



City Council

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

**Monday, July 14, 2025
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- | | |
|----------------|------------------------------------------------------------------------------------------------------------|
| CNCL-10 | (1) <i>adopt the minutes of the Regular Council meeting held on June 23, 2025; and</i> |
| CNCL-22 | (2) <i>receive for information the Metro Vancouver 'Board in Brief' dated June 27, 2025.</i> |



AGENDA ADDITIONS & DELETIONS

PRESENTATION

- | | |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CNCL-36 | Denise Hui, Chair, Richmond Public Library Board and Susan Walters, Chief Librarian, to present the Richmond Public Library Board 2024 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.

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
- Garden City Park Gathering Space Concept Plan and Contribution Agreement
- Parks, Recreation and Culture Allocation Policy
- Community Wayfinding Strategy and Implementation Framework
- Application to Propose a New Lounge Area Endorsement To Licence #311621 - Deep Blue Distilleries Ltd - 5800 Cedarbridge Way Unit 130

Council Agenda – Monday, July 14, 2025

Pg. #

ITEM

- 2025 UBCM Community Excellence Awards Program
- Referral Response: Housing as a Human Right
- Early Council Review Process – Official Community Plan Amendment and Rezoning Application at 10471 No. 3 Road
- Development Applications and Building Approvals Fees Update
- Pilot Program For On-Demand/Irrevocable Surety Bonds

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



Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

CNCL-49 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on June 25, 2025;

CNCL-54 (2) the **General Purposes Committee** meeting held on July 7, 2025; and
(3) the **Planning Committee** meeting held on July 8, 2025; (distributed separately)
be received for information.



Consent
Agenda
Item

7. GARDEN CITY PARK GATHERING SPACE CONCEPT PLAN AND CONTRIBUTION AGREEMENT

(File Ref. No. 06-2345-20-MNOR1) (REDMS No. 7970530)

CNCL-63

See Page CNCL-63 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1) *That the Concept Plan for the Garden City Park gathering space, as detailed in the staff report titled “Garden City Park Gathering Space Concept Plan and Contribution Agreement”, dated June 2, 2025, from the Director, Park Services, be approved; and*

- (2) *That staff be authorized to take all necessary steps to complete all matters detailed herein, including authorizing the Chief Administrative Officer and General Manager Parks, Recreation and Culture to negotiate and execute all documentation related to a Contribution Agreement with the Rotary Club of Richmond Sunset.*



Consent
Agenda
Item

8. **PARKS, RECREATION AND CULTURE ALLOCATION POLICY**
(File Ref. No. 11-7000-01) (REDMS No. 8056183)

CNCL-72

See Page CNCL-72 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That the development of a Parks, Recreation and Culture Allocation Policy as outlined in the staff report titled “Parks, Recreation and Culture Allocation Policy”, dated June 2, 2025, from the Director, Recreation and Sport Services, be approved.



Consent
Agenda
Item

9. **COMMUNITY WAYFINDING STRATEGY AND
IMPLEMENTATION FRAMEWORK**
(File Ref. No. 08-4150-04-06) (REDMS No. 8068301)

CNCL-81

See Page CNCL-81 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Community Wayfinding Strategy and Implementation Framework, as detailed in the staff report titled “Community Wayfinding Strategy and Implementation Framework”, dated June 13, 2025, from the Director, Business Services, be approved; and*
- (2) *That staff bring forward an initial implementation project for Council's consideration.*



Council Agenda – Monday, July 14, 2025

Pg. # ITEM

Consent
Agenda
Item

10. **APPLICATION TO PROPOSE A NEW LOUNGE AREA
ENDORSEMENT TO LICENCE #311621 - DEEP BLUE
DISTILLERIES LTD - 5800 CEDARBRIDGE WAY UNIT 130**

(File Ref. No. 12-8275-30-001) (REDMS No. 8027630)

CNCL-205

See Page CNCL-205 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the application from Deep Blue Distilleries Ltd., seeking the following extended hours of liquor service, and a new Lounge Area Endorsement at the premises located at 5800 Cedarbridge Way Unit 130, be supported:*
- (a) *A new lounge area endorsement with a total person capacity of 30 occupants;*
- (b) *Proposed hours of liquor service from Monday to Saturday, 9:00 AM to Midnight and Sunday, 5:00 PM to Midnight; and*
- (2) *That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information as set out in Attachment 1 to this report, advising that Council recommends the approval of the new Lounge Area and extended hours of liquor service.*



Consent
Agenda
Item

11. **2025 UBCM COMMUNITY EXCELLENCE AWARDS PROGRAM**

(File Ref. No. 01-0130-01) (REDMS No. 8037049)

CNCL-214

See Page CNCL-214 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the City of Richmond's submissions to the Union of BC Municipalities Community Excellence Awards program be endorsed, including:

- (1) *Excellence in Governance: Community Driven Neighbourhood Road Safety Program;*
- (2) *Excellence in Service Delivery: Dike Operation and Maintenance Manual;*
- (3) *Excellence in Asset Management: Dike Geographic Information System (GIS) Upgrade Project; and*
- (4) *Excellence in Sustainability: Richmond Circular City Strategy.*



Council Agenda – Monday, July 14, 2025

Pg. # ITEM

Consent
Agenda
Item

12. **REFERRAL RESPONSE: HOUSING AS A HUMAN RIGHT**
(File Ref. No. 08-4057-05) (REDMS No. 8078492)

CNCL-223

See Page CNCL-223 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the proposed resolution, titled "Housing as a Human Right" (Attachment 1), which calls for the Union of BC Municipalities (UBCM) to lobby the Province of BC to establish legislation and policy to support accessible and equitable housing and declare housing as a human right, and for UBCM to advocate to the Government of Canada to increase its direct investment in housing and to implement policies and regulations that will support and incentivize the delivery of housing for all Canadians, be endorsed and submitted to UBCM for consideration at the 2025 UBCM Convention with copies to the Local MLAs and MPs.



Consent
Agenda
Item

13. **EARLY COUNCIL REVIEW PROCESS – OFFICIAL COMMUNITY PLAN AMENDMENT AND REZONING APPLICATION AT 10471 NO. 3 ROAD**
(File Ref. No. RZ 25-012598) (REDMS No. 8064733)

CNCL-232

See Page CNCL-232 for full report

PLANNING COMMITTEE RECOMMENDATION

That the proposed Official Community Plan (OCP) amendment be considered concurrently with the rezoning application, and that staff work with the applicant to consider the comments provided by Council as part of the comprehensive and technical review of the rezoning application.



Consent
Agenda
Item

14. **DEVELOPMENT APPLICATIONS AND BUILDING APPROVALS FEES UPDATE**
(File Ref. No. 08-4000-01) (REDMS No. 8030144)

CNCL-256

See Page CNCL-256 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10674, be given first, second and third readings; and*

- (2) *That Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10675, be given first, second and third readings.*



Consent
Agenda
Item

15. **PILOT PROGRAM FOR ON-DEMAND/IRREVOCABLE SURETY BONDS**

(File Ref. No. 08-4000-01) (REDMS No. 8067029)

CNCL-269

See Page CNCL-269 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the pilot program outlined in the staff report titled “Pilot Program for On- Demand/Irrevocable Surety Bonds”, dated June 12, 2025, from the Director, Development and the Director, Finance, be approved;*
- (2) *That Subdivision and Development Bylaw No. 8751, Amendment Bylaw 10685, be introduced and given first, second and third readings;*
- (3) *That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10687, be introduced and given first, second and third readings;*
- (4) *That Consolidation Fees Bylaw No. 8636, Amendment Bylaw 10688, be introduced and given first, second and third readings;*
- (5) *That staff review and report back in one year on the implementation of the pilot program; and*
- (6) *That On-Demand/Irrevocable Surety Bonds be approved for use, subject to the Pilot Program Criteria, in Servicing Agreements for any conditionally approved rezoning application, being those for which a zoning amendment bylaw has been given third reading, notwithstanding any executed rezoning considerations letter.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **SUPPORTING FOOD SECURITY ORGANIZATIONS THROUGH CITY AGRICULTURE RELATED GRANT PROGRAMS**

(File Ref. No. 03-1085-01) (REDMS No. 8062339)

CNCL-280

[See Page CNCL-280 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllrs. Au, Hobbs, and Loo

(1) *That Option 3 as outlined in the staff report titled “Supporting Food Security Organizations through City Agriculture Grant Related Programs”, dated June 16, 2025, from the Director, Parks Services, be approved; and*

(2) *That the matter be reviewed after the 2026 Budget.*



17. **INITIATE A MORE ACCOUNTABLE AND CONTEMPORARY STRUCTURE FOR THE RICHMOND OLYMPIC OVAL**

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

CNCL-293

[See Page CNCL-293 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Mayor Brodie, Cllrs. Au and Loo

That the maximum annual contribution to the Richmond Olympic Oval Corporation for 2026 be limited to \$2.5 million.



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

DEVELOPMENT PERMIT PANEL

18. RECOMMENDATION

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

CNCL-296

- (1) *That the **minutes** of the Development Permit Panel meeting held on June 25, 2025, be received for information.*

☐

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

☐

CNCL-329

- (1) Cathy Yan to present on Preparing Richmond for **Extreme Weather Events and Dyke Infrastructure Resilience**
- (2) Jerome Dickey to present a thank you card to Council regarding Bark Park

20. *Motion to rise and report.*

☐

ADJOURNMENT

☐



Regular Council

Monday, June 23, 2025

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

R25/12-1 1. It was moved and seconded
That:

(1) *the minutes of the Regular Council meeting held on June 9, 2025, be adopted as circulated.*

CARRIED



Regular Council
Monday, June 23, 2025

COMMITTEE OF THE WHOLE

- R25/12-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

3. Delegations from the floor on Agenda items

Item No. 12 – Commemorative Crosswalk to Honour Veterans

Captain Lindy MacKinnon, Canadian Armed Forces Veteran and Ron Fontaine, President, Royal Canadian Legion Branch 291 (Richmond), spoke to the importance of the Veterans commemorative crosswalk initiative and expressed appreciation to Council for approving this meaningful initiative.

Discussion ensued with respect to young cadets being part of the dedication to commemorative the sidewalk.

Item No. 18 – Richmond Olympic Oval Corporation 2024 Statement of Financial Information

Jerome Dickey, Richmond resident, expressed his concerns with respect to (i) Oval governance, (ii) lack of oversight mechanisms, (iii) transparency and accountability, and (iv), use of public funds.

- R25/12-3 4. It was moved and seconded
That Committee rise and report (7:11 p.m.).

CARRIED

CONSENT AGENDA

- R25/12-4 5. It was moved and seconded
That Items No. 6 through No. 8 and 10 through 12 be adopted by general consent.

CARRIED



Regular Council
Monday, June 23, 2025

6. COMMITTEE MINUTES

That the minutes of:

- (1) the Community Safety Committee meeting held on June 10, 2025;*
- (2) the General Purposes Committee meeting held on June 16, 2025;*
- (3) the Planning Committee meeting held on June 17, 2025; and*
- (4) the Public Works and Transportation Committee meeting held on June 18, 2025;*

be received for information.

ADOPTED ON CONSENT

7. FRASER RIVER TUNNEL PROJECT ENVIRONMENTAL ASSESSMENT – APPLICATION REVIEW COMMENTS
(File Ref. No. 10-6125-30-006) (REDMS No. 8067980)

That the comments as described in the report titled “Fraser River Tunnel Project Environmental Assessment - Application Review Comments” dated June 9, 2025, from the Director, Transportation be endorsed and forwarded to the British Columbia Environmental Assessment Office.

ADOPTED ON CONSENT

8. APPLICATION BY CARY TSAI FOR REZONING AT 9100 AND 9120 BRIDGEPORT ROAD FROM THE “SCHOOL & INSTITUTIONAL USE (SI)” ZONE TO THE “AUTO-ORIENTED COMMERCIAL (CA)” ZONE

(File Ref. No. 12-8060-20-010680, RZ 24-043066) (REDMS No. 8058112, 8064355)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10680, to amend the “Auto-Oriented Commercial (CA)” zone and to rezone 9100 and 9120 Bridgeport Road from “School & Institutional Use (SI)” zone to “Auto-Oriented Commercial (CA)” zone, be introduced and given first reading.

ADOPTED ON CONSENT



Regular Council
Monday, June 23, 2025

9. **APPLICATION BY ORION CONSTRUCTION FOR REZONING AT 8800 ODLIN CRESCENT AND 8711 ODLIN ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “INDUSTRIAL RETAIL (IR2)” ZONE**

(File Ref. No. 12-8060-20-010676, RZ 24-014551) (REDMS No. 8046347, 8049848)

See Page 5 for action on this item.

10. **ABANDONMENT OF UNADOPTED BYLAWS**

(File Ref. No. 12-8060-01) (REDMS No. 8055783)

That the unadopted Zoning and OCP Amendment Bylaws, as outlined in Attachment 1, of the staff report titled “Abandonment of Unadopted Bylaws” dated June 3, 2025, from the Director, City Clerk’s Office, be abandoned.

ADOPTED ON CONSENT

11. **YOUTH CLIMATE CORPS BC**

(File Ref. No. 10-6370-01) (REDMS No. 8042231)

- (1) *That a partnership with the Youth Climate Corps BC as outlined in the staff report titled “Youth Climate Corps BC” dated May 6, 2025 from the Director, Public Works Operations, be approved and the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the agreement and all related documentation with Youth Climate Corps BC; and*
- (2) *The six-month pilot program and total cost of \$85,000 be considered as part of the 2026 budget process with funding from the General Solid Waste and Recycling Provision.*

ADOPTED ON CONSENT

12. **COMMEMORATIVE CROSSWALK TO HONOUR VETERANS**

(File Ref. No. 10-6450-17-01) (REDMS No. 8047558)

That the commemorative crosswalk design, as described in the staff report titled “Commemorative Crosswalk to Honour Veterans” dated May 29, 2025, from the Director, Transportation, be installed at No. 3 Road and Anderson Road.

ADOPTED ON CONSENT



Regular Council
Monday, June 23, 2025

CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

PLANNING COMMITTEE –
Councillor Bill McNulty, Chair

9. **APPLICATION BY ORION CONSTRUCTION FOR REZONING AT 8800 ODLIN CRESCENT AND 8711 ODLIN ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “INDUSTRIAL RETAIL (IR2)” ZONE**

(File Ref. No. 12-8060-20-010676, RZ 24-014551) (REDMS No. 8046347, 8049848)

R25/12-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10676, for the rezoning of 8800 Odlin Crescent and 8711 Odlin Road from the “Single Detached (RS1/E)” zone to the “Industrial Retail (IR2)” zone, be introduced and given first reading.

The question on Resolution No. R25/12-5 was not called as discussion ensued with respect to (i) traffic congestion concerns in the area, (ii) limited on-site parking, (iii) tree retention and replacement, and (iv) reconfiguration of the southwest corner and elimination of one unit to allow for retention of trees and vegetation.

In response to queries from Council, staff advised that (i) the site purchased by the Richmond School Board on Odlin Crescent is already an existing school and zoned for School and Institutional Use, and (ii) a traffic impact assessment is conducted for every proposed development to evaluate its traffic effects.

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

R25/12-6

It was moved and seconded



Regular Council
Monday, June 23, 2025

That staff report titled “Application by Orion Construction for Rezoning at 8800 Odlin Crescent and 8711 Odlin Road from the “Single Detached (RS1/E)” Zone to the “Industrial Retail (IR2)” Zone,” dated June 2, 2025 be referred back to staff for further review.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Au
Hobbs
Heed
Loo
McNulty

The question on Resolution No. R25/12-5 was then called and it was **CARRIED** with Cllrs. Day, Gillanders and Wolfe opposed.

NON-CONSENT AGENDA ITEMS

PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Councillor Carol Day, Chair

13. **CITY CENTRE TRAFFIC STUDY – TERMS OF REFERENCE**
(File Ref. No. 10-6500-01) (REDMS No. 8064369)

R25/12-7

It was moved and seconded

That the terms of reference as described in the staff report titled “City Centre Traffic Study – Terms of Reference”, dated June 5, 2025 from the Director, Transportation, be endorsed, and that staff be authorized to submit a project request in the amount of \$150,000 as part of the 2026 budget process.



Regular Council
Monday, June 23, 2025

The question on Resolution No. R25/12-7 was not called as in response to queries from Council, staff advised that (i) if directed by Council, staff can start a phased study on No. 3 Road, between Granville Avenue and Westminster Hwy, noting that changes on one road will affect traffic on others, (ii) the terms of reference for the study is very comprehensive and looks at all modes of travel, including buses, trucks, vehicles, pedestrians, and cyclists, and (iii) the speed study completed on No. 3 Road indicated that 85 percentile speed on this section of the road was about 46 km/hr, which is below the posted speed limit.

Staff noted that the original report included this study in the 2026 capital budget. However, last week staff provided a memorandum to Council that should Council elect to move forward sooner on the study, a resolution could fast track funding from the Development Cost Charges account.

Discussion ensued with respect to (i) concerns about the need, cost and projected length of time of the proposed study, (ii) the necessity of hiring a consultant, and (iii) congestion in the City Centre contributing to reducing vehicle speeds.

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

R25/12-8

It was moved and seconded

That the motion be amended to:

That the terms of reference as described in the staff report titled “City Centre Traffic Study – Terms of Reference”, dated June 5, 2025 from the Director, Transportation, be endorsed; and

That the motion be amended to add:

That a capital project of \$150,000 for the City Centre Traffic Study be approved with funding in the amount of \$141,075 from Roads Development Cost Charges (DCC) and \$8,925 from the Capital Reserve (Revolving Fund) and that the Consolidated 5 Year Financial Plan (2025-2029) be amended accordingly.

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



Regular Council
Monday, June 23, 2025

The question on the main Resolution No. R25/12-7 was then called and it was **DEFEATED** with Mayor Brodie, Cllrs. Au, Day, Gillanders, Heed, Hobbs, Loo, and McNulty opposed.

FINANCE AND CORPORATE SERVICES DIVISION

14. **2024 ANNUAL REPORT AND 2024 ANNUAL REPORT HIGHLIGHTS**
(File Ref. No. 01-0375-01) (REDMS No. 8049162)

R25/12-9

It was moved and seconded

That the reports titled, “2024 Annual Report” and “2024 Annual Report – Highlights” be approved and posted on the City’s website.

The question on Resolution No. R25/12-9 was not called as in response to queries from Council, staff advised that the Housing Accelerator Fund has been an important source in prioritizing and fast tracking rental housing.

The question on Resolution No. R25/12-9 was then called and it was **CARRIED**.

15. **2024 COUNCIL REMUNERATION AND EXPENSES**
(File Ref. No. 03-1200-03) (REDMS No. 8039442)

R25/12-10

It was moved and seconded

That the report titled 2024 Council Remuneration and Expenses be received for information.

The question on Resolution No. R25/12-10 was not called as Councillor Chak Au noted that he elected to freeze increases to his Council remuneration since 2019 when Council had approved an increase to Council compensation.

The question on Resolution No. R25/12-10 was then called and it was **CARRIED**.

16. **2024 COUNCIL REMUNERATION AND EXPENSES FROM OTHER AGENCIES**
(File Ref. No. 03-1200-03) (REDMS No. 8064237)

R25/12-11

It was moved and seconded



**Regular Council
Monday, June 23, 2025**

That the staff report titled, “2024 Council Remuneration and Expenses from Other Agencies”, dated June 13, 2025 from the General Manager, Finance and Corporate Services be received for information.

CARRIED

17. 2024 STATEMENT OF FINANCIAL INFORMATION

(File Ref. No. 03-1200-03) (REDMS No. 8065387)

R25/12-12

It was moved and seconded

That the 2024 Statement of Financial Information be approved.

The question on Resolution No. R25/12-12 was not called as discussion ensued with respect to (i) grants and subsidies given to non-profit organizations, and (ii) the schedule of remuneration and expenses for city employees earning in excess of \$75,000.

The question on Resolution No. R25/12-12 was then called and it was **CARRIED**.

18. RICHMOND OLYMPIC OVAL CORPORATION 2024 STATEMENT OF FINANCIAL INFORMATION

(File Ref. No. 03-1200-09) (REDMS No. 8078905)

R25/12-13

It was moved and seconded

That the Richmond Olympic Oval Corporation 2024 Statement of Financial Information from the Director, Finance, Innovation & Technology, that was approved by the Richmond Olympic Oval Corporation’s Board of Directors be received for information.

Staff were directed to provide Council with George Duncan’s Oval remuneration.

Discussion ensued with respect to (i) transparency and accountability, and (ii) schedule of remuneration for employees earning in excess of \$75,000 and less than \$75,000.

The question on Resolution No. R25/12-13 was then called and it was **CARRIED**.



Regular Council
Monday, June 23, 2025

19. **2024 STATEMENT OF FINANCIAL INFORMATION FOR THE LULU ISLAND ENERGY COMPANY**
(File Ref. No. 03-1200-08) (REDMS No. 8046198)

R25/12-14

It was moved and seconded

That the Lulu Island Energy Company report titled “2024 Statement of Financial Information for the Lulu Island Energy Company”, dated April 15, 2025, from the Chief Executive Officer and Chief Financial Officer, be received for information.

The question on Resolution No. R25/12-14 was not called as in response to queries from Council, staff advised that (i) there is an increase in cash assets from 2023 because of developer contributions, and (ii) the developer contributions collected are used to finance infrastructure that will be built in the next two years.

The question on Resolution No. R25/12-14 was then called and it was **CARRIED.**

20. **2024 STATEMENT OF FINANCIAL INFORMATION FOR THE RICHMOND PUBLIC LIBRARY**
(File Ref. No. 03-1200-02) (REDMS No. 8081518)

R25/12-15

It was moved and seconded

That the 2024 Statement of Financial Information for the Richmond Public Library for the year ended December 31, 2024, as presented in the attached from the Chief Librarian, be received for information.

CARRIED

BYLAWS FOR ADOPTION

R25/12-16

It was moved and seconded

That the following bylaws be adopted:

Housing Agreement (23241, 23281 and part of 23301 Gilley Road and part of 23060 and 23000 Westminster Highway) Bylaw No. 9552, Amendment Bylaw No. 10647;

Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10657;



Regular Council
Monday, June 23, 2025

Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10658;

Traffic Bylaw No. 5870, Amendment Bylaw No. 10659;

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10660;

Housing Agreement (10140, 10160 & 10180 No 1 Road and 4051 & 4068 Cavendish Drive) Bylaw No. 10490, Amendment Bylaw No. 10673; and

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10388.

NOTE: *With the implementation of Bylaw No. 10636 (SSMUH) Bylaw, Bylaw No. 10388 is now rezoning from RC2 zone to ZS32 zone.*

CARRIED

R25/12-17 It was moved and seconded
That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10081 be adopted.

CARRIED

DEVELOPMENT PERMIT PANEL

R25/12-18 21. It was moved and seconded

(1) *That the minutes of the Development Permit Panel meeting held on May 28, 2025, and the Chair's reports for the Development Permit Panel meetings held on January 17, 2024, and February 12, 2025, be received for information; and*

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

(a) *a Development Permit (DP 20-919145) for the properties at 4571, 4591 and 4611/4631 Steveston Highway; and*

(b) *a Development Permit (DP 22-023533) for the property at 3320 Jacombs Road,*

be endorsed, and the Permits so issued.

CARRIED



**Regular Council
Monday, June 23, 2025**

ADJOURNMENT

R25/12-19

It was moved and seconded
That the meeting adjourn (8:06 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular meeting of the
Council of the City of Richmond held on
Monday, June 23, 2025.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

For Metro Vancouver meetings on Friday, June 27, 2025

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@metrovanancouver.org.

Metro Vancouver Regional District

E1.1 Scope of Work – Infrastructure Demand to Support Growth in the Metro Vancouver Region

ENDORSED

At its April 3, 2025 meeting, the Regional Planning Committee expressed interest in better understanding the corresponding investments in infrastructure that would be needed as the region grows, particularly as member jurisdictions across Metro Vancouver work to respond to the significant need for new housing supply.

This report proposes a Scope of Work to estimate, at an order of magnitude level, the level of investment in growth-related infrastructure required to support the growth anticipated in the region to the year 2050. To provide a more comprehensive assessment, the project will also include an evaluation of the existing infrastructure gap, aiming to identify unmet infrastructure needs across the region. By examining both future infrastructure demands and current deficiencies, the findings will offer a clearer picture of the region’s long-term needs. The results are intended for information purposes for the MVRD Board and member jurisdictions, and to support advocacy to provincial and federal governments who have a strong interest in housing enabling infrastructure. By identifying key infrastructure needs, this analysis will provide a foundational resource to support policy development and advocacy.

The Board endorsed the scope of work for the Infrastructure Demand to Support Growth in the Metro Vancouver Region study.

E1.2 Industrial Lands Bring-to-Market Initiative – Maple Ridge/Kwantlen First Nation RECEIVED
Study Results

Industrial land is essential to the region’s economy and employment base, yet the availability of developable sites is severely limited. Many remaining industrial lands face significant challenges, including infrastructure servicing constraints, transportation access issues, and environmental considerations. As part of the ongoing implementation of the Regional Industrial Lands Strategy, Metro Vancouver launched the "Bring to Market" initiative to identify barriers preventing underutilized or vacant industrial lands from being developed. This initiative seeks to address these challenges and propose actionable strategies to facilitate industrial development. Following a call for proposals and evaluation in Spring 2024, a submission by the City of Maple Ridge, in collaboration with Kwantlen First Nation, was approved by the Board to move forward. Some of the key findings and recommendations from the report include:

- Sites face geographical, transportation, and infrastructure challenges;
- Limited transportation access and zoning misalignment affects industrial land utilization;
- Viable uses include: aggregate processing, outdoor storage, and small bay spaces;
- Updates to regional land use designations should be explored;
- Kwantlen First Nation could explore changes to their land use plan with members; and
- Explore cost-sharing mechanisms for infrastructure expansion.

If desired, Metro Vancouver could issue future calls for additional partnership studies with interested member jurisdictions, building on the learnings from this study to assist other underdeveloped industrial lands across the region.

The Board received this report for information, and staff will forward a copy to member jurisdictions with an offer to present to Council.

E1.3 2025 Agriculture Awareness Grant Recommendations

APPROVED

This report outlines recommendations to the MVRD Board to award a total of \$55,000 in Agricultural Awareness Grants to 19 non-profit organizations in 2025. Metro Vancouver has awarded annual grants for agriculture awareness since 2008, which supports its objective to strengthen agricultural viability in the region. Applications are reviewed and recommended by staff and the Metro Vancouver Agricultural Advisory Committee. Programs and outreach that support local sustainable food production make important contributions to support public outreach and education to increase awareness across the region.

The funding provided through the Agriculture Awareness Grants is particularly valuable for community organizations to demonstrate the value of producing or buying food close to home and to share knowledge and support hands-on learning about local agriculture and food systems. At its February 21, 2025 meeting, the MVRD Board re-affirmed support for the Agricultural Awareness Grant program.

The Board approved the agricultural awareness grants to 18 organizations.

**E1.4 2025 Update on Regional District Sustainability Innovation Fund Projects –
Regional Planning**

RECEIVED

This report provides an update on the two Regional Planning projects that were approved for funding between 2019 and 2024 under the Regional District Sustainability Innovation Fund. The projects outlined in this report and summarized below advance regional sustainability objectives through innovations in community and urban data analysis.

- **Social and Community Data Model:** Developed a behavioral model to analyze housing and neighborhood choices in Metro Vancouver. Key findings include relocation patterns, dwelling preferences, and demographic influences on housing decisions, with results applicable at regional and jurisdictional levels (Completed in 2024).
- **Extended Reality Modeling Platform:** Designed to monitor urban growth and land intensification, using detailed 3D GIS datasets. A second component of this project includes a virtual reality initiative that leverages immersive technology for public engagement. (Expected completion in 2025).

Together, these projects support regional sustainability, protect the environment, advance resilience, and continuously improve service delivery by allowing Metro Vancouver to explore and implement innovative approaches and respond to emerging issues and evolving best practices.

The Board received this report for information.

E2.1 2024 Statement of Financial Information**APPROVED**

The Statement of Financial Information Report (SOFI) is produced annually under the *Financial Information Act*. The 2024 consolidated financial statements received a clean audit opinion from KPMG and was approved by the Board on April 25, 2025. SOFI Schedules 1 to 7 report on the remuneration and expenses for staff and elected officials; and information on payments to suppliers for goods and services.

Total 2024 employee remuneration was \$241.1 million, up \$9.4 million from 2023, largely from a 4% Board approved general wage increase. Metro Vancouver Board Compensation was \$1.61 million in 2024, slightly lower than \$1.62 million in 2023, largely due to fewer board meetings being held in 2024. Total payments to suppliers were \$1.87 billion, up 20% from 2023 largely driven by a planned increase in capital expenditures.

The Board approved the Statement of Financial Information.

E2.2 Metro Vancouver's 2025 Financial Performance Report No. 1**RECEIVED**

The 2025 Financial Performance Report indicates a forecasted year-end net operating surplus to budget of \$17.6 million (1.2% of the total \$1.5 billion operating budget). Surpluses are forecasted in Water Services (\$1.1 million), Liquid Waste (\$11.5 million), Housing (\$1.6 million), and Regional District (\$3.4 million), primarily a result of forecasted lower than budgeted operational expenditures, largely in the liquid waste utility, and organization-wide staff vacancies.

Year-end capital expenditures are forecasted at approximately 80% of the annual cash flow target of \$1.8B. Work has continued to progress and ramp up on several multi-year projects such as Coquitlam Water Main, Annacis Water Supply Tunnel, and NSWWTP. Borrowing of MFA debt up to \$600M is aligned to the approved budget. Investment returns are currently averaging 3.89% and are expected to remain favorable for the remainder of the year. Year-to-date procurement activity includes three awards approved by the Board representing 98% of the total value of awarded contracts. Across the organization, there are over 130 continuous improvement initiatives underway.

The Board received this report for information.

E2.3 TransLink’s 2025 Metro Vancouver Regional Fund Application

APPROVED

TransLink is seeking MVRD Board approval of Metro Vancouver Regional Fund (MVRF) funding for five new projects and three amendments to previously approved projects. The funding request totals \$479 million and, if approved, would leave \$30.8 million in available MVRF funds for future use.

The requested funding for eight projects is exclusively for electric infrastructure (depots and bus fleet). In addition to physical infrastructure to support electrification, the projects include replacing standard-sized 40- and 60-foot (i.e. “conventional”) buses with conventional battery-electric buses. The most significant projects are battery-electric buses (102 at \$193.2 million) and an additional \$195.2 million for the Marpole Transit Centre project originally approved in 2021.

TransLink’s application is the first under the updated MVRF program that was formerly known as the Greater Vancouver Regional Fund (GVRF). Staff have evaluated this application using the new MVRF Policy and MVRF Application Guide, both of which were approved by the MVRD Board in 2024. The evaluation finds that the projects meet program criteria, are consistent with TransLink’s 2025 Investment Plan, and support Metro Vancouver’s growth management, transportation and climate change objectives.

The Board approved the funding requested by Translink.

E2.4 2025 Regional Cultural Project Grants

RECEIVED

Metro Vancouver’s annual regional cultural grants, funded by the Grants Reserve Fund, support arts and culture project delivery throughout the region and are within the approved 2025 Budget. The funds are provided through interest earned on the Grants Reserve Fund, and do not draw from annual tax revenues. This report provides an overview of the grant program, including award criteria and process for adjudication.

The 2025 call for proposals closed April 28th. Staff have screened submissions for eligibility and are reviewing applications against set criteria. This review also includes assessing the regional impact of each project and reviewing the budget and project plan. In addition, staff consider the success of any previous projects and a demonstration of resilience.

In July 2025, the Finance Committee will review a staff recommendation for grant awards (to a cap of \$10,000 per project and a total distribution of \$300,000) and be asked to make a recommendation to the Board. If approved by the MVRD Board on July 25, 2025, grants will be distributed in August to fund programming, some of which begins in September 2025. MVRD Board authorization is required to distribute funds from the Grants Reserve Fund as external contributions.

The Board received this report for information.

E2.5 Best Practice Review & Proposed Updates for Development Cost Charge

RECEIVED

Categories

Metro Vancouver is undertaking a review of its development cost charge (DCC) program through a series of coordinated projects. One of the first projects involves a policy best practice review and analysis of DCC categories and definitions. The intent of this project is to respond to provincial housing legislation and industry feedback, better reflect evolving development trends, and more equitably match the regional infrastructure impact associated with different land uses. This report summarizes preliminary recommendations for Committee and Board review, including:

- Adjusting residential categories and definitions to better accommodate new forms of small-scale multi-unit housing and reflect average household size;
- Introducing sub-categories for non-residential uses (e.g., industrial, commercial, institutional, agricultural development) to ensure rates more accurately reflect the infrastructure demand associated with different forms of development; and
- Not proceeding with a separate category for rental residential or area-specific rates related to regional growth areas (e.g., close proximity to transit) given the lack of a strong connection to regional infrastructure demand.

The next step will involve targeted engagement with industry stakeholders, with final recommendations brought for Committee and Board approval in Fall of 2025. Pending approval, revised DCC categories will be incorporated into the broader 2027 DCC Program Update, along with the latest population projections and capital program updates, to inform new rate structures that will take effect from 2028 onward.

The Board received this report for information.

E3.1 Governance Committee Update

RECEIVED

This report provides the four Boards of Metro Vancouver with the Governance Committee's Terms of Reference, the skills matrix utilized to evaluate submissions for Committee membership, and the Committee members selected.

The Board received this report for information.

G1.1 Metro Vancouver Regional District DCC Reserve Fund Bylaw No. 1419, 2025

APPROVED

Section 566(1) of the *Local Government Act* requires that development cost charges (DCC) paid to a local government be held in a separate special DCC reserve fund established for that purpose, and that DCC monies be used only for the purpose for which they were charged. Accordingly, staff recommend adoption of the proposed *Metro Vancouver Regional District Development Cost Charge Reserve Fund Bylaw No. 1419, 2025*, which would create the required statutory DCC reserve fund for park land acquisition DCC monies received.

The Board gave three readings to and adopted *Metro Vancouver Regional District DCC Reserve Fund Bylaw No. 1419, 2025*.

G2.1 MVRD Remuneration Bylaw No. 1425, 2025

APPROVED

The MVRD Board received recommendations from the Independent Board Governance Review led by Deloitte Canada at its meeting held on May 23, 2025. In response to Deloitte Canada's recommendations, the Board directed staff to draft revisions to the Remuneration Bylaw to eliminate double meeting fees for meetings that last longer than four hours, and to eliminate remuneration for travelling on Metro Vancouver business. As the current Remuneration Bylaw was adopted in 2007 and includes outdated references, a new Remuneration Bylaw for implementing the requested revisions is now presented for consideration. *Metro Vancouver Regional District Remuneration Bylaw No. 1425, 2025* is proposed to repeal and replace *Greater Vancouver Regional District Regional Board and Committee Remuneration Bylaw Number 1057, 2007*. The new bylaw includes the requested revisions, as well as updated legislative references and changes that improve interpretation and application.

The Board gave three readings to and adopted *MVRD Remuneration Bylaw No. 1425, 2025*.

G2.2 MVRD Regional Growth Strategy Amendment Bylaw No. 1406, 2025 – City of Delta (4800 and 5133 Springs Boulevard) APPROVED

On February 28, 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. 1406, 2025* (“MVRD Bylaw No. 1406, 2025”). The amending bylaw would redesignate portions of 4800 and 5133 Springs Boulevard from Agricultural to General Urban to accommodate 60 townhouses.

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. Three responses were received, and a summary of the responses is provided. *MVRD Bylaw No. 1406, 2025* is now before the Board for consideration of adoption.

The Board adopted the *MVRD Regional Growth Strategy Amendment Bylaw No. 1406, 2025 – City of Delta (4800 and 5133 Springs Boulevard)* and accepted the City of Delta’s amended and corresponding Regional Context Statement.

I 1 Committee Information Items and Delegation Summaries

The Board received no delegation summaries from standing committees.

The Board received information items from one standing committee.

Regional Planning Committee – June 5, 2025

Information Items:

E5 Regional Planning Modelling Framework Report

Regional data is essential for designing and planning sustainable communities. Sharing urban and regional data generated through modelling, analysis, and analytics across member jurisdictions, utilities, and external stakeholders supports informed decision-making and strengthens collaboration between regional and municipal planning efforts. Regional Planning has developed several modelling tools and datasets over the past two years. This report outlines how individual models interconnect within the broader modelling framework.

Each model is supported by a detailed technical report outlining its design, assumptions, key outcomes, and relevance to regional policymaking. These reports will be published on the Metro Vancouver website in the coming months, alongside a centralized Regional Planning data repository for broader access and transparency. The technical reports will serve as a valuable resource for specialized technical staff at member jurisdictions, supporting data-driven analysis. Member jurisdictions and external stakeholders rely on these reports to guide policy and planning development.

Metro Vancouver Housing Corporation

E1.1 Metro Vancouver Housing 10-Year Plan Update – Preliminary Strategic Directions **RECEIVED**

With many actions and targets in the *Metro Vancouver Housing 10-Year Plan* accomplished or well underway, Metro Vancouver Housing is undertaking an update to the plan. The update will result in refreshed targets, key performance indicators, and actions under each of the four goal areas to reflect changing contexts and progress made since 2019. To begin engagement with the Housing Committee on the update, initial input was gathered through an online survey that identified areas for further discussion. This report outlines areas of focus to support the Committee’s discussion of preliminary strategic directions for the update to the *Metro Vancouver Housing 10-Year Plan* including:

- approaches to the pace and focus of MVH development activities;
- types of development partnerships being pursued;
- approach to unit mix and affordability targets;
- regional distribution of housing, and
- types of tenant programs and services.

At its June 4, 2025 meeting, the Housing Committee considered the attached report titled “Metro Vancouver Housing 10-Year Plan Update – Preliminary Directions” dated May 14, 2025. The Committee subsequently discussed the attached report and provided feedback through live polling. This cover report provides a summary of the discussion. Feedback received will be used to inform a robust analysis of options that will be presented to the Housing Committee and Board in September in advance to preparing the updated *Metro Vancouver Housing 10-Year Plan*. This analysis will consider implementation options, cost considerations, and trade-offs to support decision-making.

The Board received this report for information.

E2.1 Governance Committee Update **RECEIVED**

This report provides the four Boards of Metro Vancouver with the Governance Committee’s Terms of Reference, the skills matrix utilized to evaluate submissions for Committee membership, and the Committee members selected.

The Board received this report for information.

Greater Vancouver Water District

E1.1 2025 Update on Water Sustainability Innovation Fund Projects

RECEIVED

Last year Metro Vancouver celebrated the 100th anniversary of the Greater Vancouver Water District. It took incredible innovation, collaboration, and foresight to achieve the safe, reliable, world-class system that we enjoy today. Ongoing innovation supports the reliable supply of high-quality drinking water to the growing region. This report provides an update on 19 projects that were approved for funding between 2018 and 2024 under the Water Sustainability Innovation Fund.

Projects funded by the Sustainability Innovation Fund support regional sustainability, protect the environment, advance resilience, and continuously improve service delivery by allowing Metro Vancouver to explore and implement innovative approaches, and respond to emerging issues and evolving best practices. The projects outlined in this report advance these objectives through assessing contaminants of emerging concern including microplastics, water supply monitoring and information management, greywater reuse, earthquake early warning systems, digitizing and updating existing hydrological and hydraulic analytical processes, and water quality management.

The last update was presented in July 2023. Since then, of the 19 projects in this report, two have been completed, one is on hold, and 16 are in various stages of progress.

The Board received this report for information.

E2.1 Governance Committee Update

RECEIVED

This report provides the four Boards of Metro Vancouver with the Governance Committee's Terms of Reference, the skills matrix utilized to evaluate submissions for Committee membership, and the Committee members selected.

The Board received this report for information.

G1.1 Greater Vancouver Water District DCC Reserve Fund Bylaw No. 265, 2025

APPROVED

Section 566(1) of the *Local Government Act* requires that development cost charges (DCC) paid to a local government be held in a separate special DCC reserve fund established for that purpose, and that DCC monies be used only for the purpose for which they were charged. Accordingly, staff recommend adoption of the proposed *Greater Vancouver Water District Development Cost Charge Reserve Fund Bylaw No. 265, 2025*, which would create the required statutory DCC reserve fund for water DCC monies received.

The Board gave three readings to and adopted *Greater Vancouver Water District DCC Reserve Fund Bylaw No. 265, 2025*.

I 1 Committee Information Items and Delegation Summaries

The Board received no delegation summaries from standing committees.

The Board received two information items from one standing committee.

Water Committee – June 11, 2025

Information Items:

E1 Drinking Water Management Plan Update – Proposed Strategies and Actions

Metro Vancouver has drafted strategies and actions for the *Drinking Water Management Plan* to address challenges and advance work in priority areas, including conservation, water quality, infrastructure resilience, and operational workforce development. Staff have developed these strategies and actions in collaboration with member jurisdictions, local First Nations, and interest holders, and will be seeking the public's feedback this summer. The Water Committee will also have an opportunity for meaningful dialogue and to share their feedback on the draft plan at a dedicated workshop this fall.

The goal of the plan is to establish a clear, actionable framework and support informed decision making, long-term planning, and project development. The plan update has been underway since late 2020 and is currently in phase two of a three-phased process. The plan is scheduled for completion and will be presented to the Water Committee and the Board for endorsement in early 2026.

E2 2024 GVWD Dam Safety Program Annual Update

The GVWD owns and operates seven dams that are regulated by the Ministry of Water, Land and Resource Stewardship – Dam Safety Section, five of which are regional drinking water supply dams and two of which store water for ecological and recreational purposes. The GVWD Dam Safety Program is compliant with the requirements outlined in the provincial Dam Safety Regulation (BC Regulation 40/2016; amended by Regulation 32/2023) for the water supply dams. There were no unsafe or unacceptable conditions identified from the check and review activities carried out in 2024, including comprehensive third-party Dam Safety Reviews, routine surveillance, monitoring, or formal dam inspections. In 2024, progress continued with the newly established Water Services Dam Safety division in providing centralized dam safety support for all Metro Vancouver dam owner departments. Regulatory compliance and engagement with internal and external partners remained a key focus, with efforts to identify, prioritize and initiate activities and projects associated with the corporate dam portfolio.

Greater Vancouver Sewerage and Drainage District

E1.1 Solid Waste Management Plan Progress Update

RECEIVED

Metro Vancouver is a North American leader in waste reduction and recycling, having achieved a 65% recycling rate – roughly twice the Canadian average – and 11% reduction in waste generation since 2011. Metro Vancouver is updating its solid waste management plan, building on the strengths of the current plan and identifying opportunities to further advance waste reduction and recycling, reduce greenhouse gas emissions, and promote a circular economy. The plan update is supported by robust engagement and technical studies.

Metro Vancouver recently concluded the idea generation phase, where research and engagement contributed to the development of potential strategies and actions for an updated plan. Draft goals and a draft waste hierarchy were also developed and will be provided to the GVS&DD Board for consideration at an upcoming meeting. The draft solid waste management plan is anticipated to be provided to the GVS&DD Board in 2026 for consideration, prior to submission to the Minister of Environment and Parks.

The Board received this report for information.

E2.1 Liquid Waste Management Plan Update – First Nations Input

RECEIVED

q̓w̓a:ḥł̓əḥ (Kwantlen First Nation), k̓w̓ik̓w̓əł̓əm (Kwikwetlem First Nation), Semiahmoo First Nation, scəw̓aθən məsteyəx̓w (Tsawwassen First Nation), and səlilwətał (Tsleil-Waututh Nation) have provided significant input during engagement on the regional *Liquid Waste Management Plan* (LWMP) update, including at a workshop in April 2025. máthxwi (Matsqui First Nation) and S̓k̓w̓x̓wú7mesh Úxwumixw (Squamish Nation) have also provided input on the plan. Key themes heard from these First Nations include a desire for: an equal, decision-making seat at the Metro Vancouver Board; equal involvement in co-developing and co-managing the LWMP alongside Metro Vancouver and its members, with co-oversight of outcomes; and measurable water quality improvements resulting in a return to shellfish harvesting. The updated plan includes First Nations involvement in forums for watershed management and progress monitoring as well as the development and implementation of the LWMP.

The Board received this report for information.

E2.2 Integrated Liquid Waste and Resource Management Plan 2025 Biennial Report APPROVED

While work to update the *Liquid Waste Management Plan* is ongoing, Metro Vancouver and member jurisdictions remain under the regulatory obligations of the 2011 *Integrated Liquid Waste and Resource Management Plan* (ILWRMP) which requires submission of a biennial report to the Ministry of Environment and Parks (ENV) by July 1, 2025. Unlike previous reports that exceeded 500 pages, Metro Vancouver has collaborated on a substantial streamlining of the 2025 Biennial Report that provides a few pages of colour-coded tables to indicate the status of actions in the 2011 ILWRMP.

The Board approved submitting the *Integrated Liquid Waste and Resource Management Plan 2025 Biennial Report* to the Province and arranging to receive public comments on the Biennial Report.

E3.1 Governance Committee Update RECEIVED

This report provides the four Boards of Metro Vancouver with the Governance Committee’s Terms of Reference, the skills matrix utilized to evaluate submissions for Committee membership, and the Committee members selected.

The Board received this report for information.

G1.1 North Shore Wastewater Treatment Plant Monthly Update RECEIVED

This verbal update provided the Board with an overview of the North Shore Wastewater Treatment Plant Project web site and the resources available to the public.

The Board received this report for information.

I 1 Committee Information Items and Delegation Summaries

The Board received no delegation summaries from standing committees.

The Board received one information item from one standing committee.

Zero Waste Committee – June 5, 2025

Information Items:

E1 2025 Food Scraps Recycling Campaign “Food Scraps Aren’t Garbage” Results

The 2025 “Food Scraps Aren’t Garbage” campaign ran from January 13 to March 9, 2025. The campaign’s objective is to increase the diversion of organic waste into the green bin.

The target audience is people living in apartments and condos (adults ages 35+), who tend to use their green bins less than people living in houses. Knowing that people tend to conform to the perceived norm in their community, the strategy was to communicate that using the green bin is now the common and accepted behaviour in the region. The campaign performed strongly, with 45.1 million impressions, 2.1 million reach, nearly 5,000 social media engagements, and 12,700 visits to the website. The campaign will run again in early 2026.

To: Mayor and Councillors

Cc: SMT
Denise Hui, Library Board Chair

From: Susan Walters, Chief Librarian

Re: 2024 Annual Report to the Community

Date: June 26, 2025

On behalf of the Richmond Public Library Board, I am pleased to share a copy of our 2024 Annual Report (Attachment 1) to the community with you.

The report will be posted on the library's website https://www.yourlibrary.ca/about/annual_report/ and our Board Chair, Denise Hui, and I are looking forward to the opportunity to formally present the Annual Report to you at the July 14, 2025, Council Meeting.

Some notable report highlights include:

- The development of our new 2024 – 2028 Strategic Plan that affirms our mission and vision, introduces refreshed values and outlines our intention for the next four years:
All will feel welcome, find what they need, and leave inspired. We will make life-changing connections, every day.
- Hosting Dr. James Turk, the Director of the Centre for Free Expression from Toronto Metropolitan University, to lead a series of talks for community, library board trustees and staff on the importance of championing these core values of a democratic society.
- The introduction of refreshed spaces and services across our libraries that include meeting pods, flexible program rooms, new lobby space at the main library, new computer workstations and a laptop lending kiosk to serve the more than 1.1 million visitors that came through our doors in 2024.

City Council's ongoing support for the library is greatly appreciated and supports us in providing diverse opportunities for our community to learn, connect, and belong. There's something for everyone at Richmond Public Library.

Should you have any questions or require further information, please contact me at 604-231-6466 or 778-689-4634.



Susan Walters
Chief Librarian

Att. 1 Richmond Public Library 2024 Annual Report to Community

Greetings from the Mayor

On behalf of Richmond City Council, I invite you to browse the pages of Richmond Public Library's 2024 Annual Report to the Community.

The library is proud to be an essential source of information and learning and in 2024, they welcomed over 1.1 million people through their doors and over 2.7 million visitors to their website.

The library's new 2024-2028 Strategic Plan strongly complements and aligns to Council's goals and priorities. Richmond's libraries are welcoming,

safe and inclusive spaces located conveniently across the city. Acting as community builders, they are committed to barrier-free access; providing accessible resources to promote lifelong learning; and offering skill development programs and volunteer opportunities for teens, adults and seniors.

The library's collections and services fulfill core needs in our community and underpin Council's 2022-2026 Strategic Plan. Council strongly supports the library and holds a shared vision to meet the changing needs of all Richmond residents and create a community that is engaged, connected and informed.

I would like to thank the Library Board Trustees, community partners, volunteers and donors who have given their time, expertise and support to enhance library services for everyone in our community. Your contributions are invaluable!



Malcolm D. Brodie

Malcolm D. Brodie
Mayor



Message from the Board Chair and Chief Librarian

We are excited to share Richmond Public Library's 2024 Annual Report to the Community with you. Here in Richmond, we are not immune to challenges around intellectual freedom and freedom of expression, and the library plays an essential role in upholding these core values. We are committed to being a reliable and safe space where access to vital information is broadly and equitably available and providing a place where our community can come together to learn, connect and belong.

The most significant project of 2024 was the development of our new Strategic Plan: Your Library, Our Future. The process to create this plan considered the changing demographics of Richmond and shifting trends in how people use and access library services. A data-driven and community-focused approach welcomed the input of over 3,300 community members and staff.

- The new plan centers around five key areas of focus:
- Reduce and remove barriers to improve accessibility
 - Champion intellectual freedom and freedom of expression
 - Provide excellent customer experiences
 - Strengthen our social and economic sustainability
 - Improve brand recognition and engagement

This plan affirms our mission and vision, and introduces refreshed values that guide how we show up for each other and you. As you turn the pages of this report, you'll see how our friendly, expert staff are working to deliver innovative, collaborative and welcoming services and programs that align with our goals to support an engaged, informed and connected community.

There are many great initiatives launching throughout 2025 and beyond. Watch for our RPL To Go Van out and about in Richmond this summer and come visit one of your libraries soon!



Denise Hui
Denise Hui
Board Chair



Susan Walters
Susan Walters
Chief Librarian



Champion Intellectual Freedom and Freedom of Expression

Defending our community's freedom to choose what, when and where they want to read is core to who we are. In recent years, there has been an increase in requests for reconsideration across Canada and the USA as well as more challenges of library material. While these requests may be well-intentioned and intended to protect others, removing materials and restricting access to different viewpoints limits informed discussion and learning in our community.

Collection Development Strategy

With over 485,000 print and digital items in our collection, we are committed to ensuring that there is something for everyone at the library. We create our collections with our diverse community in mind and to support our selection process. In 2024 we launched a Collection Development Strategy, now available for the public to read.



Fostering Community Conversations

Throughout the year, we provide opportunities for meaningful community conversations to take place. In 2024, 131 people attended conversations that included the Human Library® and a series of talks for staff, Library Board and the public led by the Director of the Centre for Free Expression from Toronto Metropolitan University Dr. James Turk.

Freedom to Read Week

Every year the library celebrates Freedom to Read Week with both in-branch and digital book displays featuring well-known titles that have been banned in the past. Community members are encouraged to borrow these books and formulate their own opinions about what they read.

Book Clubs

Book clubs are offered year-round and there are options for all ages and interests, with programs being held at all library locations. Library book clubs invite people from diverse backgrounds to come together and engage in respectful discussion around book themes, while celebrating and acknowledging their different points of view. In 2024, 283 people attended 44 book club programs at the library.

Reduce and Remove Barriers to Improve Accessibility

Laptop Lending Kiosk at Brighthouse

One of the newest and most popular features at Brighthouse library has been the introduction of a laptop lending kiosk. These fully charged loanable laptops allow customers to use them in-library for up to three hours, with the freedom to use them in any of the library's spaces, including in the new meeting pods, study rooms and the renovated front entrance lobby. In their first year of service, there were over 4,200 laptop check-outs.

Rhyme Time with RPL

Busy caregivers have enjoyed the introduction of the Rhyme Time with RPL video series, a collection of 19 professionally produced videos (and growing) featuring RPL staff sharing songs, rhymes and stories. Viewed over 50,000 times since Spring 2024, these videos can be accessed at any time, from anywhere, lowering barriers to participation.



05



04

A Library Card for Every Child

Under the previous Strategic Plan, one of RPL's goals was to ensure that every child in Richmond has access to a free library card so that they can experience all of the benefits that come with having one. Started in 2019, the Inspire Curiosity Library Card initiative has facilitated card access for children in grades 1, 4 and 8 by providing opportunities to apply for a library card at school. Last year, over 1,400 Richmond children signed up for a library card.

Community Connect Boxes

Launched in October 2024, the library introduced a pilot project, Community Connect Boxes, to engage vulnerable and socially isolated seniors living at care homes across Richmond. Four boxes were deployed bringing joy and alleviating social isolation for 420 Richmond residents. The boxes contain a variety of games, puzzles and reading materials, which have proven successful as conversation-starters and have increased residents' social engagement both with care home staff and with each other.



Accessible Digital and Physical Services

In alignment with the Accessible British Columbia Act's goal of removing barriers within the community, Richmond Public Library has enhanced accessibility and inclusivity across its services and digital platforms. The library integrated ReachDeck into its website to support speech, reading, and translation, alongside a new accessibility feedback web page, and introduced the Phonak Sound System for community events to ensure clearer audio for program participants who are hard of hearing.

The library also introduced an online study room booking system to simplify how customers reserve a private study space and installed video conferencing equipment at the Ironwood and Brighthouse locations to enable programs to have a virtual component.

These new services have facilitated how customers utilize and participate in library spaces and programs, with almost 8,500 study rooms booked in 2024.



Read the
Accessible
BC Act Here

06

★ Provide Excellent Cu

Digital Creation Stations Now Available System-Wide

The library extended its Creation Station technology to the Cambie, Ironwood and Steveston locations, including the introduction of a Cricut Maker 3 at the Steveston library and 3D printing and photo scanning capacity at the Ironwood library. Having this technology available at the branch locations improves access for residents of those communities.



QR Codes - A Better Way to Stay Connected

As more and more people rely on a smartphone equipped with a camera to navigate their day, the introduction of QR codes on all library program flyers has simplified how community members can quickly access library program information and register on-the-spot.



Curious how it works? Scan this QR code for a special surprise, available exclusively for Annual Report readers.

A Smarter eNewsletter

To make communicating with our community of readers simpler and more efficient, the library introduced a new eNewsletter that supports sending dynamic content tailored to customers' interests. In addition, smart analytics enable staff to select eNewsletter content that reflects what people are consuming.



07



Customer Experiences ★



Refreshed Spaces

To enhance the customer experience at **Brighthouse library** and ensure our entire collection of popular magazines is visible for browsing, the library relocated its print magazine collection to the first floor and installed new display units.

To respond to the community's evolving needs for places to learn and connect, the reimagined lobby entrance space offers an enticing selection of 35 comfortable seats, including armchairs, side tables, and restaurant-style booths, providing a wide variety of options for studying, working, relaxing, reading or gathering with others.

Another exciting addition to the Brighthouse library was the installation of bookable meeting pods, which are fully enclosed, soundproof pods that can accommodate up to four people. Customers can book a pod up to seven days in advance, providing a valuable peace of mind to those needing to reserve a quiet and private space to meet with others or work alone.

The **Ironwood library** has undergone renovations aimed at optimizing existing spaces to better support hybrid programming and to provide a platform for enhanced library experiences. The computers were relocated out of the original computer lab, freeing up that space for hybrid programming opportunities. Accessible countertops were installed and a bookable meeting space was introduced to support customers needing a quiet space for holding private in-person or online meetings.

08



Memorable Brands for Library Events

The library is proud to brand some of its most impactful events with memorable and relevant visuals. In some cases that branding can carry on year-over-year as notable events return on an annual basis. This branding strategy supports our community in making it easier to recognize events as being offered by the library. In 2024, some of the library's most notable visuals represented **Richmond Reads**, featuring internationally best-selling author Daniel Kalla, a series of plant talks by award-winning plantsman and local nursery owner Gary Lewis, and a highly anticipated visit by the authors of **The Littlest Dinosaur**.



09

Improve Brand Recognition and Engagement

Media Coverage of Library Events

Recently, the library welcomed the Richmond Sentinel for a feature-length video interview about the new Community Connect Boxes. In addition, the library hosted City TV News who filmed a piece about the Human Library[®] and connected with a group of local Journalism students from BCIT who developed a story about the positive impacts of Mahjong on local seniors.



2024-2028 Strategic Plan

The library's 2024-2028 Strategic Plan, entitled Your Library, Our Future, was implemented. This plan affirms the library vision and mission while introducing updated values that will guide the library's intentions for the next four years. The new goals and priorities will inform resourcing, operations and activities.

Welcome to RPL – where all will feel welcome, find what they need and leave inspired. We will make life-changing connections, every day.



10

Strengthen our Social and Economic Sustainability



Poverty Reduction Initiatives

The Community Services Pop Ups continued throughout 2024, serving over 1,250 customers and bringing together a variety of vital community-based resources and supports in one place at monthly drop-in sessions held at the Brighthouse library.

Building and expanding on the reach of this program, the Ironwood library introduced the Community Services Connectors, where people with lived experience in marginalized communities gave back to their peers by helping to connect other vulnerable community members with resources and social services. This pilot program has proven to be a valuable resource, assisting 250 community members in its first year. Both programs are continuing through 2025.

WorkBC job fairs and hiring events continue to be impactful and well-attended, providing meaningful networking opportunities that connect local employers and service providers with job seekers. Almost 50 employers were represented at two job fairs, and connected with over 1,100 community members. Congratulations to all who walked away with jobs from these events!

Low income tax clinics continued for their 13th year, providing tax filing assistance free of charge by trained volunteers from the Lord's Harvest Fellowship to low income residents with simple tax returns. Over 200 residents received income tax filing support.

RPL was the recipient of the 2025 British Columbia Library Association (BCLA) "Building Better Communities" award for its pivotal role in partnering with the City of Richmond to deliver the Community Services Pop Ups and the Community Services Connectors program.

News Flash

11

Indigenous Programming

Richmond Public Library is dedicated to the process of Truth and Reconciliation by providing strong Indigenous programming by Indigenous voices. Underpinned by our Strategic Plan, the library is committed to offering programs and experiences that provide Richmond residents with empowering opportunities for cultural learning, reflection and understanding.

The Indigenous Author Series returned for its second year and highlighted both well-known and emerging speakers and presenters with events for both children and adults. Since its inception in 2023, the Indigenous Author Series has hosted 23 programs and reached over 760 community members. The series returns in 2025.

INDIGENOUS AUTHOR SERIES



Brandon Reid



Wild Moccasin
Dancers



Dallas Hunt



Kung Jaadée



Jody
Wilson-Raybould



Monique
Gray Smith



Cultural Celebrations

Library staff and community look forward to annual cultural celebrations that would not be possible without the generous partnership of local organizations. These events invite the public to come and immerse themselves in rich cultural and traditional experiences, fostering a strong sense of community and togetherness. This year, almost 2,500 people attended Black History Month, Lunar New Year, and the Islamic Art Experience.

Writers for Readers Author Fair

To celebrate and support local authors, promote reading and invite engaging discussion amongst community, the library hosted Writers for Readers, welcoming three bestselling authors and 14 local authors. Almost 380 people attended author talks and circulated booths to connect one-on-one with authors.



12

13

Summer Reading Club

The annual Summer Reading Club, a free literacy program to engage children with libraries and promote reading throughout the summer, returned, welcoming over 4,000 children. Programming ranged from reading challenges to author visits, writing workshops and exciting partnership events and experiences.

Physical Literacy Passport

In collaboration with the City of Richmond Parks, Recreation and Culture Division and the Richmond Oval, the library introduced a Physical Literacy Passport, providing children and youth with an incentive to engage in active play while visiting various community locations as an addition to the goal of reading throughout the summer. Set up as a scavenger hunt, approximately 40 participants located hidden objects throughout the city all summer long, completed the activity challenge and collected stamps for a chance to win prizes.



14

15



E OF YOUR RPL CARD



THANK

We want to extend our gratitude and appreciation to all of our donors and volunteers. A huge thank you goes out to the Friends of the Richmond Library who donated \$45,000 from book sale proceeds. Your generous contributions enhance the collections, programs and services the library provides.

The Dayson family has a long history of giving in the Richmond community. Here at the library, we are able to provide access to a robust Judaica collection and programs that connect community thanks to the longstanding support of the Dayhu Family Foundation.

Donors Anar Shariff and Afzal Mangalji see libraries as sources of information, and safe spaces to visit and study. In the last year, their donation provided the funds to create opportunities for community to share a sense of connectedness, inclusion and acceptance through the Community Art Wall, and a series of staff, Board and public talks exploring intellectual freedom led by Dr. James Turk.





Past Library Board Trustee Susan Koch was a big library user as a child and teenager, something that has not changed over the years.



CNCL – 46

“RPL is an oasis for me. Walking in the door, no matter which branch, gives me that same comfort as walking into a lush forest, calmness along with excitement at finding something new... I like to imagine others discovering the magic and the stories.”

— Susan Koch

A special thanks also has to go out to our 162 teen, adult and senior volunteers. Without them, the library wouldn't be able to provide many unique programs and events — they are invaluable.

Pulling it all together to create amazing customer experiences are our expert and friendly staff. Whether you walk into one of our libraries or visit a pop-up library service, you're sure to be welcomed by our staff. They are there to help you deepen your own learning, locate the perfect book or introduce you to our unique library services.



2024 Donations

Thank you to the many generous donors who helped us improve and expand access to essential programs, collections and services.

DONATIONS \$5,000 - \$19,999

Friends of the Richmond Library; Anar Shariff; The Dayhu Family Foundation

DONATIONS \$1,000 - \$4,999

Anonymous (!)

DONATIONS \$500 - \$999

Huiyuan Ma; Janice Tang; Meng Zhen; Monan Zhang; Richard & Carolyn Hart; Robbin Greig; Stephen Li; Susan Koch; Tina Ippel

DONATIONS \$400 - \$499

Cindy McPherson

Get a
tax receipt
with your
donations!



18

19

DONATIONS \$300 - \$399

Chuen Bit Lee; Jay Bagtas

DONATIONS \$200 - \$299

Annie Ho; Anonymous (!); Caitlyn Lam; ChinHung Lin; Ella Ferguson; Grasiella Rathwell; Hannah Franke; Karen Hakansson; Linda Cagno; Ma Cecilia Garcia; Marian McEavish; Michael McBurney; Rosie Liu; Stephanie Shack; Wai Tze; Yuri Lewis

DONATIONS \$100 - \$199

Amy Ma; Angeline Singh; Anonymous (4); Arne Moller; Claire Smythe; Debbie Pawluk; Denise Hui; Edwin Shadoe; Evan Klegeris; Frida Wang; Heather Nicolaas; Isabel Huenefeld; John Shepherd; Judith Tait; Lai Shan Judy Chan; Lilly Lee; Linda Bishop; Linda McNab; Lori Chambers; Margaret Meloche; Marilyn Sakiyama; Marleen Da Silva; Maureen Hooper; Mimi Chen; Patricia Ling; Pei-San Tsai; Phyllis/Howard Lowe; Rosemary Nowicki; Rudy Chiang; Ryan Luetzen; Sandy Richard; Shirley Stonier; Susan Johnsen (United Readers Book Club); Suzanne Laferte; Wendy Wang

DONATIONS \$50 - \$99

Audrey Fung; Allison Joe; Anonymous (!); Carol Oerzen; Colleen Carrington; Emmanuel Mendoza; Graham Fleming; Janet Lawrence; Jim & Linda Reid; John Adams; Karen Mori; Laura Bell; Lella Ma; Leonard Miller; Lisa Hsieh; Lorenzo Sy; Nicole Wang; Ronald Medd; Sharon Doucelin; Shawn McIntyre; Shu Li; Sonya Lam; Susan Vaessen; Vanessa Vintanilla; Vinci Tse; William A (Bill) Speer; Xinyao Du

DONATIONS UP TO \$49

Alan Statham; Anne Santa Ana; Annette Chiu; Anonymous
 ()j; Andrei Obratzov; Axel Hovbender; Bernadette
 Chong; Charles Macleod; Christina Shum; Dan Phillips;
 Douglas Densen; Elaine Yeung; Ellie Zhu; Guangshan
 Gao; Halbo Zhou; Jiumin-Ming Huang; Junxiong Lei;
 Laria McKee; Lidi Ma; Lisa Cheung; Louis Lee; Lu Li;
 Lulu Tsai; Peter Buk; Phoebe Xie; Provincial Employees
 Community Services Fund; Rick McCallion; Ronald Loyer;
 Sheila Conception; Xiaohui Zhang; Xiaoxiao Wu; Wynne
 Hu; Yaqiong Wu; Yu-Chia Huang; Yu-Hsuan Huang



2024 Statement of Revenue & Expenses

OPERATING REVENUE	\$10,675,400
Municipal Contribution	\$52,891
Donations	\$434,722
Grants	\$123,350
Fines & Miscellaneous	\$29,521
Investment Income ¹	
Total	\$11,315,884
CAPITAL	\$610,000
Municipal Contribution	\$15,946
Gain on Sale of Assets	
Total Revenue	\$11,941,830
OPERATING EXPENSES	\$8,756,021
Salaries & Employee Benefits	\$505,119
Supplies & Equipment Services	\$534,625
General & Administration	\$523,214
Building, Lease & Maintenance	\$129,317
Utilities	
Library Subscriptions & Databases	\$805,824
Contribution for Capital Improvements	\$224,809
Total	\$11,478,929
CAPITAL Amortization²	\$1,000,787
Total Expenses	\$12,479,716
Annual Surplus (Deficit)	(\$537,886)

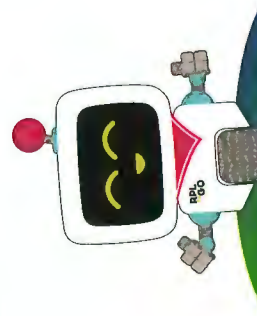
¹ Investment income is generated from endowment funds administered by the Vancouver Foundation and the Richmond Community Foundation.

² The cost of an asset, such as a book, is spread over the estimated useful life of the asset or the book and this annual expense is referred to as "amortization".

Watch for these Programs, Services and Collections in 2025



The library's vibrant and distinct mobile RPL To Go van made its debut appearance at a preschool visit to King George Park in the Cambie neighbourhood in May. By taking the library to where the community gathers, we are connecting residents with resources, services and programming outside of the traditional library walls of our buildings. Look for the RPL To Go van featuring **Spark**, our free-wheeling robot mascot, at events, festivals and celebrations this year.



2025 welcomed the launch of the all new Community Conversation Series, providing spaces for community to gather, connect, learn and express differing viewpoints in a safe and unjudgmental way. The series kicked off with an engaging talk exploring misinformation by Ahmed Al-Rawi in May, and will welcome conversations on climate change and addiction later in 2025 as well as encompassing the popular Human Library[®] event.



Introducing the
**Special Collection on
 Chinese Culture**
 中華古今文獻精藏
 at the Brighthouse Library

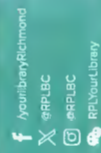
In May, the library opened the doors and welcomed the public to explore the Special Collection on Chinese Culture. This valuable and rare collection offers over 5,200 books on art, calligraphy and paintings. Dedicated staff are on site during open hours to help interested customers with requesting and viewing materials from the collection.



CNCL – 48



**Visit one of
 our libraries today!**





Parks, Recreation and Cultural Services Committee

Date: Tuesday, June 24, 2025

Place: Anderson Room
Richmond City Hall

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

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

NEXT COMMITTEE MEETING DATE

July 23, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on May 27, 2025, be adopted as circulated.

CARRIED

DELEGATION

1. Sharon Dodd, a lifelong Richmond resident, addressed the Committee regarding the escalating crisis of plastic pollution. She highlighted the following key points:
 - the City should explore transitioning to reusable food and beverage containers at major City events;
 - plastics are often mishandled, from unnecessary use to improper disposal;

Parks, Recreation & Cultural Services Committee

Tuesday, June 24, 2025

- every piece of plastic ever produced continues to exist in some form;
- studies have found microplastics present in human organs; and
- there are strong correlations between plastic exposure and various health concerns, including autism, ADHD, preterm births, infertility, Alzheimer's, and other conditions.

Ms. Dodd urged the Committee to undertake data collection and requested that staff audit the volume of single-use plastics used at this year's Salmon Festival and track their disposal outcomes. She encouraged the Committee to develop a policy in partnership with vendors and set a target date for implementing a reusable container strategy.

In response to a query from the Committee, staff advised that the City currently achieves a 90% waste diversion rate and that food trucks at events must comply with the City's single-use plastics bylaw, using only recyclable or compostable containers. Staff also noted that an outstanding referral related to the use of reusable containers remains in progress and that further information could be provided regarding practices at the Richmond Night Market.

Staff highlighted a recent news feature on Global News showcasing the Golden Spin and Strength class for seniors aged 75 to 95, held at the West Richmond Community Centre, and presented a video clip of the coverage.

PARKS, RECREATION & CULTURE DIVISION

2. OPPORTUNITY FOR A BOOK ON THE HISTORY OF THE CHINESE CANADIAN COMMUNITY IN RICHMOND

(File Ref. No. 11-7141-01) (REDMS No. 8047187)

Discussion took place regarding (i) the transcription of vignettes from the Chinese Bunkhouse, (ii) ongoing discussions with the museum about establishing more permanent exhibitions the Chinese Canadian Community in Richmond, and (iii) providing Council with copies of *A Thematic Guide to the Early Records of Chinese Canadians in Richmond* from the Richmond Archives.

It was moved and seconded

That the report titled "Opportunity for a Book on the History of the Chinese Community in Richmond" dated June 2, 2025, from the Director, Arts, Culture and Heritage be received for information.

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, June 24, 2025

3. GARDEN CITY PARK GATHERING SPACE CONCEPT PLAN AND CONTRIBUTION AGREEMENT

(File Ref. No. 06-2345-20-MNOR1) (REDMS No. 7970530)

In response to a query from Committee, staff advised that a design plan is currently being prepared and once approved by Council, signage will be installed on-site to invite public feedback.

It was moved and seconded

- (1) That the Concept Plan for the Garden City Park gathering space, as detailed in the staff report titled “Garden City Park Gathering Space Concept Plan and Contribution Agreement”, dated June 2, 2025, from the Director, Park Services, be approved; and*
- (2) That staff be authorized to take all necessary steps to complete all matters detailed herein, including authorizing the Chief Administrative Officer and General Manager Parks, Recreation and Culture to negotiate and execute all documentation related to a Contribution Agreement with the Rotary Club of Richmond Sunset.*

CARRIED

4. PARKS, RECREATION AND CULTURE ALLOCATION POLICY

(File Ref. No. 11-7000-01) (REDMS No. 8056183)

Staff provided an overview of the report and highlighted the following key points:

- the Parks, Recreation and Culture (PRC) Allocation Policy will serve as a framework to guide the allocation of PRC facilities for community use;
- the policy is intended to address existing gaps and promote equitable access to PRC infrastructure;
- it will enhance consistency and ensure transparency in decision-making processes for all users of the space; and
- community organizations, facility users, and residents will have the opportunity to provide input and feedback on the policy.

In response queries from Committee, staff advised that (i) the policy will enhance transparency and provide clearer guidance to staff, supporting the consistent application of policies and decision-making; and (ii) while some facilities are currently governed by specific policies and others are not, this policy is intended to apply uniformly to all PRC facilities.

Parks, Recreation & Cultural Services Committee
Tuesday, June 24, 2025

It was moved and seconded

That the development of a Parks, Recreation and Culture Allocation Policy as outlined in the staff report titled “Parks, Recreation and Culture Allocation Policy”, dated June 2, 2025, from the Director, Recreation and Sport Services, be approved.

CARRIED

4A. SCOTCH POND MANAGEMENT

(File Ref. No.)

Discussion took place on management of Scotch Pond and as a result the following **referral motion** was introduced:

It was moved and seconded

That staff explore options and consult with the Steveston Historic Sites Building Committee on the management of Scotch Pond, and report back.

CARRIED

4B. KING GEORGE PARK OUTDOOR EXERCISE EQUIPMENT

(File Ref. No.)

Discussion took place regarding the potential installation of outdoor exercise equipment at King George Park.

In response, staff advised that a master planning process for King George Park is currently underway, and the inclusion of outdoor exercise equipment can be explored and considered as part of that plan.

5. MANAGER’S REPORT

(i) Kaiwo Maru

Staff provided an update and advised that several changes are being introduced, including: (i) new safety requirements for boarding the ships, such as the implementation of waivers, (ii) limitations on the maximum height to which the sails can be raised, and (iii) restrictions on the number of individuals permitted on board at one time. Staff noted that only preliminary discussions have taken place to date, with further conversations anticipated.

(ii) FIFA 2026

Staff advised that they are in the early planning stages of the event and are currently working to identify potential sponsors. They will also be reaching out to community associations to gather feedback on their visions and planned activities. Staff further noted that they will maintain communication with the City of Vancouver to stay informed about their event planning efforts.

Parks, Recreation & Cultural Services Committee
Tuesday, June 24, 2025

(iii) Exhibitions at the Art Gallery

Staff highlighted that the exhibitions *Enigmas & Dreams: Works on Paper* by Alvin Jang & Anna Wong and *The Roaming Peach Blossom Spring* will be on display at the Richmond Art Gallery until August 24, 2025.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:10 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, June 24, 2025.

Councillor Michael Wolfe
Chair

Sarah Goddard
Legislative Services Associate



General Purposes Committee

Date: Monday, July 7, 2025

Place: Anderson Room
Richmond City Hall

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

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on June 16, 2025, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **COMMUNITY WAYFINDING STRATEGY AND IMPLEMENTATION
FRAMEWORK**

(File Ref. No. 08-4150-04-06) (REDMS No. 8068301)

With the aid of a PowerPoint presentation (Copy on File, City Clerk's Office), staff provided an overview of the Wayfinding Strategy.

General Purposes Committee

Monday, July 7, 2025

In response to queries from Committee, staff advised that (i) concerns were raised regarding potential clutter on the welcome signs if the tagline “Island City by Nature” is included, (ii) Sea Island will be incorporated as part of the overall strategy, (iii) colour range options for light poles can be explored during the implementation stage, (iv) individual projects will be costed as they are brought forward for implementation, (v) adjustments can be considered during the various phases of implementation, (vi) pedestrian signage will display distances and estimated travel times to key locations, and (vii) the top of each sign will indicate the area in which it is located.

Discussion took place on (i) including the tagline “Island City by Nature” on welcome signs into the City, and (ii) further information regarding Heads Up North vs True North.

It was moved and seconded

- (1) *That the Community Wayfinding Strategy and Implementation Framework, as detailed in the staff report titled “Community Wayfinding Strategy and Implementation Framework”, dated June 13, 2025, from the Director, Business Services, be approved; and*
- (2) *That staff bring forward an initial implementation project for Council's consideration.*

CARRIED

LAW AND COMMUNITY SAFETY DIVISION

2. **APPLICATION TO PROPOSE A NEW LOUNGE AREA
ENDORSEMENT TO LICENCE #311621 - DEEP BLUE
DISTILLERIES LTD - 5800 CEDARBRIDGE WAY UNIT 130**
(File Ref. No. 12-8275-30-001) (REDMS No. 8027630)

In response to queries from Committee, staff noted that, (i) while there have not been a significant number of applications to extend hours beyond 2:00 a.m., there has been a gradual increase over the years, though the absolute numbers remain low, (ii) the Liquor and Cannabis Regulation Branch has not expressed any concerns, (iii) the business currently operates tours at 1:00 p.m., 2:00 p.m., and 4:00 p.m., with a capacity of 30 people per tour, and has successfully passed all inspections, and (iv) the Province is implementing an accelerated program to establish a beneficial ownership registry to verify ownership.

General Purposes Committee
Monday, July 7, 2025

It was moved and seconded

- (1) *That the application from Deep Blue Distilleries Ltd., seeking the following extended hours of liquor service, and a new Lounge Area Endorsement at the premises located at 5800 Cedarbridge Way Unit 130, be supported:*
 - (a) *A new lounge area endorsement with a total person capacity of 30 occupants;*
 - (b) *Proposed hours of liquor service from Monday to Saturday, 9:00 AM to Midnight and Sunday, 5:00 PM to Midnight; and*
- (2) *That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information as set out in Attachment 1 to this report, advising that Council recommends the approval of the new Lounge Area and extended hours of liquor service.*

CARRIED

PARKS, RECREATION & CULTURE DIVISION

3. **SUPPORTING FOOD SECURITY ORGANIZATIONS THROUGH CITY AGRICULTURE RELATED GRANT PROGRAMS**

(File Ref. No. 03-1085-01) (REDMS No. 8062339)

In reply to queries from Committee, staff advised that (i) the recommendation is to reallocate the funds, therefore there is no net loss to the organizations that have applied for the grants, (ii) by modifying the Environmental Enhancement Grant (EEG) guidelines it allows for those applicants that previously applied for the Supporting Food Security (SFS) Grant to be eligible, (iii) overall funding for grant programs are funded through gaming revenue; however, overall gaming revenue continues to decrease, (iv) the 4 organizations that previously applied to the SFS Grant program are eligible to apply for the EEG, and (v) individuals can apply for grant amounts up to a maximum of \$500.

Discussion took place on (i) option 3 and increasing the EEG by \$30,000, (ii) reviewing the changes after the 2026 budget, and (iii) tweaking the name of the Environmental Enhancement Grant program.

It was moved and seconded

- (1) *That Option 1 as outlined in the staff report titled “Supporting Food Security Organizations through City Agriculture Grant Related Programs”, dated June 16, 2025, from the Director, Parks Services, be approved; and*

General Purposes Committee

Monday, July 7, 2025

- (2) *That the matter be reviewed after the 2026 Budget.*

The question on the motion was not called as further discussion took place on separating the funds allocated to the SFS from the funds for the EEG, and as result of the discussion the following amendment motion was introduced:

It was moved and seconded

That part (1) be amended to read as follows:

That Option 1 as outlined in the staff report titled “Supporting Food Security Organizations through City Agriculture Grant Related Programs”, dated June 16, 2025, from the Director, Parks Services, be approved on the basis that the money previously allocated to the Supporting Food Security through Community Driven Events Grant grant would be separated from the balance of the Environmental Enhancement Grant.

The question on the amendment motion was not called, as discussion took place regarding the potential to reallocate funding between grant programs, specifically, if one program reaches its funding limit, there may be flexibility to shift funds to support additional grants under the other program.

The question on the amendment motion was then called and it was **CARRIED** with Cllrs. Day, Heed, McNulty and Wolfe opposed.

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

- (1) *That Option 1 as outlined in the staff report titled “Supporting Food Security Organizations through City Agriculture Grant Related Programs”, dated June 16, 2025, from the Director, Parks Services, be approved on the basis that the money previously allocated to the Supporting Food Security through Community Driven Events Grant grant would be separated from the balance of the Environmental Enhancement Grant; and*
- (2) *That the matter be reviewed after the 2026 Budget.*

was then called and it was **DEFEATED** with Cllrs. Day, Gillanders, Heed, McNulty and Wolfe opposed.

It was moved and seconded

- (1) *That Option 3 as outlined in the staff report titled “Supporting Food Security Organizations through City Agriculture Grant Related Programs”, dated June 16, 2025, from the Director, Parks Services, be approved; and*

General Purposes Committee
Monday, July 7, 2025

- (2) *That the matter be reviewed after the 2026 Budget.*

CARRIED
Opposed: Cllrs. Au
Hobbs
Loo

CAO'S OFFICE

4. **2025 UBCM COMMUNITY EXCELLENCE AWARDS PROGRAM**
(File Ref. No. 01-0130-01) (REDMS No. 8037049)

It was moved and seconded

That the City of Richmond's submissions to the Union of BC Municipalities Community Excellence Awards program be endorsed, including:

- (1) *Excellence in Governance: Community Driven Neighbourhood Road Safety Program;*
- (2) *Excellence in Service Delivery: Dike Operation and Maintenance Manual;*
- (3) *Excellence in Asset Management: Dike Geographic Information System (GIS) Upgrade Project; and*
- (4) *Excellence in Sustainability: Richmond Circular City Strategy.*

CARRIED

DEPUTY CAO'S OFFICE

5. **REFERRAL RESPONSE: HOUSING AS A HUMAN RIGHT**
(File Ref. No. 08-4057-05) (REDMS No. 8078492)

Discussion took place on the Federal Government endorsing this resolution.

It was moved and seconded

That the proposed resolution, titled "Housing as a Human Right" (Attachment 1), which calls for the Union of BC Municipalities (UBCM) to lobby the Province of BC to establish legislation and policy to support accessible and equitable housing and declare housing as a human right, and for UBCM to advocate to the Government of Canada to increase its direct investment in housing and to implement policies and regulations that will support and incentivize the delivery of housing for all Canadians, be endorsed and submitted to UBCM for consideration at the 2025 UBCM Convention with copies to the Local MLAs and MPs.

CARRIED

5.

COUNCILLOR KASH HEED

**6. INITIATE A MORE ACCOUNTABLE AND CONTEMPORARY
STRUCTURE FOR THE RICHMOND OLYMPIC OVAL**
(File Ref. No.) (REDMS No.)

Background information was provided on the motion.

Wayne Duzita, expressed concerns with the motion and provided the following information:

- the Richmond Olympic Oval (ROO) is one of the few post-Olympic facilities to be financially sustainable;
- the ROO has stayed true to its objectives over the past 17 years adapting to community needs and diversifying programs and funding;
- to understand the true financials of the ROO need to look at the 2025 and past years Profit and Loss statements;
- the statements shows that the city and taxpayers represent about 17.1% of the revenue, while the majority comes from membership, admissions programs, corporate functions, and 2010 Games Operating Trust;
- the Oval under the past Board was responsible for many changes enhancing and improving activities such as the climbing wall, outside basketball courts, retaining the Olympic Rings, and many more;
- reviewing the original legacy presentation could be helpful and productive in determining Council's vision and objectives;
- non-traditional funding was key to sustainability; and
- before dissolving the structure council should examine the vision and then determine the structure.

George, Business Advisor, spoke in support of the motion and noted that they are seeking additional information regarding future plans for the Oval.

Discussion took place on (i) improvements to transparency, (ii) reviewing the governance structure with options and how its going to move forward, (iii) competition for the other community centres, (iv) metrics for the number of Richmond residents that use the facility, (v) benefits of the Oval, (vi) Games Operating Trust funding requirements, and (vii) financial implications of reducing the subsidy.

General Purposes Committee
Monday, July 7, 2025

It was moved and seconded

- (1) *That the maximum annual contribution to the Richmond Olympic Oval Corporation for 2026 be limited to \$2.5 million;*
- (2) *That the Chief Administrative Officer (CAO) set out a process to examine dismantling the Richmond Olympic Oval Corporation while identifying an alternative structure/framework and governance for the new facility inauguration in the first quarter of 2027; and*
- (3) *That the CAO provide a comprehensive document to Council by the end of 2025 outlining the purposes, strategies, and financial projections for the transition of the facility.*

The question on the motion was not called, as there was agreement to deal with Parts (1) (2) and (3) separately.

Discussion took place on reviewing the Richmond Olympic Oval governance and as a result the following **amendment motion** to Part (2) was introduced:

It was moved and seconded

- (2) *That staff review the governance structure of the Richmond Olympic Oval Corporation, including the basic corporate structure, and report back with options.*

The question on the amendment motion was not called as a further **amendment motion** to Part (2) was introduced:

It was moved and seconded

That the following be added to Part (2):

That the CAO be directed to examine an updated process which the Richmond Olympic Oval would be moved from operating under the governance of the Richmond Olympic Oval Corporation to operating under the City of Richmond, and report back.

CARRIED

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

- (2) (a) *That staff review the governance structure of the Richmond Olympic Oval Corporation, including the basic corporate structure, and report back with options; and*

General Purposes Committee

Monday, July 7, 2025

- (b) *That the CAO be directed to examine an updated process which the Richmond Olympic Oval would be moved from operating under the governance of the Richmond Olympic Oval Corporation to operating under the City of Richmond, and report back.*

was then called and it was **CARRIED** with Cllrs. Day, Heed and Wolfe opposed.

Discussion took place on purposes, strategies, and financial projections of the ROO. As a result of the discussion the following **amendment motion** to Part (3) was introduced:

It was moved and seconded

That the following be removed from Part (3):

“...for the transition of the facility.”

CARRIED

Opposed: Cllr. Au

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

- (3) *That the CAO provide a comprehensive document to Council by the end of 2025 outlining the purposes, strategies, and financial projections.*

was then called and it was **CARRIED** with Cllr. Au opposed.

Further discussion took place on the maximum annual contribution and as a result of the discussion, an amendment motion to Part (1) to defer the matter and incorporate it with the analysis in Part (3) was introduced but failed to receive a seconder.

The question on Part (1) was then called and it was **CARRIED** with Mayor Brodie, Cllrs. Au and Loo opposed.

**COUNCILLORS CAROL DAY, LAURA GILLANDERS &
MICHAEL WOLFE**

7. **FINANCE AND AUDIT COMMITTEE**

(File Ref. No.)

Background information regarding a finance and audit committee was provided and discussion took place on including internal audit reviews.

8.

General Purposes Committee
Monday, July 7, 2025

It was moved and seconded

- (1) *That Council change the name of the Finance Committee to the "Finance and Audit Committee"; and*
- (2) *That it be referred to staff to alter the Terms of Reference of said Finance and Audit Committee to include responsibilities relating to internal audits and report back.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (6:24 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, July 7, 2025.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Todd Gross, Director, Parks Services
Re: **Garden City Park Gathering Space Concept Plan and Contribution Agreement**

Date: June 2, 2025
File: 06-2345-20-MNOR1/Vol 01

Staff Recommendations

1. That the Concept Plan for the Garden City Park gathering space, as detailed in the staff report titled "Garden City Park Gathering Space Concept Plan and Contribution Agreement", dated June 2, 2025, from the Director, Park Services, be approved; and
2. That staff be authorized to take all necessary steps to complete all matters detailed herein, including authorizing the Chief Administrative Officer and General Manager Parks, Recreation and Culture to negotiate and execute all documentation related to a Contribution Agreement with the Rotary Club of Richmond Sunset.

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

Att. 2

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

Staff Report

Origin

The report titled “Garden City Community Park Gathering Space Contribution” was presented at the Parks, Recreation and Cultural Services Committee meeting held on July 17, 2024, outlining the partnership between the City and the Rotary Club, providing details of the location for the Project, and discussing the progress made toward fundraising and project development. The following motion was passed at the meeting:

“It was moved and seconded That the staff report titled "Garden City Community Park Gathering Space Contribution", dated June 12, 2024, from the Director, Parks Services, be received for information.”

The purpose of this report is to follow up on the June 12, 2024, staff report, present the Garden City Park Gathering Space Concept Plan (Concept Plan) and Contribution Agreement key terms for Council’s consideration.

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

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

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

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

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

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

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

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

Analysis

Background

The Rotary Club of Richmond Sunset (the Club) has a history of serving the local and global community through provision of services, infrastructures donations and scholarships. Some examples of their contributions to the Richmond community include organizing the grand opening of Richmond City Hall in 2000, fundraising for the Garden City Community Park arboretum in

2009, and arranging the Winter Wonderland fundraiser at Richmond City Hall for the past 22 years.

Building on this legacy, the Club proposed the Garden City Park gathering space project (the Project) in the summer of 2022 through the City's Partners for Beautification, Adopt-a-Garden Program. The Program provides a unique opportunity for Richmond residents of all ages, community groups, service clubs and businesses to get involved in the maintenance of existing and creation of new garden areas in Richmond's open spaces and community parks.

The Project aims to create a peaceful gathering space at Garden City Community Park to promote reflection, intercultural harmony, and community connection. The Club has committed to fully fund the creation of this new space as a continuation of their dedication to enhancing public spaces.

As part of the planning process, a concept design with preliminary cost estimates has been developed. To date, the Club has raised \$130,000 toward the \$300,000 project goal, and has committed to providing the balance of the funding, with the target to complete the project by summer 2026.

The vision for the gathering space is to serve as a place of quiet contemplation and reminder of the importance of peace, intercultural harmony, community belonging and social connections in the Richmond community and beyond. The overall goal is to create a gathering space that feels both inclusive and peaceful, providing a welcoming spot for visitors of all backgrounds to rest, reflect, and connect with nature.

Gathering Space Concept Plan

The Concept Plan was developed through close collaboration with the Club to align with the vision for the gathering space. The design goal is to create a space that invites people to rest, connect, and enjoy the serenity of Garden City Community Park. Attachment 1 provides the project location and photos of the existing site, while Attachment 2 illustrates the concept plan for the proposed gathering space, including visual references of the planned design elements.

To ensure inclusivity and universal access, the concept plan will also be reviewed by the City's Accessibility Advisory Committee. This consultation will support the identification of accessibility considerations and promote a design that accommodates the full range of user abilities.

The proposed gathering space will be located within an opening, between existing large trees in the northwest area of the park and arboretum. Spanning approximately 430 square metres, the design thoughtfully integrates with the park's natural environment, ensuring the preservation of its aesthetic and atmosphere. The existing pathways, topography and surrounding trees will be maintained. Additionally, all proposed hardscape materials will be selected to complement and blend seamlessly with the existing surroundings.

The design includes a small entry plaza, a walkway, and a seating area with a rock feature. At the entry plaza, a ginkgo tree will be planted as the main feature, accompanied by a selection of

perennials and shrubs. The plaza will also feature a recognition sign and a series of peace poles, contributing to a welcoming atmosphere. Timber benches will match the existing benches in the park and placed along the walkway to offer seating opportunities, while the existing asphalt pathway will be upgraded with stone pavers installed on either side. At the east end of the walkway, a circular seating area constructed with a permeable surface and stone pavers will provide a spot for rest and reflection.

At the centre of the seating area, a rock feature will serve as both a visual focal point and a symbolic element. Representing stability, endurance, and timelessness, the rock reflects the values of peace, resilience, and connection that the space is intended to inspire. Frequently used in meditative and cultural landscapes, such features often act as grounding elements, offering visitors a quiet moment for reflection. Surrounded by natural plantings, the rock reinforces the contemplative character of the space and invites park users to pause and connect with their surroundings in a meaningful way.

Gathering Space Recognition Details

To acknowledge the Club's contribution and fundraising efforts, as well as those of individual donors and other contributors, the Project will include several forms of recognition. These will consist of a recognition sign, dedication pavers and peace poles. Reference images illustrating these recognition elements can be found in Attachment 2.

Recognition Signage: Prominently placed signage at the entry plaza will serve as a focal point, acknowledging the collaborative efforts behind the creation of the gathering space. It will provide general recognition of both the Club and the City, who contributed their time, services, and resources to the project. The design of the signage will seamlessly integrate with the park's existing wayfinding system. A similar example of this type of recognition signage can be seen at the Cambie Community Gathering Place at King George/Cambie Community Park.

Dedication Pavers: Approximately 500 engraved stone pavers will be placed along the existing park pathway and within the small gathering area around the rock feature. These pavers will feature personalized messages from donors, serving as lasting tributes to those who contributed. A similar approach has been used at The Millennium Plaza in Steveston Community Park, where engraved pavers celebrate community involvement.

Peace Poles: To further enrich the gathering space, 16 Peace Poles will be installed, each displaying the message "May Peace Prevail on Earth" in multiple languages. A dedication plate will be attached to each pole, allowing for simple personalized messages of tribute. These poles symbolize the values of peace, unity, and cultural diversity, reinforcing the park's inclusive atmosphere and commitment to promoting multilingualism and harmony. The Peace Poles are part of the Rotary Club International initiative, which aims to spread the message of peace worldwide. As a result, this gathering space could potentially be included on the global map of Peace Pole locations, connecting it to a broader network of communities dedicated to fostering peace.

Dedication Program Amenities: Seven dedication benches will be installed along the walkway and within the circular seating area. Each bench will represent one of Rotary's seven areas of

focus, including peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and environmental sustainability. A ginkgo tree will also be planted as a dedicated tree, aligning with the original vision of incorporating a symbol of hope and resilience. The ginkgo tree, known for its ability to endure and thrive in challenging conditions, will serve as an emblem of strength, resilience, and renewal. Its presence in the gathering space will offer visitors a reminder of overcoming adversity and the enduring power of hope, while also enhancing the arboretum with its unique beauty and historical significance.

Contribution Agreement

Subject to Council's approval, a Contribution Agreement will formalize the partnership with the Club. The agreement will outline the responsibilities of both parties, including the Club's role and financial commitment and the City's role in supporting the project, such as assisting with project design and implementation, managing the construction process, and future routine inspection and maintenance.

The agreement will include detailed provisions specifying dedication amenities and recognition. All tree and bench dedications, including associated costs, conditions, and renewal terms, will comply with the City's Tree, Bench, and Picnic Table Dedication Policy.

All other recognition items such as signage, dedication pavers, and peace poles, will receive final approval through the City regarding their location, size, design, and wording with reasonable efforts being identified to repair and/or replace any elements that are damaged, missing, or require maintenance. Specific maintenance responsibilities and details will be outlined in the agreement.

Next Steps

Should Council approve the Concept Plan and key terms of the Contribution Agreement, as described in this report, next steps would include completion of the Contribution Agreement followed by the first payment of \$130,000 from the Club. Procurement activities are expected to begin in fall 2025, with construction scheduled to commence in spring 2026 and conclude by summer 2026. City staff will oversee project management throughout the construction phase.

As part of the next steps, staff will also engage the Accessibility Advisory Committee to review and provide feedback on the Concept Plan prior to finalizing detailed design and implementation.

An official opening has been earmarked in August 2026, which will be organized by the City in collaboration with the Club. An update will be provided regarding the opening event, once details are finalized.

Financial Impact

The total estimated cost for implementation of the proposed gathering space is \$300,000, excluding in-kind support by the City. Funding is available in the Council approved capital project Garden City Community Park Gathering Space, which will be fully provided by the Club.

Additionally, Council approved an Operating Budget Impact (OBI) of \$3,278 for the ongoing operating and maintenance costs of the gathering space.

Conclusion

The gathering space at Garden City Park will serve as a reminder of the importance of peace, while also providing a serene environment for personal reflection and quiet contemplation, and offering visitors a meaningful respite from the fast-paced demands of urban life.

Built on the strong history of partnership between the City and the Club in the past, the Project will be fully funded by the Club through its fundraising efforts. In turn, the City is contributing staff resources to lead the planning and design, manage construction, and ensure the gathering space is well integrated into the park in the long-term. Should Council approve the proposed Concept Plan and contribution agreement key terms, staff would immediately proceed to next steps, with implementation funded by the contribution from the Club.



Yihong Liao
Park Planner
(604-247-4930)

- Att. 1: Project Location and Photos of the Existing Site
2: Concept Plan and Reference Images

Project Location and Photos of the Existing Site



Location Map



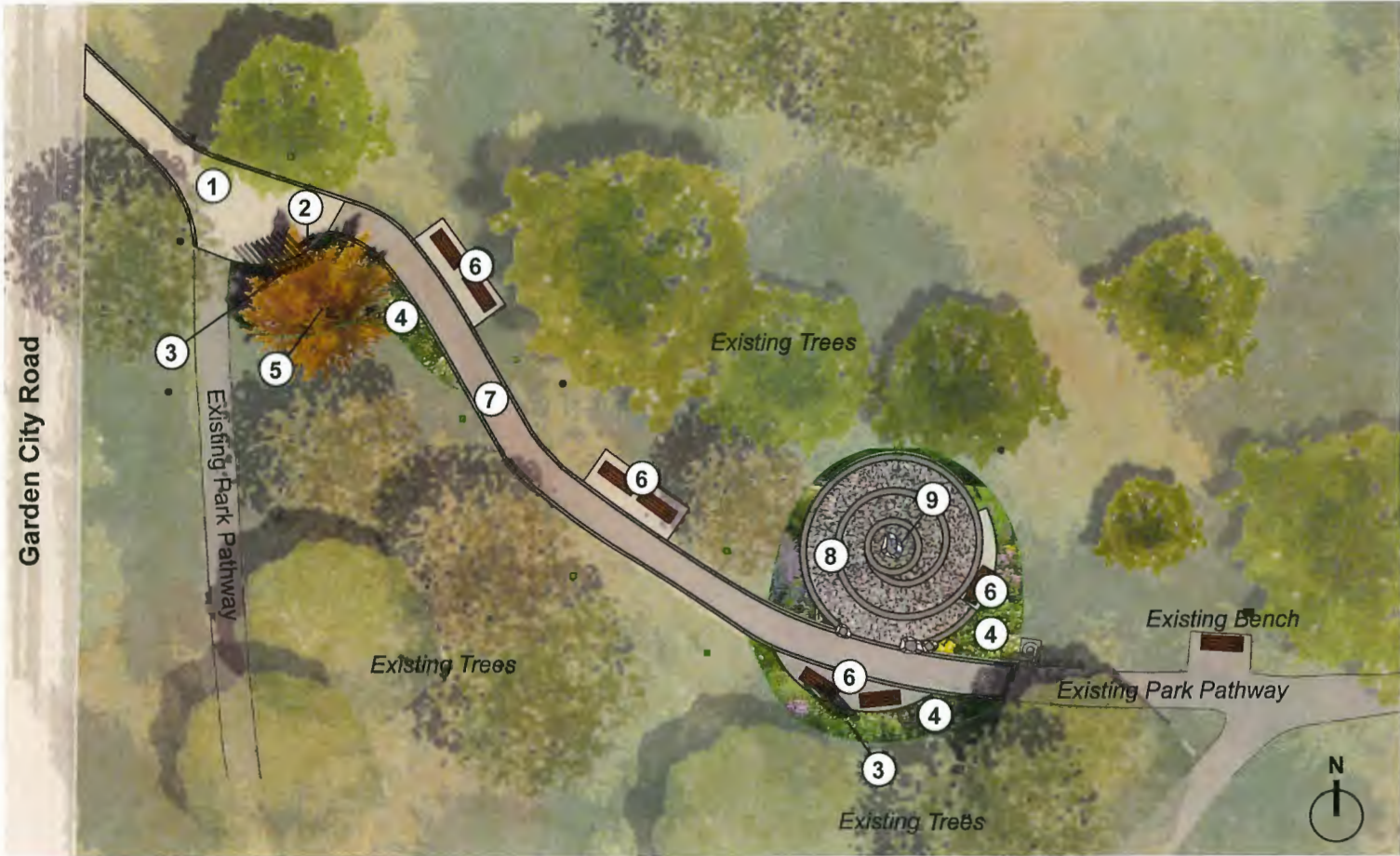
Location Map – Enlarged



CNCL – 69

Photos of the Existing Site

Concept Plan and Reference Images



Gathering Space Concept Plan

LEGEND

- | | | |
|-----------------------|----------------------|----------------|
| ① Entry Plaza | ④ Planting | ⑦ Peace Walk |
| ② Recognition Signage | ⑤ Ginkgo Tree | ⑧ Seating Area |
| ③ Peace Poles | ⑥ Dedication Benches | ⑨ Rock Feature |



LEGEND

- ③ Peace Poles
- ④ Planting
- ⑥ Dedication Benches
- ⑨ Rock Feature
- ⑩ Gravel Paving
- ⑪ Dedication Pavers

Seating Area Plan (Item #8 – Enlarged)



Figure 1. Recognition Signage
Example: Signage at the Cambie Community Gathering Place at King George/Cambie Community Park.



Figure 2. Dedication Paver
Example: Pavers at The Millennium Plaza in Steveston Community Park).



Figure 3. Peace Poles



Figure 4. Ginkgo Tree



Figure 5. Dedication Bench



Figure 6. Rock Feature

Reference Images



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
From: Keith Miller
Director, Recreation and Sport Services
Date: June 2, 2025
File: 11-7000-01/2025-Vol 01
Re: Parks, Recreation and Culture Allocation Policy

Staff Recommendation

That the development of a Parks, Recreation and Culture Allocation Policy as outlined in the staff report titled "Parks, Recreation and Culture Allocation Policy", dated June 2, 2025, from the Director, Recreation and Sport Services, be approved.

Keith Miller
Director, Recreation and Sport Services
(604-247-4475)
Att. 2

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

Staff Report

Origin

The purpose of this report is to seek Council's approval to develop a Parks, Recreation and Culture Allocation Policy (PRC Allocation Policy).

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

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

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

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

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

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

This report also supports a variety of City of Richmond strategies, including: Community Wellness Strategy 2018–2023, Recreation and Sport Strategy 2019–2024, and the Arts Strategy 2019–2024.

Analysis

Background

Richmond is home to a wide array of parks, recreation, and cultural amenities and facilities that support diverse programs, activities and services. Through a variety of operating and service delivery models and agreements, the Parks, Recreation and Culture Division (the Division) works closely with a variety of community organizations to provide a range of services to the community including registered programs, drop-in activities, events, rental and casual use opportunities that provide both community and personal benefit.

Guidance on allocating spaces and facilities (such as pools, fields, gymnasiums and multi-purpose rooms) for these purposes are set out in allocation policies.

These policies include:

- Policy No. 8011 – Aquatics Program;
- Policy No. 8300 – City Facilities: Provisions to Groups;
- Policy No. 8501 – Outdoor Sport Facilities and Amenities Allocation;

- Administrative Directive No. 8501.01 – Outdoor Sport Facilities and Amenities Allocation; and
- Policy No. 8701 – Parks and Leisure Services: Community Involvement.

As highlighted in Attachment 1, these policies vary considerably in terms of when they were developed, with older policies either remaining unchanged since their original adoption or updated some time ago. Some existing policies are specialized and apply only to specific Parks, Recreation and Culture (PRC) spaces. As a result, gaps exist across the broader PRC facility spectrum, where spaces without an applicable allocation policy do not benefit from the structure, consistency, and guidance such a policy provides.

This context presents an opportunity to develop a comprehensive PRC Allocation Policy that addresses gaps, promotes equitable access, optimizes PRC infrastructure use, and enhances clarity and consistency to decision-making across the system.

An overarching policy will establish foundational principles and provide direction for the allocation of all PRC spaces and facilities. The process of developing an overarching policy will include a review and assessment of existing allocation policies, which are specific to certain PRC spaces, to determine whether they should be integrated into the overarching policy or remain separate but aligned with its principles and structure. Specialized areas—such as aquatics—may continue to benefit from tailored guidance provided by facility-specific policies that respond to unique aspects of the facility and its use.

Policy 8501 Outdoor Sport Facilities and Amenities Allocation, the most recent of the City's allocation policies, is an example of a facility-specific policy. It remains current, works well and may serve as a model for other specialized areas such as aquatics that may require a more tailored policy to align with the overarching policy.

Municipal Review

Staff conducted a review of allocation policies for parks, recreation and cultural facilities from seven (7) Canadian municipalities including Burnaby, Coquitlam, Surrey, Vancouver, Calgary, Regina and Saskatoon. This review revealed a number of common themes and promising practices that could be considered within the City's context.

While the structure and detail of policies vary, many include:

- Strong emphasis on alignment with broader strategic goals;
- Principles of equity and inclusion;
- Transparency in decision-making;
- Roles and responsibilities for staff;
- Expectations and requirements for users;
- Defined types of user groups;
- Defined types of use;
- Time-based allocation principles;
- Optimization of facility use supporting economic sustainability; and

- Prioritization frameworks.

These insights present an opportunity for Richmond to strengthen its policy framework, and to establish a more unified and responsive approach to facility allocation—one that optimizes the use of PRC infrastructure, reflects operational realities, community values and evolving needs.

Allocation Policy – Objectives and Scope

An overarching policy would enable consistency across all facility types for the allocation of PRC spaces to optimize the use of infrastructure, and offer clear guidance regarding allocation priorities. It would also enhance transparency for the public and user groups by clearly outlining how allocation decisions are made and articulating the expectations and requirements for users.

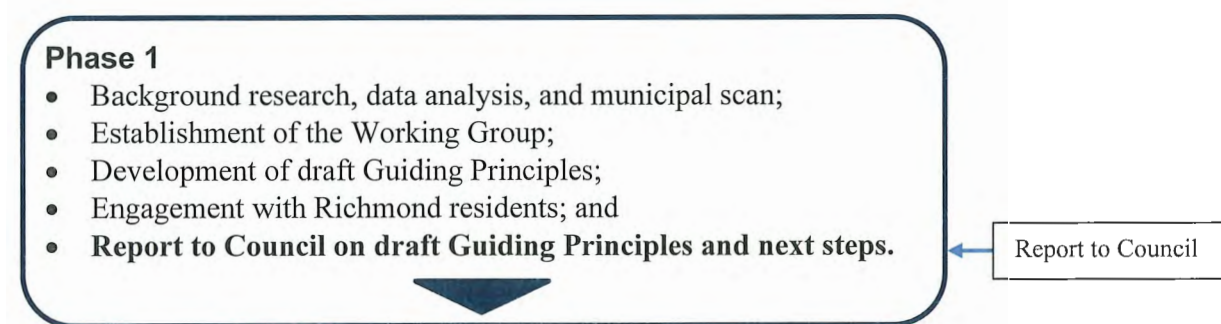
The scope of the policy will include:

- Providing guidance for space allocation in alignment with Council priorities;
- Establishing equitable, transparent, and consistent processes for facility space allocation;
- Defining types of user groups and establishing a framework for assigning priority within and across these categories;
- Defining types of use and outlining how priority is determined within and across categories;
- Outlining roles and responsibilities of City staff, as well as users and additional relevant groups such as Associations and Advisory Boards;
- Outlining clear expectations and requirements for all groups utilizing PRC spaces;
- Accommodating emerging and evolving community needs as well as future growth; and
- Supporting equitable and inclusive opportunities for all Richmond residents to engage in play and recreation.

Policy Development Process

Should Council support the development of a PRC Allocation Policy, staff will initiate a policy development process that will progress through three phases as outlined in Figure 1.

Figure 1: Policy Development Process



Phase 2

- Develop draft PRC Allocation Policy and consider revisions to existing allocation policies to ensure alignment; and
- Re-engage with Richmond residents.

**Phase 3**

- **Report to Council for PRC Allocation Policy endorsement;** and
- Undertake revisions to existing policies in alignment with endorsed PRC Allocation Policy.

Report to Council

A number of factors will need to be considered as part of overarching policy development and existing policy review, including, but not limited to:

- Evolving best practices in facility and service allocation policies and procedures;
- Population and demographic shifts;
- Space utilization trends; and
- Shifts in user group needs and participation trends.

The policy development process will prioritize interested party involvement and public engagement throughout. Engagement with community organizations that work closely with the Division will play a central role in shaping the policy and reflecting community perspectives.

The proposed plan for involving interested parties includes two methods:

1. A Working Group that allows for in-depth involvement in identifying policy options and recommendations. Membership would include both staff and Community Association and Society board representatives from across Parks, Recreation and Culture (e.g., Richmond Sports Council, London Heritage Farm Society, Minoru Seniors Society, Richmond Arts Coalition, Nature Park Society, and members of the Richmond Council of Communities). Groups will be asked to appoint a representative to the working group.
2. Interested party meetings that invite representatives from all Association and Society boards to provide feedback on the work of the Working Group at key junctures in the process. (see Attachment 2)

An initial and foundational step for the Working Group, and policy development process, will be to establish a set of Guiding Principles. The Guiding Principles will state the values that are important in the development of the Allocation Policy, and will be key in shaping the direction of this initiative, supporting decision-making.

Next Steps

Pending Council approval of the development of a Parks, Recreation and Culture Allocation Policy, staff will proceed with Phase 1 of the policy development and bring forward draft Guiding Principles for Council endorsement in a future report.

Financial Impact

None.

Conclusion

A Parks, Recreation and Culture Allocation Policy will strengthen the City's ability to manage facility allocation in a consistent, transparent and equitable manner, optimize the use of PRC infrastructure, and ensure that community spaces deliver shared value to all Richmond residents.

A handwritten signature in black ink, appearing to read "Bains", enclosed within a large, loopy circular stroke.

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

Att. 1: Current Allocation Policies Overview

Att. 2: Interested Parties List

Table 1: Current Allocation Policies Overview

Policy	Created	Last Updated	Overview
Policy No. 8300 – City Facilities: Provision to Groups	1978	n/a	<ul style="list-style-type: none"> Emphasizes program delivery over rental access. Provides limited guidance, applicable only to certain indoor spaces. Prioritizes youth participation, including adult groups that supervise youth, over adult-only use. Does not reflect the current scope of services or operational complexity.
Policy 8701 – Parks and Leisure Services – Community Involvement	1978	2017	<ul style="list-style-type: none"> Supports community involvement through volunteers and non-profit organizations in program delivery. Allows assistance to be provided to: <ul style="list-style-type: none"> Richmond Community Associations and Societies whose primary objective is to provide community service programs. PRC and Community Social Development non-profit, non-sport organizations with at least 60% Richmond residency who develop and implement relevant programs. Richmond sport organizations with at least 70% Richmond resident membership. New or emerging sport organizations working toward a 70% Richmond residency threshold, eligible for assistance for up to three years. Serves as a support and engagement policy rather than an allocation framework.

Policy	Created	Last Updated	Overview
Policy 8011 – Aquatics Program	1984	2017	<ul style="list-style-type: none"> • Prioritizes allocation of aquatic spaces across various program areas. • Establishes minimum cost recovery target of 50% for facility operations. • Defines staffing and program delivery expectations, including training and qualifications. • Lacks allocation criteria, user classifications, and operational guidance for staff and users. • Does not clearly outline roles, responsibilities, or procedures for conflict resolution or policy updates. • Outdated in relation to program standards and facilities.
Policy 8501 – Outdoor Sport Facilities and Amenities Allocation	2021	n/a	<ul style="list-style-type: none"> • Establishes clear allocation priorities: City programs, School District, in-season use, and games over practices. • Requires 70% Richmond residency for user groups to qualify as local. • Integrates equity, accessibility, and inclusion into decision-making. • Defines expectations for user compliance, including code of conduct and payment obligations. • Supported by an administrative procedure detailing allocation processes and responsibilities.
Administrative Procedure 8501.01	2021	n/a	Provides further detail as to the process and guidelines for the allocation of Outdoor Sport Facilities in alignment with the policy.

Representatives from the following groups will be invited to participate in the interested party meetings:

- Aquatic Advisory Board
- Britannia Society
- City Centre Community Association
- East Richmond Community Association
- Gateway Theatre Society
- Hamilton Community Association
- Richmond Arenas Community Association
- Richmond Arts Coalition
- Richmond Art Gallery Association
- Richmond Fitness & Wellness Association
- Sea Island Community Association
- South Arm Community Association
- Thompson Community Association
- West Richmond Community Association
- Britannia Shipyard National Historic Site Society
- London Heritage Farm Society
- Minoru Seniors Society
- Richmond Museum Society
- Richmond Nature Park Society
- Richmond Sports Council
- Steveston Community Society
- Steveston Historical Society



City of Richmond

Report to Committee

To: General Purposes Committee

Date: June 13, 2025

From: Katie Ferland
Director, Business Services

File: 08-4150-04-06/2024-
Vol 01



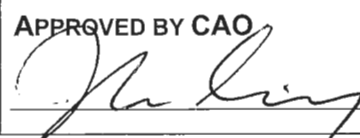
Re: **Community Wayfinding Strategy and Implementation Framework**

Staff Recommendations

1. That the Community Wayfinding Strategy and Implementation Framework, as detailed in the staff report titled "Community Wayfinding Strategy and Implementation Framework", dated June 13, 2025, from the Director, Business Services, be approved; and
2. That staff bring forward an initial implementation project for Council's consideration.

KFerland

Katie Ferland
Director, Business Services
(604-247-4923)
Att: 3

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

Staff Report

Origin

The Community Wayfinding Strategy (the Strategy), a tourism destination enhancement initiative developed using Municipal and Regional District Tax (MRDT) funding, has been developed through significant public engagement and with support from the City's MRDT Program partners, Tourism Richmond and the Richmond Hotel Association.

On October 10, 2023, Council was presented with a project update and the draft Guiding Principles, and adopted the following resolutions:

- (1) That the Guiding Principles, as detailed in the staff report titled "Community Wayfinding Strategy Guiding Principles," dated September 7, 2023, from the Director, Business Services, be endorsed; and*
- (2) That these Guiding Principles be used to inform the strategic direction and actions of the draft Community Wayfinding Strategy.*

On November 12, 2024, Council was presented with the draft Community Wayfinding Strategy, and adopted the following resolution:

- (1) That the draft Community Wayfinding Strategy, as detailed in the staff report titled "Draft Community Wayfinding Strategy," dated October 11, 2024, from the Director, Business Services, be endorsed for public consultation.*

The purpose of this report is to seek Council's endorsement of the final version of the Community Wayfinding Strategy and the associated Implementation Framework, which incorporates key feedback from the public consultation, and to direct staff to bring forward an initial implementation project for Council's consideration.

This report supports Council's Strategic Plan 2022-2026:

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

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

Focus Area #2. 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.

Focus Area #3. 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.

Focus Area #4. 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.

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

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

The Community Wayfinding Strategy also aligns with and, if endorsed, would support the implementation of other key City strategies including the Community Wellness Strategy 2018-2023 (Focus Area #4, Facilitate supportive, safe and healthy natural and built environments); Richmond Accessibility Plan 2023–2033 (Strategic Pillar #3, Accessibility in the Built Environment); Richmond Arts Strategy 2019-2024 (Strategic Directions #1, Ensure affordable and accessible arts for all, and #3, Invest in the arts); the 2022 Parks and Open Space Strategy (Focus Area #3, Connectivity); and the Official Community Plan.

Analysis

Background

Wayfinding refers to how people orient themselves in their surroundings, identify routes and navigate through their physical environment to destinations. It includes directional signage and visual landmarks, and it can be used to promote public attractions, places of special interest, and the best routes for moving through the city. In this context, the focus is on public wayfinding rather than wayfinding on private property or to specific private businesses.

The Strategy (Attachment 1) has been informed through a research and needs assessment phase, a robust public engagement process, and ongoing input from a working group consisting of staff from multiple City departments as well as Tourism Richmond.

The Council-approved Guiding Principles, on which the Strategy is based, are the following:

1. Clear and intuitive
2. Inclusive and accessible for all backgrounds and abilities
3. Encourage discovery and exploration
4. Consider the role of technology in navigation and placemaking
5. Promote city and neighbourhood character and identity
6. Support local business and economy

It is anticipated that the Strategy will guide and coordinate future public wayfinding and signage investments in Richmond, ensuring that these are designed and implemented in a well-planned

and resource-efficient manner. Over time, as the Strategy is implemented, the wayfinding approach in Richmond will enhance the experience for visitors and residents as they move through the city.

Public Engagement Process

Two phases of public consultation were conducted, first to invite input on potential Guiding Principles and to identify Strategy priorities, and then most recently to receive feedback on the draft Strategy.

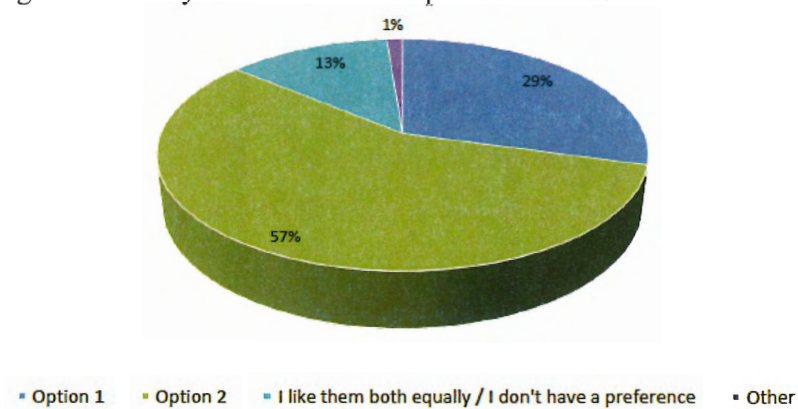
Following Council endorsement of the draft Strategy for public consultation in November 2024, staff sought community input on the Strategy itself, including on the wayfinding designs, preferences for colour options, and suggestions regarding potential locations for initial implementation of the Strategy.

Public and interest-holder engagements included a Let's Talk Richmond survey, email campaign to community groups and organizations to invite feedback, presentations to Council-appointed Advisory Committees and other key organizations such as the Richmond Council of Communities, and a roundtable discussion with key organizations including TransLink, Vancouver International Airport, the Gateway Theatre, Gulf of Georgia Cannery Society, Hub Cycling, and the Gateway Theatre. There was robust engagement from the community, with 287 individuals involved, including 158 survey respondents and 129 participants in the group sessions and roundtable discussion.

Feedback Received

When presented with two colour and design options for the wayfinding visual language, those who participated in the consultation indicated a preference for the option that reflected the City's corporate branding (Option 2 in Figure 1 below). When asked why this was their stated preference, those consulted pointed to the design features of this option and the colours. It was also characterized by respondents as welcoming and visually appealing. Those who indicated a preference for the option that was inspired by the Richmond landscape (Option 1 in Figure 1 below) noted the contrast between the colours/ text as important, in addition to clarity and legibility of that option.

Figure 1. Survey Results: Colour Option Preference



In terms of priority areas for improved wayfinding and initial implementation, both City Centre and Steveston were of strong interest, with entrances to Richmond selected as the third priority/ area of interest.

The feedback received is reflected in the attached “What We Heard” Report (Attachment 2) and has now been incorporated into the final version of the Community Wayfinding Strategy and associated Implementation Framework. An overview of both documents follows below.

Overview of Key Strategy Updates

The Community Wayfinding Strategy provides a Richmond-specific approach to a cohesive wayfinding system. It is organized into five main sections, which are then followed by the Design Framework.

In response to feedback from the Phase 2 public consultation, key updates were made to Part B, Design Framework.

Given the preference for the design and colour option that most closely resembled the City’s corporate branding, along with the priority for clarity and accessibility noted in the Strategy’s Guiding Principles and during public consultation, the saturation of the colour palette (especially the blue) has been increased. This slight change retains the warm and welcoming character of the City’s blue and, at the same time, addresses accessibility considerations by ensuring a higher degree of contrast with text and greater visibility for users.

Feedback from the public consultation indicated broad support for the Wayfinding Strategy, including the Guiding Principles on which the Strategy is based, and which would guide future implementation as well.

Implementation Framework Overview

The Implementation Framework (Attachment 3) provides a high-level guide for how to implement the Community Wayfinding Strategy, including a phased approach, decision criteria, and recommendations for successful implementation. It proposes a phased roll-out with implementation across Richmond to be guided by clear criteria and community priorities.

The framework outlines a process by which a neighborhood or area would be assessed for implementation based on a number of decision criteria, including pedestrian and transit volumes, tourism and visitor destinations, community interest, proximity to existing signage gaps, accessibility and equity factors, and alignment with other planned capital and streetscape projects. It would then be determined what types of signage and/or non-signage wayfinding elements would be suitable, and in which locations, as well as the content required to help visitors and residents navigate through the area.

During this process, consultation with the local community and engagement will be key, including identification of localization illustrations/ pattern design that can be part of signage and other non-signage wayfinding elements, such as pavement markings. The Strategy’s Guiding Principles would continue to inform decision-making during the implementation process,

ensuring clarity, accessibility, and discovery opportunities for residents and visitors alike. Respective wayfinding projects would be developed using the Implementation Framework and brought forward to Council for approval.

Next Steps

If approved, staff would bring forward an initial implementation project for Council's consideration. In response to feedback from the public consultation, it is anticipated that a project in the City Centre would be proposed. Staff would further scope an initial project in this area as guided by the decision criteria in the Implementation Framework. This would include identification of types of signage and non-signage wayfinding elements, and respective locations, within the subject area. The process of future implementation would include community engagement, identifying localization opportunities, coordination with other wayfinding systems, and development of a comprehensive signage inventory, as outlined in the Implementation Framework.

While Steveston was also noted as an area of interest for implementation of wayfinding, additional work will be required to ensure heritage values are preserved and celebrated. It is also anticipated that further public engagement would be required in Steveston, in concert with exploring potential adjustments to the presented designs to reflect the Village's heritage.

There is an opportunity for initial implementation to focus on an area of Richmond that is both a high priority for the community and also enables testing of the designs and multiple sign types, with the lessons learned to be used for successful future implementation. An area within City Centre that has a current need for wayfinding and multiple sign types could potentially be explored as an initial project.

Financial Impact

None. The development of the Strategy has been funded by the Municipal and Regional District Tax, including support from Tourism Richmond and the Richmond Hotel Association.

Upon Council's endorsement of the Strategy and if there is direction to staff to bring forward an initial implementation project, a capital budget request, supported in part by external funding sources, would be brought forward for Council's consideration. Funding sources for implementation may include the Municipal and Regional District Tax, among others.

Conclusion

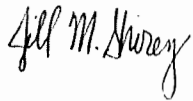
The Community Wayfinding Strategy is anticipated to enhance Richmond's accessibility and inclusivity, improve navigation and mobility, and enrich the experience of both residents and visitors. It aims to unify the city into a cohesive and vibrant destination while highlighting areas of key significance. Additionally, it will emphasize points of interest, civic and cultural amenities, and support local businesses, attractions, and other valuable assets.

If endorsed, staff would proceed to scope an initial implementation project in City Centre and would bring that forward to Council for consideration. The future outcome of phased implementation of

June 13, 2025

- 7 -

the Community Wayfinding Strategy is anticipated to be an improved experience of Richmond for residents and visitors alike.

A handwritten signature in black ink, reading "Jill M. Shirey". The signature is written in a cursive, flowing style.

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

Att. 1: Community Wayfinding Strategy
 2: What We Heard Report (Phase 2)
 3: Implementation Framework

City of Richmond Community Wayfinding Strategy

June 12, 2025

Part A

Community Wayfinding Strategy

1	Finding Your Way: What Is Wayfinding?	8
2	Where Are We Now: Opportunities For The Richmond Wayfinding Experience	14
3	Wayfinding Guiding Principles	16
4	Wayfinding Strategic Recommendations	18
5	Where We Want To Be: The Future Richmond Wayfinding Experience	32

Part B

Design Framework

1	Accessibility & Best Practices	38
2	Wayfinding Signage Design & Guidelines	50
3	Signage Placement Guidelines	78

Part A

Community Wayfinding Strategy





Introduction

Richmond provides residents and visitors with a captivating blend of natural beauty, historic charm, and modern culture. With countless attractions, sights, and experiences to enjoy, navigating the city with ease is essential to fully appreciate all that Richmond has to offer.

Effective wayfinding can help people explore Richmond and find their way to desired locations. Wayfinding describes the range of methods and tools used to orient and find your way through a city. Although it is often considered synonymous with signage, signs are only one of the tools that contribute to a successful wayfinding experience. In addition to signage, wayfinding success is defined by architectural features and landmarks, verbal instructions, printed materials, electronic content, and interactive technologies.

The City of Richmond recognizes the importance of wayfinding in shaping the experience of Richmond for both residents and visitors. The development of a comprehensive community wayfinding strategy will guide future wayfinding investments that, when implemented, will enhance the Richmond landscape through the use of a common, visual language. This is accomplished by combining the integration of wayfinding principles and best practices with the unique opportunities and needs of Richmond, creating a tailor-made wayfinding strategy.

This wayfinding strategy is designed to provide a unified approach to navigation, simplifying movement through the city whether on foot, in a car, on a bike, or on public transport. This strategy is not just about direction; it's about creating a connected, vibrant community where people can live, work, and thrive. It's an investment in making the city a more intuitive and welcoming destination that considers the diverse needs of residents, visitors, local businesses, and the community.

The recommendations in this strategy are derived from a needs assessment and gap analysis report, best practices review, and extensive public engagement. The strategy is organized in sections, each building on the next, with a series of strategic wayfinding recommendations and future vision for wayfinding in Richmond.



Section 1

Finding Your Way: What Is Wayfinding?

Describes how people find their way through places, and the tools which can help them find their way more easily, to create a more efficient and enjoyable journey.



Section 2

Where Are We Now:

Opportunities For The Richmond Wayfinding Experience

Identifies the needs and challenges of Richmond's current wayfinding experience, focusing on areas where improvements would allow people to more easily find their way through the city.



Section 3

Wayfinding Guiding Principles

Identifies key principles needed to develop an effective wayfinding system in Richmond, including clarity, consistency, accessibility, and cultural relevance, to meet the diverse needs of the city's population.



Section 4

Wayfinding Strategic Recommendations

Provides strategic recommendations and a roadmap for the development and implementation of a comprehensive wayfinding strategy for Richmond.



Section 5

Where We Want to Be:

The Future Richmond Wayfinding Experience

Presents a future vision for Richmond, transformed by an effective wayfinding system that makes it easier for people to navigate through the city. It emphasizes the broad benefits of wayfinding, including enhanced accessibility, safety, and a boost to local tourism, enriching the overall Richmond experience.



What is Wayfinding?

Wayfinding refers to how we orient ourselves, identify routes and navigate successfully to our destinations. It is the process of moving through a place and includes reaching a specific destination or exploring new areas. Our ability to find our way through a city, for example, shapes our experience of the city by allowing us to learn about and access attractions and areas of interest. While the needs of a resident might be different from those of a visitor, both share the common goals of reaching their destinations easily and understanding what the city has to offer.

Section 1 — What is Wayfinding?

Wayfinding can be broken down into three parts – each part allowing people to answer three questions that shape their ability to navigate.



Section 1 — What is Wayfinding?

As we move through a city, we often feel a sense of place — that the city, or places within the city, have an identity or character. This sense of place, is about telling the story of the place and is known as placemaking. Placemaking is about understanding the history, personality and character of the place and wayfinding is a key contributor to that experience. For example, wayfinding could help you navigate to City Centre and identify key destinations, while other placemaking elements could communicate the dynamic, urban vibe of the area.

One of the simplest ways to support both wayfinding and placemaking is through signage. Signage can direct people through a place, identify a place and tell the story of the place.



*Example of signage in support of wayfinding
(Roosevelt Island)*

Clear directional information allows people to orient themselves, directs and identifies key destinations.



*Example of signage in support of placemaking
(Canalside)*

While maps allow people to orient themselves to their surroundings, design elements drawn from the personality and character of the place support placemaking.

Signage and Beyond

Signage helps navigation by providing information on the three primary wayfinding needs: orientation, direction and destination, allowing individuals to find their way from a point of entry all the way to a specific location. In a city, signage not only aids in navigation but helps create a sense of place, in support of the city's story, and also by acting as a representation of the city's values, identity and character.

A comprehensive signage program includes a range of sign types including directories, directional signs, identification signs, maps, and trail signs. It considers various modes of transportation including pedestrian, vehicular, cycling and public transit.

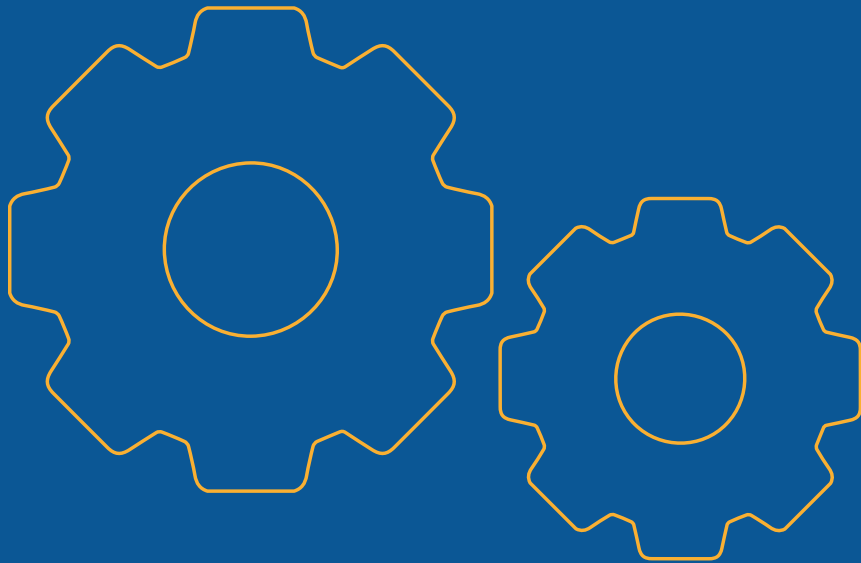
Wayfinding is not just about signs. It's a whole system that uses many different elements to help people find their way. These include noticeable buildings, landmarks or public art, spoken directions, maps and brochures, and digital tools and technology. All these parts work together to make navigation easier and provide identity and character to a city.

Digital content in particular, presents an opportunity to provide a personalized wayfinding experience, offering significant value. Whether through an online map, a mobile application, a digital kiosk or a QR code on a static sign, digital information creates an elevated experience through dynamic content, and presentation of multiple layers of information that may not be possible on static signage. The personalization provided by digital content also has the ability to create a more accessible and inclusive experience by allowing users to increase size or contrast of content or show information in multiple languages.

While the value of digital content is clear when you consider how many of us rely on Google Maps, Waze, and other apps for navigation, it is important to recognize that signage plays an additional and complementary role. Signage provides specific information, such as the exact entrance to a destination and allows the city to communicate directly with residents and visitors. It helps unify the city and serves as a physical representation of the city's character and identity. It is also worth noting that not everyone has access to smartphone and mobile data, so signage helps create a more equitable and inclusive city.



*Typha by Puya Khahili
and Charlotte Wall*



Tools Built from Strategy

Regardless of the wayfinding tool used, whether it be a sign, a landmark, or an app, it is important to have a wayfinding strategy applied across these tools. This strategy addresses how we communicate directions, what information needs to be provided, informational needs at different points in a person's journey, how areas are grouped and organized, and what language, nomenclature, and terminology we use. Such strategic decisions are realized and carried forward using a range of tools — both static and digital.

The strategy should focus on supporting the identity of the place by using signs and symbols that reflect the local culture and environment, ensuring that everyone can navigate easily, no matter what tool they prefer to use.

The wayfinding strategy serves as the foundation from which tools are applied to help people find their way. The strategy defines how we think and what we want to accomplish, while tools such as signage are how we will accomplish it.





Where Are We Now: Opportunities for the Richmond Wayfinding Experience

An effective wayfinding strategy responds to the particular needs and challenges of an environment while boosting existing opportunities. Key observations regarding the current Richmond experience have been developed from a public engagement process as well as from a needs assessment and gap analysis report.

1. **Opportunity: Enhance intuitive wayfinding and accessibility.**

The current wayfinding system can be improved for better ease of use and to ensure that signage across the city meets accessible and inclusive design best practices.

2. **Opportunity: Establish a unified Richmond character and identity.**

The character and identity of Richmond and its individual neighbourhoods can be communicated and supported by wayfinding and a signage program with visual language that is consistent from one location to another.

3. **Opportunity: Leverage existing road network.**

The existing grid-based road network provides support for an intuitive wayfinding experience.

4. **Opportunity: Implement clear destination hierarchy.**

A destination hierarchy is used on signage to present the appropriate information in order of importance and proximity. Key or primary destinations are presented first followed by secondary and then tertiary destinations. Implementation of a clear destination hierarchy in Richmond will ensure key destinations are identified and encourage people to discover them.

5. **Opportunity: Enhance Richmond's welcome experience.**

Enhancing Richmond's gateway signs could provide an elevated welcome experience and strong, positive first impression for visitors, while also supporting community pride.

6. **Opportunity: Improve wayfinding in key areas and to key destinations.**

City Centre and Steveston were identified during public and stakeholder engagement as example areas within Richmond where wayfinding to priority destinations and parking could be improved through consistent and well-designed wayfinding.

7. **Opportunity: Enhance the City Centre wayfinding experience using well-designed and positioned signage.**

City Centre is a complex area undergoing much planned or in-progress development. A well-planned and consistent wayfinding experience can strengthen the experience in the City Centre as a key urban area in Richmond.

8. **Opportunity: Support neighbourhood and area character and identity.**

Richmond consists of many distinct neighbourhoods and areas of interest with unique offerings. Wayfinding can support and strengthen these areas through signage and other wayfinding elements.

9. **Opportunity: Ensure that the signage and wayfinding information in Richmond caters to various modes of travel, accommodating the needs of pedestrians, cyclists, drivers, and public transit users alike.**

Richmond residents and visitors move through the city in multiple ways, including walking, cycling, on buses and trains, and in vehicles. Wayfinding can support all travel modes while also encouraging the use of active transportation such as walking and cycling to explore the city.



Wayfinding Guiding Principles

Informed by extensive community engagement, best practices and endorsed by City Council¹, the following six principles serve as the foundation for the design of an intuitive, accessible, and ultimately successful, wayfinding program in Richmond. The strategic recommendations outlined in Section 4 draw upon these foundational principles.

¹ City of Richmond (October 10, 2023) Community Wayfinding Strategy Guiding Principles
Retrieved from City of Richmond website
https://citycouncil.richmond.ca/agendas/archives/council/2023/101023_minutes.html

1. Clear and intuitive

- Easy-to-understand language, legible typefaces, and simple graphics should be used.
 - Establish consistent use of terminology, nomenclature and visual cues.
 - Position and locate signs appropriately to ensure good visibility and legibility.
-

2. Inclusive and accessible for all backgrounds and abilities

- Employ accessibility best practices regarding contrast, typeface size, and typeface, to ensure improved legibility.
 - Where appropriate, include braille or other tactile elements for those who are experiencing sight loss.
 - Employ pictograms to support an inclusive and accessible experience, as these display information quickly and universally, transcending language barriers and levels of ability.
-

3. Encourage discovery and exploration

- Wayfinding and signage can foster a sense of discovery by highlighting key destinations and making users aware of the wide range of attractions proximate to their current location.
 - Application of unique graphics or other design elements to create an inviting atmosphere and encourage people to explore the area.
-

4. Consider the role of technology in navigation and placemaking

- Explore and enhance the interface between physical and digital elements in helping people move through the city.
-

5. Promote city and neighbourhood character and identity

- Support city place-making with the development of an overarching “Richmond” character for the family of signs.
 - Explore opportunities that allow individual neighbourhoods to communicate their own identity (i.e. a sub-brand or differentiating feature).
-

6. Support local businesses and the economy

- Wayfinding and signage should highlight a range of destinations and attractions, in support of the local economy.



Wayfinding Strategic Recommendations

The following eight strategic recommendations are based on the wayfinding guiding principles and opportunities outlined in the previous sections. These recommendations address the specific needs and opportunities identified in the assessment of Richmond's current wayfinding experience. As these are implemented through future wayfinding initiatives over the long term, it is anticipated that the experience of Richmond will become more unified, easy to navigate, and welcoming for all.

Actionable items support each recommendation and are categorized into two groups: those that can be achieved during the design process (Design Framework Related recommendations) and those that can be achieved during implementation (Implementation Related recommendations). Design Framework Related recommendations describe ways in which the strategy is realized through the design of the signage and other tools, such as aesthetic choices, use of colour, typeface legibility etc., many of which are seen in the subsequent Design Framework. Implementation Related recommendations describe items

that relate to the way in which the strategy is rolled-out and applied to environmental conditions, including factors such as placement, identification of key destinations and exact messaging on signage.

The strategic recommendations are applicable across all wayfinding elements and tools, such as signage, printed materials, digital content, and landmark elements. Any items that are signage-specific are identified as such.





Image from Roosevelt Island

1. Welcoming Experience

Provide a sense of welcome for visitors to Richmond that not only orients people to their surroundings but also identifies amenities and attractions available to them. A city with a well-executed wayfinding program projects a positive image of an organized, welcoming, and accommodating place to visit.

Design Framework Related Recommendations

- a. Develop a gateway welcome sign, to be applied at identified points of entry, to ensure efficacy and impact.
- b. Develop a primary directory sign type to serve as a wayfinding hub positioned at key locations, allowing users to easily orient themselves at the first points of contact with Richmond.
- c. Design signage with both durability and ease of maintenance in mind to ensure it remains attractive and appears well cared for, thus presenting a positive first impression.

Implementation Related Recommendations

- d. Identify and establish clear entry points via both vehicular entry (such as bridge, tunnel and land access points) and public transit entry (SkyTrain stations).
- e. Identify opportunities for the integration of public art and placemaking elements as part of the wayfinding experience to create a sense of community and creative discovery.

2. Accessible and Human-Centred

A well-designed wayfinding program considers the needs of all users, including those with physical, cognitive and sensory disabilities. By putting a focus on human-centred design practices, the wayfinding experience will be intuitive, leading to increased user satisfaction and allowing users to more easily find their way through Richmond.

Design Framework Related Recommendations

- a. Meet all accessibility standards as outlined by Accessibility Standards Canada (ASC) and CSA/ASC B651:234, the Richmond Accessibility Plan 2023-2033 and the City of Richmond Enhanced Accessibility Design Guidelines and Technical Specifications.
- b. Use best practices and research-based guidelines for readability and legibility. These consider viewing distance, driving speed, text size and orientation, contrast, and typeface choices for those who are experiencing sight loss.
- c. Use international symbols, icons and plain language to improve overall clarity and ease of understanding.

Implementation Related Recommendations

- d. Where possible, leverage the existing grid-based street network, creating an intuitive method of orientation.
- e. Consider the use of an expanded digital experience to enhance accessibility, such as auditory information and digital access through complementary tactile tools and content that adapts to meet specific user accessibility needs, ensuring ease of language translation through existing digital services such as augmented reality (AR) apps.
- f. Develop a comprehensive nomenclature list, including destinations and amenities, and ensure consistency across static and digital channels, including Google Maps and other digital sources.

3. Multi-Modal Journeys

Whether walking, biking, using a mobility device, driving or using public transit, people experience Richmond using a range of transportation options. The wayfinding experience needs to allow residents and visitors to move efficiently and freely through Richmond, regardless of their method of travel. A multi-modal strategy supports the overall mobility, livability and environmental sustainability of Richmond.

Design Framework Related Recommendations

- a. Develop a clear and intuitive design that meets the wayfinding needs of various transportation modes, considering factors such as sign position, legibility, character sizing, and messaging.

Implementation Related Recommendations

- b. Study user journeys considering various modes of travel for both residents and visitors, identifying key decision points and the wayfinding information and tools required for a successful experience.
- c. Provide clear signage at transportation hubs and key decision points that show connections between different modes (i.e. the location of and distance to public transportation).



4. Visible and Appropriately Positioned

Careful placement of wayfinding tools ensures visibility, allowing people to easily and effectively find the information they need. Visibility and consistent placement of wayfinding elements enables people to confidently navigate through Richmond and encourages exploration, as they can rely on finding information when needed. Strategic placement also minimizes confusion and ensures that the most crucial information is available precisely when and where it is needed, avoiding information scarcity or overload.

Design Framework Related Recommendations

- a. Apply industry best practices and consider environmental conditions when locating signage, noting factors such as distance from the curb and existing civil infrastructure.
- b. Develop signage placement guidelines to ensure standardized and optimal positioning of signage in future implementations.

Implementation Related Recommendations

- c. Develop journey flow methodology based on placement guidelines to identify key intersections and finalize signage locations.
- d. Position signage at key points of connection to allow for ease of movement between neighbourhoods.

5. Hierarchy: City, Neighbourhoods, Destinations

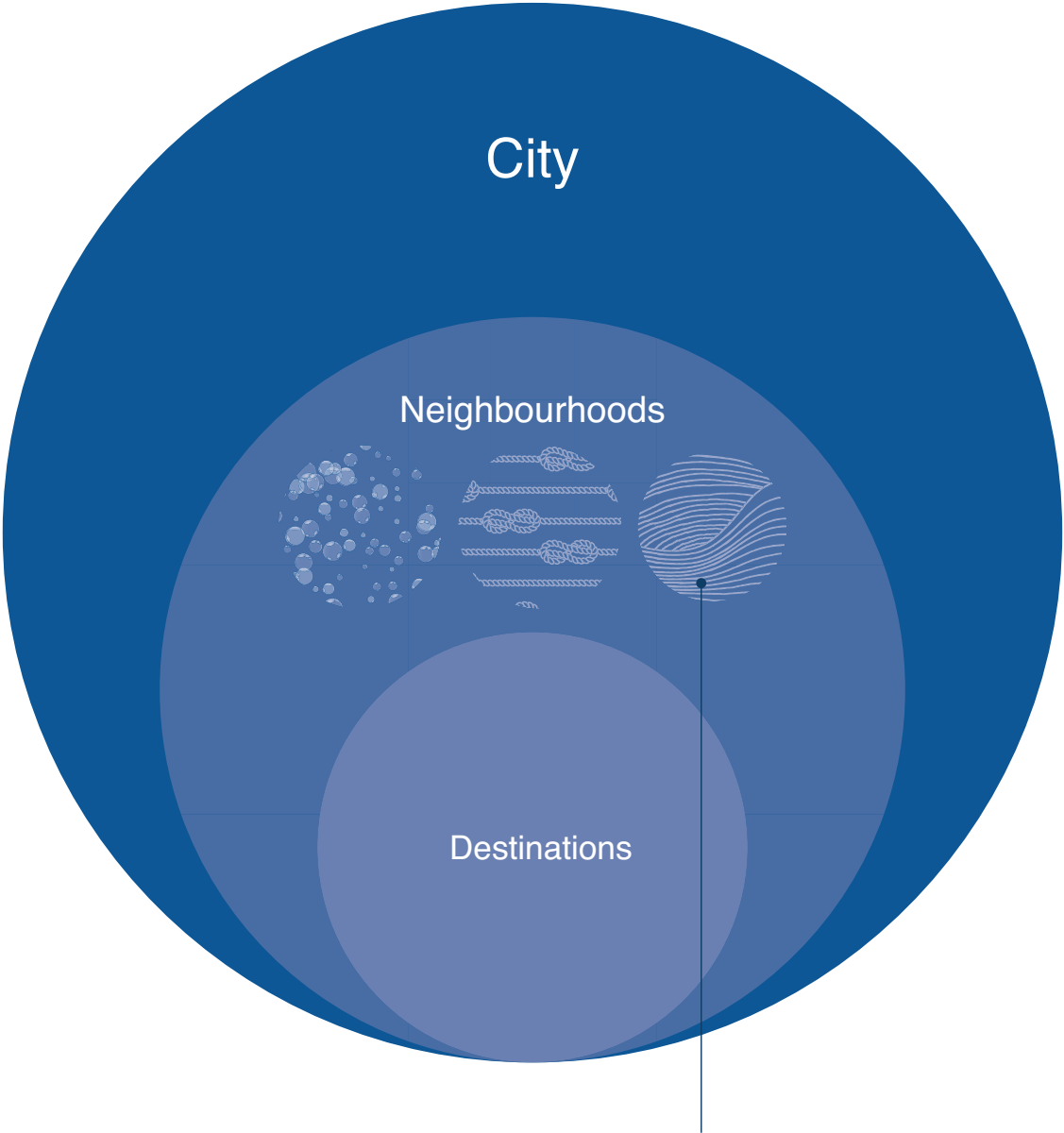
Provide clarity to the wayfinding experience by structuring and organizing wayfinding information into several hierarchical layers, derived from the existing layout and character of Richmond. Beginning at the level of the city, introduce the additional levels of neighbourhoods, followed by destinations. Where appropriate, establish graphic opportunities to express character of areas and points of interest within neighbourhoods. This allows wayfinding information to be grouped into more manageable chunks, simplifying the wayfinding experience, while also providing the opportunity for areas to express their unique character and identity.

Design Framework Related Recommendations

- a. Maintain a consistent design hierarchy throughout the wayfinding system. Use design elements such as typefaces, colours, and patterns to visually indicate the level of information (city, neighbourhood and destination) on each sign.
- b. Adjust the level of detail on signs according to their position in the hierarchy. Gateway or entry signage should be more general, while neighbourhood-level signs can offer more specific information.

Implementation Related Recommendations

- c. In neighbourhoods or districts, where appropriate, develop a clear information hierarchy and introduce the local area's name and any significant landmarks or attractions within that neighbourhood. An example of a local area could be the Richmond Arts District.



Patterns distinguish the character or a point of interest within the neighbourhoods.

6. Unify and Localize

Develop signage program that provides a unified and coherent visual identity throughout the city, while allowing individual areas and neighbourhoods to communicate their unique character, identity and offerings. By creating a consistent signage program, we will establish a sense of unity that helps users recognize and trust the wayfinding system. At the same time, allowing localized variations permits individual areas to maintain their distinctive character. This approach strikes a balance between cohesion and preserving the unique identity of neighbourhoods, enhancing the overall experience.

Design Framework Related Recommendations

- a. Develop a cohesive visual design that represents the entire city of Richmond. This design should include core elements like typeface, colours, and symbols that can be used for physical and digital wayfinding.
- b. Ensure that certain core design elements, such as the use of colour, materials, and layout structure, provide a consistent visual language for signage in Richmond.
- c. Create design guidelines that outline specific elements unique to each neighbourhood or area. This will add a personalized touch to signage while maintaining a unified structure.

Implementation Related Recommendations

- d. Identify areas and develop visual content that can be used in support of these areas, as outlined and allowed by the design framework.
- e. Engage local communities and interested parties in the design and selection process, allowing them to contribute ideas and preferences for signage that reflects the identity of their community.

7. Design: Clear, Identifiable and Timeless

Wayfinding elements should have a timeless design, so they do not become dated. A contemporary design that authentically reflects the identity of Richmond should be easily identifiable and eye-catching, without appearing out-of-place in its surroundings. The design should address both static and digital assets and create a unified experience across platforms and products.

Design Framework Related Recommendations

- a. Develop an aesthetic direction that is modern and fresh, and strategically introduces moments of fun and playfulness (as defined by previous engagement).
- b. Use a simple, clutter-free design that allows for the clear space necessary for legibility.
- c. Develop a visual hierarchy (type size and weight, colour, etc.), allowing for clarity of communication.
- d. Create a distinctive and recognizable design that sets signage apart from other urban elements, making it easy to identify while ensuring it is still perceived as an integrated part of the Richmond environment.

Implementation Related Recommendations

- e. Determine appropriate size and scale of information on signage and digital components based on content type and user requirements.
- f. Consider changeability for information such as directories (digital and static) and maps that may require updates from time to time. A panel system can be used, but the longevity of the signage must still be considered.

8. Versatile, Innovative and Adaptable Digital Wayfinding

A forward-looking wayfinding strategy embraces innovation and a holistic approach to enhancing accessibility, usability, and overall navigation. While the previously discussed recommendations may be realized through static signage, digital wayfinding provides a possible future direction. Digital solutions may include a range of technologies and implementations such as online maps, mobile applications, digital kiosks or QR code on a static sign. Wayfinding solutions should consider both practical wayfinding needs (helping users to find their way) as well as explore opportunities to innovate and position Richmond as a leader in the digital wayfinding experience. Digital wayfinding provides an opportunity to create a more accessible and inclusive experience through personalized information and multi-sensory wayfinding cues, such as auditory information, which can help create a more navigable built environment for everyone. Crucially, acknowledging that technology is always changing and advancing, new technologies should be carefully considered as they become available.

Digital Design Recommendations

- a. Explore the extent to which digital wayfinding can be supported through Google Maps, Apple Maps, and existing digital infrastructure.
- b. Prioritize an intuitive interface, personalized features, and real-time updates to enhance the user experience.
- c. Leverage QR codes at strategic locations and signage to provide quick access to local information, maps, and personalized navigation via a wayfinding app. Ensure that QR codes are easy to scan and offer valuable content.
- d. Leverage digital content in support of an accessible experience by considering features like screen readers, voice commands, auditory wayfinding cues, adjustable contrast and colour, keyboard navigation, and adjustable text sizes.
- e. Establish collaborative opportunities with tech startups and experts to stay at the forefront of wayfinding innovation.

Implementation Related Recommendations

- f. Ensure that the digital wayfinding system seamlessly integrates various modes of transportation, including public transit, cycling, rolling, walking, and vehicles.
- g. Encourage innovation in wayfinding by exploring cutting-edge technologies such as augmented reality (AR) overlays on mobile apps, interactive 3D mapping, kiosk-based wayfinding systems, or digital placemaking moments such as programmable illuminated elements within signage.

Making the Case for Digital and Static Wayfinding

The strategy developed here can be realized through static signage as well as through digital signage and digital content — indeed many of the points are relevant to both static and digital content. Due to cost considerations, clarity of communication, and simplicity of implementation, static signage and information should serve as the baseline solution, while digital signage and information should be considered when the following requirements are met:

1. Frequent updates are needed or real-time information is available

- This can include event information, public notices, traffic updates, transit information, weather updates or emergency alerts.

2. Additional and relevant secondary information is available

- There may be times when secondary, non-wayfinding information, such as hours of operation or admission details for a key destination, would be useful to communicate to individuals.

3. Clear ownership and source for data and information exists

- While many sources of information exist and many pieces of information could be communicated using digital content, there needs to be a clear understanding of content ownership and source of this information.

4. An elevated and memorable experience is desired

- Interactivity, personalization, and dynamic content have the potential to leave a strong positive impression, suggesting that digital content can elevate the experience in certain locations or instances.

Criteria and Strategy for Destination Inclusion on Signage

Since only a limited amount of information can be displayed on a sign, and to avoid overwhelming users, it is not feasible to include every destination or point of interest. By organizing and layering information based on its importance in a typical wayfinding journey, we can clarify what information is included and where it should appear. Primary destinations will appear more prominent on signage and will be on more signs overall, as compared to secondary and tertiary destinations. Tertiary destinations will be least common, and typically found on a small number of signs, usually located closer to their actual locations or at key decision points.

Examples of primary, secondary and tertiary destinations include:

Primary	Secondary	Tertiary
Signature Park National Historic Site Key Civic Building Canada Line Station	Community Park Trail or Greenway Shopping District	Washrooms Bike Share

During the process of implementing wayfinding in a given area of the city, community consultation and user journey mapping will assist in determining the appropriate primary, secondary, and tertiary destinations and sign locations.

Private Institutions and Businesses

While private institutions and businesses may prefer to be included on wayfinding signage, their inclusion presents several challenges:

- There are usually more private institutions and businesses than can reasonably fit on a sign while maintaining legibility and readability.
- Including one private institution or business often raises fairness and ethical concerns, as other businesses would expect to be represented as well.
- Private institutions and businesses sometimes close or re-brand, requiring signage updates, which leads to necessary upkeep and maintenance costs.

For these reasons, businesses are generally excluded from wayfinding signage. However, understanding that private institutions and businesses are key destinations, our hierarchy strategy allows businesses and private institutions to be represented under a broader district or area. A business might be categorized within a specific area, which in turn would be a primary or secondary destination. For example, while the name of a specific restaurant on Food Street would not be included on signage, it could be represented under the umbrella of “Food Street,” which itself could appear on signage.



Where We Want To Be: The Future Richmond Wayfinding Experience

A community wayfinding strategy will have a profound impact on how individuals experience Richmond in the future, transforming it into a more navigable and inclusive place. This strategy utilizes intuitive and well-placed wayfinding elements to help residents and visitors easily find their way to Richmond's many destinations. With a focus on accessible and intuitive information, the strategy will allow everyone to explore the city comfortably.

The wayfinding efforts in Richmond will also involve sharing the city's uniqueness and character. This will enhance the visual appeal of the city and weave a cohesive visual language that celebrates Richmond's identity, while allowing individual destinations and neighbourhoods to express their own identities.

Section 5 – Where We Want To Be: The Future Richmond Wayfinding Experience

While signage will serve as a primary wayfinding tool, digital content such as interactive online maps, QR codes and digital kiosks will provide a deeper, interactive level of content and information. As the strategy is implemented over time, it is anticipated that additional wayfinding elements will be developed, beyond the family of signage outlined in the next section. These elements may include landmarks or public art that help those in Richmond orient themselves and connect to the city. Visitors and residents will have the freedom to choose how to engage with Richmond, whether it be through static signage, digital content, or other wayfinding elements, with the knowledge that their journey will be supported no matter what tools they select and prefer.

It is anticipated that this strategy will be implemented across the city over a period of years using a phased approach. As this occurs, additional work will be required to identify the appropriate wayfinding sign types, locations, and other wayfinding elements for a given area. In areas with protected heritage, such as Steveston, additional work will be required through the implementation process (and which may include separate permits/approvals) to ensure heritage values are preserved and celebrated.


While the aim of this strategy is to help visitors and residents find their way through the city, there is also an opportunity to leverage these design concepts for separate and future projects, such as those related to sharing information about the history or environment of a given area through interpretive signage or at city facilities, among others. Utilizing the strategy in this way can help further unify the experience of Richmond.

As future implementation proceeds, it is anticipated that key areas such as City Centre and Steveston will be further strengthened as vibrant cultural hubs, marked by a clear hierarchy of destinations, paths of travel, points of connection and orientation. The strategy will transform city entrances and introduce wayfinding tools and strategies that make the city more welcoming, help people discover key destinations and attractions, and support multi-modal traffic flow to unite different parts of the city. Overall, Richmond's wayfinding strategy will create an environment that is not only functional but also embodies a sense of cultural richness and pride.



A wayfinding strategy is expected to have several social, economic and cultural benefits:

Improved Wayfinding



Clear and effective wayfinding signage and systems help residents and visitors navigate the city with ease, reducing confusion and frustration.

User-Friendly Experience



A well-designed wayfinding program makes it easier for tourists and newcomers to explore the city, find attractions, and experience its offerings.

Accessibility & Inclusivity



A well-designed wayfinding program considers the needs of all users, including those with disabilities, ensuring a more inclusive and accessible experience.

A Welcoming Experience



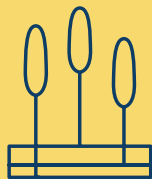
A city with a well-executed wayfinding program projects a positive image of being organized, welcoming, and accommodating, thus improving users' attitudes towards the city.

Economic Benefits



Improved wayfinding encourages people to explore different areas of the city, increasing traffic for local businesses, restaurants, and shops, thus supporting tourism and stimulating the local economy.

Local Culture & Landmarks



Wayfinding can highlight historical sites, cultural landmarks, and local attractions, promoting a sense of identity and pride among residents and visitors.

Multi-modal Transportation



Promoting pedestrian-friendly and alternative transportation, like cycling and public transit, reduces congestion and environmental impact. Wayfinding supports this with clear navigation for walking, cycling, and transit.

Part B

Design Framework





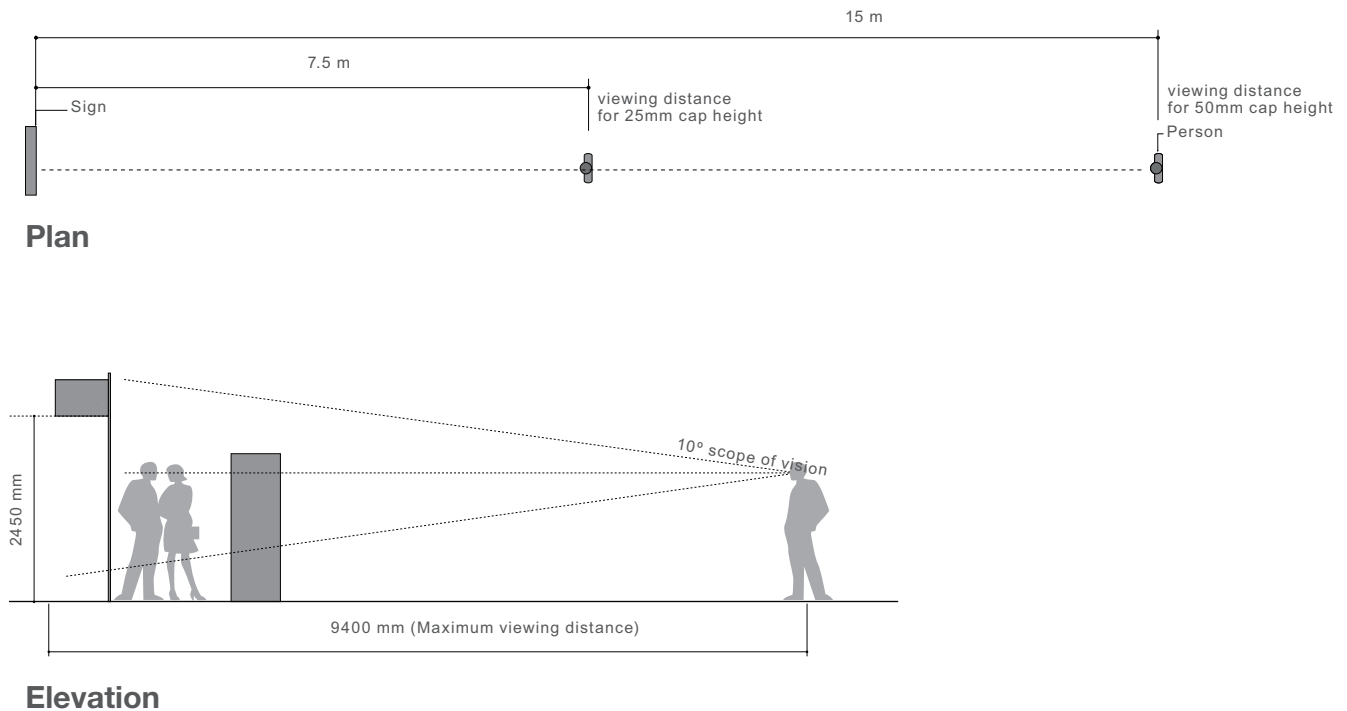
Accessibility & Best Practices

Viewing Distance and Best Practice

Size of visual messages should be based on targeted reading distance and mounting height to ensure readability and legibility. Information hierarchy should be provided through position, colour, and size to differentiate between various levels of message importance.

The suggested minimum cap heights for wayfinding signage should be based on the intended viewing distances of the signs. This may also be dependent on existing conditions and sightlines.

For example, from a viewing distance of 7.5m, the text on a sign should have a cap height of approximately 25mm.



Field of Vision and Speed of Travel

When placing vehicular signs along the street, it's crucial to consider the field of vision of the human eye. Signs should be mounted within the natural angle of vision, which is about 30 degrees horizontally from the vertical centre line of the eyes.

To ensure optimal visibility, the letter height on vehicular signage should be adapted according to the vehicle's traveling speed and viewing distance. The visual character size chart provides suitable recommendations for letter height that align with particular traveling speeds and viewing distances.

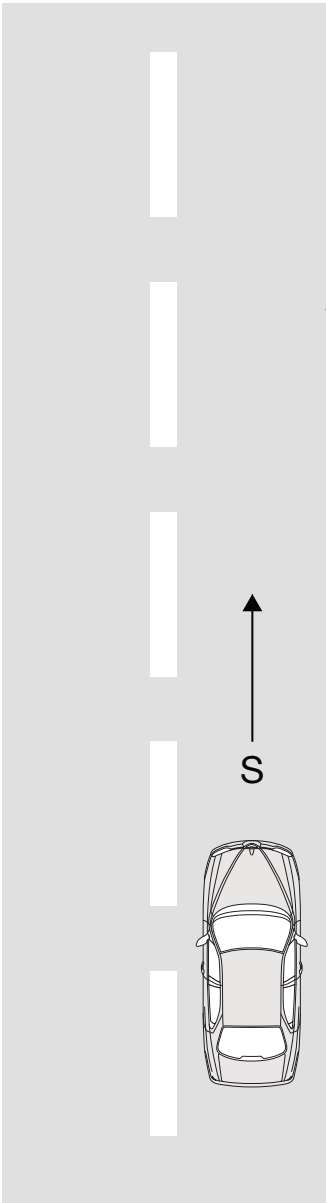
As a general rule of thumb text cap-height on roadway signage should be:

70km/h = 143mm – 190mm (5.6" – 7.5")

30km/h = 68mm – 82mm (2.7" – 3.25")

Note: Sign messaging and placement will be considered in the context of specific location conditions and other standard regulatory sign messaging during the phased implementation of the program. Wayfinding signage will be positioned with priority given to traffic signs.

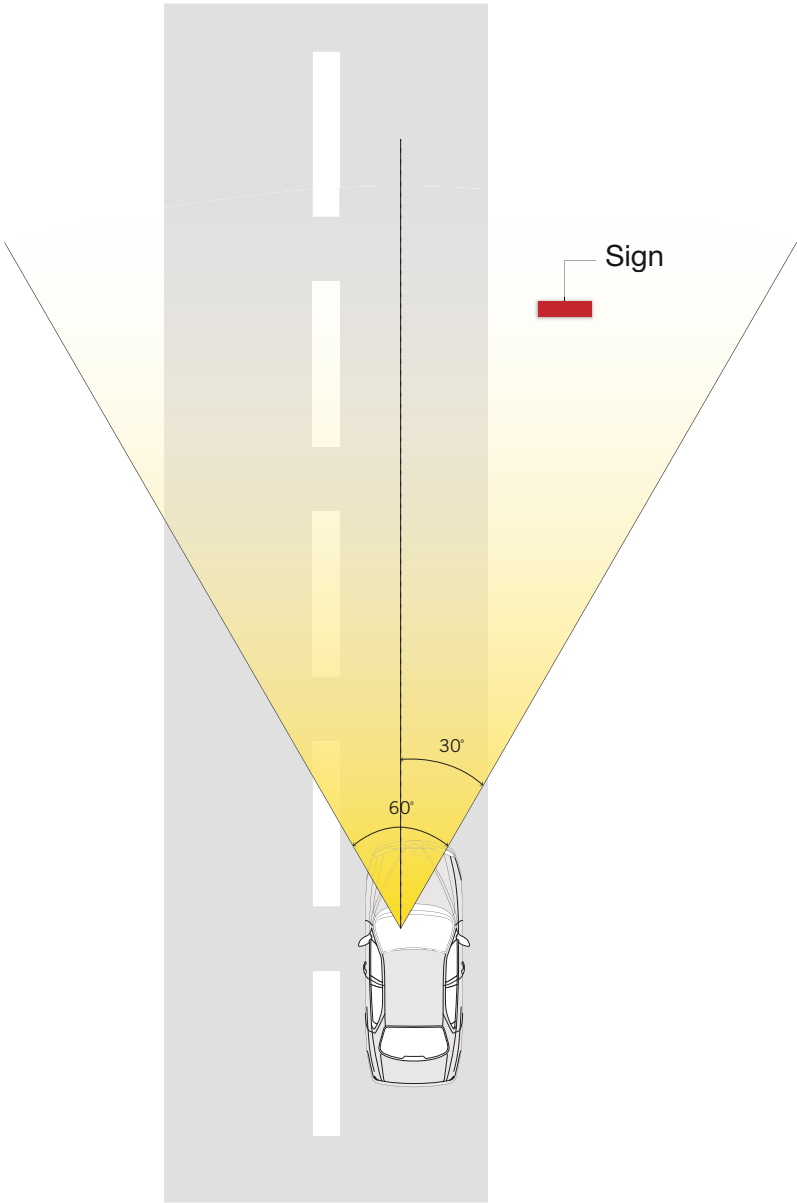
Character height for vehicular signs



$$\frac{(N+6)S}{100} + \frac{D}{10} = H$$

- N: Number of Message
- S: Speed Limit
- D: Setback Distance
- H: Height of Letters

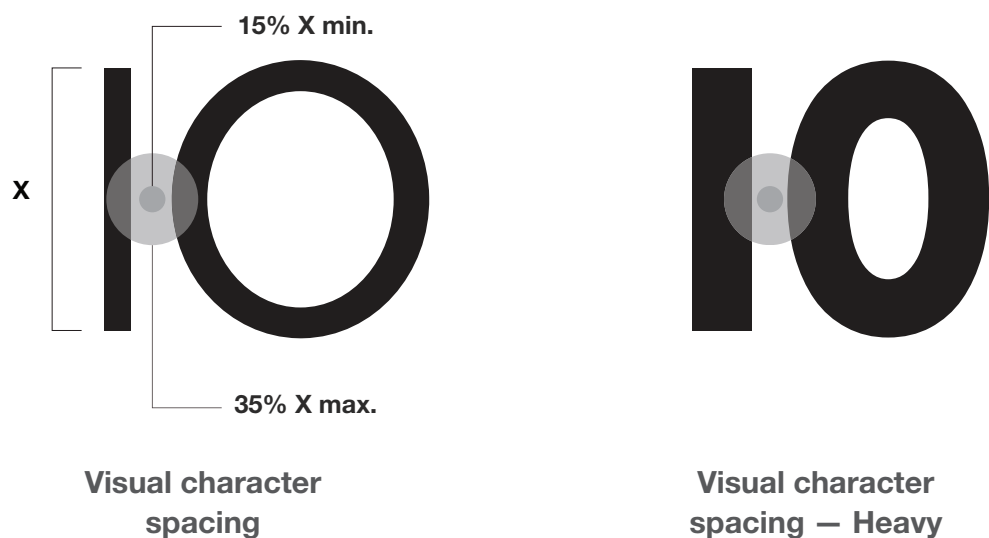
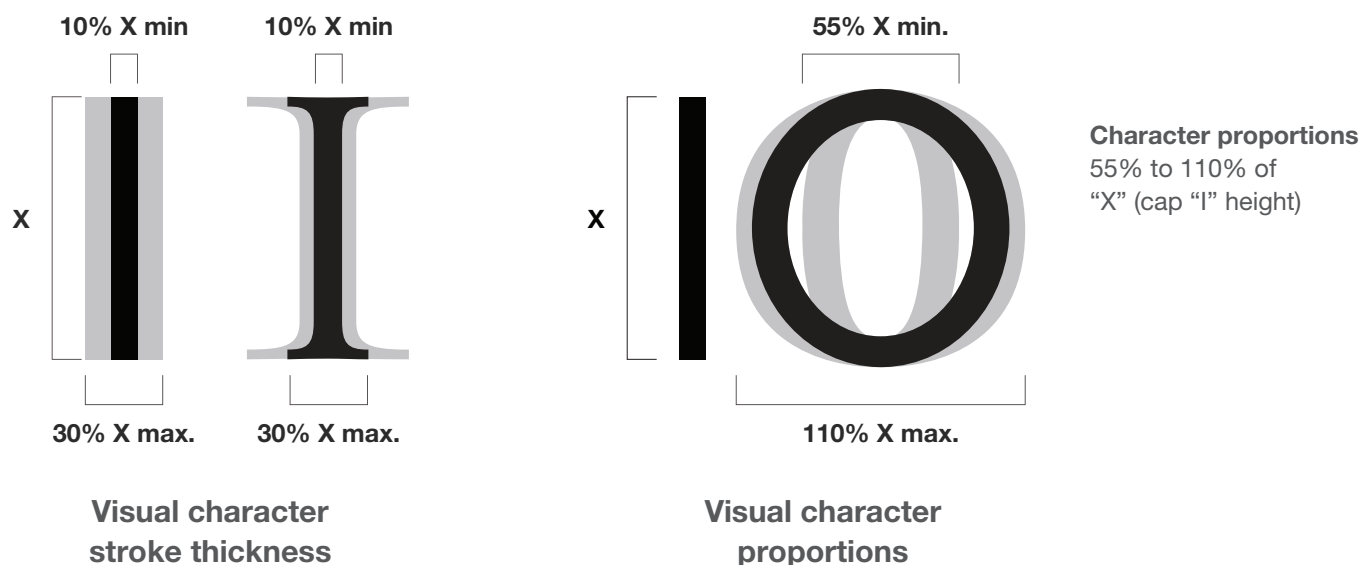
Sign placement and angle of vision



Note: Sign messaging and placement will be considered in the context of specific location conditions and other standard regulatory sign messaging during the phased implementation of the program. Wayfinding signage will be positioned with priority given to traffic signs.

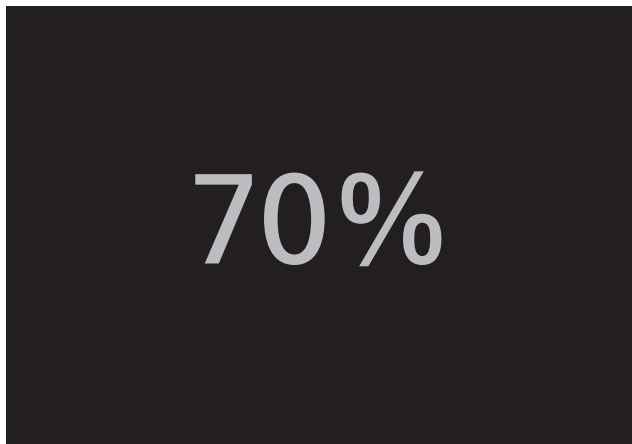
Typography, ADA and CSA Reference

Considering the stroke weight and character spacing for the typeface used in visual messages is essential to ensure readability, compliance with accessibility requirements, and perceivability for individuals with sight loss or reading difficulties, such as dyslexia. Appropriate stroke weight and visual spacing ensure clear and well-defined characters, promoting easy perception of the text on signage and making it visually impactful.

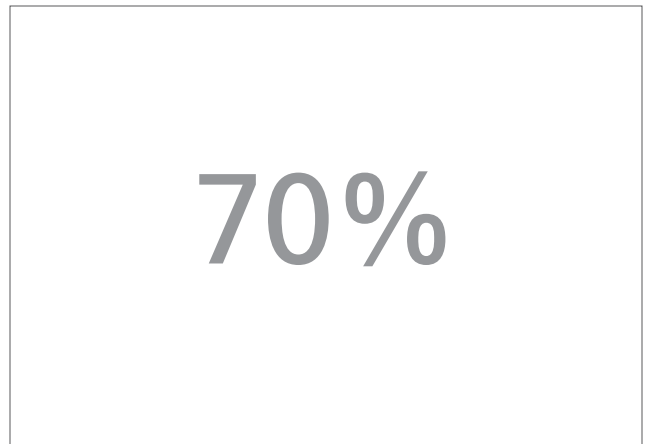


Readability and Legibility — Contrast

To ensure optimal visibility and legibility, it is recommended to display text on a dark background with light-coloured letters for critical wayfinding information, maintaining a minimum foreground/background contrast of 70% for better readability. However, for neighbourhood or area identification, alternate colour schemes—such as dark text on a light background—may be used for distinction. Non-glare sign surfaces are recommended to minimize glare and reflections.



**Light characters against
dark backgrounds**



**Dark characters against
light backgrounds**

Readability and Legibility — Upper vs. Lowercase

Visual messages should be set in upper and lowercase. Mixed-case text on signage enhances readability by aiding word recognition and reducing eye strain, while also providing a more aesthetically pleasing appearance and effectively emphasizing important information.



Richmond Ice Centre

CSA Recommended



RICHMOND ICE CENTRE

CSA Not Recommended

Nomenclature

Effective wayfinding ensures clarity for users through message organization, hierarchy, and simplified nomenclature.

- To achieve this, terminology should be easily understandable and standardized, promoting consistency.
- Utilizing common language terms in a simple, clear, and consistent manner can reduce message ambiguity, enhance organization, and improve sign readability.
- When identifying destinations on wayfinding signage, it's essential to avoid unnecessary abbreviations.

Pictograms

Incorporate universally recognizable symbols and icons to convey information quickly, especially for multilingual and multicultural audiences. Icons can provide clear direction without relying solely on text. They also present an opportunity to include local charm into the wayfinding, creating a sense of place.

Additional pictograms may be added to those below, and some may change during implementation.



Accessible



Accessible Route



Washrooms



Food
Services



Food
Services



Pet On Leash



Off Leash Dog Park



Litter
Receptacle



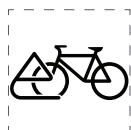
Post Office



Picnic Area



Bicycle Route



Bike Rack



Bike Parking



Trail



Information



Library



Hospital



Museum



Farmers' Market



Shopping



Marina



Beach



Swimming/Pool



Sailing



Fishing



Train



Bus



Boat Tour



Boat Launch



Airport



Basketball



Tennis



Parking



EV Charging Station



Rideshare

Arrows

The following are the standard set of arrows used for directional signage.



Left



Right



Up-ahead



Up-left



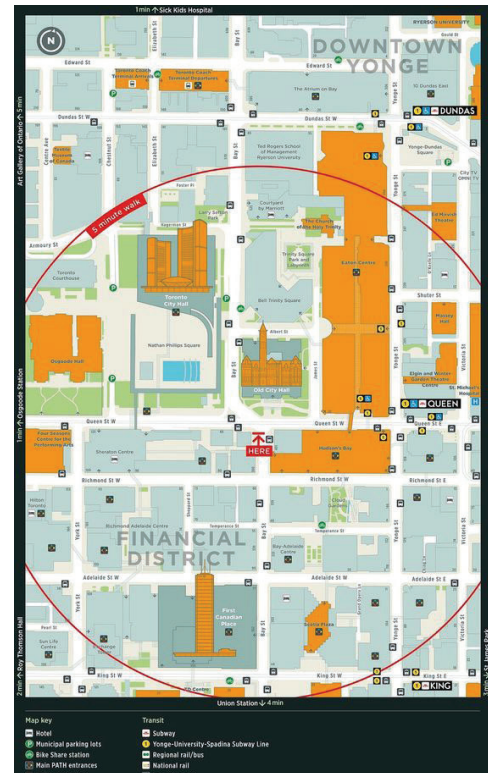
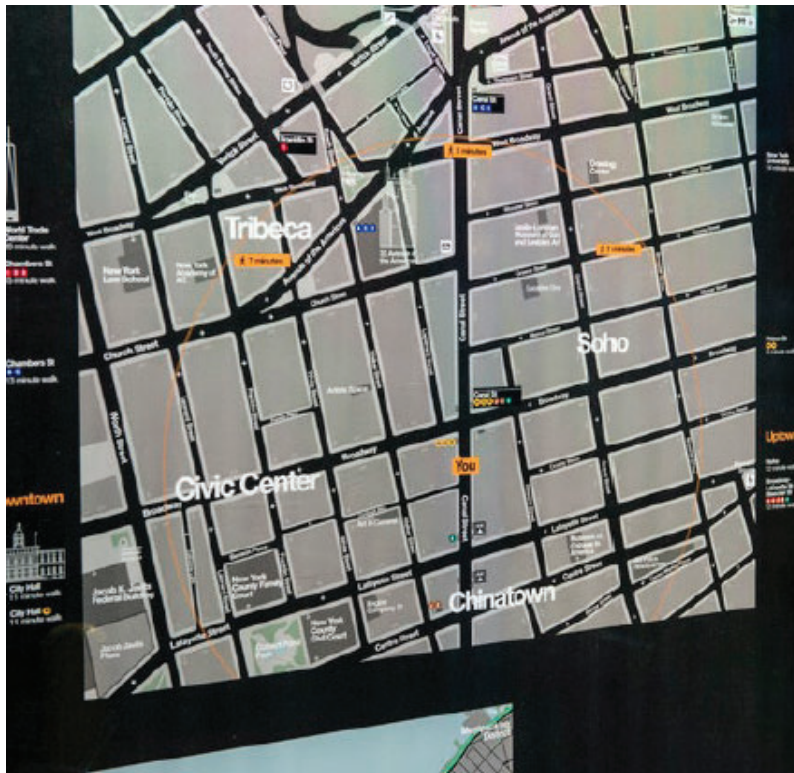
Up-right

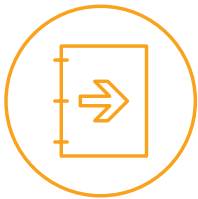
If multiple arrows are applied to a directional sign in a vertical stack, they are to be in the following order:

1. Left
2. Right
3. Up-ahead
4. Up-left
5. Up-right

Heads-Up Map

“Heads-up” orientation corresponds to the direction the user is facing (WalkNYC). Map is rotated to match the user’s viewpoint based on sign location.





Wayfinding Signage Design & Guidelines

Typography

The Frutiger typeface family has been selected for use on all wayfinding and signage applications. Frutiger is a sans serif typeface that is easy to read in both upper and lower case. It performs well on screen and is machine readable for language translation software and apps.

Frutiger Regular

Frutiger Regular is used for listing destinations on directional and directory signage.

Frutiger Bold

Frutiger Bold is used for identifying neighbourhoods on signage.

Typeface substitutions are not permitted.

It is the responsibility of the appointed fabricator to purchase the typefaces.

Regular and Bold weights are to be used on signage as indicated on each sign type design drawing. No additional typeface styles to be added.

Colour

The wayfinding program takes a brand-forward approach, prominently featuring the City’s brand colours and the heron logo.

Richmond’s brand yellow is chosen as an accent colour for signage, complementing the primary wayfinding blue, drawing attention, and serving as a beacon for navigation.

City of Richmond Brand Colours



RED
PMS 485C
CMYK 0,95,100,0



Yellow
PMS 137C
CMYK 0,35,90,0



Light Blue
PMS 3005C
CMYK 100,34,0,2



Green
PMS 355C
CMYK 94,0,100,0

Primary Wayfinding Colour



Blue
MP 2171 Ameritech Blue
CMYK 97,86,25,11

Brand Identity

Where the Richmond logo is used in wayfinding, a reversed version is recommended.



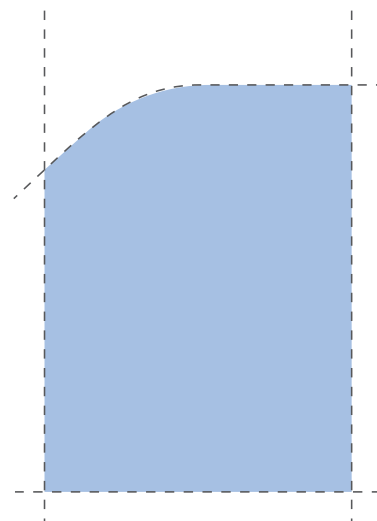
City of Richmond logo in reverse

Form Inspiration

The form and shape of the signage family is inspired by both the curve of the heron logo and ocean waves, as a nod to Richmond's coastal surroundings.



Heron form – City of Richmond logo



Wayfinding sign form inspiration

Materials Index

Wood-Stamped Concrete

Combines the warm texture and appearance of wood with the durability and low maintenance of concrete, offering a long-lasting solution.

Anti-Graffiti Coating

Protects sign surfaces from vandalism, allowing graffiti to be easily removed without damage, maintaining the sign's appearance and reducing maintenance costs.

Painted Aluminum Sign Box and Changeable Panels

Aluminum is a sustainable building material known for its longevity and infinite recyclability. Its lightweight, durable, and corrosion-resistant properties make it an ideal choice for outdoor signage, while changeable panels offer the flexibility needed for easy updates. All signage should be fabricated from painted aluminum with a stain matte finish to enhance legibility, and treated with anti-glare and anti-graffiti coatings.

White Translucent Acrylic Push-Through Logo for Welcome ID Signs

This integrated design has internally illuminated letters, providing a sleek, modern appearance with enhanced nighttime visibility and low maintenance.

Reflective Vinyl Text for Vehicular Directionals

Reflective vinyl ensures signage is visible to drivers in low-light conditions by reflecting vehicle headlights, improving legibility and safety.

Changeable Digitally Printed Vinyl for Localization Patterns

Allows for customizable designs, reflecting local artwork or seasonal updates without altering the structure of the sign.

Digitally Printed Text and Graphics for Pedestrian Signage

Provides high-quality, customizable images and text. This UV-resistant printing method keeps colours vibrant over time and is cost-effective for pedestrian signage.

Family of Products

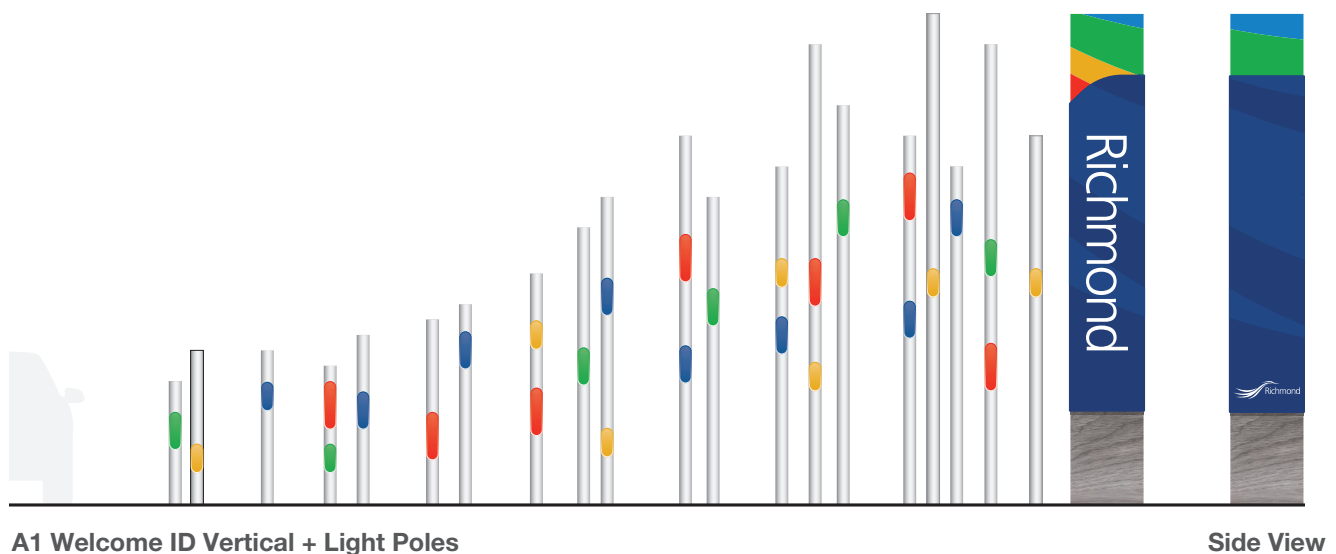
Family of Products

The following is an overview of the 6 sign types that form the wayfinding family of products for Richmond.

These have been categorized by function:

- “A” sign types for gateway entry signage
- “B” sign types for directional signage
- “C” sign types for directory signage

Note: Refer to the individual signage type description pages for additional details and recommended use each sign type.



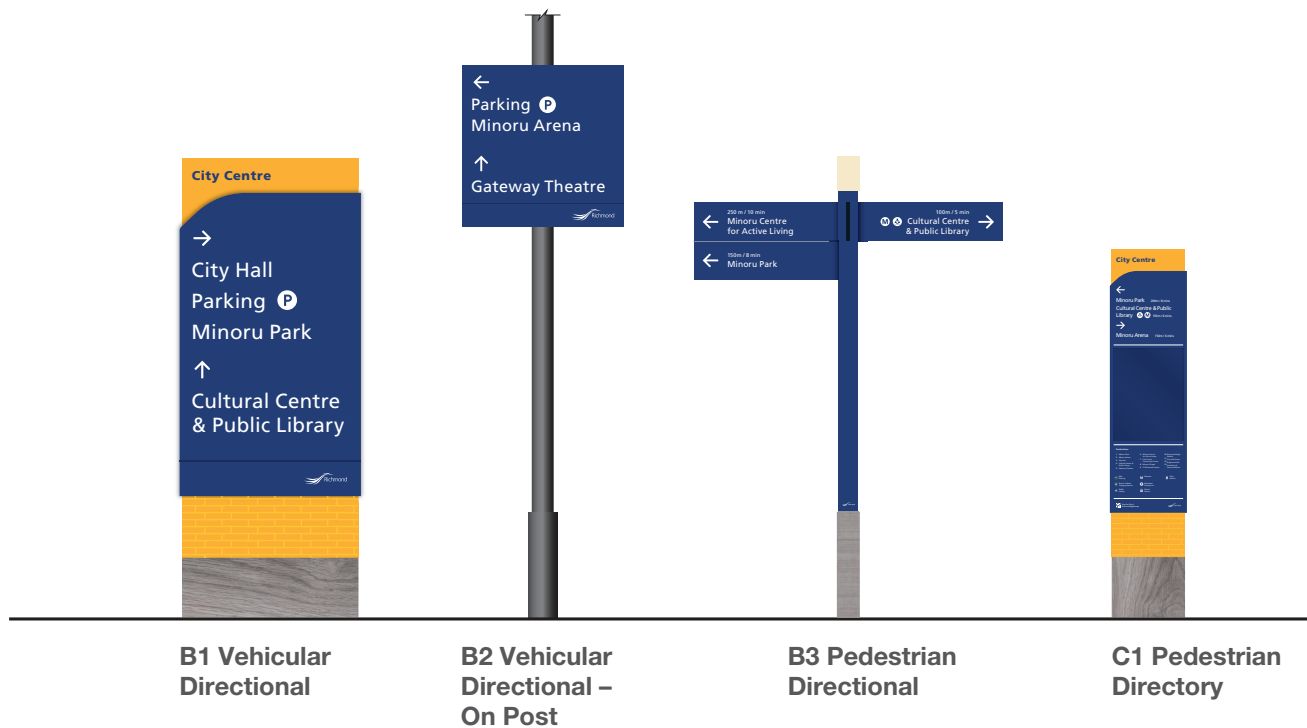
Family of Products
Scale 1:75

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 143



A2 Welcome ID Horizontal



Family of Products

Scale 1:50

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 144

Localization Elements on Signage

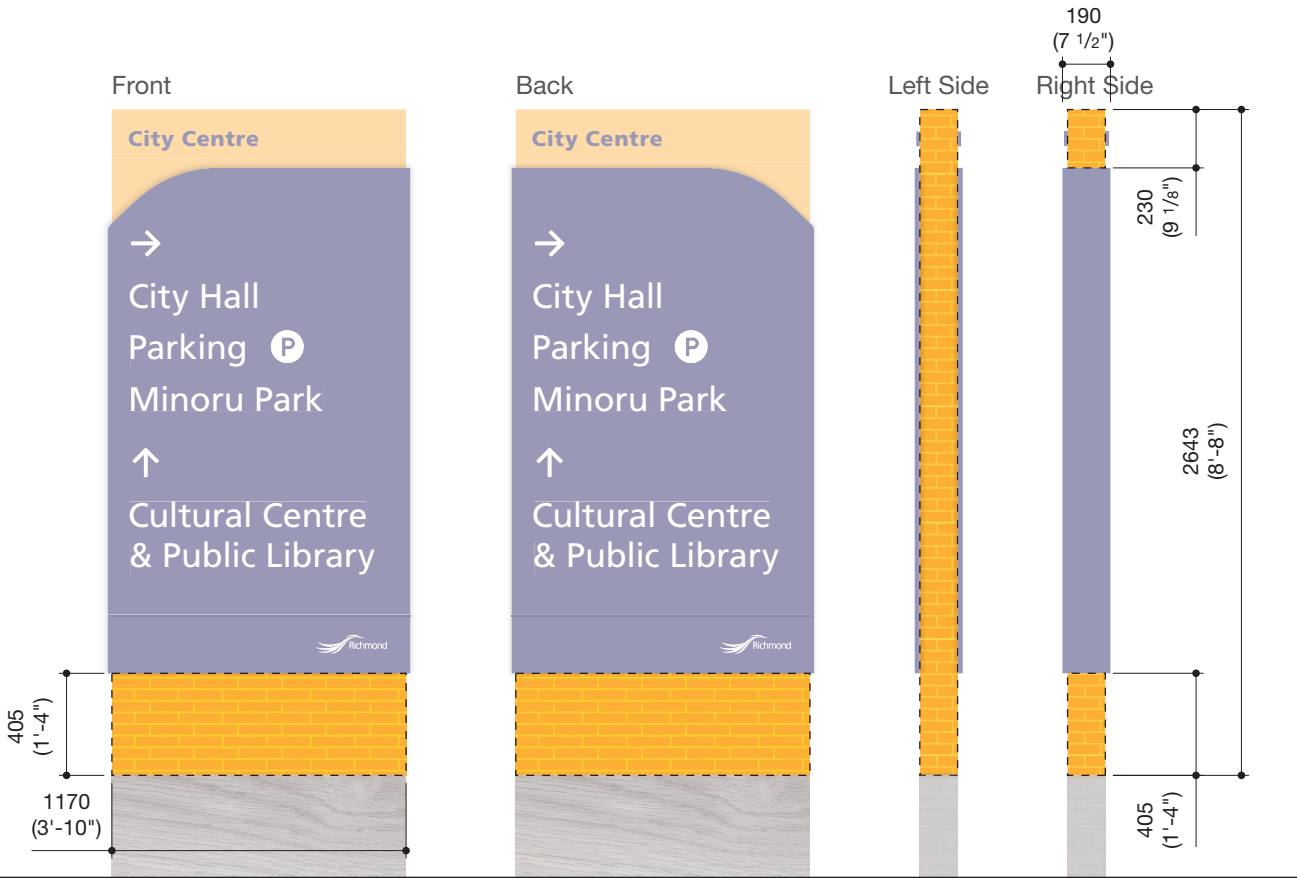
Localized design elements are crafted to capture the unique character of different areas, including landmarks and cultural features.

While the primary goal of the wayfinding program is to provide clear navigational guidance and maintain a consistent visual identity across the city, the tailored localization on signage highlights specific references relevant to each area, enhancing the connection between users and their surroundings.

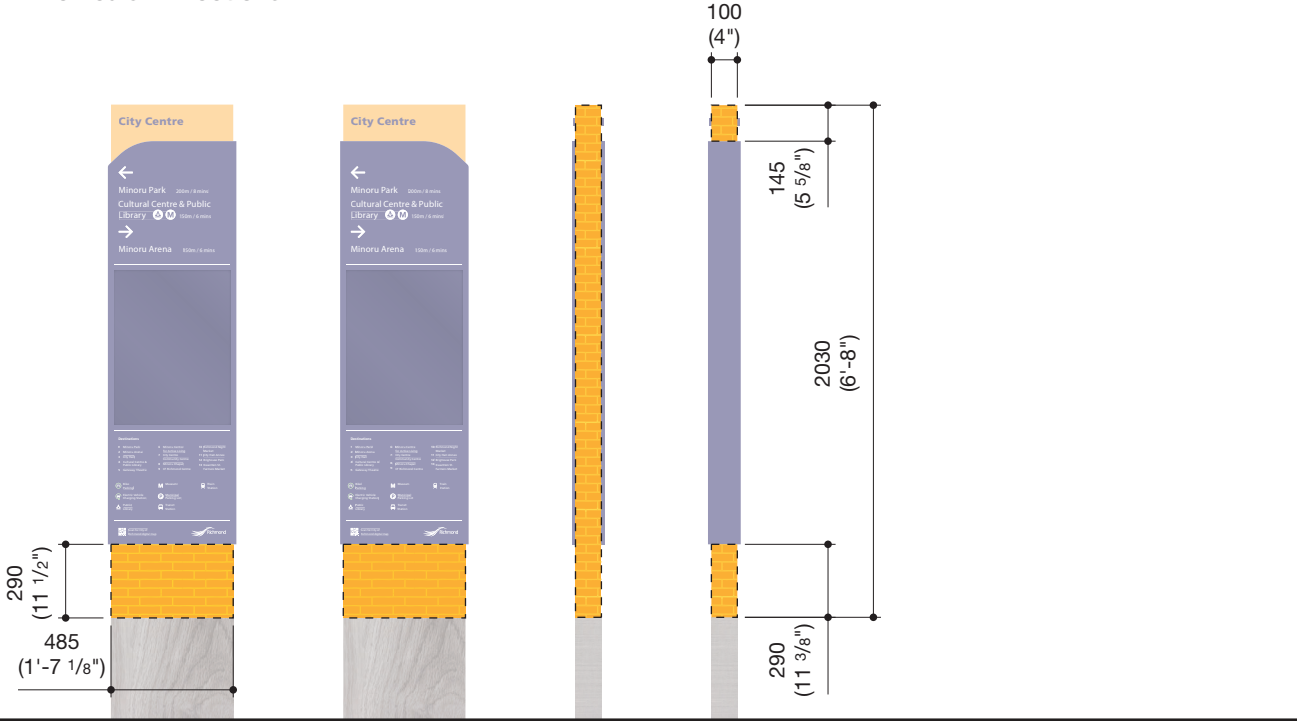
It is crucial that this element of localization does not detract from the functionality and clarity of the wayfinding signage program. The design and placement of localized elements should be balanced with the practical considerations needed to ensure the signage provides clear and easy-to-read guidance without overwhelming users.

This can be further enhanced through technology, such as QR codes on pedestrian signage, which can offer additional information or context about the localized elements without detracting from the primary navigation function.

By focusing on these aspects, signage can effectively reflect the unique character of different areas while remaining functional and helpful for navigation.



B1 Vehicular Directional



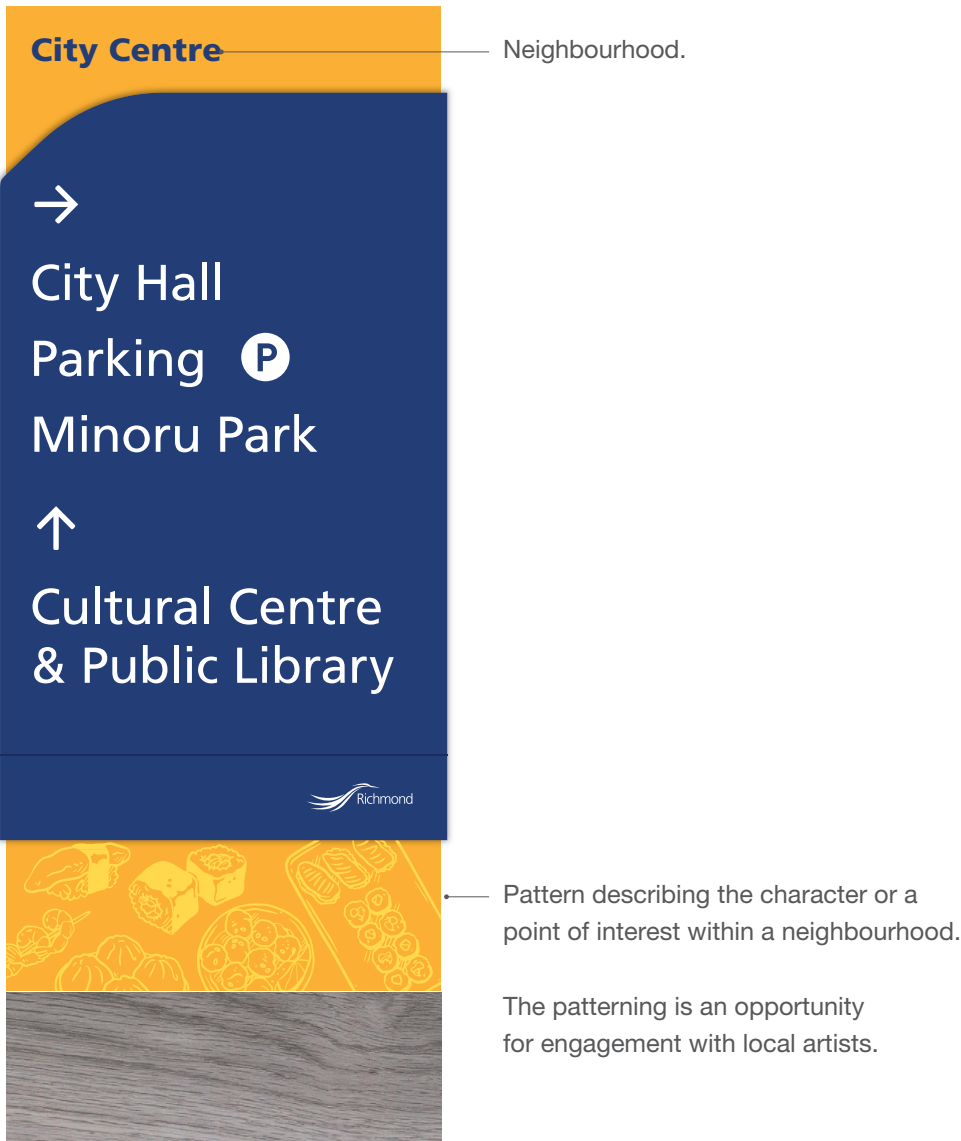
C1 Pedestrian Directory

Localization Surface Area on Signage
Scale 1:30

Localization Elements on Signage

These examples visually demonstrate how signage can effectively reflect the unique character of different areas while remaining functional and helpful for navigation.

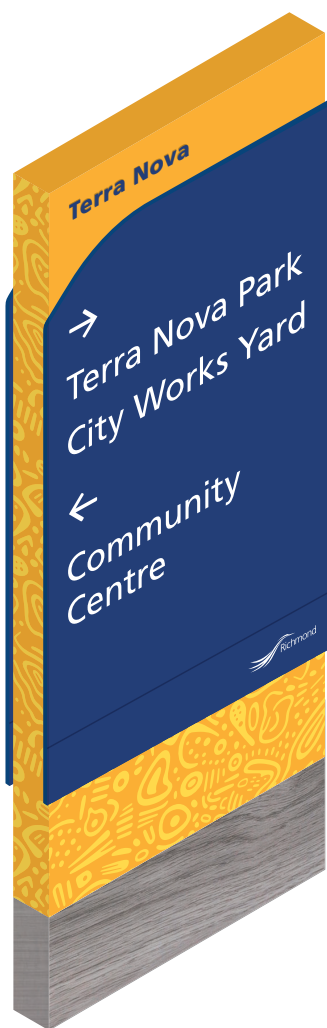
For example, a sign located in the City Center on Food Street might showcase imagery related to the cuisine found along that strip.



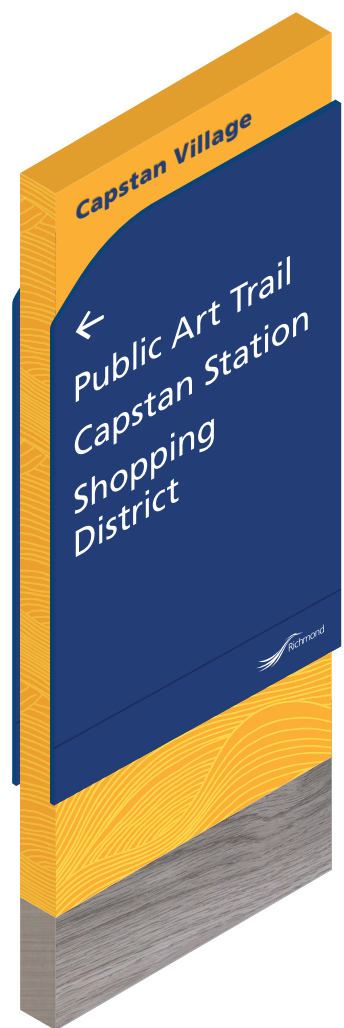
B1 Vehicular Directional
NTS



Example 1



Example 2



Example 3

B1 Vehicular Directional – Localization Element on Signage NTS

Note: Messaging and graphics are for representation only.

CNCL – 148

Expanding Localization Beyond Signage

To build a comprehensive placemaking program with localized signage elements, the focus should be on creating an environment that reflects each neighbourhood's unique character while strengthening overall community identity.

This can be achieved by weaving local design elements into various aspects of the public realm, including signage (as illustrated in previous page), street furniture, and public art, to craft a cohesive and engaging atmosphere.

By engaging residents, artists, and even local businesses in the design process ensures that the program resonates with the community's essence.

Example Case Study

Nicollet, Minneapolis

Identity and signage for Central Avenue and destinations in downtown Minneapolis.

A brand identity and comprehensive program of signage, wayfinding, and environmental graphics for Nicollet that capture the spirit of the street and its place in the city. The Nicollet logo is treated as a pattern and used in various applications, including ground graphics, street furniture design, as well as print and digital media.

Refer to project: <https://www.pentagram.com/work/nicollet/story>

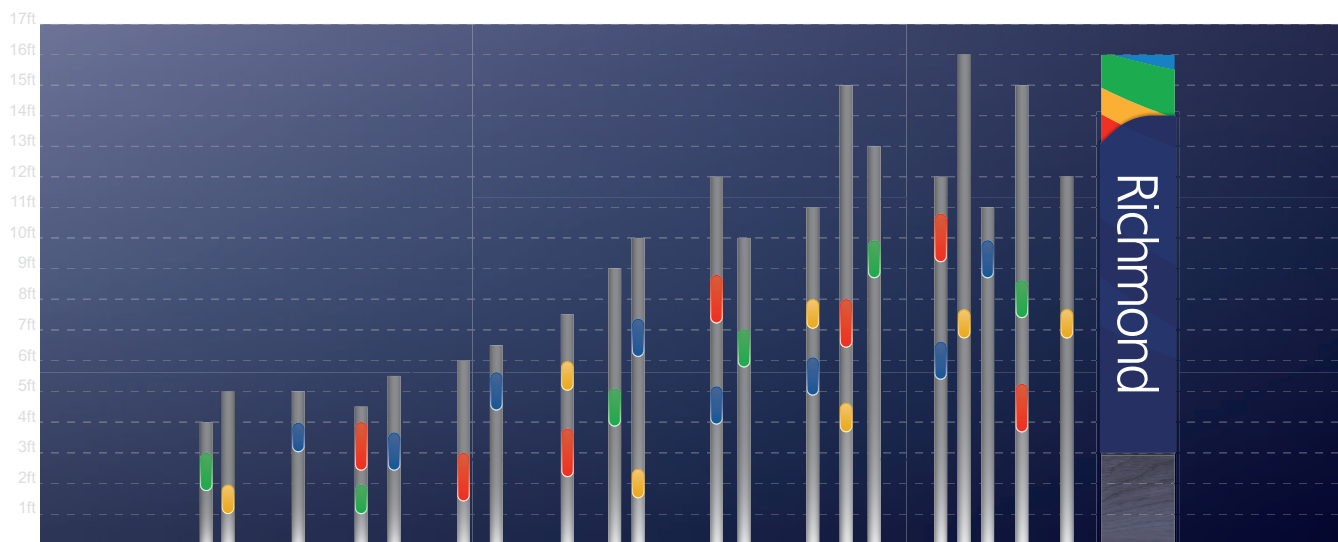
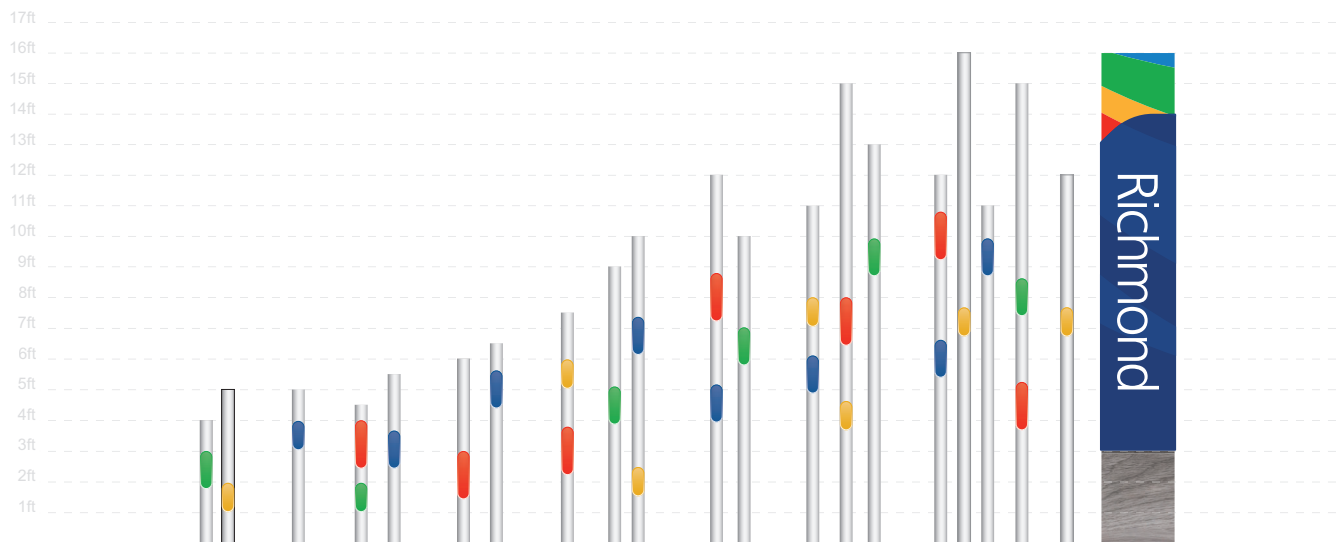


Project by Pentagram

Detailed Signage Drawings

Gateway Entry Signage

Designed to provide a welcoming sense of arrival at primary access locations, these signs help define the boundaries of the City of Richmond. The A1 and A2 gateway entry sign types are developed for use at each entrance based on scale, importance, and available real estate.



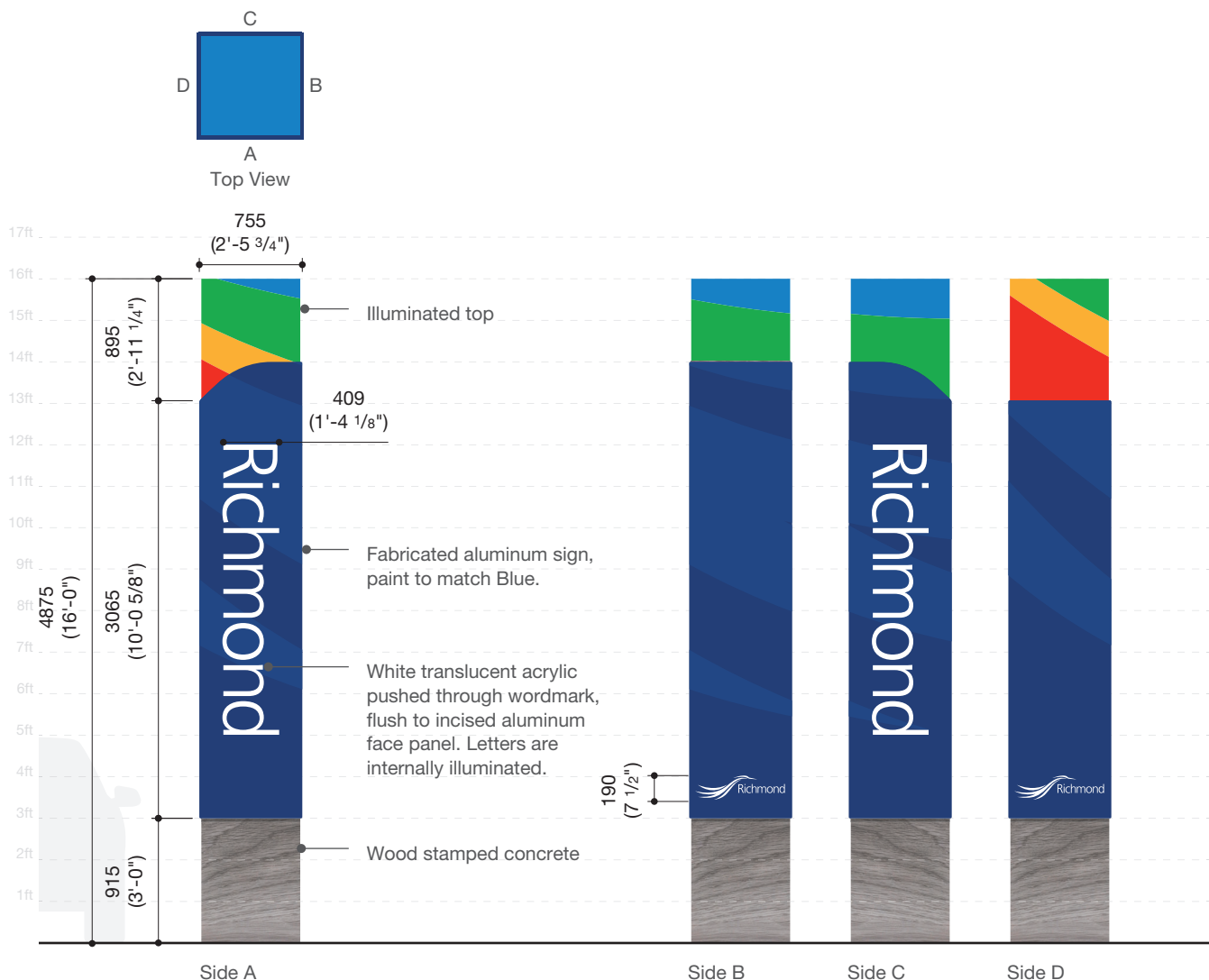
A1 Welcome ID Vertical + Light Poles
Scale 1:75

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 153

Displaying a city name vertically enhances visibility and recognition from a distance, much like book spines in a library. Unlike wayfinding information, which needs quick readability from various angles, a vertical orientation helps make the city name more prominent and memorable. Integrated illumination further enhances visibility at night and in inclement weather.

“Richmond” is displayed vertically as an exception due to the size of this large gateway sign. For other signage, horizontal text remains the standard to ensure consistency and readability, preventing inappropriate use of vertical text elsewhere.



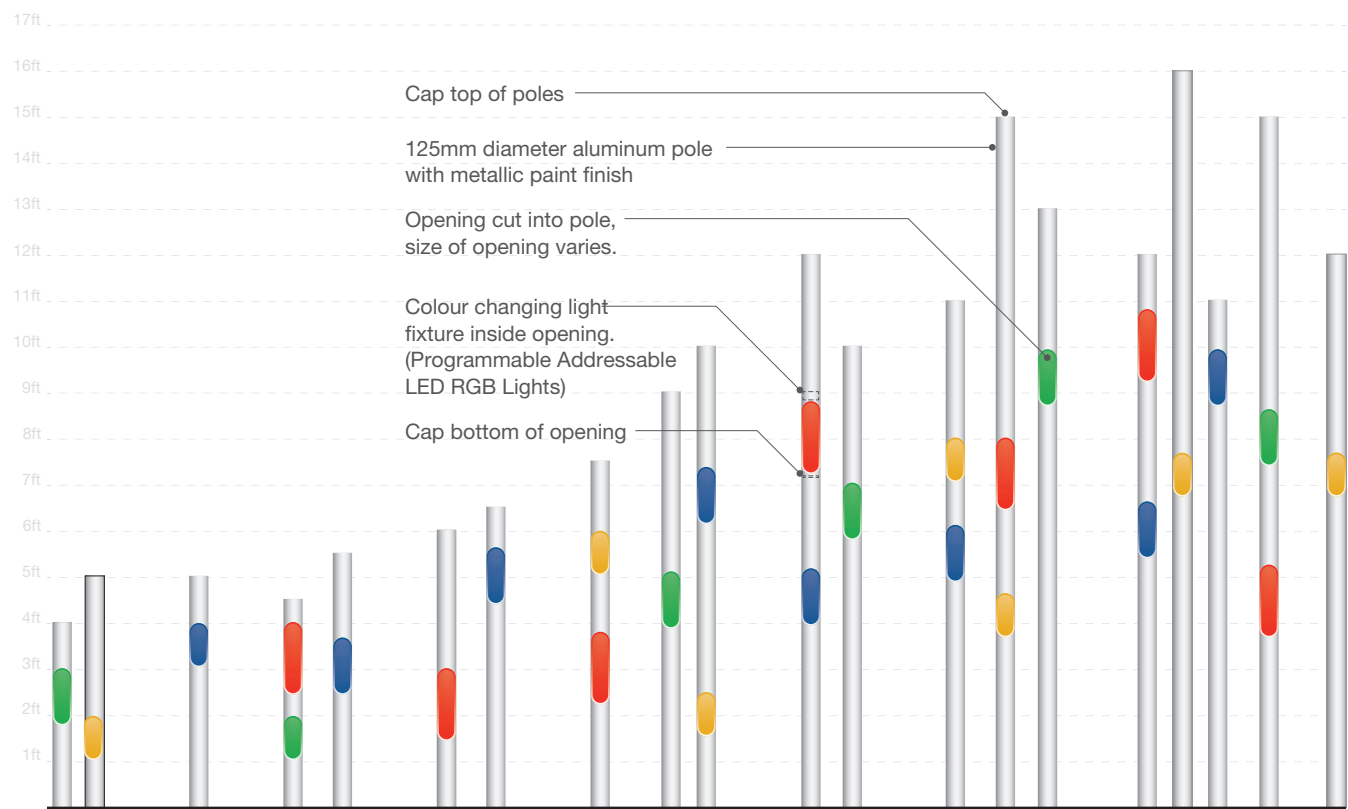
A1 Welcome ID Vertical

Scale 1:50

Note: Minor colour variations may occur dependent on signage materials used.

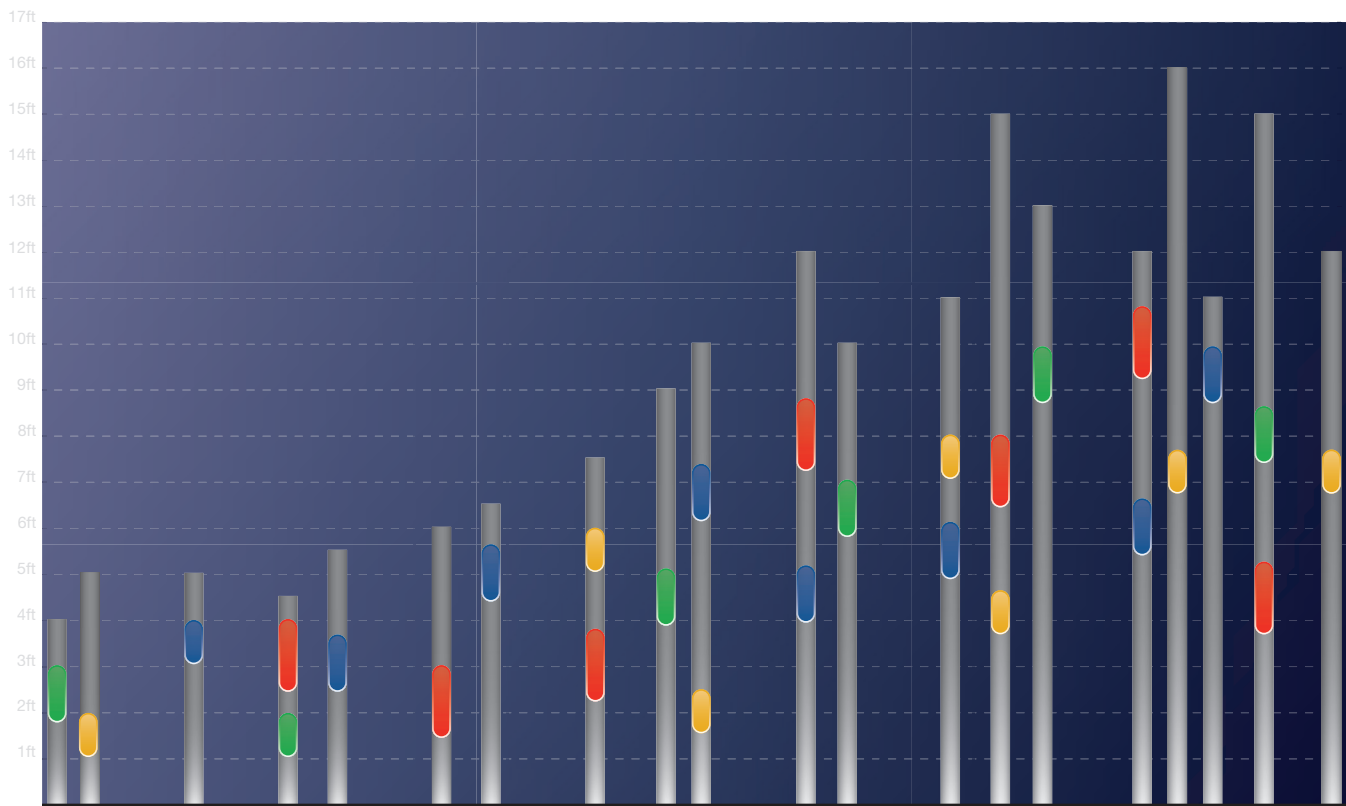
CNCL – 154

A1 Welcome ID signage features illuminated poles that can be placed along the approach to primary access points in Richmond, creating a sense of arrival. These poles have cut-out openings with programmable colour changing lights, allowing them to display specific colours based on events, seasons, and other occasions.



A1 Light Poles
Scale 1:50

Note: Minor colour variations may occur dependent on signage materials used.

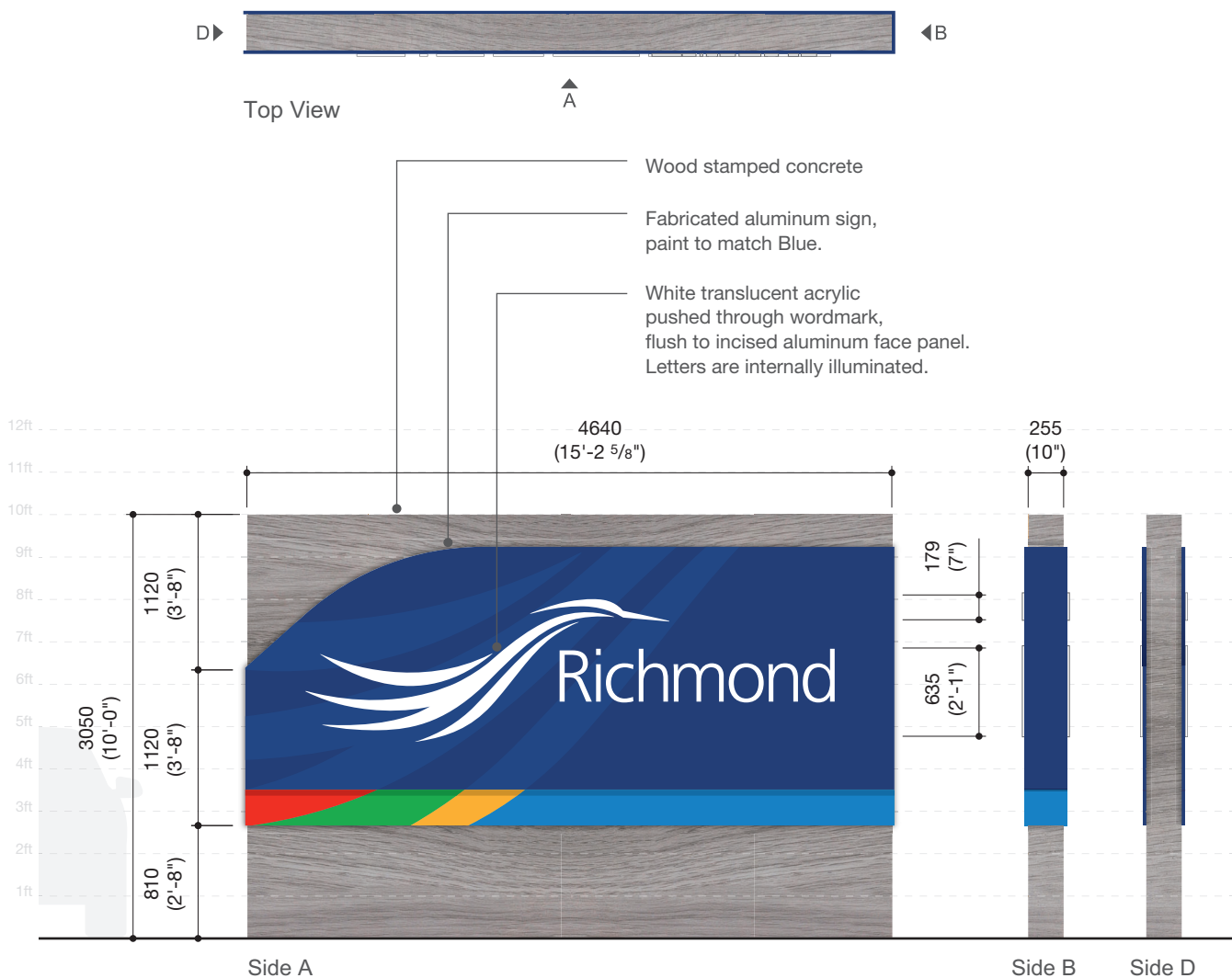


A1 Light Poles – Nighttime View
Scale 1:50

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 156

A smaller-scale sign designed for entrances that are less prominent or have limited space, where it is more suitable than the larger welcome sign variation.



A2 Welcome ID Horizontal
Scale 1:50

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 157

Illumination can be integrated into the signage design to enhance the welcome experience at night and during inclement weather.



A2 Welcome ID Horizontal – Nighttime View
Scale 1:50

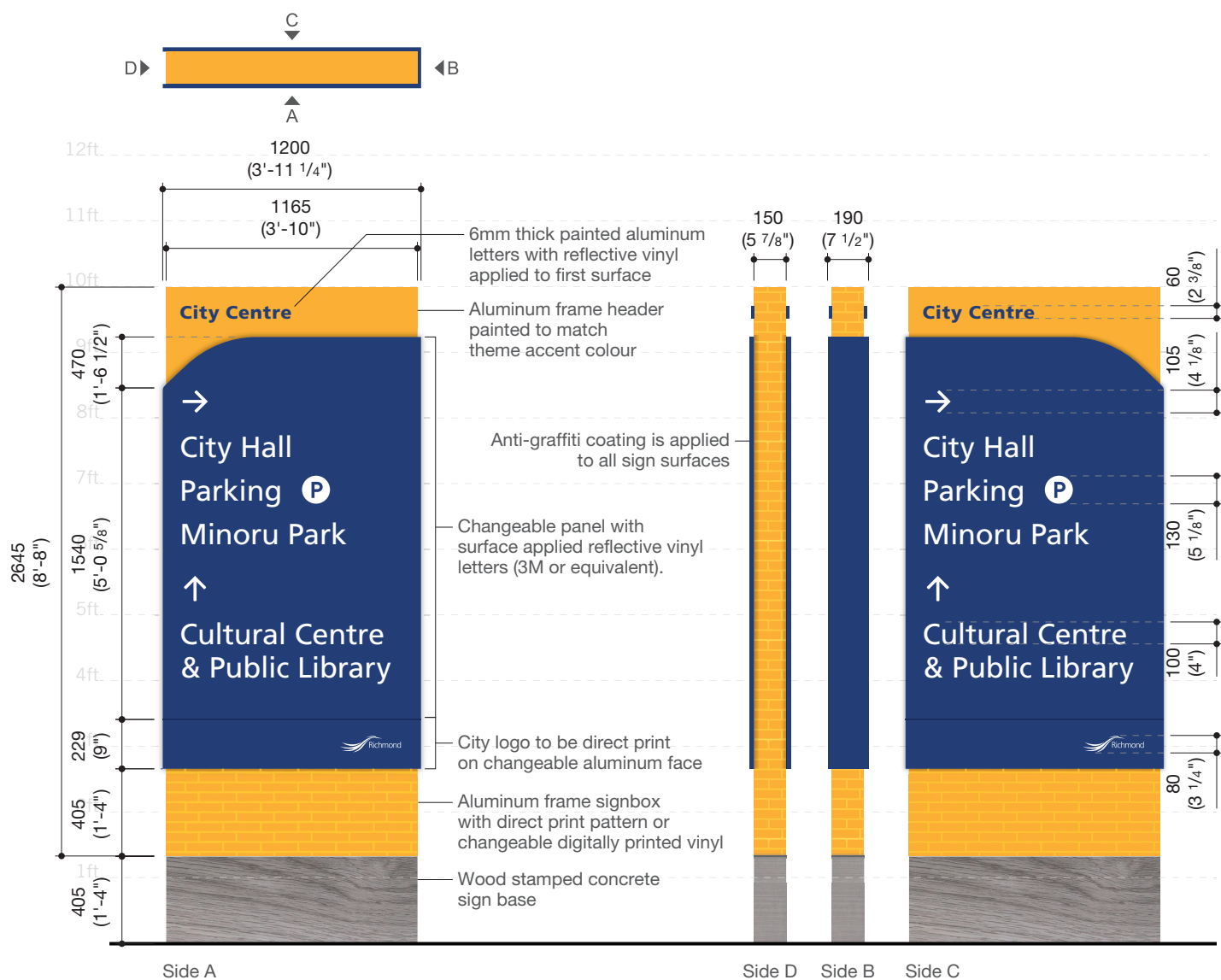
Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 158

Vehicular Directional

B1 Vehicular Directional sign (double sided where necessary) directs public to primary and secondary destinations. This sign is primarily intended for streets where speed limit is 50km/hr more. This sign could also serve pedestrians and cyclists.

This sign type is placed before a decision node and should be clearly visible along roadways and pathways.



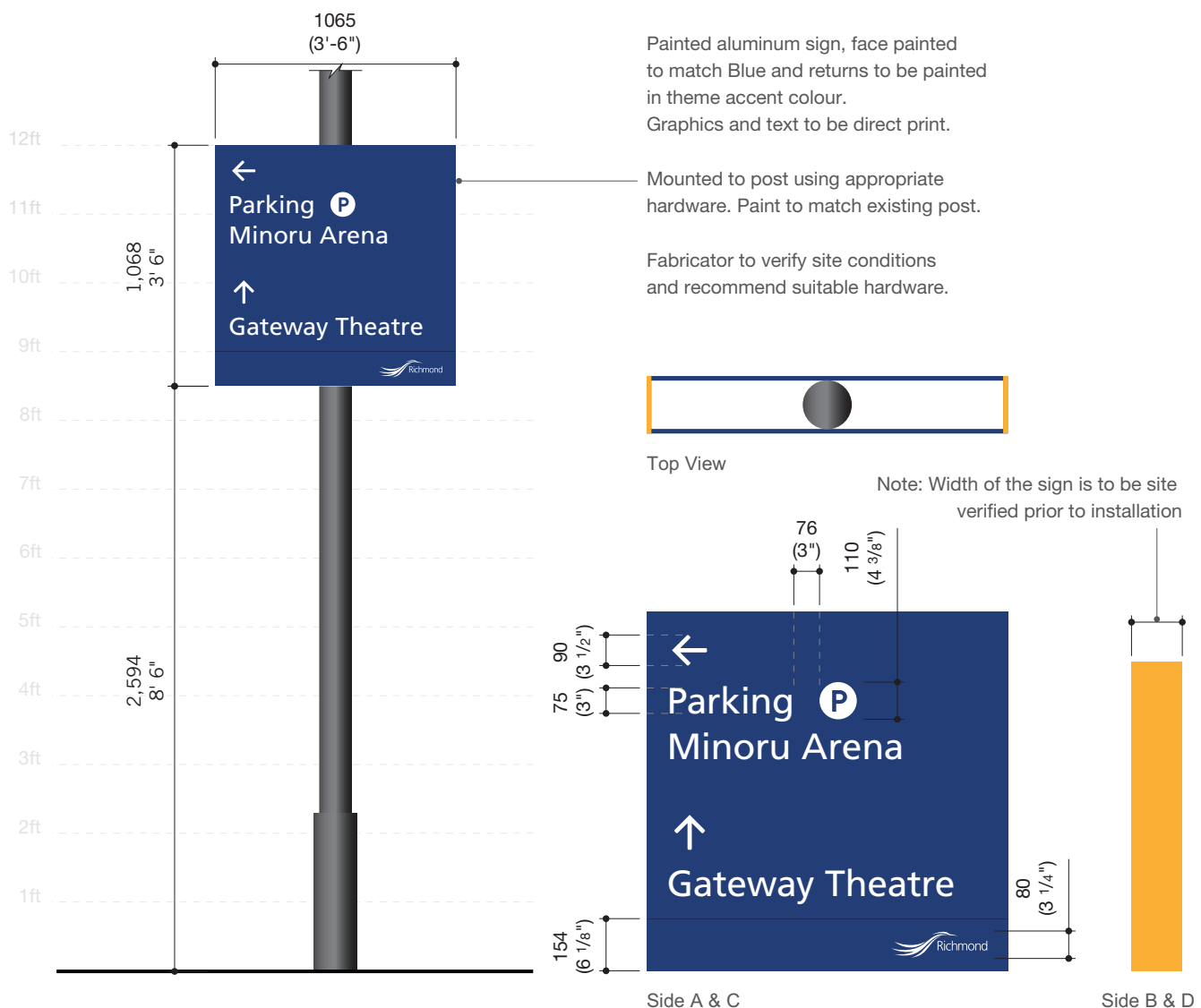
B1 Vehicular Directional
Scale 1:30

Note: Minor colour variations may occur dependent on signage materials used.

Post-Mounted Directional

Post-mounted directional sign (double sided where needed) is a combination of vehicular/pedestrian level sign designed to provide directional information to destinations. This sign is to be used in areas where the speed limit is 40km/hr. or below.

The B2 sign could also be used as an alternative to B1 on streets with a narrow surrounding space.



B2 Post-Mounted Directional
Scale 1:30

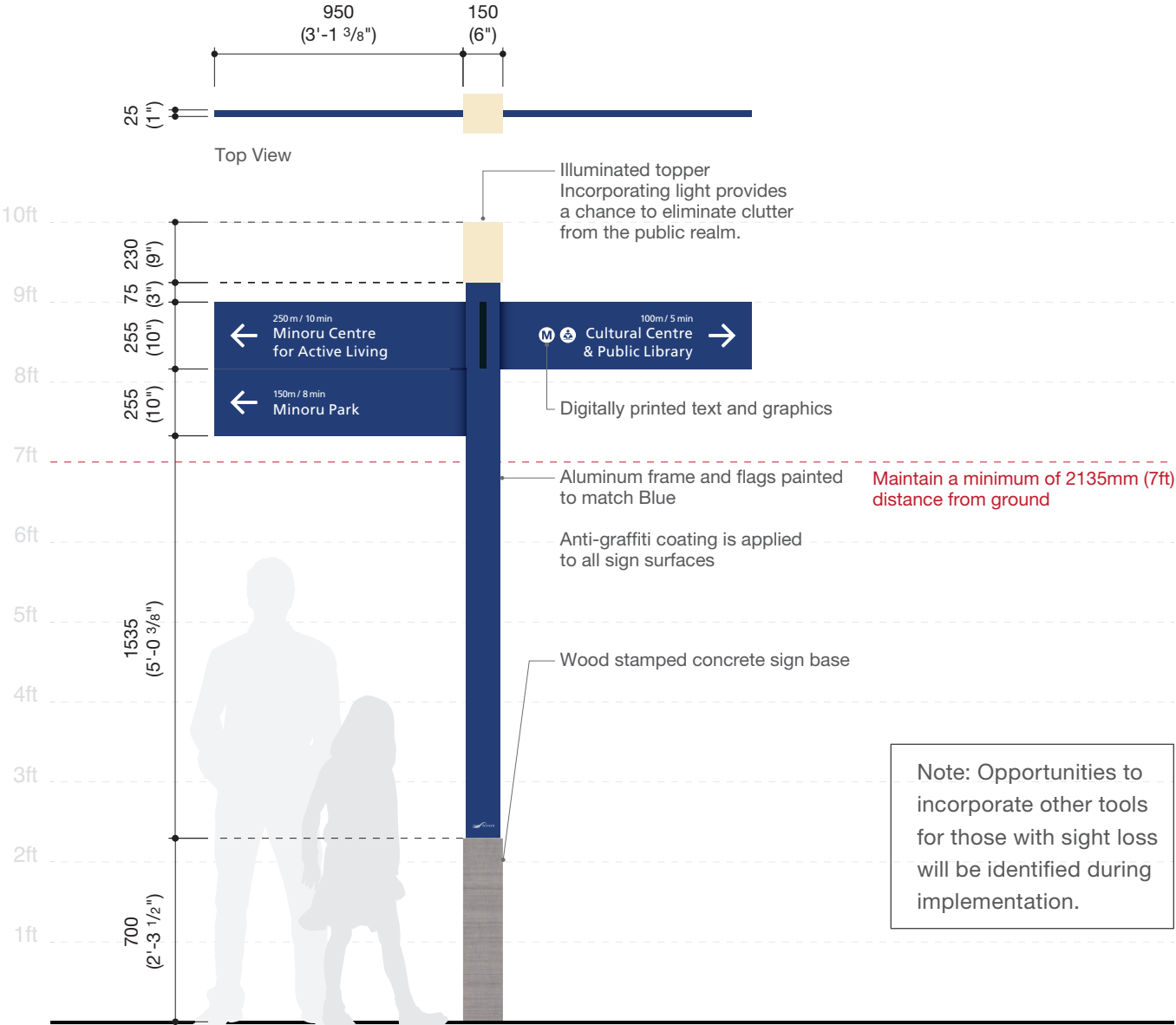
Detail
Scale 1:20

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 160

Pedestrian Directional

Pedestrian level sign to provide directional information to users for both primary and secondary destinations. This sign also serves other active modes of transport that users may engage in i.e. bicycles, in-line skates, etc. The addition of an illuminated topper ensures the sign is readable at all times and can replace the need for freestanding lighting in the immediate area, thus eliminating street clutter.

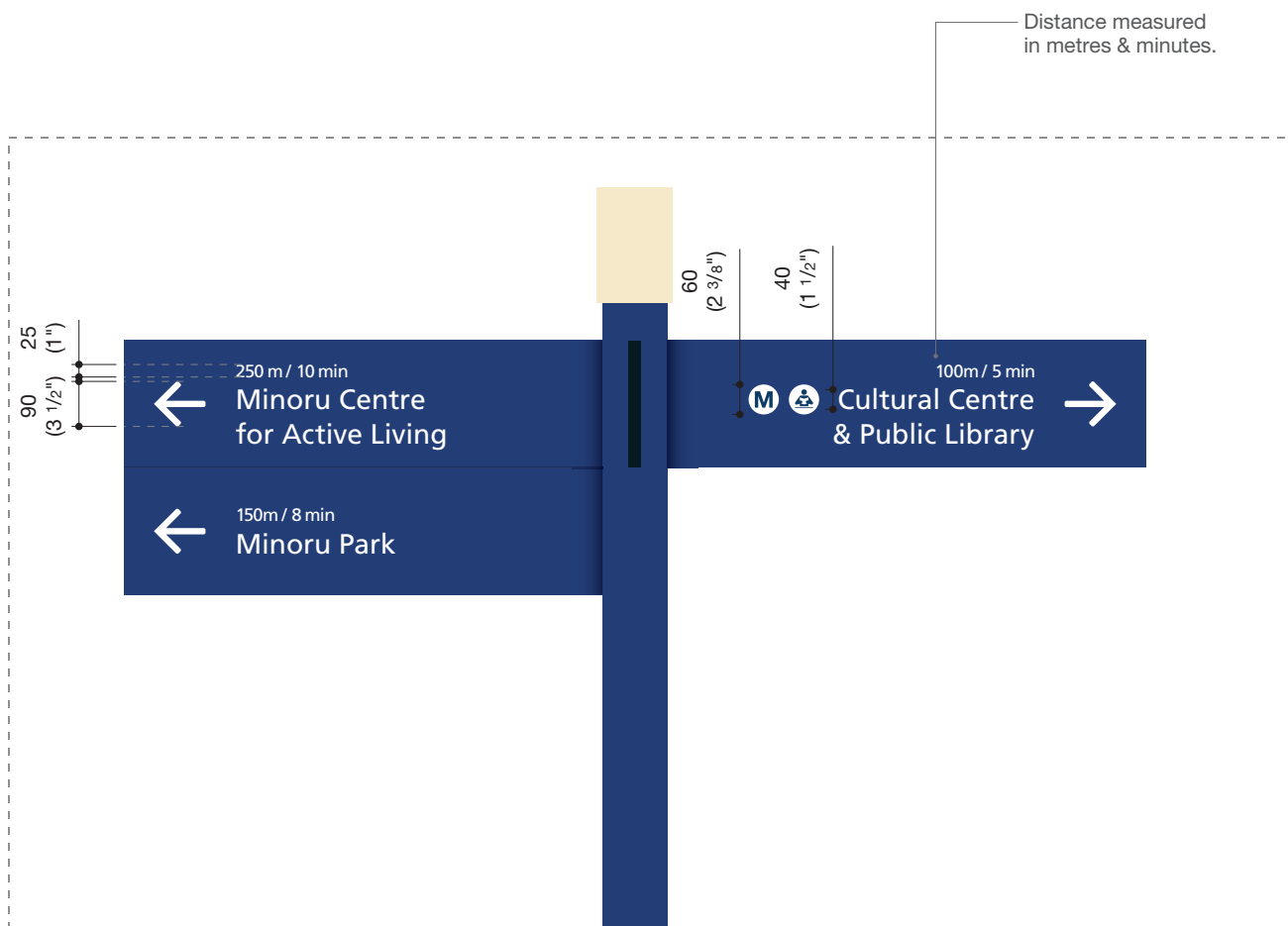


B3 Pedestrian Directional
Scale 1:25

Note: Minor colour variations may occur dependent on signage materials used.

Route planning becomes easier when users are presented with distance to their destination. This is also helpful encouraging users to visit a destination if they know that it is in proximity.

- Using minutes could be a more familiar way to assess proximity to destinations. Similar to how we navigate using Google/Apple maps.
- Using meters could be a more inclusive way identify proximity to destination as speed to travel is not a constant. Time of travel to the destination would be different for a person walking to a destination as opposed to someone using a wheelchair.



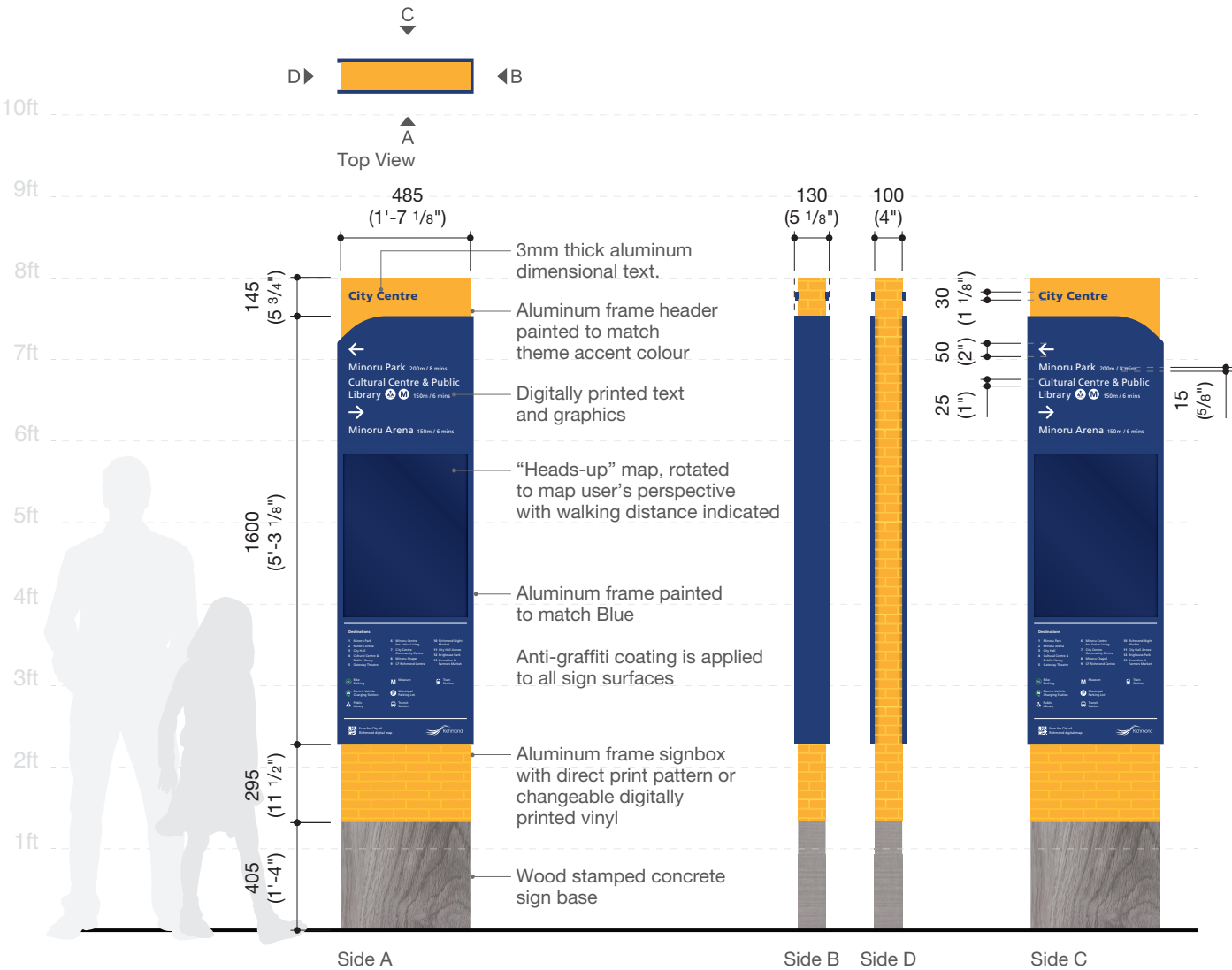
B3 Pedestrian Directional – Detail
Scale 1:15

Note: Minor colour variations may occur dependent on signage materials used.

Pedestrian Directory

Pedestrian level information to help visitors orient themselves of their surroundings. The “Heads-up” map indicates the surrounding area with all primary and secondary destinations including public amenities.

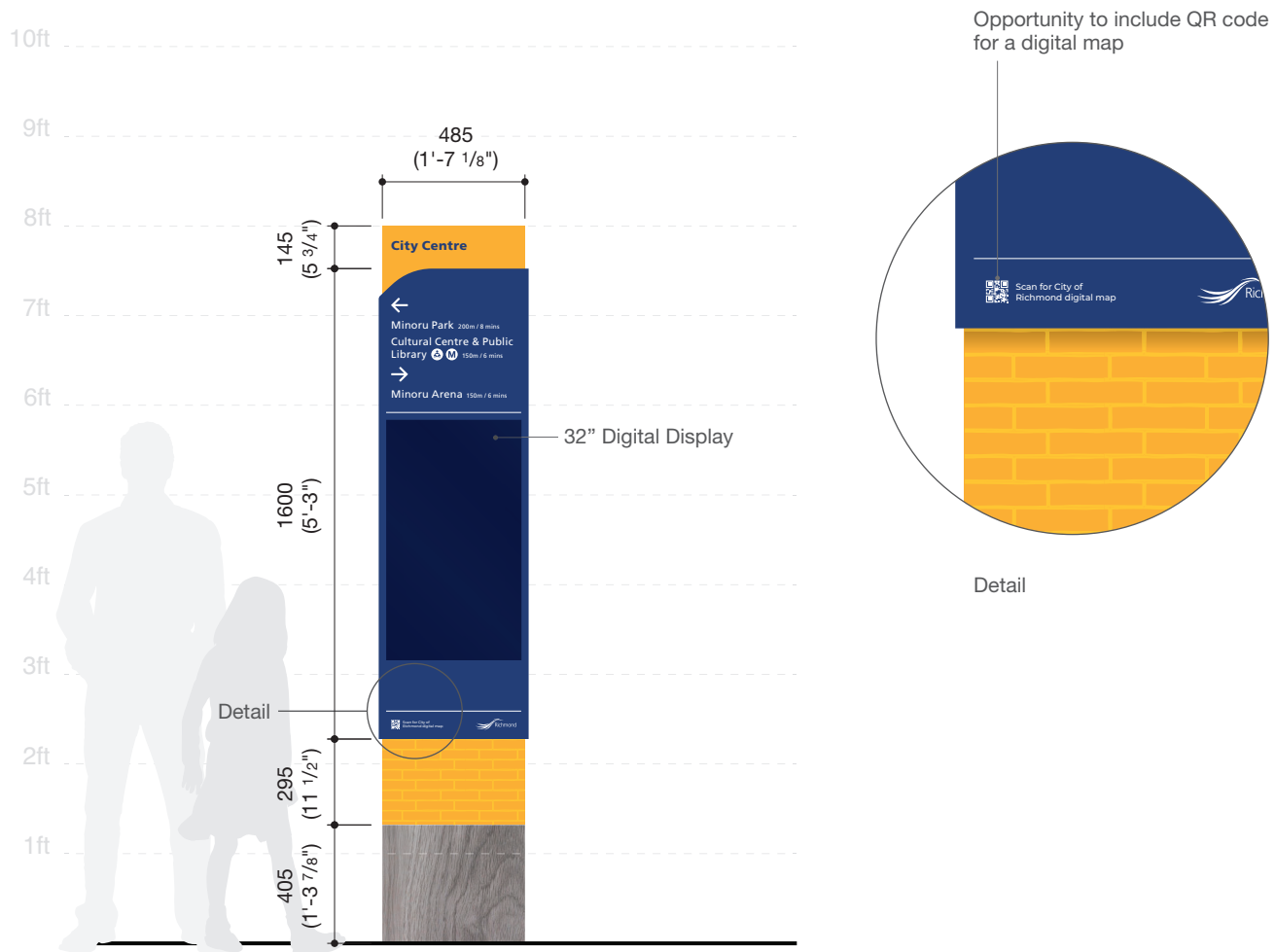
Where appropriate, walking time and distance to destinations should also be indicated. The “Heads-up” map is always rotated/oriented to match the user’s perspective, and it varies based on the placement of this sign. Digital tools, such as QR codes, and tools for greater accessibility, will be considered.



C1 Pedestrian Directory
Scale 1:25

Note: Minor colour variations may occur dependent on signage materials used.

An alternative option is pedestrian directories that feature digital map displays to facilitate easy navigation. Strategically placed QR codes on signage allow for quick access to local information, maps, and personalized navigation through a wayfinding app. Auditory and other tools will also be explored during implementation to increase accessibility of pedestrian directories for all users.



C1 Pedestrian Directory – Digital Option

Scale 1:25

Note: Minor colour variations may occur dependent on signage materials used.

CNCL – 164

03



Signage Placement Guidelines

Signage Placement Guidelines – Overview

The objective of sign placement is to not impede accessibility and pedestrian circulation as well as to not impede sight lines and visibility of other public realm elements. The minimum lateral clearance required will be determined on a case-by-case basis and in accordance with the recognized standards, including those contained in the Manual on Uniform Traffic Control Devices (MUTCD).

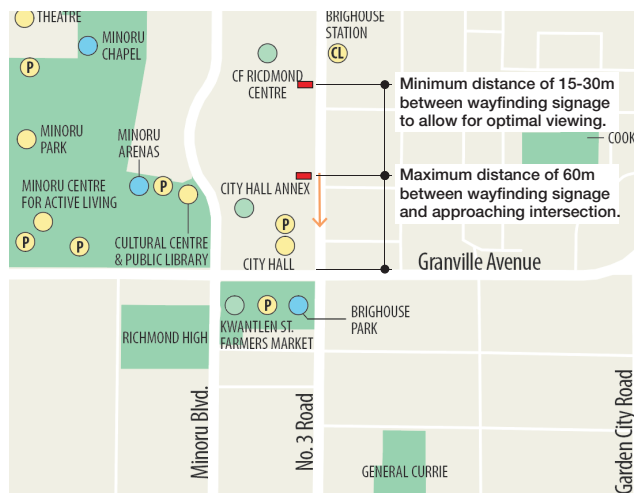
The following should be considered for signage placement:

- Ensure there is no negative impact to road safety and operations.
- Avoid obstructing pedestrian pathways and curbside access.
- Consider street furniture in the landscape.
- Consider trees and visual obstruction from foliage.
- Consider heritage places and assets.
- Avoid disturbing archaeological sites.
- Maintaining minimum distances from the curb.
- Maintaining sight triangles and vehicular viewing angles, including at intersections and driveway entrances.
- Do not obstruct the existing vehicular or safety signage, or conflict with existing traffic control devices.
- Do not obstruct the existing circulation of spaces (e.g., do not block or intrude on bus stops, accessible pathways, etc.).
- Position signs to avoid visual obstructions such as tree canopies, awnings, and existing signs and banners.
- Unless otherwise instructed, signs should be placed on the passenger side of the road.
- When traffic safety and regulatory signage is present, do not install wayfinding signs within 15m of sign locations, or as determined by the City of Richmond.
- Ensure sign placement does not impede or reduce existing sidewalk space.

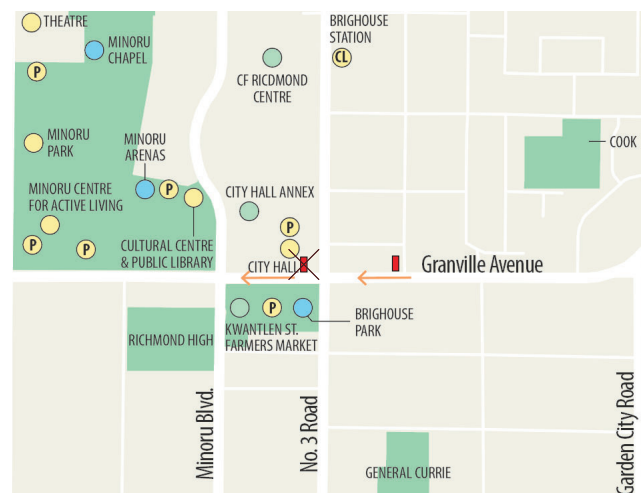
Note: Sign placement will be developed in consideration of other regulatory traffic and warning signs on a case-by-case basis. 15m minimum spacing is indicated but may need to be increased in some locations. This will be assessed as part of detailed technical reviews during implementation.

Signage Placement Guidelines – Overview

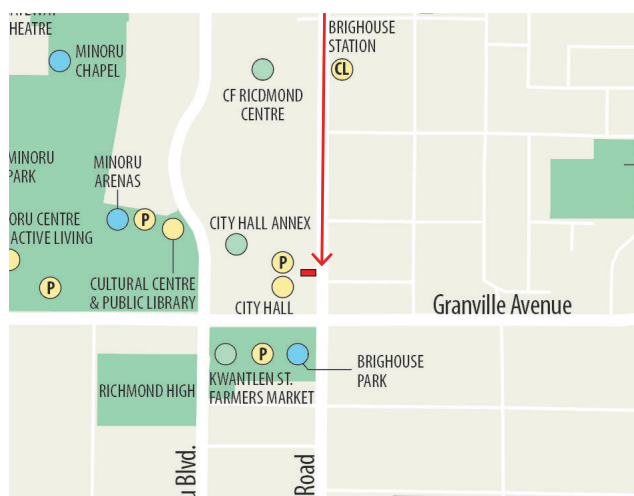
Signage must be positioned to avoid urban clutter while providing all users—drivers, cyclists, and pedestrians—with adequate decision-making time. Consistent message placement helps all users quickly find the information they need.



Vehicular directional signs should be placed a maximum of 60m from an approaching intersection. For optimal viewing distance, directional signage should be positioned 15-30m from an intersection to give motorists sufficient time to make decisions and avoid conflicts with traffic signs.



Directional signs should be placed before intersections or decision nodes to allow drivers adequate time to maneuver and continue their appropriate path to their destination.

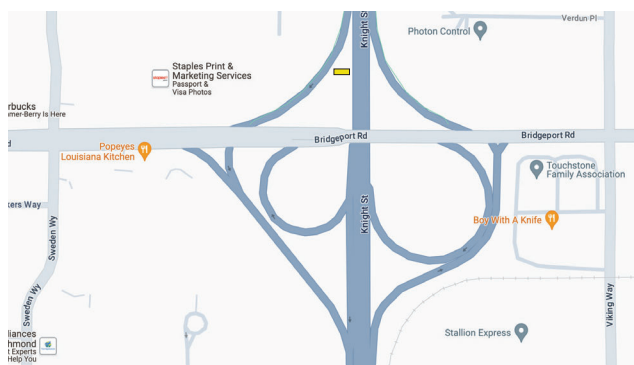
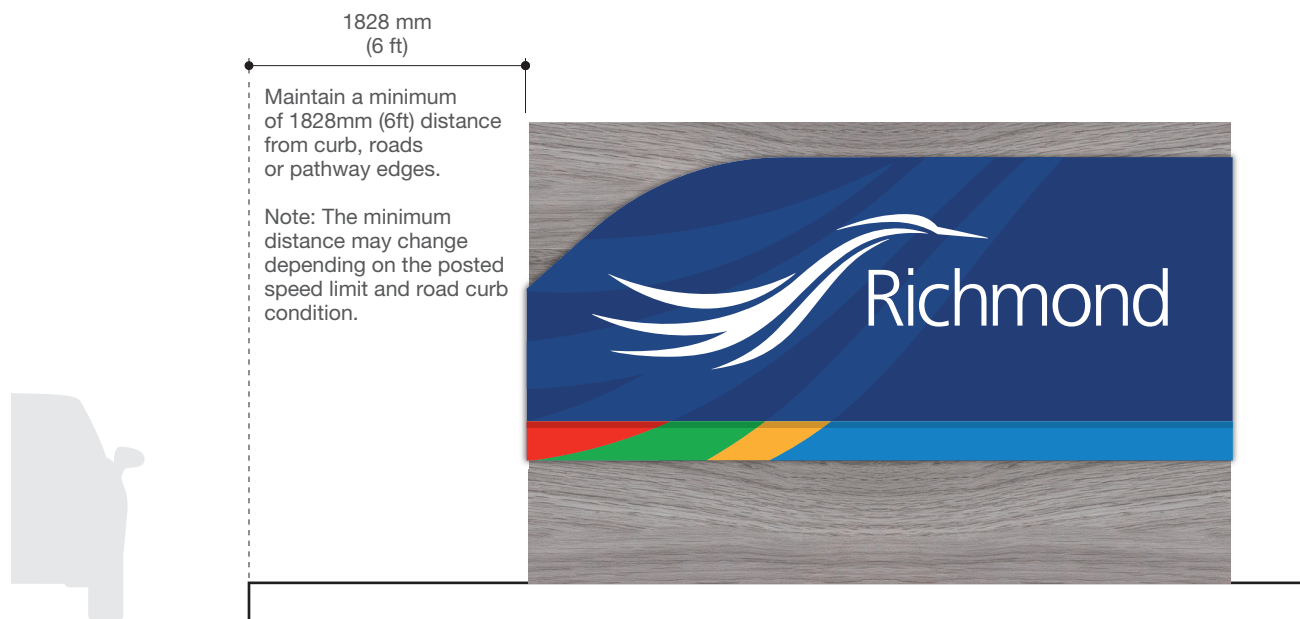


Orientation of signs will consider how to maximize readability. Signs should be placed perpendicular with the path of travel to enhance visibility for all users.

Signage Placement – Identification Signage

Identification signage should be placed perpendicular to the path of travel at the main entry points into the city. As a general rule, the sign should be the first thing users encounter upon arrival.

Signs along roadways and pathways should also be positioned perpendicular to the path of travel. The signage should display information on both sides, including a welcome message as users enter. It is recommended that signs maintain an appropriate distance from the edge, depending on the speed limit, road curb condition and as determined by the City of Richmond. Where possible, signage should have clear sightlines and be located consistently to create predictability and make it easy for users to find information to support their journey.



Note: For illustrative purposes only.
Actual placement and messaging of signage to be determined.

CNCL - 168

Signage Placement – Directional/Directory Signage

Directional signage must be positioned before decision nodes to give users sufficient time to navigate effectively. The signage should be oriented perpendicularly to the path of travel for all modes of transport, including pedestrians and cyclists.

Where necessary, signage should display information on both sides and must be clearly visible along roadways and pathways. It is recommended that signs maintain an appropriate distance from the edge, depending on the speed limit, road curb condition and as determined by the City of Richmond. Typically, a minimum distance of 300mm is required for a road with curb and posted speed limit less than 60km/h.

Whenever possible, directional signage should have clear sightlines and be consistently located to create predictability, making it easier for all users—drivers, cyclists, and pedestrians—to find the information they need to support their journey.



Note: For illustrative purposes only.
Actual placement and messaging of signage to be determined.

CNCL - 169



Richmond Draft Community Wayfinding Strategy **What We Heard Report**

Contents

Introduction..... 4

Project overview 4

How Did We Get Here4

Phase Two Engagement5

Participation.....7

Key Themes11

Recommendations 12

Where to Improve Wayfinding in Richmond?12

Design and Colour Options12

What’s Next..... 13

Appendix 14

Let’s Talk Richmond Survey14

What is Wayfinding

Wayfinding connects people to their surroundings and helps them find their way—for example, through directional signage, digital tools and visual landmarks. Wayfinding can also identify attractions, places of special interest and the best routes for moving through the city.

Over time, as the Strategy is implemented, improved wayfinding will help residents and visitors navigate through Richmond with ease—by foot, on wheels or via public transit.



Introduction

The purpose of this report is to share the feedback from public engagement activities that took place between November 15, 2024 and January 28, 2025 on Richmond's draft Community Wayfinding Strategy. The engagement was designed to both inform the public about the Draft Strategy and to receive input, including on design considerations and on areas in Richmond where wayfinding might be improved.

Thank you to everyone who participated in the engagement activities. The input received will be important in helping to shape the future of wayfinding in Richmond.

Project overview

The draft Community Wayfinding Strategy was created to guide and coordinate future wayfinding in Richmond to ensure that it is well planned and connects the city through a consistent visual language.¹ When implemented, wayfinding can help residents and visitors to Richmond move easily around the city and help them explore and discover the city's many attractions and amenities.

How Did We Get Here

Prior to developing the draft Community Wayfinding Strategy, in addition to conducting research and an assessment of wayfinding in Richmond, there was an initial public and interest holder engagement phase during which we asked for input on wayfinding in Richmond.

Phase 1—Engagement

Through a survey, in-person pop up events and focus groups, feedback was gathered on the opportunities and challenges for moving around Richmond and the community's priorities for the Strategy's Guiding Principles. Input was also gathered for preferences on design aesthetics, and questions were asked to better understand how wayfinding designs could reflect the city and meet the goals of being accessible and easy to understand.

The results of the Phase 1 Engagement can be found in the What We Heard Report (May 2023).

Phase 2—Draft Strategy Development and Engagement

On October 10, 2023, Richmond City Council endorsed the project's Guiding Principles.

The Guiding Principles, feedback from the initial engagement phase, research and needs assessment results, and universal design and wayfinding best practices were used to inform the development of the draft Community Wayfinding Strategy.

On November 12, 2024, City Council endorsed the draft Community Wayfinding Strategy for public consultation, and on November 13, 2024, the second phase of public and interest holder engagement was launched.

¹ The Community Wayfinding Strategy is meant to guide wayfinding on public property and will not apply to wayfinding on private land. It also does not apply to wayfinding in the City's Parks and trails system.

Phase Two—Engagement

This second phase of engagement provided the Richmond community with an opportunity to learn about the draft Strategy and to provide feedback.

To create awareness of the engagement activities for the draft Strategy, a communications campaign was implemented. It included digital tools such as social media, e-news and digital ads as well as printed materials.

Engagement Activities:

1. Let's Talk Richmond (LTR)

With over 8,000 subscribers, Let's Talk Richmond is a key component of public engagement in Richmond. The draft Strategy and related documents were available on a LTR engagement page created to support a survey as well. The public was invited to share their thoughts on the draft Strategy, their preferred colour and design options, and priorities for improved wayfinding in Richmond. The survey was open from November 18 to December 18, 2024.

2. Email Campaign

Outreach via email was conducted to both create awareness of the Let's Talk Richmond engagement and to remind people to complete the survey. Each email included a request to share the information with others.

In addition to the email sent to LTR subscribers, individual emails were sent to community groups and organizations including the 28 organizations that participated in workshops in the Phase 1 Engagement. Emails were sent to a variety of Richmond community groups including historical societies, business associations, and arts and culture groups.

Email outreach included the following organizations:

- Richmond Arts Coalition
- Steveston Historical Society
- Richmond Chinese Community Society
- Lansdowne Mall
- Access Richmond
- Steveston 20/20 Group
- Highway to Heaven Association
- London Heritage Farm Society
- Aberdeen Mall
- Gateway Theatre Society
- Richmond Public Art Advisory Committee
- Richmond Olympic Oval
- Kwantlen Polytechnic University
- Richmond Centre for Disability
- McArthur Glen Designer Outlet
- Sea Island Heritage Society
- Steveston Japanese Canadian Cultural Centre
- Richmond Art Gallery Association
- Richmond Chamber of Commerce
- Aspire Richmond
- Richmond Centre Mall
- Britannia Shipyards National Historic Sites Society
- Steveston Merchants Association
- Urban Bounty

3. Group Sessions and Discussions

A series of presentations followed by discussions were held with key organizations including:

- Council-appointed Advisory Committees:
 - Accessibility Advisory Committee
 - Active Transportation Committee
 - Economic Advisory Committee
 - Intercultural Advisory Committee
 - Seniors Advisory Committee
 - Youth Advisory Committee
- The Richmond Council of Communities that represents community centre associations and societies in Richmond, the Richmond Fitness and Wellness Association and the Richmond Arenas Association.
- Tourism Richmond and Richmond Hotel Association Boards of Directors
- Tourism Richmond stakeholders

4. Roundtable Discussion

A roundtable discussion was hosted with participants involved in the Phase 1 Engagement workshops. Organizations represented included the Gateway Theatre, TransLink, Richmond Centre for Disability, the Gulf of Georgia Cannery Society, Hub Cycling and the Vancouver International Airport.

All participants who attended group sessions and/ or the Roundtable Discussion were encouraged to respond to the LTR survey and share it within their organizations and networks. Postcards with a QR code linking to the Let's Talk Richmond survey were shared at each session.

Participation

Let's Talk Richmond Survey

158 Responses

Email Outreach Campaign

Individual emails
sent to **34**
Organizations

Group Sessions/ Roundtable Discussion

129 Participants

What We Asked

This round of engagement aimed to create awareness and inform the public about the draft Strategy and gather input in three areas:

- General comments on the draft Strategy
- Preference and comments for design options
- Areas where wayfinding could be improved in Richmond

What We Heard

In total, 287 individuals attended in-person presentation/ facilitated discussions and completed the online survey through Let's Talk Richmond. Overall, feedback received from these engagement activities demonstrated support for the draft Strategy, including the design framework.

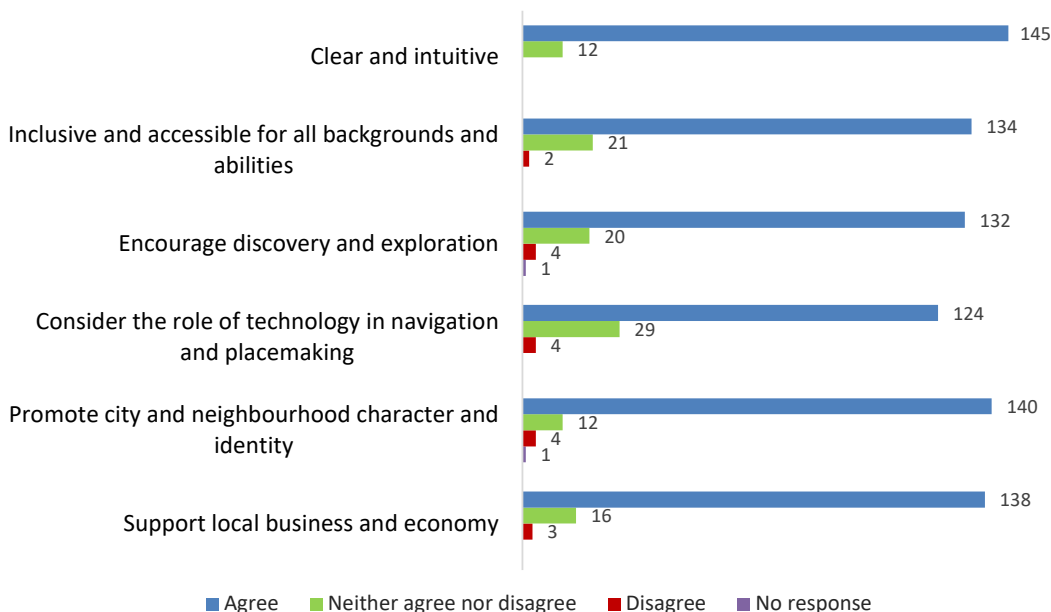
Let's Talk Richmond Survey Responses

Question 1: Respondents were asked to share how they felt about the importance of the objectives for the Strategy.

'Clear and Intuitive' was most important as demonstrated by the number of people who said they agreed with this objective.

'Consider the role of technology in navigation and placemaking' was the least important.

Figure 1. Question 1 Responses

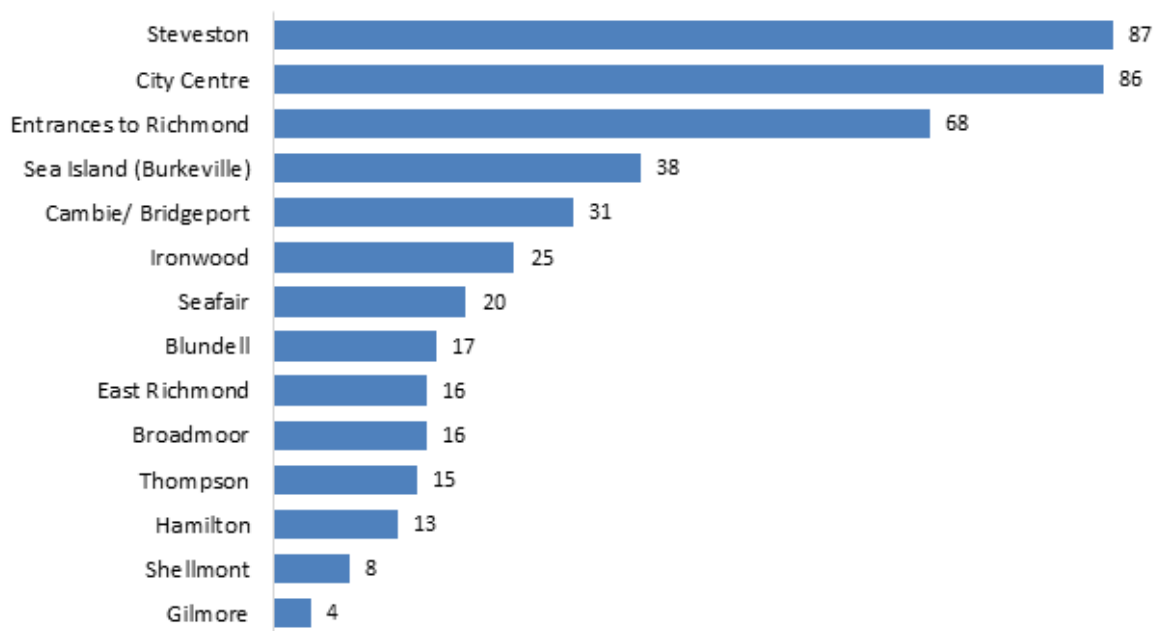


Question 2: Respondents were asked to suggest the top three areas in Richmond that could most benefit from improved wayfinding in the near term.

City Centre and Steveston were selected 86 and 87 times respectively.

Entrances to Richmond was the third most popular choice and was selected 68 times.

Figure 2. Areas for Improved Wayfinding

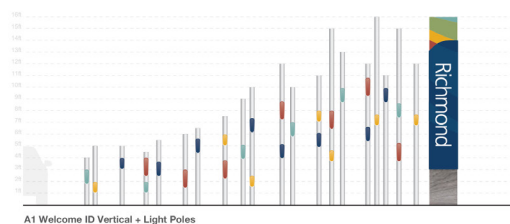
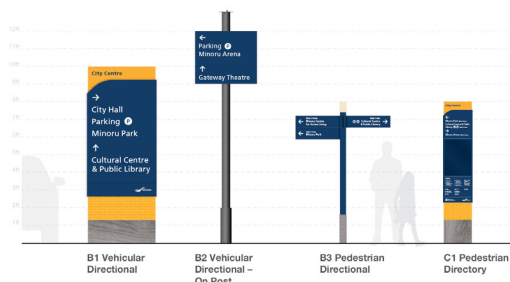


Question 3: Respondents were asked what they thought about the wayfinding design and the two colour options in the draft Strategy.

The draft Community Wayfinding Strategy includes a design framework that outlines best practices and accessibility considerations for wayfinding. Within the design framework there are two wayfinding design concepts (Colour Option 1 and Colour Option 2) that were developed.

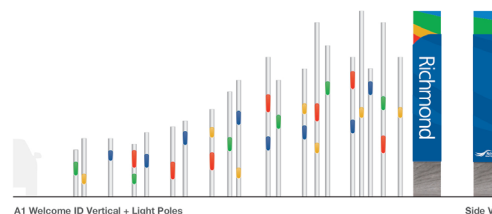
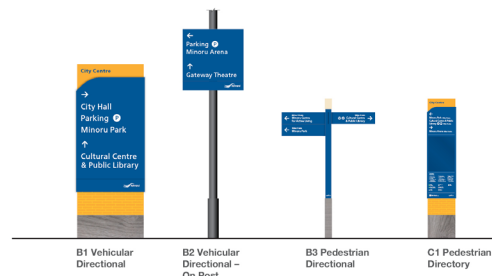
Colour Option 1

(See pages 55–59 of the draft Community Wayfinding Strategy for more information on design approach).



Colour Option 2:

(See pages 67–71 of the draft Community Wayfinding Strategy for more information on design approach.)



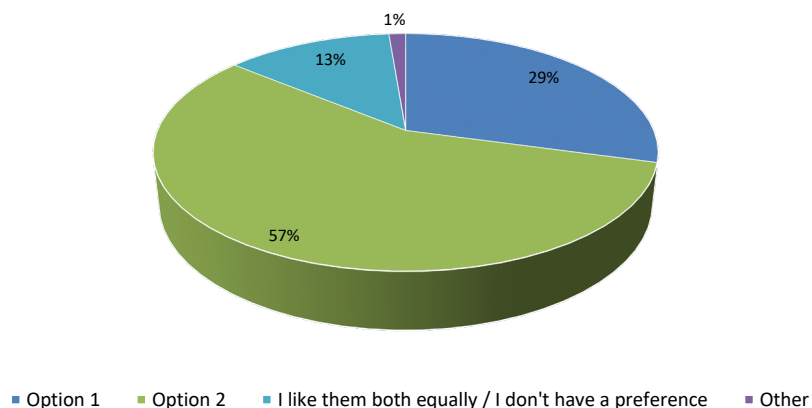
Colour Option 1 was inspired by the Richmond landscape, brand and public engagement. It adheres to best practices for wayfinding and accessibility, in terms of contrast and legibility.

Colour Option 2 incorporates the City brand colour palette, the Heron logo and the 'Island City by Nature' tagline that are part of existing welcome sign features.

Question 3: Respondents were asked if they prefer Colour Option 1 or Colour Option 2 and why.

Colour Option 2 was the preferred choice selected by 89 respondents while Option 1 was selected 46 times.

Figure 3. Colour Option Preference



As part of Question 3, Respondents were asked why they selected Colour Option 1 or Colour Option 2.

Notable reasons for selecting Colour Option 1 were the colour, contrast between the colour and text and that it was clear and legible. Option 2 was selected largely due to the design features.

Figure 4a. Reasons to Select Colour Option 1

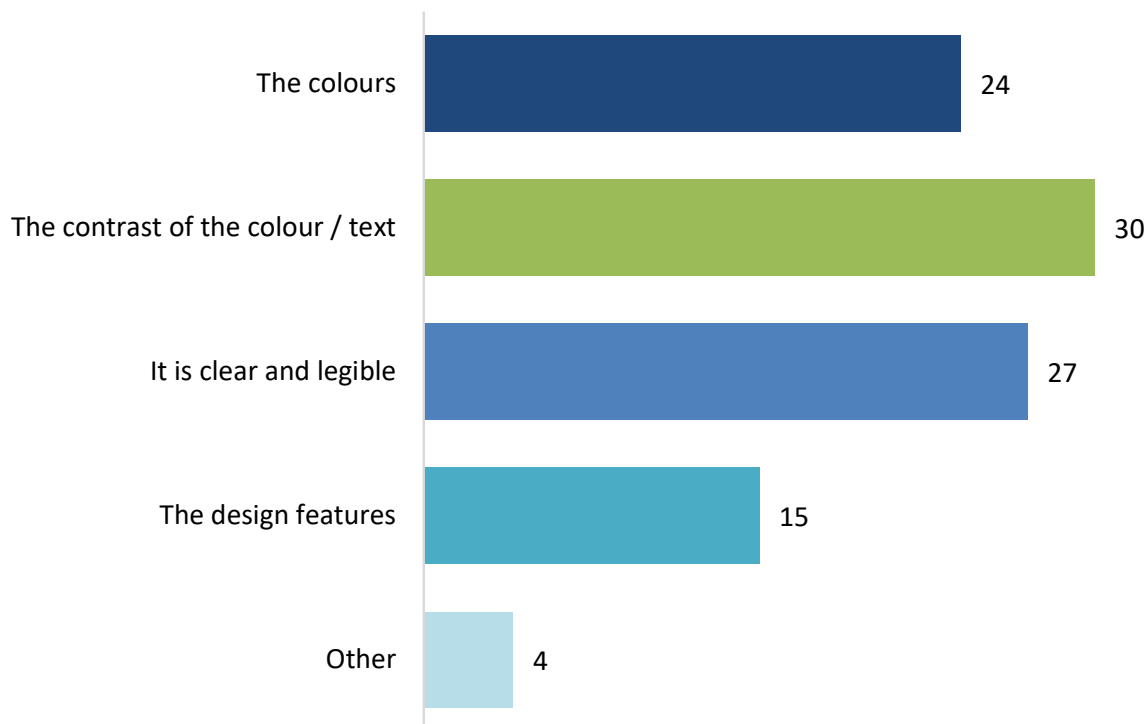
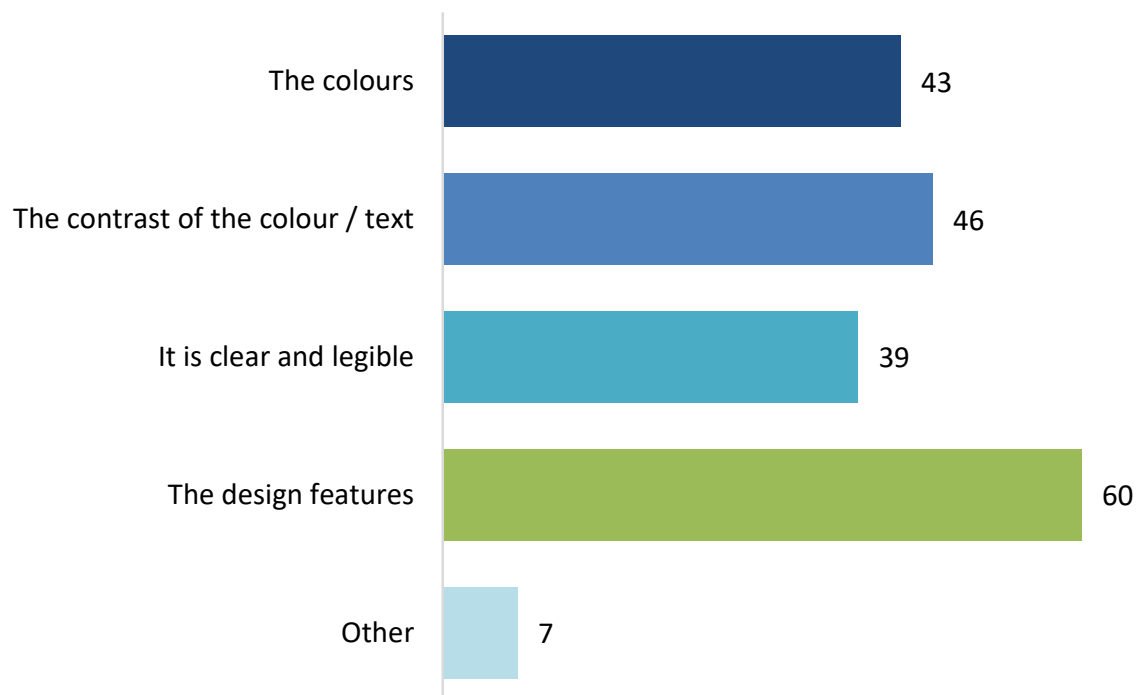


Figure 4b. Reasons to Select Colour Option 2



Key Themes

Respondents to the survey and participants in group sessions also provided comments that have been summarized within the following themes:

Accessibility and Inclusivity

- Wayfinding should be designed to accommodate all users, including those with sight loss.
- Accessibility features should be consistent across all signage.
- There should be consideration of aging populations and individuals with developmental disabilities when integrating technology and other features into wayfinding.
- Wayfinding signs should be easy to understand, using clear simple language and symbols. This is important for residents or visitors to Richmond who may not speak English fluently.

Sign Content and Features

- Signs must be easy to read and clearly visible. This includes eye level content for cyclists and consideration of speed of travel and field of vision for vehicular signage.
- A destination hierarchy can ensure clear navigation, prioritizing the most important locations and landmarks.
- Lighting on signs especially at major intersections is important. Use of illuminated signs or reflective materials should be considered to enhance visibility during rain and low-light conditions.
- The tall, vertical welcome sign with light poles would be unique to Richmond.
- The text 'Island City, by Nature' is descriptive of Richmond but takes up valuable space on the welcome sign, making it cluttered.
- Promote walkability with directional signs that show both distance and time to encourage foot traffic.
- The design and text should be kept simple and illuminated for timelessness and visibility.
- The graphic accents on the signs could be local artists' work, or Indigenous or public art that reflect Richmond's diverse culture and add a local touch.

Technology

- QR codes could be used to provide access to information in multiple languages, including directions, interactive maps, and interpretive content.
- QR codes can link to digital tools that improve accessibility.
- Wayfinding could use tools like artificial intelligence (AI) or digital platforms like Google Maps to help users learn about destinations and get directions based on real-time data.

Recommendations

There was overall support and interest for the Community Wayfinding Strategy. The feedback from Let's Talk Richmond as well as the City advisory committees and other groups included in the engagement was positive.

“Overall the draft strategy is really well thought through and a great direction for the city!”

There were several comments about the need to not clutter the Richmond landscape with signage. The goal of the Strategy is to have well planned wayfinding that would ensure this does not happen and that the right signs are in the right location with the right content.

Where to Improve Wayfinding in Richmond?

City Centre and Steveston were equally of interest as initial locations that could benefit from improved wayfinding, with entrances to Richmond selected as the third priority/area of interest.

Feedback regarding Steveston suggested that there is currently a variety of different signage and that the Village could benefit from consistent wayfinding. As noted in the draft Strategy, in areas with protected heritage, such as Steveston, additional work will be required through the implementation process to ensure heritage values are preserved and celebrated. It is also anticipated that further public engagement would be required in Steveston, in concert with exploring potential adjustments to the presented designs to reflect the Village's heritage.

There is an opportunity for initial implementation to focus on an area of Richmond that is both a high priority for the community and also enables testing of the designs and multiple sign types, with the lessons learned to be used for successful future implementation. An area within City Centre that has a current need for wayfinding and multiple sign types could potentially be further explored as an initial project.

Design and Colour Options

The Colour Option 2 was a popular choice among respondents and was characterized as welcoming and visually appealing.

It is recommended that the final wayfinding design be based on input from this engagement as well as best practices and accessibility standards, including the approved Guiding Principles for the Wayfinding Strategy. Option 2, based on the City's brand, might be enhanced and optimized to ensure it aligns with best practices in wayfinding design and that it meets the Guiding Principle of Accessibility. Possible updates to Option 2 could include:

- Increased saturation (intensity) of the colour palette for a higher degree of contrast with text and greater visibility.
- Simplify the amount of text presented on horizontal welcome signs to make these easier to read and quicker to comprehend. This may include the removal of the 'Island City, by Nature' tagline, though this topic could be re-visited more specifically during future implementation of new welcome signs, including a dedicated public engagement period. This approach could make it easier to read the 'Richmond' text, which would be the primary content on the sign.

What's Next

The feedback received from the Phase 2 Engagement will be used in conjunction with best practices and application of the Community Wayfinding Strategy's Guiding Principles to inform the revised version of the Community Wayfinding Strategy, including an updated design option and an implementation framework.

Appendix

Let's Talk Richmond Survey



Help shape the future of wayfinding in Richmond.

With input from the Richmond community, we have created a draft of Richmond's Community Wayfinding Strategy.

We invite you to review the draft Strategy and let us know what you think.

Here is how you can participate:

- Visit www.LetsTalkRichmond.ca to learn more.
- Complete this survey and either drop it off to customer service at Richmond City Hall or email it to sbaumgardner@richmond.ca.

Survey Instructions:

If you need assistance completing the survey, please contact us at economicdev@richmond.ca or 604-276-4103.

Your privacy is important to us. All feedback you provide will be anonymized and aggregated with others' responses to ensure individual input remains confidential.

Please review the draft Community Wayfinding Strategy before completing the survey.

The average time to complete the survey is *5 minutes*.

1. I feel the following objectives for community wayfinding are important to me:

Please select one option for each statement:

- **Clear and intuitive**

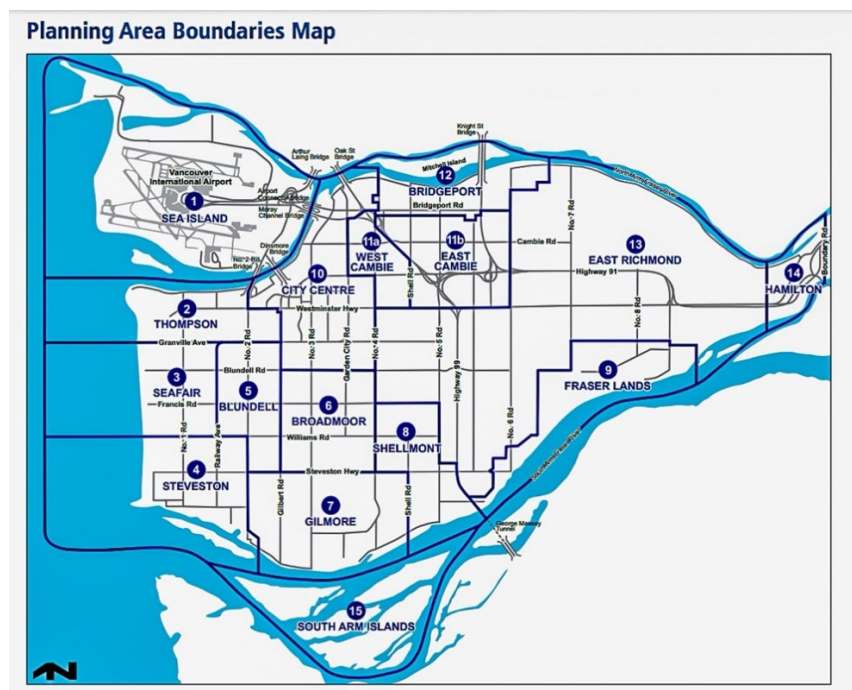
☐ Agree ☐ Neither Agree nor Disagree ☐ Disagree

- **Inclusive and accessible for all backgrounds and abilities**
☐ Agree ☐ Neither Agree nor Disagree ☐ Disagree
- **Encourage discovery and exploration**
☐ Agree ☐ Neither Agree nor Disagree ☐ Disagree
- **Consider the role of technology in navigation and placemaking**
☐ Agree ☐ Neither Agree nor Disagree ☐ Disagree
- **Promote city and neighbourhood character and identity**
☐ Agree ☐ Neither Agree nor Disagree ☐ Disagree
- **Support local business and economy**
☐ Agree ☐ Neither Agree nor Disagree ☐ Disagree

2. Wayfinding can assist in navigation to community amenities and other key destinations, and it can also help you explore a new area.

I suggest the following area(s) in Richmond could most benefit from improved wayfinding in the near term: (Please select your top 3 areas)

- ☐ Sea Island (Burkeville)
- ☐ Thompson
- ☐ Seafair
- ☐ Steveston
- ☐ Ironwood
- ☐ City Centre
- ☐ Gilmore
- ☐ Cambie / Bridgeport
- ☐ East Richmond
- ☐ Hamilton
- ☐ Broadmoor
- ☐ Shellmont
- ☐ Blundell
- ☐ Entrances to Richmond



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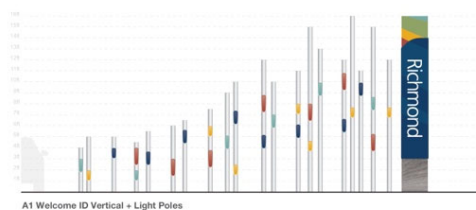
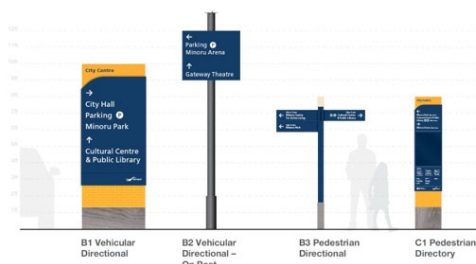
What do you think of the designs?

The draft Community Wayfinding Strategy includes a design framework that outlines best practices and accessibility considerations for wayfinding. Within the design framework there are also wayfinding design concepts that have been developed through public input.

We would like your thoughts on these design concepts and whether you prefer Colour Option 1 or Colour Option 2.

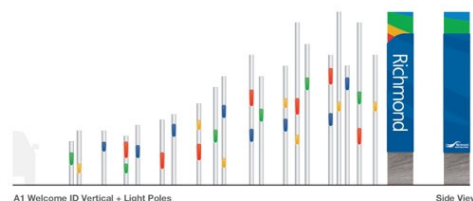
Colour Option 1

(See pages 55–59 of the draft Community Wayfinding Strategy for more information on design approach).



Colour Option 2

(See pages 67–71 of the draft Community Wayfinding Strategy for more information on design approach.)



3. After reviewing the Colour Options, I have a preference for:
(Please select one option.)

- ☐ Option 1 (Proceed to Questions 4 and 5)
- ☐ Option 2 (Proceed to Questions 6 and 7)
- ☐ I like them both equally (Proceed to Question 8)
- ☐ Neither (Proceed to Question 9)

4. I chose Option 1 because I particularly like:
(Please select all that apply.)

- ☐ The colours
- ☐ The contrast of the colour/text
- ☐ It is clear and legible
- ☐ The design features
- ☐ Other (please specify): _____

5. I have the following suggestion for Option 1:

6. I chose Option 2 because I particularly like:
(Please select all that apply.)

- ☐ The colours
- ☐ The contrast of the colour/text
- ☐ It is clear and legible
- ☐ The design features
- ☐ Other (please specify): _____

7. I have the following suggestion for Option 2:

- 8. Since I like both Options equally (or I do not have a preference), I have the following suggestions for either:**

- 9. I have the following additional comments about wayfinding and the draft Community Wayfinding Strategy.**

- 10. I heard about this engagement via:**

(Please select all that apply.)

- ☐ Email sent to me via LetsTalkRichmond.ca
- ☐ Visiting LetsTalkRichmond.ca (didn't receive email)
- ☐ Social media
- ☐ Transit shelter digital posters
- ☐ Print posters at City facilities
- ☐ Advisory Committee meeting
- ☐ Word of mouth
- ☐ Other (please specify): _____

- 11. My connection to Richmond is that I:**

(Please select all that apply.)

- ☐ Live here
- ☐ Work here
- ☐ Go to school here
- ☐ Was born here
- ☐ Used to live here, but don't anymore
- ☐ Visit here (and do not live here)
- ☐ Other (please specify): _____

12. I participated in the Spring 2023 engagement to develop this draft Community Wayfinding Strategy:

- ☐ Yes
- ☐ No
- ☐ Don't recall / prefer not to say

If you would like to be contacted about this survey or the draft Community Wayfinding Strategy, please fill out the contact information below:

Name: _____

How to contact me:

- **Email:** _____
- **Phone Number:** _____

End of survey.



City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1
Telephone: 604-276-4000
richmond.ca

CNCL – 191

City of Richmond Community Wayfinding Implementation Framework

June 12, 2025

Implementation Framework

1	Approach Overview	03
2	Long-term Phasing Strategy	04
3	Decision Criteria	06
4	Recommendations for Successful Implementation	10



Approach Overview

The City of Richmond Community Wayfinding Strategy will be implemented through a phased, city-wide approach that balances big-picture planning with local responsiveness. It begins with a high-level framework to guide long-term rollout, followed by a Phase 1 Implementation project to test and refine the system in a real-world setting.

Implementation signage will be introduced neighbourhood by neighbourhood, with the order of implementation guided by clear criteria such as pedestrian activity, transit access, and community priorities. The approach is designed to be flexible, allowing it to adapt to funding availability and evolve to meet changing needs while maintaining a consistent, city-wide vision.



Long-term Phasing Strategy

The wayfinding program will be rolled out over several years through a structured, phased approach. The strategy provides a roadmap for gradual implementation that ensures consistency and coordination across neighbourhoods.

Long-term Phasing Strategy:

- **City-Wide Framework:** Begin with a high-level location plan to guide long-term, city-wide implementation.
- **Phase 1 Implementation:** Launch the first phase of the wayfinding program in a selected area to establish initial signage, evaluate design and placement in a real-world context, and refine installation processes ahead of broader city-wide rollout.
- **Neighbourhood Rollout:** Expand signage gradually, one neighbourhood at a time, allowing for tailored implementation and continuous improvement.
- **Implementation Criteria:** Determine rollout order based on specific factors such as:
 - Multimodal transportation activity (including pedestrian, cycling, transit, and vehicular)
 - Transit access and connectivity
 - Tourism and visitor destinations
 - Synergies with other city projects
- **Flexible and Sustainable Approach:**
 - Phased delivery allows adaptation to new development and a changing city landscape
 - Supports resource efficiency and potential cost savings over time
 - Supports long-term consistency while remaining responsive to evolving needs



Decision Criteria

This section outlines how City staff will assess and prioritize future phases of the wayfinding program to inform recommendations to City Council. It combines best practices, local context, and strategic goals to ensure a fair, transparent, and well-informed process.

1. Outline of Key Decisions Required for Effective Implementation

To ensure effective implementation, the following decisions need to be made during each phase of implementation:

- **Location Prioritization:** Which neighbourhood or corridor should be addressed next, based on implementation criteria outlined on page 8.
- **Scope and Scale:** What types of signage are needed (e.g., pedestrian, vehicular), and to what extent. Also, consider non signage elements such as placemaking and digital components (Refer to City of Richmond Community Wayfinding Strategy) to be included in scope for implementation.
- **Design Localization:** Engage with local artists or organizations to produce localized illustration/pattern design. Identify the neighbourhood name and which local destinations should be included.
- **Coordination with Other Projects:** Identify synergies with public realm improvements, transit upgrades, or development timelines.
- **Budget Allocation:** Allocate funding not only for the immediate implementation of the current phase but also for long-term program delivery. This includes planning for year-to-year maintenance of installed signage, as well as staged funding to support the phased rollout across the city. A balanced approach between capital investment and ongoing operational costs will ensure the program remains sustainable and adaptable over time.

2. Decision-Making Matrix (Where, When, and Why to Implement)

A decision-making matrix will help prioritize locations and phases based on a weighted set of criteria. This tool also supports transparent communications with the public by providing a rationale for sequencing.

Sample Decision Criteria (Criteria and their relative importance to be refined)

Criteria	Source	Purpose
Pedestrian and transit volumes	City data	Prioritize high-traffic areas for visibility
Tourism and visitor destinations	City tourism data	Serve users unfamiliar with the city
Community readiness or interest	City engagement	Align with active or engaged neighbourhoods
Proximity to existing signage gaps	Field audits	Improve continuity and user experience
Planned capital or streetscape work	City planning	Leverage economies of scale, avoid rework, coordinate with existing efforts
Accessibility and equity factors	City policy	Ensure inclusive service to underserved areas
Opportunity for innovation	City planning	Test new formats, localized elements

3. Engagement with Local Communities

Engaging Richmond communities is essential to ensure that the implementation of the wayfinding program is responsive, context-sensitive, and reflective of each neighbourhood's identity. Community input will shape both the functional and visual aspects of the signage and help foster a sense of local ownership.

- Ensure engagement sessions are rooted in the guiding principles (as outlined in the City of Richmond Community Wayfinding Strategy) to reinforce and familiarize the basis for decisions made throughout the program.
- Involve local interest holders early in the process to identify unique needs, destinations, and points of pride.
- Review and provide feedback on preliminary location plans to ensure signage is placed where it will be most useful and contextually appropriate.
- Localize signage content by incorporating neighbourhood-specific destinations, and nomenclature.
- Identify patterns or motifs that reflect the area's cultural, historical, or environmental character, to be included on the established panels on A1 and B1 sign types.
- Coordinate locations with existing elements such as street furniture, public art, and heritage features to avoid environmental clutter.
- Establish a feedback loop during and after implementation to refine future phases based on community experience.

4. Public Communications Approach (Post-Implementation)

Once wayfinding elements are in place, clear and accessible public communication will ensure residents and visitors understand and benefit from the system. This outreach also reinforces the City's commitment to transparency and ongoing engagement.

- Announce new signage installations and highlight how they improve navigation and access.
- Emphasize local benefits, including safer walking routes, support for local businesses, and better transit connections.
- Reinforce the broader city-wide vision and explain how each phase fits into the long-term strategy.
- Use a range of communication channels, including the City's website, social media, physical signage, and partnerships with community groups and organizations.

04



Recommendations for Successful Implementation

To ensure the long-term success and sustainability of the Richmond Community Wayfinding Program, the following recommendations should be embedded throughout planning, design, and delivery:

1. **Apply Guiding Principles to Ongoing Decisions**

Throughout implementation, use the established Guiding Principles and Strategic Recommendations (as defined in the City of Richmond Community Wayfinding Strategy) as a foundation for consistent decision-making. These principles will help navigate challenges, assess trade-offs, and ensure the system remains aligned with the program's overall goals, including accessibility, clarity, consistency, and integration.

2. **Integrate Wayfinding into the Broader Urban Environment**

Wayfinding should not be treated as a standalone element, but rather as an integrated part of the public realm. This includes coordination with:

- Landscaping and public realm design
- Lighting and sightlines
- Placemaking and gateway features
- Street furniture, seating, and waste receptacles
- Banners, public art, and seasonal installations

All new projects such as streetscape improvements, transit infrastructure, and parks upgrades should include wayfinding considerations as part of planning and implementation.

3. **Maintain a Comprehensive Sign Inventory**

A centralized, up-to-date sign inventory should be maintained in a digital database. This will support:

- Efficient maintenance and replacement scheduling
- Visibility into sign types, conditions, and locations
- Planning for updates due to changes in the urban landscape or branding
- Coordination across departments and contractors

4. Innovation and Testing of Digital Wayfinding Technologies

The program should explore opportunities to test digital solutions such as:

- Interactive maps and kiosks
- Mobile-responsive wayfinding tools
- Real-time navigation support
- Integration with transit and accessibility platforms

5. Coordinate with Other Wayfinding Systems

Implementation should recognize and connect with other existing or planned wayfinding networks to ensure a seamless user experience. These include:

- The Richmond Parks wayfinding program
- Transportation network wayfinding signs
- Transit agency signage and mapping systems (Skytrain and TransLink Bus Network)
- Regional tourism and cultural signage

Coordination supports system harmony, prevents redundancy, and strengthens the overall user journey.



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** June 13, 2025
From: Mark Corrado **File:** 12-8275-30-001/2025-
Director, Community Bylaws and Licencing Vol 01
Re: **Application To Propose a New Lounge Area Endorsement To Licence
#311621 - Deep Blue Distilleries Ltd - 5800 Cedarbridge Way Unit 130**

Staff Recommendations

1. That the application from Deep Blue Distilleries Ltd., seeking the following extended hours of liquor service, and a new Lounge Area Endorsement at the premises located at 5800 Cedarbridge Way Unit 130, be supported:
 - a) A new lounge area endorsement with a total person capacity of 30 occupants;
 - b) Proposed hours of liquor service from Monday to Saturday, 9:00 AM to Midnight and Sunday, 5:00 PM to Midnight; and
2. That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information as set out in Attachment 1 to this report, advising that Council recommends the approval of the new Lounge Area and extended hours of liquor service.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

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

This report pertains to an application to the LCRB and the City of Richmond by Deep Blue Distilleries Ltd., for a new Lounge Area Endorsement for Distillery Licence #311621, with hours of liquor service from Monday to Saturday, 09:00AM to Midnight, and Sunday, 5:00PM to Midnight, and with a total capacity of 30 persons.

The City of Richmond is given the opportunity to provide written comments by way of a resolution to the LCRB with respect to the proposed new Lounge Area Endorsement to the Distillery Licence and the proposed hours of liquor sales and capacity. The process requires the local government to provide comments with respect to the following criteria:

- The potential for noise;
- The impact on the community; and
- Whether the endorsement may result in the establishment being operated in a manner that is contrary to its primary purpose.

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

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

Analysis

Deep Blue Distilleries Ltd. is situated at 5800 Cedarbridge Way Unit 130. The location map is appended as Attachment 2. The property is zoned Industrial Retail (IR1). This zone provides for a range of general industrial uses, stand-alone offices and a limited range of retail uses, with a few other compatible uses. There are a number of permitted uses in this property such as government service; office; health service, minor; microbrewery, winery and distillery; and restaurant. The operator took over the premises in 2024, which is also next to the law office, Acumen Law Corporation. There have been no noted issues with the operation of this business since it commenced in the City.

The applicant's request for a Lounge Area Endorsement and proposed hours of liquor service is to better serve their clients and the community. Deep Blue Distilleries Ltd. recently received its business licence in December of 2024. The Lounge Area Endorsement would add greater flexibility and experience to their clients. Appended as Attachment 3 is the applicant's Letter of Intent.

Impact of Noise on the Community

The location of this establishment is such that the consultation process does not identify any noise concerns. The hours of liquor service under the Distillery Licence should not change the nature of the establishment as a Distillery Endorsement.

Impact on the Community

The community consultation process for reviewing applications for liquor-related licences is prescribed by the Development Application Fees Bylaw No. 8951 which under Section 1.8.1 specifies the following:

- 1.8.1 Every applicant seeking approval from the City in connection with:
 - (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;
must proceed in accordance with subsection 1.8.2.
- 1.8.2 Pursuant to an application under subsection 1.8.1, every applicant must:
 - (b) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment or other endorsement); and
 - (iv) proposed hours of liquor service; and
 - (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on February 18, 2025 and three advertisements were published in the Province newspaper on February 18, 2025, February 19, 2025 and February 20, 2025.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the establishment. On February 13, 2025, 79 letters were sent to residents, businesses and property owners. The letter provided information on the proposed Lounge Area Endorsement application and proposed liquor sales hours and capacity, and contained instructions on how to comment on the application. The period for commenting for all public notifications ended March 19, 2025.

As a result of the community consultation process described, the City has received no response opposed to this Lounge Area Endorsement application with the proposed liquor sales hours and capacity.

Other Department and Agency Comments

As part of the review process, staff requested comments from other departments and agencies such as the Building Approvals Department, Richmond Fire-Rescue (RFR), Richmond RCMP, and Vancouver Coastal Health (VCH). These departments and agencies generally provide comments on the compliance history of the applicant's operations and premises. None of the departments and agencies contacted have identified issues of concern.

Financial Impact

None.

Conclusion

The results of the community consultation process for Deep Blue Distilleries Ltd.'s application for a new Lounge Area Endorsement with the proposed hours of liquor service and capacity was reviewed based on the City and LCRB criteria. The analysis concluded there should be no noticeable potential impact from noise, no significant impact to the community and no comments or ongoing concerns were received or raised from the regulatory agencies or from neighboring residents, businesses or property owners. Staff, therefore, recommend approval of the application.



Gary Choi
Licence Inspector
(604-204-8511)

GC:gc

- Att. 1: Particulars of Application and City Comments
2: Aerial Map with 50 Metre Buffer Area
3: Letter of Intent

**Re: Application to Propose a New Lounge Area Endorsement – Deep Blue Distilleries Ltd.
– 5800 Cedarbridge Way. Unit 130, Richmond BC**

1. That the application from Deep Blue Distilleries Ltd., to operate at, 5800 Cedarbridge Way. Unit 130, proposing a new Lounge Area Endorsement, be supported for:
 - a) A new Lounge Area Endorsement with a total person capacity of 30 occupants;
 - b) Proposed Hours of Liquor service from Monday to Saturday, from 9:00 AM to Midnight and Sunday from 5:00 PM to Midnight;
2. That a letter be sent to Liquor and Cannabis Regulation Branch advising that:
 - a) Council supports the applicants new Lounge Area Endorsement application, and the hours of liquor service with the conditions as listed above;
 - b) The total person capacity set at 30 persons is acknowledged;
3. Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licencing Regulations) are as follows:
 - a) The impact of additional noise and traffic in the area of the establishment was considered;
 - b) The potential impact on the community was assessed through a community consultation process; and
 - c) Given that this is a new establishment there is no history of non-compliance with this this establishment;
 - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the City gathered the views of the community through a community consultation process as follows:
 - i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
 - ii) Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments and concerns.

- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
 - i) The community consultation process was completed within 90 days of the application process; and
 - ii) The community consultation process did not generate any comments and views of residents, businesses and property owners.
- f) Council recommends the approval of the Lounge Area Endorsement to Midnight for the reasons that this new application for a Lounge Area Endorsement has not been objected to by the majority of the residents, businesses and property owners in the area and community.



#130 - 5800 Cedarbridge Way
50 Meter Map

Original Date: 04/08/25
Revision Date:

Note: Dimensions are in METRES

City of Richmond
Business License/Permit branch
Richmond, BC

Jan 10, 2025

Letter of Intent for Lounge Area Endorsement

To Whom It May Concern,

We are writing to formally express our intent to amend our existing retail license to include a lounge area endorsement at Deep Blue Distilleries Ltd located at 5800 Cedarbridgway #130, Richmond. This amendment is a step toward enhancing the customer experience while continuing to operate the retail section that has become an integral part of our business.

Our vision for the lounge area is to provide a welcoming space where patrons can enjoy our locally crafted products responsibly and comfortably. At the same time, we recognize the importance of maintaining our retail operations, which have allowed us to connect with our community and share our products directly with customers. By retaining our retail section alongside the lounge, we aim to offer a complementary experience that supports both on-site enjoyment and take-home purchases.

This dual-purpose approach reflects our commitment to creating a dynamic and versatile space that aligns with the City of Richmond's values of fostering community engagement and supporting local businesses. The lounge area will allow us to showcase our different products, share the stories behind their creation, and deepen connections with our customers.

We will ensure the lounge operates responsibly, with strict adherence to liquor laws and public safety standards. Measures such as staff operating with Serving it Right certificate, adhering our proposed operating hours will be in place to ensure the comfort and safety of all guests and neighbors.

We respectfully request the City of Richmond's approval for this amendment, which will allow us to expand our offerings while continuing our retail operations as a vital part of our business model. Please let us know if additional information or documentation is required to facilitate the review process.

ATTACHMENT 3

Thank you for considering our request. We are excited about the opportunity to contribute further to Richmond's vibrant community.

Yours truly,

A handwritten signature in black ink, appearing to read 'PD' followed by a stylized flourish.

Paul Doroshenko
President

Deep Blue Distilleries Ltd.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Jason Kita
Director, Intergovernmental Relations and
Corporate and Strategic Planning
Date: June 16, 2025
File: 01-0130-01/2025-Vol
01
Re: 2025 UBCM Community Excellence Awards Program

Staff Recommendation

That the City of Richmond's submissions to the Union of BC Municipalities Community Excellence Awards program be endorsed, including:

1. Excellence in Governance: Community Driven Neighbourhood Road Safety Program;
2. Excellence in Service Delivery: Dike Operation and Maintenance Manual;
3. Excellence in Asset Management: Dike Geographic Information System (GIS) Upgrade Project; and
4. Excellence in Sustainability: Richmond Circular City Strategy.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	APPROVED BY CAO
Climate and Environment	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	

Staff Report

Origin

The Union of BC Municipalities (UBCM) Community Excellence Awards program celebrates UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC.

Staff have submitted four award applications to UBCM on behalf of the City by the submission deadline of May 30, 2025. As part of the application process, entries for this year's awards submissions must also include a Council Resolution indicating support for the project/program in order to be considered for a 2025 UBCM Community Excellence Award. UBCM accepts applications without a resolution, providing a resolution is submitted by August 15, 2025. Should City Council choose not to endorse an application, staff can withdraw the application(s).

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

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

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

Analysis

The City's vision is "to be the most appealing, liveable, and well-managed community in Canada" and is committed to continuous improvement and striving for excellence in matters of local government. One way that this is demonstrated is through awards and recognition to the City from peers in local government and others. City awards can be located on the City's website at <https://www.richmond.ca/culture/discover-richmond/profile/awards.htm>.

Annually, the City applies for various awards and in particular, the UBCM Community Excellence Awards program to highlight Richmond projects and programs in governance, service delivery, asset management, and sustainability. Staff have reviewed the eligibility criteria and are recommending submissions in the four award categories.

1. Excellence in Governance

Governance is the process of decision-making and the means by which decisions are implemented (or not implemented).

This category recognizes UBCM members that utilize governance processes and policies that are outcomes-based and consensus oriented; support and encourage citizen participation in civic decision-making; are efficient, equitable, and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking. This may include projects focused on staff, elected officials, and/or the community at large.

The City's 2025 submission to the Excellence in Governance award category is the Community Driven Neighbourhood Road Safety Program.

Project Description:

In 2022, the City developed a toolkit of speed mitigation measures as part of its traffic calming process for local streets and around schools. Establishing a toolkit, including reducing the posted speed limit to 30 km/h speed limits, provides options when collaborating with the community on a common goal of improved road safety. The community driven process has the following steps:

- Residents request speed management measures on their local street.
- Staff conduct traffic studies and collaborate with residents to develop tailored traffic calming measures and work towards achieving consensus.
- Residents are surveyed to determine the level of support. Should a minimum of 51% of residents agree to its implementation, the preferred road alteration is implemented.
- If majority support is not achieved or the neighborhood prefers lowering the speed to a 30km/h speed limit, City Council direction is sought. Establishing an enforceable 30km/h speed limit requires Council approval to amend Traffic Bylaw No. 5870.

Similarly, any road safety works around schools are developed in consultation with school principals and supported by school administration prior to implementation.

2. Excellence in Service Delivery

Service delivery involves the actual production and provision of goods and services to the community, and should be integrated with community plans and aligned with financial plans.

This category recognizes UBCM members that provide effective services in a proactive manner and demonstrate benefit to the community.

The City's 2025 submission to the Excellence in Service Delivery award category is the Dike Operation and Maintenance Manual.

Project Description:

Richmond has 49 kilometers of dike, requiring ongoing effort to ensure high-quality operation and maintenance to protect the City and comply with regulations and standards. In 2024, the City of Richmond updated the Dike Operation & Maintenance (O&M) Manual. This document supports the long-term management of the dike network by clearly outlining procedures for regular inspections, maintenance activities, and operational standards. It consolidates key information like design standards, critical inspection points, monitoring program, and maintenance requirements into a centralized resource, helping staff to work consistently, efficiently, and effectively. By standardizing how the City manages and maintains its dikes, the manual helps ensure the City meets current provincial and federal requirements while improving coordination across departments. It reflects a more proactive, organized approach to infrastructure delivering reliable, high-quality service and

complements the City's overall diking program guided by the Dike Master Plans and Flood Protection Management Strategy.

3. Excellence in Asset Management

Asset management is an integrated business approach that involves planning, finance, engineering, and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a sustainable manner.

This category recognizes UBCM members that have developed and implemented a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices such as the International Infrastructure Management Manual, ISO 55000 or Asset Management for Sustainable Service Delivery: ABC Framework.

The City's 2025 submission to the Excellence in Asset Management award category is the Dike Geographic Information System (GIS) Upgrade Project.

Project Description:

In 2024, the City of Richmond introduced five (5) GIS dike layers to enhance flood protection and infrastructure management. These layers support the City's asset management strategy and help maintain 49 kilometers of dikes that protect against sea level rise and climate-related flood risks. The five GIS layers include:

- The Dike Inspection Layer – Defines 50 inspection sections using updated Provincial dike crest information, replacing 2005 data.
- The Dike Survey Points Layer – Utilizes GPS data to delineate inspection sections, facilitating easier identification and review.
- The Dike Master Plan Layer – Indicates the master plan phase for each dike segment.
- The Dike Ownership Layer – Displays dike segments by parcel, clarifying ownership and maintenance responsibilities.
- The Dike Upgrade Layer – Visualizes planned and completed dike upgrades across the network.

These layers improve coordination, decision-making, and alignment with Richmond's Flood Protection Management Strategy and Dike Master Plans.

4. Excellence in Sustainability

Sustainability means meeting current needs without compromising the ability of future generations to meet their own needs.

This category recognizes UBCM members that incorporate a long-term sustainability lens by considering the four pillars – cultural, social, economic, and environmental issues – in planning, policy, and practice.

The City's 2025 submission to the Excellence in Sustainability award category is the Richmond Circular City Strategy.

Project Description:

Natural resources are essential to our economy, health, and well-being, yet the prevailing linear model—take, make, use, dispose—leads to overconsumption, waste, and environmental degradation. In response, the Richmond Circular City Strategy, adopted in 2023, presents a bold vision to transform Richmond into a zero-emission, circular city by 2050. The Strategy integrates circular economy principles into six strategic directions and 84 actions focused on preserving natural capital, optimizing material flows, and fostering regenerative systems in areas such as consumer products, food, mobility, and the built environment. As the first strategy of its kind in Canada, the Strategy sets a precedent through its holistic framework, which prioritizes innovation, community engagement, and cross sector collaboration. Building on two decades of climate leadership, the Strategy positions Richmond at the forefront of sustainable urban transformation—shifting away from wasteful practices toward an inclusive, low-carbon, and resource-efficient future with long-term environmental, social, and economic benefits.

Financial Impact

None.

Conclusion

The Union of BC Municipalities Community Excellence Awards program celebrates implemented projects or programs that demonstrate excellence in BC local governments. This annual awards program creates an opportunity for the City to be recognized for its commitment to excellence in municipal governance and service delivery.



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

Att. 1: UBCM Community Excellence Awards – 2025 Application Guide

Community Excellence Awards

2025 Application Guide

Application Deadline: May 30, 2025

1. Introduction

The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The awards are designed to profile promising practices and to encourage local governments to learn from the success of other members in order to implement changes in their own communities.

UBCM has offered the Community Excellence Awards since 2004.

2. Eligible Applicants and Projects

The Community Excellence Awards program is open to UBCM members only, including local government and First Nation members. UBCM members may submit one application per category.

To be eligible for consideration, projects:

- Must have been initiated after January 1, 2020 and be substantially completed.
- Cannot be the subject of an application that was previously awarded a Community Excellence Award.
- May have been funded by grant programs administered by UBCM.

3. Categories

The purposes of local governments in BC are set out in both the *Community Charter* and the *Local Government Act* and generally focus on good governance, providing services for community benefit, providing stewardship of public assets, and fostering sustainability.

Based on this, the categories are:

Excellence in Governance

Governance is the process of decision-making and the means by which decisions are implemented (or not implemented).

This category recognizes UBCM members that utilize governance processes and policies that are outcomes-based and consensus oriented; support and encourage citizen participation in

civic decision-making; are efficient, equitable and inclusive, open and transparent; and exemplify best practices in accountability, effectiveness, and long-term thinking. This may include projects focused on staff, elected officials and/or the community at large.

Excellence in Service Delivery

Service delivery involves the actual production and provision of goods and services to the community, and should be integrated with community plans and aligned with financial plans.

This category recognizes UBCM members that provide effective services in a proactive manner and demonstrate benefit to the community.

Excellence in Asset Management

Asset management is an integrated business approach that involves planning, finance, engineering and operations to effectively manage existing and new infrastructure in order to maximize benefits, reduce risk and provide satisfactory levels of service to community users in a sustainable manner.

This category recognizes UBCM members that have developed and implemented a comprehensive system of asset management policies and practices, meeting and/or exceeding accepted best practices such as the International Infrastructure Management Manual, ISO 55000 or Asset Management for Sustainable Service Delivery: A BC Framework.

Excellence in Sustainability

Sustainability means meeting current needs without compromising the ability of future generations to meet their own needs.

This category recognizes UBCM members that incorporate a long-term sustainability lens by considering the four pillars - cultural, social, economic and environmental issues - in planning, policy and practice.

4. Program Criteria

All applications will be scored against the following overall program criteria:

- Leadership: the extent to which the applicant acted as a local or regional leader in the development or implementation of the project.
- Financial management and planning: the degree to which the project and/or organization has implemented financial best practices that support long-term financial planning, value for money, financial sustainability and/or economic development.
- Partnerships and collaboration: the breadth and depth of community and/or regional partnerships that supported the project and the extent to which internal (e.g. inter-departmental and/or staff and elected officials) and/or external collaboration was evident.
- Innovation and promising practices: the degree to which the project demonstrated creativity and innovation, and contributed to increased efficiency or effectiveness.

- Engagement and communications: the extent to which internal and/or external engagement was foundational to the success of the project, including the use of communication tools such as social media.
- Transferability: the degree to which the process or outcomes of the project, or other learnings, could be conveyed to other UBCM members.
- Performance measurement: the extent to which the project has identified and/or utilized performance measures, benchmarks and/or standards to demonstrate benefit to the community.

5. UBCM Presidents Committee Choice Award

The Presidents Committee Choice Award is an opportunity for an outstanding, unique and/or special project, that would otherwise not be recognized through the adjudication process, to be recognized in the Community Excellence Award's program.

The award is not an additional category that applicants can apply under; instead candidates for the award are identified during the regular adjudication process.

The criteria for considering a candidate for the Presidents Committee Choice Award include:

- Exemplary demonstration of excellence in meeting objectives of local government (for example, as demonstrated by highest application review score in a given intake);
- Outstanding achievement in relation to a current issue faced by local governments.

6. Application Process

Application Deadline

The application deadline is May 30, 2025

Application Contents

All applicants are required to submit an electronic copy of the complete application package, including:

- Signed application form. Applications should be submitted as Word or PDF files.
- Council, Board or Band Council resolution indicating support for the project to be considered for a 2025 Community Excellence Award. Note: UBCM will accept applications without a resolution, providing the resolution is received by August 15, 2025. Please contact UBCM if the resolution cannot be submitted by the application deadline.
- Five representative photos of the project. Photos should be submitted as JPEG files at a high resolution suitable for display.
- Links to any publicly available videos related to the project.

Review of Applications

UBCM staff will perform a preliminary review of all applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Should UBCM staff determine that a submission is more suitable to a different category than the one submitted to, they may transfer the application to that category.

Subject matter experts will assess and score all eligible applications. UBCM's Presidents Committee will then review recommendations and scores from the subject matter experts and select category winners and, if recommended, honourable mentions.

The committee may also consider if applicants have received past awards and the location and type of each project.

7. Awards Ceremony

Awards will be presented during UBCM's 2025 Convention. All delegates are invited to attend the awards event.

Please note that in the case that an application for a project with multiple partners is selected for an award or honourable mention, only the local government that submitted the application will be identified as the recipient.

8. Additional Information

Please visit the Community Excellence Awards section of the UBCM website or contact awards@ubcm.ca.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: June 24, 2025

From: Peter Russell
Director, Housing

File: 08-4057-05/2025-Vol
01

Re: Referral Response: Housing as a Human Right

Staff Recommendation

That the proposed resolution, titled “Housing as a Human Right” (Attachment 1), which calls for the Union of BC Municipalities (UBCM) to lobby the Province of BC to establish legislation and policy to support accessible and equitable housing and declare housing as a human right, and for UBCM to advocate to the Government of Canada to increase its direct investment in housing and to implement policies and regulations that will support and incentivize the delivery of housing for all Canadians, be endorsed and submitted to UBCM for consideration at the 2025 UBCM Convention.

Peter Russell
Director, Housing
(604-276-4130)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF DEPUTY CAO
Community Social Development	<input checked="" type="checkbox"/>	
Intergovernmental Relations	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the June 9, 2025, City Council meeting, a delegate representing the Richmond Poverty Reduction Coalition (RPRC) appeared before Council to request that the City of Richmond endorse a resolution to the 2025 UBCM Convention in September (Attachment 2). The resolution was initiated by the BC Poverty Reduction Coalition (BCPRC), of which RPRC is a member.

Arising from discussion, Council referred the request to staff for consideration, as follows:

That the submission from the Richmond Poverty Reduction Coalition be referred to staff.

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

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

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

This report also supports Council's Strategic Plan 2022-2026 Focus Area #5 A Vibrant, Resilient and Active Community:

Support vulnerable populations through collaborative and sustainable programs and services.

Further, this report supports Strategic Direction #5 of the City's Affordable Housing Strategy 2017-2027 (AHS), being to "Increase Advocacy, Awareness and Education Roles", and Strategic Directions #1 and #3 of the Homelessness Strategy 2019-2029, being to "Prevent Pathways into Homelessness" and to "Provide Pathways out of Homelessness", respectively.

Analysis

Affordable housing is essential to building a vibrant and inclusive community and is a key priority for Richmond, as identified in the Official Community Plan (OCP), the AHS, and the Homelessness Strategy. The provision of a range of housing options supports Richmond's diverse population and responds to the needs of individuals with low income, and who are at risk of or experiencing homelessness. Housing provides a foundation for individuals who have experienced homelessness or precarious circumstances to find stability in their lives. Housing can also yield positive mental and physical health outcomes and foster overall dignity and well-being.

The proposed resolution asking that the Province of BC declare housing as a human right in legislation, and for the Government of Canada to increase its financial and regulatory supports for housing, aligns with the City's demonstrated leadership in achieving affordable housing

outcomes and responding to the needs of individuals facing poverty or who are at risk of or experiencing homelessness. The City has successfully leveraged land use policy to secure Low-End Market Rental (LEMR) housing and market rental housing for low and moderate-income households. The City has also leveraged the use of its land, partnerships with non-profit housing operators, and capital and operating funding from senior levels of government, to build housing tailored to the needs of the priority groups identified in the AHS (Attachment 3). Examples of the City's success in this regard are found in the 80-unit Pathways development on No. 2 Road, which received funding through BC Housing's Community Housing Fund (CHF), and the 25-unit affordable housing development on Steveston Highway, funded through the Canada Mortgage and Housing Corporation's (CMHC) Rapid Housing Initiative (RHI) and complementary funding from BC Housing and the City of Richmond.

Homelessness Strategy (2019 – 2029)

The City of Richmond Homelessness Strategy guides the City's collaborative work within the homeless-serving sector in Richmond. Many key partners, including all levels of government, non-profit housing and service providers, community organizations and the private sector, have important roles to play in addressing the needs of Richmond residents experiencing or at risk of homelessness.

Homelessness is often the product of intersecting issues such as mental or physical health issues, trauma, substance use, poverty, and/or discrimination and, as a result, every person's experience of homelessness is unique. Despite these individual circumstances, a significant and critical reason individuals experience homelessness is a lack of appropriate housing. The City's role, as outlined in the Homelessness Strategy, is to support service provider organizations in coordinating service delivery, and to advocate to the provincial and federal governments for increased funding for affordable housing in Richmond.

Affordable Housing Strategy (2017 – 2027)

Richmond's Affordable Housing Strategy establishes an action-oriented framework that guides the development of diverse housing forms for all income levels. Key AHS policy directions include building capacity with non-profit housing service providers and partnering with senior levels of government with a focus on servicing priority groups.

The City has been supporting the direct delivery of housing across the full housing continuum. Between 2006 and 2025, the City contributed to delivering 1,738 built units and to securing another 2,256 units, being homes that are either approved or under construction (as of the end of Q1, 2025) (see Table 1). The City of Richmond also partnered with BC Housing in the development of Richmond House, a 55-bed emergency shelter for those experiencing homelessness or sheltering in precarious situations. The shelter, situated on City-owned land, is operated by The Salvation Army with operating funding provided by BC Housing.

Table 1: Affordable Housing Units Delivered in Partnership or through City Policy

	# of units Built/Occupied	Approved/Under Development
Supportive Housing	118	0
Non-Market Housing	547	80
Modest Market Rental	0	14
Low-End Market Rental (LEMR)	625	812
Moderate Income Housing	0	178
Purpose Built Market Rental	448	1,172
Total	1,738	2,256

Role of Senior Governments

Affordable housing and homelessness are the responsibility of all levels of government and cannot be addressed by one level of government alone. The City actively works with senior levels of government to build housing that is not being delivered by the private sector. The Government of Canada through CMHC and the Province of BC through BC Housing, have a shared responsibility and are primary partners in the delivery of non-market housing. Senior levels of government play a vital role in affordable housing through policy and direct investment with many housing programs relying on funding from senior government.

Additional action is needed to enable the City to expand opportunities to build housing that meets the needs of those unable to secure adequate housing in the private market. Stronger federal-provincial cooperation, increased direct investment, and supportive policies to incentivize the delivery of the right supply of housing that meets a broad range of housing needs. Recognizing housing as a human right emphasizes the urgency of the national housing crisis and that housing is essential to the overall wellbeing and dignity of a person. Increased effort and collaboration between all levels of government is required to develop, operate, and maintain affordable housing. Adopting the resolution offered by the BCPRC aligns with the City's objectives, is intended to prompt measures to build additional affordable housing and provide greater stability to individuals who are low income, who face housing insecurity or who may be experiencing homelessness. Ensuring that there is sufficient access to affordable housing for all members of the community improves the overall quality of life of Canadians and, in particular, Richmond residents.

Financial Impact

None.

Conclusion

The City continues to provide a strong focus on housing needs in the community and has implemented significant initiatives to support individuals who are experiencing, or at risk of, homelessness in Richmond.

The AHS and the City's Homelessness Strategy have been adopted by Council in recognition of the need for measures to improve housing supports along a housing continuum. As such, the request to call for the Province of BC to enshrine housing as a human right in legislation, and for the Government of Canada to increase its direct funding towards housing, implement streamlined regulations, and provide incentives that will facilitate housing delivery, complements the ongoing work of the City.

If endorsed by City Council, the resolution will be submitted to UBCM for consideration at the 2025 UBCM Convention, being held September 22 – 26, 2025.

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a series of loops and a long horizontal stroke extending to the right.

John Nguyen
Planner 2, Affordable Housing
(604-247-4647)

- Att. 1: Proposed UBCM Resolution – Housing as a Human Right
 2: Richmond Poverty Reduction Coalition Letter
 3: Priority Groups Served by the LEMR Program

Proposed UBCM Resolution – Housing as a Human Right

WHEREAS recognizing housing as a human right fundamentally shifts government motivations by adding critical urgency and responsibility to enhance access to affordable housing (meaning housing costs are aligned with income) through policies that prevent and respond to homelessness, address the escalating housing and homelessness crisis, prevent against discrimination, and prioritize the needs of vulnerable and equity deserving populations;

AND WHEREAS the Government of Canada affirmed the right to housing as a matter of international law and enshrined it domestically through the National Housing Strategy Act (2019), recognizing housing as a human right and establishing mechanisms for accountability and inclusion:

THEREFORE IT BE RESOLVED that UBCM call for the Province of BC to enshrine housing as a human right in legislation and forthcoming housing and homelessness strategies, ensuring that housing policy in British Columbia is grounded in principles of equity, accessibility, accountability, and the inherent dignity of all people;

AND BE IT FURTHER RESOLVED that UBCM advocate to the Government of Canada for increased direct investment in housing, and the implementation of supportive policies and regulations that will support and incentivise the delivery of the right supply and type of housing for all Canadians.



**Mayor and Councillors
City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1**

SENT BY EMAIL

May 29, 2025

Re: UBCM resolution - Housing as a Human Right

This submission is on behalf of the Richmond Poverty Reduction Coalition (RPRC) to request the City of Richmond **endorse and forward a resolution to the 2025 UBCM** conference regarding the right to housing. It originates from the BC Poverty Reduction Coalition (BCPRC), of which the RPRC is an active member.

The RPRC is 'a coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects, and public education.' Our members include numerous local Richmond organizations providing services to low-income Richmond residents. Every agency reports the biggest challenge for their clients and members is finding affordable, safe, and accessible housing in this community.

The RPRC applauds the work the City of Richmond is doing in their LEMR program and working with developers to build housing. But we recognize there is only so much a municipality can do without greater involvement of senior levels of government.

The BCPRC has been advocating to have the province of BC recognize housing as a human right. Now they are approaching City Councils across BC for support. The aim is to pass a joint motion at the Union of BC Municipalities in September 2025 calling on the province of BC to treat housing as a human right.

The RPRC requests the City of Richmond endorse the accompanying resolution for the UBCM to recognize housing as a human right.

The suggested resolution is enclosed as attachment 1.

Sincerely,

A handwritten signature in black ink, appearing to read "Deirdre Whalen".

Deirdre Whalen
President, RPRC

cc. RPRC Directors
BCPRC Sacia Burton

c/o Richmond Food Bank Society, #100-5800 Cedarbridge Way, Richmond, BC V6X 2A7
www.richmondrc.org info@richmondrc.org

Attachment 1

BC Poverty Reduction Coalition Resolution to City Councils for 2025 UBCM

WHEREAS recognizing housing as a human right fundamentally shifts government motivations by adding critical urgency and responsibility to ensure access to affordable housing (meaning housing costs are aligned with income) through policies that prevent homelessness, address the escalating housing and homelessness crisis, eliminate discrimination, and prioritize the needs of vulnerable and marginalized populations;

AND WHEREAS the Government of Canada affirmed the right to housing as a matter of international law and enshrined it domestically through the National Housing Strategy Act (2019), recognizing housing as a human right and establishing mechanisms for accountability and inclusion;

THEREFORE, BE IT RESOLVED that the UBCM call for the BC Government to enshrine housing as a human right in legislation and forthcoming housing and homelessness strategies, ensuring that housing policy in British Columbia is grounded in principles of equity, accessibility, accountability, and the inherent dignity of all people.

Priority Groups Recognized by the Affordable Housing Strategy

Priority Groups		Identified Housing Gaps*
Families, including lone-parent families, families with children, and multigenerational families.	→	<ul style="list-style-type: none"> ▪ Family-friendly 2-3 bedroom units ▪ Low-end of market rental housing ▪ Purpose built rental housing
Low and moderate income earners, including seniors, families, singles, couples, students, and persons with disabilities.	→	<ul style="list-style-type: none"> ▪ Low-end of market rental housing ▪ Purpose built rental housing
Persons with disabilities.	→	<ul style="list-style-type: none"> ▪ Accessible, Adaptable, and Visitable Housing ▪ Low-end of market rental housing
Low- and moderate-income seniors.	→	<ul style="list-style-type: none"> ▪ Low-end of market rental housing
Vulnerable populations, including households on fixed incomes, persons experiencing homelessness, women and children experiencing family violence, individuals with mental health/addiction issues, and indigenous people	→	<ul style="list-style-type: none"> ▪ Low-barrier housing* ▪ No-barrier housing* ▪ Non-market housing for singles, couples, & families



City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development

Date: June 25, 2025
File: RZ 25-012598

Re: Early Council Review Process – Official Community Plan Amendment and
Rezoning Application at 10471 No. 3 Road

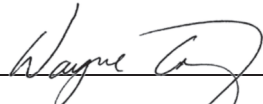
Staff Recommendation

That the proposed Official Community Plan (OCP) amendment be considered concurrently with the rezoning application, and that staff work with the applicant to consider the comments provided by Council as part of the comprehensive and technical review of the rezoning application.

Joshua Reis
Director, Development
(604-247-4625)

JR:ta

Att. 4

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

Staff Report

Origin

The purpose of this report is to provide information and to seek early input from Council about the proposed Official Community Plan (OCP) amendment and rezoning application (RZ 25-012598) for a three-storey, 27-unit market rental residential apartment development at 10471 No. 3 Road, submitted by Jeremy Stam. Site location and aerial maps are provided in Attachment 1. The proposed rezoning application involves an amendment to the land use designation of the subject site in Schedule 1 of OCP Bylaw 9000, generally from the “Neighbourhood Residential” designation, which does not allow for apartments to a higher density residential designation that allows for the proposed form.

This report is aligned with the September 23, 2024, Council Resolution:

That staff bring forward all new rezoning applications involving a major amendment to the City’s Official Community Plan for early review by Planning Committee and Council, as described in the report titled “Early Review of Rezoning Applications Involving a Major OCP Amendment”, dated August 22, 2024, from the Director, Development.

This report provides a high-level summary of the proposed development, including land use, floor area and building height. Conceptual plans provided in Attachment 2 are for information and reference purposes and are subject to change during the application review process. City staff welcome early input from Council, particularly in relation to:

- The OCP and proposed amendments arising from the rezoning application; and
- The overall proposed development concept and land use.

Any comments provided by Council will be used to inform City staff’s technical review of the subject application. Council’s consideration of this report does not restrict its future consideration of the OCP amendment or the rezoning application. Formal consideration of the change in OCP land use designation would be the subject of a future staff report.

Findings of Fact

Site Description

The subject site is located on the west side of No. 3 Road south of Goldstream Drive. It consists of a single lot containing a single-family dwelling with driveway access from No. 3 Road. A small portion of the lot also abuts Goldstream Place. The subject site has an area of 1,798 sq. m (19,353 sq. ft.) and is zoned “Small-Scale Multi Unit Housing (RSM/L),” which permits up to four ground-oriented dwelling units.

The subject site is adjacent to single-family dwellings to the north, townhouse developments across No. 3 Road to the east, and single-family dwellings to the south and west.

Project Description

The following development summary is based on the initial rezoning application received by the City in April 2025. Preliminary site plan drawings and building elevations are contained in Attachment 2. City staff have not yet undertaken a comprehensive technical review of the application and its compliance with City policies and regulations. Early input comments received from Council will inform the application review process.

Form of Development	<ul style="list-style-type: none"> Three-storey apartment residential building with an internal courtyard over covered parking and vehicle access from No. 3 Road
Land Uses	<ul style="list-style-type: none"> Residential: Apartment
Density	<ul style="list-style-type: none"> Total Residential floor area: 1,441.30 sq. m (15,514 sq. ft.) 0.80 Floor Area Ratio
Building Height	<ul style="list-style-type: none"> Storeys: Three-storeys Metres: 12.0 m (39.4 ft.)
Residential Tenure	<ul style="list-style-type: none"> Market Rental: 27 units
Vehicle Parking	<ul style="list-style-type: none"> 37 on-site vehicle parking stalls
Bicycle Parking	<ul style="list-style-type: none"> 36 Class 1 bicycle parking spaces 6 Class 2 bicycle parking spaces

Analysis

Preliminary Policy Assessment

Official Community Plan

The subject site is designated as “Neighbourhood Residential” and is located in the Broadmoor Planning Area (Attachment 3). The “Neighbourhood Residential” land use designation generally includes single-family and low-density multiple-family housing, specifically townhouses. The Arterial Road Land Use Policy designation for the subject property is “Arterial Road Single Detached,” but the site is not identified for any Arterial Road development (i.e. townhouse, compact lot or coach house). Adjacent properties to the north and south of the subject site are not within the arterial road policy as they do not front onto the arterial road and are accessed via local roads.

The proposed form and density of the development would require an amendment to Schedule 1 of OCP Bylaw 9000 to change the designation of the subject site from “Neighbourhood Residential” to a higher-density residential designation, which allows for different forms of multiple-family housing, including apartments. The OCP amendment is proposed to facilitate the development of an apartment building comprising of 27 market rental units.

Through the staff review of the subject rezoning application, an assessment will be undertaken to understand the impacts of redesignating the subject site from “Neighbourhood Residential” to a higher density residential designation in view of the surrounding land use context and applicable City policies.

OCP Market Rental Housing Policy

The OCP encourages the development of new purpose-built market rental housing developments. A minimum provision of 40 per cent family-friendly market rental units should be provided. The subject rezoning application proposes a fully market rental housing development, consisting of 27 as-built market rental units, of which 55 per cent are proposed to be family-friendly. All 27 market rental units proposed would be secured via a housing covenant prior to any future rezoning adoption.

Other details relating to the proposed market rental housing will be addressed through the application review process and presented to Council for consideration. These details include, but are not limited to, the proposed apartment building form, unit mix and accessibility, site layout, on-site parking and landscaping/tree protection.

Draft OCP Strategic Policy Directions

The City is in the process of updating the OCP and is currently undertaking public consultation on the OCP’s draft Strategic Policy Directions. The proposed OCP land use map designates the subject site for apartment or limited mixed-use buildings with up to four-storeys in height, or up to five-storeys with increased affordable housing provision. This reflects the site’s close proximity to an existing shopping centre (e.g., Broadmoor) and objectives to encourage shopping precincts to incrementally transition to support walkable, transit-oriented villages characterized as community hubs with amenities, shops, jobs and housing options.

This application is being considered under existing OCP policies and land use designations. However, prior to this rezoning application being considered by Council, should there be a change to the applicable policies and the underlying land use designation of the site as a result of the OCP update, staff will reevaluate the need for an OCP amendment at that time.

Tree Protection – Bylaw 8057

The applicant has submitted a tree management plan, an arborist report and a conceptual landscape plan in support of the subject application. This includes tree replacement and protection plans and streetscape design. Staff will review these plans as part of the application review process to assess their suitability and compliance with City policies and regulations.

Flood Plain Designation and Protection - Bylaw 8204

The subject site is located in Area A of the City’s Flood Plain Designation and Protection Bylaw 8204 Schedule B. The subject application will be reviewed to ensure it addresses items related to minimum flood construction level elevations for habitable floors of the residential development.

Preliminary Urban Design Assessment

Site Condition

The subject site currently contains a single-family dwelling located in the north-west portion of the site, and includes a mixture of existing trees and shrubs, and paving associated with site access. The subject site's primary frontage is located on No. 3 Road, with a small secondary frontage on Goldstream Place.

Neighbouring Land Uses and Adjacent Building Form and Character

- To the North: Single-storey single-family dwellings on lots zoned "Small-Scale Multi-Unit Housing (RSM/L)" fronting Goldstream Drive. An existing shopping centre is located approximately 250 m north at Williams Road and No. 3 Road.
- To the East: Across No. 3 Road, a 14-unit two-storey townhouse development on a lot zoned "Low Density Townhouses (RTL1)" and a 66-unit two-storey townhouse development on a lot zoned "Town Housing (ZT91) – No. 3 Road (Broadmoor)". Both developments front onto No. 3 Road.
- To the South: Two-storey single-family dwellings on lots zoned "Small-Scale Multi-Unit Housing (RSM/L)" fronting Goldstream Place.
- To the West: A single-storey and two-storey single-family dwelling on lots zoned "Small-Scale Multi-Unit Housing (RSM/L)" fronting Goldstream Place. Maple Lane Elementary School is located approximately 250 m north-west, with its main access provided via Alouette Drive.

Proposed Development

The proposed three-storey development has a gable and pitched roof design with a central courtyard that is surrounded by the building on all sides, creating an enclosed space that provides external residential amenity space. The quality and usability of this space for residential amenity, along with wider building and site design considerations, will be the subject of staff evaluation.

Parking is proposed at grade with driveway access provided from No. 3 Road at the northeast corner of the subject site. The proposed development includes three rental units at grade fronting No. 3 Road and 24 rental units located on the second and third floors that are accessed via external corridors located within the central courtyard. The rear portion of the building at grade is open, with the second and third floors elevated by columns.

The preliminary site concept plans received by the City as part of the subject rezoning application are included in Attachment 2. A Development Permit (DP) will be required to address matters related to form and character of the development, site layout and access and on-site landscaping. Further detailed review of these items will occur as part of the technical review of the rezoning application and will be further refined at the DP stage.

Preliminary Site Access and Servicing Infrastructure Assessment

Site Access

Vehicle access to the proposed development is located on No. 3 Road at the northeast corner of the subject site. Parking is provided at grade to the rear of the site and would not be visible from No. 3 Road. The proposed site access and parking layout, along with other matters related to existing trees/landscaping and pedestrian/bicycle connectivity between Goldstream Place and No. 3 Road, will be assessed by staff through a technical review of the rezoning application.

Servicing Infrastructure

A servicing agreement will be required to secure the design and construction of site frontage improvements and new service connections to the site. Staff will assess all servicing requirements as part of the technical review of the subject rezoning application.

Public Correspondence Overview

A rezoning sign has been installed on the subject property. In accordance with the City's Early Public Notification Policy No. 1316, notice of the development proposal has also been provided to residents within 100 m of the subject site. As of the date of this report, City Staff have received one phone call, three emails and a petition signed by 18 individuals. A copy of the correspondence received from the public is provided in Attachment 4.

A general overview of the comments received includes concerns about the following:

- The retention of both onsite trees and trees adjacent to the subject property.
- The impact of vehicle and pedestrian access to the development from Goldstream Place.
- The possible increased demand for street parking in the neighbourhood.
- The safety of the left turns from No. 3 Road.
- Safety due to the increase of people and cars in the neighbourhood.
- Increased noise due to the increase of people in the neighbourhood.
- Existing infrastructure capacity and preparedness for the proposed development.
- Potential negative impact on property values.
- Maintaining the neighbourhood character.
- Potential strain on the capacity of the nearby schools.

Through the technical review of the subject rezoning application and any future DP process, the following items, in conjunction with other development requirements, will be required and assessed:

- Arborist Report and Tree Management Plan.
- Site Access Plan.
- On-site parking plan.
- Crime Prevention Through Environmental Design (CPTED) measures.
- Pedestrian and Cyclist infrastructure adjacent and through the subject site.

- Review of servicing capacity, infrastructure and development of servicing requirements.
- Urban Design and consideration of form and character.

All public correspondence received through the processing of the subject rezoning application will be considered by staff and provided to Council in a future rezoning report.

Next Steps

Should Council endorse the recommendations of this report, the proposed change in OCP land use would be considered concurrently with the review of the subject rezoning application, and the input provided by Council will be used to inform the comprehensive and technical review of the application. City staff will then undertake a comprehensive technical review of the subject rezoning application and will engage with appropriate external stakeholders in accordance with the City's OCP Bylaw Preparation Consultation Policy (Policy 5043).

Following City staff's review of the proposed development and public input received, the project and associated bylaws will be forwarded to Council for formal consideration. Should Council grant first reading of the associated bylaws, a Public Hearing would be required, given an OCP amendment is proposed.

Should the underlying OCP designation for this site be amended as part of the OCP Update prior to the rezoning application being brought forward to Council for first reading, a public hearing may no longer be required for this development.

Financial Impact

None

Conclusion

This report was prepared to provide information on a proposed rezoning application for a 27-unit market rental residential development at 10471 No. 3 Road. This proposal also requires an amendment to the OCP Bylaw 9000 Schedule 1. The early input of Council is sought on the proposed development in accordance with Council's direction, and will inform City staff's detailed review of the subject rezoning application.



Tolu Alabi
Planner 2
(604-276-4092)

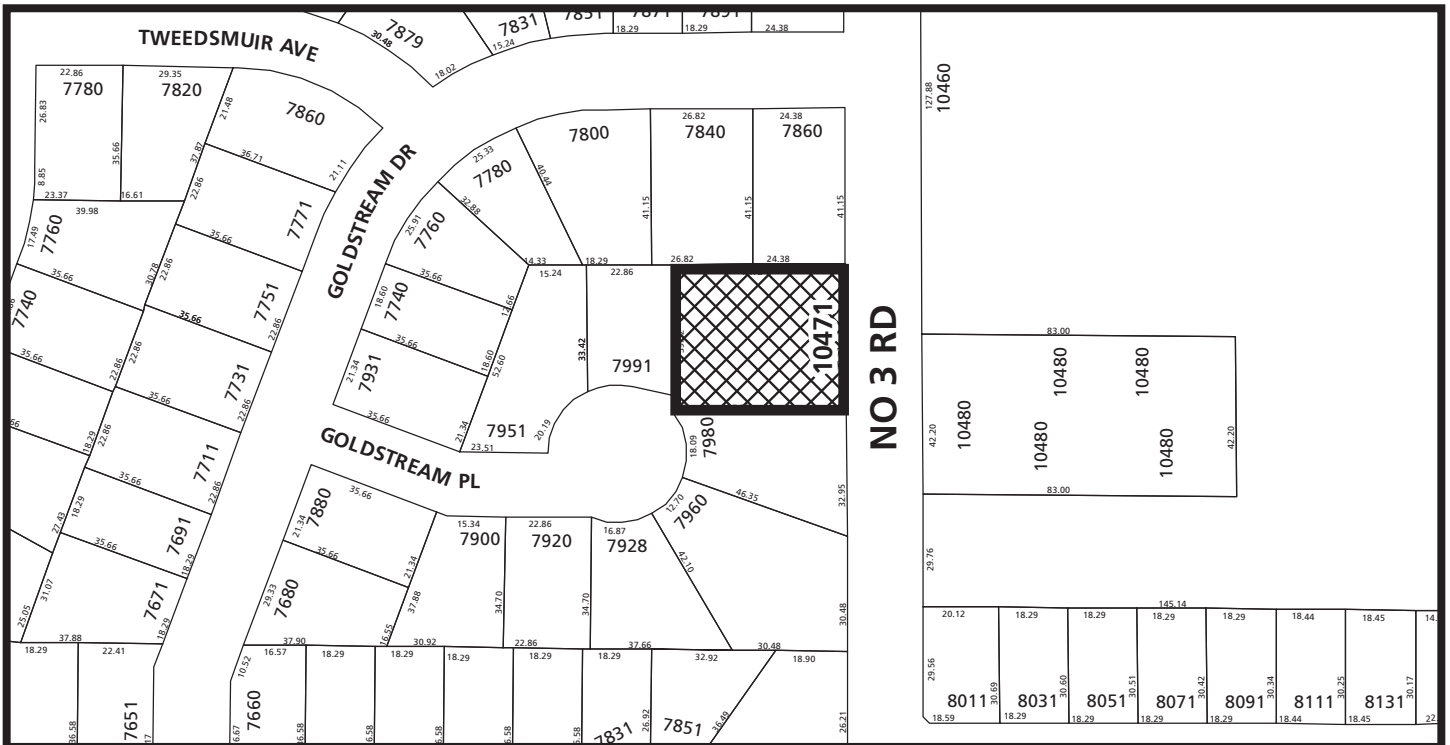
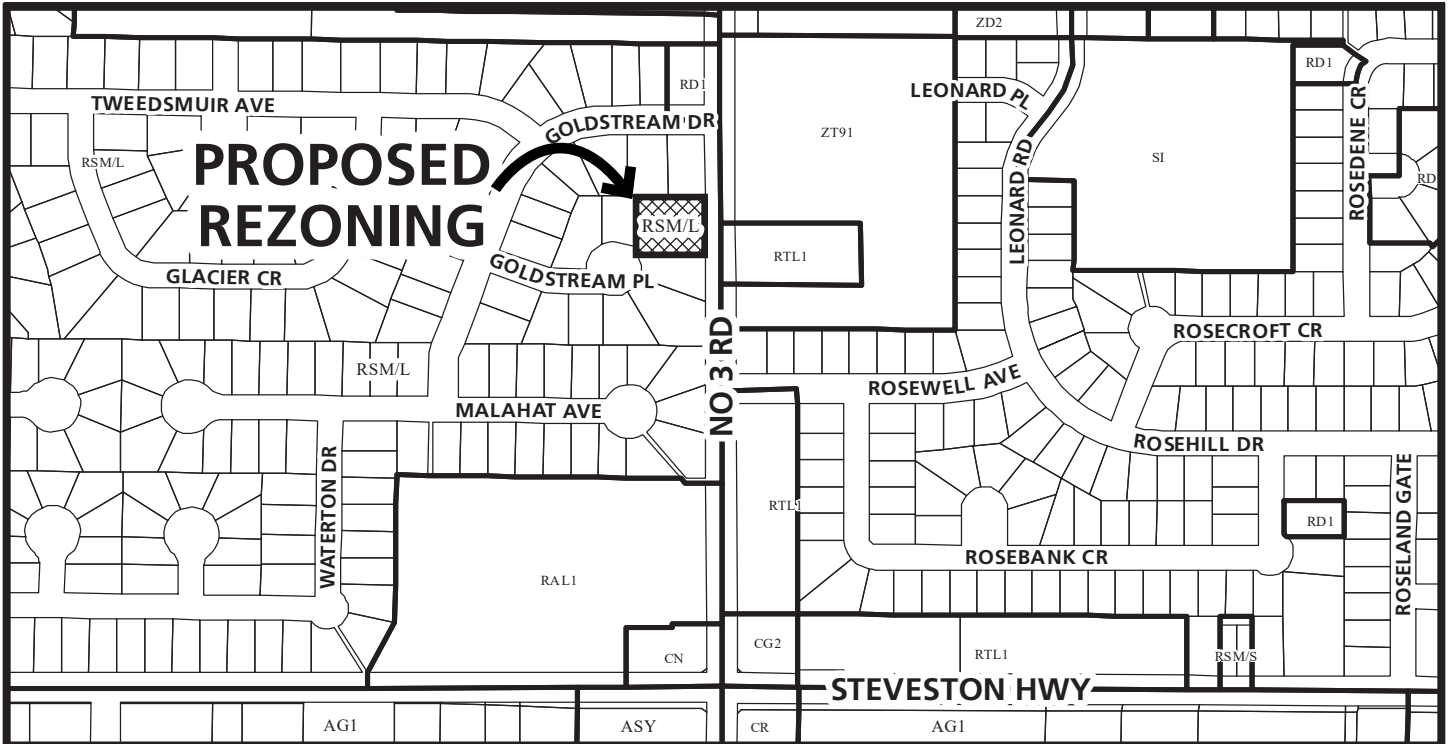
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- Att. 1: Location and Aerial Maps
 2: Conceptual Development Plans
 3: Broadmoor Planning Area Map
 4: Public Correspondence



City of Richmond

ATTACHMENT 1



RZ 25-012598

CNCL – 239

Original Date: 05/22/25
Revision Date:

Note: Dimensions are in METRES



City of Richmond

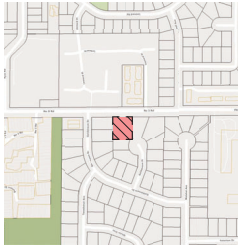


RZ 25-012598

CNCL - 240

Original Date: 05/22/25
Revision Date:

Note: Dimensions are in METRES



QCE INFORMATION

LAND USE: EXISTING: NEIGHBOURHOOD RESIDENTIAL
PROPOSED: APARTMENT RESIDENTIAL

ZONING INFORMATION

ZONE: EXISTING: RSM/L
PROPOSED: RAI with Variance

LOT AREA: 1,798 m² (19,353 sq.ft. = 0.44 ac)

SETBACKS:

NORTH (7860 GOLDSTREAM DRIVE) 6.0m
SOUTH (7980 GOLDSTREAM PLACE) 6.0m
EAST (No. 3 ROAD) 6.0m
WEST (7991 GOLDSTREAM PLACE) 6.0m

PERMITTED PROJECTIONS INTO SETBACKS:

-Balconies/porches: 2.0m
-Entry stairs: 2.0m

LOT COVERAGE

PERMITTED: 40%
PROPOSED: 40%
LOT COVERAGE = 40% (879.9 m² / 1,798 m²)
*VARIANCE REQUESTED FOR 160 m² (FOR APPROX 9% INCREASE)

BUILDING HEIGHT:

PROPOSED: 12.0m (39'-4") 3 STOREYS

LANDSCAPING:

REQUIRED: 20% MIN (10%)
SEE LANDSCAPE DRAWING L2.0 FOR DETAIL

SITE INFORMATION

LEGAL DESCRIPTION:
LOT 48 SEC 32 BLK 4N 6W PL NWP29957 LOT 48,
BLOCK 4N PLAN NWP29957 SECTION 32, RANGE 6W,
NEW WESTMINSTER LAND DISTRICT

CIVIC ADDRESS:

10471 - No. 3 ROAD,
RICHMOND, BC

RICHMOND KEY: 14810

ROLL: 02863000

PID: 003-745-244

LOT: 48

SEC: 32 - 4 - 6

PLAN: 29957

SITE RECOGNITION

A. LEGAL AREAS

LEVEL 2: 2,231 SF
LEVEL 3: 8,722 SF
TOTAL: 10,953 SF (NOT INCL IN FSR)
TOTAL: 4,861.18 SF
TOTAL: 13,514 SF (1441.3 SQM)
TOTAL: 13,514 SF (1441.3 SQM)

B. RESIDENTIAL UNIT SUMMARY:

1 BED: 28
2 BED: 12
3 BED: 12
TOTAL: 52

C. PARKING:

1. RESIDENTS: 31 STALLS
2. VISITORS: 6 STALLS
TOTAL PROVIDED: 37 STALLS

C2. PARKING ALLOCATION PROPOSED:

1. RESIDENTS: 31 STALLS
2. VISITORS: 6 STALLS
TOTAL PROVIDED: 37 STALLS

C1. NUMBERS:

RESIDENTS: 27 UNITS x 1.2 STALLS/UNIT = 32.4 STALLS
VISITORS: 27 UNITS x 0.2 STALLS/UNIT = 5.4 STALLS
TOTAL REQUIRED AS PER BYLAW: 37.8 STALLS

PARKING PROPOSED:

1 BED: 28 STALLS
2 BED: 12 STALLS
3 BED: 12 STALLS
TOTAL PROVIDED: 52 STALLS

TOTAL REQUIRED:

32 STALLS
(VARIANCE REQUESTED)

QCE INFORMATION

LAND USE: EXISTING: NEIGHBOURHOOD RESIDENTIAL
PROPOSED: APARTMENT RESIDENTIAL

ZONING INFORMATION

ZONE: EXISTING: RSM/L
PROPOSED: RAI with Variance

LOT AREA: 1,798 m² (19,353 sq.ft. = 0.44 ac)

SETBACKS:

NORTH (7860 GOLDSTREAM DRIVE) 6.0m
SOUTH (7980 GOLDSTREAM PLACE) 6.0m
EAST (No. 3 ROAD) 6.0m
WEST (7991 GOLDSTREAM PLACE) 6.0m

PERMITTED PROJECTIONS INTO SETBACKS:

-Balconies/porches: 2.0m
-Entry stairs: 2.0m

LOT COVERAGE

PERMITTED: 40%
PROPOSED: 40%
LOT COVERAGE = 40% (879.9 m² / 1,798 m²)
*VARIANCE REQUESTED FOR 160 m² (FOR APPROX 9% INCREASE)

BUILDING HEIGHT:

PROPOSED: 12.0m (39'-4") 3 STOREYS

LANDSCAPING:

REQUIRED: 20% MIN (10%)
SEE LANDSCAPE DRAWING L2.0 FOR DETAIL

C.3. SMALL CARS:

1. RESIDENTS: 15 STALLS (48%)
2. VISITORS: 3 STALLS (9%)
TOTAL PROVIDED: 18 STALLS

C.4. ELECTRIC VEHICLE CHARGING:

1. RESIDENTS: 15 STALLS (48%)
2. VISITORS: 3 STALLS (9%)
TOTAL PROVIDED: 18 STALLS

C.5. BICYCLE STORAGE:

CLASS 1: 27 UNITS x 1.25 SPACES = 33.75 SPACES
CLASS 2: 27 UNITS x 0.2 SPACES = 5.4 SPACES
PROPOSED CLASS 1: 36 SPACES (25 HOR + 11 VER)
PROPOSED CLASS 2: 6 SPACES

C.6. LOADING SPACE:

9.1M X 3M

D. ADAPTABLE UNITS:

NIL

E. AMENITY SPACE:

NIL

F. WASTE MANAGEMENT:

NIL

RESIDENTIAL UNIT SUMMARY

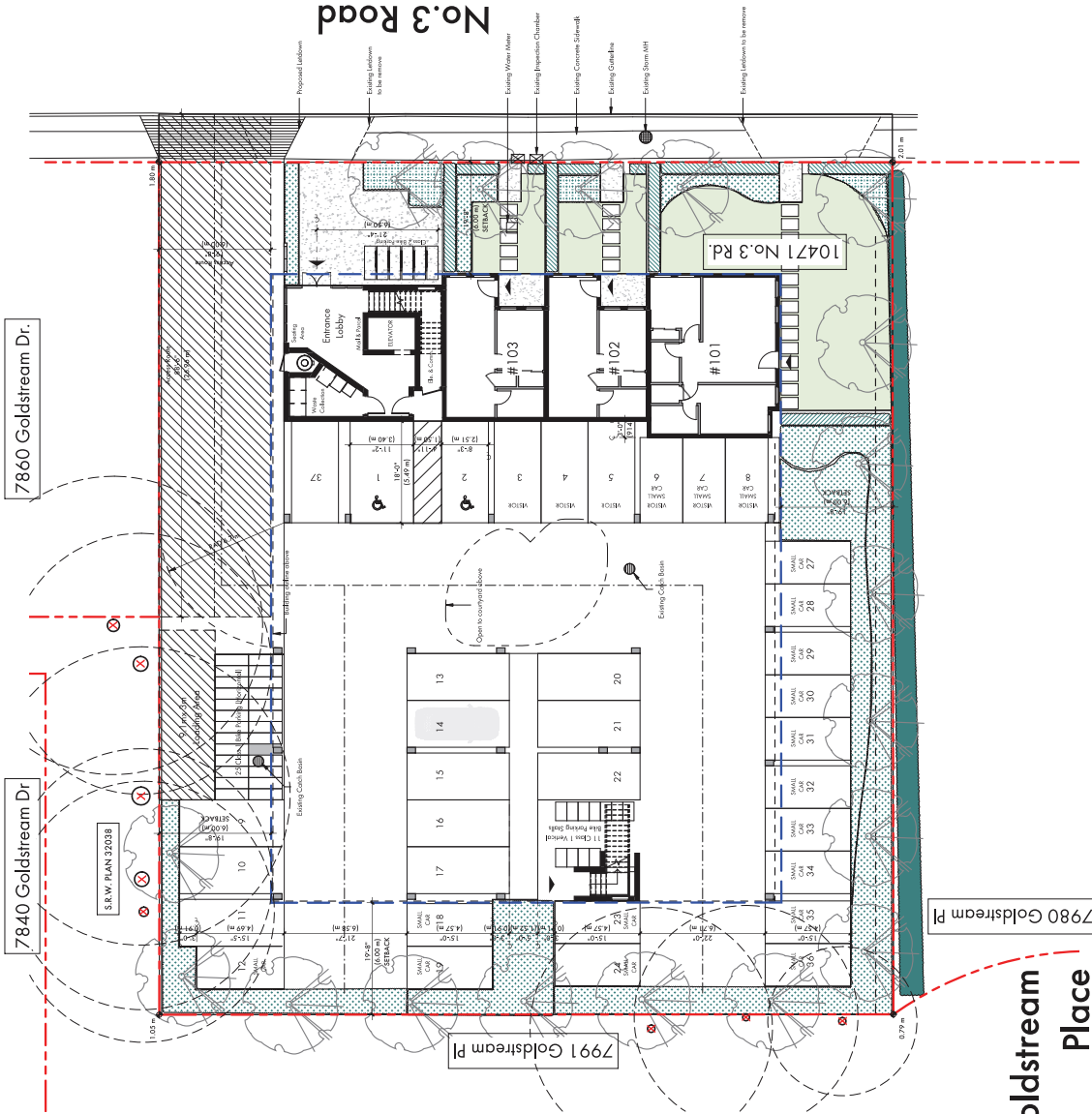
UNIT TYPE	UNIT AREA	# OF UNITS	RATIO
A1 1 BED 1 BATH	369 SF	10	37%
A2 2 BED 1 BATH	603 SF	8	30%
B 2 BED 1 BATH	580 SF	7	26%
TOTAL		25	100%

UNIT TYPE	UNIT AREA	# OF UNITS	RATIO
1 BED UNITS	369 SF	10	44%
2 BED UNITS	603 SF	15	56%
TOTAL		25	100%

Goldstream Place

ATTACHMENT 2

NOT FOR CONSTRUCTION



BÜRO47
architecture inc

4777 Delta Street
Delta BC V4K1Y7
1 604 943 213
www.buro47.com

Project Construction
Delta BC V4K1Y7
1 604 943 213
www.buro47.com

Consultant: B.C. Architects
Architect: B.C. Architects
Architectural Designer: B.C. Architects
Interior Designer: B.C. Architects
Civil Engineer: B.C. Architects
Structural Engineer: B.C. Architects
Mechanical Engineer: B.C. Architects
Electrical Engineer: B.C. Architects
Landscape Architect: B.C. Architects
Cost Estimator: B.C. Architects
Construction Manager: B.C. Architects

Project: 3601D
Date: 2024/07/23
Scale: 1" = 10'-0"

Project: 3601D
Date: 2024/07/23
Scale: 1" = 10'-0"

Project: 3601D
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Project: 3601D
Date: 2024/07/23
Scale: 1" = 10'-0"

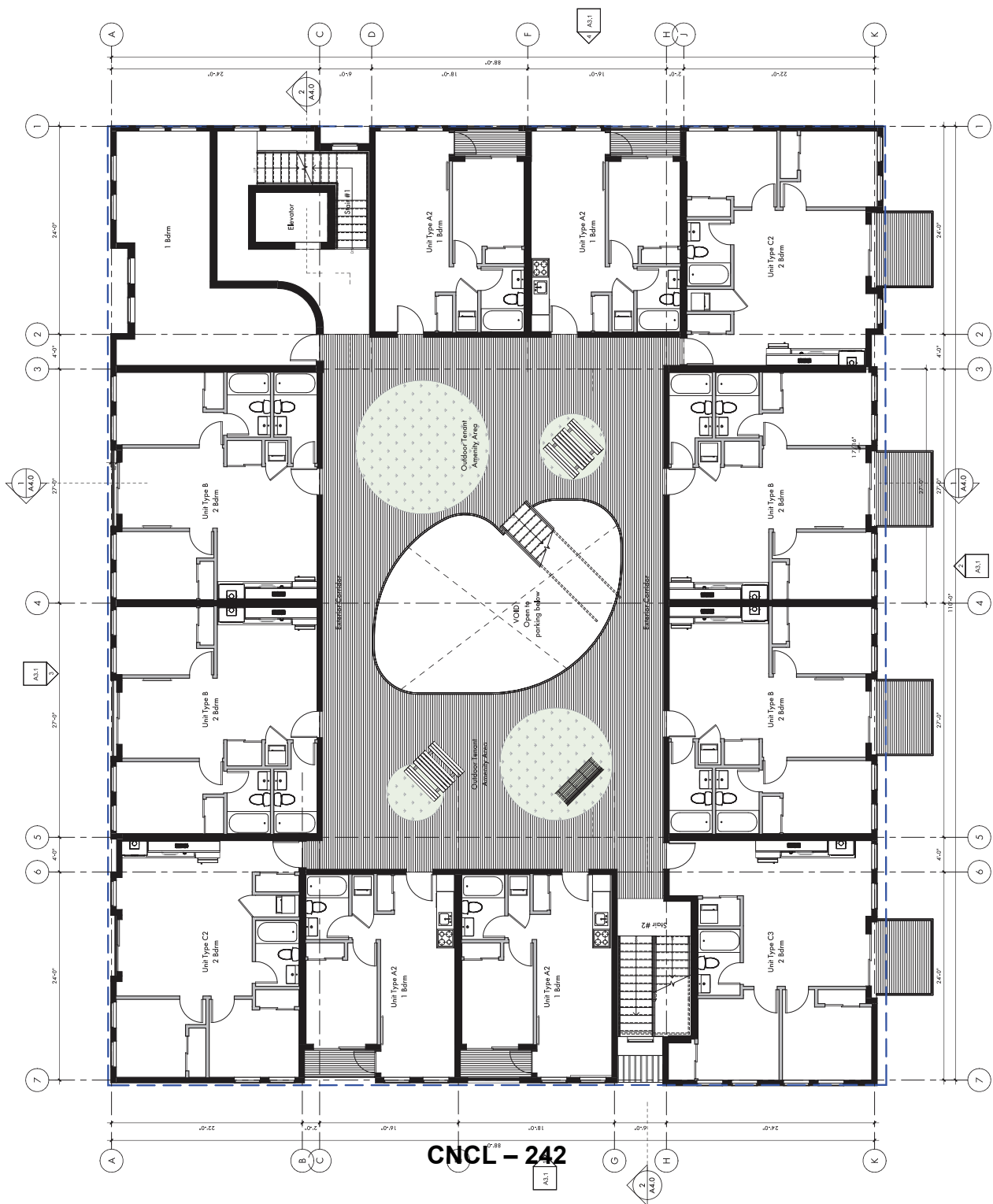
Project: 3601D
Date: 2024/07/23
Scale: 1" = 10'-0"

Project: 3601D
Date: 2024/07/23
Scale: 1" = 10'-0"

Project: 3601D
Date: 2024/07/23
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Date: 2024/07/23
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Project: 3601D
Date: 2024/07/23
Scale: 1" = 10'-0"



CNCL - 242

NOT FOR CONSTRUCTION

Project #	2418
Client #	2418
Owner #	2418
Architect #	2418
Date	2024/07/24
Revision	1
Drawn By	2418
Checked By	2418
Scale	1/8" = 1'-0"

36010

10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

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10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

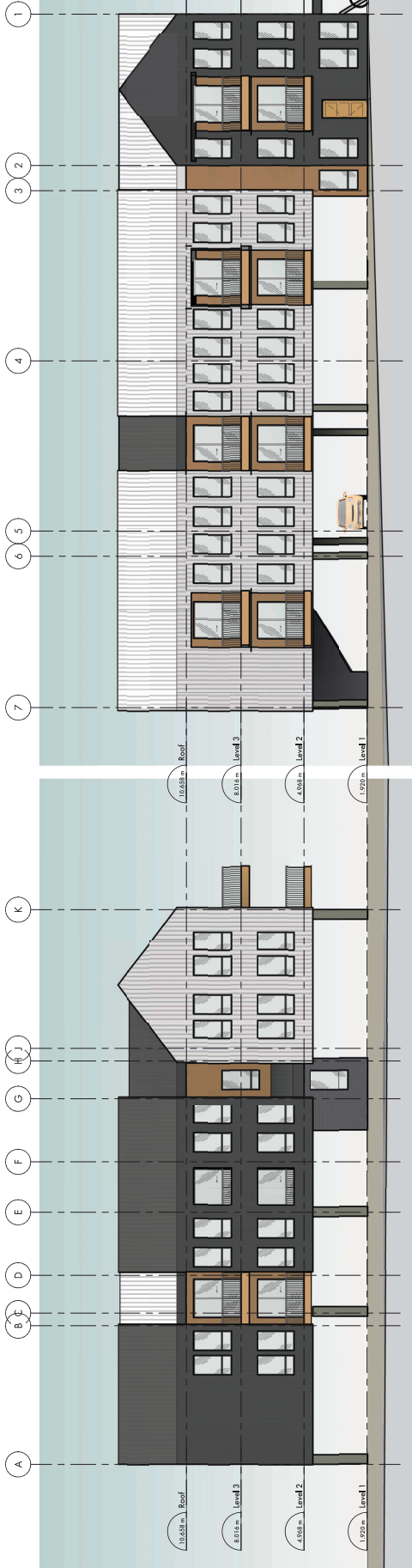
10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

10471 No 3 St, Richmond, B.C.

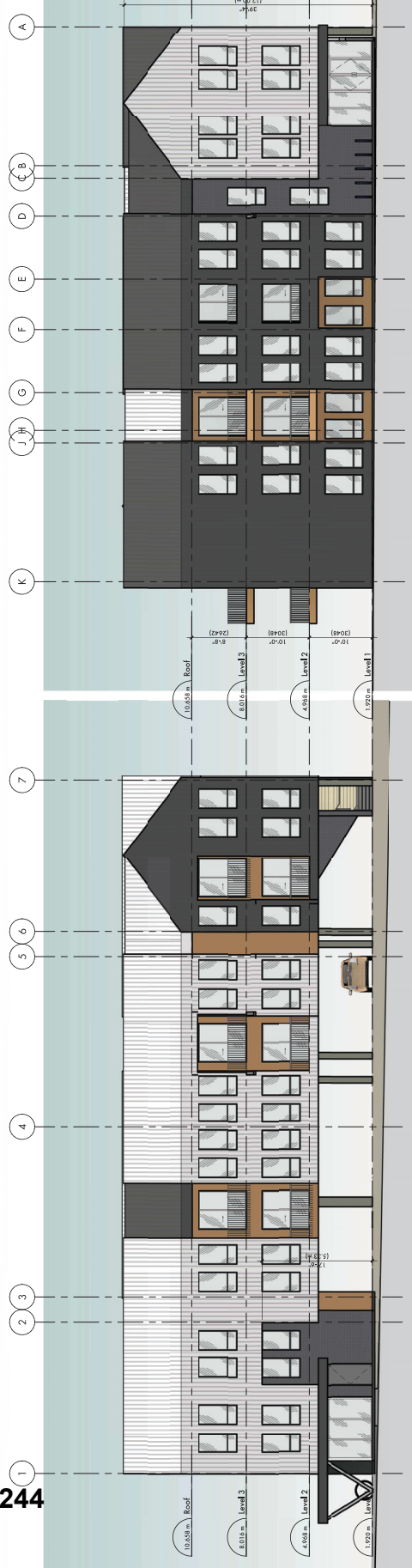
A2.1



CNCL - 244

1 West Elevation Colour
Scale: 1/8" = 1'-0"

2 South Elevation Colour
Scale: 1/8" = 1'-0"



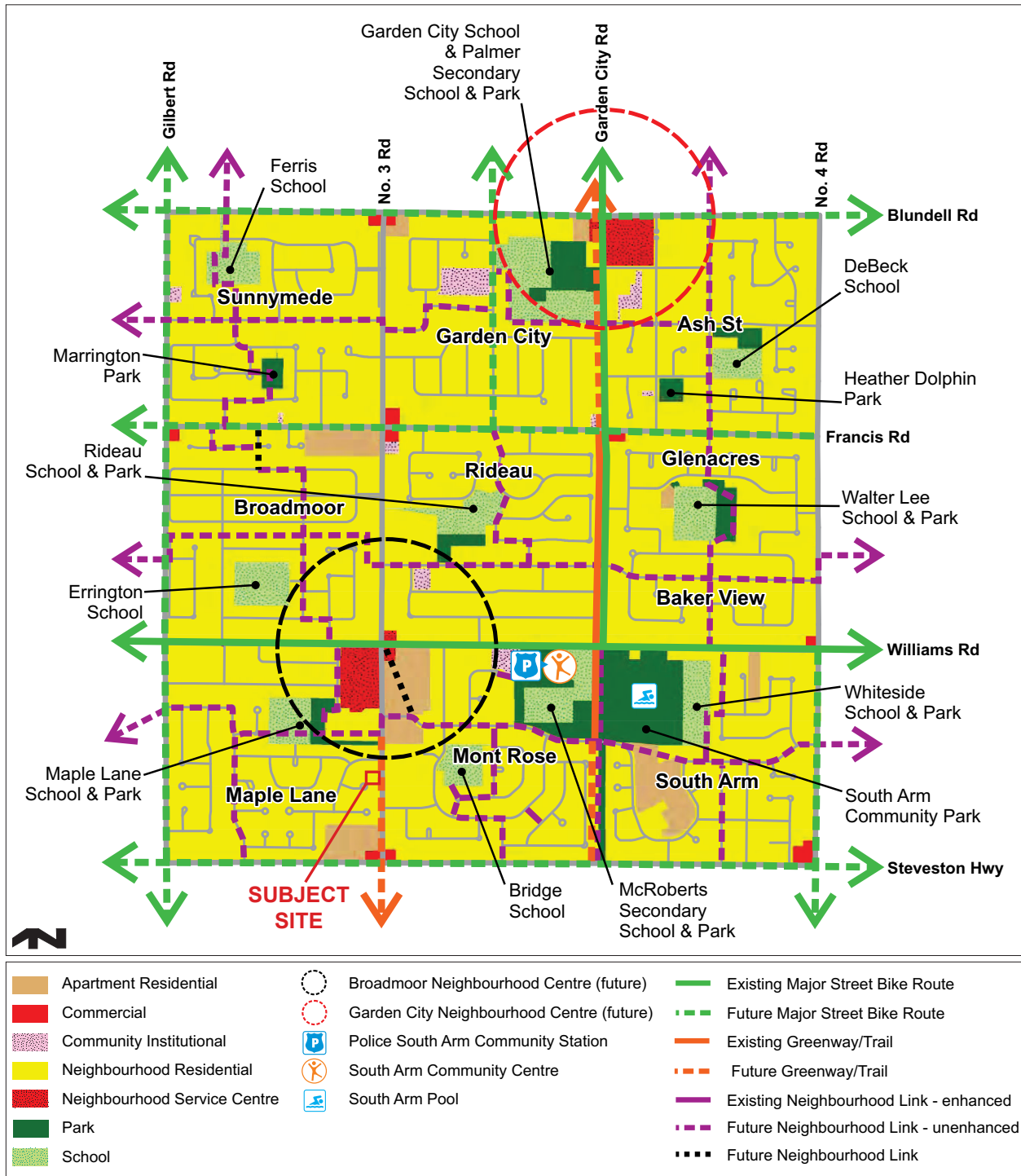
3 North Elevation Colour
Scale: 1/8" = 1'-0"

4 East Elevation Colour
Scale: 1/8" = 1'-0"

NOT FOR CONSTRUCTION



6. Broadmoor



From: humphrey chang <humphreychangster@gmail.com>
Sent: Tuesday, June 17, 2025 9:28 PM
To: Alabi,Tolu
Cc: annegretli@gmail.com
Subject: Re: Notice of rezoning application - location : 10471 no. 3 road

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe..

Dear Tolu:

Thanks for your prompt reply. Please help to keep me informed. Wishing you to have a great summer.

Cheers and Best regards

Sent from my iPhone

On Jun 17, 2025, at 16:39, Alabi,Tolu <TAlabi@richmond.ca> wrote:

Hello Humphrey Chang,

Thanks for your email and interest in the rezoning application at 10471 No. 3 Road (RZ 25-012598). This is an acknowledgement that your comments have been received. Your email has been saved on file and will be included as part of the report that will be provided to the Planning Committee at the appropriate time.

Details of your email will be reviewed and a response will be provided as soon as possible.

If you have any further comments or questions please do not hesitate to contact me.
Thanks.

Regards,
Tolu Alabi, RPP, MCIP, AICP
Planner II (Development Review)
Planning and Development Division| City of Richmond
E: talabi@richmond.ca | P: 604-276-4092

<image001.jpg>

From: humphrey chang <humphreychangster@gmail.com>
Sent: June 12, 2025 10:30 PM
To: DevApps <DevApps@richmond.ca>
Cc: Annegret Li 黎倩宜 <annegretli@gmail.com>
Subject: Notice of rezoning application - location : 10471 no. 3 road

You don't often get email from humphreychangster@gmail.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..

Dear MS Tolu Alabi:

I hope you are doing well.

As per our telephone conversation. (your suggestion to write to you)

I am writing to formally object to the rezoning application RZ 25-012598 for the property at 10471 No. 3 Road. My objection is based on the following reasons:

1. Loss of Mature Trees

Our Maple Lane neighborhood is known for its natural beauty, including the mature trees that provide both environmental and aesthetic value. The proposed development would likely involve the removal of three (or more) large, healthy trees on the property. While this may be seen as a minor issue for the developer or future residents, it represents a significant loss for our community. These trees have been part of our neighborhood for many years and contribute greatly to the overall character and charm of the area. The loss of these trees would diminish the quality of life for the entire neighborhood, and many of us consider them an irreplaceable part of what makes this area so special.

1. Parking and Traffic Concerns

The proposed development is set to include 27 rental units. Could you please kindly clarify how many parking spaces will be provided for these units within the development? If the number of parking spaces is insufficient, I am concerned that, given the restriction on parking along No. 3 Road, future residents and their guests will likely resort to parking along Goldstream Drive and Goldstream Place. This scenario, in my opinion, would be unacceptable, especially if there will be a walkway or driveway directly linking the development site and the Goldstream Place.

1. Currently, turning onto No. 3 Road from Goldstream Drive — whether turning left or right — already leads to significant traffic delays, particularly during peak times, such as when children are arriving at or leaving Maple Lane Elementary School and Steveston-London Secondary School. These delays are further exacerbated by the presence of children who play on the streets during non-school hours, sometimes engaging in games or hockey especially on the Goldstream Place.

If additional cars from the new development were to park along these streets, it would compound an already challenging situation, creating severe traffic congestion and increasing the likelihood of traffic accidents, especially in the vicinity of the schools. This could pose significant risks to the safety of pedestrians and children, who already use the area heavily.

1. Infrastructure Capacity and Preparedness for Proposed Growth

If I am not mistaken, unlike Gilbert Road and No. 2 Road, there has been no major upgrade to the water and sewage infrastructure along No. 3 Road near the proposed development area. As the city plans to increase the density of units allowed on each lot, I would like to know whether we have adequately prepared for the additional infrastructure demands that will come with this growth. Specifically, will our transit solutions, sewage systems, and other critical utilities be sufficient to support this increased density? At this stage, I am not fully convinced that our neighborhood is equipped to handle the infrastructure demands that will result from this development.

I strongly urge the City to consider and address the above-listed concerns and ensure that any proposed growth is matched with the necessary upgrades and improvements, avoid further strain on the already congested streets, and preserve our neighborhood's natural assets. Please feel free to reach out to me if you need any further information. Thank you for your consideration.

Sincerely,

Humphrey Chang
Home Owner of 7920 Goldstream Place

1.

Cheers and Best regards

Sent from my iPhone

Alabi,Tolu

From: Alabi,Tolu
Sent: Wednesday, June 18, 2025 8:41 AM
To: Xuan Wu
Subject: RE: Public Input on Rezoning Application No. RZ 25-012598

Hello Xuan Wu,

Thanks for your email and interest in the rezoning application at 10471 No. 3 Road (RZ 25-012598). This is an acknowledgement that your comments have been received. Your email will be saved on file and will be included as part of the report that will be provided to the Planning Committee at the appropriate time.

Details of your email will be reviewed and a response will be provided as soon as possible.

If you have any further comments or questions, please do not hesitate to contact me. Thanks.

Regards,

Tolu Alabi, RPP, MCIP, AICP

Planner II (Development Review)

Planning and Development Division| City of Richmond

E: talabi@richmond.ca | P: 604-276-4092



From: Xuan Wu <xuan.wu2@student.kpu.ca>
Sent: Tuesday, June 17, 2025 9:38 PM
To: Alabi,Tolu <TAlabi@richmond.ca>
Subject: Re: Public Input on Rezoning Application No. RZ 25-012598

You don't often get email from xuan.wu2@student.kpu.ca. [Learn why this is important](#)

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Dear Tolu Alabi,

I am a resident of the neighborhood directly affected by the proposed rezoning of 10471 No. 3 Road (Application No. RZ 25-012598), which would allow for the development of a three-storey, 27-unit market rental apartment building. I live at **7900 Goldstream Place**, just adjacent to the proposed site, and I am writing to express several concerns regarding the potential impact this project may have on our community.

1. Community Safety and Noise Impact

Our neighborhood is currently a peaceful, low-density residential area. A sudden increase of 27 new residential units will bring a large influx of people, increasing noise levels and potentially affecting the sense of safety that we currently enjoy. The change in scale and density may disrupt the character and tranquility of our community.

2. Parking and Traffic Pressures

It is unclear whether the project will provide sufficient parking spaces for residents and their visitors. If parking is not adequately planned, there is a strong likelihood that overflow parking will spill into surrounding residential streets, particularly **Goldstream Place**, which is a small, quiet street with limited capacity.

Although the main access is indicated to be from No. 3 Road, there is currently no information about whether a pedestrian path or secondary access will connect the site to Goldstream Place. If such a connection is created, it may increase foot traffic and could further encourage visitors or even residents to use Goldstream Place as a parking alternative, intensifying congestion and disrupting the calm environment of our street.

Moreover, our neighborhood is near two schools—**Stevenson-London** and **Maple Lane Elementary**—that already experience high traffic volumes during peak hours. The added traffic from 27 more households could worsen congestion and increase risks for students who walk or bike to school.

3. Potential Impact on Property Values

There is concern among many neighbors that a higher-density rental development may negatively impact surrounding property values. Increased noise, traffic, and limited parking all influence the overall appeal of the area and could affect long-term property investment.

I respectfully urge the City to thoroughly assess the long-term effects of this rezoning application, and to ensure that residents' voices are taken into account—particularly with regard to parking, traffic safety, and neighborhood integrity. We hope to see clear plans to mitigate these issues before this project moves forward.

Thank you very much for your attention.


Sincerely,

Wu, Xuan

7900 Goldstream Pl

Richmond, BC

 xuanwu2@student.kpu.ca

 778-230-1359

Alabi,Tolu

From: DevApps
Sent: Monday, June 23, 2025 8:11 AM
To: Michael & Evelyn Mikulin; DevApps
Cc: michael_mikulin@yahoo.com
Subject: RE: Urgent Community Concern – Opposition to 27 Market Rental Units on No. 3 Road and Request for Petition

Good morning,

Thank you for your email.

We have forwarded your email to Tolu. If you prefer to contact Tolu directly, she can be reached at Talabi@richmond.ca or 604-276-4092.

Thank you,

From: Michael & Evelyn Mikulin
Sent: Saturday, June 21, 2025 9:07 AM
To: DevApps
Cc: michael_mikulin@yahoo.com
Subject: Urgent Community Concern – Opposition to 27 Market Rental Units on No. 3 Road and Request for Petition

You don't often get email from shepherdpassion8@gmail.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..

Dear Ms. Tolu Alabi,

Good day! We are writing as a deeply concerned resident of the Maple Grove neighborhood regarding the proposed construction of a 27-unit condominium building on Location 10471 No. 3 Road. On behalf of many in our community, I urge the City to reconsider this development and request that a formal process be initiated to allow for a community petition and public consultation.

This proposal raises significant concerns. Maple Grove is a quiet, family-oriented neighborhood primarily composed of single-family homes. Allowing a high-density, multi-storey development of this scale would set a deeply concerning precedent. It would irreversibly alter the character of the area, undermine the integrity of existing zoning expectations, and could open the door to further incompatible developments.

The size and scale of this building far exceed what our local infrastructure can accommodate. Increased traffic congestion, parking shortages, and pedestrian safety risks—especially around children and school zones—are inevitable. The nearby elementary school is already over capacity, and this development would only exacerbate existing pressures on public services and amenities.

Moreover, the environmental impact of such a dense construction in a relatively small area has not been adequately addressed. These long-term implications demand more thoughtful planning and broader community input.

We are not opposed to development—but it must be responsible, respectful of existing neighborhoods, and supported by the people who live here. At a minimum, the community deserves a transparent process and the opportunity to formally voice our concerns.

Please advise on how we can formally submit a petition or participate in a public forum regarding this matter. We urge the City to delay any further advancement of this proposal until local residents have been properly consulted.

Thank you for your time and attention. We trust you will take our concerns seriously and advocate for development that serves—not disrupts—our community.

Sincerely,

Michael & Evelyn Mikulin

604.277.5323

Community Petition Against Proposed 27-Unit Market Rental Units with Access from No.3 Road (FILE: RZ-25-012598)

Dear Neighbor,

We, the residents of the Maple Grove neighborhood, are writing to express serious concern about the proposed development of a 27-unit condominium building on 10471 No. 3 Road.

This high-density development is incompatible with the character and infrastructure of our predominantly single-family residential area. If approved, it would set a troubling precedent that could lead to further large-scale developments that fundamentally alter the nature of our neighborhood.

Our key concerns include:

- **Traffic & Safety:** Increased vehicle traffic in an already busy area will create greater risks for pedestrians and families, especially near schools. Having a development that breaches the cul-de-sac leaves the entire neighborhood more vulnerable to crime.
- **Overcrowded Schools:** The local elementary school is already at or near capacity. This development would only add further strain to Richmond's education system.
- **Lack of Fit/Overdevelopment:** The proposed building is too tall and dense for this lot size and the surrounding homes, disrupting the neighborhood's visual harmony and livability.
- **Insufficient Infrastructure:** Local roads, parking availability, and public services are not designed to support this kind of density. As the property has no room for parking, there will be excessive amounts of cars parked on Goldstream Dr. and Goldstream Place. This alone is a huge issue.
- **Destruction of Old Growth Trees:** Richmond bylaws discourage the cutting of any tree with a trunk diameter of 20CM or greater. The property in question has several trees of this nature.




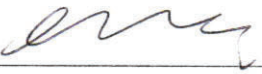
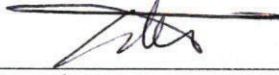
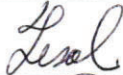
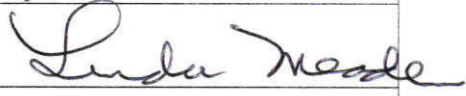

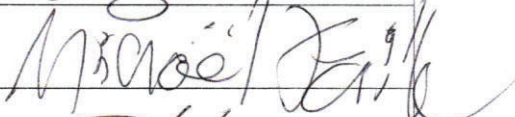

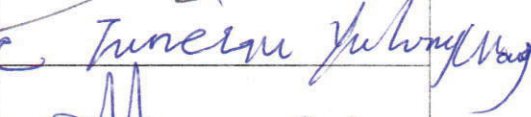




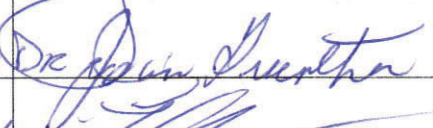

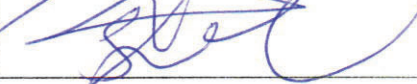
We are not opposed to progress—but it must be **balanced, responsible, and aligned with the community's needs and zoning standards**. We believe residents should have a strong voice in decisions that affect the future of our neighborhood.

If you share these concerns, please add your name below to support our petition calling on the City to:

1. Reconsider approval of this development; and
2. Require meaningful community consultation before proceeding with projects of this nature. At present, we would like to note that few residents of Maple Grove are actually aware of this development. Many did NOT receive the City Of Richmond notification.
3. Give a definite date for the public hearing, and make a legitimate effort to have it well attended by all residents.

Together, we can stand for thoughtful development that respects our neighborhood.

Sincerely,
Concerned Residents of Maple Grove

Name	Address	Signature
Michael Mikulin	7891 Malahat Ave	
Victor Sze	7871 Malahat Ave	
Ihn Liu	7820 Malahat	
Eva Wu	7840 Malahat	
Sasha He	7771 Malahat	
Lisa Leung	7791 Malahat	
LINDA MEADE	7931 Goldstream Pl	
Terence Ang	7951 Goldstream Pl	
Michael Fik	7991 Goldstream Pl	
Junko / Yama	7711 Goldstream Dr	
June Gu	7831 Malahat Ave	
Terry + Marie Francis	7751 Malahat Ave	
TIPNAS + SANDI CHAU	7680 MALAHAT AVE	
ZI WEI YANG	7680 Goldstream Dr	
GODI GUENTHER	7780 Goldstream Dr	
JEAN GUENTHER	7831 Goldstream Dr	
FAY JENSEN	7840 Goldstream Dr	
Sahin Khan	7851 Malahat	



City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development

Date: June 12, 2025
File: 08-4000-01/2025-Vol 01

James Cooper
Director, Building Approvals

Re: Development Applications and Building Approvals Fees Update

Staff Recommendations

1. That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10674, be given first, second and third readings; and
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10675, be given first, second and third readings.

Joshua Reis
Director, Development
(604-247-4625)
Att. 2

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

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

Staff Report

Origin

This report recommends amendments to the Development Applications and Building Approvals fees resulting from new types of development in response to the Provincial introduction of Bill 44 and Small-Scale Multi-Unit Housing (SSMUH). In addition, administrative amendments are also proposed to remove fee applications that are no longer applicable and recognize existing practices.

More specifically, the proposed amendments to Development Application Fees Bylaw No. 8951 and Consolidated Fees Bylaw No. 8636 are recommended to:

- Clarify the application of rezoning and development permit fees associated with SSMUH;
- Provide a tailored fee schedule applicable to SSMUH Building Permit (BP) applications;
- Adjust existing construction values to reflect current market construction costs; and
- Make administrative amendments to remove the fees previously charged for Land Use Contract (LUC) Amendments and codify the practice of recovering City costs incurred for external legal counsel where developers have requested to expedite the preparation of legal documents associated with development.

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.

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

Background

The *Local Government Act* enables a local government to impose fees for the provision of services, use of property, or exercise regulatory authority.

In the City of Richmond, the authority for development application (e.g., Rezoning and Development Permit (DP)) related fees are set out in Development Application Fee Bylaw No. 8951, and the fee amount is contained in the Consolidated Fees Bylaw No. 8636.

The City's Building Regulation Bylaw No. 7230 provides the authority to collect fees associated with the processing and issuance of BPs, with the fee amounts being contained in the Consolidated Fees Bylaw No. 8636. BP processing fees are based on the value of construction, varying with the size and scope of proposed work. They include an initial, non-refundable Plans Processing fee, submitted at the time of application, that is credited against the total fee, payable at the time of issuance. Fees for small-scale, residential construction (one-family dwelling or two-family dwelling units) are based on City stipulated construction costs per unit of floor area. Historically, these values increased annually with inflation, but in recent years, true construction costs have far exceeded inflation and the City's cost schedules.

The proposed fee amendments in this report are independent of any fee adjustments brought forward as part of the yearly Consolidated Fees Bylaw update.

Analysis

Changes and Fees Resulting from the Implementation of Small-Scale Multi-Unit Housing

As a result of the introduction and implementation of the “Small-Scale Multi-Unit Housing (RSM)” zone in June of 2024, an update to the Consolidated Fee Bylaw No. 8636 is proposed to:

- Clarify that the fee associated with a rezoning application requesting to rezone a property from one subzone to another in the “Small-Scale Multi-Unit Housing (RSM)” zone is required to pay the same fee as for rezoning from one “Single Detached (RS)” subzone to another;
- Clarify that applications for rear-yard infill development associated with SSMUH, which require a DP, are subject to the same fee as is applied to a DP for a granny flat or coach house;
- Identify a fee applicable to BP plan processing for SSMUH; and
- Identify an applicable unit rate construction value for SSMUH on which to base fees.

Currently, for a Single-Family Dwelling BP, the Plans Processing fee is set at a modest flat rate of \$744.00, originally designed to reflect the economy and scale of the construction involved. The introduction of SSMUH into formerly single-family zones in June 2024, now requires the development of an updated fee schedule, with similar intentions to appropriately address the comparable scale of construction, density and expected permit volumes.

To date, there have been applications on 35 properties for SSMUH development, comprising a total of 96 dwelling units. Four developments have been issued building permits, representing a total of 13 dwelling units.

The proposed fee schedule is an adaptation of the current Single-Family Dwelling fee structure to include SSMUH construction of up to six dwelling units, including secondary suites. The Plans Processing fee will remain a flat rate but will vary according to the number of dwelling units (including secondary suites).

The proposed Plans Processing fee structure retains the modest rate for single-family dwelling unit construction but increases with the number of units to reflect the increasing complexity of reviewing multiple-unit plans.

Table 1: Proposed Plans Processing Fee Structure Reflecting Multiple Dwelling Units (SSMUH)

Number of Dwelling Units	Plans Processing Fee
One	\$744
Two	
Three	\$1,488
Four	
Five	\$2,332
Six	

Adjusting Existing Construction Values to Reflect Current Market Construction Costs*Single Family Dwellings*

Currently, for new single-family dwelling construction only, the City provides a formula within the Consolidated Fee Bylaw No. 8636 to determine the construction value on which the overall permit fee will be based. The formula comprises unit area costs, which are extended over the proposed constructed areas, as shown in Table 2.

Table 2: 2025 Current COR Unit Rate Construction Values in Metric and Imperial Units

Description	Construction Value	Units	Construction Value	Units
(i) New construction of first-storey	\$1,419	per m ²	\$132	per ft ²
(ii) New construction of second-storey	\$1,309	per m ²	\$122	per ft ²
(iii) Garage	\$728	per m ²	\$68	per ft ²
(iv) Decks or porches	\$601	per m ²	\$56	per ft ²
(v) Interior finishings on existing buildings	\$673	per m ²	\$63	per ft ²
(vi) Additions	\$1,419	per m ²	\$132	per ft ²

The cost per square foot to build a house in B.C., particularly in the Lower Mainland, greatly exceeds the current \$132.00/ft² (\$1,419.00/m²) and \$122.00/ft² (\$1,309.00/m²) rates stated in the Building Regulation Bylaw. Industry data show that in B.C., the single-family construction average costs range from \$275.00/ft² to \$450/ft² (\$2,152.00/m² to \$4,844/m²), according to research from Winright Law (Vancouver, B.C.) and Cressman Homes of Distinction, which presents the same tabular data on its website (Attachment 1). Local builders consulted report costs of between \$350.00/ft² to \$400.00/ft² (\$3767.00/m² to \$4306.00/m²), for houses with mid-range trim levels.

After reviewing the data and taking a conservative approach, Building Approvals proposes to amend the construction cost table for single-family houses as outlined in Table 3 for new construction of the first and above-grade floors and additions to bring fees into closer alignment with actual building costs and City costs for permit review and inspections.

Table 3: 2025 Proposed COR Unit Rate Construction Values in Metric and Imperial Units

Description	Construction Value	Units	Construction Value	Units
(i) New construction of first floor	\$2,152	per m ²	\$200	per ft ²
(ii) New construction of above-grade floors	\$2,152	per m ²	\$200	per ft ²
(iii) Detached Garage	\$1,099	per m ²	\$102	per ft ²
(iv) Decks or porches	\$908	per m ²	\$84	per ft ²
(v) Interior finishings on existing buildings	\$1,016	per m ²	\$94	per ft ²
(vi) Additions	\$2,152	per m ²	\$200	per ft ²

At \$200.00/ft² (\$2,152.00/m²) for overall construction, the increases represent a 52 per cent and 64 per cent rise over the current stipulated construction costs assigned to the first and second floors, respectively, but result in permit fees becoming aligned with those charged in similarly sized municipalities in the region. The proposed new unit construction costs for typical renovation elements - such as detached garages, decks or porches and interior finishings - represent a 52 per cent increase over the current stipulated unit rates established after consultation with local builders.

SSMUH Construction

Staff propose to introduce a unit construction cost rate, similar to single-family dwellings, for SSMUH permits. Table 4, below, is proposed to be incorporated into Consolidated Fee Bylaw No. 8636 and would be used to determine the construction value for SSMUH construction. These derived construction values will be used to calculate the permit fees as per Attachment 2.

Table 4: 2025 Proposed SSMUH Unit Rate Construction Value in Metric and Imperial Units

Description	Construction Value	Units	Construction Value	Units
(i) New construction of first floor	\$2,960	per m ²	\$275	per ft ²
(ii) New construction of above-grade floors	\$2,960	per m ²	\$275	per ft ²
(iii) Detached Garage	\$1,099	per m ²	\$102	per ft ²
(iv) Decks or porches	\$908	per m ²	\$84	per ft ²
(v) Interior finishings on existing buildings	\$1,016	per m ²	\$94	per ft ²
(vi) Additions	\$2,960	per m ²	\$275	per ft ²

The SSMUH fee schedule, based on the same structure as single-family dwellings, has a higher stipulated construction cost of \$275.00/ft² (\$2,960.00/m²) and is approximately 38 per cent higher than the rate proposed for single-family construction. The proposed SSMUH rates reflect the greater cost of this building type over single-family dwellings, the inherently more complex review for permit and the greater number of inspections during construction. Local builders consulted report costs of between \$400.00/ft² to \$450.00/ft² (\$4,306.00/m² to \$4,844.00/m²), for more complex SSMUH construction.

Administrative Amendments

Land Use Contract Amendment Applications

Staff also propose to remove references in the City's Development Applications Fee Bylaw and Consolidated Fee Bylaw to LUC amendment applications, as this application type is no longer applicable. All LUCs expired on June 30, 2024.

External Legal Fees associated with Development Applications

The City has a long-standing practice where applicants pay the external legal fees incurred by the City for the preparation and review of legal agreements associated with development, where the use of external legal services by the City is prudent (given the scale and complexity of the development) and/or where requested by the applicant. Where the applicant agrees, they sign a letter agreeing to pay the actual cost of those fees on behalf of the City. This is a practice used by many municipalities and was introduced by the City to provide developers with greater ability to control their approval timelines and help manage more complex and time-consuming applications. Staff recommend codifying this practice by indicating that these fees are applicable and required to be paid by the applicant, and are the actual costs charged to the City by the City's external legal counsel. In making this amendment, staff can more effectively enforce payment where invoices are not paid by the developer on time.

Financial Impact

Staff have chosen to establish BP fees for SSMUH and single-family houses based on an increased stipulated cost of construction that is less than the actual cost. This serves to bring the City's fees into alignment with other similar sized municipalities, improves cost recovery for provided services, while acknowledging that scaling City fees in lockstep to the rapid rise in construction costs may cause undue hardship.


Conclusion

Staff recommend an update to the BP fee structure to make it appropriate for SSMUH construction, reflecting the house-like nature of the construction and being accurate with respect to current construction costs. The current stipulated construction cost values lead to artificially lower fees that will not cover the increased efforts required to review multi-family construction.

Staff recommend that Development Applications Fee Bylaw No. 8951, Amendment Bylaw No. 10674, Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10675 be introduced and given first, second and third readings.



Emma Lovas
Planning Technician – Design
(604-276-4262)



Kathryn McCreary
Manager, Plan Review
(604-204-8515)

EL/KM:js

- Att. 1: Summary of British Columbia proposed unit rate construction values
2: Building Permit Fee calculation based on the 2025 Consolidated Fee Bylaw

Building Approvals: Estimated Cost per Square Foot for a 2,100 Square Foot Home in B.C.

Municipality	Estimated Cost Per Square Foot	Estimated Total Build Cost on 2100 ft.²
Vancouver	\$350 - \$450	\$735,000 - \$945,000
Kelowna	\$325 - \$425	\$682,500 - \$892,500
Surrey	\$325 - \$400	\$682,500 - \$840,000
Chilliwack	\$275 - \$350	\$577,500 - \$735,000
Kamloops	\$275 - \$350	\$577,500 - \$735,000
Naniamo & Victoria	\$275 - \$350	\$577,500 - \$735,000

Table from Winright Law (Vancouver, B.C.) and Cressman Homes of Distinction

*Building Permit Fee Calculation Based on the 2025 Consolidated Fee Bylaw***A section from the City of Richmond 2025 Consolidated Fees Bylaw No. 8636**

(used when registered professionals are involved in a residential building, which is the case for single-family and SSMUH applications)

Excerpt from Building Regulation Bylaw No. 7320

Building Regulation Bylaw No. 7230**Building Permit Fees for those buildings referred to in Subsection 5.13.6**

Sections 5.2, 5.5, 5.6, 7.2

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$96.25
Exceeding \$1,000.00 up to \$100,000.00	\$96.25
*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00 *Plus	\$15.75
Exceeding \$100,000.00 to \$300,000.00	\$1,655.50
**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00 **Plus	\$13.50
Exceeding \$300,000.00	\$4,355.50
***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00 ***Plus	\$10.50

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Sample Calculation for Building Fees for a SSMUH Building Permit (for illustration purposes)

consisting of two dwelling units, one with a secondary suite unit (three dwelling units total)

Floor Area = 3,000 ft.²

Construction value rate = \$275/ft.² (including attached garage)

Construction value = 3,000 ft.² * \$275/ft.² = \$825,000

For a Building Permit Calculation - Exceeding \$300,000

= (\$825,000 - \$300,000)/\$1,000*\$10.50

= \$5,512.50 (fee for construction value exceeding \$300,000)

Plus \$4,355.50 (base fee for construction value exceeding \$300,000)

= \$9,868 (total Building Permit fee including Plans Processing Fee)

A Plans Processing Fee of \$1,488 would be taken as a non-refundable deposit at the complete application stage, in accordance with the new Plans Processing Fees proposed. The balance of \$8,380 would be charged to the applicant at issuance of the Building Permit.



**Development Applications Fee Bylaw No. 8951
Amendment Bylaw 10674**

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

1. Development Applications Fee Bylaw No. 8951, as amended, is further amended to replace Section 1.4.2 with the following:

“1.4.2 Every **applicant** for a **Development Permit** for a **coach house, granny flat, or Small-Scale Multi-Unit Housing** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.”.

2. Development Applications Fee Bylaw No. 8951, as amended, is further amended by deleting section 1.7 and subsection 1.7.1 and replacing them with the following:

“1.7 Intentionally Deleted”.

3. Development Applications Bylaw No. 8951, as amended, is further amended by adding the following as a new Section 1.16.12:

“1.16.12 Where the **City** retains external legal counsel in relation to an application that is subject to this bylaw, and the preparation and negotiation of the related legal documents, the **applicant** must pay the applicable fee specified in the Consolidated Fees Bylaw No. 8636.”.

4. Development Applications Bylaw No. 8951, as amended, is further amended by adding the following definition to Section 2 in alphabetical order:

“SMALL-SCALE MULTI-UNIT HOUSING means “small-scale multi-unit housing” as defined in the **Zoning Bylaw**.”.

5. This Bylaw may be cited as **“Development Applications Fee Bylaw No. 8951, Amendment Bylaw 10674”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



**Consolidated Fees Bylaw No. 8636
Amendment Bylaw 10675**

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

1. Consolidated Fee Bylaw No. 8636 as amended, is further amended at the “SCHEDULE – DEVELOPMENT APPLICATIONS FEES” by:

- (a) at the Zoning Amendments No. 8951 table deleting the row for Section 1.2.1(b) and replacing it with the following:

Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) or Small-Scale Multi-Unit Housing (RSM)		
	No lot size policy applicable	\$2,638.00	Not Applicable
	Requiring a new or amended lot size policy *plus all associated public notification costs	\$3,293.00	Not Applicable

- (b) at the Development Permits No. 8951 table deleting the row for Section 1.4.2 and replacing it with the following:

Section 1.4.2	Development Permit for Coach House, Granny Flat or Small-Scale Multi-Unit Housing	\$1,268.00	Not Applicable
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- (c) deleting the Land Use Contract Amendments No. 8951 title and deleting the rows for Section 1.7.1;

- (d) at the Administrative Fees No. 8951 table adding the following rows to the end of the table:

Section 1.16.12	City’s external legal fees and disbursements	Actual cost	Not Applicable
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2. Consolidated Fee Bylaw No. 8636 as amended, is further amended at the “SCHEDULE – BUILDING REGULATION” by:

- (a) at the Building Regulation Bylaw No. 7230 – Plan Processing Fees – Section 5.4, by deleting the table and replacing it with the following:

Description	Fee
For one dwelling unit	\$744.00
For two dwelling units	\$744.00
For three dwelling units	\$1,488.00
For four dwelling units	\$1,488.00
For five dwelling units	\$2,332.00
For six dwelling units	\$2,332.00
For other than one through six dwelling units	<i>greater of: (a) \$83.75; or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i>
For a sewage holding tank	\$176.00

Note: the dwelling unit count for the purpose of this fee includes secondary suites. For example, a one-family dwelling with a secondary suite is two dwelling units.

- (b) at Building Regulation Bylaw No. 7230 – Building Permit Fees for all other Building Types – Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10, by deleting the paragraph starting with “Despite any other provision” and the table below it and replacing them with the following:

“Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of:

- (a) one dwelling unit, two dwelling units, three dwelling units, four dwelling units, five dwelling units, or six dwelling units; and
- (b) a garage, deck, porch, interior finishing or addition to one dwelling unit, two dwelling units, three dwelling units, four dwelling units, five dwelling units, or six dwelling units,

is assessed by total floor area and deemed to be the following:

Description	Construction Value – Single Family or One-Family Dwelling*	Construction Value – Other**	Units
(i) new construction of first storey	\$2,152.00	\$2,960.00	per m ²
(ii) new construction of second storey	\$2,152.00	\$2,960.00	per m ²
(iii) detached garage	\$1,099.00	\$1,099.00	per m ²
(iv) decks or porches	\$908.00	\$908.00	per m ²
(v) interior finishing on existing buildings	\$1,016.00	\$1,016.00	per m ²
(vi) additions	\$2,152.00	\$2,962.00	per m ²

**Note: this fee applies to any construction related to single family construction or a one-family dwelling including a secondary suite.*

***Note: This fee applies to any construction up to 6 dwelling units, but excludes a single family or one-family dwelling that includes a secondary suite. The dwelling unit count for the purpose of this fee includes secondary suites. For example, a duplex each with a secondary suite is four dwelling unit."*

3. This Bylaw may be cited as **"Richmond Consolidated Fees Bylaw No 8636, Amendment Bylaw 10675"**.



FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development
Mike Ching
Director, Finance
Re: Pilot Program for On-Demand/Irrevocable Surety Bonds

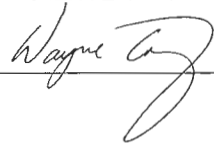

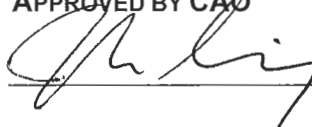
Date: June 12, 2025
File: 08-4000-01/2025-Vol 01

Staff Recommendations

1. That the pilot program outlined in the staff report titled "Pilot Program for On-Demand/Irrevocable Surety Bonds", dated June 12, 2025, from the Director, Development and the Director, Finance, be approved;
2. That Subdivision and Development Bylaw No. 8751, Amendment Bylaw 10685, be introduced and given first, second and third readings;
3. That Development Application Fees Bylaw No. 8951, Amendment Bylaw 10687, be introduced and given first, second and third readings;
4. That Consolidation Fees Bylaw No. 8636, Amendment Bylaw 10688, be introduced and given first, second and third readings;
5. That staff review and report back in one year on the implementation of the pilot program; and
6. That On-Demand/Irrevocable Surety Bonds be approved for use, subject to the Pilot Program Criteria, in Servicing Agreements for any conditionally approved rezoning application, being those for which a zoning amendment bylaw has been given third reading, notwithstanding any executed rezoning considerations letter.

Joshua Reis
Director, Development
(604-247-4625)

Mike Ching
Director, Finance
(604-276-4137)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Risk Management	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report seeks Council support for a pilot program that would allow the City of Richmond (the City) to accept the use of On-Demand/Irrevocable Surety Bonds as an alternative form of security, in addition to cash or Letter of Credit (LoC), for the City's Development Cost Charges (DCC) instalment payments, Servicing Agreements (SA), and Development Permit (DP) landscaping securities.

This report supports Council's Strategic Plan 2022-2026 Focus Areas #2 and #4:

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.

Focus Area #4: Responsible Financial Management and Governance:

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

Findings of Fact

In accordance with the *Local Government Act (LGA)*, or as an agreed to condition of Rezoning or DP, the City may as a condition of the approval of a Building Permit (BP) or a subdivision of land, require a developer to provide works and services to ensure the approved development is completed as proposed. These are secured via legal agreements and often require payment of a security, which can be accessed and used by the City, if required, to complete any outstanding or deficient works should developers fail to complete their development obligations in full.

The City, like many BC municipalities, have historically taken security as either cash or a LoC to secure a range of works and services. However, an increasing number of municipalities in the Lower Mainland, including the City of Burnaby, the City of Coquitlam and the City of Surrey, are now accepting On-Demand Surety Bonds, on a pilot program basis, as an alternative form of security to cash and LoC, mostly for SA works and DCC instalment payments.

The City takes securities for a range of works and services, including, but not limited to:

- **DCC Installment Payments:** DCCs are collected by the City from developers to cover the costs related to increased demand on City services and infrastructure resulting from new development. The Province's *LGA* and associated regulations provide that DCCs are paid at the time of subdivision or building permit issuance, and allows them to be paid in installments where the charge is over \$50,000. Provincial regulations requires that when a developer elects to pay DCCs in instalments, that:
 - One-third (1/3) of the DCC value is paid at the time of subdivision or BP approval
 - Provide a security for the remaining two-thirds (2/3), with half payable prior to the first anniversary and the remaining balance paid prior to the second anniversary.

- SA Works: To facilitate new development, it is common that improvements and upgrades to City infrastructure are required. This includes, but is not limited to, upgraded and/or new street frontage, sanitary, water, road infrastructure, and parks development. To ensure the required infrastructure is built to the specifications approved by the City, a developer is required to enter into an SA and to provide a security to cover the estimated construction cost of the agreed works plus a contingency. The SA and associated security ensure the development is built in accordance with the approved plans, and enables the City to complete and/or rectify any deficiencies should the developer not fulfill their contractual obligations.
- DP Landscaping: Similar to the function of a SA, a landscape agreement and security is secured by the City prior to DP issuance to ensure on-site landscaping works are implemented in accordance with approved plans, and to require the developer to monitor and manage the ongoing performance of the approved landscaping for a defined period. The landscape agreement and associated security enable the City to complete and/or rectify any deficiencies should the developer not complete the works as per the approved plans.

Analysis

Comparing On-Demand Surety Bonds with LoC or Cash

An On-Demand Surety Bond is a three-party agreement between the Developer, Surety Bond Insurer (“Surety”) and the City. Similar to the arrangement of a LoC, it obligates the Surety (where in the case of a LoC, it obligates the issuing bank) to pay the City monies on-demand, if required, to complete outstanding and deficient works, or pay for amounts owing to the City.

The following compares the three different forms of securities:

- Cash: Greatest assurance to the City but ties up the developer’s capital.
- LoC: Strong assurance to the City but ties up the developer’s liquidity.
- On-Demand Surety Bond: If structured properly, it balances strong assurance to the City while not tying up the developer’s capital.

The following summarizes some of the benefits of accepting On-Demand Surety Bonds in addition to cash or LoC as a form of security:

- Provides a wider range of financing options for developers to choose from, while maintaining the City’s financial interests.
- They are often more cost-efficient for a developer to maintain than a cash deposit or LoC.
- Provides developers with more flexibility and access to working capital to fund other development projects, including housing.

Proposed On-Demand/Irrevocable Surety Bond Pilot Program Criteria

The On-Demand/Irrevocable Surety Bond Pilot Program provides an opportunity to introduce the use of On-Demand Surety Bonds as a form of security in addition to cash or LoC, in a targeted and managed manner, and to monitor the uptake of their use.

To ensure that the alternative form of security does not increase the City's risks in comparison to cash or LoC, Staff recommend the proposed On-Demand/Irrevocable Surety Bond Pilot Program require that the On-Demand Surety Bonds be irrevocable and on-demand, and be issued by:

- Surety companies that are BC Financial Services Authority (BCFSA) registered;
- Surety companies that are listed as Primary Surety Writer members of the Surety Association of Canada; and
- Surety companies that have an A.M. Best Credit Rating of A+ or higher (A.M. Best is the largest credit rating agency in the world, specializing in the insurance industry).

The On-Demand Surety Bond can only be cancelled if the City receives an acceptable replacement security.

In addition, staff propose the following program limits:

- The acceptance of On-Demand Surety Bonds as an alternate security is limited to (i) the City's DCC instalment payments, (ii) SA works and (iii) DP landscaping securities.
- The pilot program will limit the City's acceptance of such bonds up to an aggregated and combined total of \$50 million for SA and DP landscaping securities.
- The Pilot Program is available to developers on a first-come-first-serve basis, with a limit of no more than a total of four On-Demand Surety Bonds per developer for SA and DP landscaping securities.
- The Pilot Program be made available for new securities and the replacement of existing securities, subject to adhering to the program limits set out in this report.
- There will be no limits or restrictions imposed on On-Demand Surety Bonds accepted for both of the City's DCC instalment payments that are paid in accordance with *Local Government Act DCC Instalments Regulation (B.C. Reg. 166/84)*.

Risk Management

The proposed eligibility criteria will enable the City to manage and mitigate the risks related to the use of On-Demand Surety Bonds as a form of security, by:

- Only accepting On-Demand Surety Bonds from prequalified Surety companies that can demonstrate the required accreditations, financial stability and track record.
- Ensuring that the On-Demand Surety Bond has clear terms and conditions and stipulations regarding its on-demand and irrevocable nature to avoid legal ambiguities and processing delays.
- Ensuring that the underlying legal obligations secured by the On-Demand Surety Bond are clear and unambiguous.

- Regularly monitoring its use and effectiveness. Staff will report to Council after one year on the ongoing results of the pilot program and present recommendations for its continued use.

Consultation with the Development Community

The Urban Development Institute (UDI) has been a proponent of the use of surety bonds as an alternative form of security for SA and DCC instalment payments. Staff have met with UDI members in March and June of 2025 to discuss the application of Surety Bonds in the City. The UDI members present at those meetings generally expressed support for the City considering their use.

Next Steps

Should Council endorse the pilot program, draft Surety Bond Templates will be prepared for the three pilot categories to ensure all terms and conditions are acceptable to the City.

Where the Surety Companies and City cannot agree on the legal documentation, then a Surety Bond will not be permitted, and the City will require cash or a LoC from the developers. In addition, the Pilot Program criteria and related information will be provided in the form of a Bulletin, which will be available on the City's website for reference. Staff recommend reviewing the Pilot Program in one year's time to assess the uptake in use of this form of security and consideration on whether the Pilot Program should be extended to other securities.

Proposed Surety Bond Administration Fee

To support the administrative costs of the pilot program, staff recommend that a Surety Bond Administration Fee of \$750.00 be added to the Consolidated Fees Bylaw No. 8636. The developer will be required to pay this fee prior to the adoption of the rezoning bylaw, issuance of the DP, approval of the subdivision, or issuance of the building permit to which the obligation (SA, landscaping, or DCC instalments) relates.

Proposed Bylaw Amendments

Should Council endorse the acceptance of On-Demand Surety Bonds on a pilot basis, staff recommend the following bylaw amendments to enable the proposed pilot program:

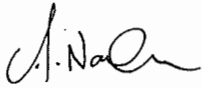
- Subdivision and Development Bylaw No. 8751 to add "On-Demand Surety Bonds" to the definition of a Security.
- Development Application Fees Bylaw No. 8951 to add a new section to the Administration Fees that charges applicants the new Surety Bond Administration Fee.
- Consolidation Fees Bylaw No. 8636 to set the value of the new Surety Bond Administration Fee.

Financial Impact

None. The proposed On-Demand/Irrevocable Surety Bonds Pilot Program will result in no direct financial implications to the City. Administrative costs associated with the implementation of the pilot program will be recovered via the proposed Surety Bond Administration Fee.

Conclusion

Staff recommend approval of the On-Demand/Irrevocable Surety Bonds Pilot Program as outlined in this report. This pilot program provides an opportunity to introduce the use of On-Demand Surety Bonds as an alternative form of security, in addition to cash and LoC, for the City's DCC instalment payments, SAs and DP landscaping securities, in a targeted and managed manner.

A handwritten signature in black ink, appearing to read 'A. Norton', with a stylized flourish at the end.

Andrew Norton
Manager, Development
(604-276-4138)

AN:js



**Development Application Fees Bylaw No. 8951
Amendment Bylaw 10687**

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

1. Development Application Fees Bylaw No. 8951, as amended, is further amended at Section 1.16 ADMINISTRATION FEES, as follows:

a) by inserting the following as new Section 1.16.11:

“1.16.11 Where an **applicant** requests to use an **On-Demand/Irrevocable Surety Bond** as an alternative form of security to cash or a letter of credit in respect of an obligation where the use of such alternative security has been endorsed by **Council**, the applicable fee specific in the Consolidated Fees Bylaw No. 8636 must be paid. The City’s acceptance of an **On-Demand/Irrevocable Surety Bond** as an alternative form of security is subject to the **applicant** and the **On-Demand/Irrevocable Surety Bond** meeting the **City’s** applicable qualifications and conditions to be published by the **City** from time to time and which may vary based on the obligation which the **On-Demand/Irrevocable Surety Bond** secures. For the purpose of this section 1.16.11, an **applicant** includes any person paying development cost charges pursuant to section 1.4.2 of *Development Cost Charges Imposition Bylaw No. 9499*.”

2. Development Application Fees Bylaw No. 8951, as amended, is further amended at Section 2.1 by inserting the following new definition in alphabetical order:

**“ON-DEMAND/IRREVOCABLE
SURETY BOND**

means an on-demand surety bond (i) in Canadian Dollars only, (ii) without expiry date and which is in full force and effect until the conditions therein are satisfied, (iii) provided by an insurer meeting the qualifications set by the City from time to time, and (iv) in the City’s standard form.”

3. This Bylaw may be cited as **“Development Application Fees Bylaw No. 8951, Amendment Bylaw 10687”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by <i>J. N. [Signature]</i>
APPROVED by Director or Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER



**Subdivision and Development Bylaw No. 8751,
Amendment Bylaw No. 10685**

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

1. Subdivision and Development Bylaw No. 8751, as amended, is further amended at Section 1 by deleting the definition of "Security" and replacing it with the following:

"SECURITY means, in Canadian dollars only,:

(i) cash;

(ii) a clean, unconditional, irrevocable and automatically renewing letter of credit drawn on a charter bank or credit union having a branch in the City of Richmond, at which demand may be made on the letter of credit; or

(iii) on application of the **Developer** and at the sole discretion of the **General Manager, Engineering and Public Works**, an on-demand surety bond that is (A) without expiry date and which is in full force and effect until the conditions therein are satisfied, (B) provided by an insurer meeting the qualifications set by the City from time to time, and (C) in the City's standard form."

2. This Bylaw may be cited as **"Subdivision and Development Bylaw No. 8751, Amendment Bylaw No. 10685"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by
<i>A. Noe</i>
APPROVED by Director of Solicitor
<i>[Signature]</i>

MAYOR

CORPORATE OFFICE



**Consolidated Fees Bylaw No. 8636
Amendment Bylaw 10688**

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

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended within the SCHEDULE – DEVELOPMENT APPLICATION FEES, as follows:

a) Inserting the following at the end of the “Administration Fees No. 8951” table:

Section 1.16.11	On-Demand/Irrevocable Surety Bond, as alternative security	\$750.00	Not Applicable
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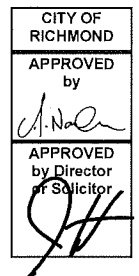
2. This Bylaw may be cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw 10688”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** June 16, 2025
From: Alexander Kurnicki **File:** 03-1085-01/2025-Vol
Manager, Parks Programs 01
Re: **Supporting Food Security Organizations through City Agriculture Related Grant Programs**

Staff Recommendation

That Option 1 as outlined in the staff report titled "Supporting Food Security Organizations through City Agriculture Grant Related Programs", dated June 16, 2025, from the Director, Parks Services, be approved.

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

Att. 2

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

Staff Report

Origin

This report is in response to the following Committee referral received at the February 3, 2025, General Purposes Committee:

That staff examine the propriety of setting up agricultural grants for various organizations that grow food or practice food security, noting the groups that would be removed from the Parks, Recreation and Community Events Grants.

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

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

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

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

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

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

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

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

Background

Arising from the direction staff received at the May 25, 2020, Council meeting, the Supporting Food Security through Community Driven Events Grant program (the SFS Grant) was established when the proposed Farm Fest at Garden City Lands was cancelled in 2020 due to the COVID-19 pandemic. Staff were given direction to temporarily re-allocate a portion of the funding previously allocated to that event to support local farmers' markets. Farmers markets were one of the few permitted commercial activities initially permitted to re-start during the COVID-19 pandemic.

In 2020, \$20,000 was allocated to support and enhance existing farmers markets. Following Council's approval, the SFS Grant was increased to \$30,000 annually from 2022–2024, to support and enhance both existing farmers markets and other community events related to food security and/or promotion of local food and food producers. Throughout this time period, no Farm Fest events were held at the Garden City Lands.

The SFS Grant aimed to support eligible community not-for-profit organizations in the following ways:

- Promote local farmers and food producers;
- Support and promote options for Richmond residents to access local food in a safe outdoor setting; and
- Highlight opportunities through community events to promote and address food security in innovative ways.

The following organizations received funding from the SFS Grant:

- Richmond Agricultural and Industrial Society;
- The Sharing Farm;
- Urban Bounty; and
- Kwantlen Farmers Market Society.

The Parks, Recreation and Community Events Grant (the PRCE Grant) and the SFS Grant are separate Grant programs. The PRCE Grant provides support to non-profit organizations providing recreational programs or events that enhance the quality of life for Richmond residents. The SFS was specifically created as an interim, rapid response to food security concerns arising from the COVID-19 pandemic. The Richmond Agricultural and Industrial Society, Sharing Farm and Urban Bounty have applied to both the PRCE Grant and SFS Grant to support different projects according each of these Grants' Guidelines and application criteria.

SFS funds were utilized to subsidize the added costs related to the COVID-19 pandemic restrictions related to social distancing and sizes of events. Specifically, grant funding was utilized to offset costs related to administration, subsidizing booths for local farmers, promotional materials, and extra staffing and equipment (e.g., hand-sanitizer dispensers, plexiglass dividers, etc.). In July 2023, reflecting the broad societal resumption of regular pre-pandemic activities in the Province, the Provincial Health Officer officially declared that all COVID-19 related measures have been rescinded. The SFS Grant remained open and funds were distributed to eligible organizations in 2023 to support 2024 recipient programming.

Staff met with the SFS Grant recipients in September 2024 to discuss the impact should the SFS Grant program be discontinued and review options for other eligible grants that may be available to their organization. The SFS Grant recipients did indicate concern about the impacts on their programs should the SFS Grant be discontinued, particularly if they are unable to secure another grant. One society indicated they may explore sponsorship opportunities to replace current grant funding.

A review of each of the organizations' year-end financial statements in 2023 and 2024 showed that all the SFS Grant recipients showed an operating surplus. With the exception of the Kwantlen Farmers Market Society, their surplus was greater than the value of the SFS Grant received.

Analysis

Additional City Support

Some of the agricultural not-for-profit organizations which operate in the City of Richmond have also received funding support from the City through other City grants (either the EE Grant and/or the PRCE Grant for related programs or events). Attachment 1 provides a summary of the grant funding these organizations have received between 2020 and 2025. In addition, all previous SFS Grant recipients have received some degree of in-kind support, such as facility space, access to equipment or supplies to support their operations as well as City land secured through multi-year License to Use Agreements.

Farm Fest at the Garden City Lands

The City of Richmond Signature and Community Events Plan 2025–2029 (the Plan) received final adoption by Council at the October 21, 2024, Council meeting. The Plan identified Farm Fest at the Garden City Lands would be re-activated after a temporary hiatus since 2019 and the \$30,000 previously allocated to the SFS Grant was re-allocated to this event. At the same meeting, the SFS Grant was approved to continue for an additional year to support the 2025 Grant Program. At present, staff are actively planning for Farm Fest which will be hosted at the Garden City Lands in cooperation with Kwantlen Polytechnic University (KPU) on September 7, 2025.

Grant Funding Transition

Under the current City Grant Program structure, registered, non-profit food security and urban agricultural related organizations are eligible to apply to three grant programs to support their activities:

1. The Supporting Food Security through Community Driven Events Grant. The 2025 budget of \$30,000 is funded by the Rate Stabilization Account. The Grant was extended for one (1) more year (for the 2025 Grant intake) at the October 21, 2024, Council meeting;
2. The Environmental Enhancement Grant. The 2025 budget of \$38,086 is funded by an allocation from gaming revenue. Organizations can apply for grant amounts up to a maximum eligible amount of \$2,500 (or \$500 for individuals); or
3. The Parks, Recreation and Community Events Grant. The 2025 budget of \$125,601 is funded by an allocation from gaming revenue. The criteria for the PRCE Grant considers an organization's eligibility/ineligibility for the proposal rather than the group's purpose (unless it's school or politically based). Ineligible items include land or building construction or repairs, operating deficits, grants, seminar or workshop expenses, school-based programs, etc.

For-profit organizations are not eligible to apply for any of the above grant programs.

Eligible organizations who had previously accessed the SFS Grant to support their activities and programs will continue to apply for funding from the City. To that end, staff propose the following options for Council's consideration:

Option 1 – Reallocation of Existing Funding and Expanding the Environmental Enhancement Grant Eligibility Requirements (Recommended)

- a. That the SFS Grant be permanently discontinued;
- b. That the PRCE Grant be reduced by \$30,000 to \$95,601 (based on the 2025 budget) and the funds be reallocated to the EE Grant; and
- c. That the EE Grant eligibility requirements and application guidelines (Attachment 2) be revised (prior to the 2026 grant application process commences in fall 2025) to reflect the addition of eligible food security organizations to receive up to a maximum \$5,000. The revised budget would be \$68,086 (based on the 2025 budget).

This option is recommended as it would expand the EE Grant to include those organizations which had previously applied for the SFS Grant. Furthermore, the eligibility of organizations who are able to apply is broadened to those who practice sustainable agriculture and food security-related activities. The total aggregate funding for the EE Grant and PRCE Grant programs remains the same (that is, the PRCE Grant budget is reduced by \$30,000 and the EE Grant is increased by \$30,000).

Should Council support this recommended option, approval of the attached proposed revisions to the EE Grant guidelines is necessary in order to allow staff to prepare and implement the 2026 Grant Program which commences in August 2025.

Option 2 – Status Quo: No Funding Reallocation (Not recommended)

This option is not recommended, as it does not provide grant support to organizations engaged in agricultural and/or food security activities.

That the SFS Grant be permanently discontinued. Eligible food security organizations be directed to apply for funding through the PRCE Grant or the EE Grant with no changes to the current eligibility requirements, application guidelines nor corresponding reallocation of funds.

Option 3 – New Funding and Expanding the Environmental Enhancement Grant Eligibility Requirements (Not recommended)

- a. That the SFS Grant be permanently discontinued;
- b. That the PRCE Grant remain unaltered (2025 budget is \$125,601);
- c. That the EE Grant be increased by \$30,000 to \$68,086 (based on the 2025 budget) funded by gaming revenue. This funding source is consistent with all other grant programs; and
- d. That the EE Grant eligibility requirements and application guidelines be revised (prior to the 2026 grant application process commencing in fall 2025) to reflect the addition of eligible food security organizations to receive up to a maximum \$5,000.

This option is not recommended as it will require increased funding from gaming revenue. As the overall gaming revenue the City receives continues to decrease while grant program costs

increase each year, this will require a reduction in funding to other programs that are currently funded by gaming revenue.

With this option, the current PRCE Grant funding allocation remains unchanged. The EE Grant funding allocation is increased by \$30,000, which is the equivalent value of the discontinued SFS Grant. Should Council endorse this option, the attached proposed revisions to the EE Grant guidelines (Attachment 2) would be required.

Financial Impact

Should Council endorse Option 1 (recommended) or Option 2, there would be no financial impact. Should Council endorse Option 3, staff would include this additional \$30,000 into the gaming revenue allocation for the 2026 budget, which will result in a decreased allocation to other priorities currently funded by gaming revenue.

Conclusion

The City values the contributions of not-for-profit organizations in the area of food security and urban agriculture. Recognizing the ongoing needs of these organizations, despite the conclusion of the COVID-19 pandemic and the associated financial and logistical challenges that phenomenon posed, these organizations requested on-going support to provide their services to the community. With the endorsement of Option 1, the City is reaffirming its ongoing support for these organizations while balancing the fiscal realities of meeting multiple needs across the City Grant funding spectrum. With the resumption of Farm Fest in September 2025, awareness of these and other related organizations will be increased with City residents.



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

Att. 1: 2020–2025 City Grant Funding Support Summary

2: Environmental Enhancement Grant Guidelines – Proposed Revisions

Summary of City Grant Funding Support: 2020–2025						
Year	Grant Program	Grant Program Budget	Kwantlen Farmers Market Society	Sharing Farm Society	Richmond Agricultural and Industrial Society	Urban Bounty (Richmond Food Security Society)
2020	EEG	N/A*				
	PRCE	\$ 112,828	\$ -	\$ 19,000	\$ -	\$ 12,000
	SFSG	\$ 11,400	\$ 9,400	\$ 2,000	\$ -	\$ -
	Subtotal	\$ 124,228	\$ 9,400	\$ 21,000	\$ -	\$ 12,000
	2020 Grant Disbursement Total					\$ 42,400
2021	EEG	N/A*				
	PRCE	\$ 112,828	\$ -	\$ 22,000	\$ -	\$ 13,746
	SFSG	\$ 20,300	\$ 9,500	\$ 1,000	\$ 9,500	\$ -
	Subtotal	\$ 133,128	\$ 9,500	\$ 23,000	\$ 9,500	\$ 13,746
	2021 Grant Disbursement Total					\$ 55,746
2022	EEG	\$ 35,000	\$ -	\$ 2,500	\$ -	\$ 2,500
	PRCE	\$ 115,423	\$ -	\$ 21,000	\$ -	\$ 12,000
	SFSG	\$ 30,000	\$ 7,140	\$ 5,460	\$ 6,670	\$ 10,730
	Subtotal	\$ 180,423	\$ 7,140	\$ 28,960	\$ 6,670	\$ 25,230
	2022 Grant Disbursement Total					\$ 68,000
2023	EEG	\$ 36,393	\$ -	\$ 1,900	\$ -	\$ 1,250
	PRCE	\$ 120,017	\$ -	\$ 29,500	\$ -	\$ 16,000
	SFSG	\$ 30,000	\$ 6,850	\$ 5,550	\$ 6,700	\$ 10,900
	Subtotal	\$ 186,410	\$ 6,850	\$ 36,950	\$ 6,700	\$ 28,150
	2023 Grant Disbursement Total					\$ 78,650
2024	EEG	\$ 37,303	\$ -	\$ 2,500	\$ -	\$ 2,500
	PRCE	\$ 123,017	\$ -	\$ 29,500	\$ -	\$ 16,000
	SFSG	\$ 30,000	\$ 8,240	\$ 8,080	\$ 5,910	\$ 7,770
	Subtotal	\$ 190,320	\$ 8,240	\$ 40,080	\$ 5,910	\$ 26,270
	2024 Grant Disbursement Total					\$ 80,500
2025	EEG	\$ 38,086	\$ -	\$ 2,225	\$ -	\$ 2,183
	PRCE	\$ 125,601	\$ -	\$ 29,500	\$ -	\$ -
	SFSG	\$ 30,000	\$ 8,352	\$ 7,345	\$ 6,881	\$ 7,422
	Subtotal	\$ 193,687	\$ 8,352	\$ 39,070	\$ 6,881	\$ 9,605
	2025 Grant Disbursement Total					\$ 63,908
2020–2025	Total	\$ 1,008,196	\$ 49,482	\$ 189,060	\$ 35,661	\$ 115,001
	Aggregate 6-Year Grant Disbursement Total					\$ 389,204

* EEG commenced in 2022.

Legend	
EEG	Environmental Enhancement Grant
PRCE	Parks, Recreation and Community Events Grant
SFSG	Supporting Food Security through Community Driven Events Grant



City of
Richmond

Environmental Enhancement Grant Guidelines

Parks, Recreation and Culture
Parks Programs

Proposed changes are marked in italics and red font

Program Overview

The Community Environmental Enhancement Grant provides financial support to individuals and registered non-profit organizations for action-based projects that have measurable, positive outcomes on *environmental conservation or responsible cultivation of land* in Richmond. Projects must be inclusive and focus on initiatives that contribute to the enhancement, restoration or *preservation* of Richmond's unique island natural environment, *or improve food access, food security and urban agriculture through the promotion of local food producers, and farmers' markets.*

Program Requirements

All projects must demonstrate that initiatives are measurable and will result in positive environmental impacts *or improve local food access or security*. All applications will be reviewed and prioritized according to the following criteria:

- Activities that will lead to positive environment results *or improved food access, food security and urban agriculture* within the timeframe of the project;
- Opportunities for community members to be involved;
- A clarification on the specifics of the positive environmental, *food access, food security and urban agricultural* impact that the initiative will yield;
- Consistent with and supportive of the City's environmental goals as presented in Chapter [9.0 Island Natural Environment of the Official Community Plan](#);
- Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's [Ecological Network Management Strategy](#) and [Public Tree Management Strategy](#);
- Contributes to healthy, diverse and functioning ecosystems;
- *Enables local food producers to grow, distribute or sell produce affordably;*
- *Supports and creates opportunities for Richmond residents to access local food;*
- *Addresses food insecurity in innovative ways through local, community based solutions;*
- Supports the development of a stewardship ethic in the community;
- Supports resident activation in environmental enhancement, *sustainability, and urban agriculture*; and
- Supports the City's [circular economy principles](#).

Core Considerations

A successful project should address [Council Strategic Plan 2022-2026: A Leader In Environmental Sustainability](#):

1. Demonstrate leadership in proactive climate action and environmental sustainability;
2. Preservation and enhancement of Richmond's natural environment;
3. Waste reduction and sustainable choices in the City and community; and
4. Agriculture and local food systems to enhance food security.

Richmond's [Ecological Network Management Strategy](#) is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city, within neighbourhoods, and across land uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive. The ecological network is built upon the following four primary goals:

- Goal 1: Manage and enhance our ecological assets;
- Goal 2: Strengthen City infrastructure;
- Goal 3: Create, connect and protect diverse and healthy spaces; and
- Goal 4: Engage through stewardship and collaboration.

Eligibility

1. Individuals are eligible for a \$500 Environmental Enhancement Grant.
2. Registered non-profit societies (society incorporation number must be provided) are eligible for a \$2,500 Environmental Enhancement Grant. These groups include:
 - Environmental groups;
 - Community groups;
 - Youth and seniors groups;
 - Community-led associations; and
 - Service clubs.
3. *Registered agricultural non-profit societies with a minimum five (5) years demonstrated, proven experience whom focus on food access and food security activities are eligible for a \$5,000 Environmental Enhancement Grant. These groups include:*
 - *Food growers and producers; and*
 - *Community organizations whom operate farmers' markets and promote food security.*

Note: Non-profit organizations operating outside of Richmond are eligible to apply for grant funding for projects occurring in Richmond, however these projects will receive lower prioritization than Richmond based organizations.

Political parties and organizations are not eligible to apply.

Purposes Eligible for Funding

Grants may be used for the following purposes:

- Materials (e.g., plants, soil, amender);
 - Supplies (e.g., equipment rentals, tools, safety equipment);
 - Marketing and promotion;
 - Education;
 - Honorarium (up to \$350); and
 - Insurance.
-

What Type of Projects will be Considered for Grant Funding?

The following are examples of eligible projects under the Community Environmental Enhancement Grant. These projects may be part of a larger initiative, or be carried out as one-day events:

- Invasive species pulls;
- Native tree and shrub planting;
- Create or enhance bird habitat;
- Create or enhance pollinator and beneficial insect habitat;
- Watercourse enhancement;
- Shoreline and street clean-up's;
- Wildlife education;
- Fruit tree gleaning;
- Projects that expand programs such as [Richmond's Bat Friendly City Certification](#), [Barn Owl Box Program](#), [Pollinator Programs](#);
- Reduce light pollution in natural areas;
- Citizen science engagement and outreach initiatives;
- Water quality monitoring;
- Green infrastructure projects (e.g., rain gardens, bioswales);
- *Growing food employing sustainable agricultural practices;*

- *Distributing sustainably grown, locally produced products to Richmond residents to address local food insecurity; and*
- *Farmers markets.*

Note: Projects based on private property will only be considered after all public property based projects have been considered and awarded.

Projects are not limited to the above examples, if you have questions on whether or not your project is eligible for grant funding please contact the grant administrator.

What Type of Projects are Not Eligible for Grant Funding?

The following are examples of projects that are not eligible under the Community Environmental Enhancement Grant:

- Projects designed only to beautify an area for cosmetic purposes;
- Projects primarily focused on and/or expenses associated with the construction of infrastructure with the exception of projects related to natural infrastructure;
- Purchase of a vehicle, depreciable asset, or other non-grant related items;
- Lobbying, advocacy or fundraising activities;
- Further disbursement of funds to a third party recipient;
- Projects that take place outside of Richmond;
- Projects only designed for recreation;
- Political activities including, but not limited to:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause
- Programs and services delivered in partnership with political parties and organizations. For clarity, this does not exclude programs and services that receive funding from other levels of government, including funding provided by the Province of British Columbia and the Government of Canada;
- *Programs or projects that do not directly address food insecurity in Richmond;*
- *Food production that is not located in and/or exclusively grown and distributed in Richmond; and*
- *Activities that are inconsistent with the principles of sustainable agricultural practices and organic food production resulting in detrimental environmental impacts.*

What Makes for a Strong Application?

- Enhances, restores, conserves and/or protects the environment;
- *Supports local food production for the purposes of addressing food insecurity;*

- *Supports a farmers market that promotes local food producers and offers Richmond residents increased and affordable access to local food;*
 - Includes objectives that are realistic, achievable and measurable;
 - Demonstrates direct and measurable environmental benefit;
 - *Demonstrates multiple ways in which food insecurity is addressed;*
 - Provides an opportunity for community members to become actively engaged in the project activities and educates them on environmental issues *or fosters improved food access and security;*
 - Clearly demonstrates the ability to carry out the project successfully;
 - Clear project goals and objectives;
 - Clear action plan, which is realistic and attainable in terms of timing and resources;
 - Evidence of community support and inclusiveness;
 - Evidence of an evaluation plan to measure project effectiveness;
 - Evidence of financial need and fiscal responsibility; and
 - Willingness to work in collaboration with other City-related sustainability initiatives.
-

Awarding of Grants

1. Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes the final decisions.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

2. Grant Disbursement

- Applicants may receive full, partial, or be denied funding for their application.
- Applicants who receive partial funding will have the opportunity to confirm if their project can still be implemented.
- Grants are distributed with a cover letter indicating the amount and purpose of the grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

3. Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or by the time you submit your application for the following year, if you plan to apply again.
- Successful applicants must complete and submit the Environmental Enhancement Grant Final Report, which will be disseminated upon application approval.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

4. Recuperation of Grant

- If the grant will not be used for the stated purpose, the full amount must be returned to the City.

5. No Appeal

- There is no appeal to Council's decision.

6. Final Report

- A final report, which will be provided to successful applicants, must be submitted upon project completion.

How to Apply

To apply, visit: <https://www.richmond.ca/culture/citygrant.htm>.

Contact Information

For any information regarding the Environmental Enhancement Grant, contact Parks Programs at parksprograms@richmond.ca or call 604-244-1250.

Subject: Initiate a more accountable and contemporary structure for the Richmond Olympic Oval

Member of Council: Kash Heed

Meeting: General Purposes Committee (Public)

Notice Provided on: June 20, 2025

For Consideration on: July 7th, 2025 in accordance with Procedure By-law No 7560

Background

The Richmond Olympic Oval stands as a testament to Richmond's legacy from the 2010 Winter Olympics, embodying both athletic achievement and community spirit. However, beneath its impressive exterior, there are pressing calls for reform. Rising concerns over the financial burden on Richmond taxpayers due to the Oval's corporate-like governance and ongoing debates about its management have prompted discussions about restructuring and capping the city's financial support.

To better understand the Oval's current situation, here is a snapshot of its financial landscape:

Annual Tax Exemptions as mandated by the province:

- Municipal Tax Exemption: \$1,392,826
- Provincial Tax Exemption: \$1,284,163
- Other Exemptions: \$430,628

Assets and Liabilities as of March 31, 2025:

- Financial Assets: \$22.3 million
- Non-Financial Assets: \$14.1 million
- Financial Liabilities: \$13 million

Building Valuation as of May 31, 2025:

- Original Cost: \$193,192,168
- Accumulated Amortization: (\$115,786,336)
- Net Book Value: \$77,405,832

Total Annual City Contributions from 2010 to 2025:

- \$53.356 million

Annual Maintenance Costs covered by the City:

- Average landscaping expenses from 2011 to 2025 approximate \$87,000 per year.

Total Tax-Funded Costs:

- \$533,000 (primarily for wheelchair pathways and electric vehicle charging stations).

While the city is committed to cherishing its Olympic heritage, promoting Olympic values and inspiring future generations, a thorough valuation is necessary to determine whether the current corporate structure should be dissolved in favor of a more inclusive and sustainable model. This could lead to improved management, enhanced access to sports facilities, and a fairer allocation of financial resources.

One compelling reason to consider dismantling the corporation is the opportunity to streamline the management of resources—human, financial, and material—to better meet Council's objectives. Moreover, creating a community-oriented organization to oversee sports facilities could widen access for local schools and youth programs, which often struggle to secure practice times at the Oval. By redistributing the management, fees could decrease, enabling more children and families to participate in sports, thereby promoting overall health and well-being.

Additionally, Council occasionally feels out of touch with decision-making processes that impact the Oval. Often, budgets and initiatives are determined without Council input, leading to decisions that may not align with community needs.

By dismantling the corporation, a new governing entity could emerge that prioritizes transparency and community engagement. This would empower Council to contribute meaningfully to the direction of local sports facilities.

Furthermore, the financial resources currently allocated to the Richmond Olympic Oval Corporation could be more effectively utilized. Although the corporation has a substantial budget, it frequently sponsors events that do not engage the broader community. Readdressing some of these funds towards local sports initiatives, such as after-school programs, could offer children safe, healthy activities while fostering values like teamwork and resilience. This shift could enhance community cohesion and nurture local talent.

Reevaluating the structure of the Richmond Olympic Oval Corporation offers a chance to create a more inclusive and efficient management system for local sports facilities. By enhancing transparency, expanding access, and reallocating resources, the community can thrive in its pursuit of active and healthy lifestyles.

The corporation has fulfilled its role in the past, and now it is time to honour its legacy while paving the way for a vibrant future that serves all residents.

Motion

1. That the maximum annual contribution to the Richmond Olympic Oval Corporation for 2026 be limited to \$2.5 million;
2. That the Chief Administrative Officer (CAO) set out a process to examine dismantling the Richmond Olympic Oval Corporation while identifying an

alternative structure/framework and governance for the new facility inauguration in the first quarter of 2027; and,

3. That the CAO provide a comprehensive document to Council by the end of 2025 outlining the purposes, strategies, and financial projections for the transition of the facility.



**Development Permit Panel
Wednesday, June 25, 2025**

Time: 3:30 p.m.
Place: Remote (Zoom) Meeting
Present: Wayne Craig, General Manager, Planning and Development, Chair
Milton Chan, Director, Engineering
Todd Gross, Director, Parks Services

The meeting was called to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on June 11, 2025 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 23-031345
(REDMS No. 8055559)

APPLICANT: Jack Peccia

PROPERTY LOCATION: 12399 Steveston Highway

INTENT OF PERMIT:

Permit the construction of a two-storey commercial building at 12399 Steveston Highway on a site zoned "Commercial Mixed Use (ZMU18) – The Gardens (Shellmont)".

Applicant's Comments

Reynold Orogo, of Matthew Cheng Architect Inc., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the project, highlighting the following:

Development Permit Panel

Wednesday, June 25, 2025

- the proposed two-storey commercial building will occupy Air Space Parcel 3 situated on top of an existing shared underground parkade and concrete pad which is located within the “The Gardens” development;
- the shared underground parkade will provide parking for the proposed development and vertical circulation from the parkade up to the second floor of the proposed building will be provided by stairs and an elevator that will be installed from the existing roughed-in shaft and stairwell;
- a new north-south walkway will be constructed to enhance pedestrian connectivity from the Steveston Highway sidewalk to the proposed development and “The Gardens” development;
- the design of the building has been improved and simplified in response to the Advisory Design Panel’s review and comments to enhance the building’s weather protection, fenestration, pedestrian connectivity, and exterior treatment considering the location of the subject property at the prominent corner of Steveston Highway and Highway 99; and
- a rough-in is proposed on the building rooftop for future installation of solar panels in response to the Advisory Design Panel’s comments to enhance the project’s sustainability features.

Yiwen Ruan, PMG Landscape Architects, briefed the Panel on the main landscape features of the project, noting that (i) a large triangle-shaped planting bed, planters, benches and bicycle racks will be provided along the north side of the building, (ii) raised planters are proposed along the west side, (iii) decorative paving is proposed on the north and west frontages of the building, (iv) narrow planters are proposed adjacent to the building and are aligned with the gravel sidewalk along the southeast side, (v) an oval-shaped planting bed is proposed to provide transition to the Riparian Management Area (RMA) to the southeast of the subject site, and (vi) planters and patio furniture are proposed on the rooftop decks, and (vii) the RMA will be enhanced with native planting.

Staff Comments

Joshua Reis, Director, Development noted that (i) the RMA to the southeast of the proposed building will be enhanced with native planting and a three-year maintenance and monitoring period has been secured as a condition for Development Permit approval, (ii) all vehicle and secured bicycle parking for the proposed development is located within the existing underground parkade, (iii) a new north-south walkway will be constructed that would enhance the connection of the subject property and the “The Gardens” development to the Steveston Highway sidewalk, (iv) a rough-in is provided for future solar panel installation on the building rooftop, and (v) there is no Servicing Agreement associated with the project given the scope of the proposed development and considering that the subject site is already serviced by existing onsite systems.

Development Permit Panel

Wednesday, June 25, 2025

Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) planting beds and narrow planters are proposed adjacent to the building to create a buffer to Highway 99 to the east, (ii) there are no additional windows proposed on the ground level of the building elevation facing the highway to mitigate noise from the highway, (iii) architectural treatments and landscaping on the ground level as well as the provision of additional windows on the second floor of the building elevation facing the highway are proposed to provide visual interest from the highway, (iv) a rough-in for future installation of solar panels is currently proposed on the building rooftop and appropriate measures would be considered including the use of low-glare solar panels to mitigate potential glare that would impact residents of taller neighbouring residential buildings, and (v) the use of the underground parkade during construction is part of the applicant's construction management plan and storage of construction equipment and materials will be coordinated with the remainder lot owner. In addition, staff noted that a Construction Traffic and Parking Management Plan is required as part of the building permit review process.

In reply to further queries from the Panel, the applicant noted that (i) the proposed on-site decorative paving treatment could be redesigned to ensure accessibility for visually impaired pedestrians, (ii) information regarding the proposed rooftop mechanical units will be provided including potential noise that would be generated and the proposed screening for the rooftop mechanical units would be redesigned if necessary to mitigate potential noise generated by the mechanical units, (iii) the proposed landscaping for the proposed development that is outside of the subject property and located on the remainder lot has been agreed to and authorized by the remainder lot owner, and (iv) the proposed garbage enclosure consists of solid fencing and trellis on top and existing trees to the south of the enclosure will help provide a buffer/screening to the highway.

Correspondence

Shuanjun Wei, 712-10788 No. 5 Road (Schedule 2)

Staff noted that the resident of the neighbouring development to the north expressed concern regarding the density and proximity of the proposed development to the highway off-ramp. In reply to the resident's concerns, staff noted that (i) there is no change to access or roads in this area as part of the proposed development, (ii) the density of the proposed development complies with the Zoning Bylaw applicable to the subject site, and (iii) the commercial use of the subject site was identified at the time of the prior rezoning of the area that permitted the residential uses in "The Gardens" development.

Gallery Comments

None.

Development Permit Panel

Wednesday, June 25, 2025

Panel Discussion

The Panel expressed support for the project and directed staff to work with the applicant to (i) review the decorative pavement contrast on the subject site to ensure there is no impact to the movement of visually impaired pedestrians, and (ii) ensure that acoustical information for the rooftop mechanical equipment be provided by the applicant in order for the applicant to provide appropriate noise mitigation measures should they be necessary.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would permit the construction of a two-storey commercial building at 12399 Steveston Highway on a site zoned "Commercial Mixed Use (ZMU18) – The Gardens (Shellmont)".

CARRIED

2. New Business

None.

3. Date of Next Meeting: July 16, 2025

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (3:58 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, June 25, 2025.

Wayne Craig
Chair

Rustico Agawin
Committee Clerk



DPP FOR DP 23-031345

PROPOSED 2-STOREY COMMERCIAL BUILDING

THE GARDENS (BUILDING C) AIR PARCEL 3, 12399 STEVESTON HWY, RICHMOND





HIGHWAY 99

SITE

THE GARDENS

STEVESTON HIGHWAY

LOCATION

CONTEXT



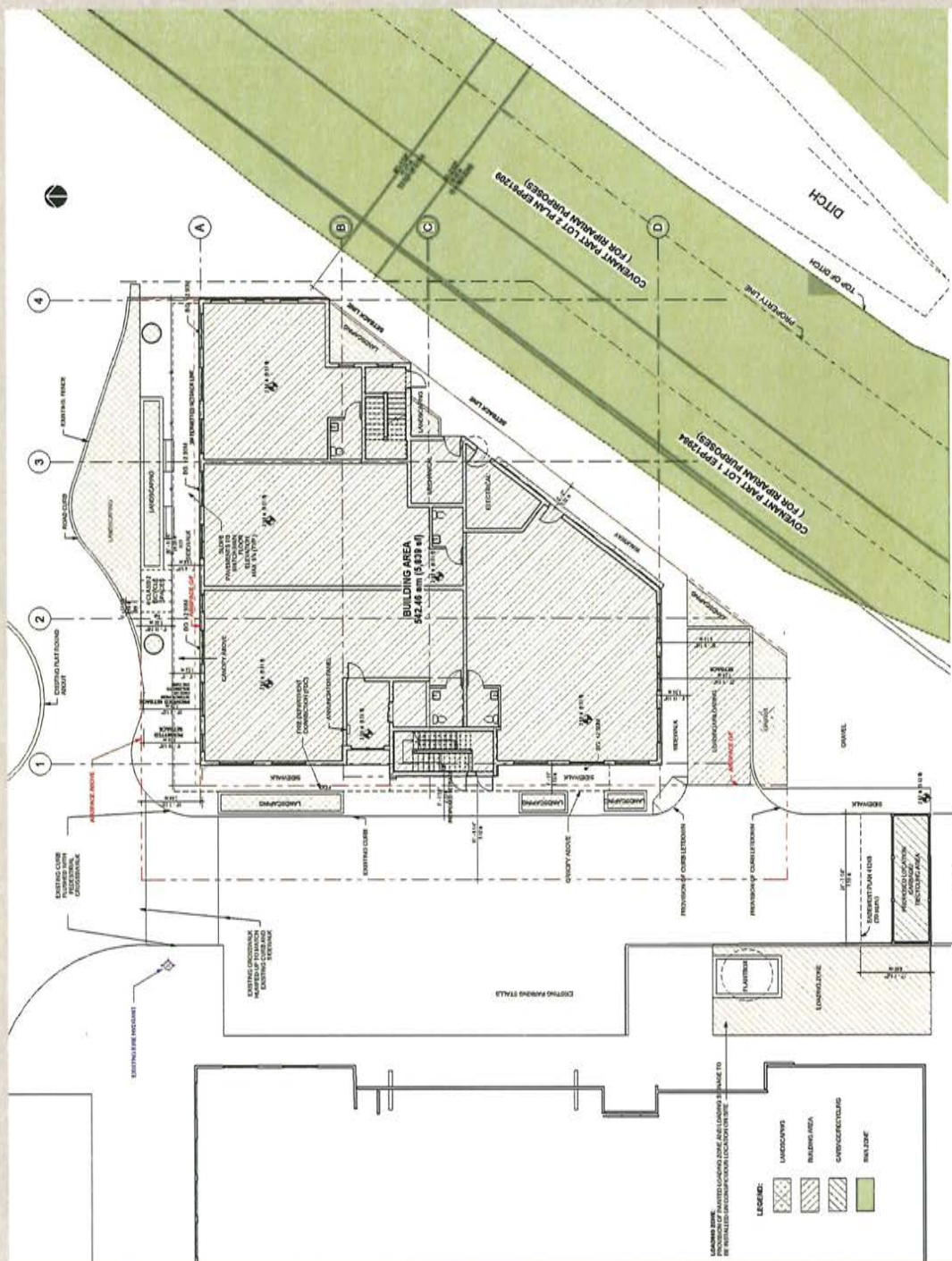
① NORTH CONTEXT ELEVATION
1" = 150'



② EAST CONTEXT ELEVATION
1" = 150'

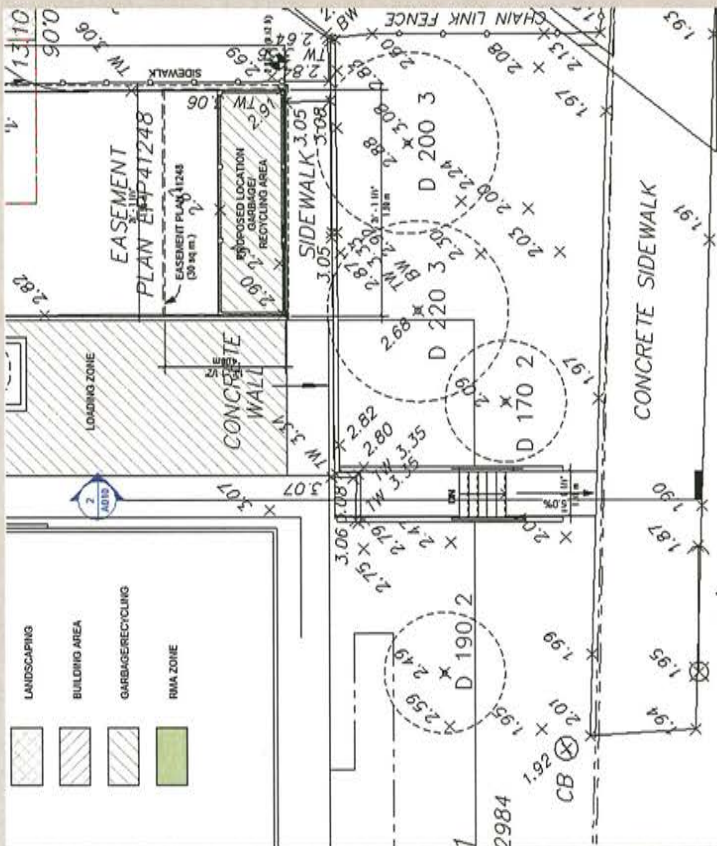


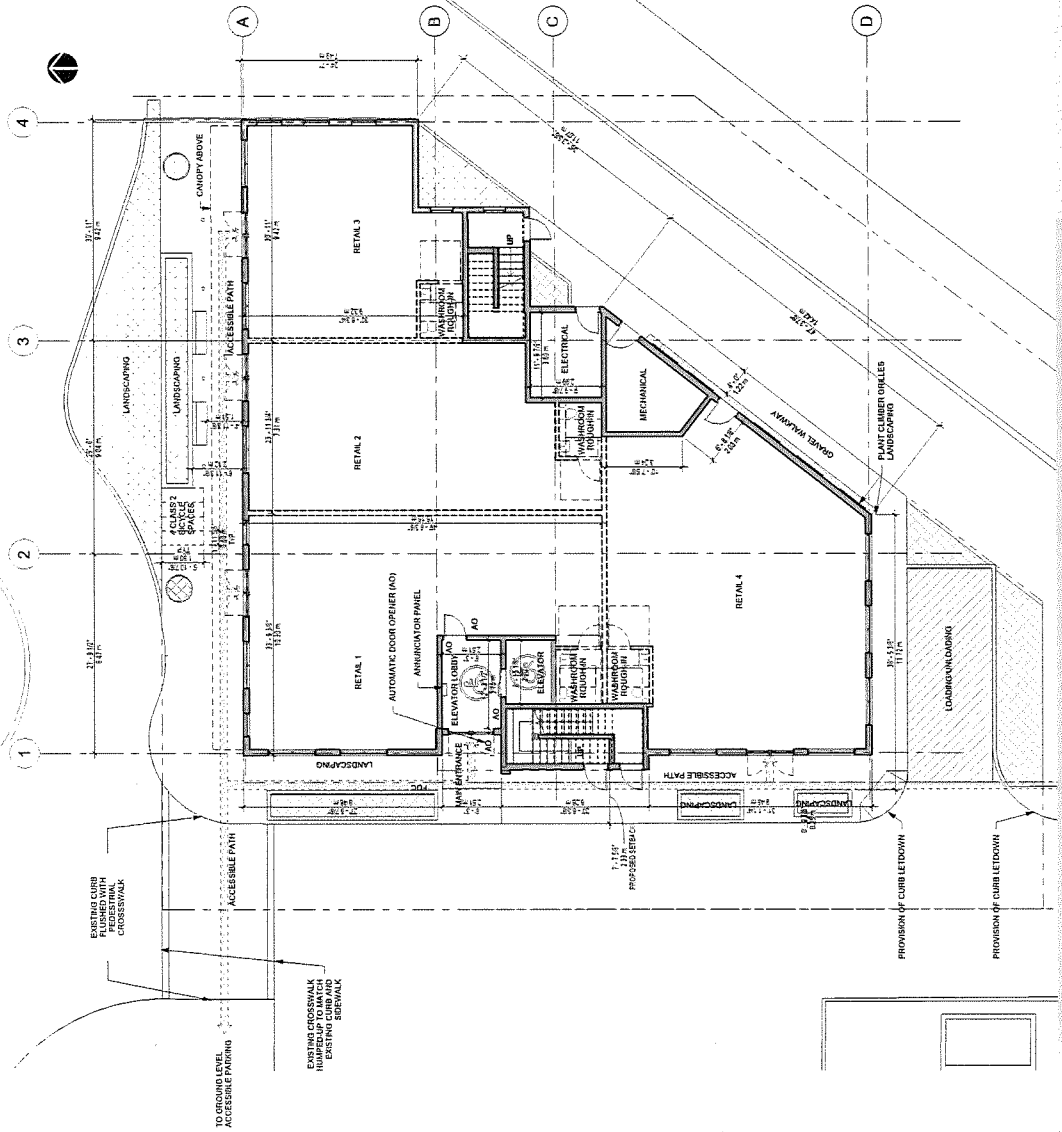
EXISTING BUILDING (JANUARY, 19)



SITE PLAN

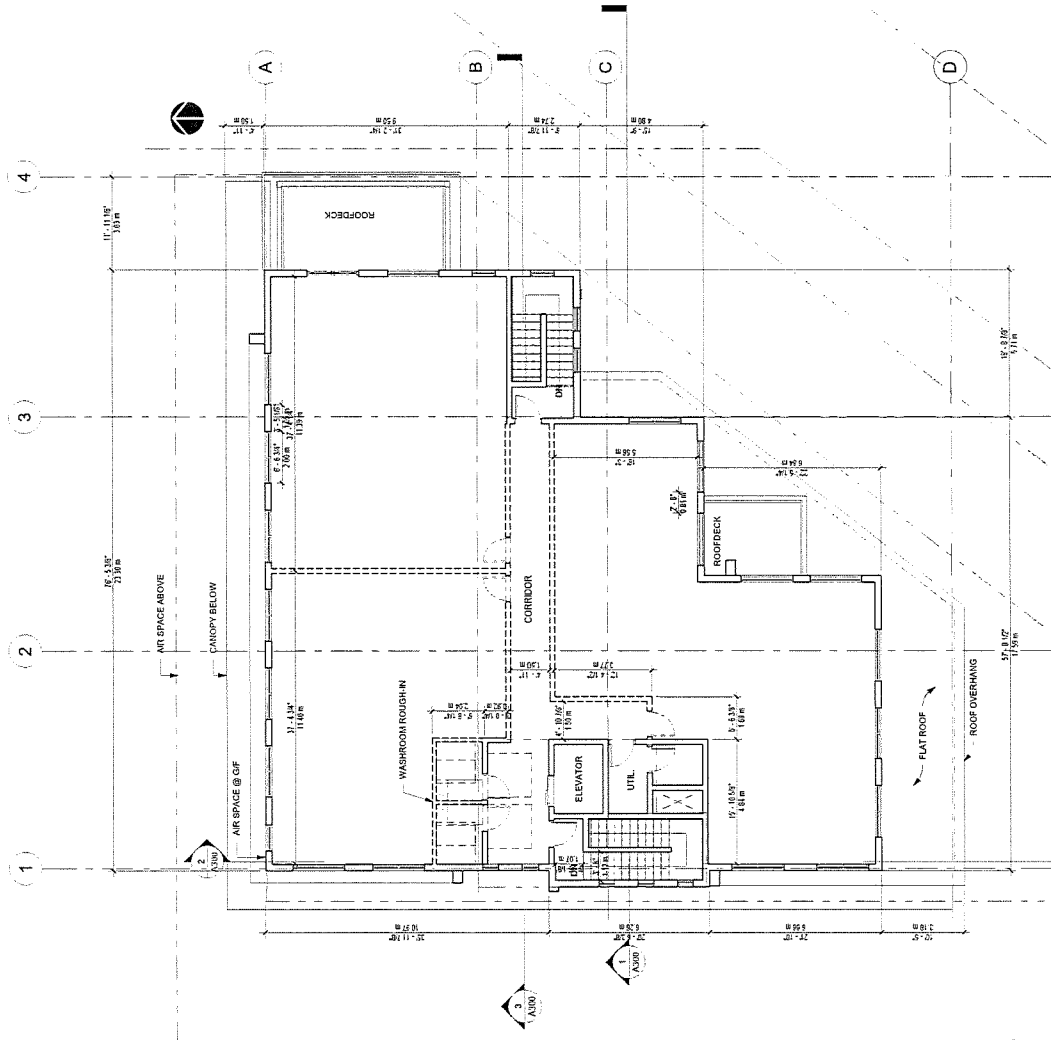
SITE ACCESS FROM STEVESTON HIGHWAY



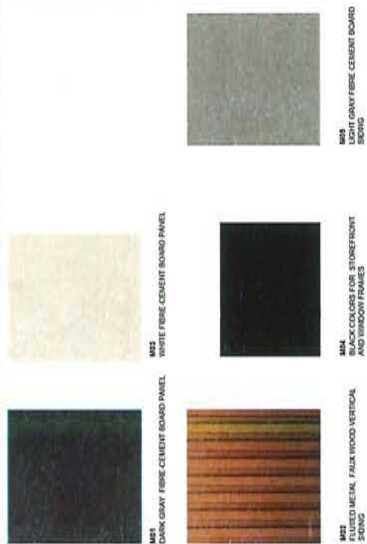


1ST LEVEL PLAN

2ND LEVEL PLAN

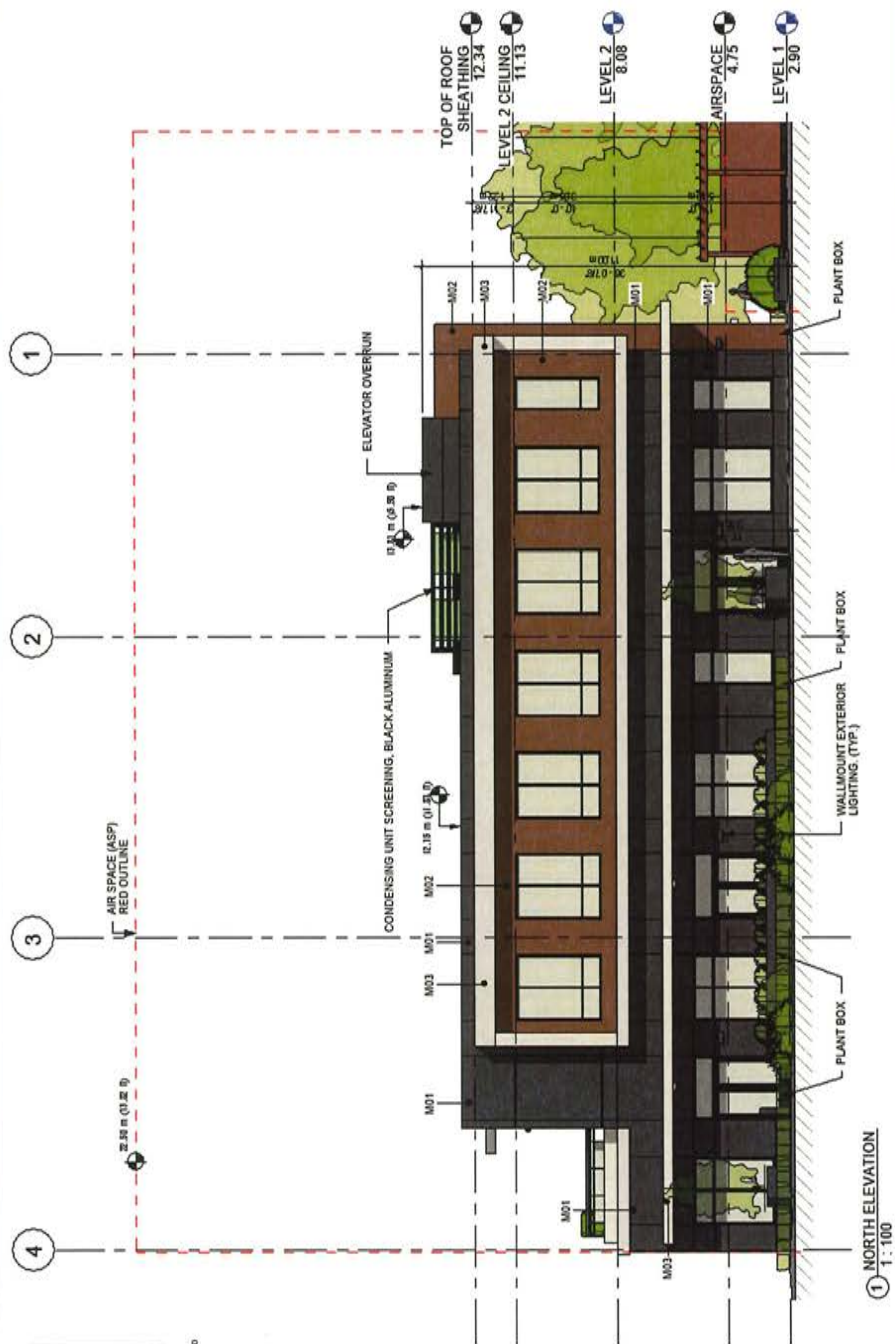


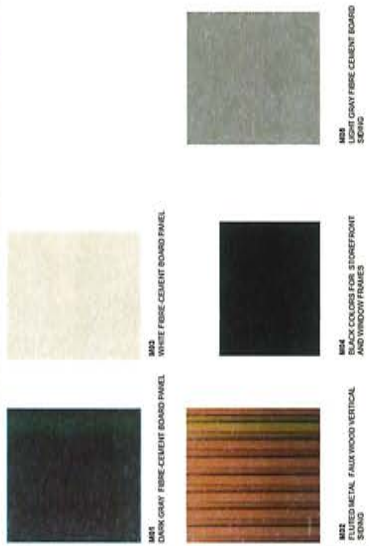




CNCL - 308

NORTH ELEVATION





EAST ELEVATION

CNCL – 310



CNCL – 311





NORTHWEST VIEW (MAIN ENTRANCE)

PERSPECTIVE



SOUTHWEST BIRD'S EYE VIEW

PERSPECTIVE



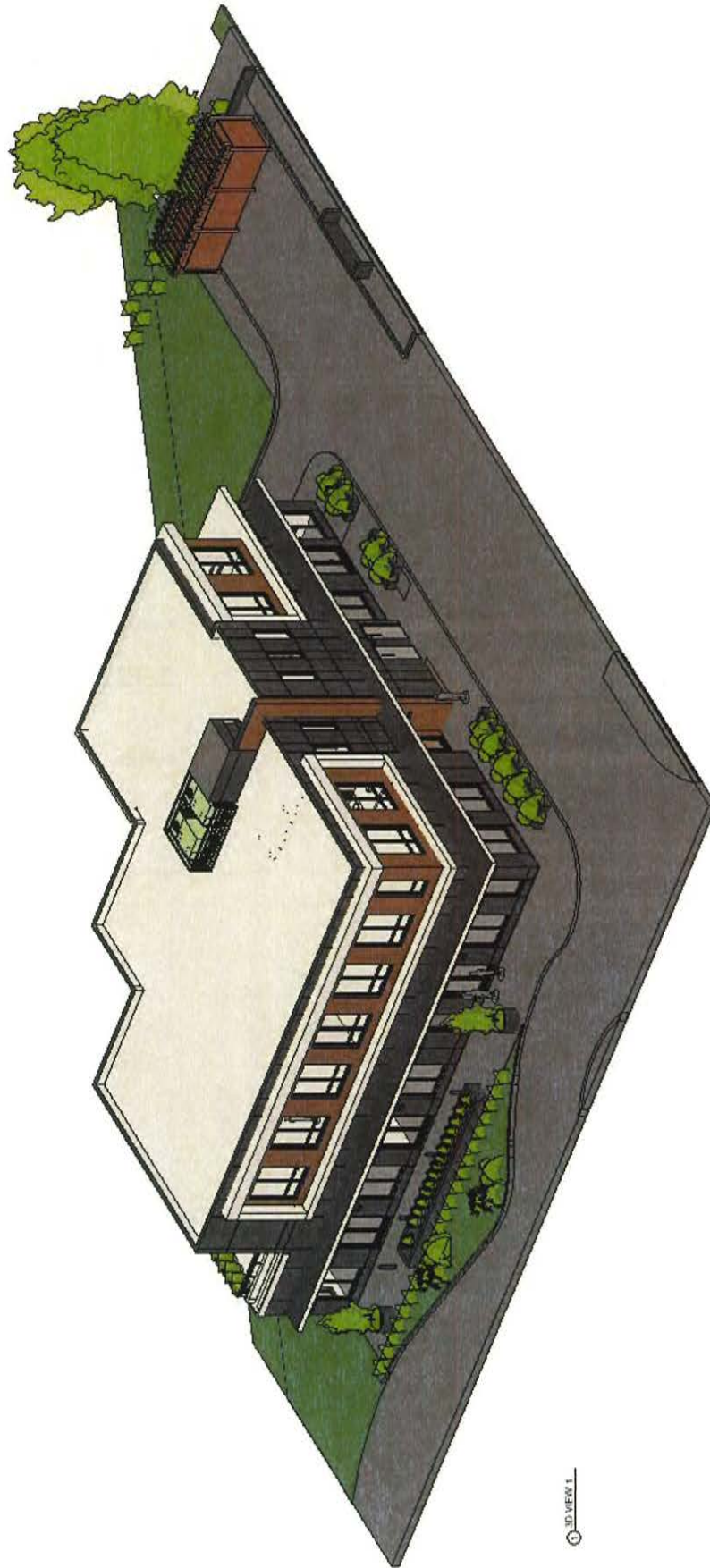
PERSPECTIVE

SOUTHEAST VIEW (HIGHWAY SIDE)



NORTHEAST VIEW (CRU UNITS)

PERSPECTIVE



3D VIEW 1

3D MODEL VIEW



3D MODEL VIEW

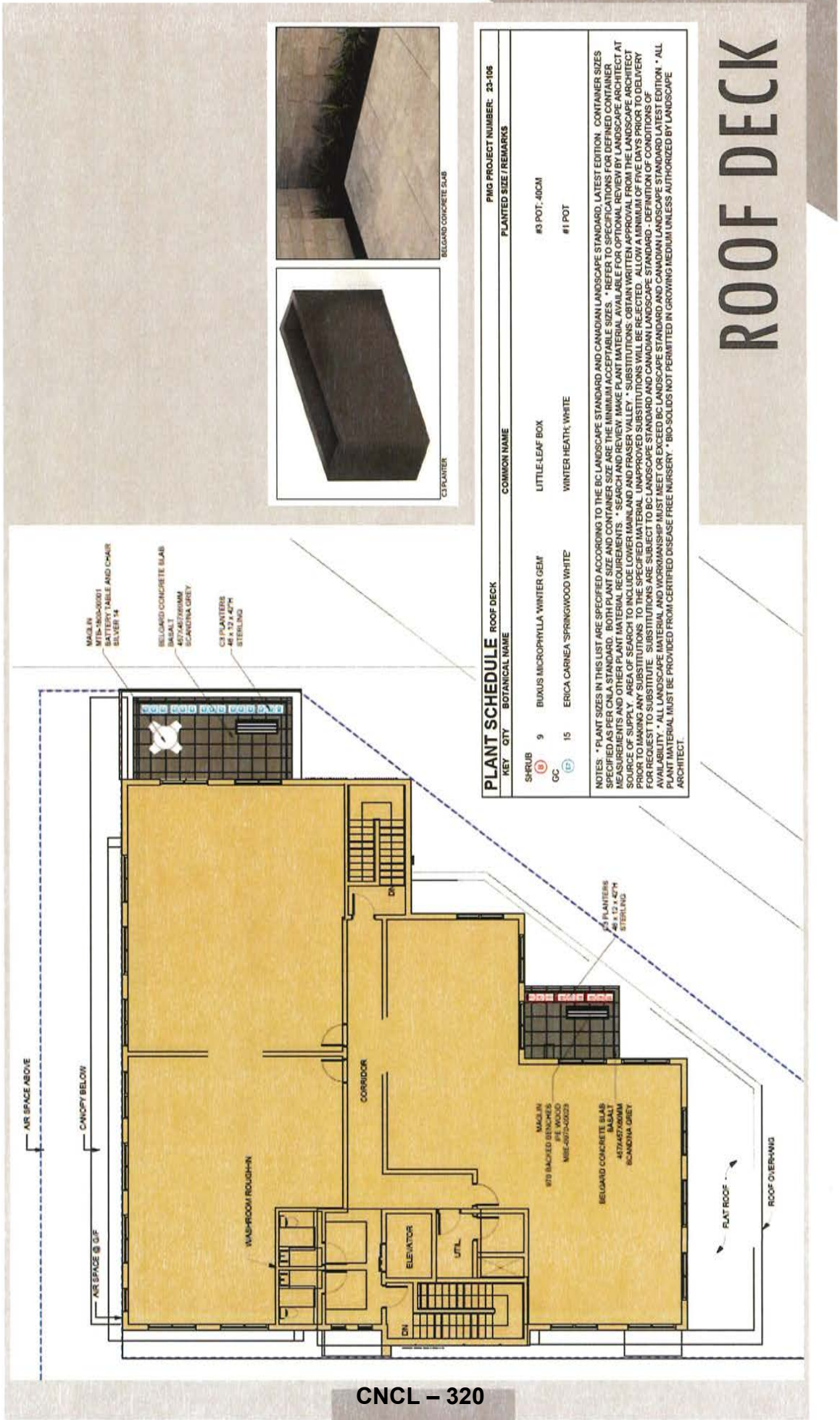










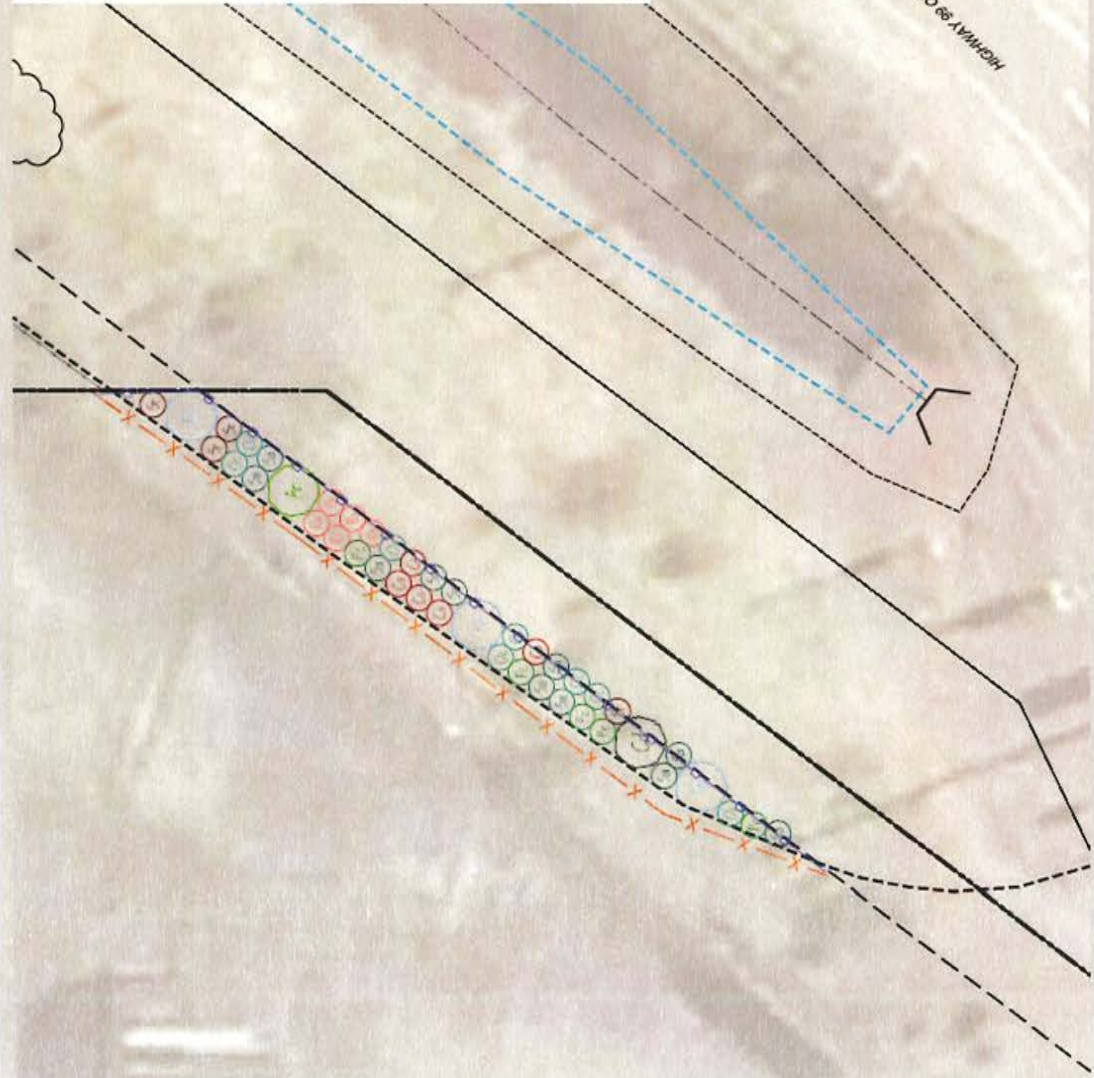


TABLE 1. PETERSON DEVELOPMENT

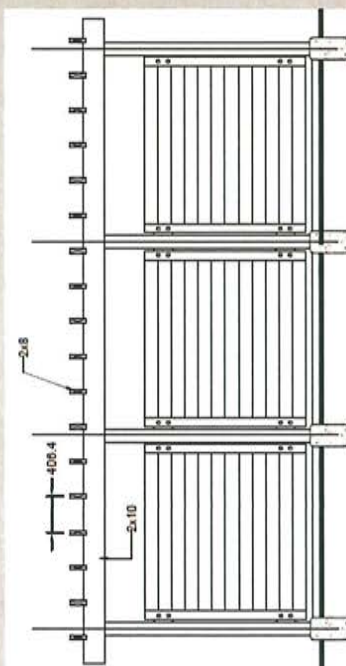
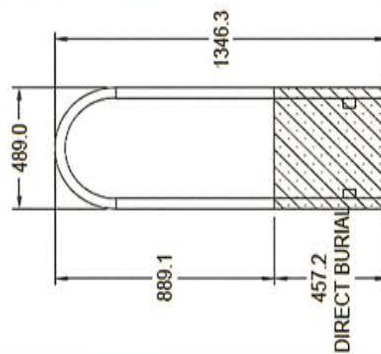
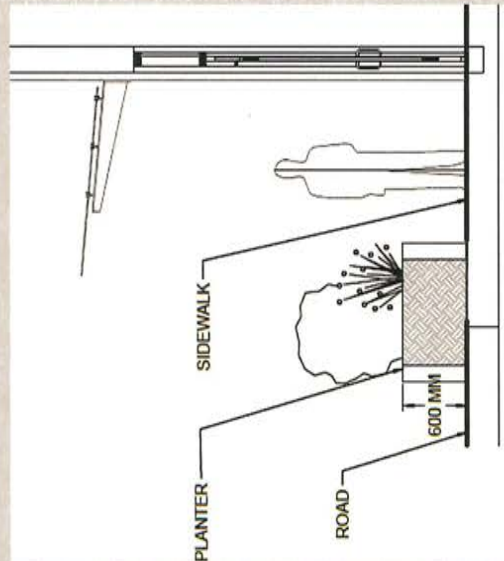
SYMBOL	COMMON NAME	LATIN NAME	COUNT	SPECIFICATIONS	ECOLOGICAL VALUE
	Indian Plum	Oemleria cernitiflora	8	no. 2 pot. multi-stemmed, density bracketed, well established	Fruit bearing, shade value
	Pacific Noddy	Physocarpus opulifolius	5	no. 2 pot. density bracketed, well established	Litter inputs, shade value
	Red-Outer Dogwood	Cornus sericea	5	no. 2 pot. density bracketed, well established	Fruit bearing, slope stability, shade value
	red elderberry	Sambucus racemosa	4	no. 2 pot. density bracketed, well established	Fruit bearing, shade value
	Salmonberry	Rubus spectabilis	5	no. 2 pot. multi-stemmed, density bracketed, well established	Fruit bearing, slope stability, shade value
	Snowberry	Symphoricarpos albus	11	no. 2 pot. density bracketed, well established	Fruit bearing
TOTAL					
43					

SYMBOL	COMMON NAME	LATIN NAME	COUNT	SPECIFICATIONS	ECOLOGICAL VALUE
	Red Alder	Alnus rubra	1	no. 5 pot. density bracketed, well established	Litter inputs, shade value, slope stability
	Pacific Willow	Salix lucida ssp. lasioandra	0	no. 5 pot. density bracketed, well established	Litter inputs, shade value, slope stability
	Black Hawthorn	Crataegus douglasii	1	no. 5 pot. density bracketed, well established	Litter inputs, fruit bearing
	Western Red Cedar	Thuja plicata	3	no. 5 pot. density bracketed, well established	Shade value, nesting habitat
TOTAL					
43					

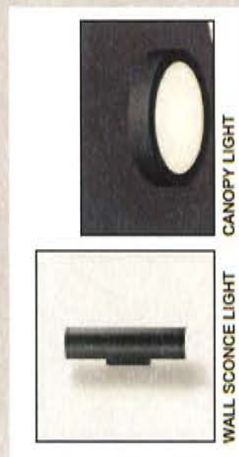


RMA PLANTING

CNCL – 322



4	GARBAGE ENCLOSURE	150
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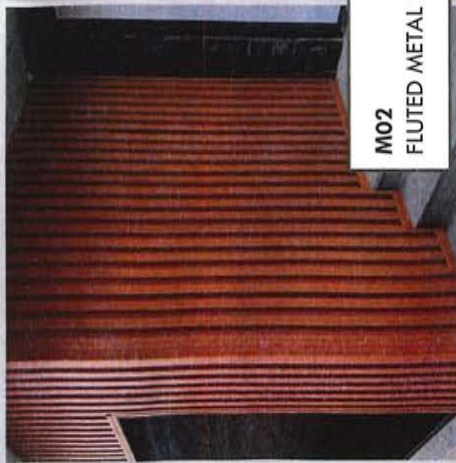
M01
DARK GRAY FIBRE-CEMENT BOARD PANEL



M03
WHITE FIBRE-CEMENT BOARD PANEL



M04
BLACK COLORS FOR STOREFRONT
AND WINDOW FRAMES



M02
FLUTED METAL FAUX WOOD VERTICAL SIDING



M05
LIGHT GRAY FIBRE CEMENT BOARD SIDING

MATERIALS

SUSTAINABILITY FEATURES

Energy Efficiency:

- LED lighting – Energy-efficient lighting with smart controls and daylight sensors.

Water Conservation:

- Low-flow plumbing fixtures – Water-efficient faucets, toilets, and urinals to reduce water consumption.
- Drought-resistant landscaping – Using native plants that require less water and maintenance.

Sustainable Materials:

- Will prioritize locally-sourced materials - Reducing carbon footprint but using materials from nearby sources.
- Low-VOC and non-toxic materials – Improving indoor air quality with eco-friendly paints, adhesives, and finishes.

Waste Management:

- When possible construction waste reduction – Using prefabrication, modular design, and recycling construction materials.

STEP Code Requirement:

- Step Code 2 with LCES will be provided

SITE CONTEXT

CNCL – 326



ENTRANCE TO THE
EXISTING BASEMENT
PASSAGE



CLOSEST FIRE
Hazard LOCATION
FLAT ROLL OVER CURB
THAT COULD ALLOW
FIRE TRUCK BACKING
UP



RMA ZONE

DEVELOPMENT CONTEXT:

Adherence to SAP Plan:

Green Development Strategies:

- Compact, Mixed-Use, Pedestrian Friendly Design : Walkable surface, weather protected canopies have been provided)
- Active Strategies (technology-driven sustainability measures): Rough-in for future solar panel installation, High-efficiency HVAC systems and smart building controls and , Water-saving plumbing fixtures will be suggested to future tenants
- Passive Strategies (design elements that enhance energy efficiency naturally): Large windows for natural ventilation and reduced artificial lighting needs and Shading elements such as overhangs are introduced to regulate indoor temperatures.

High-Performance Building & Landscape Integration

Drought-Tolerant & Native Landscaping

We will strive to use recycled & sustainable materials by incorporating locally sourced, non-toxic, and low-carbon footprint materials where possible.

Resource Optimization, Waste Reduction, & Pollution Control

Garbage recycling area is provided to minimize landfill waste and encourage circular resource use.

Where applicable we will use low-VOC (Volatile Organic Compound) materials to improve indoor air quality with non-toxic paints, adhesives, and finishes.

Schedule 2 to the Minutes of the
Development Permit Panel
meeting held on Wednesday,
June 25, 2025

To Development Permit Panel	
Date:	<u>JUNE 25, 2025</u>
Item #	<u>1</u>
Re:	<u>DP 23-031345</u>

From: wei shuanjun <xiaoweivip@hotmail.com>
Sent: June 18, 2025 1:57 PM
To: CityClerk
Subject: About Development Permit panel meeting

Categories: Rustico

[You don't often get email from xiaoweivip@hotmail.com. Learn why this is important at
<https://aka.ms/LearnAboutSenderIdentification>]

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..

File : DP 23-031345
Applicant : Jack Peccia

Hi Dear Clerks,

My name : Shuanjun Wei
Address : 712-10788 No. 5 RD Richmond BC V6W 0B7

Sorry, I am unable to attend this development permit panel meeting in-person. Because I'm not in the urban area this month.

My opinion is as follow :
I'm not in favor of issuing this permit.
Because this place is too close to the Highway road Exit and too dense.
It's too dangerous. Accidents are prone to occur !

Thank you !

Sincerely

Shuanjun Wei

发自我的 iPhone



Draft Motion for Richmond City Council

Title: Preparing Richmond for Extreme Weather Events and Dyke Infrastructure Resilience

Moved by: [Councillor Name]

Seconded by: [Councillor Name]

WHEREAS Richmond is highly vulnerable to flooding and other climate-related extreme weather events due to its low elevation and extensive coastline;

AND WHEREAS the City's 5-Year Capital Plan currently allocates \$27.5 million per year for flood protection, while experts and engaged community members believe the actual costs will be significantly higher to adequately prepare the city for future climate impacts;

AND WHEREAS community members, including former City of Richmond planners and local environmental organizations such as West Coast Environmental Law, have expressed interest in engaging with Council and staff to better understand the scope of climate threats, infrastructure costs, and funding strategies;

THEREFORE BE IT RESOLVED THAT:

1. Council direct staff to prepare a briefing report outlining:
 1. Current and projected climate-related threats to Richmond, particularly in relation to flooding;
 2. The estimated full cost of necessary upgrades to dyke, stormwater and other climate-vulnerable infrastructure required to protect Richmond residents and properties, by decade to 2100, based on best available science and engineering;
 3. Funding options and potential partnerships (including provincial and federal support) for financing infrastructure adaptation, identifying any potential shortfall in required funding;
2. Staff be directed to organize a meeting or workshop with relevant City departments, Council members, and interested community stakeholders to review the findings and explore collaborative next steps;
3. The City explore opportunities to formally engage with the growing regional and provincial movement advocating for proactive climate adaptation planning, including legal, financial, and technical options to address any identified shortfall in funding, including by liaising with organizations such as West Coast Environmental Law.