture, food, nature and community.

#### Key Focus Areas

- Enhance and further develop cultural celebrations (e.g. Lunar New Year, harvest festivals, night markets) that drive visitation in all seasons and build on Richmond's strengths.
- Develop and/or attract an anchor festival that raises the profile of Richmond and has a national draw.
- Support the development of year-round immersive experiences offered by local artists, cultural groups, and tourism operators highlighting authentic Richmond stories.
- Elevate seasonal nature experiences that celebrate local and regional flora and fauna, e.g. Cherry Blossom Festival, bird migration, Fraser River salmon fishing.

## 5.2.2 Strategic Initiative 2: Showcase Sport, Culinary and Agritourism Leadership

**Purpose:** Leverage Richmond’s identity and established programs to anchor its tourism brand, create new experiences and expand its influence as a hub and gathering place for leaders in sport, culinary and agricultural tourism.

### Key Focus Areas

- Enhance sport tourism opportunities by continuing to leverage Richmond’s premier facilities to attract tournaments, competitions, and training camps and create extended-stay opportunities through related events and complementary itineraries.
- Update and implement Richmond’s Sport Hosting Strategy to ensure optimized facility use and support a wide range of sport-focused events and activities that create lasting economic and community benefits.
- Engage with sport partners to help them navigate increasing hosting costs by improving efficiencies, developing shared resources, expanding volunteer pipelines, and supporting workforce development across local sport organizations.
- Strengthen Richmond’s position as Canada’s premier Asian culinary destination through chef collaborations, food trails, celebrated dining districts, and signature dining experiences.
- Develop agritourism circuits, sea-to-table, and farm-to-table programs that connect visitors directly with local growers, producers, and markets.



- Introduce culinary education and innovation events, such as food-tech expos or gastronomy summits, to attract global professionals and media.
- Further highlight seafood harvesting seasons through events and festivals, such as the Spot Prawn Festival and Seafood Festival.



## 5.2.3 Strategic Initiative 3: Enhance Tourism Offerings

**Purpose:** Broaden Richmond’s appeal by enhancing a range of authentic local experiences in order to develop new visitor markets and extend length of stay.

### Key Focus Areas

- Develop a network of signature active routes (e.g., themed walking and cycling trails) that encourage active transportation while connecting cultural and culinary districts, lesser-known areas, heritage assets, waterfronts, parks and trails, public art, and other points of interest.
- Complete the restoration of the buildings at Britannia Shipyards National Historic Site and offer a wide range of visitor-focused amenities and programs, including the development of a new First Nations exhibit.
- Expand arts, heritage, and multicultural storytelling experiences—interactive exhibits, guided tours, and digital platforms that celebrate Richmond’s layered identity.
- Curate thematic visitor journeys (e.g., “Active by Nature,” “Taste of Richmond,” “Stories of the Sea”) that link attractions into cohesive experiences.
- Build on established relationships in the Indigenous tourism space – ITBC (Indigenous Tourism BC), artists, cultural groups – to evaluate opportunities for new experience creation.

## 5.3 STRATEGIC GOAL AREA 3: ADVANCE TOURISM INFRASTRUCTURE DEVELOPMENT

This goal advances ideas shared around the need for new gathering spaces, placemaking initiatives, and facilities that both residents and visitors can enjoy.

### Goal Statement

Encourage the development of top-tier tourism infrastructure, gathering spaces and landmark attractions that position Richmond as a vibrant, must-visit destination in every season.

### Current State

Richmond's sport and event facilities, including the Richmond Olympic Oval, numerous ice surfaces, aquatic facilities, and outdoor sports fields and facilities position the city as a premier destination for tournaments, competitions, and community events. Hotels and accommodations serve airport and regional markets effectively, though occupancy levels during spring and summer can limit availability for large-scale events.

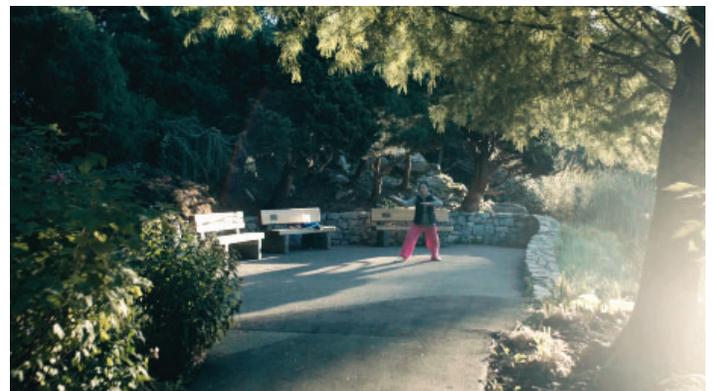
Richmond's public spaces, waterfronts, and island landscapes are points of pride for residents and visitors alike. Existing parks and open areas provide a strong foundation for community engagement, and further placemaking initiatives can enhance accessibility, celebrate Richmond's unique character, and create inviting gathering spaces that draw people year-round.



### Future State

Through targeted tourism infrastructure investments, Richmond has become a must-visit destination that stands apart in Metro Vancouver. Support for hotel and attraction development, alongside new community gathering spaces has strengthened the city's appeal and boosted visitation. This includes the potential of a landmark multi-purpose conference and event venue to further Richmond's ability to attract national and international meetings and other events.

Guided by a shared destination enhancement lens, planners and developers ensure that public spaces, attractions, and amenities reinforce Richmond's identity. These aligned investments have transformed the city from a gateway into a vibrant, year-round destination, driving longer stays, higher spending, and measurable economic growth.





### 5.3.1 Strategic Initiative 1: Foster Destination-Defining Infrastructure and Investment

**Purpose:** Encourage and guide strategic tourism infrastructure development that enhances Richmond’s competitiveness and visitor experience.

#### Key Focus Areas

- In order to diversify accommodation supply and visitor offerings, form a task force to align private development and investment attraction related to tourism infrastructure with destination goals and community benefit.
- Collaborate with developers to embed a destination enhancement lens in urban planning, ensuring public realm design, signage, and amenities reinforce Richmond’s brand and visitor experience.
- Pursue public–private partnerships to catalyze infrastructure growth and ensure financial sustainability for the sector.
- Explore the development of a new destination museum in central Richmond that celebrates Richmond’s unique and diverse heritage.

### 5.3.2 Strategic Initiative 2: Leverage Public Spaces and Placemaking

**Purpose:** Leverage Richmond’s waterfronts, parks, and open spaces to celebrate its culture, landscapes, and community spirit.

#### Key Focus Areas

- Design and deliver updated public gathering areas and waterfront destinations with programming that offers opportunities for public activation and invite residents and visitors to connect year-round. E.g. event zones, pop-up markets and outdoor performance spaces.
- Expand integration of public art and interpretation elements into new and existing placemaking projects to reflect Richmond’s multicultural and maritime heritage.

- Revitalize the Steveston Village streetscape through enhancements to travel lanes, parking, sidewalks, cycling infrastructure, open spaces, street finishings and street furniture.
- Link to a regional trail system, such as Experience the Fraser, that offers cyclists the opportunity for multi-day riding experiences with stopover locations in Richmond.

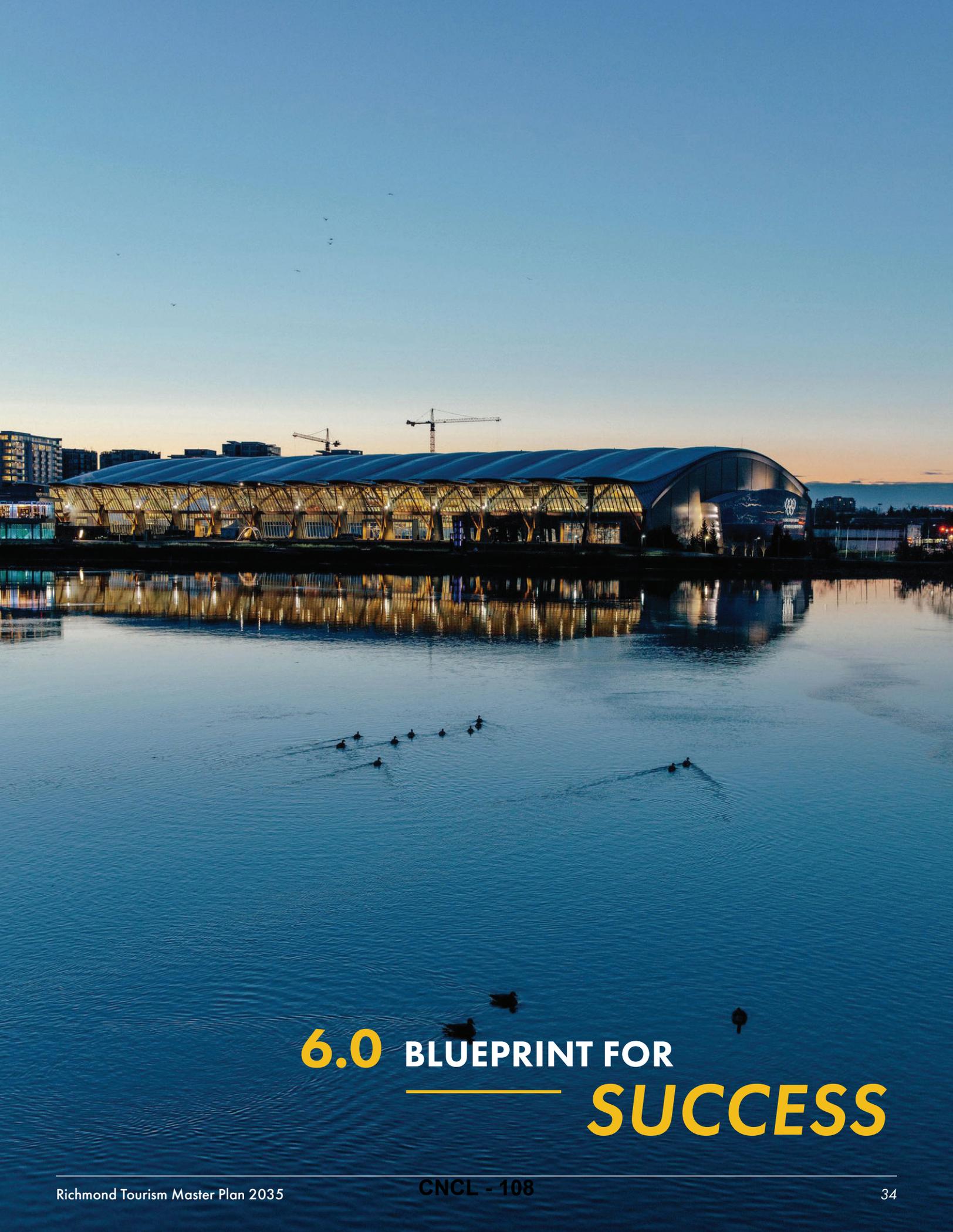
### 5.3.3 Strategic Initiative 3: Explore Opportunities for a Multi-Purpose Conference and Event Venue

**Purpose:** Advance planning toward a multi-purpose conference and event venue that anchors Richmond’s event economy and showcases the city as a premier destination for conferences, meetings and events that are aligned with Richmond’s key visitor segments and growth opportunities.

#### Key Focus Areas

- Determine the market demand, competitive positioning, economic and tourism benefits, facility program requirements, location and site priorities, financial feasibility, and partnership, governance and management options for a potential landmark multi-purpose conference and event venue.
- Foster alignment between venue development, hotel growth, transportation planning and emerging tourism opportunities to maximize economic impact and community benefit.
- Continue to position Richmond as a premier destination for business events, meetings, and conferences by leveraging existing hotels, meeting facilities, and unique attractions.
- Establish long-term partnerships with meeting planners, event coordinators, cultural organizations, and the private sector to augment programming of existing spaces and develop programming for potential new facilities.





**6.0** BLUEPRINT FOR  

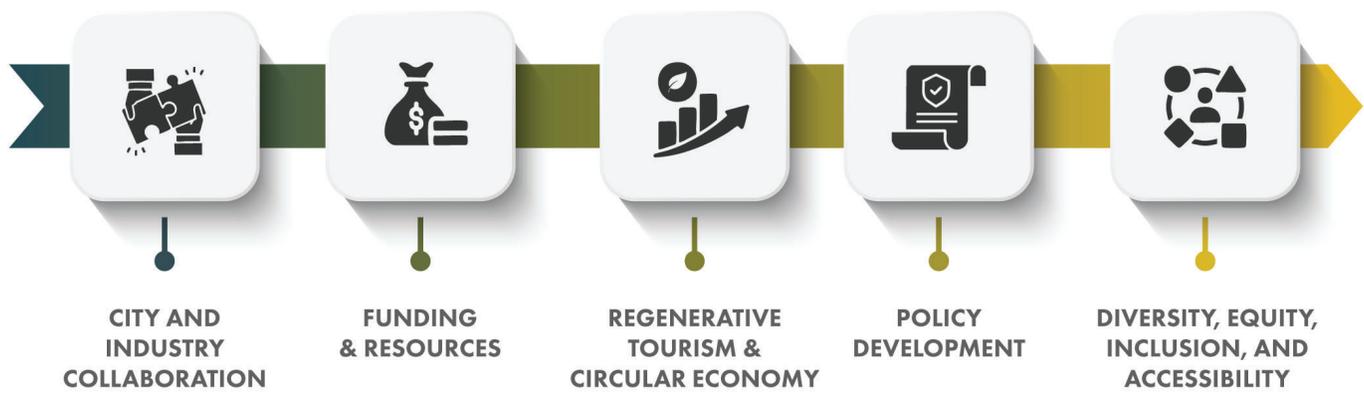
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**SUCCESS**

The path forward for implementation of the Richmond Tourism Master Plan 2035 is described in the context of a blueprint for success. It begins with a description of the strategic enablers - the policies, systems, partnerships, and resources that serve as the foundational pillars or conditions needed to support future growth. Then key indicators are highlighted – a starting point for monitoring performance and success.

## 6.1 STRATEGIC ENABLERS

Strategic Enablers are the foundational elements that make it possible to successfully implement the Tourism Master Plan. They represent the systems, partnerships, policies, and resources that are needed to be in place to support the long-term tourism goals for Richmond. Sometimes referred to as foundational pillars or conditions for success, these enablers provide the structure needed to turn strategy into action.



### City and Industry Collaboration

Ensure continued strong collaboration between Tourism Richmond, City of Richmond, Richmond Hotel Association, local businesses, Destination Canada, Destination British Columbia, industry associations, Indigenous Tourism Association of BC, and other partners and organizations.

As outlined in Section 2, Tourism Richmond’s marketing initiatives in collaboration with partners have delivered strong success. Continued investment in marketing is critical to highlight destination enhancements and secure Richmond’s position as a destination of choice.

### Funding & Resources

In addition to securing the Municipal and Regional District Tax program for destination marketing and management, explore diversified funding sources (e.g. grants, private investment) to support tourism development initiatives.

### Regenerative Tourism & Circular Economy

Advance regenerative tourism initiatives, such as the City of Richmond’s Circular City Strategy and Tourism Richmond’s Regenerative Tourism Plan.

### Policy Development

Collaborate with governments, businesses, and community partners to shape policies that enhance tourism in Richmond.

### Diversity, Equity, Inclusion, and Accessibility

Work across the tourism industry to embed Diversity, Equity, Inclusion, and Accessibility (DEIA) principles into all programming and ensure all visitors, businesses, workers and residents feel safe and welcomed.



## 6.2 KEY PERFORMANCE INDICATORS

The following outlines Key Performance Indicators (KPIs) that can be used to track the success of this plan. KPIs track the achievement of the destination vision, strategic goals and priority initiatives.

### 1. Visitor satisfaction

High satisfaction drives positive word-of-mouth, strengthens destination reputation, and supports long-term competitiveness

### 2. Tourism's overall contribution to GDP

Demonstrates tourism's economic importance, justifies investment, and helps policymakers balance tourism with other sectors

### 3. Average length of stay and seasonality

Longer stays and balanced seasonality increase revenue stability, reduce strain on infrastructure, and support sustainable growth

### 4. Partner engagement

Strong engagement builds trust, aligns priorities, and ensures tourism strategies reflect diverse needs and perspectives

### 5. Resident sentiment and community support for tourism

Community buy-in is essential for tourism's legitimacy and sustainability; positive sentiment can enhance destination appeal and resilience

# 7.0 LOOKING — AHEAD

The Richmond Tourism Master Plan 2035 charts an inspiring course for the city's future as a dynamic Pacific gateway and a destination to be discovered. Building on its growing reputation as a place to visit, the plan forges a long-term direction supported by the strong partnership between the City of Richmond, Tourism Richmond, and the Richmond Hotel Association.

The plan has been shaped by a shared community vision, where growth is sustainable, inclusive, and resilient. It is intended to strengthen local wellbeing, celebrate cultural diversity, and advance sustainable tourism goals. The plan is also meant to guide public and private investments to foster innovation, collaboration, and long-term prosperity, ensuring tourism in Richmond thrives as a model of global competitiveness and community pride.

Through the collaborative efforts of the community, local businesses, and government, Richmond has established a strong foundation for a resilient, prosperous, and inclusive tourism sector that honours the city's unique character while welcoming the world. Industry, community and residents share a deep pride in their city and a strong commitment to advancing the plan's vision and goals together.

Equally vital to collaboration is establishing clear outcomes, monitoring progress, and reporting regularly. This will ensure adaptability and continuous improvement in moving the needle for tourism in Richmond.

It is also important to engage the community as the plan evolves. Maintaining ongoing dialogue with residents and businesses will help keep alignment between tourism growth with community values and aspirations.

By taking these steps on the journey to 2035, Richmond will secure its place as both a welcoming entry point and a premier destination, firmly embedded in the fabric of every Canadian west coast itinerary.





# 8.0 APPENDICES

## 8.1 INSIGHTS FROM OTHER DESTINATIONS

### 8.1.1 Victoria, British Columbia

- Victoria has taken a thoughtful approach to growing tourism by investing in places, programming and experiences that benefit both visitors and residents. The revitalization of landmark areas like the Inner Harbour has created vibrant public spaces that serve as gathering places and visitor hubs. These spaces enhance community life while offering memorable experiences that reflect Victoria's unique character.
- Victoria has also invested in meeting and conference facilities, recognizing the value of business events in supporting year-round visitation and local economic activity.
- To address seasonal patterns in visitation, Victoria focuses on seasonal signature events that draw people during quieter months. These events showcase local culture and creativity while helping support businesses through the year.
- The city's emphasis on neighbourhood character and placemaking has created inviting areas that encourage visitors to explore beyond major attractions. This approach spreads the benefits of tourism across the community and strengthens Victoria's sense of place.
- Victoria also shows leadership in Indigenous tourism development. By working with First Nations and supporting Indigenous-led businesses, the city helps share authentic stories and ensures tourism growth creates meaningful local benefits.

### 8.1.2 Surrey, British Columbia

- As Surrey prepares to become British Columbia's most populated city by 2030, City staff have tabled an ambitious economic development plan designed to set the stage for expanded infrastructure, new amenities, increased accommodation options, and a diverse range of visitor and resident experiences.
- Surrey has built a strong reputation in sport tourism, hosting provincial, national, and international events while ensuring local residents also benefit from quality facilities.

- Surrey is also working to attract visitors year-round by creating experiences that are enjoyable in every season and not limited by weather.
- Surrey celebrates its diverse cultures through events like the Fusion Festival, which draw visitors and build community pride.

### 8.1.3 Mississauga, Ontario

- Mississauga has actively been differentiating itself from Toronto through intentional place branding and destination development that sets it apart.
- Mississauga offers authentic multicultural experiences through its food, arts, and year-round festivals that celebrate its global community.
- Mississauga's waterfront along Lake Ontario continues to evolve, creating new spaces for recreation, dining, and entertainment while strengthening its identity as a unique lakeside destination.
- The city is also a leader in sport tourism, hosting major events at the Paramount Fine Foods Centre and maintaining a strong network of recreation facilities that serve both residents and visitors.
- A commitment to sustainability and green spaces is evident in Mississauga's cycling networks, urban forests, and natural heritage preservation, offering visitors a balance of urban energy and outdoor recreation.
- Throughout the year, Mississauga's vibrant events calendar, anchored by Celebration Square and community festivals, creates lively public spaces that showcase the city's culture, creativity, and sense of belonging.

### 8.1.4 Seattle, Washington

- Major development projects include expansion of the Washington State Convention Center, new hotel development, Seattle Central Waterfront redevelopment, and plans to expand Seattle-Tacoma International Airport. These investments demonstrate Seattle's commitment to growing its tourism capacity and improving visitor experiences.

- The Pike-Pine Corridor has emerged as a particularly vibrant tourism hub. This concentration of activity demonstrates the value of developing distinctive districts that serve as focal points for visitor experiences.
- Seattle's blend of waterfront experiences, cultural diversity, and technological innovation creates a distinctive character that attracts both leisure and business travellers.
- Seattle has positioned itself as a leader in sustainable tourism practices, consistently ranking among the most environmentally conscious cities in the United States.
- Seattle Southside (SeaTac, Tukwila and Des Moines) offers a mix of international cuisine, family-friendly attractions, scenic waterfronts, and easy access to SEA Airport. They build bundled destination experiences and use "micro adventures" as a framing device (short, local-scale discovery experiences) that appeal to both residents and visitors.
- Seattle Southside also partners with sports bodies (e.g. Starfire Sports Complex with 54 acres of soccer facilities) and business meeting industry groups to leverage proximity to SEATAC Airport, transport infrastructure, and a diverse lodging supply to generate visitation.

### 8.1.5 Brooklyn, New York

- The city leads with neighbourhood-first tourism, encouraging visitors to explore distinct districts such as Dumbo and Williamsburg. This approach spreads visitation beyond the core while highlighting walkable waterfronts, parks, and family-friendly amenities.
- Brooklyn celebrates its authentic culinary and cultural identity through tours, markets, and events that showcase independent businesses and immigrant heritage and offer a local, grounded alternative to nearby marquee destinations.
- Significant investment in arts and cultural infrastructure, including institutions like the Brooklyn Museum and Brooklyn Academy of Music, provides year-round cultural depth across multiple neighbourhoods rather than concentrating activity in a single downtown area.
- Brooklyn's brand messaging focuses on authenticity and local connection, inviting visitors to "experience the city like a local" across multiple districts, which explicitly contrasts with the neighboring hub's more iconic appeal.
- Tracking and communication of borough-level performance demonstrates economic impact and shifts in visitor preference, as seen in rising Brooklyn visitation and favorable foot-traffic trends relative to Manhattan.

## 8.2 COMMUNITY ENGAGEMENT PROFILE

In phase 1, we engaged with more than 750 residents and partners across Richmond, complemented by over 1,200 visits to the Richmond Tourism Master Plan 2035 website. During the outreach, individuals representing 47 organizations were engaged through interviews and focus groups. The full summary of the engagement can be found in the *What We Heard - Phase 1 Report*.



In phase 2, over 165 residents and partners across Richmond were engaged, complemented by over 1,600 reviews of the Richmond Tourism Master Plan 2035 through the Let's Talk Richmond website. The full summary of the engagement can be found in the *What We Heard - Phase 2 Report*.



## 8.3 RICHMOND TOURISM MASTER PLAN 2035: ACTION PLAN

### 8.3.1 Collaborative Engagement

Carrying out the Richmond Tourism Master Plan 2035 will take considerable effort from the industry and community. While the destination has many strengths and assets to forge a new direction, the key to success lies in the ability of partners to work together. No single entity will be able to implement this plan alone. It will require multiple partners including industry leaders, civic leaders, community groups, and the business sector.

In addition to the City of Richmond, Tourism Richmond, and the Richmond Hotel Association, the following organizations have been identified as potential partners for the plan's implementation. As the plan moves forward and momentum grows, further organizations will be identified and engaged.

- Britannia Shipyards National Historic Site
- Destination BC
- Destination BC - VCM Region
- Great Canadian Entertainment
- Gulf of Georgia Cannery NHS
- Indigenous Tourism BC
- MacArthurGlen Designer Outlet Vancouver Airport
- Richmond Arts Council
- Richmond Night Market
- Richmond Olympic Oval
- Richmond Sports Council
- Rick Hansen Foundation and other disability-serving organizations
- Steveston Historical Society
- Translink
- Vancouver Airport Authority

### 8.3.2 Purpose of the Action Plan

This level of collaboration requires a shared framework to guide and coordinate activity across the destination. The action plan serves as a practical companion to the Richmond Tourism Master Plan 2035, translating its strategic direction into activity. Its purpose is to present the key elements of the tourism master plan in an easy-to-read format including indicative timelines.

In addition, by including examples of actions already approved or underway by the City of Richmond, Tourism Richmond, and the Richmond Hotel Association, the action plan is intended to:

- Create a shared understanding of what is happening across the partnership;
- Highlight early wins and momentum that can build confidence among industry and the community;
- Ensure ongoing work is connected to the strategic direction of the master plan; and
- Help align with all partners who will be working together on implementation.

The action plan also outlines anticipated timelines (Short: 1-3 years, Medium: 4-6 years, Long: 7+ years) for each focus area, offering a sense of how implementation will unfold over time. These timelines are not rigid deadlines but estimates that reflect the complexity, scope, and interdependencies of the work.

# STRATEGIC GOAL AREA 1: ENHANCE CONNECTIVITY AND ACCESSIBILITY

**Goal Statement:** Create a seamlessly connected destination that prioritizes multi-modal, barrier-free access and sustainable transportation options enhanced through technology for both visitors and residents.

## Strategic Initiative 1

Build a Smart and Seamless Mobility Ecosystem

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) Support</b> a smart, accessible and seamless new mobility ecosystem, incorporating technology such as AI-powered trip planning, real-time route optimization and smart parking systems.</p>			
<p><b>b) Expand</b> on existing visitor-oriented and demand-responsive transport connections linking key visitor zones (e.g., Steveston Village, the Olympic Oval, City Center, shopping districts, and the airport).</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Continue the Discovery Shuttle service as a free, accessible transport service connecting Richmond's City Centre, attractions, hotels and Steveston Village.</li> <li>Continue the Steveston Bike Valet as a free, accessible service to encourage sustainable ways to travel to and from Steveston Village.</li> </ul>			
<p><b>c) Advance</b> the provision of mobility-as-a-service (MaaS) solutions such as car sharing and e-bike and e-scooter rentals, and other related innovations in urban transportation such as share hubs.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Continue to support car share and e-mobility shared service providers to expand transportation network choices for residents and visitors, including securing car share spaces at Canada Line stations and onsite through redevelopment.</li> </ul>			
<p><b>d) Provide</b> visitor services along active corridors and encourage activation and animation of these routes through guided tours, pop-up markets or community rides and walks.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Continue the annual Island City By Bike Event, through which registrants receive a guided tour of the City's cycling facilities and new projects are showcased.</li> <li>In partnership with HUB Cycling, Go By Bike and Bike to Shop events and celebration stations are held annually.</li> </ul>			
<p><b>e) Expand</b> and develop new experiential transportation opportunities, such as an electric trolley, water taxi or pedal-assisted sightseeing vehicle.</p>			

# STRATEGIC GOAL AREA 1: ENHANCE CONNECTIVITY AND ACCESSIBILITY

**Goal Statement:** Create a seamlessly connected destination that prioritizes multi-modal, barrier-free access and sustainable transportation options enhanced through technology for both visitors and residents.

## Strategic Initiative 2

Advance Accessibility Across Richmond's Tourism Experiences

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) Complete</b> the implementation of the Richmond Community Wayfinding Strategy.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>• Scope initial pilot project to be implemented as part of the Community Wayfinding Strategy.</li> </ul>			
<p><b>b) Develop</b> partnerships with accessibility focused organizations to co-design improvements with people with disabilities to benefit both visitors and residents.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>• Host a presentation for local disability-serving organizations about the Tourism Master Plan and its strategic directions and actions. Collectively, identify potential initiatives for implementation in collaboration with local organizations.</li> </ul>			
<p><b>c) Expand</b> barrier-free access by ensuring attractions, visitor experiences, public spaces, and transportation networks are welcoming and usable for people of all ages, cultures and abilities.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>• Develop clear, accessible marketing and communications strategies, using preferred languages, plain language, culturally-relevant methods, and multiple channels to build audiences and participation. (Richmond Arts Strategy - Objective 1.1.1).</li> <li>• 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. (Richmond Arts Strategy - Objective 2.1.1).</li> <li>• Update Britannia Shipyards park to improve accessibility of pathways, wayfinding and parking.</li> </ul>			
<p><b>d) Introduce</b> training and certification programs for tourism operators to strengthen accessible service delivery.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>• Complete a review of leading national and international practices to identify potential partnerships and existing programs that could be leveraged for implementation in Richmond. (e.g. Hidden Disabilities Sunflower).</li> </ul>			
<p><b>e) Assess</b> sport facilities, accommodations, and transportation options against national and international standards, and support enhancements to position Richmond as a welcoming, adaptable, inclusive sport destination.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>• Complete the update to Richmond's Sports Hosting Strategy</li> </ul>			

## STRATEGIC GOAL AREA 2: ELEVATE AND DIVERSIFY VISITOR EXPERIENCES

**Goal Statement:** Develop Richmond into a vibrant year-round tourism hub, providing a wide array of immersive activities that encourage extended visitation and create community pride.

### Strategic Initiative 1

Cultivate Signature Year-Round Experiences

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) Enhance</b> and further develop cultural celebrations (e.g. Lunar New Year, Harvest Festivals, Night Markets) that drive visitation in all seasons and build on Richmond's strengths.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Explore the development of a new multicultural festival as identified in the City of Richmond Signature and Community Events Plan 2025-2029.</li> <li>Further promote and develop the Doors Open Richmond event to attract visitors to Richmond and highlight Richmond's unique cultural communities.</li> <li>Activate Richmond's waterfront by building on signature events such as the Ships to Shore Kaiwo Maru.</li> <li>Launch Richmond Celebrates Soccer activations across the community during the FIFA World Cup 2026.</li> </ul>			
<p><b>b) Develop</b> and/or attract an anchor festival that raises the profile of Richmond and has a national draw.</p>			
<p><b>c) Support</b> and develop year-round immersive experiences offered by local artists, cultural groups, and tourism operators highlighting authentic Richmond stories.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Continue to offer immersive boat restoration programming at Britannia Shipyards National Historic Site.</li> </ul>			
<p><b>d) Elevate</b> seasonal nature experiences that celebrate local and regional flora and fauna, eg. Cherry Blossom Festival, bird migration, Fraser River salmon fishing.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Continue to offer harbour and river tours that highlight the natural and cultural heritage of the Fraser River.</li> </ul>			

## STRATEGIC GOAL AREA 2: ELEVATE AND DIVERSIFY VISITOR EXPERIENCES

**Goal Statement:** Develop Richmond into a vibrant year-round tourism hub, providing a wide array of immersive activities that encourage extended visitation and create community pride.

### Strategic Initiative 2

Showcase Sport, Culinary, and Agritourism Leadership

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) Enhance</b> sport tourism opportunities by continuing to leverage Richmond's premier facilities to attract tournaments, competitions, and training camps and create extended-stay opportunities through related events and complementary itineraries.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Fully leverage and implement the updated Sport Hosting Strategy to maximize positive community and economic impact.</li> <li>Host the inaugural OneAbility Games, an inclusive, multi-sport disability event that celebrates diversity, breaks down barriers, and showcases the power of sport to unite athletes and communities of all abilities.</li> </ul>			
<p><b>b) Update</b> and implement Richmond's Sport Hosting Strategy to ensure optimized facility use and support a wide range of sport-focused events and activities that create lasting economic and community benefits.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Complete the update to Richmond's Sport Hosting Strategy.</li> </ul>			
<p><b>c) Engage</b> with sport partners to help them navigate increasing hosting costs by improving efficiencies, developing shared resources, expanding volunteer pipelines, and supporting workforce development across local sport organizations</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Host the second annual Sport Event Exchange BC (SEEBBC) conference in Richmond, a first-of-its-kind BC sport tourism industry forum to strengthen collaboration, build capacity, and spark new opportunities across British Columbia's sport hosting landscape.</li> </ul>			
<p><b>d) Strengthen</b> Richmond's position as Canada's premier Asian culinary destination through chef collaborations, food trails, celebrated dining districts, and signature dining experiences.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Build a roadmap for food tourism that showcases new ideas and leverages existing successes such as the world-famous Dumpling Trail and the Richmond Night Market.</li> </ul>			
<p><b>e) Develop</b> agritourism circuits, sea-to-table, and farm-to-table programs that connect visitors directly with local growers, producers and markets.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Further promote and develop Richmond's Local Food Map to connect residents and visitors to local farmers and fishers.</li> <li>Highlight Richmond's agricultural activities and businesses by hosting Richmond Farm Festival.</li> </ul>			

## STRATEGIC GOAL AREA 2: ELEVATE AND DIVERSIFY VISITOR EXPERIENCES

**Goal Statement:** Develop Richmond into a vibrant year-round tourism hub, providing a wide array of immersive activities that encourage extended visitation and create community pride.

### Strategic Initiative 3

Enhance Tourism Offerings

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) Develop</b> a network of signature active routes (e.g. themed walking and cycling trails) that encourage active transportation while connecting cultural and culinary districts, lesser-known areas, heritage assets, waterfronts, parks, trails, and other points of interest.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>The Cycling Network Plan Update provides a blueprint for active transportation infrastructure projects over the next 15 years, with near-term improvements implemented and upcoming projects including the under-construction Gilbert Road Multi-Use Pathway (from Granville Avenue to Elmbridge Way) and extension of the Steveston Highway Multi-Use Path (connecting Shell Road to the Steveston Interchange).</li> </ul>			
<p><b>b) Complete</b> the restoration of the buildings at Britannia Shipyards National Historic Site and offer a wide range of visitor-focused amenities and programs, including the development of a new First Nations exhibit.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Complete the First Nations Building including the development of First Nations exhibits and programs.</li> <li>Complete the restoration of the Japanese Duplex building as a new Welcome Centre with gift shop for the site.</li> <li>Upgrade the park spaces at Britannia Shipyards, including the addition of new interpretive displays of heritage boats.</li> </ul>			
<p><b>c) Expand</b> heritage and multicultural storytelling experiences - interactive exhibits, guided tours, and digital platforms that celebrate Richmond's layered identity.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Continue to host community-led exhibits at the Richmond Museum which highlight the variety of cultural heritage practices and histories in Richmond.</li> <li>Develop a tourism-focused walking tour of Steveston.</li> </ul>			
<p><b>d) Curate</b> thematic visitor journeys (e.g. "Active by Nature", "Taste of Richmond", "Stories of the Sea") that link attractions into cohesive experiences.</p>			
<p><b>e) Build</b> on established relationships in the Indigenous tourism space - ITBC (Indigenous Tourism BC), artists, cultural groups - to evaluate opportunities for new experience creation.</p>			

# STRATEGIC GOAL AREA 3: ADVANCE TOURISM INFRASTRUCTURE DEVELOPMENT

**Goal Statement:** Encourage the development of top-tier tourism infrastructure, gathering spaces and landmark attractions that position Richmond as a vibrant, must-visit destination in every season.

## Strategic Initiative 1

Foster Destination-Defining Infrastructure and Investment

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) To Diversify</b> accommodation supply and visitor offerings, form a task force to align private development and investment attraction related to tourism infrastructure with destination goals and community benefit.</p>			
<p><b>b) Collaborate</b> with developers to embed a destination enhancement lens in urban planning, ensuring public realm design, signage, and amenities reinforce Richmond's brand and visitor experience.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>• Use public art and cultural programming to reimagine public spaces with an eye to creative placemaking. (Richmond Arts Strategy - Objective 5.3.6)</li> <li>• Incorporate creative wayfinding elements to improve navigability and visibility to cultural events and venues. (Richmond Arts Strategy - Objective 5.3.10)</li> </ul>			
<p><b>c) Pursue</b> public-private partnerships to catalyze infrastructure growth and ensure financial sustainability by the sector.</p>			
<p><b>d) Explore</b> the development of a new destination museum in Central Richmond that celebrates Richmond's unique and diverse heritage.</p>			

# STRATEGIC GOAL AREA 3: ADVANCE TOURISM INFRASTRUCTURE DEVELOPMENT

**Goal Statement:** Encourage the development of top-tier tourism infrastructure, gathering spaces and landmark attractions that position Richmond as a vibrant, must-visit destination in every season.

## Strategic Initiative 2

Leverage Public Spaces and Placemaking

Key Focus Areas	Timeline		
	Short	Medium	Long
<p><b>a) Design</b> and deliver updated public gathering areas and waterfront destinations with programming that offers opportunities for public activation and invite residents and visitors to connect year-round (e.g. Event zones, pop-up markets, and outdoor performance spaces)</p>			
<p><b>b) Expand</b> integration of public art and interpretation elements into new and existing placemaking projects to reflect Richmond's multi-cultural and maritime heritage.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Develop Phase 2 of the Fisher's Walk experience in Steveston Village, including through a digital component to enhance storytelling and engage visitors and residents.</li> </ul>	 		
<p><b>c) Revitalize</b> Steveston Village streetscape through enhancements to travel lanes, parking, sidewalks, cycling infrastructure, open spaces, street finishings, and street furniture.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Current initiatives underway include a parking utilization study in Steveston Village, conceptual design and options of Bayview Street as a shared street and implementation options for recommended streetscapes along Chatham Street and Moncton Street.</li> </ul>	 		
<p><b>d) Link</b> to regional trail system, such as Experience the Fraser, that offers cyclists the opportunity for multi-day riding experiences with stopover locations in Richmond.</p> <p><b>Example Actions</b></p> <ul style="list-style-type: none"> <li>Explore opportunities to implement the Experience the Fraser trail network in Richmond, starting in Terra Nova Rural Park and Steveston.</li> </ul>	 		







# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** February 23, 2026

**From:** Mark Corrado  
Director, Community Bylaws and Licencing

**File:** 08-4430-03-16/2026-Vol  
01

Chad Paulin  
Director, Climate and Environment

Joshua Reis  
Director, Development

**Re: Amendment to Zoning Bylaw 8500 to Restrict Certain Industrial Uses with Odour-Related Environmental Impacts**

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10745, to prohibit large-scale open-air composting and food waste and organic rendering city-wide, be introduced and given first reading.

Mark Corrado  
Director, Comm Bylaws and Licensing  
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MC/CP/JR:ak  
Att. 2

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

## Staff Report

### Origin

At the February 2, 2026, Special Council Meeting, Council adopted the following resolutions:

1. *That in accordance with section 463(2) of the Local Government Act, the City hereby begins the preparation of an amendment to Richmond Zoning Bylaw 8500 to prohibit, throughout the City, the use of property for open-air food waste composting facilities, and for animal, fish, and food waste rendering;*
2. *That pursuant to Section 463 of the Local Government Act, staff bring all building permit applications to Council for such developments received more than 7 days after the passage of the resolution completed by resolution 1, to determine whether such applications are in conflict with the proposed bylaw, and if so, whether Council wishes to direct the withholding of the permit under section 463 of the Local Government Act; and*
3. *That staff be directed to review additional industrial odour generating uses which require Metro Vancouver Air Quality Permits related to odour, and provide a recommendation to Council on whether any such uses should be prohibited throughout the City.*

This report responds to the above resolutions and presents a proposed Zoning Bylaw Amendment (Bylaw 10745) to prohibit open-air food waste composting and food rendering facilities City-wide. Based on past experience with land uses that generate odour-related impacts, such as open-air food waste composting facilities, and a review of similar case studies and operations in Western Canada, staff recommend amending the City's Zoning Bylaw 8500 to restrict certain uses that have odour-related environmental effects to help address community health and quality of life concerns.

More specifically, proposed Bylaw 10745 would amend Zoning Bylaw 8500 to:

- Create a definition of "Large-scale open-air composting";
- Create a definition of "Rendering, food waste and organics"; and
- Add these uses to the Non-Permitted Uses and Definitions (Section 3.5).

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth and Focus Area #5 A Leader in Environmental Sustainability respectively:

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

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

## Background

Between 2015 and 2018, Harvest Fraser Richmond Organics Ltd. (dba Harvest Power) was licensed in the city and operated an open-air composting facility at 7028 York Road on Vancouver Fraser Port Authority (VFPA) lands in Richmond. The facility was required to obtain an air quality permit from Metro Vancouver, which included requirements to control odours generated by organic material processing methods.

Based on media reports, citing data from Metro Vancouver in 2018, 2,694 air quality complaints were received and attributed to Harvest Power in 2016 and 1,396 complaints in 2017<sup>1</sup>. Despite the complaints, neither Vancouver Coastal Health nor Metro Vancouver intervened to immediately halt Harvest Power operations.

In response to ongoing issues with Harvest Power, the City engaged the Office of the Chief Medical Officer at Vancouver Coastal Health (VCH) who provided a response letter dated November 25, 2016 (Attachment 1), acknowledging the issue:

*We have reviewed the situation with Metro Vancouver staff. Metro Vancouver confirms that the source of the recent odour episodes is likely Harvest Power. Metro Vancouver shared information on complaints received over a recent two-day period (November 18-19, 2016). A total of 97 complaints were made by the members of the public who reported the following concerns: Odour (100%), difficulty with opening windows or going outside (14%), and health symptoms (21%). Among individuals who reported health symptoms, the following symptoms were reported: Nausea, respiratory symptoms such as cough or difficulty breathing, symptoms of irritation such as burning eyes, headache, and vomiting. These are consistent with those noted in the published environmental health literature on the impacts of unpleasant odours from composting (and other sources).*

In December 2018, Harvest Power ceased operations, which resulted in reduced complaints.

Odour related environmental impacts have recently surfaced in the region with regard to a food rendering facility located on VFPA lands in Vancouver on Burrard Inlet that primarily processes poultry, pork and fish. As noted in an October 2025 CBC news article, a rendering facility in East Vancouver (105 North Commercial Drive) was the subject to 357 odour complaints from January to October 2025. Prior years (2020-2024) averaged 169 over the same period<sup>2</sup>.

## Public Consultation

Should Council grant first reading to the proposed Zoning Bylaw 8500 amendment, the bylaw will be forwarded to a Public Hearing where any area resident or interested party will have an opportunity to comment.

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<sup>1</sup> <https://www.ctvnews.ca/vancouver/article/composting-facility-blamed-for-bad-smell-in-richmond-closing-its-doors/>

<sup>2</sup> <https://www.cbc.ca/news/canada/british-columbia/east-vancouver-smelly-complaints-animal-processing-1.7644284>

## Analysis

### Air Quality and Permitting

Metro Vancouver describes odour as the sensation experienced with inhaling air containing odorous contaminants, which are typically complex mixtures of contaminants that are often challenging to measure. While some of these compounds may be harmful in higher concentrations, most odours encountered at low concentrations are primarily seen as a nuisance, though scientific studies have reported certain physiological and psychological effects<sup>3</sup>.

Odour-related environmental impacts are a concern as they can have adverse effects on the community's quality of life. A recent UBC study (2024), which utilized a web-based application, examined odour-related complaints in the Lower Mainland and found the following symptoms:

*App users report experiencing several classes of symptoms, such as neurological (e.g. dizziness, headache), respiratory irritation (e.g. cough, difficulty breathing), emotional and mood disturbance (e.g. anxiety, frustration, anger), ophthalmological (e.g. irritated eyes), and dermatological (e.g. hives). Neurological, respiratory symptoms, and emotional and mood disturbance occur most frequently, accounting for 87% of the symptoms reported (supplementary table S13)<sup>4</sup>.*

Air quality permitting and enforcement are regulated by Metro Vancouver under delegated authority from the Province. Enforcing air quality standards related to odour has been noted by Metro Vancouver to be a challenge, as positively determining the source can be difficult, given that air conditions may change between the time a complaint is registered and the time it takes for an officer to arrive.

Use of technology, such as enclosed buildings with enhanced building envelope materials including negative pressure systems and tower scrubbers, has the potential to lessen but not eliminate odour-related environmental impacts.

### Proposed Zoning Bylaw Amendment

Richmond Zoning Bylaw 8500 does not currently define or contain explicit provisions regarding large-scale open-air composting and rendering facilities, both of which have high potential to generate odour-related environmental impacts. These uses are currently permissible on lands zoned "Industrial (I)" zone as an "industrial, general" use, provided the use is located in an enclosed building or as an "industrial, heavy" use. Where a use is currently permitted as-of-right under existing zoning provisions, Council does not have the ability to deny that use from occurring.

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<sup>3</sup> <https://metrovancover.org/services/environmental-regulation-enforcement/air-quality-regulatory-program/odour>

<sup>4</sup> Bhandari S, de Ferreyro Monticelli D, Xie K, Ramkairsingh A, Eykelbosh A, Henderson SB, et al. Odor, air quality, and well-being: understanding the urban smellscape using crowd-sourced science. Environmental Research. 2024 Jul 24. Available from: <https://iopscience.iop.org/article/10.1088/2752-5309/ad5ded/meta>

However, the City, through its zoning powers, has the ability to restrict and regulate the use of land. The Zoning Bylaw currently prohibits certain uses city-wide, including abattoirs and cemeteries (lands for the burial of human or animal remains), where their operational characteristics may bring about community impact concerns or environmental incompatibility. The proposed amendment would similarly prohibit certain uses city-wide that have the potential to impact the community at-large due to the anticipated odours generated by the use.

Accordingly, and as directed, the proposed Zoning Bylaw amendment seeks to:

- Define “Large-scale open-air composting” as “the outdoor biological decomposition of food waste, biosolids, and animal byproducts generated off-site at a scale intended for industrial or commercial business, characterized by heavy machinery and infrastructure unless otherwise authorized by the *Agricultural Land Reserve Use Regulation* or the *Agricultural Land Commission Act*. This use does not include the decomposition of strictly plant-based matter, nor does it include composting as a secondary use in residential zones”;
- Define “Rendering, food waste and organics” as “the processing, storage, distributing and converting of organic matter including animal, fish, or food waste into materials such as fats, fuels, oils, proteins or feedstock, through the application of physical, thermal or chemical treatment for institutions, industrial or commercial business for their direct use or for resale to individual business customers but not the general public. This use includes ancillary office space, provided it is only used to administer the use and is not a stand-alone office space”; and
- Add the above “Large-scale open-air composting” and “Rendering, food waste and organics” as uses in Section 3.5 (Non-Permitted Uses and Definitions) of the Richmond Zoning Bylaw 8500, which would not permit this use in any zone city-wide.

The proposed definition for large-scale open-air composting has been written to exclude composting uses governed by the *Agricultural Land Commission Act* and *Agricultural Land Reserve Use Regulation* to continue supporting farm operations. This approach is consistent with Division 2, Section 7 of the *Agricultural Land Reserve Use Regulations*, which restricts a local government from prohibiting the production, storage and application of compost derived from agricultural by-products from an associated farm operation on Agricultural Land Reserve (ALR) lands.

The proposed amendment does not seek to take on any regulatory oversight or permitting responsibilities from Metro Vancouver.

#### Application of Section 463 of the *Local Government Act*

Following Council’s resolution on February 2, 2026, to invoke Section 463 of the *Local Government Act* (resolution #2), staff confirm that the City has not received any building permits for open-air food waste composting facilities, and for animal, fish, and food waste rendering facilities between February 9, 2026, and the date of this report.

### Other Uses with Odour-Related Environmental Impacts

Staff were also directed to consider other land uses that generate odour-related impacts and provided a recommendation to Council on whether any such uses should be prohibited throughout the City (resolution #3). Air quality permits issued by Metro Vancouver were reviewed to determine other uses that have the potential to generate odour-related impacts. Upon further assessment, no additional industrial uses that have odour-related environmental effects which require Metro Vancouver Air Quality Permits are proposed to be restricted City-wide at this time.

### Economic Development and Circular Economy Goals

Industrial activity is an important part of the City's economy and employment base. While certain industrial uses and activities require a Metro Vancouver Air Quality Permit to operate, many industrial operations do not generate significant odour-related environmental impacts and can coexist with surrounding land uses when appropriately sited.

Large-scale open-air composting and rendering facilities support the local, regional and Provincial agriculture sector and food systems by providing processing capacity for organic waste generated by farms, food processors, and restaurants. In doing so, these operations can contribute to local and regional economic activity through employment opportunities and supply chain support, while advancing Richmond's Circular City Strategy by promoting waste-to-value innovation. By processing organic waste streams into usable byproducts, such facilities can help agricultural producers and food businesses reduce disposal costs, monetize residual materials, and support broader regional sustainability objectives.

As discussed in the following sections, should Council adopt the proposed amendment, an owner could apply to rezone their property to allow for this use, and Council would be required to consider that application on a case-by-case basis and based on the merits of the specific application.

### Implications to existing operations in the City

Should Council adopt the proposed amendment, any existing large-scale open-air composting operations and any rendering facilities in operation would be permitted to continue to operate in accordance with and subject to legal non-conforming use legislation in the *Local Government Act*. If existing properties with legal non-conforming uses wish to expand their operations or facilities, the proposed (additional) development may be subject to a rezoning process.

#### *Ecowaste Facility at 7011 No. 7 Road*

A Zoning Text Amendment application (ZT 21-922710) has been submitted by Ecowaste Industries to permit the existing construction and demolition landfill and recycling operation (including open-air composting of plant matter and soil recycling) at 7011 No. 7 Road. The application is currently under staff review and will be brought forward to a future Committee and Council meeting for consideration upon completion of the technical review process.

### Future Development

Prohibiting both large-scale open-air composting and rendering facilities city-wide would not restrict the ability for an individual landowner to apply for rezoning their land and have Council consider the use. Through Council's discretionary powers to consider a rezoning application, and should Council wish to rezone a property to allow this type of use, the City could require that the applicant put in place designs and controls related to requiring specific measures aimed at mitigating odours. Any rezoning application would also be subject to a Public Hearing process.

#### *Proposed Development at 7900 Nelson Road*

Staff have received a Development Permit (DP) application (DP 25-009848) at 7900 Nelson Road (Attachment 2) for a new rendering facility on lands designated Industrial in the Official Community Plan (OCP) and zoned "Industrial (I)" in the Zoning Bylaw. Under current regulation and zoning, the owner is required to obtain a DP as the proposal includes the development on lands designated as an Environmentally Sensitive Area (ESA). The proposed development would replace the existing facility on VFPA lands in Vancouver (Burrard Inlet location). The proposed application is for Phase 1 of the rendering facility and includes the construction of three new buildings, storage tanks and transloading and on-site rail facilities. This application is under staff review and would also require several third-party approvals from the Provincial and Federal governments before development can proceed.

The applicant has been advised of Council's direction to staff to prepare a Zoning Bylaw amendment to prohibit open-air food waste composting facilities, and for animal, fish, and food waste rendering. Should Council adopt the proposed Zoning Bylaw amendment, the applicant's DP application would be held in abeyance until the matter of the land use has been considered by Council through a public rezoning process, should they choose to apply.

### **Financial Impact**

None.

### **Conclusion**

This report proposes to amend Zoning Bylaw 8500 to define "Large-scale open-air composting" and "Rendering, food waste and organics" uses and to add the new use definitions to Section 3.5 (Non-Permitted Uses and Definitions) in order to restrict these two uses that have odour-related environmental impacts. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10745, be introduced and given first reading.



Mark Corrado  
Director, Comm Bylaws and Licensing



Chad Paulin  
Director, Climate and Environment



Joshua Reis  
Director, Development

- Att. 1: Letter from the Chief Medical Health Officer dated November 25, 2016  
2: Location Map of 7900 Nelson Road



Office of the Chief  
Medical Health Officer

#800-601 W. Broadway  
Vancouver, BC V5Z 4C2

November 25, 2016

Peter Russell  
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By email: [Peter.Russell@richmond.ca](mailto:Peter.Russell@richmond.ca)

Dear Peter Russell,

**Re: Harvest Power's Air Quality Permit**

Thank you for your letter sent November 4, 2016 to Dr. Meena Dawar seeking a formal response to Richmond City Council regarding any Vancouver Coastal Health (VCH) public health investigations or assessments of the potential health impacts of the odour related to Harvest Power. Please find below information on complaints received by VCH, our response to these complaints including a review of the relevant published literature, and the assessment of air quality with Metro Vancouver. In addition, we draw your attention to current provincial policy intentions to addressing odour caused by organic matter recycling.

Like the City of Richmond, VCH-Richmond Public Health also receives complaints from members of the public about odour. The majority of reports are about diminished quality of life ("air used to be fresh in Richmond, now it stinks all the time"), a minority have reported concerns about their own health or of their family members, and a few have mentioned symptoms (nausea, vomiting, headaches, feeling unwell). These individuals are referred to Metro Vancouver as the governing body responsible for air quality monitoring in Richmond. VCH Environmental Health Officers are prepared to speak with the complainants, if requested, and have spoken with approximately 6 individuals in 2015 and 30 in 2016. In addition, Metro Vancouver sends VCH an anonymized list of reports on days when they receive  $\geq 10$  complaints; these have been arriving to Richmond Public Health almost daily in the recent weeks. As always, we also advise individuals reporting health concerns to see their family physician. However, we are not aware of any increase in health care utilization at VCH facilities or in community physician offices from health complaints associated with odour.

VCH staff do not conduct onsite assessments at Harvest Power to address odour issues as this falls within the purview of Metro Vancouver.

We have reviewed the situation with Metro Vancouver staff. Metro Vancouver confirms that the source of the recent odour episodes is likely Harvest Power. Metro Vancouver shared information on complaints received over a recent two day period (November 18-19, 2016). A total of 97 complaints were made by the members of the public who reported the following concerns: Odour (100%), difficulty with opening windows or going outside (14%), and health symptoms (21%). Among individuals who reported health symptoms, the following symptoms were reported: Nausea, respiratory symptoms such as cough or difficulty breathing, symptoms of irritation such

as burning eyes, headache, and vomiting. These are consistent with those noted in the published environmental health literature on the impacts of unpleasant odours from composting (and other sources).

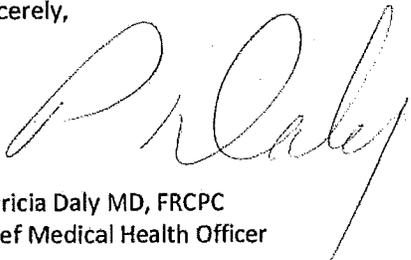
We also reviewed with Metro Vancouver staff their monitoring data for Harvest Power. The total level of Volatile Organic Compounds (VOCs) released from the composting processes at Harvest Power has gone up since 2013. This likely explains the recent increase in odour complaints. Given the sensitivity of the human nose, odour from VOCs produced from composting can be detected at levels much lower than levels that would result in long term harm. Some residents have expressed concern about bioaerosols. Metro Vancouver does not require measurement of bioaerosols (organic particles consisting of animal, plant or microbial particles). Our literature review confirms that while bioaerosols are relevant to the occupational health of staff at the composting facility, they should not impact the health of surrounding residents given the location of Harvest Power relative to the location of residences. Based on the information provided by Metro Vancouver and our literature review, we are satisfied that while Harvest Power is generating extremely unpleasant odorous compounds, the air emissions from the operation are unlikely to cause health effects in addition to ones triggered by the offensive smell. Therefore, as this issue does not meet the threshold of a health hazard, VCH Medical Health Officers and Environmental Health Officers are not planning further health assessments at this time.

Nevertheless, based on calls we and Metro Vancouver have received, the odour from composting operations at Harvest Power is affecting the quality of life and well-being of residents in Richmond. Information from the complaints suggests the odour is causing physical discomfort for some Richmond residents. This is not acceptable.

While even a well-designed, constructed and operated compost system will not be odour-free, it should not produce offensive odours. Metro Vancouver is the delegated authority for regulating air emissions in our region, including odour causing air contaminants. Adequate odour management is imperative for community wellbeing. VCH Medical Health Officers and Environmental Health Officers support the conditions placed by Metro Vancouver on Harvest Power's new permit for odour management.

Finally, the British Columbia government has recognized the need for a better regulatory framework for odour management in the recycling of organic matter. To this end, the Ministry of Environment published an Organic Matter Recycling Regulation Policy Intention Paper in October 2016. The ministry is soliciting feedback to the policy proposals until December 2, 2016.<sup>1</sup> The City of Richmond's experience with responding to odour from the Harvest Power facility could be most informative for the policy reviewers. We encourage the City and the community to submit feedback to this provincial policy review.

Sincerely,



Patricia Daly MD, FRCPC  
Chief Medical Health Officer

<sup>1</sup> <http://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/organics/regulations-guidelines>



Office of the Chief  
Medical Health Officer

#800-601 W. Broadway  
Vancouver, BC V5Z 4C2

Cc: Malcolm Brodie  
Mayor, City of Richmond

Dr. Meena Dawar  
Medical Health Officer, Richmond

Dr. James Lu  
Medical Health Officer, Environmental Health

Claudia Kurzac  
Manager, Health Protection – Richmond

Ray Robb  
Environmental Regulation and Enforcement Division Manager  
Metro Vancouver



DP 25-009848

Original Date: 04/03/25  
Revision Date:

Note: Dimensions are in METRES



Richmond Zoning Bylaw 8500  
Amendment Bylaw No. 10745

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

1) Richmond Zoning Bylaw 8500, as amended, is further amended at Section 3.5 (non-Permitted Uses and Definitions) by:

a) Adding the following, in alphabetical order, to Section 3.5.1:

“Large-scale open-air composting”;

“Rendering, food waste and organics”; and

b) Adding the following new use definitions, in alphabetical order to Section 3.5.2:

“Large-scale open-air composting

means the outdoor biological decomposition of food waste, biosolids, and animal byproduct generated off-site at a scale intended for industrial or commercial business, characterized by heavy machinery and infrastructure unless otherwise authorized by the *Agricultural Land Reserve Use Regulation* or the *Agricultural Land Commission Act*. This use does not include the decomposition of strictly plant-based matter nor does it include composting as a **secondary use** in **residential zones**.

Rendering, food waste and organics

means the processing, storage, distributing, and converting of organic matter including animal, fish, or food waste into materials such as fats, fuels, oils, proteins, or feedstock, through the application of physical, thermal or chemical treatment for institutions, industrial, or commercial business for their direct use or for resale to individual business customers but not the general public. This use includes **ancillary office** space provided it is only used to administer the use and is not a stand-

alone **office** space.”

2) This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10745**”.

FIRST READING

\_\_\_\_\_

PUBLIC HEARING

\_\_\_\_\_

SECOND READING

\_\_\_\_\_

THIRD READING

\_\_\_\_\_

ADOPTED

\_\_\_\_\_

CITY OF RICHMOND
APPROVED by <i>A</i>
APPROVED by Director or Solicitor <i>[Signature]</i>

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** February 17, 2026  
**From:** John Hopkins **File:** 01-0100-30-HCOM1-01/2025-Vol 01  
 Director, Policy Planning  
**Re:** **Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation**

### Staff Recommendation

1. That the Richmond Heritage Commission 2025 Annual Report, as presented in the report titled "Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation" dated February 17, 2026 from the Director, Policy Planning, be received for information; and
2. That the Richmond Heritage Commission's 2026 Work Program and Budget Allocation be approved.

John Hopkins  
 Director, Policy Planning  
 (604-276-4279)

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Arts, Culture & Heritage	<b>CONCURRENCE</b> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Richmond Heritage Commission (RHC) was established by bylaw in 1998 (Bylaw No. 7906), which requires preparation of a work program, budget allocation and an annual report to be presented each year to Council.

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

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

This report supports Council's Strategic Plan 2022-2026 Focus Area #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.*

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

### Analysis

#### 2025 Annual Report

Activities undertaken by the RHC are outlined in the 2025 Annual Report (Attachment 1). Highlights of the Commission's work included:

- Reviewed and commented on a total of four (4) development applications, three for properties located within the Steveston Village Heritage Conservation Area and one at Britannia Shipyards;
- Received information and regular updates on various City policies, initiatives and programs;
- Organized the annual Richmond Heritage Awards and selected four (4) recipients;
- Provided sponsorship to the Richmond Regional Heritage Fair and the Richmond Museum's Oral History project;
- Presented a display and interactive activity for Heritage Week at the Richmond Children's Arts Festival; and
- Hosted a Heritage Awards presentation and networking event for award recipients and local heritage organizations.

As an Advisory Committee to Council, the RHC's activities are fully supported by the City's operating budget.

In 2026, the RHC will continue to advise Council on heritage conservation and promotion matters, and undertake and provide support for activities that benefit and advance heritage in the city.

#### 2026 Work Program and Budget Allocation

The proposed 2026 Work Program (Attachment 2) and Budget Allocation (Attachment 3) priorities for the Commission include:

- Review and provide recommendations on development applications and the City's heritage-related policy projects;
- Receive information from staff on programs, initiatives and projects related to City-owned heritage places and museums and provide feedback;
- Receive information and comment on the City's capital budget items related to heritage;
- Invite and receive Richmond Heritage Award nominations, and select and publicly recognize the recipients;
- Provide sponsorship to the Richmond Regional Heritage Fair and Richmond Museum's Oral History project;
- Develop and present initiatives to raise public awareness of Richmond's heritage resources;
- Identify potential RHC initiatives and support collaboration through networking with local and regional heritage groups and a site visit or workshop; and
- Develop a work program for 2027.

The RHC Work Program outlines the RHC's priorities in the coming year to advance the Commission's mandate of advising Council on heritage conservation and promotion matters, and undertaking and providing support for activities that benefit and advance heritage in the city.

The 2026 Budget Allocation provides for a total operating budget of \$5,000 for the RHC. This includes funds for organizing and presenting the Richmond Heritage Awards, for public awareness initiatives such as a Heritage Week display, for sponsorships, and for networking with local and regional heritage groups to exchange knowledge and advance the City's heritage objectives.

The RHC Work Program and Budget Allocation may be revised if necessary, based on emerging issues and future Council priorities.

#### **Financial Impact**

The allocated \$5,000 is being funded from available operating funds approved for these services.

## **Conclusion**

The RHC 2025 Annual Report provides a summary of the activities undertaken by the Commission during the 2025 calendar year. The RHC 2026 Work Program and Budget Allocation outlines the Commission's priorities for the upcoming year on advising Council on heritage conservation and promotion matters, and undertaking and providing support for activities that benefit and advance heritage in the city.

It is recommended that the RHC 2025 Annual Report be received for information and the 2026 Work Program and Budget Allocation be approved.



Judith Mosley  
Planner 2 (Policy Planning) – Heritage Planner  
(604-276-4170)

JM:cas

- Att. 1: Richmond Heritage Commission 2025 Annual Report
- 2: Richmond Heritage Commission 2026 Work Program
- 3: Richmond Heritage Commission 2026 Budget Allocation

**2025 Annual Report  
Richmond Heritage Commission**

<b>Projects/Initiatives</b>	<b>Results</b>	<b>Accomplishments/Comments</b>
Development Applications	Provided heritage perspective and advice to staff and Council	<ul style="list-style-type: none"> <li>Reviewed and commented on a total of four (4) development applications, three for properties in the Steveston Village Heritage Conservation Area and one at Britannia Shipyards.</li> </ul>
City Heritage-Related Policy		<ul style="list-style-type: none"> <li>Commented on City initiatives and programs.</li> </ul>
City-led Heritage Projects		<ul style="list-style-type: none"> <li>Received information on programs, initiatives and projects related to City-owned heritage places and museums.</li> </ul>
Richmond Heritage Awards	Recognized accomplishments of individuals and organizations	<ul style="list-style-type: none"> <li>Organized the annual Richmond Heritage Awards and selected four (4) recipients. Hosted an Awards Presentation and Networking event.</li> </ul>
Community-led Heritage Projects	Sponsored and supported community initiatives	<ul style="list-style-type: none"> <li>Provided \$1,800 to the Richmond Regional Heritage Fair and participated in judging.</li> <li>Provided \$350 to Richmond Museum's Oral History project.</li> </ul>
Public Awareness of Richmond Heritage and the RHC	Completed promotional and networking activities	<ul style="list-style-type: none"> <li>Presented a display and interactive activity for Heritage Week.</li> <li>Hosted a networking event with local heritage organizations.</li> </ul>
RHC Pre-Planning	Completed work program planning	<ul style="list-style-type: none"> <li>Finalized 2025 work program and budget allocation; Commenced 2026 planning.</li> </ul>

**List of Applications Reviewed in 2025**

<b>Application</b>	<b>Address</b>	<b>Proposal</b>
HA 24-045011	3580 Moncton Street, unit 100 (Hepworth Block)	<ul style="list-style-type: none"> <li>Exterior painting and new business sign</li> </ul>
HA 25-020472	12451 Trites Road (Seine Net Loft, Britannia Shipyards)	<ul style="list-style-type: none"> <li>Structural and envelope conservation</li> </ul>
HRA 23-016568 HA 25-022755 Grant application	3831 Moncton Street (Ikeda Dry Goods)	<ul style="list-style-type: none"> <li>Conservation of heritage building and new hotel addition</li> </ul>
HA 25-026393	3811 Moncton Street (Japanese Fishermen's Benevolent Society Building)	<ul style="list-style-type: none"> <li>Facility sign, National Historic Event plaque and landscaping</li> </ul>

**2026 Work Program Summary  
Richmond Heritage Commission**

<b>Projects/Initiatives</b>	<b>Results Expected</b>	<b>Comments</b>
Development Applications	Advice to staff and Council	<ul style="list-style-type: none"> <li>Review and provide recommendations on relevant development applications or other initiatives that may have an impact on the conservation of heritage resources city-wide and in Steveston Village.</li> </ul>
City Heritage-related Policy		<ul style="list-style-type: none"> <li>Review and provide comments on policy projects.</li> </ul>
City-led Heritage Projects		<ul style="list-style-type: none"> <li>Receive information from staff on programs, initiatives and projects related to City-owned heritage places and museums and provide feedback.</li> <li>Review and provide comments on City capital budget items related to heritage.</li> </ul>
Richmond Heritage Awards	Organize/host competition	<ul style="list-style-type: none"> <li>Encourage and receive award nominations, and select and publicly recognize the winners.</li> <li>Raise public awareness of the Heritage Awards.</li> </ul>
Community-led Heritage Projects	Sponsorship support	<ul style="list-style-type: none"> <li>Richmond Regional Heritage Fair (including participation in judging).</li> <li>Oral History Project.</li> </ul>
Public Awareness of Heritage Resources	Promotional initiatives	<ul style="list-style-type: none"> <li>Display for Heritage Week, other events and activities.</li> </ul>
Program Development	Site visit or workshop	<ul style="list-style-type: none"> <li>Explore local heritage topics and identify potential RHC initiatives.</li> </ul>
	Host a networking event	<ul style="list-style-type: none"> <li>Networking event with local heritage groups to support collaboration and identify potential RHC initiatives.</li> <li>Connect with other heritage advisory committees in the region to share best practices and identify potential RHC initiatives.</li> </ul>
RHC Pre-Planning	Work program planning	<ul style="list-style-type: none"> <li>Develop work program for 2027.</li> </ul>

**2026 Budget Allocation  
Richmond Heritage Commission**

Work Item	Budget
Advice to Staff and Council	Nil
Richmond Heritage Awards (advertising, promotion, framing of awards, presentation event)	\$1,500
Annual Sponsorship – Heritage Fair	\$1,800
Annual Sponsorship – Oral History Project	\$350
Promotional Initiatives, including: <ul style="list-style-type: none"> <li>• Display for Heritage Week</li> <li>• Other event participation and activities</li> </ul>	\$500
Program Development	\$700
Meeting refreshments (in-person meetings, spring and fall)	\$150
Contingency	N/A
<b>Total</b>	<b>\$5,000</b>



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** James Cooper  
 Director, Building Approvals  
**Re:** **Housing Target Order**

**Date:** February 23, 2026  
**File:** 12-8360-01/2025-Vol  
 01

### Staff Recommendations

1. That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and
2. That the Housing Target Progress Report be published on the City of Richmond website.

James Cooper  
 Director, Building Approvals  
 (604-247-4606)

Att. 3

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

## Staff Report

### Origin

The provincial government has set housing targets, through the Housing Supply Act, for 40 municipalities to attain over a five-year period. Housing targets have been issued to four groups of 10 municipalities, and the City of Richmond is part of Group 4, which received its Housing Target Order (HTO) on August 18, 2025 (Attachment 1).

As part of the requirements, each municipality is to provide an interim six-month progress report, during the first-year reporting period, which is the timeframe this report covers. This report accompanies the housing target data, compiled in the Housing Target Progress Report Form (Attachment 2), to be provided to the Province.

### Background

On August 18, 2025, the Province issued an HTO to the City of Richmond under the Housing Supply Act, which was brought into force by Regulation on May 31, 2023. It gives the Province authority to set housing targets for municipalities. The Act's intention is to build on the municipal Housing Needs Reports and the various provincial housing bills (Bill 44, 46 and 47) that were given Royal Assent in late 2023.

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

The main goal of the HTO is to require the City to meet the total minimum number of net new completed housing units (new units granted occupancy minus those lost to demolition), set out annually over a five-year period. The Province's methodology has indicated that a total of 9,004 homes are needed in Richmond between 2025 and 2030. Based on this, the Province has determined that the housing targets would reflect 75 per cent of this total. As a result, the five-year housing target issued uniquely for the City of Richmond is 6,753 units, which is the total minimum number of net new completed housing units required. The five-year housing target is further broken down into yearly totals that include the total from the year before, as shown in Schedule A of the HTO.

If the City fails to meet the HTO requirements, specifically failure to meet targets or demonstrate satisfactory progress in reporting, the Province may intervene by appointing an advisor to review progress and make recommendations, issuing directives to force bylaw changes, or using Orders in Council to bypass local government approval processes for housing projects.

The interim report covers the reporting period between September 1, 2025, and February 28, 2026, and City housing data for the first six-month period has been compiled. The reporting for the five-year period ends on August 31, 2030. Generally, each reporting period is required to be

annual, except for the first year, when two reports are required. This report represents the six-month reporting in the first year.

All municipalities must use the Housing Target Progress Report Form to complete the requirements for progress reporting under the Housing Supply Act. The information provided will be evaluated by the Ministry of Housing and Municipal Affairs to determine whether targets have been met or satisfactory progress has been made towards meeting the targets.

The City must have Council receive the report by Council resolution within 45 days of the end of the reporting period, as per Schedule C of the HTO. Secondly, the report must be sent to the Province by April 14, 2026, since the initial reporting period ends on February 28, 2026. Lastly, the report must be published on the City of Richmond website.

### **Analysis**

As outlined in Schedule A of the HTO, the annual number of net new housing units granted occupancy for the first-year housing target is 1,013 units. The number of net new units recorded at the occupancy stage in the City since September 1, 2025, is 2,054 units, as documented in Section 2 of the Housing Target Progress Report Form, and exceeds the number required for the first-year housing target. It is important to know that housing data generally reflect the cyclical nature of the development industry, so over shorter periods, the number of completed housing units may vary dramatically, and should not be interpreted as a trend.

The Housing Target Progress Report Form also requires subsequent reporting details, including the following:

- Section 3: number of housing units by category and type
- Section 4: municipal actions and partnerships to enable more housing supply
- Section 5: approved housing development applications
- Section 6: withdrawn or not approved housing development applications
- Section 7: other information; and
- Section 8: summary of planned actions to meet targets (not applicable for initial six-month reporting).

Sections 3 and 5 of the Housing Target Progress Report Form include a detailed breakdown of net new units by size, denoted by the number of bedrooms, which is not something the City has historically kept statistics on. As a result, City staff have implemented new data collection processes and systems. Collecting this housing data has added an administrative burden and has required the updating of various forms and systems in order to compile information in the manner legislated by the Province.

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

It is important to highlight that the rental affordability guideline indicates the Province is seeking more than 50 per cent of units to be below market, which requires federal and provincial investment. Also, the Province is seeking 334 supportive rental units with on-site supports, which requires third-party partnerships and investment to become feasible to attain and provide.

**Financial Impact**

None.

**Conclusion**

Complying with provincial legislation, staff have developed a reporting structure to satisfy the requirements of the HTO. The City is on track to exceed the housing target set by the Province for the first year, given the positive results of the current six-month reporting period.



Kathryn McCreary  
Manager, Plan Review  
(604-204-8515)

KM:jc

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

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS

*Housing Supply Act*

Ministerial Order No. M262

WHEREAS

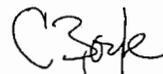
- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Richmond.
- B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Richmond regarding this housing target order.
- C. The minister has:
  - i. provided a description of the proposed Housing Target Order to the City of Richmond.
  - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Richmond an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Richmond, pursuant to section 4(2), Housing Supply Regulation, Reg. 133/2023, has elapsed.

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

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

August 18, 2025

Date



Minister of Housing and Municipal Affairs

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

Authority under which Order is made:

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

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

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

**SCHEDULE A**  
**Housing Targets**

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

**SCHEDULE B**  
**Performance Indicators**

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
  - a. Progress toward achieving the annual cumulative housing target; and
  - b. Actions taken by the municipality toward meeting the annual housing target.

**Table 1 - Performance Indicators**

Category	Performance Indicator	Data to Measure
Annual cumulative housing target	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of net new housing units (completions minus demolitions) during the reporting period.
Actions taken by the municipality toward meeting the annual cumulative housing target	Satisfactory progress demonstrated by: <ol style="list-style-type: none"> <li>1. Update of land use planning documents to align with housing targets;</li> <li>2. Adoption of policies and initiatives to meet housing targets; and</li> <li>3. Residential approvals complete and/or in progress that met or will meet housing targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update and related policies that align with achieving annual housing targets.</li> <li>2. Description of new/amended bylaws and policies, innovative approaches, and pilot projects undertaken to achieve housing targets.</li> <li>3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.</li> </ol>

**SCHEDULE C**  
**Housing Targets Progress Reporting**

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

Reporting Period 1.1: September 1, 2025 – February 28, 2026

Reporting Period 1.2: September 1, 2025 – August 31, 2026

Reporting Period 2: September 1, 2026 – August 31, 2027

Reporting Period 3: September 1, 2027 – August 31, 2028

Reporting Period 4: September 1, 2028 – August 31, 2029

Reporting Period 5: September 1, 2029 – August 31, 2030

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



## HOUSING TARGET PROGRESS REPORT FORM

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Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

### PURPOSE

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

### REPORT REQUIREMENTS

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

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

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

### ASSESSMENT

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

### REPORT SUBMISSION

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

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



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION	
<b>Municipality</b>	City of Richmond
<b>Housing Target Order Date</b>	August 18, 2025
<b>Reporting Period</b>	September 1, 2025 – February 28, 2026
<b>Date Received by Council Resolution</b>	March 23, 2026
<b>Date Submitted to Ministry</b>	March 30, 2026
<b>Municipal Website of Published Report</b>	April 14, 2026
<b>Report Prepared By</b>	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
<b>Municipal Contact Info</b>	Kathryn McCreary, Manager Plan Review, kmccreary@richmond.ca, 604-204-8515
<b>Contractor Contact Info</b>	<input type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS				
Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u>				
<b>Section 8 must be completed if a housing target has not been met for the reporting period.</b>				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
<b>Total</b>	2088	34	2054	2054

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)				
Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
<b>Units by Size</b>				
Studio	34	0	34	34
One Bedroom	912	0	912	912
Two Bedroom	846	0	846	846
Three Bedroom	190	34	156	156
Four or More Bedroom <sup>1</sup>	106	0	106	106

<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total	176	0	176	176
Rental – Purpose Built	116	0	116	116
Rental – Secondary Suite	60	0	60	60
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	1912	34	1878	1878
<b>Units by Rental Affordability</b>				
Market	60	0	60	60
Below Market <sup>3</sup> - Total	116	0	116	116
Below Market - Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0

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

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

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

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

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

**Bill 44 - Small-Scale Multi-Unit Housing (SSMUH):** In June 2024, Council amended the zoning of almost 27,000 single-family and duplex lots throughout the City to permit SSMUH. These

changes permit up to three, four and six ground-oriented units per lot subject to criteria. As part of the City's ongoing monitoring of SSMUH implementation, Council has adopted subsequent amendments to the City's SSMUH zoning in March 2025 and in February 2026 to support project viability and design flexibility.

**Housing Priorities Grant Program:** The City launched a three-year grant program in 2025 to help address financial barriers that limit the delivery of affordable rental housing. Funded by the HAF, the program has allocated \$9,355,000 to support the delivery of 347 affordable rental units over five projects, exceeding the Grant Program's target of 220 units. The 347 units represent a portion of housing within larger market rental housing developments. In total, the proposed projects will deliver approximately 956 new units, including affordable and market rental. Each successful applicant has until November 2027 to receive a BP to receive the grant funding.

**Fast-Track Program for 100 per cent Rental Housing:** The City has established a fast-track program to expedite the review of development applications for 100 per cent residential rental housing projects, and those including a portion of below-market housing. The City has created a team dedicated to processing rental projects. In the past 12 months, Council has granted third reading for 533 rental units, of which 85 are below market.

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

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

**A City-initiated Rezoning Application for Rental Development on City-owned Land**

Through an open RFP process, Council approved selection of a NPO partner, and authorized a Rezoning submission on City-owned land for a six-storey rental development application on Sexsmith Road in the Aberdeen area, which is due to be submitted prior to the end of Q1 2026. If approved, the project would deliver approximately 220 units geared to low and moderate-income individuals or families.

**Automated Plan Review:** Council has approved the funding for advancing an Automated Plan Review system, which is under development, using software that evaluates design documents, presented as Building Information Modelling files, to determine conformance to the BC Building Code and critical elements of the Zoning Bylaw.

**Permit Optimization Program (POP):** The City launched the online MyPermit portal to reduce approval times by optimizing and digitizing the permitting process, which Council approved funding to advance. The advantage of the online MyPermit portal is it leverages new technology to improve the customer experience and support end-to-end modernization, including digital submissions, review/approval, and permit issuance. MyPermit currently accommodates plumbing, gas, sprinkler, demolition and tree removal permits, Servicing Agreements (SA) and rezoning applications and in spring



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

2026 will be expanded to include BPs, DP permits and subdivision applications. Staff have hosted industry engagement sessions to inform MyPermit enhancements, with a strong turnout. To date, over 1,600 applications have been submitted via MyPermit.

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

### **Surety Bond Pilot Program**

On July 14, 2025, Council approved a Pilot Program to permit the use of Surety Bonds as an alternative form of security for DCC installment payments, DP landscape securities, and SA works. On November 10, 2025, Council approved the expansion of the Pilot Program to permit the use of Surety Bonds for tree survival securities.

### **The City is in active engagement and collaboration in the following initiatives:**

**Getting Ready for Pre-Fabricated Housing:** The study will focus on recent Richmond pre-fab projects, including the Harbour House, a 25-unit transitional housing development for women and their children funded in part by the CMHC's Rapid Housing Initiative, to document lessons learned in plan checking and permitting. The City will then develop a simplified approval process for such future buildings with the goal to support accelerated approvals.

**Preapproval for Standardized Apartment Design:** The City has been working with Metro Vancouver on an initiative to bring about preapproval of a six-storey wood frame apartment design that may be introduced into sites with appropriate size and dimensions.

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

Council has approved potential funding pending the outcome of the proposed Rezoning / Development Permit for the redevelopment of Bill Ribgy Manor into a 104-unit building for seniors and families. Bill Ribgy Manor is currently owned by BC Indigenous Housing Society.



## HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

### Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

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

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

	Rezoning	Development Permit	Building Permit	Total
<b>Applications</b>	0	4	101	105
<b>New Units</b>	0	15	232	247
<b>Unit Breakdown</b>				
<b>Units by Size</b>				
Studio	0	0	0	0
One Bedroom	0	0	60	60
Two Bedroom	0	3	13	16
Three Bedroom	0	2	84	86
Four or More Bedroom <sup>1</sup>	0	10	75	85
<b>Units by Tenure</b>				
Rental Units <sup>2</sup> – Total <sup>2</sup>	0	0	0	0
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	0	0	59	59
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	0	15	173	188
<b>Units by Rental Affordability</b>				
Market	0	0	59	59
Below Market <sup>3</sup> - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports <sup>4</sup>	0	0	0	0

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

**Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS**

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

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

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

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



**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

8131 Westminster Highway	Applicant recently canceled Building Permit and the City is not sure of what the rationale was at this time	Applicant had applied to the City of Richmond for permission to develop 8131 Westminster Hwy to construct a 14 storey Mixed-Use building, with 122 Residential Units and 13 LEMR Units.	134
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**Section 7: OTHER INFORMATION**

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

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



**HOUSING TARGET PROGRESS REPORT FORM**

Housing Targets Branch  
BC Ministry of Housing and Municipal Affairs

**Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS**

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

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

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

<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>

<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>

<b>Name of Action:</b>	
<b>Description of Action:</b>	
<b>Completion/Milestone Date:</b>	
<b>Link:</b>	<b>Number of Units:</b>

*\*Copy/Paste above description tables as needed*

<sup>1</sup> If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

<sup>2</sup> **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.

<sup>3</sup> **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.

<sup>4</sup> **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.



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

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

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

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

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

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

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

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	334

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



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** March 3, 2026  
**From:** James Cooper **File:** 12-8360-01/2025-Vol  
 Director, Building Approvals 01  
**Re:** **Local Government Development Approvals Program – 2026 UBCM Grant Application**

### Staff Recommendations

1. That the application to the Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program funding stream, as outlined in the report titled "Local Government Development Approvals Program - 2026 UBCM Grant Application" dated March 3, 2026, from the Director, Building Approvals, be endorsed; and
2. That, should the grant application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement with UBCM on behalf of the City, and the Consolidated 5 Year Financial Plan (2026-2030) be amended accordingly.

James Cooper  
 Director, Building Approvals  
 (604-247-4606)

Att. 1

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

## Staff Report

### Origin

The Planning and Development Division has identified an opportunity to seek grant funding to support the implementation of important business improvements within the Building Approvals Department, aligning with the objectives and grant eligibility of the UBCM Local Government Development Approvals Program.

The intention is to enable an accelerated implementation of process improvements by way of supplemental funding made available via the UBCM program. The City is seeking the maximum grant amount of \$200,000. The program and the proposed project are described later in this report.

It is important to note that the grant application deadline is March 13, 2026, and City Council endorsement for the proposed project is required for the grant application. However, given the Council meeting schedule, staff have made inquiries to the UBCM Program Office and have confirmed their understanding and acceptance of the City providing the official Council Resolution as part of a delayed addition to the application.

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 #4 Responsible Financial Management and Governance:

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

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

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

### Background

In 2019, the Province initiated the Development Approvals Process Review (DAPR). The report lists ideas arising from Province-wide consultations with Local Governments (LGs) and industry stakeholders to streamline and accelerate development approvals in BC. Some of the ideas included:

- Improvements to LG application and approval processes;
- Considering increased delegation authority to LG staff;
- Reviewing the public input process;

- Evaluating new development finance tools;
- Clarifying subdivision approvals processes;
- Better integration of provincial referrals and regulatory requirements; and
- The enhancement of overarching topics through all phases of development.

Accordingly, the UBCM Local Government Development Approvals Program is intended to support the implementation of aligned improvement initiatives and the pursuit of innovative approaches to meeting such objectives.

The Province defines the development approval process as all operational steps and decisions taken in relation to a Local Government’s consideration of approving development, whether it be in a pre-application phase, where project feasibility and concepts are evaluated; or the assessment of building design for the issuance of a building permit; or the eventual validation of construction to enable occupancy.

All these phases hence form part of a process chain along the development continuum, which is depicted below in Figure 1, illustrating the Richmond context and, generically, for any Local Government.

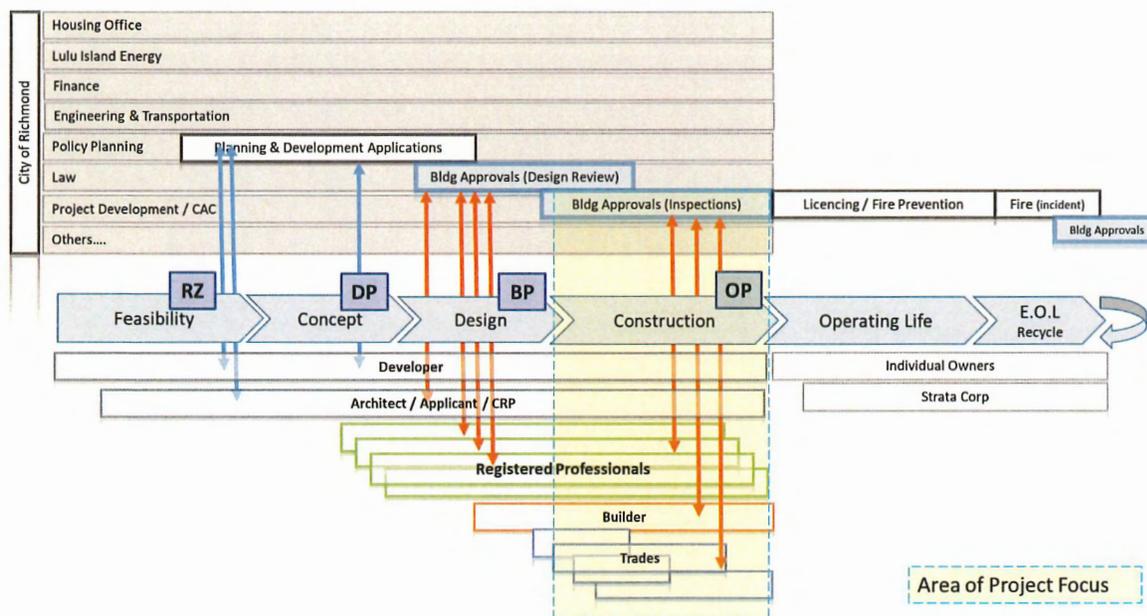


Figure 1. Illustration of the Development Continuum and Stakeholder Relationships

The City of Richmond has always been proactive in its value-based approach to innovation and continuous improvement. As such, some of the initiatives identified in the DAPR had already been identified and were intrinsically part of Richmond’s operating best practices. For example, business improvement initiatives such as the Permit Optimization Project (POP) have focused on the digitization of processes within the front-end phases of the continuum.

Process improvements along this continuum are proposed to form part of this new project and expand on a trajectory initiated by the POP project, deliberately focusing outcomes on efficiencies

within the construction phase, and in direct response to feedback received from industry and the observations made through the course of our normal business operations.

The Project – Build it Right. Here.

This project – proposed to be named “Build it Right. Here.” – aims to simplify and modernize the assessment of construction and evaluation at completion to determine overall compliance for occupancy. Activities and deliverables envisioned form part of an existing process of continuous improvement plans. Accordingly, this grant funding is sought to accelerate their implementation.

The 2026 UBCM Program and Application Guide is included in Attachment 1 as a reference.

The project will focus on identifying how the City can better support the accountabilities of builders, trade contractors, and registered professionals through implementing better processes, communicating clearer expectations and ensuring consistent assessments of compliance, resulting in more predictable outcomes and timelines for their developments. These improvements will furthermore facilitate the onboarding and training of new staff.

Project Deliverables and Outcomes

In line with grant criterion, the project deliverables will include:

1. The updating of existing, and the creation of new, procedures and checklists for each stage of inspection, forming part of an initiative to enhance Standard Operating Procedures across the Planning & Development Division.
  - a. Results will provide clearer expectations for builders and professionals; improve consistency in assessments by Building and Plumbing Officials; and expedite the issuance and resolution of observations cited on inspection reports.
  - b. Aligned with Table 1-B, bullet 1 of the Program and Application Guide.
2. The creation of bulletins clarifying the processes of acceptance for off-site fabrication and modular construction, leveraging important work and observations made by Richmond staff on the modular construction projects previously built in the city.
  - a. These will address critical regulatory standards that will allow construction to transition more effectively to a pre-fabrication model where desired.
  - b. Aligned with Table 1-A, bullet 5 of the Program and Application Guide.
3. The creation of a new and updated Final Occupancy processes for complex developments, including the creation and update of bulletins.
  - a. Providing cross-departmental verification tools for the facilitated validation of compliance and completion.
  - b. Aligned with Table 1-B, bullet 1 of the Program and Application Guide.
4. Where applicable, codifying the procedures for future integration into our business system software (i.e. AMANDA).
  - a. Aligned with Table 1-I of the Program and Application Guide.

### Project Implementation and Timeline

The deliverables and objectives outlined above are foreseen to be implemented within a one-year period. They are intended to be effective and usable for our customers, independent of any concurrent improvement activities across the organization, and designed to be integral with future overall business systems under consideration.

Upon receipt of grant funding, a dedicated staff secondment will lead the project and accelerate the integration of identified deliverables with other concurrent improvement activities across the organization, such as POP. This approach to project implementation leveraging the grant offers the flexibility needed for organizational changes on a project basis, while maintaining in-house expertise, accountability and ownership of the process.

### Project Costs

Total costs for the project are estimated to be between \$285,000 and \$300,000 and are comprised of eligible grant costs and activities, such as:

- Project Management (staff secondment);
- Training costs for staff (external consultant);
- Industry consultation sessions; and
- Production materials (print and online).

Grant funding of \$200,000 will be attributed directly to these costs. Excesses to the grant amount will be borne by existing operations budgets, further emphasizing the City's financial commitment to support this important project and the grant application.

### **Financial Impact**

Total costs for the project are estimated to be between \$285,000 and \$300,000. The City expects to receive the maximum grant funding of \$200,000 from UBCM, and the remaining amount will be funded within existing budgets.

Should the grant application be successful, the Consolidated 5 Year Financial Plan (2026-2030) will be amended accordingly.

### **Conclusion**

As a key participant in the process chain of development approvals, the Building Approvals Department holds an important vantage point, experience, and role in streamlining and accelerating approvals for development.

With the support of the UBCM Program Grant, the City will pursue an accelerated implementation of the "Build it Right. Here." business improvements project, aiming to simplify and modernize the assessment of construction compliance and the issuance of building occupancies in Richmond.

March 3, 2026

- 6 -

Staff recommend approval of the grant application in support of the next steps in development approval efficiency and performance, leveraging the good work already completed and continuing to take place today.



James Cooper  
Director, Building Approvals  
(604)247-4606

JC: fa

Attachment 1: 2026 Program and Application Guide

# Local Government Development Approvals Program

## 2026 Program and Application Guide

Applications will be accepted January 5, 2026 to March 13, 2026  
using the [LGPS Online Application Tool](#)

### 1. Introduction

---

In 2019, the Province of BC initiated the Development Approvals Process Review (DAPR). Extensive local government and stakeholder engagement produced a comprehensive list of informed ideas for streamlining and speeding up the development approvals process, outlined in the [DAPR Report](#). The Local Government Development Approvals Program provides support to local governments to address the findings and adopt the recommendations in the DAPR Report.

To support getting the homes people need approved, built, and available effectively and efficiently, local governments, the development sector, and the Province all have a role to play in improving current development approvals processes.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

#### Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building and/or occupancy permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The 2026 intake has been expanded to include eligible activities that support:

- Alignment with [BC Building Permit Hub](#);
- Use of **modern methods of construction**, such as **offsite construction**, **prefabricated construction**, and **modular construction**;
- Implementation of **standardized designs** for housing.

Approximately \$9.0 million is available for the 2026 intake. The Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Ministry of Housing and Municipal Affairs.

### 2. Eligible Applicants

---

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply.

Eligible applicants can submit one application per intake. This includes applying as a **sub-applicant** in a regional application.



### 3. Grant Maximum

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The Local Government Development Approvals Program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$200,000.00. For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

### 4. Eligible Projects

---

To qualify for funding, proposed activities must meet the intent of the program and be:

- A new or subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within two years of the date of grant approval;
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro) are willing to participate.

#### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

For the purpose of the Local Government Development Approvals Program, regional projects may include applicants that are not located in the same region but instead that are collaborating on, and will all benefit from, an eligible project. For all regional projects, the project must result in new or updated development approval processes or outcomes for all applicants included in the **approved project**.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

### 5. Requirements for Funding

---

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, support harmonization of land use planning, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, **approved projects** must meet the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, to qualify for funding, for any professional activities required to obtain authorizations or permits, be developed and signed by a qualified professional as per the *Professional Governance Act*.

## 6. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects, but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to [Section 4](#) for funding requirements for working with external partners. Eligible activities must be cost-effective.

**Table 1: Activities Eligible for Funding**

- A. Developing, reviewing, and/or updating internal development approvals processes to improve efficiency and effectiveness. For example:
- Planning, training, and facilitating to improve collaboration between departments to improve development approvals process.
  - Planning and making recommendations for triaging development applications at the submission stage to identify incomplete, straight forward, complex, or high priority (e.g., aligned with council priorities on affordable and rental housing) applications and have a different process for acting on each kind.
  - ~~Reviewing and updating building permit application forms to align with the [Province's standardized permit checklist](#).~~
  - Reviewing and updating internal approvals processes, including guidelines and bylaws, to support the efficient approval of projects using **standardized designs** from a variety of sources, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation's [Housing Design Catalogue](#), or others.
  - Identifying opportunities to support the adoption of **modern methods of construction** such as **offsite construction** methodologies including volumetric **modular** or panelized construction, including review of bylaws or permit processes relating to standards such as CSA A277, especially in connection with standardization of permitting and approvals.

**Table 1: Activities Eligible for Funding (continued)**

- B. Developing, reviewing, and/or updating development approvals guidance for staff and/or applicants. For example:
- Creating guides, templates, webinars, and/or checklists for applicants and/or staff.
  - Creating guidelines that define what constitutes a major or minor amendment change.
  - Change management training and capacity building for staff or elected officials.
  - Process improvements to support the use of **standardized designs** or **modern methods of construction** and updates to guidelines, policies, procedures, and bylaws.
- C. Reviewing and making recommendations to improve development approval procedures bylaw. For example:
- Delegating authority to staff to make decisions where appropriate, including delegating technical development permits to staff.
- D. Reviewing zoning bylaw(s) and providing recommendations to improve development approval processes. For example:
- Reducing the need for commonly requested variances.
  - Simplifying and expediting the use of **standardized design** catalogues.
  - Supporting the use of **modern methods of construction** including **offsite construction**, **prefabricated construction**, and **modular construction**.
- E. Reviewing other land use bylaw(s) and providing recommendations to improve the development approval process. For example:
- Reviewing official community plans or regional growth strategies to identify opportunities to improve development approval process.
  - Reviewing community plans, zoning, and development processes to support the use of **modern methods of construction**, such as ensuring that **modern methods of construction** are not restricted through zoning.
- F. Facilitating collaboration or coordination with external partners (e.g., development community, provincial Ministry, First Nations, other local governments). For example:
- Developing communication materials, user guidelines, and/or training modules for development approvals.
  - Establishing a pre-application process and/or guidelines (e.g., pre-application developer meetings; pre-application public engagement).
  - Training external partners on the development approvals process.
  - Coordinating with neighbouring communities to increase consistency across jurisdictions.
- G. Improving information technology to facilitate uptake and/or alignment with Building Permit Hub. For example:
- Working with existing software provider(s) to establish/update application programming interfaces (APIs), software, and workflows to enable integration with Building Permit Hub.
  - Change management and/or staff training on Building Permit Hub adoption and associated updates to internal processes, workflows, or information technology (IT) systems.

**Table 1: Activities Eligible for Funding (continued)**

- Publishing of policies and bylaws into a machine-readable format that is consistent with the Province's approach to publishing the BC Building Code in machine readable format.
- H. Other activities that enable local governments to make use of **modern methods of construction** and **standardized designs**.
- I. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.

### **Additional Eligible Costs and Activities**

The following expenditures are also eligible provided they relate directly to eligible activities identified in Table 1:

- Incremental applicant staff (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs (e.g., FAQs, webinars for the public, guidance on how to participate in the public process, role of the decision-maker in the process).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Reporting on **approved projects** (to Board or Council, other levels of government, etc.).

### **Ineligible Costs and Activities**

Any activity that is not outlined in Table 1 or the 'Additional Eligible Costs and Activities' section, or is not directly connected to activities approved in the application, is not eligible for grant funding. This includes:

- Purchasing, developing, or implementing new or upgraded digital platforms (hardware) or software that are not directly tied to the adoption of Building Permit Hub or digitization of bylaws.
- Development or update of housing needs reports, official community plans, regional growth strategies, local area plans, master plans, zoning bylaws, etc.
- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project (e.g., costs related to bylaw adoption).
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.

- Audit fees, legal fees, interest fees, or fees to incorporate a society.
- Fundraising, lobbying, or sponsorship campaigns.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.

## 7. Application Requirements and Process

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The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

### Application Deadline

The application deadline is **March 13, 2026**. Applicants will be advised of the status of their applications within 90 days of the application deadline.

### Required Application Contents

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or **in-kind contributions** expenditures must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
  - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
  - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

### Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

2. **Application Worksheet:** This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### **Review of Applications**

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals program.
- Are outcome-based and include performance measures.
- Provide evidence of readiness to undertake proposed activities.
- Where applicable, demonstrate transferability to other local governments in BC.
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro etc.).
- Where applicable, are in alignment with other local governments' digitization efforts.
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis.

All application materials will be shared with the Province of BC.
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## **8. Grant Management and Applicant Responsibilities**

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Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision and Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and the remainder when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date;
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)); and
- Written rationale for receiving a progress payment.

### **Changes to Approved Projects (Amendment Requests)**

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), and an updated Council, Board, or Local Trust Committee resolution;
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

### **Recognition of Funding and Funders**

When recognizing funding, please state that the Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn, and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using Province of BC logos, including downloadable files, are available [here](#).

## 9. Final Report Requirements and Process

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All funded activities must be completed within two years of notification of funding approval and the final report is due within 30 days of project completion.

### Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program grant and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- Copies of any materials that were produced with grant funding (e.g., guidance material, reports on results of performance measurement);
- Photos of funded activities and/or completed projects; and,
- Links to media directly related to the funded project.

### Submission of Final Reports

Final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

### Review of Final Reports

UBCM will review all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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## 10. Additional Information

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Union of BC Municipalities

Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: 604-270-8226 ext. 220

## Appendix 1: Definitions

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**Approved Project:** Activities included in the approved application and costs included in the approved budget.

**Cash Expenditures:** Direct costs properly and reasonably incurred and paid for with money by the approved **primary applicant** or **sub-applicant(s)** as part of **the approved project**. For example, catering and consultant fees can be cash expenditures.

**In-Kind Contribution:** The use of resources of the approved **primary applicant** or **sub-applicant(s)** for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved **primary applicant** or **sub-applicant(s)** can be an in-kind expenditure.

**Modern methods of construction:** Use of newer construction methodologies including **modular construction**, **offsite construction**, or other forms of **prefabricated construction** that moves construction activities into industrialized settings instead of the development site, allowing for more rapid and efficient construction.

**Modular construction:** Design and construction methodologies that construct building designs in large, volumetric modules, including elements of walls, floors, and fittings, that move construction into factory settings with modules delivered onto building sites and assembled into the final building form.

**Offsite construction:** Design and construction methodologies that move some construction methodologies off of the eventual development site and into factories or industrialized settings to maximize on efficiencies.

**Prefabricated construction:** Use of design and construction methodologies that maximize the use of components that are prefabricated (such as trusses, wall assemblies, floor cassettes, mechanical modules, etc.) and not “stick built” on the development site.

**Primary Applicant:** Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

**Standardized Designs:** pre-approved, customizable residential building plans or designs for housing that can help streamline the permitting process, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation’s [Housing Design Catalogue](#), or others.

**Sub-Applicant(s):** In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

## Appendix 2: LGPS Online Application Tool

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As outlined in [Section 7](#), Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

### STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

### STEP TWO: Application Worksheet and Required Attachments

#### Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Primary Applicant (local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Type of Project: identify the type of project that best describes what the funding will be used for. Check all that apply:
  - Digitization (i.e., alignment with BC Building Hub)
  - Modern methods of construction
  - Standardized design
  - Streamlining of development approval processes)
4. Local Development Context:
  - a) Description of the development trends in your community in last 5 years. This could include scale and typical type of developments, number and type of applications and permits, and/or type of applicants (large developers, builders or contractors, property owners).
  - b) General community awareness or engagement regarding development processes.
5. Rationale for Proposed Activities: based on the local development context identified in Question 4, identify the current challenges facing your local government regarding development approvals.
6. Evidence and Readiness: based on the challenges identified above provide an overview of any additional evidence for making changes to the development approval processes. This may be derived from existing internal development approval process review, strategic plan, other relevant staff report, increase in development applications, projected increase in housing need based on recent housing needs assessment.
7. Proposed Activities:
  - a) Description of the proposed specific activities that will be undertaken.
  - b) Description of how the proposed activities meet the intent of the funding program (support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives), and the challenges identified in Question 5.
8. Outcomes and Performance Measures: describe the proposed outcomes and performance measures
  - a) What outcomes will indicate project success (addressing challenges identified in Q5)?
  - b) What performance measures will be used to assess these outcomes?
9. Internal and External Partnerships: indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, identify the specific agencies or organizations you intend to work with.
  - a) Internal partners (i.e., local government departments).
  - b) External partners (i.e., development community, provincial Ministry, First Nations, other local governments).
  - c) Other.
10. Additional Information: Any other information you think may help support your submission.

### Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant

management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and that aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For projects that include collaboration with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
  - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
  - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

**Documents should be submitted as Word, Excel, or PDF files.  
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,  
Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)**

**Please note “2026 LGDAP” in the subject line.**



# City of Richmond

## Report to Committee

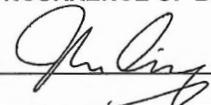
**To:** Planning Committee **Date:** February 10, 2026  
**From:** Peter Russell **File:** 08-4057-05/2025-Vol 01  
 Director, Housing  
**Re:** **Housing Agreement Amendment Application for 10388 No 2 Road (formerly 10440 and 10460 No. 2 Road)**

### Staff Recommendation

That Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.



Peter Russell  
 Director, Housing  
 (604-276-4130)

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

**Staff Report**

**Origin**

On November 12, 2024, Council approved changes to the City’s Low-End Market Rental (LEMR) Program, updating the permitted rents and income thresholds as described in the report titled “Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing”, dated October 16, 2024. The subject application by Sanford Housing Society would, if approved, amend the definitions of “permitted rent” and “eligible tenant” to align with the changes. On July 28, 2025, Council adopted the “Low-End Market Rental Parking, Tenant Asset and Income Limit Exceedance Policy”, being Council Policy 5475. The amendments would establish an asset limit of \$100,000 applicable to new eligible tenants only.

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

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

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

**Analysis**

Sanford Housing Society has applied to amend their housing agreement to align with the updated rent rates and income thresholds endorsed by Council in November 2024. As outlined in Table 1 below, the 12 LEMR homes secured through RZ 13-649524 adopted June 22, 2015, and Housing Agreement (10440 and 10460 No. 2 Road) Bylaw 9246 adopted May 25, 2015, at the subject property (currently addressed as 10388 No 2 Road) are currently occupied. The ability to charge the updated rent rates and apply the noted income thresholds would only apply at the time of any tenant turnover. Consideration of assets would form part of any future statutory declaration process and only apply to new tenancies.

**Table 1: Details for 10440 and 10460 No. 2 Road**

<b>Owner / Beneficial Owner</b>	<b>Address</b>	<b>No. of LEMR Units</b>	<b>Occupancy Status</b>	<b>Operator</b>	<b>Amendment Bylaw</b>
Sanford Housing Society / Provincial Rental Housing Corporation	10388 No. 2 Road (formerly 10440 and 10460 No. 2 Road)	12	Occupied	Sanford Housing Society	Housing Agreement (10440 and 10460 No. 2 Road) Bylaw 9246, Amendment Bylaw 10691

The amending bylaw, if adopted, would have the effect of repealing and replacing the existing housing agreement. The repeal and replace approach ensures consistency in the terms of the agreement and lessens the administrative burden when carrying out the statutory declaration process.

In addition to amendments pertaining to rents and income thresholds, the changes include drafting updates that modernize the older agreement without altering the core obligations of the owner. Notable changes to the agreement are outlined below:

- The application seeks to amend the definitions of “permitted rent” and “eligible tenant”. Council’s approval of the requested amendment would bring maximum rent rates and income thresholds into alignment with the rates established within the City’s updated LEMR program framework. Specifically, the amendment would set permitted rent rates at 10 per cent below CMHC average market rents applicable to the City of Richmond, and income thresholds would be set at the point at which annual rents reflect 30 per cent of the gross (before-tax) household income.
- The amendment bylaw includes a provision to allow the LEMR owner to charge tenants for parking in accordance with Council Policy 5475.
- The amendment bylaw includes a provision to set a maximum household asset limit of \$100,000.00 per Council Policy 5475.

Existing tenants would not be impacted by the increased rental rates as their rents are subject to the protections provided under the *Residential Tenancy Act*.

#### **Financial Impact**

None

#### **Conclusion**

The proposed housing agreement amendment aligns maximum permitted rents and tenant eligibility with the rates and limits endorsed by Council in November 2024. It is recommended that Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.



Laurel Eyton  
Planner 1, Affordable Housing  
(604-247-4944)



**Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246,  
Amendment Bylaw No. 10691**

The Council of the City of Richmond enacts as follows:

1. **Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246** is hereby amended by deleting Schedule A thereto and replacing it with Schedule 1 to this Bylaw.
2. This Bylaw is cited as "**Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF RICHMOND
APPROVED for content by originating Division <i>elm</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

\_\_\_\_\_  
MAYOR

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

Schedule 1 to Bylaw 10691

**SCHEDULE A**

**To Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw  
No. 10691**

**HOUSING AGREEMENT BETWEEN SANFORD HOUSING SOCIETY, THE  
PROVINCIAL RENTAL HOUSING CORPORATION, AND THE CITY OF  
RICHMOND**

**AFFORDABLE HOUSING AGREEMENT  
(Section 483, *Local Government Act* (BC))**

**THIS AGREEMENT** is dated for reference \_\_\_\_\_, 2026

AMONG:

**PROVINCIAL RENTAL HOUSING CORPORATION** (Inc. No. BC0052129), a corporation incorporated under the *Business Corporations Act* (BC), having an office at 1701 – 455 Kingsway, Burnaby, BC V5H 4V8

(the “**PRHC Owner**”)

AND:

**SANFORD HOUSING SOCIETY** (Inc. No. S0024943), a society incorporated pursuant to the *Societies Act* (BC), having an address at 225 West 2<sup>nd</sup> Avenue, Vancouver, BC V5Y 1C7

(the “**Society Owner**”, and together with the PRHC Owner, the “**Owner**”)

AND:

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

(the “**City**”)

**WHEREAS:**

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. Pursuant to Rezoning Application nos. RZ 13-649524 and DP 15-692659, the original owner (the “**Developer**”) of the Parent Parcel, which includes the Lands, entered into a housing agreement (the “**Original Housing Agreement**”), which Original Housing Agreement was enacted under Bylaw No. 9246 by the City’s Council on May 25, 2015 pursuant to Section 483 of the *Local Government Act*, which permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements that may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent that may be charged for housing units;
- C. The Original Housing Agreement was noted on title to the Parent Parcel under number CA5083452;
- D. In connection with completion of the Development, the Developer subdivided the Parent Parcel to create, inter alia, the Lands, and transferred its registered and beneficial interests in the PRHC Lands to the PRHC Owner and the Society Lands to the Society Owner, respectively; and

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- E. In order to address certain updates regarding affordable housing, the Owner has requested and the City has agreed to replace the Original Housing Agreement with this Agreement to provide for affordable housing, pursuant to the Affordable Housing Strategy, on the terms and conditions set out in this Agreement.

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

**ARTICLE 1  
DEFINITIONS AND INTERPRETATION**

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

- (a) **“Affordable Housing Parking”** means parking allocated for the exclusive use of any Affordable Housing Unit (pursuant to the Housing Covenant);
- (b) **“Affordable Housing Strategy”** means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (c) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units located or to be located on the Lands and designated as such in accordance with any Building Permit or Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on the Lands charged by this Agreement;
- (d) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (e) **“Assets”** means property owned by a person or company, regarded as having value and available to meet debts, commitments, or legacies, and for the purposes of this Agreement include, in particular, the following:
  - (i) stocks, bonds, term deposits, mutual funds and cash;
  - (ii) business equity in a private incorporated company including cash, GICs, bonds, stocks or real estate; and
  - (iii) real estate equity, net of debt,and exclude, in particular, the following:
  - (iv) Registered Education Savings Plans (RESPs), Registered Retirement Saving Plans (RRSPs), Registered Disability Savings Plans (RDSPs), and Registered Retirement Income Funds (RRIF);
  - (v) trade and business tools essential to continue currently active employment, such as farm equipment, specialized tools and vehicles;

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- (vi) personal effects;
- (vii) bursaries or scholarships from educational institutions for any household member that is a current student; and
- (viii) assets derived from compensatory packages from any government, for example Indian Residential School Settlements and Japanese Canadian Redress;
- (f) **“Blundell Area Plan”** means the portion of the OCP known as the City of Richmond Blundell Area Plan, as may be amended or replaced from time to time;
- (g) **“Building”** means any building constructed on the Parent Parcel, including the Lands;
- (h) **“Building Permit”** means a building permit authorizing construction on the Lands, or any portion(s) thereof;
- (i) **“City”** means the City of Richmond;
- (j) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (k) **“CMHC”** means the Canada Mortgage and Housing Corporation or its successor in function;
- (l) **“CMHC Average Rental Rates”** means the most recent CMHC average market rent per month, reported through the annual CMHC Rental Market Survey, for the City of Richmond and applicable to the unit type and number of bedrooms, based on the rates available at the time a Tenant enters into a Tenancy Agreement, provided that if the number of bedrooms in a unit exceeds three, then such CMHC average market rent applicable to “3 Bedroom +” shall apply;
- (m) **“Common Amenities”** means, together, the Common Recreational Facilities and the Common Transportation Facilities;
- (n) **“Common Recreational Facilities”** means all common space for the active or passive recreation, cultural and social enjoyment, including indoor and outdoor areas, recreational facilities and amenities, provided for the use of all residential occupants of the Development, including all Tenants, as required by the OCP, Blundell Area Plan, any rezoning consideration applicable to the Development, and the Development Permit process, including without limitation fitness facilities and related access routes;
- (o) **“Common Transportation Facilities”** means all transportation facilities provided for the use of all residential occupants of the Lands, including all Tenants, as required by the OCP, Blundell Area Plan, any rezoning consideration applicable to the Development, and the Development Permit process, including without limitation visitor parking, any required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage and supporting bicycle maintenance facilities and related access routes;
- (p) **“CPI”** means the All-Items Consumer Price Index for Vancouver, British Columbia, published from time to time by Statistics Canada, or its successor in function;

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- (q) **“Daily Amount”** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to Section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (r) **“Development”** means the townhouse development constructed on the Parent Parcel, including the Lands;
- (s) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof, and includes Development Permit Application No. DP 15-692659;
- (t) **“Director, Housing Office”** means the City’s Director, Housing Office, and his or her designate;
- (u) **“Dwelling Unit”** means a residential dwelling unit located or to be located on the Lands whether such dwelling unit is a lot, strata lot or parcel, or parts or portions thereof, and includes a single family detached dwelling, duplex, townhouse, auxiliary residential dwelling unit, rental apartment, and strata lot in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (v) **“Eligible Tenant”** means a Family:
  - (i) having a cumulative gross annual income equal to or less than the amount calculated, from time to time, by the following formula:
    - A. 90% of the then current CMHC Average Rental Rate for the applicable number of bedrooms and unit type, multiplied by 12 and then divided by 0.30,  
  
provided however that:
    - B. if there is a decrease in such then current CMHC Average Market Rental Rate following the commencement of a tenancy of an Affordable Housing Unit by such Family, such cumulative gross annual income for such Family shall be the cumulative gross annual income for such Family for the immediately preceding calendar year, adjusted on January 1st of the then current calendar year, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, provided that if there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the cumulative gross annual income for the subsequent year shall remain unchanged from the previous year; and
    - C. in the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant’s permitted cumulative gross annual income in any particular year shall be final and conclusive; and

- (ii) owning Assets valued at \$100,000 or less, as calculated by the City in any particular year, in accordance with the LEMR Parking, Tenant Asset and Income Exceedance Policy; and in the absence of obvious error or mistake, any calculation by the City of the value of an Eligible Tenant's Assets in any particular year shall be final and conclusive; provided that, for clarity, this subsection (ii) and requirements in this Agreement pursuant to this subsection (ii) will not apply to Existing Tenants, as set out in the LEMR Parking, Tenant Asset and Income Exceedance Policy;
- (w) **"Existing Tenant"** means every Tenant in occupation of an Affordable Housing Unit prior to the date of City Council's adoption of Bylaw no. 10692 approving this Agreement;
- (x) **"Family"** means:
  - (i) a person;
  - (ii) two (2) or more persons related by blood, marriage or adoption; or
  - (iii) a group of not more than six (6) persons who are not related by blood, marriage or adoption;
- (y) **"GST"** means the Goods and Services Tax levied pursuant to the *Excise Tax Act*, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (z) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to Section 219 of the *Land Title Act*) charging the Lands from time to time, in respect to the construction, use and transfer of the Affordable Housing Units;
- (aa) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (bb) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (cc) **"LEMR Parking, Tenant Asset and Income Exceedance Policy"** means the Low-End Market Rental Parking, Tenant Asset and Income Exceedance Policy approved by City Council on July 28, 2025, which allows the owner of Affordable Housing Units to charge for parking and to implement an asset test limit for new Tenants, as amended or replaced from time to time;
- (dd) **"Lands"** means the PRHC Lands and the Society Lands, collectively;
- (ee) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (ff) **"LTO"** means the New Westminster Land Title Office or its successor;

- (gg) **“Occupancy Certificate”** means a certificate issued by a City building inspector permitting occupancy of a Building pursuant to the City’s *Building Regulation Bylaw* 7230, as may be amended or replaced from time to time;
- (hh) **“OCP”** means together the City of Richmond Official Community Plan Bylaw No. 7100 and Official Community Plan Bylaw No. 9000, as may be amended or replaced from time to time;
- (ii) **“Owner”** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (jj) **“Parent Parcel”** means lands formerly legally described as:
  - (i) PID: 013-096-788, Parcel “G” (Reference Plan 15820), Except Part in Plan LMP6582 Section 31 Block 4 North Range 6 West New Westminster District; and
  - (ii) PID: 002-231-000, Parcel “E” (Reference Plan 6921), Except: the East 540 Feet; of the South Half of Section 31 Block 4 North Range 6 West New Westminster District,and includes any lot or parcel into which said Parent Parcel was Subdivided;
- (kk) **“Parking Operator”** means one of (i) the Owner, or (ii) an owner of any air space parcel formed by the registration of an air space subdivision plan in respect of the Lands or (iii) any other company or entity, to whom the Owner grants a long-term lease, or other contractual right, over all (and not only some) of the parking spaces in the Development which are designated for the use of the Tenants, in order to facilitate the use, operation and management of such parking spaces, and the Parking Operator may be related or unrelated to the Owner;
- (ll) **“Permitted Rent”** means:
  - (i) an amount which does not exceed 90% of the then current CMHC Average Rental Rate, as of the time an Eligible Tenant enters into a Tenancy Agreement, provided that:
  - (ii) such amount may be adjusted by the maximum percentage rental increase permitted by the *Residential Tenancy Act* independent of any exemption status of the Owner (i.e. non-profit housing society) during the period of time that the applicable Affordable Housing Unit is occupied by the Eligible Tenant under the Tenancy Agreement; and
  - (iii) in the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;
- (mm) **“PRHC Lands”** means certain lands and premises legally described as:

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- (i) 2 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-328, Strata Lot 2, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (ii) 3 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-036, Strata Lot 3, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (iii) 14 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-141, Strata Lot 14, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (iv) 15 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-150, Strata Lot 15, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (v) 20 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-206, Strata Lot 20, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (vi) 21 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-214, Strata Lot 21, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;

including a Building or a portion of a Building located thereon;

- (nn) “*Real Estate Development Marketing Act*” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (oo) “*Residential Tenancy Act*” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (pp) “*Residential Tenancy Regulation*” means the *Residential Tenancy Regulation*, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;
- (qq) “**Senior**” means an individual of the age defined by the City as a senior for the purposes of City programs, as may be amended from time to time and at the time of this Agreement being defined as 55 years of age and older;
- (rr) “**Society Lands**” means certain lands and premises legally described as:
  - (i) 32 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-320, Strata Lot 32, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
  - (ii) 33 – 10388 No. 2 Road, Richmond, BC  
PID: 029-934-338, Strata Lot 33, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
  - (iii) 49 – 10388 No. 2 Road, Richmond, BC

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PID: 030-056-314, Strata Lot 56, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;

- (iv) 50 – 10388 No. 2 Road, Richmond, BC  
PID: 030-056-322, Strata Lot 57, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (v) 55 – 10388 No. 2 Road, Richmond, BC  
PID: 030-056-373, Strata Lot 62, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (vi) 56 – 10388 No. 2 Road, Richmond, BC  
PID: 030-056-381, Strata Lot 63, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;

including a Building or a portion of a Building located thereon;

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

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;

- (f) the provisions of Section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action.

**ARTICLE 2  
USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS**

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by an Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner’s family members (unless the Owner’s family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, “permanent residence” means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor’s discretion, such further amendments or additions as deemed necessary) attached as Schedule A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 Notwithstanding that the Owner may otherwise be entitled, the Owner will, in respect of the Development:

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- (a) take no steps to compel the issuance of, and the City will not be obligated to issue, the Development Permit, unless and until the Owner, has:
  - (i) submitted to the City a Development Permit application that includes the Affordable Housing Units and all Common Amenities and other ancillary spaces assigned for the exclusive use of an Affordable Housing Unit; and
  - (ii) at its cost, executed and registered against title to the Lands, or portion thereof, such additional legal agreements required by the City to facilitate the detailed design, construction, operation, and management of the Affordable Housing Units, and all ancillary and related spaces, uses, common areas, and features as determined by the City through the Development Permit approval process for the Lands, or portion thereof;
- (b) take no steps to compel the issuance of, and the City will not be obligated to issue, a Building Permit, unless and until the Owner has submitted to the City a Building Permit application that includes the Affordable Housing Units and all Common Amenities and other ancillary and related spaces, uses, common areas, and features, in accordance with the Development Permit for the Lands;
- (c) not apply for an Occupancy Certificate in respect of the Development, nor take any action to compel issuance of an Occupancy Certificate, for provisional or final occupancy, unless and until all of the following conditions are satisfied:
  - (i) the Affordable Housing Units and related uses and areas, and the Building(s) in which the Affordable Housing Units are situated, have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit, the Building Permit, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
  - (ii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Affordable Housing Units, any facilities for the use of the Affordable Housing Units, including parking and any shared indoor or outdoor amenities; and
  - (iii) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Owner's architect for the Building(s) in which the Affordable Housing Units are situated, confirming that the Affordable Housing Units, and the Building(s) in which the Affordable Housing Units are situated, have been constructed in accordance with the Development Permit, the Building Permit, and this Agreement;
- (d) not permit the Development or any portion thereof to be occupied, unless and until the Affordable Housing Units have received an Occupancy Certificate granting provisional or final occupancy of the Affordable Housing Units; and
- (e) not Subdivide the Affordable Housing Units into individual strata lots or air space parcels without the City's prior written consent; and in the event that the Affordable Housing Units are Subdivided into individual Strata Lots by a Strata Plan, all of the Affordable

Housing Units will be owned legally and beneficially by the same individual or entity, and for clarity, will be subject to subsection 3.3(a).

**ARTICLE 3  
DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

- 3.1 The Owner will not permit an Affordable Housing Unit or any Common Amenity assigned for the exclusive use of an Affordable Housing Unit to be subleased, or an Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act* and provided that for the avoidance of doubt, the Owner shall not exercise any discretion afforded to it under the *Residential Tenancy Act* to consent to any sublease or assignment which would result in the occupation or use of an Affordable Housing Unit or Common Amenity assigned for the exclusive use of an Affordable Housing Unit which is prohibited by or inconsistent with the terms and conditions of this Agreement or which would preclude the Owner from otherwise being able to comply with the terms and conditions of this Agreement.
- 3.2 The Owner will not permit an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 If this Housing Agreement encumbers more than one Affordable Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Affordable Housing Units located in one building in a single or related series of transactions, with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Affordable Housing Units in one Building; and
  - (b) the Lands will not be Subdivided such that one or more Affordable Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:

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

    - (i) a statement of the total, gross annual income, once per calendar year, from all sources (including but not limited to employment, disability, retirement, and

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- investment) of all members of the Tenant's household who are 18 years of age and over and who reside in the Affordable Housing Unit;
  - (ii) a statement of the total value of Assets owned by all members of the Tenant's household who are 18 years of age and over and who reside in the Affordable Housing Unit;
  - (iii) the number of occupants of the Affordable Housing Unit;
  - (iv) the number of occupants of the Affordable Housing Unit 18 years of age and under; and
  - (v) the number of occupants of the Affordable Housing Unit who are Seniors;
  - (b) defines the term "Landlord" as the Owner of the Affordable Housing Unit; and
  - (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.
- 3.5 If the Owner sells or transfers any Affordable Housing Units, the Owner will notify the City Solicitor and the Director, Housing Office of the sale or transfer within three (3) days of the effective date of sale or transfer.
- 3.6 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
  - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
  - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities and will not Subdivide the Lands unless all easements and rights of way are in place to secure such use;
  - (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
    - (i) move-in/move-out fees;
    - (ii) strata fees;
    - (iii) strata property contingency reserve fees;
    - (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation bicycle storage, electric vehicle and bicycle charging stations or related facilities;

- (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
- (vi) property or similar tax;

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

- (vii) providing cable television, telephone, other telecommunications, electricity (including electricity fees and charges associated with the Tenant's use of electrical vehicle and bicycle charging infrastructure) or district energy charges (including for heating, cooling, or domestic hot water heating);
  - (viii) a Tenant's exclusive use of one or more Affordable Housing Parking spaces in accordance with and to the maximum amounts set out in the LEMR Parking, Tenant Asset and Income Exceedance Policy; provided that, for clarity, the Owner will not require Existing Tenants to pay for the exclusive use of one or more Affordable Housing Parking spaces as set out in the LEMR Parking, Tenant Asset and Income Exceedance Policy;
  - (ix) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development) by or on behalf of the Tenant; and
  - (x) paying security fees for the use of guest suites (if any) or security and cleaning fees related to the use of any party or meeting room located on the Lands (if any) that are associated with the Tenant's use of such facilities, provided that such charges are the same as those payable by any other residential occupant of the Development;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
  - (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
  - (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
    - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
    - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in Section 1.1(v)(i) of this Agreement;
    - (iii) the value of the total Assets of an Eligible Tenant rises above the applicable maximum amount specified in Section 1.1(v)(ii) of this Agreement;
    - (iv) the Affordable Housing Unit is occupied by more than the number of people the City determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;

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- (v) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
- (vi) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part, except as may be required by the *Residential Tenancy Act* and in such circumstance, the Tenant may not sublease the Affordable Housing Unit or assign the Tenancy Agreement (A) without the prior consent of the Owner, and (B) to anyone who is not an Eligible Tenant,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for Section 3.6(g)(ii) and Section 3.6(g)(iii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant or value of Assets rises above amounts prescribed in Section 1.1(v), Eligible Tenant, of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective on the date that is the greater of 30 days following the date of the notice of termination and the minimum amount of notice required by the *Residential Tenancy Act*. In respect of Section 3.6(g)(ii) and Section 3.6(g)(iii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

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

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

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

#### **ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT**

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

- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
- (b) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

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

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

#### **ARTICLE 5 STRATA CORPORATION BYLAWS**

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw, which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Affordable Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any Common Amenities, common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation contrary to Section 3.6(d).
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for anything contrary to Section 3.6(d), including without limitation paying for the use of bicycle storage, electric vehicle and bicycle charging stations or related facilities. For clarity, the strata corporation may levy such bicycle storage, electric vehicle and bicycle charging stations or related facilities charges or fees on all of the other owners, tenants, any other permitted occupants or visitors of all of the strata lots in the applicable strata plan which are not Affordable Housing Units.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

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Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)*

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**ARTICLE 6  
DEFAULT AND REMEDIES**

6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:

- (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
- (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent; or
- (c) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

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

6.2 Notwithstanding Section 6.1:

- (a) if the breach arises solely as a result of an enactment of a strata bylaw by a strata corporation contrary to this Agreement, the City will not charge the Daily Amount to the registered owner of the Affordable Housing Units, except in their capacity as one of the owners of such strata corporation; and
- (b) if the default cannot be remedied within the applicable cure period, and the Owner has, to the satisfaction of the City:
  - (i) delivered to the City the method and schedule for remedying the default;
  - (ii) commenced remedying the default; and
  - (iii) been diligently and continuously proceeding to remedy the default within the estimated schedule,

the City will not charge the Owner with the Daily Amount with respect to the breach of the Agreement unless, in the City's opinion, the Owner has ceased to diligently and continuously work to remedy the default within the estimated schedule.

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

**ARTICLE 7  
MISCELLANEOUS**

7.1 **Housing Agreement**

The Owner acknowledges and agrees that:

Affordable Housing Agreement (Section 483, *Local Government Act*)  
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

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- (a) this Agreement includes a housing agreement entered into under Section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under Section 483 of the *Local Government Act* prior to the Lands having been Subdivided, then after the Lands are Subdivided and after an Occupancy Certificate has been issued for all Affordable Housing Units, this Agreement will secure only the legal parcels which contain the Affordable Housing Units, including the common property of any applicable strata corporation; and the City will partially release this Agreement accordingly, provided however that:
  - (i) the City has no obligation to execute the necessary documents for release until a written request therefor from the Owner is received by the City, which request includes the registrable form of release (Form 17 (Cancellation of Charge, Notation or Filing));
  - (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owner;
  - (iii) the City has a reasonable time within which to execute such documents for the Form 17 (Cancellation of Charge, Notation or Filing) and return the same to the Owner for registration; and
  - (iv) the Owner acknowledges that such release is without prejudice to the indemnity and release set forth in Sections 7.5 and 7.6.

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

## 7.2 No Compensation

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

## 7.3 Modification

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

#### 7.4 Management

The Owner covenants and agrees that it will ensure good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands at no cost or charge to the Tenant.

If applicable, the Owner further covenants and agrees that it will vote:

- (a) as owner of the Affordable Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation; and
- (b) as the owner of the air space parcel or remainder parcel containing the Affordable Housing Units at any applicable meetings of the owners of the other Subdivided parcels of the Lands,

to ensure that the Common Amenities are maintained in a good state of repair by the strata corporation which includes the Affordable Housing Units and any of the Common Amenities, and the owner of the applicable air space parcel or remainder parcel which includes any of the Common Amenities, and/or the Parking Operator, as applicable.

If the Owner fails to ensure good and efficient management of the Affordable Housing Units and, as applicable, Common Amenities, as applicable, or maintain the Affordable Housing Units and, as applicable, Common Amenities as required by this Section 7.4, then, after applicable notice and cure periods, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage and maintain the Affordable Housing Units and applicable Common Amenities.

#### 7.5 Indemnity

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

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City's refusal to issue a Development Permit, Building Permit, or Occupancy Certificate for, or refusal to permit occupancy of, any Building, or any portion thereof, constructed on the Lands arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; or

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- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

**7.6 Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

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

**7.7 Survival**

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

**7.8 Priority**

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

**7.9 City's Powers Unaffected**

This Agreement does not:

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

**7.10 Agreement for Benefit of City Only**

The Owner and the City agree that:

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

**7.11 No Public Law Duty**

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

**7.12 Notice**

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

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

with copies to: City Solicitor, and the Director, Housing Office,

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

**7.13 Enuring Effect**

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

**7.14 Severability**

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

**7.15 Waiver**

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

**7.16 Sole Agreement**

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

**7.17 Further Assurance**

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

**7.18 Covenant Runs with the Lands**

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

**7.19 Equitable Remedies**

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

**7.20 No Joint Venture**

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

**7.21 Applicable Law**

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

**7.22 Deed and Contract**

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

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**7.23 Joint and Several**

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

**7.24 Limitation on Owner's Obligations**

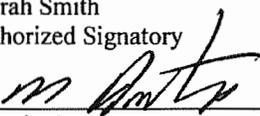
The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands, or parts thereof, provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, or parts thereof, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands, or parts thereof. For the avoidance of doubt, the Owner shall only be liable for breaches of this Agreement as registered owner of those portions of the Lands from which this Agreement has not been discharged in accordance with and subject to Section 7.1.

**7.25 Counterparts**

This Agreement may be signed by the parties hereto in counterparts and by facsimile or pdf email transmission, each such counterpart, facsimile or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument and may be compiled for registration, if registration is required, as a single document.

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

**PROVINCIAL RENTAL HOUSING CORPORATION**, by its authorized signatory(ies):

Per:   
Name: Sarah Smith  
Title: Authorized Signatory  
Per:   
Name: Martin Austin  
Title: Authorized Signatory

**SANFORD HOUSING SOCIETY**, by its authorized signatory(ies):

Per: \_\_\_\_\_  
Name:  
Title:  
Per: \_\_\_\_\_  
Name:  
Title:

**CITY OF RICHMOND**  
by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor  
Per: \_\_\_\_\_  
Claudia Jesson, Corporate Officer

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

Affordable Housing Agreement (Section 483, *Local Government Act*)  
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

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7.25 Counterparts

This Agreement may be signed by the parties hereto in counterparts and by facsimile or pdf email transmission, each such counterpart, facsimile or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument and may be compiled for registration, if registration is required, as a single document.

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

PROVINCIAL RENTAL HOUSING CORPORATION, by its authorized signatory(ies):

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

SANFORD HOUSING SOCIETY, by its authorized signatory(ies):

Per: Dane Jansen  
Name: Dane Jansen  
Title: Director

Per: Deena Boeck  
Name: Deena Boeck  
Title: Director

CITY OF RICHMOND  
by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor

Per: \_\_\_\_\_  
Claudia Jesson, Corporate Officer

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

Affordable Housing Agreement (Section 483, Local Government Act)  
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

Application No RZ 13-649524, RZC 20, DP 15-692659, Original HA Bylaw 9246. Amendment HA Bylaw 10691

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SCHEDULE A to Housing Agreement

STATUTORY DECLARATION (Affordable Housing Units)

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

I, \_\_\_\_\_ (full name),
of \_\_\_\_\_ (address) in the Province

of British Columbia, DO SOLEMNLY DECLARE that:

- 1. I am the registered owner (the "Owner") of the Affordable Housing Units;
or,
I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;
2. This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units and information as of the \_\_\_ day of \_\_\_\_, 20\_\_\_;
3. To the best of my knowledge, continuously since the last Statutory Declaration process:
a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
b) the Owner of the Affordable Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;
4. The information set out in the table attached as Appendix A hereto (the "Information Table") in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration; and

Page 1 of 2 - continued on next page...

... continued from Page 1 – Page 2 of 2

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

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

DECLARED BEFORE ME at \_\_\_\_\_ )  
 \_\_\_\_\_ in the )  
 Province of British Columbia, Canada, this )  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 A Notary Public and a Commissioner for taking )  
 Affidavits in and for the Province of British )  
 Columbia )  
 \_\_\_\_\_ )  
 Name: \_\_\_\_\_ )  
 (Signature of Declarant)

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

Appendix A to Statutory Declaration

Building Name:		Building Address:		Property Manager Name:		Property Manager Phone Number:										
Property Management Company:		Property Manager Email:		Income, Assets and Rent:		Fees Collected (Provide details and explanation with the Statutory Declaration)										
Unit and Household Information				Income, Assets and Rent												
Row #	Unit #	Unit Type	Number of Occupants	Number of Occupants who are "Seniors" as defined in Housing Agreement	Starting Year of Tenancy	Backlog Income of Occupants 18 Years & Over (Provide one response per occupant)			Combined Before-tax Income of Occupants 18 years & Over	Rent (\$/Month)	Total Assets*	Parking Fees	Move-in / Move-out Fees	Agency Usage Fees	Other Tenant Fees	
						3-Year Prior to Year End of Stat. Dec.	2-Year Prior to Year End of Stat. Dec.	1-Year Prior to Year End of Stat. Dec.								
0	101	3 BR	4	1	2022	\$24,020	\$28,005	\$31,048	\$42,020	\$64,068	\$61,033					
1																
2																
3																
4																
5																

Continue rows as needed.  
 \* Further information is available in the "Low-End Market Rental Parking, Tenant Asset and Income Exceedance Policy" (Council Policy No. 5475)

**CONSENT AND PRIORITY AGREEMENT**

With respect to the Affordable Housing Agreement (the “**Housing Agreement**”) made pursuant to Section 483 of the *Local Government Act* between the City of Richmond and the PRHC Owner (as defined in the Housing Agreement) and the Society Owner (as defined in the Housing Agreement) in respect of the Society Lands (as defined in the Housing Agreement), MCAP Financial Corporation (Inc. No. A0062340) (the “**Bank**”) is the holder of a mortgage and assignment of rents encumbering the Society Lands, which mortgage and assignment of rents is/are registered in the Lower Mainland Land Title Office under the following numbers: Mortgage CA5944828, modified by CA6413401, and Assignment of Rents CA5944829 (collectively, the “**Bank Charge(s)**”).

The Bank, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agree to by the Bank, hereby consents to the granting of the covenants in the Housing Agreement by the Society Owner and hereby covenants that the Housing Agreement shall bind the Bank Charge(s) in the Society Lands and shall rank in priority upon the Society Lands over the Bank Charge(s) as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Society Lands prior to the Bank Charge(s) and prior to the advance of any monies pursuant to the Bank Charge(s). The grant of priority is irrevocable, unqualified and without reservation or limitation.

**MCAP FINANCIAL CORPORATION**

by its authorized signatory(ies):

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**MCAP Financial Corporation**

Affordable Housing Agreement (Section 483, *Local Government Act*)  
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

Application No. RZ 13-649524, RZC 20, DP 15-692659, Original HA Bylaw 9246. Amendment HA Bylaw 10691



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**To:** Public Works and Transportation Committee      **Date:** February 23, 2026  
**From:** Suzanne Bycraft  
Director, Public Works      **File:** 10-6000-00/Vol 01  
**Re:** **Award of Contract 8521Q – Supply and Delivery of PVC Pipe & PVC Fittings**

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**Staff Recommendations**

1. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute Contract 8521Q, Supply and Delivery of PVC Pipe and PVC Fittings with Andrew Sheret Ltd. for an initial one-year term at an estimated total value of \$925,667, excluding taxes, as outlined in the report titled “Award of Contract 8521Q – Supply and Delivery of PVC Pipe & PVC Fittings” dated February 23, 2026 from the Director, Public Works; and
2. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to four additional one-year extensions of Contract 8521Q, Supply and Delivery of PVC Pipe and PVC Fittings with Andrew Sheret Ltd. for a maximum estimated value of \$4,817,210, excluding taxes, over five years as outlined in the report titled “Award of Contract 8521Q – Supply and Delivery of PVC Pipe & PVC Fittings dated February 23, 2026 from the Director, Public Works.

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

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

## Staff Report

### Origin

The City maintains contracts for the supply of Polyvinyl Chloride (PVC) Piping and PVC Fittings to support capital construction for watermains to replace ageing watermains in Richmond's water distribution system and complete repairs on an as required basis. On average, the City uses approximately 5 km of PVC pipe each year.

This report presents the results of the submissions received following a competitive procurement process and recommends awarding the contract to Andrew Sheret, the bidder that offers the best value while effectively meeting operational requirements.

This report supports Council's Strategic Plan 2022-2026 Strategy #1 A Safe and Prepared Community:

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

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

### Analysis

The City issued a Request for Quotation (RFQ) 8521Q - Supply of PVC Piping and PVC Fittings that was posted to BC Bid and closed on November 24, 2025. The scope of work is primarily for the supply of various PVC Pipe products, as well as other related fittings and pipe accessories. The RFQ advised bidders that the City would base its selection primarily on financial considerations, requiring bidders to propose fixed pricing for the initial year of the contract. Bidders were also advised that the contract could be extended for four additional one-year terms for a maximum five-year contract term.

In accordance with the RFQ, submissions were evaluated based on pricing and compliance with the City's specifications and requirements, including product availability and lead times. Proposed products submitted by bidders were reviewed by staff to confirm compliance with City standards.

The recommended bidder met all mandatory requirements and submitted the lowest overall compliant pricing. Staff are satisfied that the recommended award represents best value for the City and will support the continued delivery and maintenance of the City's water infrastructure. The contract also includes annual renewal options at the City's discretion, allowing the City to reassess market conditions and pivot to alternative suppliers if necessary.

Table 1 provides a summary of the quotations received in response to the RFQ reflecting the estimated aggregate costs over the one-year initial term for all products described in the RFQ based on estimated annual quantities.

Table 1:

<b>Summary of Quotations</b>						
PVC Pipe/PVC Fittings	Andrew Sheret	Flocor Inc.	ICONIX Waterworks LP	EMCO	Fred Surridge Ltd	Wolseley Canada
Total	\$881,588	\$883,861	\$886,828	\$942,568	\$1,125,297	\$1,934,788

Given past market volatility for PVC pipe products, pricing will be fixed for the initial one-year term only. Estimated cost escalation will be based on 2% each year to account for annual Consumer Price Index (CPI) and material cost increases. Contingency is based on 5% of yearly costs to allow for pricing adjustments to cover unplanned work (e.g. watermain breaks).

Table 2 is a summary of estimated aggregate costs over the maximum five-year term.

Table 2:

<b>Contract Year</b>	<b>Total Estimated Contract Value</b>
Year 1 – (March 2026 – February 2027)	\$ 881,588.00
Year 2 – (March 2027 – February 2028)	\$ 899,219.76
Year 3 – (March 2028 – February 2029)	\$ 917,204.16
Year 4 – (March 2029 – February 2030)	\$ 935,548.24
Year 5 – (March 2030 – February 2031)	\$ 954,259.20
<b>Subtotal</b>	<b>\$ 4,587,819.36</b>
Contingency (5%)	\$ 229,390.97
<b>Total Contract Value (5 Years)</b>	<b>\$ 4,817,210.32</b>

The initial one-year term is \$925,667, with 5% contingency added to the Year 1 contract value amount shown in Table 2.

Materials used under this contract are for capital construction and maintenance of the City's water system. Over 4000 m of PVC pipe was used in the following watermain replacement projects in 2025:

- Sidaway Road from Blundell to Westminster Hwy
- Seacote neighbourhood
- No. 7 Road
- Burkeville area

Key Contract Terms include:

1. *Services:* The Contractor will provide the supply and delivery of PVC pipes and PVC fittings on an as required basis. All products supplied must meet City specifications and applicable industry standards, including Master Municipal Construction Documents (MMCD) and American Water Works Association / American National Standards Institute (AWWA/ANSI) requirements.
2. *Term:* The term of the Contract will be for an initial one-year period commencing on the date of award. The City will have the option, at its sole discretion, to renew the Contract

for up to four additional one-year terms, subject to satisfactory performance, continued operational need, and acceptance of renewal pricing.

3. *Unit Price Contract*: The Contract will be established as a unit price contract, based on the unit prices. Payment will be made only for materials ordered and received by the City and there is no guaranteed minimum purchase.
4. *Escalation*: Unit prices submitted for the initial term shall be firm for the duration of the first year of the Contract. For each renewal term, the Contractor may submit revised pricing no less than thirty (30) days prior to the end of the current term, subject to review and acceptance by the City.

The City reserves the right not to extend the Contract where proposed renewal pricing is deemed, in the City's sole opinion, to be unreasonably increased above the initial term unit prices. Any approved price adjustments will reflect documented market conditions and are intended to address manufacturer price changes, supply disruptions, currency fluctuations, and tariff impacts, while ensuring continued best value for the City.

### **Financial Impact**

Based on historical usage and expenditures for the supply of the required products, the estimated value of the proposed contract will be \$4,817,210 over the maximum five-year term as outlined in Table 2. This contract will be funded through applicable capital, receivable, and operating budgets, as required.

### **Conclusion**

Staff recommend that Contract 8521Q for the Supply and Delivery of PVC Piping and PVC Fittings to be awarded to Andrew Sheret Ltd. The initial term would be a period of one-year with the possibility to extend for an additional four, one-year terms, to a maximum of five years upon mutual consent of both parties. The overall estimated maximum contract value over the available five-year term is \$4,817,210.



Bryan Shepherd  
Manager, Waterworks  
(604-233-3334)



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee      **Date:** February 23, 2026  
**From:** Suzanne Bycraft      **File:** 10-6000-00/Vol 01  
Director, Public Works  
**Re:** **Award of Contract – 8459Q – Supply and Delivery of Municipal Castings**

### Staff Recommendations

1. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute Contract 8459Q - Supply and Delivery of Municipal Castings with Westview Sales Ltd. for an initial one-year term at an estimated total value of \$266,787, excluding taxes, as outlined in the report titled “Award of Contract – 8459Q – Supply and Delivery of Municipal Castings” dated February 23, 2026 from the Director, Public Works; and
2. That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute up to four additional one-year extensions of Contract 8459Q - Supply and Delivery of Municipal Castings with Westview Sales Ltd. for a maximum estimated contract value of \$1,396,587, excluding taxes, as outlined in the report titled “Award of Contract – 8459Q – Supply and Delivery of Municipal Castings” dated February 23, 2026 from the Director, Public Works.

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

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

**Staff Report**

**Origin**

The City purchases a wide range of municipal castings on behalf of Public Works to support a variety of flood protection, sanitary sewer and waterworks maintenance and construction works on an as required basis.

This report presents the results of the submissions received following a competitive procurement process and recommends awarding the contract to Westview Sales Ltd.

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

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

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

**Analysis**

Procurement Process

The City issued a Request for Quotation (RFQ) 8459Q - Supply and Delivery of Municipal Castings that was posted to BC Bid on May 12, 2025 and closed on June 6, 2025. The scope of work is for the supply and delivery of municipal castings, including but not limited to:

- manhole covers;
- storm drain grates;
- sanitary inspection chamber covers; and
- watermain and forcemain valve boxes for watermains and sanitary forcemains.

Review Process

In accordance with the RFQ, submissions were evaluated based on pricing and product compliance with the City’s specifications and requirements, including product availability and lead times.

Table 1 provides a summary of the quotation received in response to the RFQ reflecting the estimated costs over the initial first year contract term for all products described in the RFQ based on estimated annual quantities.

Table 1: Summary of Quotation

<b>Company</b>	<b>Total Amount</b>
Westview Sales Ltd.	\$254,083

Westview Sales Ltd. was the sole respondent to this procurement and submitted pricing in compliance with the City’s specifications and requirements. Westview Sales Ltd. has an established history as a supplier to the City, and the materials supplied have met the City’s required specifications and performance. Staff reviewed the submitted unit pricing and determined that they are in line with both industry and past pricing. Staff are satisfied that the recommended award represents the best value for the City.

Contract Term

The RFQ requested bidders to submit proposed fixed pricing for the initial first year of the contract. Bidders were also advised that the contract could be extended by four additional one-year terms for a maximum five-year contract term upon mutual consent of both parties.

The total estimated value of the contract over the maximum five-year term is estimated at \$1,396,587 as summarized in Table 2 below. Anticipated costs after the initial one-year term of the contract reflect estimated annual adjustments to the supplier’s price which are broadly in line with consumer price indices. The estimated annual adjustments do not take into consideration the potential impact of tariffs and other economic factors on metal prices, which cannot be determined at this point of time. A 5% contingency is to be included to allow for pricing adjustments above and beyond expected annual consumer price index (CPI) increases.

Table 2: Total Five-Year Term Contract (exclusive of taxes)

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Annual Contract	\$254,083	\$260,000	\$266,000	\$272,000	\$278,000	\$1,330,083
Contingency	\$12,704	\$13,000	\$13,300	\$13,600	\$13,900	\$66,504
<b>TOTAL</b>	<b>\$266,787</b>	<b>\$273,000</b>	<b>\$279,300</b>	<b>\$285,600</b>	<b>\$291,900</b>	<b>\$1,396,587</b>

Contract 8459Q will be funded through applicable capital, receivable, and operating budgets on an as required basis. The total value of this contract over the initial one-year term is estimated at \$266,787, excluding taxes. The City wishes to retain the option to extend the initial one-year term for four additional one-year terms for a maximum estimated contract value of \$1,396,587, excluding taxes.

Table 3 provides historical cost information for the previous five years (2021 – 2025) for comparison purposes. Note that costs can vary substantially year-over-year depending on operational requirements and projects undertaken.

Table 3: Historical Cost Information: 2021-2025

<b>Year</b>	<b>Amount</b>
2021	\$152,530
2022	\$265,650
2023	\$131,332
2024	\$237,480
2025	\$320,821
<b>Total Amount (Last 5 Years)</b>	<b>\$1,107,813</b>

Costs under Contract – 8459Q – Supply and Delivery of Municipal Castings are within a reasonable and expected variance of the previous five years.

**Financial Impact**

The annual contract estimate can be accommodated within the existing budgets.

**Conclusion**

Staff recommend that Contract 8459Q be awarded to Westview Sales Ltd. for an initial one-year term and that the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to extend the initial one-year term, up to the maximum total term of five years, for the maximum estimated contract value of \$1,396,587, excluding taxes.



Victor Ma  
 Manager, Sanitary Sewers Operations  
 (604-204-8598)



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**To:** Public Works and Transportation Committee      **Date:** February 17, 2026  
**From:** Lloyd Bie, P.Eng.  
Director, Transportation      **File:** 10-6500-01/2025-Vol  
01  
**Re:** **Proposed Approach to Lowering Speed Limits**

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**Staff Recommendations**

1. That Council approve Option 3 to lower the posted speed limit to 30 km/h as described in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation;
2. That staff bring forward bylaw amendments to facilitate the speed limit reduction, as described in Option 3 in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation;
3. That Council approve Option B for the public education plan as described in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation; and
4. That staff bring forward amendments to the Traffic Calming Related Measures - Policy 7018, as described in the report titled “Proposed Approach to Lowering Speed Limits”, dated February 17, 2026, from the Director, Transportation.

Lloyd Bie, P.Eng.  
Director, Transportation  
(604-276-4131)

Att. 1

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

## Staff Report

### Origin

At the Regular Council meeting of December 17, 2025, staff received direction to look at the possibility of reducing speed limits on non-arterial roads to 30 km/h.

This report responds to this referral.

At the July 9, 2024, meeting of Community Safety Committee staff received the following direction regarding Vision Zero:

*(1) That a Target in Richmond's Official City Plan that Envisions Zero Pedestrian Deaths in the Future be set and report back.*

This report responds to the above referral.

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

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

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

### Analysis

#### Background

The default speed limit on municipal roads is 50km/h as set by the BC Motor Vehicle Act (MVA). The MVA does permit 30 km/h speed zones on roads fronting schools and parks with signage. Municipalities have the authority to set lower speed limits on municipal roads through local bylaws.

#### *Current Process for Lowering Speed Limits*

The City has set 30 km/h speed limits on many local roads and within five residential neighbourhoods (Hamilton, Steveston, Burkeville, Barnes /Flury and Princess/London). Implementation of the lower speed limit has been in response to community requests, review of road operations, resident surveys and Council approval of bylaw amendments.

#### *Benefits of Reducing Speed Limits*

Research shows that lowering vehicle speeds from 50 km/h to 30 km/h can reduce pedestrian fatality rates from 85 per cent to 10 per cent in the event of a collision and reduce the number of collisions in the first place.

Vision Zero and the policy direction for the region as outlined in TransLink's Transport 2050 plan advocate for 30 km/h on local roads. Slower speeds in residential areas support quieter, more livable neighbourhoods and enhance the environment for cyclists and pedestrians.

Several municipalities in North America have reduced speed limits on local roads. In 2025, the City of Vancouver adopted, in principle, a blanket 30 km/h speed limit on all minor streets to be implemented in phases. Vancouver is the only Metro Vancouver municipality to have taken this approach to date. The cities of Victoria and Saanich on Vancouver Island have also adopted a 30 km/h speed limit for local residential roads.

#### *Roads Suited to 30 km/h*

A review of City roads was undertaken to determine suitability for a 30km/h speed limit. Road classification plays a key role in setting appropriate speed limits. Roadways are classified based on their functional needs for mobility (moving traffic efficiently) and property access. Arterial roads are designed to prioritize high volumes of through traffic, making a 30 km/h speed limit on these thoroughfares operationally inefficient. In contrast, the majority of the City's local and collector road network is designed for residential access and are good candidates for a 30 km/h speed limit.

Attachment 1 identifies the roads within the City that support lowering the speed limit to 30 km/h as these roads:

- Are contained within a neighbourhood residential zone bounded by arterial roads;
- Carry low volumes of traffic travelling short distances;
- Have narrow pavement widths with typically no centreline;
- Provide access to single-family residential land uses;
- Generally, permit on-street parking;
- Have a 30 km/hr speed limit in place on roads fronting schools and neighbourhood parks.

Some local roads, such as Dyke Road and River Road along the perimeter dike, have the physical characteristics of a local road, however, carry higher through traffic and longer distance trips. The perimeter roads and roads within City Centre that front a mix of higher intensity land uses, are not proposed for reduced speed limits.

#### Proposed Approach to Lowering Speed Limits

Currently, speed limit reductions on local roads are implemented on a neighbourhood-by-neighbourhood basis in response to resident requests and the outcome of engagement with area residents. To establish a 30 km/h speed limit, Council approval of bylaw amendments is sought, and installation of signage is required for enforcement. This process has been successful at implementing 30 km/h speed limits in the City.

Should Council wish to consider advancing a 30 km/h speed limit in all the residential neighbourhoods identified in Attachment 1, there are options for public engagement and implementation of a city-wide program.

### *Public Engagement Options*

#### *Option A: Public Consultation*

Currently, when requests for lowering the speed limits on local roads are received, staff survey the neighbourhood to assess the level of support by the affected residents. Staff could undertake consultation with the community to seek the level of support for a 30 km/h within the residential neighbourhoods identified in Attachment 1. As there are over 40,000 unique addresses fronting the proposed roads and approximately 50 neighbourhoods, engagement at this scale would take approximately six months.

Based on community feedback from past engagements, a central theme has been that a 50 km/h speed limit is too high for neighbourhood roads. Based on over 3,000 direct interactions with community members in the Hamilton, Steveston and London Road/Princess Lane neighbourhoods, an average of 70 per cent of respondents have been in favour of 30 km/h speed limits. In all areas of the City where 30 km/h speed zone have been implemented, staff have not received negative feedback from the public. Staff believe a broader engagement would yield similar results.

#### *Option B: Public Awareness Campaigns (Recommended)*

An alternative to public consultation is an accompanying education and awareness program. This option would implement a targeted paid digital advertising campaign to reach Richmond residents, most likely to be impacted by the changes. The campaign will use geographically targeted ads on platforms such as Facebook, Instagram and Google to promote key messages, direct residents to the project webpage, and encourage participation in the engagement process. This approach will help ensure information is broadly accessible, improve reach beyond organic communications and support transparency by providing residents with timely and consistent updates. The estimated cost for Option B is \$5,000.00. Funding is available within the existing operating budget.

### *Implementation Options*

To implement 30 km/h speed zones in all residential neighbourhoods, appropriate signage and bylaw amendments are required. As there are approximately 500 lane kilometres of local and collector roads within 50 residential neighbourhoods, there are options available for implementation. The options were developed in consideration of the number and cost of signage. Without signage notifying drivers of a 30 km/h speed limit, the default speed limit of 50 km/h as set by the MVA would apply. Bylaw amendments would need to be enacted for each option.

#### *Option 1: Phased Implementation – Select Neighbourhoods*

Given the size of Richmond's local road network (approximately 500 lane kilometres), this option would implement this initiative through a phased approach. Bylaw amendments and signage would be implemented initially in eight neighbourhoods using the funds available within the Council approved 2026 Traffic Calming Program approved capital funds of \$200,000. The

remaining 42 neighbourhoods will be included in future capital submissions for Council's consideration in the annual budget process.

Bylaw amendments would have to be brought forward as part of each future phase of implementation. This patch work approach could cause confusion as not all residential neighbourhoods would have a consistent speed limit.

#### *Option 2: City-wide Implementation - Sign Every Street*

This option involves implementing 30 km/h speed zones in all residential neighbourhoods identified in Attachment 1 through installation of signs on every road. This has been the approach in the existing neighbourhoods where a change to a 30 km/h speed limit has been made. For the proposed roads in Attachment 1, approximately 5,000 new signs would be required at a cost of approximately \$250.00 per sign or \$1,250,000 total. The amount exceeds the available funding in the approved 2026 capital budget. If Council direct staff to undertake this option, additional funding would need to be approved by Council, and the Consolidated 5 Year Financial Plan would need to be amended. Bylaw amendments would be brought forward once funding is secured for this option.

This option would ensure the public is aware of the speed limit on each street, however, with the increased number of signs, this approach may also lead to sign clutter.

#### *Option 3: City-wide Implementation - Gateway Signs (Recommended)*

Similar to Option 2, this approach involves city-wide implementation of 30 km/h speed zones in the proposed residential neighbourhoods. However, this option would install signs at key locations to inform drivers. The total number of signs would be reduced compared to Option 2 through placement where drivers enter local roads from arterials. On this basis, approximately 700 new signs (approximately 15 per neighbourhood) would be required. School zones within these areas would also have 30 km/h signs. This option balances the number of signs to raise public awareness of the 30 km/h speed limit within a neighbourhood while maintaining the public realm objectives. The cost for this option is approximately \$175,000, which can be funded from the Council approved 2026 Traffic Calming Program. Staff would bring forward the associated bylaw amendments for Council consideration and the anticipated timeframe to implement the new signs is three months following bylaw adoption.

Should requests for additional signage by residents be received or hot spot locations arise from an enforcement perspective, additional signs may be added to reinforce the lower speed limit. Funding for any spot locations of additional signage will be from the remaining funds in the capital budget.

#### Enforcement

Should Council approve lowering the speed limit on the proposed residential neighbourhood roads, staff will work with the Richmond RCMP on providing special attention during the initial program launch as resources permit. Richmond RCMP advise this could be a challenge given their priority is to focus enforcement at locations where most traffic-related fatalities and serious injuries occur.

### Proposed Complementary Traffic Calming Process

Speed limit reductions are more effective when combined with physical traffic calming measures (traffic circles, speed cushions, etc.).

Consistent with the City's current traffic calming program, should residents express speeding concerns following the lowering of the posted speed limit, they will be able to request complementary traffic calming infrastructure. Staff will review requests and develop speed mitigation measures in consultation with area residents.

Current City Policy 7018 permits the Director, Transportation to implement traffic calming on local roads if a majority of affected residents support the project. Previous traffic calming surveys typically yield a response rate of 30 to 40 per cent, which makes achieving majority support of affected residents difficult. Typically support by 50 per cent of respondents to a traffic calming survey is achieved. In anticipation of increased requests for traffic calming to support the 30 km/h speed limit, staff recommend changes to the existing policy. The proposed changes would authorize the Director, Transportation to implement traffic calming measures, if engagement with residents immediately adjacent to the proposed traffic calming measure results in at least 50 per cent support of survey respondents. This would improve staff's ability to address resident speeding concerns in a timely manner.

Should Council support the proposed approach to implementing traffic calming on local roads, staff will bring forward the policy amendments for Council approval. Funding for the complementary traffic calming process will be included in the future year capital submissions for Council consideration as part of the annual budget process.

### **Financial Impact**

Option 3 of the proposed speed reduction program to reduce the posted speed limit within residential neighbourhoods to 30 km/h is estimated to cost \$175,000 and can be funded through the Council approved 2026 Traffic Calming Program capital project.

The comprehensive public awareness campaign, as described in Option B of this report, can be funded through the existing operating budget.

### **Conclusion**

Staff have identified residential neighbourhoods with local and collector roads that could support a 30 km/h speed limit (Attachment 1). The proposed approach to lowering speed limits on these roads, as described in Option 3 of this report, includes a strategic gateway signage plan. This approach will inform drivers of the new speed limit at the entry points to each neighbourhood to balance the enforcement requirements with the cost for signage.

A lower speed limit will support making these roads more comfortable for pedestrians and cyclists. This initiative advances Vision Zero and road safety by moving from the City's current

approach of targeted speed limit reduction interventions to a comprehensive and consistent speed limit for residential neighbourhoods in the City.

Research on vehicle speeds and road safety show strong correlations between lower speeds and improved safety. Speed limit reductions are also effective in reducing actual speeds for local roads.

Should Council approve this approach to lowering speed limits, staff will bring forward the associated bylaw amendments.

A comprehensive public awareness campaign, as described in Option B of this report, would accompany the proposed approach to lowering speed limits.

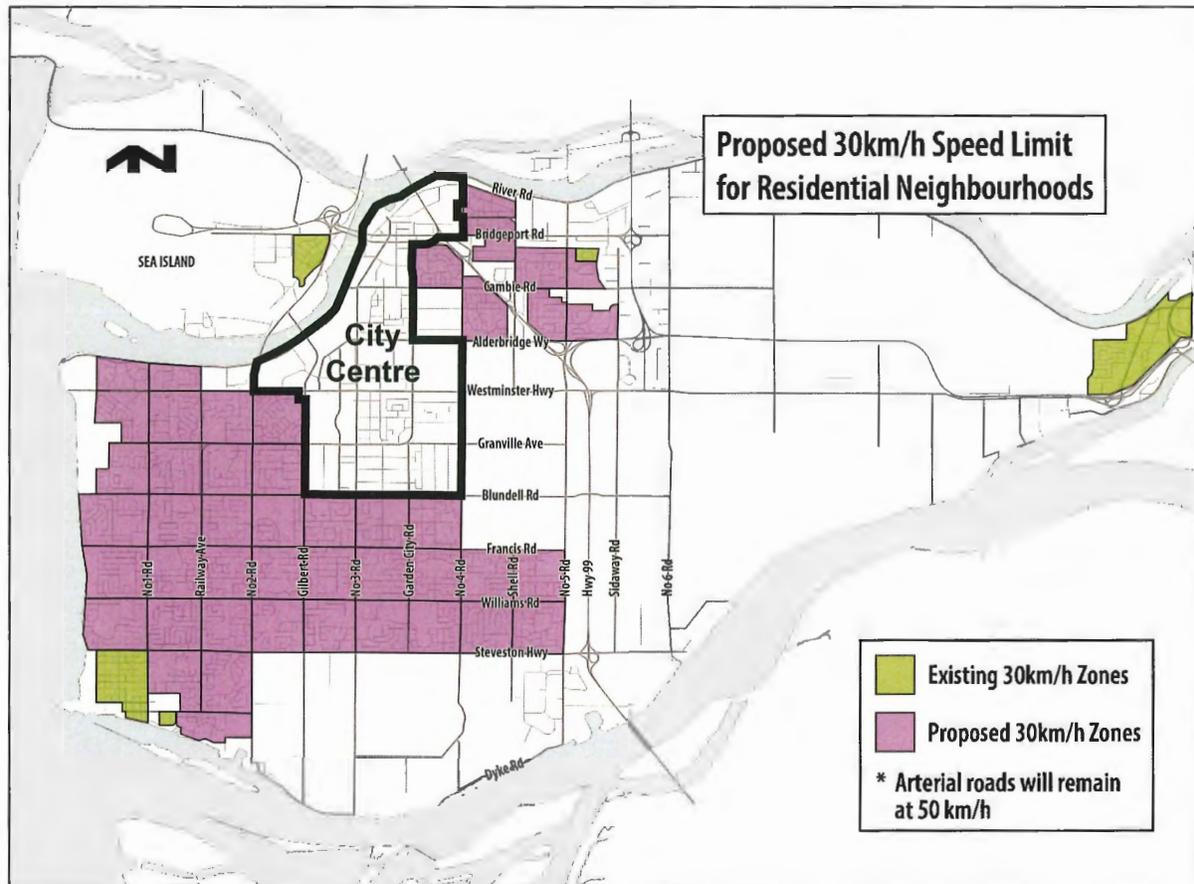


Sonali Hingorani, P.Eng.  
Manager, Transportation Planning and New Mobility  
(604-276-4049)

SH:sh

Att. 1: Proposed 30km/h Residential Neighbourhood Speed Zones

### Proposed 30km/h Residential Neighbourhood Speed Zones





**Housing Agreement (Moderate Market Rental)  
(9000 No. 3 Road) Bylaw No. 10690**

The Council of the City of Richmond enacts as follows:

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

P.I.D. 003-672-191

Lot 537 Section 28 Block 4 North Range 6 West New Westminster District Plan NWP54754

2. This Bylaw is cited as "**Housing Agreement (Moderate Market Rental) (9000 No. 3 Road) Bylaw No. 10690**".

FIRST READING

MAR 09 2026

SECOND READING

MAR 09 2026

THIRD READING

MAR 09 2026

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>elm</i>
APPROVED for legality by Solicitor <i>JW</i>

\_\_\_\_\_  
MAYOR

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

Bylaw 10690

Schedule A

**To Housing Agreement (Moderate Market Rental)  
(9000 No. 3 Road) Bylaw No. 10690**

HOUSING AGREEMENT BETWEEN AASHYN NO. 3 ROAD DEVELOPMENT LTD. AND  
1320484 BC LTD. TOGETHER AS OWNER AND CITY OF RICHMOND

**MODERATE INCOME HOUSING AGREEMENT**  
**(Section 483 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference 27<sup>th</sup> day of January, 2026.

**BETWEEN:**

**AASHYN NO. 3 ROAD DEVELOPMENT LTD.** (Incorporation No. BC1314626), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at #700 – 401 West Georgia Street, Vancouver, British Columbia, V6B 5A1

(the “Beneficial Owner”)

**AND:**

**1320484 B.C. LTD.** (Incorporation No. BC1320484), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at #700 – 401 West Georgia Street, Vancouver, British Columbia, V6B 5A1

(the “Registered Owner”, together with the Beneficial Owner, the “Owner”)

**AND:**

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

(the “City”)

**WHEREAS:**

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. The Beneficial Owner is the beneficial owner of the Lands and the Registered Owner is the nominee and title holder of the Lands pursuant to a Declaration of Bare Trust and Agency Agreement dated March 17, 2023;
- C. The Registered Owner is the registered owner of the Lands;
- D. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units; and

Moderate Income Housing Agreement (Section 483 *Local Government Act*)  
9000 No 3 Road – HA Bylaw 10690  
Application No. RZ 23-033712 Bylaw No.10656  
RZ Consideration # 17

- E. The Owner and the City wish to enter into this Agreement to provide for affordable housing, pursuant to the Affordable Housing Strategy, on the terms and conditions set out in this Agreement,

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

**ARTICLE 1  
DEFINITIONS AND INTERPRETATION**

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

- (a) **“Affordable Housing Strategy”** means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (c) **“BC Housing HIL Report”** means a Housing Income Limit Report for a calendar year released by the BC Housing Management Commission, or any replacement thereof;
- (d) **“Building”** means any building or structure constructed, or to be constructed, on the Lands, or a portion thereof, including each air space parcel into which the Lands may be Subdivided from time to time. For greater certainty, each air space parcel will be a Building for the purpose of this Agreement;
- (e) **“Building Permit”** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) **“City”** means the City of Richmond;
- (g) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (h) **“Common Amenities”** means all indoor and outdoor areas, recreational facilities and amenities that are provided for common use of all residential occupants of the Development, including all Tenants, as required by the OCP, any rezoning consideration applicable to the Development, and the Development Permit process, including without limitation visitor parking, the required moderate income affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage and supporting bicycle maintenance facilities, electric bicycle charging stations, outdoor amenity space, and related access routes;

- (i) **“CPI”** means the All-Items Consumer Price Index for Vancouver, British Columbia, published from time to time by Statistics Canada, or its successor in function;
- (j) **“Daily Amount”** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (k) **“Development”** means the mixed-use residential and commercial development to be constructed on the Lands;
- (l) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (m) **“Director of Housing Office”** means the City’s Director, Housing Office of the City, and his or her designate;
- (n) **“Dwelling Unit”** means a residential dwelling unit located or to be located on the Lands whether such dwelling unit is a lot, strata lot or parcel, or parts or portions thereof, and includes a single family detached dwelling, duplex, townhouse, auxiliary residential dwelling unit, rental apartment, and strata lot in a building strata plan and includes, where the context permits, a Moderate Income Housing Unit;
- (o) **“Eligible Tenant”** means a Family having a cumulative gross annual income of:
  - (i) in respect of a studio unit, \$58,000.00 or less;
  - (ii) in respect of a one-bedroom unit, \$58,000.00 or less;
  - (iii) in respect of a two-bedroom unit, \$72,500.00 or less; or
  - (iv) in respect of a three-bedroom unit, \$86,000 or less; or
  - (v) in respect of a four or more bedroom unit, \$107,500 or less; orprovided that, commencing February 1, 2026, the annual incomes set out above shall be adjusted annually on February 1<sup>st</sup> of each year this Agreement is in force and effect:
  - (vi) by the household income limits published in a BC Housing HIL Report for the year for Richmond, and if Richmond is not listed, for Vancouver; or

- (vii) in the event an annual housing income limit has not been published in the BC Housing HIL Report for the year, by a percentage equal to the percentage increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year.

If there is a decrease in the household income limits set out in the BC Housing HIL Report, or the percentage increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, as applicable pursuant to the above, the annual incomes set out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (p) **"Family"** means:
  - (i) a person;
  - (ii) two (2) or more persons related by blood, marriage or adoption; or
  - (iii) a group of not more than six (6) persons who are not related by blood, marriage or adoption;
- (q) **"GST"** means the Goods and Services Tax levied pursuant to the Excise Tax Act, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (r) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the Land Title Act) charging the Lands from time to time, in respect to the use and transfer of the Moderate Income Housing Units;
- (s) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (t) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (u) **"Lands"** means certain lands and premises legally described as PID: 003-672-191, Lot 537 Section 28 Block 4 North Range 6 West New Westminster District Plan 54754, as may be Subdivided from time to time, and including a Building or a portion of a Building;
- (v) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (w) **"LTO"** means the New Westminster Land Title Office or its successor;

- (x) **“Moderate Income Housing Unit”** means a Dwelling Unit or Dwelling Units located or to be located on the Lands and designated as such in accordance with any Building Permit or Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on the Lands charged by this Agreement;
- (y) **“Moderate Income Housing Parking”** means parking allocated for the exclusive use of any Moderate Income Housing Unit (pursuant to the Housing Covenant);
- (z) **“Occupancy Certificate”** means a certificate issued by a City building inspector permitting occupancy of a Building pursuant to the City’s *Building Regulation Bylaw 7230*, as may be amended or replaced;
- (aa) **“OCP”** means together the City of Richmond Official Community Plan Bylaw No. 7100 and Official Community Plan Bylaw No. 9000, as may be amended or replaced from time to time;
- (bb) **“Owner”** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of a Moderate Income Housing Unit from time to time;
- (cc) **“Parking Operator”** means one of (i) the Owner, or (ii) an owner of any air space parcel formed by the registration of an air space subdivision plan in respect of the Lands or (iii) any other company or entity, to whom the Owner grants a long-term lease, or other contractual right, over all (and not only some) of the parking spaces in the Development which are designated for the use of the Tenants, in order to facilitate the use, operation and management of such parking spaces, and the Parking Operator may be related or unrelated to the Owner;
- (dd) **“Permitted Rent”** means no greater than:
  - (i) \$1,450.00 (exclusive of GST) a month for a studio unit;
  - (ii) \$1,450.00 (exclusive of GST) a month for a one-bedroom unit;
  - (iii) \$1,812.50 (exclusive of GST) a month for a two-bedroom unit; and
  - (iv) \$2,150.00 (exclusive of GST) a month for a three-bedroom unit,
  - (v) \$2,687.50 (exclusive of GST) a month for a four (or more) bedroom unit,provided that,
  - (A) commencing February 1, 2026, the rents set out above may be adjusted annually on February 1 of each year this Agreement is in

force and effect by calculating the Permitted Rents to be equal to 30% of the gross household incomes as set out in the applicable BC Housing HIL Report for Richmond, and if Richmond is not listed, for Vancouver. In the event that a BC Housing HIL Report for the year has not been released, Permitted Rents may be increased by a percentage equal to the percentage increase in the CPI for the period of January 1 to December 31 of the immediately preceding calendar year; and

- (B) if there is a decrease in the incomes set out in the BC Housing HIL Report or in the percentage change in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, as applicable based on the above, the Permitted Rents set out above for the subsequent year shall remain unchanged from the previous year; and

for existing tenancies, Permitted Rent may only be increased by the maximum amount permitted by the *Residential Tenancy Act*. Notwithstanding anything to the contrary contained in the *Residential Tenancy Act* or the *Residential Tenancy Regulation*, the foregoing cap on the increase to Permitted Rent shall apply to the annual calculation of the maximum Permitted Rent independent of any exemption status of the Owner (i.e. non-profit housing society). If there is a decrease in the incomes set out in the BC Housing HIL Report or in the percentage increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, as applicable based on the above, the Permitted Rents set out above for the subsequent year shall remain unchanged from the previous year. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (ee) “*Real Estate Development Marketing Act*” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (ff) “*Residential Tenancy Act*” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (gg) “*Residential Tenancy Regulation*” means the Residential Tenancy Regulation, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;
- (hh) “Senior” means an individual of the age defined by the City as a senior for the purposes of City programs, as may be amended from time to time and at the time of this Agreement being defined as 55 years of age and older;
- (ii) “*Strata Property Act*” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;

- (jj) “Subdivide” means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (kk) “Tenancy Agreement” means a tenancy agreement, lease, license or other agreement granting rights to occupy a Moderate Income Housing Unit; and
- (ll) “Tenant” means an occupant of a Moderate Income Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;

- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action.

**ARTICLE 2  
USE AND OCCUPANCY OF MODERATE INCOME HOUSING UNITS**

- 2.1 The Owner agrees that each Moderate Income Housing Unit may only be used as a permanent residence occupied by an Eligible Tenant at Permitted Rent; and that a Moderate Income Housing Unit may not be occupied by the Owner, the Owner’s family members (unless the Owner’s family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, “permanent residence” means that the Moderate Income Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner will, in respect of each Moderate Income Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor’s discretion, such further amendments or additions as deemed necessary) attached as Schedule A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Moderate Income Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to a Moderate Income Housing Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 Notwithstanding that the Owner may otherwise be entitled, the Owner will, in respect of the Development:
  - (a) take no steps to compel the issuance of, and the City will not be obligated to issue, the Development Permit, unless and until the Owner, has:
    - (i) submitted to the City a Development Permit application that includes the Moderate Income Housing Units; and
    - (ii) at its cost, executed and registered against title to the Lands, or portion thereof, such additional legal agreements required by the City to facilitate

the detailed design, construction, operation, and management of the Moderate Income Housing Units, and all ancillary and related spaces, uses, common areas, and features, including the Common Amenities, as determined by the City through the Development Permit approval process for the Lands, or portion thereof;

- (b) take no steps to compel the issuance of, and the City will not be obligated to issue, a Building Permit, unless and until the Owner has submitted to the City a Building Permit application that includes the Moderate Income Housing Units, and all ancillary and related spaces, uses, common areas, and features, in accordance with the Development Permit;
- (c) not apply for an Occupancy Certificate in respect of that Development, nor take any action to compel issuance of an Occupancy Certificate, unless and until all of the following conditions are satisfied:
  - (i) the Moderate Income Housing Units and related uses and areas have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit, the Building Permit, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
  - (ii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Moderate Income Housing Units, any facilities for the use of the Moderate Income Housing Units, including parking and any shared indoor or outdoor amenities, including the Common Amenities; and
  - (iii) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Owner's design architect for the Building confirming that the Moderate Income Housing Units have been constructed in accordance with the Agreement;
- (d) not permit the Development or any portion thereof to be occupied, unless and until the Moderate Income Housing Units have received an Occupancy Certificate granting provisional or final occupancy of the Moderate Income Housing Units; and
- (e) not subdivide the Moderate Income Housing Units into individual strata lots. The Owner acknowledges and agrees that if the Lands are subject to Subdivision by a Strata Plan, that the Moderate Income Housing Units will together form no more than one (1) strata lot.

**ARTICLE 3**  
**DISPOSITION AND ACQUISITION OF MODERATE INCOME HOUSING UNITS**

- 3.1 The Owner will not permit a Moderate Income Housing Unit to be subleased, or the Moderate Income Housing Unit Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act*.
- 3.2 The Owner will not permit a Moderate Income Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 If this Housing Agreement encumbers more than one Moderate Income Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Moderate Income Housing Units located in one building in a single or related series of transactions, with the result that when the purchaser or transferee of the Moderate Income Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Moderate Income Housing Units in one building, provided any one such legal and registered owner may be a different corporate entity or person from its one (1) such beneficial owner, as evidenced by a signed trust agreement in form and substance satisfactory to the City Solicitor. For clarity, all of the Moderate Income Housing Units will remain under one (1) ownership structure;
  - (b) if the Development contains one or more air space parcels, each air space parcel and the remainder will be a “building” for the purpose of this section 3.3; and
  - (c) the Lands will not be Subdivided such that one or more Moderate Income Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:  
  
“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City of Richmond (the “City”) and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Owner with the City’s Affordable Housing Strategy, policies and requirements with respect to the provision and administration of

affordable housing within the municipality and for no other purpose, each month during the Tenant's occupation of the Moderate Income Housing Unit:

- (i) a statement of the total, gross annual income, once per calendar year, from all sources (including but not limited to employment, disability, retirement, and investment) of all members of the Tenant's household who are 18 years of age and over and who reside in the Moderate Income Housing Unit;
  - (ii) the number of occupants of the Moderate Income Housing Unit;
  - (iii) the number of occupants of the Moderate Income Housing Unit 18 years of age and under; and
  - (iv) the number of occupants of the Moderate Income Housing Unit who are Seniors”;
- (b) defines the term “Landlord” as the Owner of the Moderate Income Housing Unit; and
- (c) includes a provision requiring the Tenant and each permitted occupant of the Moderate Income Housing Unit to comply with this Agreement.

3.5 The Owner will not sell or transfer less than all of the Moderate Income Housing Units in any sale or transfer transaction affecting the Moderate Income Housing Units. If the Owner sells or transfers any Moderate Income Housing Units, the Owner will notify the City Solicitor and the Director of Housing Office of the sale or transfer within three (3) days of the effective date of sale or transfer.

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

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

- (i) move-in/move-out fees;
- (ii) strata fees;
- (iii) strata property contingency reserve fees;
- (iv) extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, including for the upkeep of such facilities;
- (v) charges or fees in excess of those charged to other residential occupants of the Development for the use of parking, visitor parking, loading, bicycle storage, electric vehicle and bicycle charging stations or related facilities on the Lands used by the Tenants;
- (vi) extra charges for the use of sanitary sewer, storm sewer, or water; or
- (vii) property or similar tax;

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

- (viii) providing cable television, telephone, other telecommunications, or electricity fees (including electricity fees and charges associated with the Tenant's use of electrical vehicle and bicycle charging infrastructure) or district energy charges (including for heating, cooling, or domestic hot water heating);
  - (ix) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant; and
  - (x) installing electric bicycle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development), by or on behalf of the Tenant;
- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
  - (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Moderate Income Housing Unit to comply with this Agreement;
  - (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:

- (i) a Moderate Income Housing Unit is occupied by a person or persons other than an Eligible Tenant;
- (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(o) of this Agreement;
- (iii) the Moderate Income Housing Unit is occupied by more than the number of people the City determines can reside in the Moderate Income Housing Unit given the number and size of bedrooms in the Moderate Income Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
- (iv) the Moderate Income Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
- (v) the Tenant subleases the Moderate Income Housing Unit or assigns the Tenancy Agreement in whole or in part, except as may be required by the Residential Tenancy Act and in such circumstance, the Tenant may not sublease the Moderate Income Housing Unit or assign the Tenancy Agreement (A) without the prior consent of the Owner, and (B) to anyone who is not an Eligible Tenant,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.6(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(o), Eligible Tenant, of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.6(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant. Notwithstanding the forgoing termination notice periods, the termination notice period shall be the longer of the foregoing and any applicable termination notice period required by the *Residential Tenancy Act*;

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

3.7 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the

Moderate Income Housing Unit to vacate the Moderate Income Housing Unit on or before the effective date of termination.

- 3.8 The Owner shall not impose any age-based restrictions on Tenants of Moderate Income Housing Units, unless expressly permitted by the City in writing in advance.
- 3.9 The Owner acknowledges its duties not to discriminate with respect to tenancies and agrees to comply with the *Human Rights Code* (BC) with respect to tenancy matters, including tenant selection.

**ARTICLE 4  
DEMOLITION OF MODERATE INCOME HOUSING UNIT**

- 4.1 The Owner will not demolish a Moderate Income Housing Unit unless:
  - (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Moderate Income Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
  - (b) the Moderate Income Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

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

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

**ARTICLE 5  
STRATA CORPORATION BYLAWS**

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Moderate Income Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Moderate Income Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.

Moderate Income Housing Agreement (Section 483 *Local Government Act*)  
9000 No 3 Road – HA Bylaw 10690  
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RZ Consideration # 17

- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Moderate Income Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of a Moderate Income Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Moderate Income Housing Units) paying any extra charges or fees for the use of any Common Amenities, common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation.
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of a Moderate Income Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations, electric bicycle charging stations, or related facilities contrary to section 3.6(d). Notwithstanding the foregoing, the strata corporation may levy such parking, bicycle storage, electric vehicle charging stations, electric bicycle charging stations, or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Moderate Income Housing Units; provided, however, that the electricity fees, charges or rates for use of electric vehicle and bicycle charging stations are excluded from this provision.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of a Moderate Income Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Moderate Income Housing Units.

**ARTICLE 6  
DEFAULT AND REMEDIES**

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:
- (a) a Moderate Income Housing Unit is used or occupied in breach of this Agreement;
  - (b) a Moderate Income Housing Unit is rented at a rate in excess of the Permitted Rent; or
  - (c) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

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

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

## ARTICLE 7 MISCELLANEOUS

### 7.1 Housing Agreement

The Owner acknowledges and agrees that:

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

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

- (i) the City has no obligation to execute such discharge until a written request therefor from the Owners is received by the City, which request includes the registrable form of release (Form C (Release));
- (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owners;
- (iii) the City has a reasonable time within which to execute the release and return the same to the Owners for registration; and

- (iv) the Owners acknowledge that such release is without prejudice to the indemnity and release set forth in Sections 7.5 and 7.6.

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

## 7.2 No Compensation

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

## 7.3 Modification

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

## 7.4 Management

The Owner covenants and agrees that it will ensure good and efficient management of the Moderate Income Housing Units and will permit representatives of the City to inspect the Moderate Income Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Moderate Income Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands at no cost or charge to the Tenant.

The Owner further covenants and agrees that it will vote:

- (a) as owner of the Moderate Income Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation, if any; and
- (b) as owner of the air space parcel containing the Moderate Income Housing Units at any applicable meetings of the owners of other Subdivided parcels of the Lands,

to ensure that the Common Amenities are maintained in a good state of repair by the strata corporation which includes the Moderate Income Housing Units and any of the Common Amenities, the owner of the applicable air space parcel or remainder parcel which includes any of the Common Amenities, and the Parking Operator, as applicable.

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

**7.5 Indemnity**

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

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

**7.6 Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Moderate Income Housing Unit under this Agreement;
- (b) the City's refusal to issue a Development Permit or Building Permit or refusal to carry out a final Building Permit inspection permitting occupancy of any Building, or any portion thereof, constructed on the Lands arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement;
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

**7.7 Survival**

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

**7.8 Priority**

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

**7.9 City's Powers Unaffected**

This Agreement does not:

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

**7.10 Agreement for Benefit of City Only**

The Owner and the City agree that:

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

**7.11 No Public Law Duty**

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

**7.12 Notice**

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

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

Copies to: City Solicitor and the Director of Housing Office,

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

**7.13 Enuring Effect**

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

**7.14 Severability**

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

**7.15 Waiver**

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

**7.16 Sole Agreement**

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole

Moderate Income Housing Agreement (Section 483 *Local Government Act*)  
9000 No 3 Road – HA Bylaw 10690  
Application No. RZ 23-033712 Bylaw No. 10656  
RZ Consideration # 17

agreement between the City and the Owner respecting the use and occupation of the Moderate Income Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

**7.17 Further Assurance**

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

**7.18 Covenant Runs with the Lands**

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

**7.19 Equitable Remedies**

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

**7.20 No Joint Venture**

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

**7.21 Applicable Law**

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

**7.22 Deed and Contract**

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

**7.23 Joint and Several**

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

**7.23 Limitation on Owner's Obligations**

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

*[remainder of page intentionally blank]*

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

AASHYN NO. 3 ROAD DEVELOPMENT LTD., by its authorized signatory(ies):

Kush Panatch  
Name: KUSH PANATCH  
Title: DIRECTOR

Name:  
Title:

1320484 B.C. LTD., by its authorized signatory(ies):

Kush Panatch  
Name: KUSH PANATCH  
Title: DIRECTOR

Name:  
Title:

CITY OF RICHMOND,  
by its authorized signatories:

\_\_\_\_\_  
Malcolm D. Brodie, Mayor

\_\_\_\_\_  
Claudia Jesson, Corporate Officer

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



Eligible Tenants (as defined in the Housing Agreement); and

- b) the Owner of the Moderate Income Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Moderate Income Housing Units;

- 4. The information set out in the table attached as Appendix A hereto (the "Information Table") in respect of each of the Moderate Income Housing Units is current and accurate as of the date of this declaration; and

*Page 1 of 2 – continued on next page...*

*... continued from Page 1 – Page 2 of 2*

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

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

DECLARED BEFORE ME at \_\_\_\_\_ )  
 \_\_\_\_\_ in \_\_\_\_\_ )  
 the Province of British Columbia, )  
 Canada, this \_\_\_\_\_ day of )  
 \_\_\_\_\_, 20\_\_\_\_ )

\_\_\_\_\_  
(Signature of Declarant)

Name:

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

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

Local Government Act)  
 load – HA Bylaw 10690  
 Application No. RZ 23-033712 Bylaw No. 10656  
 RZ Consideration # 17

### Appendix A to Statutory Declaration

Building Name:		Building Address:		Property Manager Name:												
Property Management Company:		Property Manager Email:		Property Manager Phone Number:												
Unit and Household Information							Income and Rent					Fees Collected (For any fees charged, provide details and explanation regarding the fees to the City together with the Statutory Declaration.)				
Row #	Unit #	Unit Type (Studio, 1 Bed, 2 Bed, 3 Bed)	Number of Occupants (#)	Related to Owner (Yes/No) (Provide one response per occupant)	Total Number of Occupants Under 18 years and Under (#)	Total Number of Occupants who are "Seniors" as defined in the Housing Agreement (#)	Starting Year of Tenancy	Before-tax Total Income(s) (If Occupant is 18 years & Over) (Provide one response per occupant)	Income Verification Received (Yes/No) (Provide one response per occupant)	Before-tax Total Income of All Occupants 18 years & Over	Rent (\$/Month)	Parking Fees	Move-in/Move-out Fees	Storage Fees	Amenity Usage Fees	Other Tenant Fees
0	EXAMPLE ONEY - 101	3 BR	4	No No No	1	1	2022	\$31,049 \$22,764 \$7,825	Yes Yes Yes	\$69,638	\$1,611.19	\$ -	\$ -	\$ -	\$ -	\$ -
1																
2																
3																

Continue rows as needed.

Moderate Income Housing Agreement (Section 483 Local Government Act)  
 9000 No 3 Road - HA Bylaw 10690  
 Application No. RZ 23-033712 Bylaw No 10656  
 RZ Consideration # 17



Development Permit Panel
Wednesday, March 11, 2026

Time: 3:30 p.m.
Place: Remote (Zoom) Meeting
Present: Wayne Craig, General Manager, Planning and Development, Chair
Lloyd Bie, Director, Transportation
James Cooper, Director, Building Approvals

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 February 25, 2026 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 25-037757
(REDMS No. 8308609)

APPLICANT: Deluxe Custom Homes Ltd.

PROPERTY LOCATION: 7480 and 7486 Williams Road

INTENT OF PERMIT:

- 1. Permit the construction of two small-scale multi-unit housing developments on lots zoned "Small-Scale Multi-Unit Housing (RSM/L)"; and
2. Vary the provisions of the Richmond Zoning Bylaw 8500 to:
(a) reduce the required front yard setback from 6.0 m to 4.5 m;
(b) reduce the required rear yard setback from 6.0 m to 3.0 m;
(c) permit an attached garage to be located within 6.0 m of the rear lot line; and

## Development Permit Panel

### Wednesday, March 11, 2026

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- (d) permit an exterior wall oriented to an interior side yard to have a continuous wall length greater than 55 per cent of the total lot depth.

#### **Applicant's Comments**

Ravi Sanghera, on behalf of Deluxe Custom Homes Ltd., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the proposed development, highlighting the following:

- the property at 7480 Williams Road was previously rezoned in 2023 to permit compact residential development and facilitate the creation of two lots with shared driveway under the former “Coach House (ZS12) Broadmoor” zone;
- an associated subdivision application was subsequently approved by the City that created the current two lots, i.e., 7480 and 7486 Williams Road;
- In 2024, the two properties were rezoned from “Coach House (ZS12) Broadmoor” to “Small-Scale Multi-Unit Housing (RSM/L)” as part of the City’s implementation of Bill 44 that was passed by the Province and as a result, the previously approved development was unable to proceed as it did not comply with the new zoning;
- the subject development is proposing a similar design that was previously approved by Council;
- the proposed development consists of two lots separated by a shared drive aisle with each lot containing two two-storey front and back units, two enclosed parking spaces for the front units, one surface parking stall for the rear units and private open spaces for all the dwelling units on both lots;
- vehicular access to both lots are provided from Williams Road through the shared drive aisle; reciprocal access and parking arrangements over the shared drive aisle were secured through legal agreements on Title;
- pedestrian access to the front unit is provided directly from Williams Road while pedestrian access the rear unit is provided through the shared driveway and along the side yard pathways;
- the proposed variances relating to setbacks, garage placement, and exterior wall length are consistent with the development’s form and character that was previously approved by Council and similar to adjacent properties on Williams Road;
- windows of upper levels of units have been oriented to minimize overlook to adjacent properties;
- two on-site trees have been removed and six new trees are proposed to be planted on-site, exceeding the required 2:1 tree replacement ratio;
- the proposed development meets the live landscaping requirements;

## Development Permit Panel

### Wednesday, March 11, 2026

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- the applicant had provided a landscaped security prior to the previous rezoning bylaw adoption which the City continues to hold; and
- the applicant has committed to demonstrate compliance with the required BC Energy Step Code 3 and Emissions Level 4 for the project.

#### **Staff Comments**

Joshua Reis, Director, Development, noted that (i) the proposed front-back dwelling units on each of the two lots in the proposed development is generally consistent with the development form and site layout of the rezoning application that was previously approved by Council in 2023, (ii) the proposal is also consistent with the form and character of adjacent properties along this section on the south side of Williams Road, (iii) the proposed variances would enable the proposed development to proceed as previously envisioned, (iv) three new trees are proposed to be planted on each lot, (v) landscape securities were collected at the time of rezoning, (vi) the subject properties were subdivided consistent with the previous Zoning Bylaw, and (vii) site servicing was secured at the time of subdivision of the property and frontage works associated with site servicing are currently under construction.

#### **Panel Discussion**

In reply to queries from the Panel, staff confirmed that (i) the form of development previously approved by Council though the prior rezoning and subdivision application for the subject property was not implemented as it was impacted by the introduction of Bill 44, a provincial legislation which mandated municipalities to revise their zoning bylaws to permit small-scale multi-unit housing (SSMUH), (ii) there is a utility right-of-way (ROW) mainly along the rear of 7480 Williams Road that extends into a portion of 7486 Williams Road, this area is occupied by a surface parking stall with permeable paving for the rear units, and (iii) the City's Engineering Department did not raise concerns regarding the proposed permeable paving treatment for the proposed parking stall along a portion of the ROW.

#### **Correspondence**

Ruby Hong Gao, 7468 Williams Road ([Schedule 2](#))

Staff noted that staff have responded to the correspondent and has been advised of the City's processes with regard to the requested change of the civic number for one of the lots (7486 Williams Road) and staff will work with the applicant regarding property addressing.

#### **Gallery Comments**

None.

**Development Permit Panel**  
**Wednesday, March 11, 2026**

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**Panel Discussion**

The Panel expressed support for the application, noting that (i) the proposed development fits well with its neighbourhood as it looks similar to adjacent residential properties, and (ii) the applicant has given careful attention to detail and use of materials, landscaping and paving treatment.

**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *permit the construction of two small-scale multi-unit housing developments on lots zoned “Small-Scale Multi-Unit Housing (RSM/L)”;* and
2. *vary the provisions of the Richmond Zoning Bylaw 8500 to:*
  - (a) *reduce the required front yard setback from 6.0 m to 4.5 m;*
  - (b) *reduce the required rear yard setback from 6.0 m to 3.0 m;*
  - (c) *permit an attached garage to be located within 6.0 m of the rear lot line; and*
  - (d) *permit an exterior wall oriented to an interior side yard to have a continuous wall length greater than 55 per cent of the total lot depth.*

**CARRIED**

**2. New Business**

None.

**3. Date of Next Meeting: March 25, 2026**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (3:46 p.m.).*

**CARRIED**

4.

**Development Permit Panel**  
**Wednesday, March 11, 2026**

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Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, March 11, 2026.

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Wayne Craig  
Chair

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Rustico Agawin  
Committee Clerk

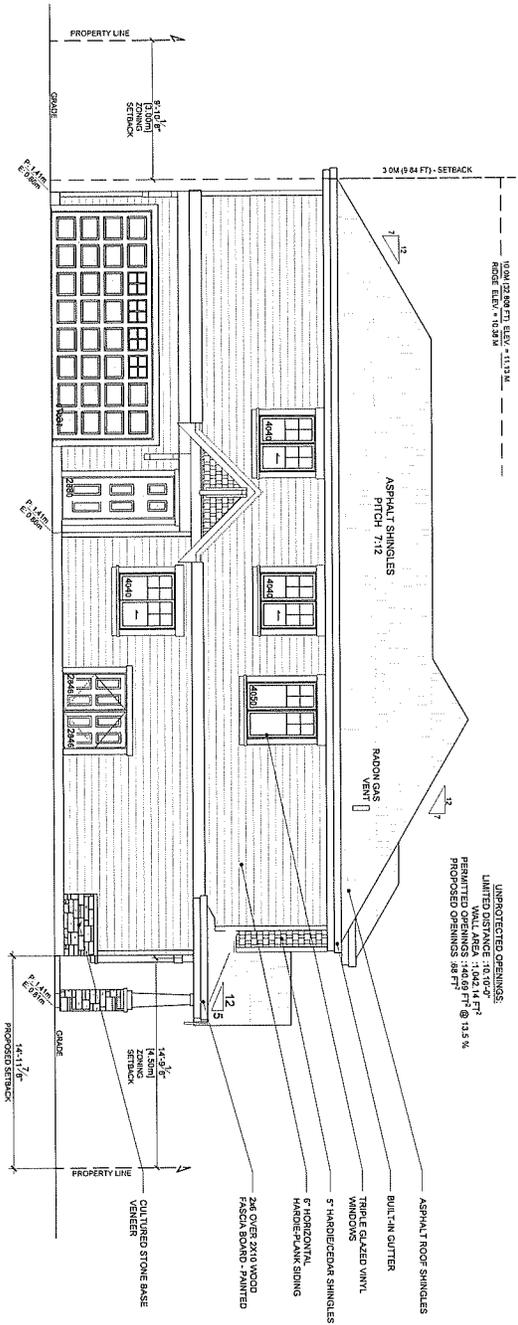
7480/7486 Williams Road - DP25-037757

March 11, 2026

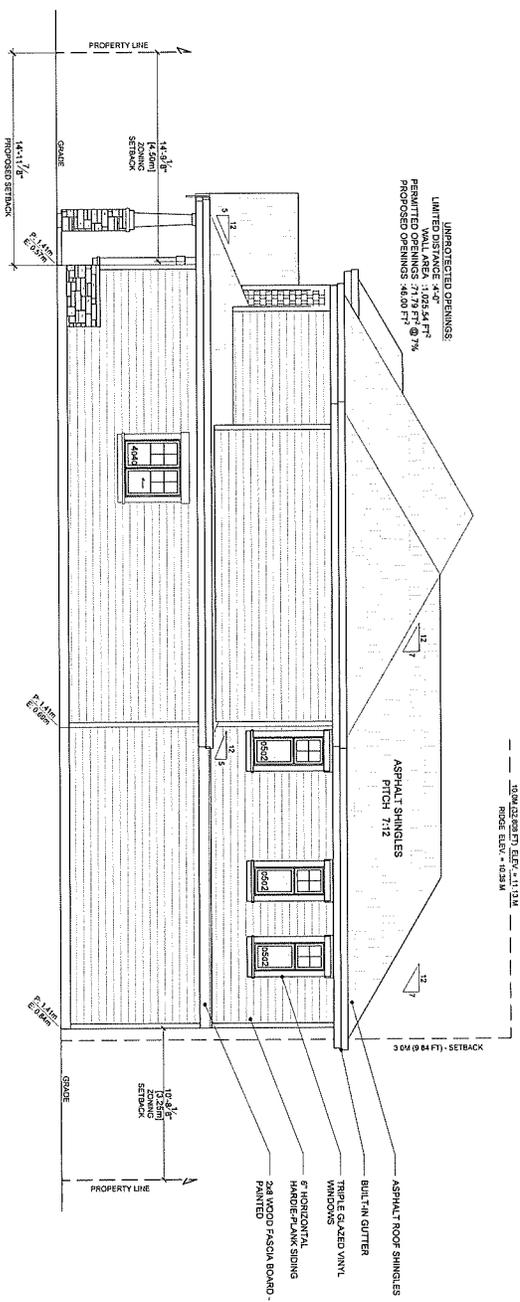
*Development Permit Panel Meeting*

*DP to develop Small-Scale Multi-Unit Housing  
(SSMUH)*

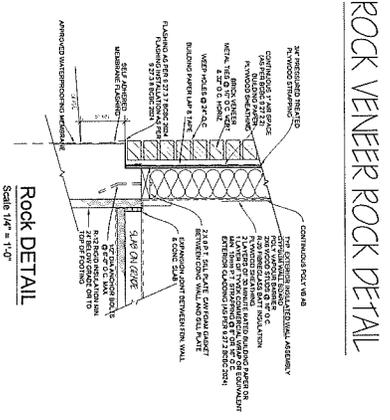




Side (West) Elevation  
Scale 1/4" = 1'-0"

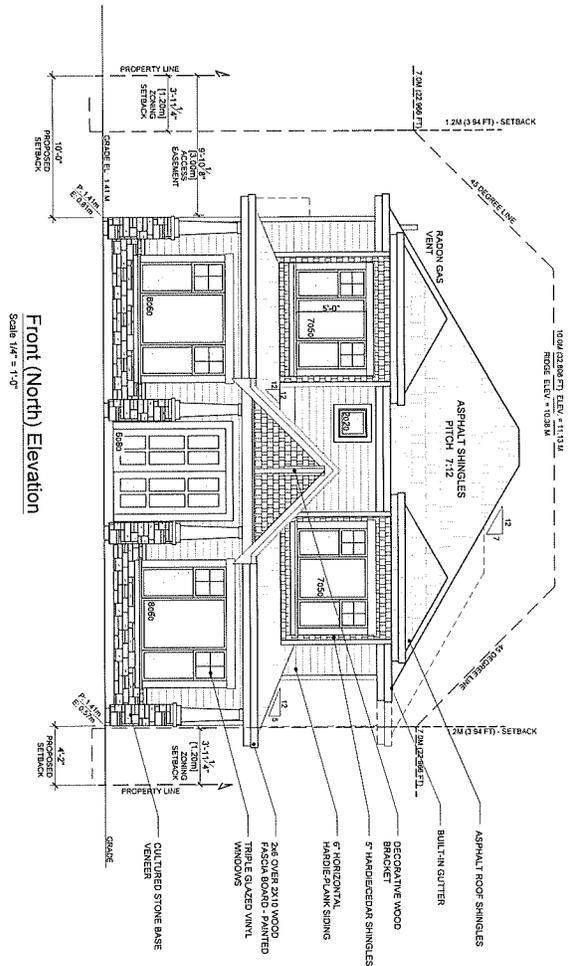


Side (East) Elevation  
Scale 1/4" = 1'-0"

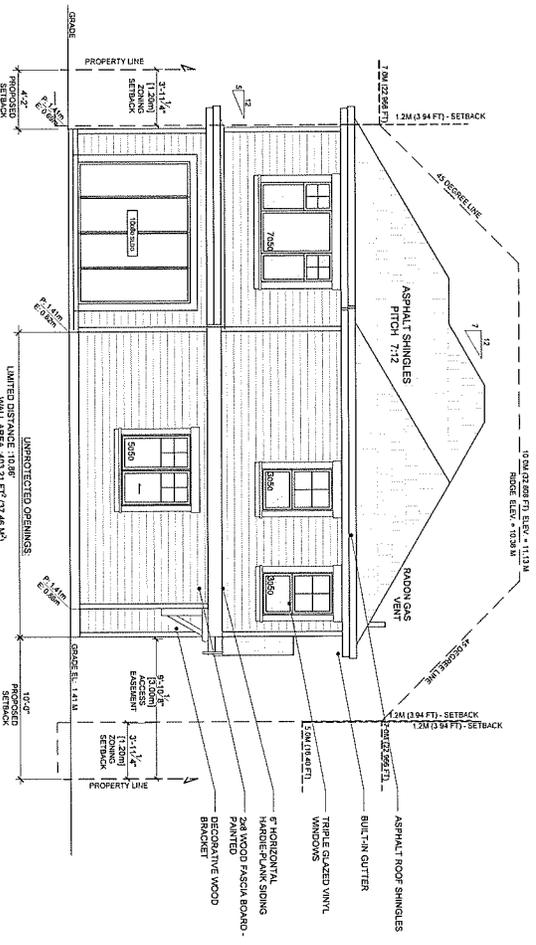


Rock Detail  
Scale 1/4" = 1'-0"

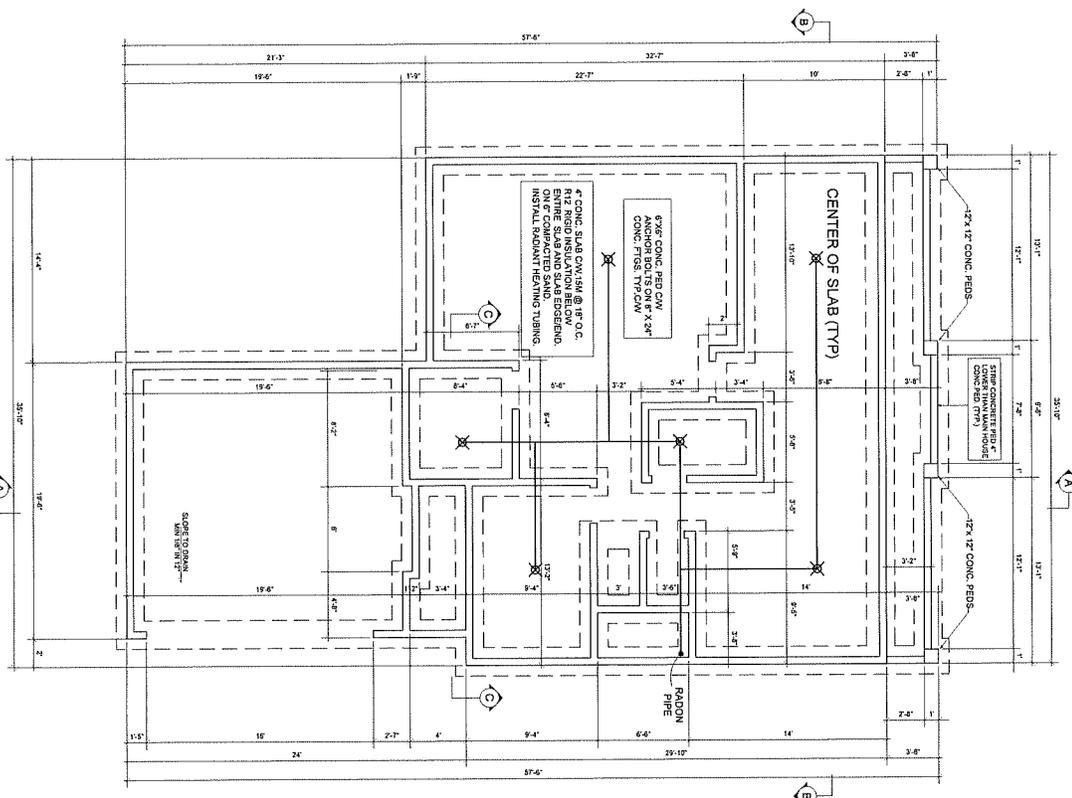
*Vertica Design*  
7480 Williams Rd. - St. 6



Front (North) Elevation  
Scale 1/4" = 1'-0"



Rear (South) Elevation  
Scale 1/4" = 1'-0"



Foundation Plan  
Scale 1/4" = 1'-0"

*Veritica Design*  
7480 Williams Rd - Sk. 7



LANDSCAPE LEGENDS	
SYMBOL	MATERIALS
	CP CONCRETE PAVING
	CONCRETE UNIT PAVES FOR DRIVEWAY
	PERMEABLE PAVES FOR PARKING LOT
	GRAVEL
	LAWN
	PLANTING BED
	6-7' HIGH WOOD FENCE
	MAX. 4' HIGH METAL FENCE
	STEPPING STONE PATH

**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 LANDSCAPE AND SITE WORK SHALL BE AS SHOWN AND APPROVED 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 FURNISHING, PATHWAYS, WALLS, PLANTING ETC., TO BE APPROVED BY THE CITY OF RICHMOND PRIOR TO INSTALLATION.

GRADING LEGEND	
KEY	DESCRIPTION
+R9 1.20m	PROPOSED SPOT ELEVATIONS
+TW 1.60m	PROPOSED TOP OF WALL ELEVATION
+BW 1.20m	PROPOSED BOTTOM OF WALL ELEVATION
+TS 1.41m	PROPOSED TOP OF STAIR ELEVATION
+BS 1.21m	PROPOSED TOP OF STAIR ELEVATION
2%	SLOPE PERCENTAGE
EXISTING ELEVATIONS, PER SURVEY	



**GRADING NOTES**

1. DO NOT SCALE DRAWINGS.
2. ALL GRADING INFORMATION IS PRELIMINARY ONLY.
3. REFER TO CIVIL DRAWINGS OFF-SITE ROAD GRADING INFORMATION.
4. REFER TO ARCHITECTURAL DRAWINGS FOR BUILDING ELEVATIONS.
5. ALL EXISTING SURVEY INFORMATION APPROXIMATE. VERIFY ALL EXISTING GRADES WITH SITE CONDITIONS. REPORT DISCREPANCIES TO CONSULTANT TEAM PRIOR TO PROCEEDING.
6. THE CONTRACTOR SHALL DESIGN AND PROTECT ALL EXISTING UTILITIES, HARD SURFACES, STRUCTURES, WALLS AND TREES FOR DURATION OF CONSTRUCTION. VERIFY ALL UTILITIES WITH UTILITY LOCATIONS AND DEPT. PRIOR TO PROCEEDING.
7. UNLESS OTHERWISE NOTED, PROVIDE A MINIMUM 2% SLOPE ON ALL HARD AND SOFT LANDSCAPE AREAS TO ENSURE PROPER DRAINAGE AND PREVENT EROSION. UNLESS OTHERWISE NOTED, ALL LANDSCAPE AREAS TO BE A MINIMUM 2% SLOPE.



**HOMING**  
LANDSCAPE  
ARCHITECTURE

1000 WEST 10TH AVENUE  
VANCOUVER, BC CANADA V6H 1A5  
TEL: (604) 273-1111  
EMAIL: INFO@HOMINGARCHITECTURE.COM

NO.	Date	Note
1	2022-05-08	ISSUED FOR REZONING APPLICATION
2	2022-04-29	ISSUED FOR REZONING/CP

**7480 WILLIAMS ROAD**

PROJECT ADDRESS:  
7480 WILLIAMS ROAD  
RICHMOND, BC, CANADA

PROJECT NUMBER: 22-07

SCALE: 1:100

DRAWN BY: EL

REVIEWED BY: EL

LANDSCAPE Layout and Grading Plan

L1

CNCL - 273

Schedule 2 to the Minutes of the Development Permit Panel meeting held on Wednesday, March 11, 2026

<b>To Development Permit Panel</b>
Date: <u>MARCH 11, 2026</u>
Item # <u>1</u>
Re: <u>DP 25-037757</u>

**From:** Gao Ruby <elva\_gao@hotmail.com>  
**Sent:** Monday, March 2, 2026 11:23 AM  
**To:** CityClerk <CityClerk@richmond.ca>  
**Subject:** House number for proposed development

You don't often get email from [elva\\_gao@hotmail.com](mailto:elva_gao@hotmail.com). [Learn why this is important](#)

**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..

Hello

I am the owner of 7468 Williams road, and I received this notice from the city hall.

I would like to ask the City to change the 7486 lot (circled lot in the picture below) to another # as 7486 is too similar to my house #, the mail delivery will be mess up easily.

Thank you for your attention

Ruby Hong Gao



**NOTICE OF DEVELOPMENT PERMIT PANEL MEETING**

Richmond Development Permit Panel will meet to consider the proposed development on:

**March 11, 2026 at 3:30 p.m.**

Richmond City Hall, 6911 No. 3 Road  
Council Chambers, First Floor

Subject Site: 7480 & 7486 Williams Road

Applicant: Deluxe Custom Homes Ltd.  
 File: DP 25-037757  
 City Contact: Alexander Coatin, Planning and Development Division  
 Purpose: That a Development Permit be issued which would:

1. Permit the construction of two small-scale multi-unit housing developments on lots zoned "Small-Scale Multi-Unit Housing (RSMUL)" and
2. Vary the provisions of the Richmond Zoning Bylaw 8500 for:
  - a) Reduce the required front yard setback from 6.0 m to 4.5m;
  - b) Reduce the required rear yard setback from 6.0 m to 3.0 m;
  - c) Permit an attached garage to be located within 6.0 m of the rear lot line; and
  - d) Permit an exterior wall oriented to an interior side yard to have a continuous wall length greater than 55% of the total lot depth.

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

Sent from my iPhone



**To:** Richmond City Council

**Date:** March 10, 2026

**From:** Wayne Craig  
Chair, Development Permit Panel

**File:** DP 25-009725  
DP 22-022003

**Re:** **Development Permit Panel Meeting Held on August 27, 2025 and  
November 13, 2025**

---

### Staff Recommendations

1. That the recommendation of the Panel to authorize the issuance of:
  - a) a Development Permit (and DP 25-009725) for 100 Douglas Crescent; and
  - b) a Development Permit (DP 22-022003) for the property at 14511 Westminster Highway.

be endorsed and the Permits so issued.

Wayne Craig  
General Manager, Planning and Development

## Panel Reports

The Development Permit Panel considered the following items at its meetings held on August 27, 2025 and November 13, 2025.

### DP 25-009725 – ALON GAL – 100 DOUGLAS CRESCENT (August 27, 2025)

The Panel considered a Development Permit (DP) application to permit the retention of an existing unauthorized rear yard infill unit on a site zoned "Small-Scale Multi-Unit Housing (RSM/L)".

The application includes two variances, including reducing the minimum required side yard setback for the rear yard infill unit from 1.2 m to 1.0 m, and reducing the minimum required building separation between the rear yard infill unit and the principal dwelling from 6.0 m to 2.1 m.

The applicant's partner, Orly Gal, provided a brief visual presentation highlighting:

- The applicant acknowledged that the existing two-storey rear yard infill unit was built without appropriate permits and expressed a commitment to comply with the City's requirements.
- The existing two-storey rear yard infill unit was designed to match the form, character and scale of the primary dwelling on the subject lot.
- Two outdoor parking spaces are provided on-site via the lane for the use of residents of the primary dwelling and rear yard infill unit.
- A garbage and recycling area is provided for the use of residents of both units.
- Wall-mounted downward-facing lighting is installed at the main entry of the rear yard infill unit to highlight the entry but avoid light spillover onto adjacent properties.
- The outdoor amenity area, consisting of a deck and grassed area, is provided for the shared use of residents of the two units.
- The existing rear yard infill unit complies with the zoning for the subject lot except for the proposed variance to the west side yard setback and the required building separation between the principal dwelling and rear yard infill unit.
- There are no windows on the west elevation to reduce potential privacy concerns with the adjacent property to the west.
- A Building Permit (BP) application will be submitted by the applicant to ensure BC Building Code compliance relating to fire protection and other Code requirements.
- The applicant will register an aircraft noise sensitive use covenant and a flood plain indemnity covenant on Title prior to DP issuance.

Staff noted that (i) staff have reviewed the subject site's land use and density and confirmed the existing building to be in compliance with the "Small-Scale Multi-Unit Housing (RSM/L)" zoning of the subject site, (ii) the applicant is required to apply for a BP prior to DP issuance that addresses deficiencies that were identified as part of the Building Code Compliance Report submitted by the applicant, (iii) staff conducted a site visit and the existing landscaping was found to be in good health and good condition, and (iv) as the outdoor amenity space between the principal dwelling and

rear yard infill unit is for shared use and to secure the unit as rental the applicant has agreed to register a covenant on Title restricting the stratification of the rear yard infill unit.

In reply to queries from the Panel, the applicant noted (i) the circumstances and reasons for the rear yard infill unit being constructed without appropriate building permits, including the purchase of the subject property and construction of the rear yard infill unit during the pandemic, (ii) the rear yard infill unit's exterior lighting includes building-mounted, downward-focused lighting, (iii) the two outdoor parking stalls are for the use of residents of the principal dwelling and rear yard infill unit, (iv) a Building Code Compliance Report has been submitted by the applicant, and (v) the applicant has not received any complaint from their neighbours regarding privacy concerns as a result of the construction of the two-storey rear yard infill unit.

Additionally, staff confirmed that the Building Code Compliance Report prepared by the applicants' consultants is on file and has been reviewed by staff.

The Panel noted the applicant's explanation for the construction of the rear yard infill unit without appropriate permits, resulting in a complicated process for the retroactive inspection of the building and a more costly undertaking than applying for permits prior to construction.

Following the meeting, the applicant has submitted their building permit application to address the deficiencies identified by their code consultant, which will facilitate inspection of the construction of the building.

The Panel recommends the Permit be issued.

DP 22-022003 – HARDEV S. CHANE – 14511 WESTMINSTER HIGHWAY  
(November 13, 2025)

The Panel considered a DP application to permit the construction of a single detached house on a site zoned "Agriculture (AG1)" and designated as an Environmentally Sensitive Area (ESA).

The applicant's Environmental Professional, Susan Van Der Ende, of Madrone Environmental Services Inc., provided a brief visual presentation highlighting:

- The Agricultural Land Commission (ALC) has approved a Notice of Intent to import fill material to raise the land and improve the drainage conditions to allow for farming activities in the rear of the property.
- The existing 4.5 m wide water crossing will be widened to 7.0 m in the same location to improve water flow and access to the site for both residential and farm vehicles. The widening will result in a small loss of Riparian Management Area (RMA).
- On-site trees within the RMA will be retained and not impacted.
- The applicant proposes to undertake removal of invasives (including blackberry) within the RMA and provide approximately 89 m<sup>2</sup> of landscaping area within the proposed farm home plate, including 2 magnolia trees, 18 Persian spire trees and 60 May green shrubs as part of the ESA compensation.

Staff noted that (i) compensation is being provided on-site within the farm home plate in the form of landscaping, consisting of 20 new trees and approximately 60 shrubs, (ii) the applicant is proposing removing invasive species within the RMA, reseeding with native plants and coordinating this work with their proposed watercourse crossing application, and (iii) the location of the farm home plate has been reviewed and supported by the City's Food Security and Agricultural Advisory Committee taking into account the proposed location of the driveway crossing and the grading difference between the existing driveway and the proposed home plate.

In reply to queries from the Panel, staff noted that (i) staff is coordinating with the City's Engineering department to ensure the ESA permit is granted prior to the water course crossing permit application being approved so that all works are properly coordinated with one another, and (ii) following the issuance of the ESA development permit the applicant would be required to obtain BP issuance prior to construction of the single-family home.

The Panel expressed support for the application, noting the applicant's efforts to retain the trees within the RMA.

The Panel recommends the Permit be issued.