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**City Council  
Electronic Meeting**

**Council Chambers, City Hall  
6911 No. 3 Road  
Monday, July 22, 2024  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

**1.    *Motion to:***

**CNCL-13      (1)    adopt the **minutes** of the Regular Council meeting held on July 8, 2024; and**

**CNCL-25      (2)    adopt the **minutes** of the Regular Council meeting for Public Hearings held on July 15, 2024.**



**AGENDA ADDITIONS & DELETIONS**

**COMMITTEE OF THE WHOLE**

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



3. Delegations from the floor on Agenda items.

**PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 22.**

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
- 2024 UBCM Community Excellence Awards Program
- City Response to Draft Recommendations for the First Accessible British Columbia Act Standards
- Works Yard Replacement Project - Key Design Parameters and Guiding Principles
- Hugh Boyd Community Facility and Fieldhouse – Referral Response
- Land use applications for first, second and third reading:
  - 8440/8460 No. 3 Road – Rezone from Two-Unit Dwellings (RD1)” Zone to the “Small-Scale Multi-Unit Housing (RSM/M)” Zone (Matthew Cheng Architect Inc. – applicant)
  - 8020/8040 Lucas Road – Rezone from Two-Unit Dwellings (RD1)” Zone to the “Small-Scale Multi-Unit Housing (RSM/M)” Zone (E-Loyal Construction – applicant)
  - 8240 Williams Road – Rezone from “Low Density Townhouses (RTL4)” Zone (Asteria Properties Inc. – applicant)

## Council Agenda – Monday, July 22, 2024

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- Land use applications for first reading (to be further considered at the Public Hearing on September 3, 2024):
  - 12060 & 12080 No. 5 Road – Rezone from Agriculture (AG1)” Zone to the “Light Industrial (II)” Zone (Haydenco Holdings Ltd – Applicant)
  - 3240 No. 4 Road – For a Zoning Text Amendment to the “Light Industrial (II)” Zone (Larco Investments Ltd. – Applicant)
- Rescinding of Third Reading of Richmond Zoning Bylaw 8500, Amendment Bylaw 10464 Associated with the Rezoning at 8911, 8931, 8951, 8991 Patterson Road
- Springfield Drive – Traffic Calming
- Steveston Village Lane Parking
- Canada Line Station Art Plinth Public Art Project Concept
- Heritage Alteration Permit Application (HA 24-012449) By The City of Richmond - 5180 Westwater Drive (Britannia Shipyard and Seine Net Loft Buildings)

5. *Motion to adopt Items No. 6 through No. 20 by general consent.*



6. **COMMITTEE MINUTES**

*That the minutes of:*

- CNCL-28 (1) the **Council/School Board Liaison Committee** meeting held on April 3, 2024;
- CNCL-33 (2) the **Community Safety Committee** meeting held on July 9, 2024;
- CNCL-38 (3) the **General Purposes Committee** meeting held on July 15, 2024;
- CNCL-43 (4) the **Planning Committee** meeting held on July 16, 2024;
- (5) the **Public Works and Transportation Committee** meeting held on July 17, 2024; and (distributed separately)
- (6) the **Parks, Recreation and Cultural Services Committee** meeting held on July 17, 2024; (distributed separately)

*be received for information.*



## Council Agenda – Monday, July 22, 2024

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Consent  
Agenda  
Item

7. **2024 UBCM COMMUNITY EXCELLENCE AWARDS PROGRAM**  
(File Ref. No. 01-0130-01) (REDMS No. 7654635)

CNCL-47

See Page CNCL-47 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

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

- (1) Excellence in Governance: Steveston Island Dike Preliminary Design;*
- (2) Excellence in Service Delivery: Community Services Pop-Ups;*
- (3) Excellence in Asset Management: Ageing Infrastructure Analysis; and*
- (4) Excellence in Sustainability: Water Conservation Program.*



Consent  
Agenda  
Item

8. **CITY RESPONSE TO DRAFT RECOMMENDATIONS FOR THE FIRST ACCESSIBLE BRITISH COLUMBIA ACT STANDARDS**  
(File Ref. No. 08-4055-05) (REDMS No. 7735770)

CNCL-56

See Page CNCL-56 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) That staff be authorized to submit written feedback to the Province of British Columbia in response to the draft recommendations for the First Accessible British Columbia Act Standards, as described in the report titled "City Response to Draft Recommendations for the First Accessible British Columbia Act Standards", dated June 27, 2024, from the Director, Community Social Development; and*
- (2) That the City send a letter to the Province requesting additional and ongoing consultation with municipalities in advance of standards being finalized for introduction into the Legislative Assembly.*





## Council Agenda – Monday, July 22, 2024

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Consent  
Agenda  
Item

9. **WORKS YARD REPLACEMENT PROJECT - KEY DESIGN PARAMETERS AND GUIDING PRINCIPLES**

(File Ref. No. 06-2055-01) (REDMS No. 7720561)

CNCL-107

See Page CNCL-107 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Key Design Parameters as described on page 5 of the staff report titled “Works Yard Replacement Project - Key Design Parameters and Guiding Principles” dated June 14, 2024, from the Director, Facilities and Project Development and the Manager, Works Yard Planning, be approved;*
- (2) *That the Guiding Principles, with the addition of “cost effectively” under Innovative, as described in Attachment 1 of the staff report titled “Works Yard Replacement Project - Key Design Parameters and Guiding Principles” dated June 14, 2024, from the Director, Facilities and Project Development and the Manager, Works Yard Planning, be approved and utilized to guide the development of the Works Yard Replacement Project; and*
- (3) *That staff be directed to provide a monthly progress report outlining the status of the Works Yard Replacement Project, including financial updates.*



Consent  
Agenda  
Item

10. **HUGH BOYD COMMUNITY FACILITY AND FIELDHOUSE – REFERRAL RESPONSE**

(File Ref. No. 06-2050-20-HBSC) (REDMS No. 7746572)

CNCL-117

See Page CNCL-117 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That Option 2C - Limited Service Kitchen, with Premium Movable Wall, is the preferred option from Table 3 in the staff report titled, “Hugh Boyd Community Facility and Fieldhouse – Referral Response,” dated July 9, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services and, that the capital budget and Consolidated 5 year Financial Plan (2024-2028) be amended by \$850,000.*



## Council Agenda – Monday, July 22, 2024

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Consent  
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Item

11. **APPLICATION BY MATTHEW CHENG ARCHITECT INC. FOR REZONING AT 8440/8460 NO. 3 ROAD FROM THE “TWO-UNIT DWELLINGS (RD1)” ZONE TO THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)” ZONE**

(File Ref. No. RZ 22-027214) (REDMS No. 7159499)

CNCL-123

See Page CNCL-123 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10564, for the rezoning of 8440/8460 No. 3 Road from the “Two-Unit Dwellings (RD1)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, be introduced and given first, second and third reading.*



Consent  
Agenda  
Item

12. **APPLICATION BY E-LOYAL CONSTRUCTION FOR REZONING AT 8020/8040 LUCAS ROAD FROM THE “TWO-UNIT DWELLINGS (RD1)” ZONE TO THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)” ZONE**

(File Ref. No. RZ 23-023857) (REDMS No. 7635643)

CNCL-148

See Page CNCL-148 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10565, for the rezoning of 8020/8040 Lucas Road from the “Two-Unit Dwellings (RD1)” zone to the “Small-Scale Multi- Unit Housing (RSM/M)” zone, be introduced and given first, second and third reading.*



Consent  
Agenda  
Item

13. **APPLICATION BY ASTERIA PROPERTIES INC. FOR REZONING AT 8240 WILLIAMS ROAD TO THE “LOW DENSITY TOWNHOUSES (RTL4)” ZONE**

(File Ref. No. RZ 21-934592) (REDMS No. 7709089)

CNCL-169

See Page CNCL-169 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10578, for the rezoning of 8240 Williams Road to the “Low Density Townhouses (RTL4)” zone, be introduced and given first, second and third reading.*



## Council Agenda – Monday, July 22, 2024

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Consent  
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Item

14. **APPLICATION BY HAYDENCO HOLDINGS LTD. FOR REZONING AT 12060 & 12080 NO. 5 ROAD FROM THE “AGRICULTURE (AG1)” ZONE TO THE “LIGHT INDUSTRIAL (IL)” ZONE**  
(File Ref. No. RZ 22-005648) (REDMS No. 7605318)

CNCL-197

See Page CNCL-197 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10580, for the rezoning of 12060 & 12080 No. 5 Road from the “Agriculture (AG1)” zone to the “Light Industrial (IL)” zone, be introduced and given first reading.*



Consent  
Agenda  
Item

15. **APPLICATION BY LARCO INVESTMENTS LTD. FOR A ZONING TEXT AMENDMENT TO THE “LIGHT INDUSTRIAL (IL)” ZONE AT 3240 NO. 4 ROAD**  
(File Ref. No. RZ 22-013378) (REDMS No. 7718655)

CNCL-221

See Page CNCL-221 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10582, for a Zoning Text Amendment to the “Light Industrial (IL)” zone to permit a commercial storage facility having a maximum Floor Area Ratio of 2.0 and restricting the size of a residential security/operator unit to a maximum of 143.74 m<sup>2</sup>, be introduced and given first reading.*



Consent  
Agenda  
Item

16. **RESCINDING OF THIRD READING OF RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10464 ASSOCIATED WITH THE REZONING AT 8911, 8931, 8951, 8991 PATTERSON ROAD**  
(File Ref. No. RZ 20-919113) (REDMS No. 7712116)

CNCL-291

See Page CNCL-291 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That third reading of Richmond Zoning Bylaw 8500, Amendment Bylaw 10464, for the rezoning of 8911, 8931, 8951, 8991 Patterson Road, be rescinded.*



Consent  
Agenda  
Item

17. **SPRINGFIELD DRIVE – TRAFFIC CALMING**  
(File Ref. No. 10-6480-03-01) (REDMS No. 7709842)

CNCL-294

See Page CNCL-294 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

*That the implementation of two speed cushions on Springfield Drive, as described in the staff report titled “Springfield Drive - Traffic Calming”, dated June 17, 2024, from the Director, Transportation, be endorsed.*



Consent  
Agenda  
Item

18. **STEVESTON VILLAGE LANE PARKING**  
(File Ref. No. 0-6500-01) (REDMS No. 7720646)

CNCL-299

See Page CNCL-299 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

- (1) *That parking be established in lanes within Steveston Village as outlined in the report titled “Steveston Village Lane Parking”, dated June 26, 2024 from the Director, Transportation;*
- (2) *That a permit parking pilot program be implemented as outlined in Option 3 in the report titled “Steveston Village Lane Parking”, dated June 26, 2024, from the Director, Transportation;*
- (3) *That Traffic Bylaw No. 5870, Amendment Bylaw No. 10585, be given first, second and third readings; and*
- (4) *That lanes between Chatham Street and Bayview Street be established as a permit zone in accordance with Traffic Bylaw No. 5870.*



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Consent  
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Item

19. **CANADA LINE STATION ART PLINTH PUBLIC ART PROJECT CONCEPT**

(File Ref. No. 11-7000-09-20-109) (REDMS No. 7624977)

CNCL-307

See Page CNCL-307 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the concept for the Art Plinth public artwork Tales in Current by artist Linfeng Zhou, as presented in the report titled “Canada Line Station Art Plinth Public Art Project Concept”, dated June 17, 2024, from the Director, Arts, Culture and Heritage Services, be approved.*



Consent  
Agenda  
Item

20. **HERITAGE ALTERATION PERMIT APPLICATION (HA 24-012449) BY THE CITY OF RICHMOND - 5180 WESTWATER DRIVE (BRITANNIA SHIPYARD AND SEINE NET LOFT BUILDINGS)**

(File Ref. No. 06-2050-20-BSYD-SB) (REDMS No. 7705732)

CNCL-323

See Page CNCL-323 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

- (1) *That a Heritage Alteration Permit be issued to authorize alterations to the Britannia Shipyard and Seine Net Loft buildings at Britannia Shipyards, as outlined in the staff report titled, “Heritage Alteration Permit Application (HA 24-012449) by the City of Richmond - 5180 Westwater Drive (Britannia Shipyard and Seine Net Loft buildings),” dated June 13, 2024, from the Director, Arts, Culture and Heritage Services and the Director, Facilities and Project Development; and*
- (2) *That staff comment on the utility of a committee to oversee the restoration of the Britannia Shipyard and Seine Net Loft buildings.*



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CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA

\*\*\*\*\*

NON-CONSENT AGENDA ITEMS

PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Councillor Carol Day, Chair

21. **AWARD OF CONTRACT 8321NOITC – MATTRESS AND UPHOLSTERED FURNITURE RECYCLING SERVICES**

(File Ref. No. 10-6370-01) (REDMS No. 7678576)

CNCL-376

See Page CNCL-376 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE  
RECOMMENDATION

Opposed to Part (4): Cllrs. Au and Loo

- (1) *That Contract 8321NOITC – Mattress and Upholstered Furniture Recycling Services, be awarded to Pacific Mattress Recycling Inc. at an estimated total contract value of \$1,961,629.39 over a maximum five-year term;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering & Public Works, be authorized to negotiate and execute a service contract with Pacific Mattress Recycling Inc. incorporating the key terms outlined in the staff report dated June 12, 2024;*
- (3) *That a Change Order for contract 6205P – Residential Solid Waste Collection and Recycling Services with Sierra Waste Services Ltd. be issued to include cross-docking and transportation fees for mattresses and upholstered furniture at the unit prices quoted at an additional annual estimated cost of \$203,938.85; and*
- (4) *That, in alignment with the Richmond Circular City Strategy, a letter be written to the Minister of Environment and Climate Change Strategy, to request the establishment of an extended producer responsibility program for upholstered furniture and acceleration of the planned extended producer responsibility program for mattresses and mattress foundations in British Columbia.*



PUBLIC ANNOUNCEMENTS AND EVENTS

## NEW BUSINESS

## BYLAWS FOR ADOPTION

- CNCL-381**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10336**  
(6831 Graybar Road, 20455 Dyke Road, 20911 Dyke Road, 7500 No. 9  
Road, Lot A Section 9, 16, 17, 20 Block 4N Range 4W New Westminster  
District Plan EPP113853 (PID 031-553-231) and a portion of Graybar Road,  
RZ 21-928623)  
Opposed at 1<sup>st</sup> Reading – Cllrs. Day and Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – Cllrs. Day and Wolfe

☐

- CNCL-388**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10406**  
(6071 Azure Road, RZ 21-931122)  
Opposed at 1<sup>st</sup> Reading – Cllr. Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – Cllrs. Au, Day and Wolfe.

☐

- CNCL-393**      Richmond Official Community Plan , Amendment **Bylaw No. 10407**  
(6071 Azure Road, RZ 21-931122)  
Opposed at 1<sup>st</sup> Reading – Cllr. Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – Cllrs. Au, Day and Wolfe.

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## DEVELOPMENT PERMIT PANEL

### 22. RECOMMENDATION

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

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CNCL-395

- (1) *That the **Chair's report** for the Development Permit Panel meeting held on June 12, 2024, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 23-023854) for the property at 6071 Azure Road, be endorsed and the Permit so issued.*

☐

ADJOURNMENT

☐





**Regular Council**

**Monday, July 8, 2024**

Place: Council Chambers  
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

**MINUTES**

- R24/13-1 1. It was moved and seconded  
*That:*
- (1) *the minutes of the Regular Council meeting held on June 24, 2024, be adopted as circulated;*
  - (2) *the minutes of the Special Council meeting held on June 24, 2024, be adopted as circulated; and*
  - (3) *the Metro Vancouver 'Board in Brief' dated June 28, 2024, be received for information.*

**CARRIED**

1.



**Regular Council  
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**AGENDA ADDITION**

R24/13-2

It was moved and seconded

*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10218 be added to the Council Agenda under Bylaws for Adoption.*

**CARRIED**

**PRESENTATION**

(File Ref. No. 01-0155-04-01) (REDMS No. 7742799)

Caty Liu, Chair, Richmond Public Library (RPL) Board and Susan Walters, Chief Librarian, presented the Richmond Public Library Board 2023 Annual Report and supporting video, highlighting the following:

- In 2023, the most significant accomplishments embodied the three pillars of the Library's vision statement: inspire curiosity, transform lives, and empower everyone;
- RPL hosted nearly 3,200 programs with over 75,000 participants in 2023;
- RPL introduced impactful programs like the Human Library and the Indigenous Author Series, aimed at celebrating cultural diversity and fostering meaningful community dialogue; and
- The Library continues to act as an essential hub for connection, exploration, and learning, while evolving alongside the vibrant community.

In response to queries from Council, staff noted that (i) the annual surplus noted in the 2023 Statement of Revenue & Expenses will stay with the RPL for Library use and services that will benefit the community and (ii) print circulation continues to grow, making up approximately 70% of the overall total circulation, with ebooks and digital content making up the remaining 30%.



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**COMMITTEE OF THE WHOLE**

- R24/13-3     2.     It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:09 p.m.).*

**CARRIED**

3.     Delegations from the floor on Agenda items.

Item No. 10 – Heritage Alteration Permit for 12111 3rd Avenue (Steveston Hotel)

Linda Barnes, Co-Chair, and Jackie Newton, Board of Directors, Steveston Historical Society, expressed concerns regarding the potential redevelopment of The Buck & Ear Bar & Grill (The Buck), speaking to the significance of The Buck as a gathering place and integral part of Steveston's cultural fabric, referencing their submission (copy on file, City Clerk's Office).

Discussion ensued with respect to (i) the value in retaining the existing sign for The Buck, (ii) the applicant declining to meet with the Steveston Historical Society at this time, and (iii) the importance of preserving the building.

Item No. 7 – Heritage Boat Restoration Program at Britannia Shipyards

Linda Barnes, 4551 Garry Street, expressed support for the heritage boat restoration program.

Item No. 8 – Richmond Arts Strategy 2025–2029

Linda Barnes, 4551 Garry Street, expressed the need for more places for artists and art.

- R24/13-4     4.     It was moved and seconded  
*That Committee rise and report (7:17 p.m.).*

**CARRIED**



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**CONSENT AGENDA**

- R24/13-5    5.    It was moved and seconded  
*That Items No. 6 through No. 9 be adopted by general consent.*

**CARRIED**

6.    **COMMITTEE MINUTES**

*That the minutes of:*

- (1)    *the Parks, Recreation and Cultural Services Committee meeting held on June 25, 2024;*
  - (2)    *the General Purposes Committee meeting held on July 2, 2024; and*
  - (3)    *the Planning Committee meeting held on July 3, 2024;*
- be received for information.*

**CARRIED**

7.    **HERITAGE BOAT RESTORATION PROGRAM AT BRITANNIA SHIPYARDS**

(File Ref. No. 11-7141-01; 06-2345-20-BRIT1; 11-7140-20-BSHI1) (REDMS No. 7705815, 7705920, 7743985)

- (1)    *That the pilot Heritage Boat Restoration Program, as detailed in the staff report titled “Heritage Boat Restoration Program at Britannia Shipyards”, dated May 27, 2024, from the Director, Arts, Culture and Heritage Services, be endorsed;*
- (2)    *That funding Option 1 – One-Time Additional Levels to support a pilot Heritage Boat Restoration Program for 2025 and 2026, be considered as part of the 2025 budget processes;*



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- (3) *That the development of a site concept plan for Britannia Shipyards, as detailed in the staff report titled “Heritage Boat Restoration Program at Britannia Shipyards”, dated May 27, 2024, be endorsed;*
- (4) *That funding of \$80,000 to support the development of a site concept plan be considered as part of the 2025 budget process; and*
- (5) *That the Britannia Shipyards National Historic Site Society be consulted and be an integral part of the site concept plan for Britannia Shipyards.*

**ADOPTED ON CONSENT**

**8. RICHMOND ARTS STRATEGY 2025–2029**

(File Ref. No. 11-7000-01) (REDMS No. 7663277)

- (1) *That the current Council-endorsed Richmond Arts Strategy 2019–2024 Vision and Guiding Principles be reaffirmed to guide the development of the updated Richmond Arts Strategy 2025–2029; and*
- (2) *That the proposed scope of work for the updated Richmond Arts Strategy 2025–2029 as presented in the report titled, “Richmond Arts Strategy 2025–2029”, dated May 24, 2024, from the Director, Arts, Culture and Heritage Services, be endorsed.*

**ADOPTED ON CONSENT**

**9. DEVELOPMENT OF A RICHMOND TOURISM MASTER PLAN**

(File Ref. No. 08-4150-03-01) (REDMS No. 7706191)

*That the approach to developing a Richmond Tourism Master Plan, including the guiding principles, as outlined in the staff report titled, “Development of a Richmond Tourism Master Plan,” dated June 10, 2024, from the Director, Business Services, be endorsed.*

**ADOPTED ON CONSENT**

**10. HERITAGE ALTERATION PERMIT FOR 12111 3RD AVENUE  
(STEVESTON HOTEL)**

(File Ref. No. 08-4105-20- HA 23-035279) (REDMS No. 7694460, 7705920)

See Page 6 for action on this matter.



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**CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA**  
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**PLANNING COMMITTEE**  
Councillor Bill McNulty, Chair

**10. HERITAGE ALTERATION PERMIT FOR 12111 3RD AVENUE  
(STEVESTON HOTEL)**

(File Ref. No. 08-4105-20- HA 23-035279) (REDMS No. 7694460, 7705920)

R24/13-6

It was moved and seconded

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

The question on the main motion was not called as in response to queries from Council, staff advised that (i) the proposal to make exterior changes to the main floor façades of the north wing (the pub portion) in order to convert the existing pub to additional hotel suites are permitted under the current “Steveston Commercial (CS2)” zone, and the Heritage Alteration Permit does not have the ability to alter use and (ii) the Heritage Alteration Permit only pertains to the exterior of the building and does not apply to the interior.

Discussion ensued regarding (i) preserving the historic signage, interior heritage elements and name while incorporating the history of the site, (ii) working with Museum and Heritage Services, the applicant, and the Steveston Historical Society, (iii) the heritage value of the interior and exterior, and (iv) financial issues with continuing to run The Buck.



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

R24/13-7

It was moved and seconded

*That the “Heritage Alteration Permit for 12111 3rd Avenue (Steveston Hotel)” report be referred back to staff to have further discussions with the applicant to review further heritage protections such as the signage, name, and discussing the matter with the Steveston Historical Society.*

**CARRIED**

**NON-CONSENT AGENDA ITEMS**

**GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

**11. HUGH BOYD COMMUNITY FACILITY AND FIELDHOUSE –  
PROGRAM, SITE SELECTION, FORM AND CONCEPT DESIGN**

(File Ref. NO. 06-2050-20-HBSC) (REDMS NO. 7671729)

R24/13-8

It was moved and seconded

- (1A) That the program, Site A location, two-storey form and concept design as described in the staff report titled, “Hugh Boyd Community Facility and Fieldhouse – Program, Site Selection, Form and Concept Design,” dated June 3, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services, be approved;*
- (1B) That staff be directed to consider the costs and utility for a movable wall for the proposed second floor multi-use space and replacing the servery with a kitchen;*
- (2) That the capital budget in the amount of \$19 million be approved and funded from the Growing Communities Reserve Fund (\$17,712,669) and Capital Building and Infrastructure Reserve (\$1,287,331) as outlined in the report titled, “Hugh Boyd Community Facility and Fieldhouse – Program, Site Selection, Form and Concept Design,” dated June 3, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services; and*





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- (3) *That the Consolidated 5 year Financial Plan (2024-2028) be amended accordingly.*

The question on the main motion was not called as discussion ensued regarding (i) the possibility of a movable wall and replacing the servery with a kitchen, (ii) shade trees and tree retention, (iii) ensuring efficient use of the parking lot, (iv) the community facility as a multi-use building for sport and community programs, and (v) the potential delay of the project should Council refer the item back to select another location.

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

The question on Part (1A) of Resolution R24/13-8 was then called and it was **CARRIED** with Cllr. Wolfe opposed.

The question on Part (1B) of Resolution R24/13-8 was then called and it was **CARRIED**.

The question on Parts (2) and (3) of Resolution R24/13-8 was then called and it was **CARRIED**.

## PUBLIC ANNOUNCEMENTS

Mayor Brodie announced that:

Council has adopted the recommendation to limit Advisory Body Appointment terms under Policy No. 1020 to a maximum of 3 consecutive terms or 6 consecutive years, whichever is shorter.





**Regular Council**  
**Monday, July 8, 2024**

**BYLAWS FOR ADOPTION**

R24/13-9            It was moved and seconded  
*That Development Cost Charges Imposition Bylaw No. 9499, Amendment  
Bylaw No. 10558 be adopted.*

**CARRIED**  
Opposed: Cllr. Loo

R24/13-10           It was moved and seconded  
*That Development Cost Charges Imposition Bylaw No. 9499, Amendment  
Bylaw No. 10577 be adopted.*

**CARRIED**  
Opposed: Cllrs. Day  
Gillanders  
Wolfe

R24/13-11           It was moved and seconded  
*That Building Regulation Bylaw No. 7230, Amendment Bylaw No. 10572 be  
adopted.*

**CARRIED**  
Opposed: Cllrs. Day  
Gillanders  
Wolfe

R24/13-12           It was moved and seconded  
*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9940 be  
adopted.*

**CARRIED**  
Opposed: Cllr. Wolfe

R24/13-13           It was moved and seconded  
*That the following bylaws be adopted:*  
*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10254;*  
*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10424;*



**Regular Council**  
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*Housing Agreement (Affordable Housing) Bylaw No. 10548;*  
*Housing Agreement (Moderate Market Rental) Bylaw No. 10549; and*  
*Housing Agreement (Market Rental) Bylaw No. 10550.*

**CARRIED**

R24/13-14

It was moved and seconded

*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10218 be adopted.*

**CARRIED**

Opposed: Cllrs. Gillanders  
Wolfe

With the adoption of Bylaw 10573 (SSMUH), all instream Rezoning Bylaws in the areas impacted by Bylaw 10573 will now need to be interpreted to reflect the new RSM zones. Accordingly, the newly added Bylaw 10218 to tonight's agenda will be now rezoning from RSM/L to the Parking Structure Townhouses (RTP4) zone.

**DEVELOPMENT PERMIT PANEL**

R24/13-15

12. It was moved and seconded

- (1) *That the minutes of the Development Permit Panel meeting held on June 12, 2024, and the Chair's reports for the Development Permit Panel meetings held on November 16, 2023, May 10, 2023, and June 28, 2023 & April 24, 2024, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of:*
  - (a) *Development Permit (DP 18-824566) for the properties at 12700 and 12800 Rice Mill Road and 12280 and 12300 No. 5 Road,*
  - (b) *Development Permit (DP 21-932383) for the properties at 8951, 8971 Spires Road and 8991 Spires Gate;*



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- (c) *Development Permit (DP 21-934415) for the property at 9200, 9220, 9240, 9260, 9280, 9300, 9320, 9340 Francis Road; and*
- (d) *Development Permit (DP 23-029453) for the property at 10611 and 10751 River Drive.*

*be endorsed, and the Permits so issued.*

**CARRIED**

**PUBLIC DELEGATIONS ON NON-AGENDA ITEMS**

- R24/13-16 13. It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:09 p.m.).*

**CARRIED**

(File Ref. No. 10-6450-09-01; 01-0060-20-RPRC1) (REDMS No. 7742834)

Athena Estremadura, Project Manager, Richmond Poverty Reduction Coalition, with the aid of a PowerPoint presentation (copy on file, City Clerk's Office), presented the Vision Zero strategies and noted the following:

- the Richmond Advocacy and Support Committee (RASC) conducted their second year of research on pedestrian safety using Vision Zero strategies, defining distinct transportation needs by consulting the Richmond low-income network;
- 226 surveys, designed to understand pedestrian perspective, were collected;
- a Vision Zero acknowledgement would be an accomplishment in Richmond; and
- RASC recommends that the City of Richmond enforce the pedestrian's right of way in intersections, and publish a future-focused commitment to zero pedestrian deaths in official City plans.



**Regular Council**  
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As a result of the presentation, the following **referral motion** was introduced:

R24/13-17

It was moved and seconded

*That the Vision Zero strategies presentation be referred to the Community Safety Committee and Public Works and Transportation Committee for further discussion.*

The question on the referral motion was not called as discussion ensued regarding discussing the Vision Zero strategies with the RCMP in addition to Transportation staff.

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

R24/13-18

14. It was moved and seconded

*That Committee rise and report (8:17 p.m.).*

**CARRIED**

**ADJOURNMENT**

R24/13-19

It was moved and seconded

*That the meeting adjourn (8:18 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, July 8, 2024.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



**Regular Council meeting for Public Hearings  
Monday, July 15, 2024**

Place: Council Chambers  
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

Evangel Biason, Acting Corporate Officer

Call to Order: Mayor Brodie opened the proceedings at 7:00 p.m.

1. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10567  
(ZT 24-035934)**

(Location: 12800 / 12910 No. 2 Road; Applicant: Kush Panatch)

*Written Submissions:*

None.

*Submissions from the floor:*

Barb Carlyle, Richmond resident, expressed concerns regarding (i) the potential construction of other structures on the subject site, (ii) the location of the proposed greenhouse, and (iii) the use of fans in the proposed greenhouse.

In response to queries from the delegation, staff advised that (i) the greenhouse will be located 100 metres from the front property line on No. 2 Road and (ii) a fan is included in the structural drawings for the greenhouse, which will comply with the City's noise regulations.

Marjorie Ross, Richmond resident, expressed concerns regarding (i) the sound from fans on the subject property and (ii) trees requiring trimming.



**Regular Council meeting for Public Hearings  
Monday, July 15, 2024**

In response to a query from Council, staff advised that residents may contact the Bylaws Department with noise concerns.

*Applicant's Comments:*

The applicant was available to respond to queries.

In response to queries from Council, Kush Panatch, Applicant, noted that (i) temperature-sensitive fans are used in the amenity building and are operating on automatic timers, (ii) there are no known time restrictions for operating the fans as they comply with permitted sound levels, (iii) events are a permitted non-farm use in the Agricultural Land Reserve (ALR) and the Agricultural Land Commission Act sets the regulations for the number and size of events.

PH24/6-1

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10567 be given second and third readings.*

**CARRIED**

2. **OFFICIAL COMMUNITY PLAN BYLAW 9000, AMENDMENT BYLAW 10579**

(Location: City-wide; Applicant: City of Richmond)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH24/6-2

It was moved and seconded

*That Official Community Plan Bylaw 9000, Amendment Bylaw 10579, be given second and third readings.*



**Regular Council meeting for Public Hearings  
Monday, July 15, 2024**

The question on the motion was not called as in response to a query from Council, staff advised that building heights of up to 13.7 m are not permitted under City zoning bylaw provisions.

The question on the motion was then called and it was **CARRIED** with Cllr. Wolfe opposed.

PH24/6-3

It was moved and seconded

*That Official Community Plan Bylaw 9000, Amendment Bylaw 10579 be adopted.*

**CARRIED**

Opposed: Cllr. Wolfe

**ADJOURNMENT**

PH24/6-4

It was moved and seconded

*That the meeting adjourn (7:16 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Regular meeting for Public Hearings of the City of Richmond held on Monday July 15, 2024.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer (Evangel Biason)





## Council/School Board Liaison Committee

Date: April 3, 2024

Place: Electronic meeting by teleconference  
Richmond City Hall

Present: Councillor Alexa Loo, Chair  
Councillor Laura Gillanders  
Trustee Ken Hamaguchi  
Trustee Heather Larson  
Trustee Donna Sargent

Also Present: Steve Ahluwalia, Richmond School District No. 38  
Lorraine Anderson, City of Richmond  
Elizabeth Ayers, City of Richmond  
Evangel Biason, City of Richmond  
Peggy Chen, City of Richmond  
Bill Dhaliwal, City of Richmond  
Chris Duggan, City of Richmond  
Dorothy Jo, City of Richmond  
Ravinder Johal, Richmond School District No. 38  
Catherine Jule, Richmond School District No. 38  
Jane MacMillan, Richmond School District No. 38  
Maryam Naser, Richmond School District No. 38  
David Sadler, Richmond School District No. 38  
Cindy Wang, Richmond School District No. 38

Call to Order: The Chair called the meeting to order at 9:02 a.m.

### AGENDA

It was moved and seconded

*That the Council/School Board Liaison Committee agenda for the meeting of April 3, 2024, be adopted as circulated.*

**CARRIED**



**Council/School Board Liaison Committee**  
**Wednesday, April 3, 2024**

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## MINUTES

It was moved and seconded

*That the minutes of the meeting of the Council/School Board Liaison Committee held on January 31, 2024, be adopted as circulated.*

**CARRIED**

## STANDING ITEMS

**1. TRAFFIC SAFETY ADVISORY COMMITTEE**

City staff briefed Committee on Traffic Safety Advisory Committee (TSAC) activities, noting discussion regarding the traffic flow in and out of R.A. McMath Secondary School during drop off/pick up times, for which the school principal will be working with the School Board on options to alleviate the issue, e.g. signage.

It was moved and seconded

*That the verbal report on the Traffic Safety Advisory Committee be received for information.*

**CARRIED**

**2. CHILD CARE UPDATE**

City staff provided a brief update on the Child Care Strategy currently under development with the City, noting that engagement is now complete and staff are finalizing the draft priorities, actions and community profile, which will go back to Richmond City Council later in the spring for approval in principle, followed by a second round of broad public engagement on the draft strategy. Additionally, appreciation for the District's assistance with Child Care Strategy project was expressed.

In recognition of Child Care Month this May, City staff further noted the Child Care Development Advisory Committee, in partnership with Richmond Public Library and the Richmond Cares, Richmond Gives - Child Care Resource and Referral Program, are currently planning the annual Child Care Symposium, taking place on Saturday, May 4, 2024. The symposium will focus on supporting Richmond families and will include information with regards to Indigenous Ways of Knowing and practices in relation to families supporting new immigrants and refugees.

**Council/School Board Liaison Committee**  
**Wednesday, April 3, 2024**

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With respect to the professional development grant under the Richmond Child Care Grants Program, City staff noted (i) there will be a second round of grants as there were no applications received during the initial intake, (ii) this grant is for the purpose of providing broad professional development to the community, (iii) there are a limited number of organizations that typically apply for this grant that were not able to apply in the first round, and (iv) the City is currently accepting applications and information is available on the City's website.

In response to queries from the Committee, City staff noted (i) unutilized grant funds are returned to the child care operations reserves, with new funds to be requested each year, and (ii) the symposium is typically marketed to child care providers and early childhood educators and families, but also open to anyone in the public that would like to attend.

It was moved and seconded

*That the verbal update on Child Care be received for information.*

**CARRIED**

**3. JOINT CITY AND DISTRICT PROGRAM COMMITTEE**

City staff advised there is nothing to report as the Committee has not recently convened. It was noted that the next meeting of the Committee is scheduled for April 24<sup>th</sup> and that an update will be provided at the next meeting.

**4. FUTURE AGENDA ITEMS**

The Chair noted an accessibility update was recently received at the City's General Purposes Committee meeting. A copy of the update will be provided to the School Board as part of the partnership with the City in addressing accessibility.

**5. 2024 ACTIVE TRANSPORTATION INITIATIVES**

City staff advised (i) the report provides information on the 2024 follow-up to transportation initiatives and is also an overview of the 2023 accomplishments. Of interest, a summary of the 2023 cycling education for students in grades 6 and 7, totalling 18 elementary schools/1800 students, received the cycling schools training, delivered in partnership with Hub Cycling. The annual program ensures all elementary school students receive the training over a two year cycle.

It was moved and seconded

*That the verbal update on 2024 Active Transportation Initiatives be received for information.*

**CARRIED**

**Council/School Board Liaison Committee**  
**Wednesday, April 3, 2024**

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**6. 2019-2029 CULTURAL HARMONY PLAN: 2022-2023 UPDATE**

City staff provided a PowerPoint presentation (copy on file, City Clerk's office) on the City's Cultural Harmony Plan, with specific focus on the recently completed two year update report which highlights the notable achievements the City has accomplished in fostering cultural harmony in the community over the past two years. It was noted that (i) the Cultural Harmony Plan includes 27 recommended actions under five strategic directions: intercultural connections, collaboration in partnerships, targeted training and professional development, communication and community engagement, and programs and services, (ii) the update highlights the unique challenges faced by newcomers, the need to reduce barriers to their participation, and opportunities for the City to play an important role in providing targeted support, (iii) in 2023, the City endorsed the Richmond Community Protocol, a Richmond based resource designed to help organizations and community members respond to incidents of racism and hate, (iv) the City now has a dedicated webpage for newcomers featuring resources such as the newcomer video series the newcomers guide to Richmond, which showcases newcomer stories and the resources available to those newly settled in Richmond, both available in 8 different languages to ensure City related information is accessible to diverse cultural and linguistic groups, and (v) the City recognizes the need to continue to work closely with community partners, such as the Richmond School District, to strengthen intercultural connections, provide culturally relevant programs and services, and to remove barriers for participation for Richmond's diverse community members and residents.

In response to a query from the Committee, City staff noted that a large part of the City's Cultural Harmony Plan is to work in collaboration with partners to enhance intracultural harmony and to provide relevant services for newcomers, which includes working collaboratively with the Richmond School District settlement workers team as support workers who provide help to newcomer students and their families (e.g., the recent work on revamping the City's newcomer bus tour program).

It was moved and seconded

*That the verbal update on the 2019-2029 Cultural Harmony Plan: 2022-2023 Update, be received for information.*

**CARRIED**

**NEXT COMMITTEE MEETING DATE**

Wednesday, September 11, 2024 (tentative date) at 9:30 a.m. by Zoom.

**Council/School Board Liaison Committee**  
**Wednesday, April 3, 2024**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (9:20 a.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the City of  
Richmond Council/School Board Liaison  
Committee held on April 3, 2024.

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Councillor Alexa Loo  
Chair

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Lorraine Anderson  
Legislative Services Associate  
City Clerk's Office



## Community Safety Committee

Date: Tuesday, July 9, 2024

Place: Anderson Room  
Richmond City Hall

Present: Councillor Alexa Loo, Chair  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Bill McNulty

Absent: Councillor Andy Hobbs

Also Present: Councillor Michael Wolfe (by teleconference)

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

### AGENDA ADDITIONS

It was moved and seconded  
*That Richmond Poverty Reduction Coalition's report, "Improving Pedestrian Safety with Vision Zero Strategies In Richmond" be added to the agenda as Item No. 6A.*

**CARRIED**

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the Community Safety Committee held on June 11, 2024, be adopted.*

**CARRIED**

**Community Safety Committee**  
**Tuesday, July 9, 2024**

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**COMMUNITY SAFETY DIVISION**

**1. COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – MAY 2024**

(File Ref. No. 12-8375-02) (REDMS No. 7712615)

In reply to queries from Committee, staff advised that (i) recycling offences are down due to enforcement drive and residents support, (ii) zoning bylaw related offences can be enforced in part by ticketing, (iii) staff will research other municipality's policies related to truck parking on agricultural land and report back with a memorandum, and (iv) the Agricultural Land Commission (ALC) and the city work together on issues/investigations on farm land.

Discussion ensued with respect to signage offences noting (i) sandwich board offences tend to be seasonal, however new businesses are permitted to place sandwich boards outside their businesses for a set number of days, (ii) businesses must obtain a sign licence to display a sign, highlighting that Council guidelines encourage businesses to advertise in one official language, and (iii) staff will respond to sign offences on a complaint basis.

*That the staff report titled "Community Bylaws Monthly Activity Report – May 2024", dated June 18, 2024, from the Director, Community Bylaws & Business Licencing, be received for information.*

**CARRIED**

**2. TOUCHSTONE FAMILY ASSOCIATION RESTORATIVE JUSTICE ANNUAL PERFORMANCE OUTCOME EVALUATION REPORT FOR 2023**

(File Ref. No. 09-5375-01) (REDMS No. 7697223)

In reply to queries from Committee, Judy Valsonis, Executive Director, Touchstone Family Association (Touchstone), advised that Touchstone will follow up with the RCMP on how to better categorize crime offences, noting that the RCMP does not send serious offences through the Restorative Justice Program (RJ Program), and in addition to the RJ Program, Touchstone offers counselling services and youth summer recreation programs as extra support measures.

A brief discussion ensued with respect to increasing City funding to support Touchstone's restorative justice services in Richmond.

*That the staff report titled "Touchstone Family Association Restorative Justice Annual Performance Outcome Evaluation Report for 2023" dated June 4, 2024 from the General Manager, Community Safety, be received for information.*

**CARRIED**

2.

**Community Safety Committee**  
**Tuesday, July 9, 2024**

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3. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – MAY 2024**

(File Ref. No. 09-5140-01) (REDMS No. 7699243)

In reply to queries from Committee, Fire Chief Jim Wishlove noted that incidents categorized as public service can include wellness checks as well as helping citizens that have fallen. Also, Chief Wishlove noted that staff are supportive of a province wide cessation of the sale of lockable lighters in British Columbia to anyone other than for industrial/commercial usages.

A brief discussion ensued with respect to the rail bridge trestle fire acknowledging Richmond Fire Rescue's (RFR) efforts in extinguishing the fire and saving surrounding infrastructure. It was further noted that investigation into the cause is on-going and a demolition order has been issued to the structure following an engineering assessment.

*That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – May 2024", dated June 10, 2024, from the Fire Chief, be received for information.*

**CARRIED**

4. **FIRE CHIEF BRIEFING**

(Verbal Report)

None.

5. **RCMP MONTHLY ACTIVITY REPORT – MAY 2024**

(File Ref. No. 09-5140-01) (REDMS No. 7699243)

In reply to queries from Committee, Chief Supt. Chauhan noted that (i) incidents of auto thefts have increased due in part to reports of vehicles that are taken without owner's consent and overdue rental vehicles, with most vehicles recovered locally, (ii) there have been a significant number of drug seizure incidents at Vancouver International Airport and decriminalization of drug offenses has not been a significant factor in the statistics, and (iii) commercial break and enter incidents have increased but are down for the year.

Discussion ensued with respect to crime patterns and trends in other jurisdictions, noting that Richmond can use other jurisdictions statistics for comparison data but it can be difficult to use as an accurate assessment because factors such as population, demographic, hub cities, quoting/scoring systems, policies and procedures used in compiling their statistics differ per jurisdiction. Additionally, the RCMP are active on several committees with other jurisdictions that discuss patterns, trends, sharing intelligence, and exploring funding initiatives.

## Community Safety Committee

Tuesday, July 9, 2024

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*That the report titled “RCMP Monthly Activity Report – May 2024”, dated June 13, 2024, from the Officer in Charge, Richmond RCMP Detachment, be received for information.*

**CARRIED**

**6. RCMP/OIC BRIEFING**

(Verbal Report)

**(i) Steveston Salmon Festival**

Chief Supt. Chauhan spoke to the 77<sup>th</sup> anniversary of the Steveston Salmon Festival with over 100,000 people in attendance. Chief Supt. Chauhan noted the success of the event noting the presence of the Richmond RCMP, RFR, City staff and bylaw officers providing security and safety during the celebrations and that staff responded to incidents in a timely manner.

**6A. PEDESTRIAN SAFETY**

Discussion ensued with respect to Richmond Poverty Reduction Coalition’s report (copy on file, City Clerk’s Office), “Improving Pedestrian Safety with Vision Zero Strategies in Richmond”, and how the City can increase pedestrian safety in Richmond.

Staff advised that the City responds to community concerns and has several initiatives to improve pedestrian and vehicle safety that align with the Vision Zero report, including the following:

- identifying high incident intersections;
- installation of channelized right turns;
- reducing speed limits in neighbourhoods;
- ongoing social media campaigns that are available in several languages;
- partnering with ICBC;
- continuing Road Safety Unit programs;
- engaging with youth, seniors, and new residents; and
- distributing reflectors depending on the change of season.

A brief discussion ensued with respect to (i) youth utilizing crosswalks properly, (ii) lowering speed limits, (iii) distracted driver incidents, and (iv) how the City can reduce pedestrian incidents.

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



**Community Safety Committee**  
**Tuesday, July 9, 2024**

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It was moved and seconded

- (1) *That the recommendation “Set a Target in Richmond’s Official City Plan that Envisions Zero Pedestrian Deaths in the Future”; and*
- (2) *That the Recommendation “Model After (Or Expand) The Distracted Driver's Program To Enforce The Pedestrian’s Right Of Way” be referred to staff and report back.*

**CARRIED**

**7. MANAGER’S REPORT**

None.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:11 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, July 9, 2024.

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Councillor Alexa Loo  
Chair

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Andrea Mizuguchi  
Legislative Services Associate



## General Purposes Committee

Date: Monday, July 15, 2024

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders (entered the meeting at 4:01 p.m.)  
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 4:00 p.m.

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on July 2, 2024, be adopted as circulated.*

**CARRIED**

### CAO'S OFFICE

1. **2024 UBCM COMMUNITY EXCELLENCE AWARDS PROGRAM**  
(File Ref. No. 01-0130-01) (REDMS No. 7654635)

It was moved and seconded  
*That the City of Richmond's submissions to the Union of BC Municipalities (UBCM) Community Excellence Awards program be endorsed, including:*

- (1) *Excellence in Governance: Steveston Island Dike Preliminary Design;*

**General Purposes Committee**  
**Monday, July 15, 2024**

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- (2) *Excellence in Service Delivery: Community Services Pop-Ups;*
- (3) *Excellence in Asset Management: Ageing Infrastructure Analysis; and*
- (4) *Excellence in Sustainability: Water Conservation Program.*

**CARRIED**

*Councillor Gillanders entered the meeting (4:01 p.m.).*

## PLANNING AND DEVELOPMENT DIVISION

2. **CITY RESPONSE TO DRAFT RECOMMENDATIONS FOR THE FIRST ACCESSIBLE BRITISH COLUMBIA ACT STANDARDS**  
(File Ref. No. 08-4055-05) (REDMS No. 7735770)

It was moved and seconded

- (1) *That staff be authorized to submit written feedback to the Province of British Columbia in response to the draft recommendations for the First Accessible British Columbia Act Standards, as described in the report titled “City Response to Draft Recommendations for the First Accessible British Columbia Act Standards”, dated June 27, 2024, from the Director, Community Social Development; and*
- (2) *That the City send a letter to the Province requesting additional and ongoing consultation with municipalities in advance of standards being finalized for introduction into the Legislative Assembly.*

**CARRIED**

## DEPUTY CAO'S OFFICE

3. **WORKS YARD REPLACEMENT PROJECT - KEY DESIGN PARAMETERS AND GUIDING PRINCIPLES**  
(File Ref. No. 06-2055-01) (REDMS No. 7720561)

Discussion ensued with respect to (i) staff providing monthly status and financial reports of the project, (ii) retention of trees and berms, (iii) flood construction levels, (iv) staff conducting a detailed environmental assessment, (v) forthcoming staff report in the Fall of 2024 with details regarding programing, elevations, and phasing, and (vi) engagement with the Richmond School Board.

## General Purposes Committee

Monday, July 15, 2024

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Direction was given to staff to add cost effectively to the Innovative guiding principle as described in Attachment 1 of the staff report, to read as follows: Design innovative, functional spaces that cost effectively meet current and future operational needs of the organization.

It was moved and seconded

- (1) *That the Key Design Parameters as described on page 5 of the staff report titled “Works Yard Replacement Project - Key Design Parameters and Guiding Principles” dated June 14, 2024, from the Director, Facilities and Project Development and the Manager, Works Yard Planning, be approved;*
- (2) *That the Guiding Principles, with the addition of “cost effectively” under Innovative, as described in Attachment 1 of the staff report titled “Works Yard Replacement Project - Key Design Parameters and Guiding Principles” dated June 14, 2024, from the Director, Facilities and Project Development and the Manager, Works Yard Planning, be approved and utilized to guide the development of the Works Yard Replacement Project; and*
- (3) *That staff be directed to provide a monthly progress report outlining the status of the Works Yard Replacement Project, including financial updates.*

**CARRIED**

### COUNCILLOR ANDY HOBBS

#### 4. **ZERO CARBON STEP CODE (ZCSC) AND ENERGY STEP CODE (ESC)**

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

It was moved and seconded

*That, in relation to the Zero Carbon Step Code and Energy Step Code in the Building Regulations Bylaw and OCP, for single-detached and duplex residential buildings, staff be directed to:*

- (1) *Provide options for Council consideration related to the current implementation timeline; and,*
- (2) *Clarify the role of natural gas for space heating and domestic hot water and provide options for Council consideration.*

## General Purposes Committee

### Monday, July 15, 2024

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The question on the motion was not called as in response to queries from Committee, staff advised that (i) the step code requirements are dependent on the size of the building, larger buildings are at Step 2 and 3, for smaller buildings, builders have three options available, Steps 3, 4 and 5; (ii) the current timeline for requiring progressively higher steps is in advance of the Provincial standards and timelines, to give builders the time and capacity to build to Step Code requirements, (iii) heat pumps are a more efficient way to provide cooling and heating, (iv) a delegation from BC Hydro to provide updates on their capabilities and system upgrades is forthcoming, (v) the referral response will come forward to Committee in September, (vi) energy advisors provide direction and guidance to builders on ways to improve and measure the energy efficiency of a home, and (vii) zero carbon step code applies to new construction, for existing buildings there are no restrictions.

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

## DEPUTY CAO'S OFFICE

### 5. **HUGH BOYD COMMUNITY FACILITY AND FIELDHOUSE – REFERRAL RESPONSE**

(File Ref. No. 06-2050-20-HBSC) (REDMS No. 7746572)

Discussion ensued with respect to (i) standard movable wall versus premium movable wall, (ii) the costs associated with installing the premium movable wall and limited service kitchen, (iii) the uses of a limited service kitchen, (iv) passive housing criteria, and (v) the size of the service kitchen not impacting the size of the programming area.

It was moved and seconded

*That Option 2C - Limited Service Kitchen, with Premium Movable Wall, is the preferred option from Table 3 in the staff report titled, "Hugh Boyd Community Facility and Fieldhouse – Referral Response," dated July 9, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services and, that the capital budget and Consolidated 5 year Financial Plan (2024-2028) be amended by \$850,000.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:56 p.m.).*

**CARRIED**

**General Purposes Committee**  
**Monday, July 15, 2024**

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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 15, 2024.

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Mayor Malcolm D. Brodie  
Chair

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Raman Grewal  
Legislative Services Associate



## Planning Committee

Date: Tuesday, July 16, 2024

Place: Anderson Room  
Richmond City Hall

Present: Councillor Bill McNulty, Chair  
Councillor Alexa Loo  
Councillor Chak Au  
Councillor Carol Day  
Councillor Andy Hobbs

Also Present: Councillor Michael Wolfe ( by teleconference)

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on July 3, 2024, be adopted as circulated.*

**CARRIED**

### PLANNING AND DEVELOPMENT DIVISION

- 1. APPLICATION BY 1142327 B.C. LTD. FOR REZONING AT 8171/8175 CALDER ROAD FROM THE “TWO-UNIT DWELLINGS (RD1)” ZONE TO THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)” ZONE**

(File Ref. No. RZ 23-024173) (REDMS No. 7450444)

In reply to queries from Committee, staff advised that (i) the applicant will be providing arborist services to trim existing trees, (ii) building plans are not available at this time, and (iii) the applicant and staff have been in communication with neighbours with respect to tree and privacy concerns.

**Planning Committee**  
**Tuesday, July 16, 2024**

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It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10581, for the rezoning of 8171/8175 Calder Road from the “Two-Unit Dwellings (RD1)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, be introduced and given first, second and third reading.*

**CARRIED**

**2. APPLICATION BY HAYDENCO HOLDINGS LTD. FOR REZONING AT 12060 & 12080 NO. 5 ROAD FROM THE “AGRICULTURE (AG1)” ZONE TO THE “LIGHT INDUSTRIAL (IL)” ZONE**

(File Ref. No. RZ 22-005648) (REDMS No. 7605318)

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10580, for the rezoning of 12060 & 12080 No. 5 Road from the “Agriculture (AG1)” zone to the “Light Industrial (IL)” zone, be introduced and given first reading.*

**CARRIED**

**3. APPLICATION BY 1096255 B.C. LTD. FOR REZONING AT 12071 2ND AVENUE FROM “STEVESTON COMMERCIAL (CS3)” ZONE TO “COMMERCIAL MIXED USE (ZMU58) – 2<sup>ND</sup> AVENUE (STEVESTON VILLAGE)” ZONE**

(File Ref. No. RZ 20-919115) (REDMS No. 7417938)

Staff provided Committee with a summary of the application noting the applicant has engaged with a heritage consultant to research the subject sites history and to provide guidance on the building design.

In reply to queries from Committee, staff advised that (i) the building form and design will be further refined through the Development Permit process, (ii) the architect is aware of the BC Energy Step Code requirements, and (iii) each residential unit will have separate private roof access.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10571 to create the “Commercial Mixed Use (ZMU58) – 2nd Avenue (Steveston Village)” zone, and to rezone 12071 2nd Avenue from “Steveston Commercial (CS3)” to “Commercial Mixed Use (ZMU58) – 2nd Avenue (Steveston Village)” zone, be introduced and given first, second and third reading.*

**CARRIED**



**Planning Committee**  
**Tuesday, July 16, 2024**

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**4. APPLICATION BY LARCO INVESTMENTS LTD. FOR A ZONING TEXT AMENDMENT TO THE “LIGHT INDUSTRIAL (IL)” ZONE AT 3240 NO. 4 ROAD**

(File Ref. No. RZ 22-013378) (REDMS No. 7718655)

In response to query from Committee, staff advised that the applicant has provided relocation options to existing tenants.

Art Phillips, Larco Investments, informed that Larco Investments owns several self-storage units and plans to relocate tenants in advance of the construction phase.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10582, for a Zoning Text Amendment to the “Light Industrial (IL)” zone to permit a commercial storage facility having a maximum Floor Area Ratio of 2.0 and restricting the size of a residential security/operator unit to a maximum of 143.74 m<sup>2</sup>, be introduced and given first reading.*

**CARRIED**

**5. RESCINDING OF THIRD READING OF RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10464 ASSOCIATED WITH THE REZONING AT 8911, 8931, 8951, 8991 PATTERSON ROAD**

(File Ref. No. RZ 20-919113) (REDMS No. 7712116)

Staff provided Committee with a summary of the application.

In reply to queries from Committee, staff advised that (i) the applicant can not complete the considerations by the deadlines established by the Market Rental Housing Policy, (ii) the applicant is also evaluating options as the subject property is now located within a transit oriented area, and (iii) the rescinding of third reading removes Council’s approval in principle while keeping the application active and which could be revised in the future.

It was moved and seconded

*That third reading of Richmond Zoning Bylaw 8500, Amendment Bylaw 10464, for the rezoning of 8911, 8931, 8951, 8991 Patterson Road, be rescinded.*

**CARRIED**

**4. MANAGER’S REPORT**

**(i) Staff Announcement**

Josh Reis has been appointed Director of Development, Planning and Development.

3.

## Planning Committee

### Tuesday, July 16, 2024

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#### *(ii) Bill 44 Update*

Staff advised that the consultation process has begun with four open houses, builder breakfast and a Let's Talk Survey and a memorandum summarizing the metrics and feedback is forthcoming with a report forwarded to Council in the fall.

In reply to queries from Committee, staff advised that (i) Bill 44 does not apply to properties that are not connected to a septic system, however, if an applicant wants to develop a single family house, the applicant will need to connect to septic and Bill 44 would then apply, (ii) public engagement questions and concerns are wide ranging, and (iii) staff will be conducting a small builder workshop to go over regulations and design details.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:38 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, July 16, 2024.

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Councillor Bill McNulty  
Chair

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Andrea Mizuguchi  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Jason Kita  
Director, Intergovernmental Relations and  
Corporate and Strategic Planning  
**Date:** June 10, 2024  
**File:** 01-0130-01/2024-Vol  
01  
**Re:** 2024 UBCM Community Excellence Awards Program

### Staff Recommendation

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

1. Excellence in Governance: Steveston Island Dike Preliminary Design;
2. Excellence in Service Delivery: Community Services Pop-Ups;
3. Excellence in Asset Management: Ageing Infrastructure Analysis; and
4. Excellence in Sustainability: Water Conservation Program.

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>APPROVED BY CAO</b>
Community Social Development	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Richmond Public Library	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	

## Staff Report

### Origin

The UBCM 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 intention of the awards are to profile promising practices and to encourage local governments to learn from the success of others in order to implement changes in their own communities.

Staff have submitted four award applications to UBCM on behalf of the City by the submission deadline of May 17, 2024. As part of the application process, entries for this year's awards submissions must also include a resolution by Richmond City Council indicating support for the project/program in order to be considered for a 2024 UBCM Community Excellence Award. UBCM accepts applications without a resolution, providing a resolution is submitted by August 16, 2024. 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 showcase Richmond projects and programs in governance, service delivery, asset management, and sustainability. Staff have reviewed the eligibility criteria and are recommending submissions in the following 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 2024 submission to the Excellence in Governance award category is Steveston Island Dike Preliminary Design.

The Steveston area in Richmond is of great cultural, historical, and economic significance and is home to a harbour with numerous fishing vessels. The City has developed the Steveston Island Dike Preliminary Design to improve flood protection in the area. The project includes a new dike along Steveston Island, with a navigable gate at the Steveston Harbour entrance that would close during high water conditions. The Steveston island dike is proposed to span from London Landing to Garry Point Park and will work in tangent with the existing perimeter dike, ensuring enhanced flood protection for the area and future development opportunities along the foreshore. The proposed dike alignment will significantly reduce disruptions to Steveston residents and businesses that would have occurred if the perimeter dike was raised in its current alignment. The preliminary design for the project was completed after significant internal and external stakeholder engagement and was endorsed by City Council.

## 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 2024 submission to the Excellence in Service Delivery award category is Community Services Pop-Ups.

The Community Services Pop-Ups (Pop-Ups) are free, monthly drop-in sessions that bring together community-based service providers at a centrally located library branch to enable residents with lower incomes to access resources and supports, including navigating housing, health, and benefit systems. Since December 2022, over 1,400 community members and 38 organizations have participated in the Pop-Ups. Significant support has been received from local community organizations, businesses, and provincial and federal government programs. A Community Team of individuals with lived and living experience are actively involved to ensure the program is meaningful and relevant. The Pop-Ups Program Model is a promising practice to address poverty reduction and is transferable to other municipalities, easily adaptable to meet local needs, and requires minimal investment (<\$5,000/year). The City of Richmond and Richmond

Public Library developed this program model, with provincial funding through the UBCM Poverty Reduction Planning and Action Program.

### 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 2024 submission to the Excellence in Asset Management award category is Ageing Infrastructure Analysis.

The City of Richmond maintains consistent water, sanitary sewer, road network, and flood protection services which are critical toward the health and well-being of a community. To effectively manage existing and new infrastructure, the City maintains a robust utility infrastructure asset management program that helps ensure the City can develop and grow in a sustainable manner. The program outlines current and long-term financial requirements for maintaining and replacing the City's ageing infrastructure based on standard and observed service life of specific types of infrastructure. This helps ensure the City has the capacity to meet the financial challenges of the present, as well as the future, while maintaining current service levels.

### 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 2024 submission to the Excellence in Sustainability award category is the City of Richmond's Water Conservation Program.

The City of Richmond has developed and advanced its Water Conservation Program to strategically reduce water consumption in the City. This program includes water metering, water pressure management, water use restrictions, leak reduction and detection, toilet rebates, and rain barrels. Supported by City Council's Strategic Plan, the program helps inform, educate, and encourage residents and businesses to conserve water. In addition, the City has participated in a summer support program since 2022 to support Metro Vancouver's water use restrictions. Through this program, staff have

prepared communications material to inform residents and businesses about the importance of water conservation during dry periods. Staff also maintain proactive communication with Metro Vancouver during the summer support program, and provide residents and businesses with advance notice as water restriction stage changes come into effect.

**Financial Impact**

None.

**Conclusion**

The Union of BC Municipalities (UBCM) Community Excellence Awards program recognizes implemented projects or programs that demonstrate excellence in local government in BC. This annual opportunity provides the City of Richmond to be recognized for its commitment to continuous improvement and excellence in municipal governance and service delivery.

A handwritten signature in black ink, appearing to read 'Alisa Carey', with a long horizontal flourish extending to the right.

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

Att. 1: UBCM Community Excellence Awards – 2024 Program and Application Guide



# Community Excellence Awards

## 2024 Program and Application Guide

Application Deadline: May 17, 2024

### 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, 2019 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



**Municipal Finance  
Authority of BC**



**URBAN  
SYSTEMS**

**urban  
matters**



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**

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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**

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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**

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### **Application Deadline**

The application deadline is May 17, 2024 (Friday of Local Government Awareness Week).

### **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 2024 Community Excellence Award. Note: UBCM will accept applications without a resolution, providing they are received by August 16, 2024. 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 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**

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Awards will be presented during UBCM's 2024 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**

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Please visit the Community Excellence Awards section of the UBCM website or contact [awards@ubcm.ca](mailto:awards@ubcm.ca).



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** June 27, 2024

**From:** Kim Somerville  
Director, Community Social Development

**File:** 08-4055-05/2024-Vol 01

**Re:** **City Response to Draft Recommendations for the First Accessible British Columbia Act Standards**

### Staff Recommendations

1. That staff be authorized to submit written feedback to the Province of British Columbia in response to the draft recommendations for the First Accessible British Columbia Act Standards, as described in the report titled "City Response to Draft Recommendations for the First Accessible British Columbia Act Standards", dated June 27, 2024, from the Director, Community Social Development; and
2. That the City send a letter to the Province requesting additional and ongoing consultation with municipalities in advance of standards being finalized for introduction into the Legislative Assembly.

Kim Somerville  
Director, Community Social Development  
(604-247-4671)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED To:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Communications	<input checked="" type="checkbox"/>	
Intergovernmental Relations & Protocol	<input checked="" type="checkbox"/>	
Human Resources	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Information Technology	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Fire-Rescue & Emergency Programs	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

On June 17, 2021, the Accessible British Columbia Act (the Act) was passed by the Legislative Assembly of British Columbia. The Act creates the legal framework to develop, implement and enforce accessibility standards that will set out legally binding regulations across a wide range of areas that may include employment, delivery of services, the built environment, information and communications, transportation and procurement.

On May 31, 2024, the Province launched a public engagement process to receive feedback from the general public, industry and organizations, including municipalities, on a set of draft recommendations that will form the basis of the first standards to be developed under the Act – the Accessible Service Delivery Standard and the Employment Accessibility Standard.

The purpose of this report is to seek Council's authorization to submit a written response to these draft recommendations on behalf of the City.

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

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

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

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

The report also supports the Richmond Accessibility Plan 2023–2033 Strategic Pillar 1 – An Accessible Community:

*1.4 Collaborate with people with disabilities, non-profit organizations, public-sector agencies, the private sector and senior levels of government to align approaches and create greater impact in furthering accessibility and inclusion throughout the community.*

*1.6 Advocate to senior levels of government regarding the need for increasing resources to respond to the needs of Richmond residents with disabilities.*

### Analysis

#### Background

The introduction of the Act, the first of its kind in British Columbia, is the initial step in creating a more inclusive province for people with disabilities. The overall goal of this new legislation is to identify, remove and prevent barriers experienced by people with disabilities to ensure that all British Columbians can fully participate in their communities. It is reflective of a broader societal shift in awareness and understanding of disability that recognizes that disability is caused by barriers within society that prevent participation, rather than being the result of a person's individual circumstance.

Starting in April 2022, the City was one of 750 public sector organizations that were legislated to comply with the Act. As a result, the City was required to meet the terms of Part 3 of the Act that included establishing an accessibility committee, developing a multi-year accessibility plan, and implementing a tool to receive feedback on accessibility. The City has met all three initial requirements of the Act and is currently in compliance with the legislation. The City will also need to comply with any new regulations that result from standards being developed under the Act.

At this time, only the Provincial Government and public-sector organizations, including municipalities, are legislated through the Act. However, when the Accessible Service Delivery Standard and the Employment Accessibility Standard are introduced into law, it is anticipated that other sectors will also be required to comply with the new regulations. This would include private and non-profit sectors.

#### Draft Recommendations

From May 31 to July 31, 2024, the Province is seeking feedback from the general public, industry and organizations, including municipalities, on a set of draft recommendations that will form the basis of the Accessible Service Delivery Standard (Attachment 1) and the Employment Accessibility Standard (Attachment 2). These are the first standards being developed under the Act and additional standards will be introduced over the next decade through a phased approach. A simplified, plain language overview of the draft recommendations has been provided by the Province to facilitate the feedback process. At this time, no formalized draft standards are available for review.

The draft recommendations for the Accessible Service Delivery Standard focus on how to remove barriers experienced by people with disabilities when accessing goods or services from an organization. The Province has defined an organization as a group of people with a particular purpose, including a government, business, society or charity. The draft recommendations aim to ensure that events, activities, advice and the purchasing process for goods are provided in accessible ways to include people with disabilities. They are organized into 20 proposed areas that outline the obligations of organizations to provide services in a manner that is accessible and inclusive. These areas include physical and virtual environments, staff training, communications and technology, maintenance of accessibility features, such as automatic door openers, emergency response, and related policies and practices. They also include supports that assist people with disabilities to access services, including accommodations, assistive devices, support persons, and guide and service dogs.

If finalized into law, the Standard would apply to all aspects of City service delivery and would include City programs and services such as those offered through Aquatics and the Arts Centre as well as other services offered by the City, such as business licencing, environmental programs, building inspections, and civic processes (i.e. voting). It would also apply to programs and services offered by Community Associations and Societies, as it is expected that, if the City is required to follow a standard, that Community Association and Societies would be required to do the same.

The draft recommendations for the Employment Accessibility Standard focus on how to remove barriers for people with disabilities across the whole continuum of employment from recruitment to hiring, onboarding and retention. The recommendations are organized into 19 different areas that outline the obligations of employers to develop inclusive work environments. These areas include communications with staff, training, tools and technology, accommodations, emergency evacuation plans, employee advancement, and related policies and practices. If finalized into law, the Standard would apply to all aspects of City hiring processes and is also anticipated to impact Community Association and Societies' hiring processes.

At this time, the Province has not indicated when the Standards may be finalized into law, or when other sectors would be regulated under the Act. Once the Standards become law, the Province has proposed a two-year timeframe for compliance with the new regulations. Organizational impacts of these Standards will need to be further understood and continued advocacy to ensure the Province engages in further consultation with affected organizations, including municipalities, and provides the necessary resources and timelines needed to comply with any new standards will be increasingly important.

To raise awareness in the community about the opportunity to provide feedback to the Province, information about the provincial engagement has been shared with community organizations and businesses through the City's networks and distributed to key partners, such as Community Association and Societies, through the City's Interdepartmental Accessibility Committee.

### Key Findings

The draft recommendations are designed to be comprehensive in nature and to regulate a wide range of areas that impact access to services and employment. They have the potential to significantly benefit people with disabilities in the community through increased inclusion and access to opportunities. The City is committed to continuing its leadership in the advancement of accessibility and to responding to the requirements of the Act. As such, it has made significant investments, including staff time and resources, over the last several years to promote the enhancement of accessibility and inclusion in the community and to respond to the initial requirements of the Act.

However, due to the broad scope of the Province's draft recommendations it is anticipated there may be significant impacts to the City in order to comply, if the draft recommendations are finalized into legislated standards. While all City departments will be impacted to some degree, public-facing departments and the Human Resources department would be most affected. Further engagement with the Province is required to better understand how the City will be impacted as well as with the Community Association and Societies that operate programs in City community facilities.

Further to the abovementioned, the limited information currently provided, including the lack of formalized draft standards for review, presents a challenge to fully understand the potential impacts of these draft recommendations. However, based on an initial review, staff have identified several key areas of concern. These include:

- Lack of clarity and consistency: The simplified, plain language overviews of the draft recommendations provided by the Province are not adequate for organizations to understand the potential impacts of the draft recommendations. The language used within

these overviews lacks clarity and is subjective in nature. For example, phrases such as “when possible” and “when not too costly” are currently used. There is also inconsistent language used in the simplified, plain language overviews to define the same key concepts, such as the provided definitions of the term “accommodations.” This lack of clarity creates a challenge to understand the scope and impact of the proposed recommendations as well as poses potential challenges to implementing the regulations once legislated into a Standard.

- Potential impacts to City staffing and resources: The draft recommendations include required staff resources above what the City already provides, the development or amendment of numerous additional policies and procedures, organization-wide staff training, and the provision of a wide variety of accommodations and methods of accessible service delivery. As a result, it is anticipated that significant resources will be necessary to respond to the draft recommendations if they are finalized into legislated standards. This would likely require either increases to City staffing and budgets or repositioning of existing resources that may require adjustments to current service levels.

As many of the programs and services offered at City facilities are operated by Community Association and Societies, it is also anticipated that these organizations will need to assign additional resources towards supporting access to programs and services for people with disabilities. As a result, they will likely need to increase budgets or re-allocate existing resources to meet any new requirements that result from the finalization of these draft recommendations into legislated standards.

- Potential impacts to community organizations, including key partners: If non-profit organizations are legislated to comply with the Standards, there will be significant impacts to resources for these organizations, at a time when the non-profit sector is experiencing increased demand for supports and services from the community to meet other social needs.
- Potential impacts to the business community: If the business community is legislated to comply with the Standards, there will be significant impacts to resources for local business at a time when they are experiencing increased challenges due to the current economic climate.
- Timelines: While the Province has proposed a tentative timeframe of two years for organizations to come into compliance with these Standards once they are adopted into law, it is anticipated that some of the draft recommendations would require additional time to complete, such as those that relate to changes to technology or those that require the City to establish new, complex employee and customer-facing processes. In order to meet the proposed two-year timeline, the Province needs to provide adequate funding to support municipalities. To date, the Province has only provided limited funding (i.e. one-time-only grants for up to \$25,000) to municipalities to support the implementation of initiatives that advance actions in their provincially legislated accessibility plans.
- Out of scope requirements: As proposed, some of the draft recommendations would mandate the City to require other organizations to comply with standards, or assume responsibility for the service or employment practices of external organizations. This will add increased scope to the City’s role. Additionally, there is a significant emphasis placed



on accessibility committees as potential groups to respond to draft recommendations. As the role of the City's accessibility committee is advisory in nature and the committee is composed of community members and representatives from disability-serving organizations, the potentially expanded scope of responsibilities would not be appropriate.

#### Written Submission

In response to the Province's request for feedback, input was gathered through the City's Interdepartmental Accessibility Committee about the potential impacts on various City departments, community organizations and key partners. Based on the information gathered, staff have prepared a draft written submission highlighting a number of key feedback points for the Province's consideration in the finalization and implementation of these Standards. This feedback includes:

- The need for a second phase of engagement, specifically with municipalities and other prescribed organizations once formalized draft standards are available: This will allow affected organizations to assess the impacts and the resources needed to respond once their obligations are clearly and consistently defined in formalized draft standards.
- The need for ongoing, sustainable funding and resources from the Province to support municipalities, non-profit and private sectors to respond: The draft recommendations have the potential to significantly impact City and other organizations' resources and budgets. Ongoing funding and project-based grants will be necessary in order for organizations to respond to this new legislation. Additionally, increased provincial leadership and coordination to promote collaboration across sectors to share best practices and learnings as well as provincially developed resources, such as training curriculums for service providers and employers, to streamline implementation of any new standards will be essential.
- The need for appropriate timelines to allow organizations to adapt: The short timelines provided for municipalities to come into compliance with the initial municipal requirements of the Act, including the establishment of an Accessibility Advisory Committee, Accessibility Feedback Mechanism and Accessibility Plan, were ambitious. As a result, the City hired consultants and reprioritized other City social planning projects to meet these timelines. In the future, it will be necessary for the Province to develop more appropriate timelines to meet new municipal requirements that result from the Act. At this time, it is anticipated that once the Standards are finalized into legislation, some of the proposed recommendations will require more than the two years proposed to complete, especially if additional funding and provincially developed resources, such as training curriculums, are not provided by the Province.
- The need to ensure any requirements that result from the introduction of standards are within an organization's scope of responsibilities: Any future standards introduced under the Act should not mandate organizations to require other organizations to comply with standards, or assume responsibility for the service or employment practices of external organizations. Additionally, expectations for the role of advisory committees should be limited to the scope of the committee as defined within the Act, to assist the organization

with identifying barriers and to provide advice on how to remove and prevent these barriers.

If Council authorizes staff to submit a draft written response based on the above feedback, staff will ensure it is submitted to the Province in advance of the July 31, 2024 public engagement deadline to help shape the final Standards. Additionally, a letter will be sent to the Province requesting additional and ongoing consultation with municipalities in advance of standards being finalized for introduction into the Legislative Assembly.

At this time, the Province has not indicated when the Accessible Service Delivery Standard and the Employment Accessibility Standard may be introduced into law. Once more information is available, staff will report back to Council.

### **Financial Impact**

None.

### **Conclusion**

The Province is currently seeking feedback on a set of draft recommendations that will form the basis of the first standards that will be introduced under the Accessible British Columbia Act. As a prescribed organization, the City will need to comply with any new standards when introduced. Providing feedback on the draft recommendations is the next step in the implementation of the Accessible British Columbia Act. The City is committed to meeting the requirements of the Act and to advancing accessibility in the community so that all community members are able to fully participate.



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- Att. 1: Accessible Service Delivery Standard  
2: Employment Accessibility Standard

# Accessible Service

## Delivery Standard

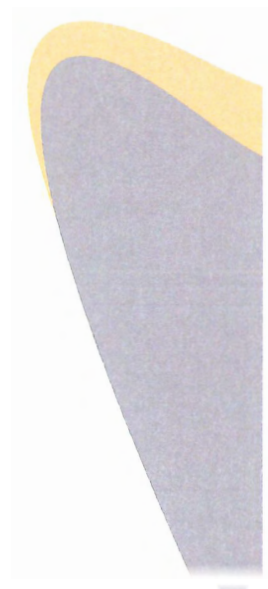


BRITISH  
COLUMBIA

*ACCESSIBILITY SERVICE DELIVERY  
STANDARD*

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# Introduction

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## **What is a standard**

A standard is a set of rules or guidelines. The Service Delivery Standard provides guidance on how to remove barriers for people with disabilities accessing goods or services from an organization. The goal is that events, activities, advice, and the purchasing process for goods are provided in accessible ways to include people with disabilities. After the Provincial Accessibility Committee finishes this standard, it will recommend the standard to the government and the government may adopt the standard in law as a regulation.

**IN BRITISH COLUMBIA (B.C.), THE HUMAN RIGHTS CODE PREVAILS OVER OTHER LAWS. THE STANDARDS BEING DEVELOPED WOULD BE IN ADDITION TO THE HUMAN RIGHTS CODE.**

## **Who would the standard apply to?**

The Provincial Accessibility Committee is an advisory committee to government. Part of its role is to develop and recommend accessibility standards. Government is responsible for deciding which recommendations should apply to which organizations.

Making our communities more accessible, inclusive and equitable is important for all of us. Generally, the Provincial Accessibility Committee believes that all organizations in B.C. have a role to play to help make our province more inclusive and accessible. The committee also believes that many of the recommendations in this document make sense for a range of types of organizations. They also recognize that some of these recommendations may not be appropriate for all organizations. The Provincial Accessibility Committee will use the feedback from people and organizations to inform its recommendations to government.

## **When will organizations need to comply with the standard?**

Some of the elements of the standards may be simple and quick to implement but other elements may take more time. The Provincial Accessibility Committee is interested in phasing the requirements of the standards and believes that most or all organizations could become compliant within about two years from when a regulation comes into force. The Provincial Accessibility Committee is interested in understanding which elements of the standard could be done faster and which might take longer.

### **What do we mean by organizations?**

An organization is a group of people with a particular purpose. It can be a government, business, society or charity.

### **What are the next steps?**

The input from this engagement will be used to help shape the standards that the Provincial Accessibility Committee will recommend to the Minister responsible for accessibility in 2025. Government will then decide whether to turn some or all of these recommendations into regulations.

### **Reconciliation**

Accessibility standards will benefit all people in British Columbia including Indigenous Peoples. Indigenous Peoples are more likely to experience a disability. They may also face unique barriers that can magnify exclusion.

Indigenous Peoples and partners provided feedback during the development of the first two accessibility standards.

From these conversations, we have learned that many parts of the standard align with cultural beliefs of trusting and valuing the lived experience of others. We have also learned that standards may benefit those who have experienced trauma and the harms of colonialism.

There will be more opportunities for Indigenous Peoples and partners to provide feedback including on the draft regulations.

### **Intersectionality**

The standards recognize that the same barrier may be experienced differently by people based on their identity factors. Multiple forms of discrimination such as racism, sexism, ableism and homophobia may be active at the same time in a person's life. When these types of discrimination intersect, they can compound the barriers a person faces.

# Accessible Service Delivery Standard

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The Provincial Accessibility Committee is proposing standards in 20 different topic areas.

## ACCESSIBLE ORGANIZATIONS

### General obligations

Organizations need to offer the same types of services for people with disabilities as they offer to everyone else. Organizations need to make sure that people with disabilities are treated with respect.

#### What are accommodations?

- » Accommodations are adjustments that remove a barrier for a person with a disability.
- » Some examples of accommodations are:
  - ◇ Providing an alternative form of communication
  - ◇ Allowing guide dogs and service dogs to enter the premises
  - ◇ Allowing people to use their assistive devices to remove barriers

### Documentation

In this standard there are times when organizations need to write information down and save it. The formal information that organizations need to write down and save is called documentation. The circumstances when organizations need to document a situation have been described in each section of this document. For example, in the assistive devices section of the standard, if an organization cannot accommodate an assistive device, then they must document the situation.

Documenting information helps organizations keep a formal description or record of a situation. Documentation is important because it helps keep organizations and people accountable.

Documentation about a situation needs to include:

- » Information about what happened with the organization and a person
- » Reasons why the organization was not able to offer accommodations to a person
- » Different options that the organization offered to a person
- » Whether a person agreed to the different services that the organization offered



Organizations are in charge of documenting information about a situation and storing the information safely. Organizations also need to:

- » Share documentation with the person it is about, in a way that is accessible to them (as much as possible)
- » Tell people that they can ask for documentation about their situation
- » Include documentation about the situation in formal feedback processes
- » Share the documentation with an Accessibility Representative or Accessibility Committee if the organization has one

### **Accessibility committee/representatives**

Organizations need to have at least one person, or representative, who:

- » Helps the organization identify, prevent and remove barriers for people with disabilities
- » Helps the organization follow accessibility laws and rules
- » Makes sure other staff in the organization get training about accessibility

Organizations can have more than one person as a representative if they want. Any representative needs to get extra training about accessibility.

Organizations need to share the work contact information for the person (or people) who can help people with disabilities get accommodations or answer questions about accessibility.

Some organizations already have to follow the Accessible B.C. Regulations. These organizations need to write plans about accessibility. In their plans they need to include information on how effective the Accessibility Representative is. Also, if an organization already has a Accessibility Committee, the committee can act as the Accessibility Representative. Otherwise, the Accessibility Committee and the Accessibility Representative can work together.

#### **What is the Accessible B.C. Regulation?**

The Accessible B.C. Regulation requires the over 750 organizations in the public sector to establish:

1. An Accessibility Committee
2. An accessibility plan
3. A tool to receive feedback on accessibility

Organizations in the Accessible B.C. Regulation include local governments, municipal police, school districts and other organizations.

**Example:**

Margaret uses a wheelchair. Today, they would like to sign up for a swimming class at their local recreation centre. Margaret needs to know if the recreation centre has a lift that can help them get in the swimming pool.

Margaret goes to the recreation centre's website and finds the email for Zahir, who is the recreation centre's Accessibility Representative. Margaret emails Zahir and asks if the swimming pool has a lift. Zahir says that it does, and that they will make sure the instructor for Margaret's swimming class knows how to use the lift safely. Margaret is able to sign up for the swimming class.

**Evidence**

Generally, organizations are not allowed to ask people to prove that they have a disability. Organizations are also not allowed to ask people to prove that they need guide dogs or service dogs, assistive devices, support persons or other types of support.

Organizations are only allowed to ask for proof of a disability if:

- » They have to spend a lot of time or money
- » There are two people who need accommodations, but what works for one person would make things worse for the other person
- » They are reasonably worried about safety

**Providing training**

Organizations need to:

- » Train their employees about how to provide services in an accessible way
- » Give a minimum level of training, so every employee gets at least some training about how to reduce barriers for people
- » Give extra training for employees who have special roles, such as managers

**Example:**

Indra is blind and uses braille to read. Today, Indra goes to a restaurant. Every employee at the restaurant was trained on how to remove barriers for people. Indra asks for a menu in braille. The manager, Fatima, explains that the restaurant does not have a braille menu. Fatima offers to read the menu out loud to Indra. Or, if Indra would prefer, Fatima can give them a link to the restaurant's website with an accessible version. Indra chooses to use the accessible version on the website, because they have a screen reader on their phone, which will read the menu to them.



## Documenting training

Organizations need to write down information about the training their employees receive. Organizations need to include:

- » Information about training rules or policies
- » What topics their employees get training on
- » How many employees have taken training

Organizations need to share this information about training when someone asks for it. Organizations also need to let people know that anyone can ask for training information.

Organizations listed in the Accessible B.C. Regulation already have to write a plan about accessibility. Organizations that need to write a plan about accessibility also need to include information on training in their plan.

### Example:

Marc has a service dog. Bagel Mart is a large organization that sells baked goods. Marc wants to know what type of training Bagel Mart employees get about people who use guide dogs and service dogs.

Marc goes to Bagel Mart's website, where they find the page about accessibility. The webpage says that anyone can ask for information about the accessibility training that Bagel Mart's employees get. Marc clicks on the link on the accessibility webpage and it takes them to a page of information about Bagel Mart's accessibility training. Now Marc knows that Bagel Mart's employees are trained about how to serve people who use guide dogs and service dogs.

## Availability of accessibility features and services

### What are common accessibility features and services?

Accessibility features and services are any objects, equipment, alternative measures and services provided by organizations that remove barriers for a person.

This can include:

- » Elevators, lifts and ramps
- » Door openers and chairs
- » Audio loops, beacons and wayfinding
- » Accessible washrooms

Some organizations offer accessibility features and services for people to use while accessing services.

Organizations need to make sure that accessibility features and services they offer to people are:

- » Easy for people with disabilities to use for themselves without having to ask for help, unless the feature or service is not able to be used properly or safely without help
- » Free for people to use (as much as possible for the organization)

If an accessibility feature or service needs employees to help, organizations need to make sure:

- » Employees are trained about how to safely use accessibility features and services
- » People who ask for accessibility features and services do not have to wait a long time for employees to help them
- » People who reserve accessibility features and services in advance get them (as much as possible for the organization)

**Example:**

Mika has autism and gets anxious in loud places. Julia is Mika's mom. Today, Julia and Mika are going to watch a hockey game, which will be loud. Julia asks the hockey arena's customer service team to see if there are accommodations that will help Mika. Annie, who is on the arena's customer service team, lets Mika borrow a pair of noise-cancelling headphones. Annie also shows Julia and Mika a quiet room that they can use. Julia and Mika do not need to pay to borrow the headphones or to use the quiet room.

**Maintenance of accessibility features and services**

Organizations need to make sure that the accessibility features and services they offer to people work well and are safe to use. Organizations need to:

- » Check features and services when someone says that they are broken or not working the way they are supposed to
- » Regularly check accessibility features and services to make sure they are safe and working the way they are supposed to
- » Fix or replace accessibility features and services as quickly as possible when they break



Organizations need to write down information about how they make sure accessibility features and services are working. Organizations need to write down information about:

- » The last time every accessibility feature and service was checked
- » The next time that every accessibility feature and service is scheduled for maintenance, repairs or replacement
- » Any time someone reports that an accessibility feature or service is broken or not working the way it is supposed to work

**Example:**

Olu sometimes uses a wheelchair, but they don't have a car to bring one with them everywhere they go. Today, Olu is going to Filly's Amusement Park. Filly's Amusement Park has wheelchairs for people to borrow while they are there. Filly's Amusement Park has a plan to make sure that the wheelchairs are working. Mary is an employee of Filly's Amusement Park. Once a month, Mary checks the wheelchairs: she checks if the wheels need to be replaced, and if the brakes work safely. Today, when Olu goes to Filly's Amusement Park, they ask to use a wheelchair. Mary gives them one, but Olu notices that it is not working. Mary offers Olu a different wheelchair and makes a call for a repair worker to fix the broken wheelchair.

**Disruption of services**

Sometimes, organizations experience problems with the way they normally give services. For example, a coffee shop that runs out of cups will find it hard to serve coffee to people. This type of problem is called a disruption.

When organizations deal with problems, or disruptions, they need to:

- » Offer different ways for people to get services (as much as possible for the organization)
- » Warn people about the disruption in ways that are accessible for people with disabilities
- » Let people know if there are different ways to get services

Organizations also need to share information about the disruption as soon as they can. Organizations need to include information about:

- » How long the disruption will last
- » How the organization is going to deal with the disruption
- » The training the organization's employees have about disruptions

**Example:**

Jaswinder works at Bear Land, a toy store in the local mall. Bear Land is on the second floor of the mall. The mall needs to fix the elevator that takes people to the second floor and has to close the elevator for a week. Jaswinder puts a warning on Bear Land's website that people will need to use the stairs for the next week. Jaswinder also prints a sign to put on the first floor so that people can ask for help.

Today, Stefan wants to go to Bear Land to get a gift. Stefan uses a walker and is not able to use the stairs in the mall. Stefan did not check Bear Land's website this morning, but they see the sign that Jaswinder printed. Stefan phones Bear Land to explain what they would like to buy, and Jaswinder brings down the toy for them.

**Communications**

Organizations share information with people about many things, like the hours they are open and what food they sell. Organizations share this information in many different ways like writing signs and reading out menus to people. When organizations share information, they are communicating.

Organizations need to make sure they communicate in ways that work for people with disabilities. Organizations need to practice accessible communications as much as possible. If a person with a disability needs to communicate in a specific way, organizations need to do their best to communicate with the person in the way that they choose.

To communicate accessibly, organizations need to offer different ways of communicating. Organizations can offer different ways of communicating that:

- » Describes visual information such as images and text
- » Describes audio information such as loudspeaker announcements
- » Works with different types of assistive devices and assistive technology
- » Provides information in a clear and simple way, called plain language
- » Are in more than one format, such as audio and written museum tours

Some organizations have rules or policies about communication. Organizations need to include considerations about accessibility in their rules or policies.

**Example:**

A retailer with both a brick-and-mortar store and online store offers customers the option to provide feedback about their shopping experience. The feedback process is offered in multiple formats including in person, in writing, by email or by any other communication technology as required. The organization notes that persons with disabilities can ask to give their feedback using an alternative method.



## **Discounts and fees**

Sometimes, organizations offer discounts to people. Organizations need to make sure that people with disabilities can get the same type of discounts as everyone else.

Organizations need to:

- » Make sure that discounts and special offers are accessible for people with disabilities
- » Offer the same discount for accessible options as they do for other options

Organizations are not allowed to:

- » Charge people with disabilities extra money for accessible options or using accessibility features and services

### **Example:**

Ravi uses a wheelchair. They're going on a trip next month and want to book an accessible room using a travel website. The hotel is offering a 10 per cent discount promotion for booking online, but the website does not let people book rooms that are accessible for wheelchairs. Ravi calls the hotel directly. Staff book the accessible room for Ravi at the same price as the website and apply the 10 per cent discount.

# Empowering people with disabilities and honouring them as experts in their own experience

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## Alternatives

Sometimes the way organizations offer services is not accessible for everyone.

Organizations need to offer different ways of serving people, called alternatives, as much as possible. Organizations need to provide:

- » An active offer for alternatives
- » Alternatives that reduce barriers for people with disabilities
- » Alternatives without additional costs
- » Alternatives that are agreed on by both the organization and the person requesting the alternative

Alternatives can be very similar to the way organizations offer services most of the time, or they can be different. When someone needs an alternative, the organization needs to ask people what alternatives work best for them. Sometimes an alternative can be a virtual option like ordering online. It might also be a physical alternative like coming into the office to book an appointment. When it is possible an alternative should be available in both a physical and virtual environment.

When an organization cannot reasonably accommodate a person, they must try to offer an alternative. If they cannot provide an alternative, then they need to document the situation. This is described in the documentation section.

### What is an active offer?

An active offer is a message that an organization will provide accommodations as best they can when someone asks for them.

This can include asking:

- » Is there anything I can do to make your experience more accessible today?
- » It is important to us that our event and materials are fully accessible to everyone. If you require any assistance, please contact us.



## Physical environment

The physical environment is a building or space. It might be inside, like a shop, or outside, like a farmer's market. Sometimes there are barriers in the physical environment that stop people from being able to use a service like stairs in front of a shop entrance.

When these barriers can be removed for very little or no money, organizations need to remove those barriers as much as possible. This could be as simple as moving furniture out of the way so someone can move through a room.

Organizations need to tell people about their physical environment. This lets people make informed choices about if it is accessible for them. Organizations need to share information like:

- » Descriptions of the space
- » Locations of accessibility features
- » Photographs of the space
- » Information about emergency exits and other emergency plans

## Virtual environment

Some services happen in a virtual environment like on a website, over email or by phone. These services also need to be accessible to people with disabilities.

If organizations can provide the same types of services in person, they need to offer people that option when virtual services are not accessible. For example, if there is an online booking form for appointments, people can also book an appointment through the reception desk.

When organizations are deciding on the virtual environment for their service, they need to choose accessible options as much as possible.

When someone needs a specific type of technology to access an organization's virtual services, organizations need to make sure that they advise people about the type of technology they will need to access services.

When an organization provides a service over the phone, the phone needs to be accessible to a range of assistive services and devices. These services might be Video Relay Services or Video Remote Interpreting.

## Self-service interactive devices

Many organizations use self-checkouts, self-service kiosks and other types of self-service machines that people use independently. This includes machines for tickets or passes, sharing information and payment.

There are already guidelines for the design of this technology: "ASC/CSA B651.2, Accessible design for automated banking machines and self-service interactive devices". This standard provides guidelines for the design, manufacture, site preparation and installation for lots of self-service machines.

### Organizations need to:

- » Offer other ways of getting a service that are not self-service machines. This might be an online option, a checkout cashier or some other option
- » Let people know about other ways of getting services when self-service machines are not accessible for them
- » Maintain self-service machines (as much as possible for the organization)

Some self-service interactive machines have features that make them more accessible, like audio descriptions of images and text. Organizations need to maintain those features.

When it is time to buy new self-service machines, organizations need to think about accessibility and buy machines that have more accessibility features than their current self-service machines.

Organizations also need to have photographs and a written description of their self-service machines available.

### Emergency response

Lots of organizations have plans for what to do in emergencies, like a fire or an earthquake. When organizations make plans for emergencies, they need to:

- » Plan how to remove barriers for people with disabilities in all elements of the service
- » Identify different ways of letting people know there is an emergency, like alarms that flash lights for people who are Deaf
- » Think about people with different kinds of disabilities and what they need in emergencies
- » Work together with the Accessibility Representative or Accessibility Committee, if the organization has one

Emergency planning must go beyond leaving people with a disability in refuge areas. This could include, but is not limited to investigating other options for evacuation; establishing a communication protocol to ensure that emergency responders are alerted; or placing equipment in refuge areas to support people during an emergency.

#### Example:

A hotel has a plan for how to respond to a fire. The plan includes how they will:

- » Let their guests know about the emergency and keep guests informed
- » Help guests evacuate the hotel
- » Keep guests safe once they have evacuated
- » Make sure guests are able to return to their rooms when it is safe



# Removing barriers experienced by people with disabilities

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## Events

Sometimes organizations have events, like parties, presentations and conferences.

Organizations who are hosting events need to:

- » Make sure that people with disabilities can join in the event like everyone else
- » Share invitations or notices about the event in ways that work for people with disabilities
- » Offer different ways for people to be included in the event
- » Share the work contact information for an Accessibility Representative, or someone else who can answer questions and provide accommodations to people with disabilities
- » Follow all the rules about accessible service delivery in other parts of the standard

### Example:

Gold's Flower Shop will host a customer appreciation party next week for the people who shop there. Jane works at Gold's Flower Shop and is planning the party. They choose a venue that has a ramp and an elevator, because they know some of their customers use walkers or wheelchairs. Jane sends out an email to the store's customer list and puts up a sign inside the shop. They also invite people to the party when they are in the shop.

## Assistive devices

### What is an assistive device?

Any device that removes or reduces a barrier for a person.

This can include:

- » Mobility aids (wheelchairs, walkers, canes, prosthetics)
- » Assistive technology (screen readers, voice recognition tools)
- » Computer or mobile phone software or hardware

Some people with disabilities use assistive devices to make sure they can access services.

**Organizations need to:**

- » Let people use their assistive devices
- » Make sure that people who use assistive devices get the same service as everyone else
- » Make rules or policies that let people use their assistive devices
- » Share or tell people about their rules or policies that let people use their assistive devices

**When an organization is not able to accommodate people who use assistive devices, the organization needs to:**

- » Do what they can to get rid of barriers for people who use assistive devices
- » Write down some information as described in the documentation section

**Example:**

Joe always uses their phone to make text bigger so they can read it. They use their phone to help them fill out forms.

Today, Joe is at the hospital. The hospital must let Joe use their phone to help them fill out forms. The hospital does not let people use phones in the unit Joe is in because phones can be a problem for privacy. Joe needs to fill out a form, so the hospital needs to give Joe a different way to fill out the form. Someone reads the form to Joe and helps them fill it in. After, the hospital writes down the reason Joe could not use their phone and the solution found to help them.

## **Support persons**

### **Who counts as a support person?**

Support persons provide people with a disability with supports to access service or help with their needs.

Support person(s) can include:

- » Attendants
- » Sighted guides
- » Intervenors
- » Other people

Support persons can be paid or unpaid.

Sometimes people need a support person, or more than one support person, to help remove barriers for them.

**Organizations need to:**

- » Respect that some people have support persons
- » Let people come in with their support persons and let people stay with their support persons all the time

**Organizations are not allowed to:**

- » Ask people to prove that they need support persons
- » Ask people to prove how support persons help them

Organizations that are included in the Accessible B.C. Regulation are not allowed to charge people extra money when they have support persons.

**Example:**

Mei sometimes needs help from their child, Tao. Mei goes to the local swimming pool with Tao as their support person. The swimming pool lets Mei and Tao in together, and lets them use the family changeroom. Mei only has to pay for a single entry fee to the swimming pool. Tao can come in for no additional fee as their support person.

## **Guide dogs and service dogs**

### **What counts as Guide Dog or Service Dog?**

According to the Guide Dog and Service Dog Act:

- » A guide dog is a dog that is trained as a guide for a blind person and is certified as a guide dog.
- » A service dog is a dog that is trained to perform specific tasks to assist a person with a disability and is certified as a service dog.

In B.C. we have a law about guide dogs and service dogs called the Guide Dog and Service Dog Act. This standard would complement the Guide Dog and Service Dog Act. The Guide Dog and Service Dog Act includes rules that all organizations have to follow including letting people with guide dogs or service dogs into public spaces without charging an extra fee.



### Organizations need to:

- » Make sure that any signs, rules or webpages that say “no dogs” or “no pets” are changed to say “no dogs, except guide dogs or service dogs” or “no pets, except guide dogs or service dogs”

Organizations are not allowed to require formal proof or identification (ID) from people who use a guide dog or service dog. When an organization is not able to serve people with guide or service dogs in other ways, the organization needs to write down the information that is described in the documentation section.

If an organization has rules or policies about accessibility, then the rules or policies need to state:

- » The organization follows the Guide Dog and Service Dog Act
- » The organization does not ask people who use a guide dog or a service dog to give formal proof of ID
- » Anywhere that dogs are not normally allowed still needs to be accessible for guide or service dogs

### Example:

Yaseen uses a guide dog. Today, Yaseen goes into a clothing store. The clothing store needs to let Yaseen bring their guide dog with them around the store. The clothing store is not allowed to ask Yaseen to give proof that they need a guide dog. The clothing store can expect that Yaseen’s guide dog will behave well.

## SUPPORT TO IMPLEMENT THE STANDARDS

The Provincial Accessibility Committee wants to make sure that organizations have the information and guidance they need to implement any regulations that arise from these standards. The Provincial Accessibility Committee is interested in understanding the type of resources that would help organizations. This could include things like checklists, model policies, training and other supports.

## NEXT STEPS

Thank you for reviewing these recommendations. There are lots of ways for you to provide your feedback. Please visit: <https://Engage.gov.bc.ca/AccessibleBCActStandards/> for more information.

The Provincial Accessibility Committee will use all of the input provided to inform its final recommendations to government.



# Employment Accessibility Standard



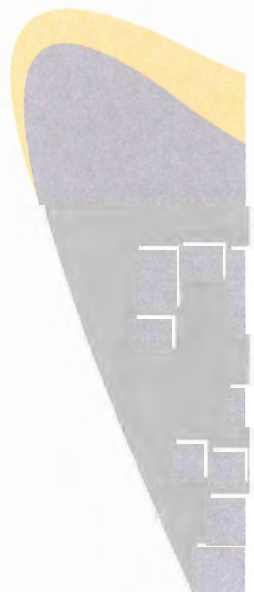
BRITISH  
COLUMBIA



*EMPLOYMENT ACCESSIBILITY STANDARD*

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# Introduction

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## **What is a standard**

A standard is a set of rules or guidelines. The Employment Accessibility Standard provides guidance on how to remove barriers for people with disabilities across the whole continuum of employment including hiring, training, retention and accommodations. These recommendations aim to support employers to develop inclusive work environments. After the Provincial Accessibility Committee finishes this standard, it will recommend the standard to the government.

**IN BRITISH COLUMBIA (B.C.), THE HUMAN RIGHTS CODE PREVAILS OVER OTHER LAWS. THE STANDARDS BEING DEVELOPED WOULD BE IN ADDITION TO THE HUMAN RIGHTS CODE.**

## **Who would the standard apply to?**

The Provincial Accessibility Committee is an advisory committee to government. Part of its role is to develop and recommend accessibility standards. Government is responsible for deciding which recommendations should apply to which organizations.

Making our communities more accessible, inclusive and equitable is important for all of us. Generally, the Provincial Accessibility Committee believes that all organizations in B.C. have a role to play to help make our province more inclusive and accessible. The committee also believes that many of the recommendations in this document make sense for a range of types of organizations. They also recognize that some of these recommendations may not be appropriate for all organizations. The Provincial Accessibility Committee will use the feedback from people and organizations to inform its recommendations to government.

## **When will organizations need to comply with the standard?**

Some of the elements of the standards may be simple and quick to implement but other elements may take more time. The Provincial Accessibility Committee is interested in phasing the requirements of the standards and believes that most or all organizations could become compliant within about two years from when a regulation comes into force. The Provincial Accessibility Committee is interested in understanding which elements of the standard could be done faster and which might take longer.

### **What are the next steps?**

The input from this engagement will be used to help shape the standards that the Provincial Accessibility Committee will recommend to the Minister responsible for accessibility in 2025. Government will then decide whether to turn some or all of these recommendations into regulations.

### **Reconciliation**

Accessibility standards will benefit all people in British Columbia including Indigenous Peoples. Indigenous Peoples are more likely to experience a disability. They may also face unique barriers that can magnify exclusion.

Indigenous Peoples and partners provided feedback during the development of the first two accessibility standards.

From these conversations, we have learned that many parts of the standard align with cultural beliefs of trusting and valuing the lived experience of others. We have also learned that standards may benefit those who have experienced trauma and the harms of colonialism.

There will be more opportunities for Indigenous Peoples and partners to provide feedback, including on the draft regulations.

### **Intersectionality**

The standards recognize that the same barrier may be experienced differently by people based on their identity factors. Multiple forms of discrimination such as racism, sexism, ableism and homophobia may be active at the same time in a person's life. When these types of discrimination intersect, they can compound the barriers a person faces.



# Employment Accessibility Standard

The Provincial Accessibility Committee is proposing standards in 19 different topic areas.

## What are accommodations?

- » Accommodations are adjustments that remove a barrier for a person with a disability.
- » Some examples of accommodations are:
  - ◇ Flexible work hours
  - ◇ Work from home
  - ◇ Accessible door openers
  - ◇ Equipment such as screen reading software, ergonomic chairs or specialized keyboards
  - ◇ ASL interpretation

## RECRUITMENT AND HIRING

### Job description and profiles

Employers let people know about job opportunities in lots of different ways. This standard wants to make sure that job applicants with disabilities can decide if an employer will be inclusive and accessible for them.

Employers must make sure that job descriptions, profiles or public documents advertising jobs include links to the measures they are taking as part of the policies and practices section of this standard.

### Example:

A retail store welcomes applications from all backgrounds. They state on their career webpage:

"We support a diverse workforce and encourage inclusion in the workplace. We welcome applications from people from all backgrounds. If you are an applicant with a disability that requires a reasonable accommodation during the recruitment process, you can contact our accessibility representative at the email or number posted below. Our inclusion, diversity, equity and accessibility policy is on our website with more information."

## Recruiting employees

Sometimes there are barriers for people with disabilities during the recruitment process.

During recruitment, employers need to let applicants know that reasonable accommodations are available for people with disabilities during all stages of the recruitment and selection process as well as in the role. When the employer lets applicants know that accommodations are available, they need to explain that asking for an accommodation will not impact whether the person gets the job. The employer also needs to share a list of ideas of accommodations.

If an applicant asks for an accommodation, the employer must:

- » Discuss and do their best to meet the needs of an accommodation
- » Not request proof of a disability from an applicant

If the employer cannot provide an accommodation that was requested, they need to record it as outlined in the Documentation section.

### Example:

Ted wants to apply for a job posting at a local college. Ted prefers to interview in person so that they can lipread. Ted was informed by the college during the application process that they can request an accommodation throughout the entire recruitment process. Ted contacts the college and makes the accommodation request. The college can provide the accommodation and makes sure all steps in the recruitment process are in person for Ted.

## ACCESSIBILITY AT WORK

### Onboarding

Organizations have different approaches to onboarding. Onboarding and orientation may range from a very short orientation to an extensive training program that immerses the employee in their new workplace.

Employers must:

- » Make sure they take reasonable steps to provide an accommodation in a timely manner to an employee if requested
- » Make sure that all essential communication about onboarding is consistent with the section on communications

If onboarding materials are already accessible because of an accommodation request, then these should be made available to all staff.



**Examples:**

Antoine was recently hired at a technology organization as a data analyst. To complete their job efficiently, they have requested a larger screen. The larger screen allows Antoine to use magnification software for optimal job performance. The organization complied with Antoine's request and provided them with a larger screen within the first few days of their employment.

Carrie has started work at a factory. The first day, there is a health and safety briefing. The briefing is provided both verbally and through a large print handout.

**Communications**

Employers communicate with their employees through meetings, letters, emails and informally. This standard topic seeks to make sure that employers provide timely information and communications that are accessible to all staff within the workplace and work environment.

**Employers must make sure all essential communication:**

- » Is in a variety of formats including alternatives for auditory and visual information
- » Is compatible with a variety of assistive devices
- » Has any provisions for privacy, security and safety of communication equally available to all employees

Employers need to make sure essential communication can be changed by the employee. For example, an employee can make the font bigger in an email, repeat a section of a video or ask someone to repeat part of an essential presentation.

**When an employee asks an employer for an accommodation in communication, an employer must:**

- » Provide communication materials in the requested accessible format if reasonably able to do so
- » Provide accessible communication in a timely manner
- » Make sure any communication that is changed into an accessible format has the same message and meaning as the original communication
- » Work with the employee to make sure that the accessible format provided is suitable
- » Make sure the employee receives further communication in the requested format
- » Follow the Documentation sections if they cannot reasonably accommodate an employee's communication preferences

If essential communication is made more accessible, then the accessible version should be made available to everyone.

**Example:**

A call center has created a new emergency response plan. Fiona, an administrative officer, has been tasked with communicating the new plan out to the employees. To inform staff of the new emergency plan, Fiona has released the plan:

- » In multiple media forms including written, spoken and video
- » In a variety of ways such as posters around the office, an all-staff email and an online or in-person lunch and learn session

An employee requested a large-print version of the plan, and Fiona made sure to let everyone know that a large-print version was available.

**Training**

Sometimes training in the workplace creates barriers for people with disabilities. For example, a video without captions might not be accessible to a Deaf person. Employers need to make sure that barriers in training and education opportunities are identified, removed and prevented.

Employers need to offer accommodations to employees for training. If training is made more accessible because someone asks for an accommodation, that accommodation should be made accessible to all employees. For example, if an employee requests training is made available in a Braille Ready Format (BRF), then the BRF file should be made available to all employees. This means that people with disabilities will not need to ask for accommodations if something already includes them.

Any new training that the employer buys or creates and any training that the employer says that people have to take needs to be inclusive. This means that this training is:

- » In a variety of formats including alternatives for auditory and visual information
- » Compatible with a variety of assistive devices

Employers need to make sure that this training can be changed by the employee. For example, an employee can make the font bigger in an email, repeat a section of a video or ask someone to repeat part of an essential presentation.



**Example:**

Fatima does not require an accommodation for their daily job duties, but cannot understand training if the person speaks too fast. They have requested accommodations during training periods from their employer. The employer has made sure that Fatima has a written version of the training. All the other employees attending the training can also get this written version.

**Physical and digital tools and technology**

Every workplace is different and different equipment, tools and technology are needed to do different jobs. A tool or technology could include a hammer, scissors, a computer, a point-of-sale machine or a computer program.

To the point of undue hardship, employers need to identify, remove and prevent barriers to accessibility in all existing tools, technology, artificial intelligence (AI), information systems and equipment that employees are required to use. Where it is possible, employers should provide alternatives so employees can have a choice of tools and technology.

Employers need to make sure that any accessibility features of tools and equipment can be turned on by any employee. When they are buying new tools, employers need to think about accessibility.

Some tools and technology are used in recruiting and managing employees. These tools should not be discriminatory.

**What is artificial intelligence?**

- » Artificial intelligence generally means that a computer is completing a task that is usually done by a person—for example, recognizing facial expressions during a video interview
- » An algorithm is a set of steps for a computer to accomplish a task—for example, searching for certain words in a group of resumes

**Example:**

An accounting firm is deploying new AI tools for hiring and talent management. The algorithm for recruitment includes data on their current top performers. The firm is aware of biases in AI, so they make sure that the algorithm does not exclude candidates who, for example, attended women's colleges or have interruptions in their work history, which excludes people who have taken leave such as medical or parenting leave.

## **Workplace emergency response**

Sometimes there can be barriers in the workplace for a person during emergencies.

When employers plan for emergencies, they need to:

- » Plan how to remove barriers for employees with disabilities in all elements of the workplace
- » Identify different ways of letting people know there is an emergency, like alarms with flashing lights for people who are Deaf
- » Think about people with different kinds of disabilities and what they need in emergencies
- » Work together with employees with disabilities

Emergency planning must go beyond leaving people with a disability in refuge areas. This could include but is not limited to: investigating other options for evacuation, establishing a communication protocol to ensure that emergency responders are alerted or placing equipment in refuge areas to support people during an emergency.

Employers must make sure they ask new employees whether they will need individual accommodations during a workplace emergency. If an employee needs accommodations in an emergency, then the employer must:

- » Work with the employee to create an emergency plan
- » Make sure the plan remains confidential unless it needs to be shared with other employees to carry out the plan
- » Follow the Documentation and Evidence sections of this standard if they cannot reasonably accommodate an employee's emergency planning preferences

### **Example:**

Ingrid started at new job at a local distribution company. During the onboarding process, their supervisor reviewed the company's fire safety plan with Ingrid. The fire safety plan uses audible alarms. This creates a barrier for Ingrid. The supervisor and Ingrid agree to develop an individual emergency plan for Ingrid. This plan would have designated employees alert Ingrid to a fire alarm when sounding. Ingrid consents to sharing their emergency plan with the employees who will assist them.



## Stay at work/return to work

### What are stay-at-work/return-to-work plans?

- » Stay-at-work plans are tools for managers to proactively help ill or injured workers, or workers who acquire a disability, remain in productive employment in a timely and safe manner
- » Return-to-work plans are proactive tools for managers to help injured and, where appropriate, ill workers, as well as workers with disabilities, return to work after an absence if it is safe to do so

Sometimes an employee might be injured or have a medical condition that means they might need some extra support to stay at work or they might need to take time off work and return to work later.

The standards would ask employers to have a policy about stay-at-work/return-to-work procedures. The policy needs to include employees with disabilities and needs to note that different situations need different solutions and timelines. The policy also needs to explain how:

- » Employers and employees will work together to develop an individual plan that meets the employee's needs
- » Unions will be included, where the workplace is unionized
- » Individual plans can be adjusted and reviewed
- » The employee can let the employer know how best to communicate if they are away from the workplace
- » Being away from the workplace will not affect access to advancement opportunities

The employer needs to share the stay-at-work/return-to-work policy with all employees. Managers and supervisors need to have training on the stay-at-work/return-to-work policy, so they know how to follow the policy.

The individual stay-at-work plan needs to:

- » Support employees to let the employer know if their accommodation needs an adjustment
- » Identify support for the employee
- » Acknowledge that employees might need to take time off work
- » Use individual accommodation plans as described in the accommodation section where needed

The individual return-to-work plan needs to:

- » Identify support for the employee
- » Let employees know when and how communications will occur
- » Let employees know about changes that have happened in the workplace and any support provided to adjust when the employee comes back to work
- » Use individual accommodation plans as described in the accommodation section where needed

**Example:**

Don has been off work for over a month due to medical complications. They're returning to work next week and require a temporary accommodation in the form of a modified work schedule. Don's supervisor has worked with them to develop a return-to-work plan that recognizes their accommodation needs. For the first four weeks, Don will work a modified work week and then add more work hours over the following weeks until they can return to their full work schedule.

## **Redeployment**

Some employers have a policy or process that describes when and how employees might need to work in a different role or location. For this standard, we have described this as a redeployment policy or process.

Employers who have a redeployment policy or process must make sure it includes:

- » The needs of employees with disabilities
- » How individual accommodation plans will be followed
- » How employees and union representatives (where appropriate) will be consulted

If an employee with an individual accommodation plan is moved into a new role or location with significant changes, then the individual accommodation plan might need to change. Employers need to make sure there is time to understand the accommodation requirements before any formal assessment of performance. This extra time should not impact any trial periods.

**Example:**

The local library has opened a new branch in the community. Lisa is an employee at the library and has been asked to move their position to the new branch. As part of the redeployment to this new position, Lisa has been assured the current individual accommodation plan they have with the library will follow them to the new branch. Lisa's manager has given them an extra four weeks to make sure their individual accommodation plan is working before their annual performance review.



### **Active offer of accommodation**

Many employees do not know that they are allowed to ask for accommodations at work. By asking employees if they need an accommodation on a regular basis, employers can help create a culture of inclusion for people with disabilities. Sometimes an employee might not need an accommodation for most of their job but might need a barrier removed in certain circumstances.

Employers need to ask if employees need an accommodation on an annual basis and when:

- » Offering the job
- » The employee starts in the role
- » Describing the workplace emergency response
- » Redeploying the employee or asking the employee to perform a duty that is not part of their regularly scheduled duties or at a different location
- » Starting to address performance concerns
- » Offering any training
- » Organizing all extraordinary work functions like events or organized social gatherings

When employers ask about accommodations, they should provide a list of potential examples.

#### **Example:**

A company holds an annual celebration for all its employees at a local restaurant. Lisa has never been able to attend, as the venue does not have an accessible washroom. Before they organize the event this year, the company asks employees if they would need any accommodations to attend the event. Lisa lets them know about other restaurants that are accessible. The company organizes their next event at one of these restaurants and Lisa is finally able to attend.

#### **What is an active offer?**

An active offer is a statement of intent that an organization will provide accommodations on request to the point of undue hardship.

This can include asking:

- » Is there anything I can do to make the workplace more accessible for you?
- » Are there any barriers that we need to remove so you can do your job?

## Accommodations

This standard topic seeks to identify, remove and prevent barriers for people with disabilities to access accommodations. Removing barriers creates the opportunity for an employee to participate in meaningful, productive work that respects the employee's abilities and limitations, while contributing to a business or an organization.

Employers need to have a written process about individual accommodation plans for employees with disabilities that is available to all employees. This written process needs to include information about how:

- » An employee can take part in their individual accommodation plan
- » Employees can ask to have a union or non-union representative take part in the development of their individual accommodation plan
- » The union is involved (in unionized environments)
- » Employees' privacy will be protected
- » Changes can be made to the individual accommodation plan
- » The employer will let employees know if an accommodation has not been accepted
- » The individual accommodation plan will be part of all parts of employment (e.g., onboarding, performance evaluation, policies regarding leave, etc.)
- » Employees will be protected from any negative impacts from asking for an accommodation

An individual accommodation plan needs to be in a format that takes into account any accessibility needs of the employee.

Employers and employees need to work together on individual accommodation plans.

Employers should not unreasonably ask for expert evidence for accommodation requests. This means that if the cost and operational impact is minimal then the employer must not require evidence of a disability. The employer can ask for expert evidence when:

- » They need help to find the right accommodation
- » There are reasonable health and safety concerns

If the employer does ask for expert evidence, the employer and employee should work together to choose the right expert. The employer needs to pay for any costs associated with this. The standard defines expert broadly. An expert could include:

- » Accredited medical practitioner (for example, general practitioner, nurse practitioner, specialist, etc.)
- » Paramedical services (for example, acupuncturist, chiropractor, naturopathic physician, physiotherapist, etc.)
- » Licensed practitioners (for example, clinical counsellor, social worker, audiologist, etc.)

- » For Indigenous individuals, a person identified as supporting health and well-being within an Indigenous organization or Nation
- » Representatives with disability organizations including people with disabilities

**Example:**

A large non-profit organization has decided to consult with an expert while creating an accommodation plan for an employee. The cost of the expert is paid by the organization. The organization talks to the employee about who might be best to support the individual accommodation plan. Together, they choose to reach out to an occupational therapist who works with the employee.

**Disclosure of disability**

This standard seeks to balance the need for people to have privacy while also equipping employers to ask questions that support people with disabilities.

Employers' questions can focus on:

- » Workplace barriers
- » Workplace accommodation
- » Restrictions on activities
- » Job function
- » Ability to perform job duties
- » Health and safety
- » Performance concerns

If an employee starts performing very differently, employers need to ask if an accommodation need has arisen.

If an employee shares their disability with their employer, then employers must keep the information private. The employer should also ask the employee how often the employee would like to check-in about accommodation needs.

Sometimes as part of inclusion, diversity, equity and/or accessibility initiatives, employers may ask if an employee identifies as having a disability, but employees do not have to answer. The employer does not have the right to ask an employee's specific diagnosis except for ensuring fitness to work and health and safety.



**Example:**

Laura applied for a job posting and has been granted an interview. They have both a visible and invisible disability. They're a wheelchair user. As this is a visible disability, Laura chooses to disclose their disability to the organization before the interview. They disclose their mobility needs to the hiring manager to make sure the interview location is accessible. Laura also has an invisible disability. They choose not to disclose their invisible disability, as it will not impact the duties for the position for which they're interviewing.

**Employee development****What is employee development?**

- » Employee development is all of the activities related to monitoring and improving employee performance, productivity and effectiveness, with the goal of helping them succeed

If an employer has a policy or process about employee development, then it needs to recognize that barriers in the workplace sometimes impact performance. The policy or process also needs to recognize that individual accommodation plans can be successful or may have gaps in addressing barriers.

Employers must make sure all communication regarding employee development is available in an accessible format for each of an employee's needs.

Where needed, employers must make sure that an individual accommodation plan is in place and enough time has passed to understand if the accommodations are working before they assess the employee's performance.

Employees should not be punished if their performance is impacted because the employer has not provided an agreed-upon accommodation.

When an employer denies an opportunity for development, they need to provide a written explanation to the employee.

**Example:**

Emily works for a recreation center. Their latest performance review outlined concerns with their work performance. Upon further discussion with their manager, it was established Emily requires an accommodation they did not know was available to them. A new performance review will be scheduled for Emily after a grace period that allows them to perform their job for several weeks with the new accommodation.



## **Discipline**

If an employer has a discipline process or policy, they must make sure it:

- » Is available to employees in an accessible format
- » Considers accommodation needs and individual accommodation plans of employees
- » Includes consultation with employees or employee representatives on request

### **Example:**

Tristano's manager had requested a formal disciplinary review to address misconduct allegations against Tristano. The discipline process includes Tristano's individual accommodation plan, which requires a representative to be with them during moments of high stress, as it creates communication barriers for them.

## **MAKING THE ORGANIZATION INCLUSIVE**

### **Policies and practices**

Policies can show an organization's commitments and intentions. To create an accessible workplace for all, an organization's policies should support accessibility and the inclusion of workers with disabilities.

This standard topic seeks to make sure that employers are aware of their general obligations and understand when to identify, remove and prevent barriers as a responsible employer by ensuring that employees have equitable experiences and opportunities in the workplace and work environment.

### **What are barriers?**

A barrier is anything that stops someone from being able to participate in a full and equal way in their community.

Barriers can be caused by:

- » Environments
- » Attitudes
- » Practices and policies
- » Information and communication
- » Technology

Employers must find ways to improve employment accessibility throughout the organization. Employers must share information about their work to make things more accessible so that everyone can see the types of things they are doing. This needs to be shared in their job descriptions and/or profiles—see section on job descriptions and profiles.

**Employers must:**

- » Actively discuss accessibility needs with all their employees
- » Provide a feedback mechanism for employees to comment on accessibility
- » Protect employees who identify accessibility barriers and report accessibility discrimination issues
- » Make sure that people who make decisions for the organization know about progress on accessible employment

**Employees must:**

- » Work with the employer to identify and reasonably prevent barriers in the workplace
- » Enter the accommodation process with honest intent (act in good faith)

**Example:**

A local mall is reviewing its employment procedures to identify accessibility barriers for their existing and future employees. They have organized to meet with employees to discuss accessibility needs and better understand the organization's level of accessibility. During their consultation, the organization discovered that some of their existing policies create barriers for employment and their employees. The organization commits to reviewing the existing policies and amending them to meet the organization's accessibility goals.

**Unions**

Some workplaces are unionized. Unions play an important role in making sure employment is accessible. The purpose of this standard is to make sure unions and professional organizations support persons with disabilities by providing accessible accommodation in the workplace.

If the collective agreement creates barriers for a person with disabilities, the employer and the employee's union representative will consult each other to discuss how to reduce the barriers. Employers and unions must work together to promote and update accessibility policies and procedures.



### **What is a union?**

- » Unions are organizations of employees that are formed to help navigate the relationship between employees and the employer
- » Collective agreements are negotiated between unions and employers to outline the terms and conditions of employment

### **Example:**

Zafar broke their leg in a sporting accident and has requested a meeting with their supervisor to ask for a workplace accommodation. Zafar has asked that a union member join the meeting to discuss their individual accommodation plan. Both Zafar's supervisor and union representative attend the meeting. Together, they find a way to accommodate Zafar.

## **Leave, benefits and compensation**

### **What are leave, benefits and compensation?**

- » Leave is time away from work such as vacation or sick days
- » Benefits are non-monetary rewards or provisions offered to employees in addition to their compensation, such as health insurance, retirement plans and paid time off
- » Compensation is payment given to employees for their work, typically in the form of wages or salaries

### **Employers must:**

- » Make sure the leave, benefits and compensation packages are inclusive and meet the needs of all employees including those with disabilities
- » Regularly check with employees if the benefits they provide have barriers for people with disabilities
- » Not ask for extra medical documentation to access benefits apart from the information required by the benefits provider

When they choose a benefits package, employers must make sure that employees with disabilities are able to join the plan offered to all other employees.

When they are compensating employees, employers need to make sure employees are not discriminated against due to disabilities. Employers can consider skill, effort, responsibility and seniority when deciding pay, but they cannot pay people less because they have a disability.

**Example:**

The benefits package of a grocery store chain is up for re-negotiation. Prior to negotiating with their benefits provider, management collaborates with employees to discuss their accessibility needs and any barriers employees might encounter while trying to access benefits. The resulting employee feedback is then used by management to inform the decision of choosing a benefit package that considers the needs of all employees.

**Occupational organizations**

Some employers require their employees to be members of occupational organizations. When an employer requires an employee to be a member of an occupational organization, they need to provide accommodations required to be a member.

**What is an occupational organization??**

- » An organization other than a trade union or employer's organization, in which membership is required to carry on a trade, occupation or profession

**Example:**

John is an employee of a local charity. As part of this job, the employer wants John to belong to an organization that brings together professional fundraisers to learn from each other. John's employer ensures that all communications sent by the occupational organization to John are in an accessible format and compatible with John's screen reader.

**Documentation**

In this standard there are times when we require organizations to write information down and save it. The formal information that organizations need to write down and save is called documentation. The circumstances when organizations need to document a situation has been described in each section of this document. For example, in the section about recruiting employees, if an employer cannot provide the accommodation requested by an applicant, then they need to document the situation.

Documenting information helps organizations keep a formal description or record of a situation. Documentation is important because it helps keep organizations and people accountable.



#### Documentation about a situation needs to include:

- » Information about what happened with the organization and a person
- » Reasons why the organization was not able to offer accommodations to a person
- » Different options that the organization offered to a person
- » Whether a person agreed to the different accommodations that the organization offered

#### Organizations are in charge of documenting information about a situation and storing the information safely. Organizations also need to:

- » Share documentation with the person it is about, in a way that is accessible to them (as much as possible)
- » Tell people that they can ask for documentation about their situation

#### **Example:**

Demetri works at a distribution center. They've had an injury and cannot climb stairs. This creates a barrier for them, as an area of their work is only accessible by stairs. Demetri requested a stair chairlift be installed to accommodate their needs. The organization denied this request citing undue financial hardship. As an alternative, the organization offered to reassign some of Demetri's duties. Demetri would like a copy of the report for their records and requested the documentation from their manager. The manager provided Demetri with the requested documentation.

## **SUPPORT TO IMPLEMENT THESE RECOMMENDATIONS**

The Provincial Accessibility Committee wants to make sure that organizations have the information and guidance they need to implement any regulations that arise from these standards. The Provincial Accessibility Committee is interested in understanding the type of resources that would help organizations. This could include things like checklists, model policies, training and other supports.

## **NEXT STEPS**

Thank you for reviewing these recommendations. There are lots of ways for you to provide your feedback. Please visit: <https://Engage.gov.bc.ca/AccessibleBCActStandards/> for more information.

The Provincial Accessibility Committee will use all of the input provided to inform its final recommendations to government.







# City of Richmond

## Report to Committee Deputy CAO's Office

**To:** General Purposes Committee

**Date:** June 14, 2024

**From:** Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development

**File:** 06-2055-01/2024-Vol 01

Ben Dias  
Manager, Works Yard Planning

**Re:** **Works Yard Replacement Project - Key Design Parameters and Guiding Principles**

### Staff Recommendations

1. That the Key Design Parameters as described on page 5 of the staff report titled "Works Yard Replacement Project - Key Design Parameters and Guiding Principles" dated June 14, 2024, from the Director, Facilities and Project Development and the Manager, Works Yard Planning, be approved; and
2. That the Guiding Principles as described in Attachment 1 of the staff report titled "Works Yard Replacement Project - Key Design Parameters and Guiding Principles" dated June 14, 2024, from the Director, Facilities and Project Development and the Manager, Works Yard Planning, be approved and utilized to guide the development of the Works Yard Replacement Project.

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

Ben Dias  
Manager, Works Yard Planning  
(604-244-1207)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF DEPUTY CAO</b>
Public Works	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the Open Council meeting on July 10, 2023, it was announced that the existing Lynas Lane location will be the site for replacement of the Works Yard. The Works Yard is critical to operations, emergency response and disaster recovery, supporting services, equipment, and material that are fundamental for the operations and maintenance of the City's infrastructure. The Works Yard is essential to maintaining the City's ability to respond and recover when community safety events occur.

Following Council's approval of the capital budgets for Phase 1 of the Works Yard's replacement, the Architectural Services contract and Construction Manager Pre-Construction Services contract were awarded. Simultaneous award of design and pre-construction services was recommended as design assistance and constructability efficiencies are maximized when the work is integrated.

The purpose of this report is to provide a progress summary and bring forward recommendations on the Works Yard Replacement Project ("the Project") Key Design Parameters and Guiding Principles which will be fundamental in design and program development.

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

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

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

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

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

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

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

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

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

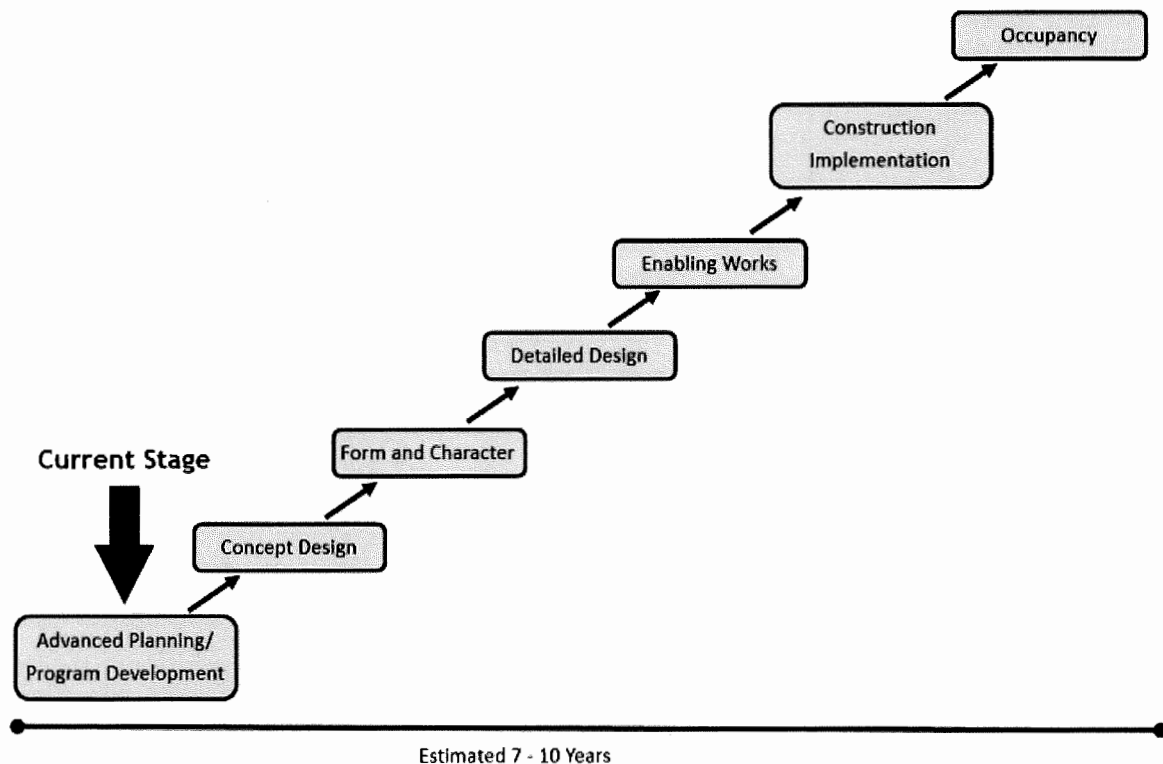
*3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.*

## Background

It is estimated that the Project will be delivered in multiple phases over 7 to 10 years during which full operations will be maintained.

The Project is in the Advanced Planning/Program Development stage, which is the initial stage in the delivery of a major facility project as illustrated in Figure 1 below. Advanced Planning/Program Development is an iterative and involved process that determines the space requirements, budget, schedule and phasing plans.

Figure 1: Major Facility Project Stages



## Advanced Planning

The existing Works Yard facilities and infrastructure do not meet modern building code standards, are not constructed to post-disaster standards and are constructed below current flood plain construction levels. These deficiencies will restrict or eliminate the City's ability to respond and recover from a significant seismic or flood event, as those events would likely damage the Works Yard to an extent that would make it inoperable and possibly unsalvageable for an extended period.

### Post-Disaster Building Construction

A post-disaster building is defined as necessary for the provision of essential services to the general public in the event of a disaster and include emergency response facilities according to the British Columbia Building Code.

The Works Yard provides a critical role in emergency response during a flood or earthquake due to its vital functions in disaster mitigation and management. The Works Yard serves as a central hub for storing and distributing essential emergency supplies and equipment, including pumps, generators, and heavy machinery. This allows for rapid deployment of resources, ensuring a swift and efficient response to any crisis, serving as a base of operations for emergency personnel, providing a centralized location for coordination, communication, and strategic planning. Additionally, the Works Yard facilitates the maintenance and repair of equipment, ensuring that crucial assets remain operational during the response and recovery phases.

The Works Yard directly supports Richmond Fire Rescue, RCMP, BC Ambulance and other emergency management response needs, by providing essential services to affected City infrastructure (roads, watermains, sewers, dikes, pump stations). Overall, the Works Yard acts as a critical lifeline, supporting the logistical and operational requirements necessary to manage and mitigate the impacts of floods and earthquakes effectively, ultimately protecting lives and minimizing damage.

### Flood Construction Level

Guided by the Council endorsed Flood Protection Management Strategy and supporting Dike Master Plans, the City's perimeter dikes are being raised to a crest elevation of 4.7 m. The Strategy also calls for raising land levels strategically and economically, requiring Flood Construction Levels (FCLs) for new construction, buildings and structures.

The Flood Plain Designation and Protection Bylaw No. 8204 requires all new buildings to be constructed above the flood plain construction level. The designated FCL for the Works Yard site is a minimum of 2.9 m. While this FCL is sufficient to economically address risk to non-essential structures, it does not meet the requirements for a post-disaster facility. It is essential that the Works Yard remain operational in the event of a dike breach or significant flood.

The Dike Master Plan also recommends superdikes, raising the land for approximately 200 m inland of the dike, to decrease flood and seismic risks by increasing the integrity of the dike. The Dike Master Plan Phase 2, endorsed by Council in April 2013, provides an overall strategy for the Thompson Dover area, which includes the Works Yard.

The reconstruction of the Works Yard presents a singular opportunity to raise the site grade to the post disaster level. Building to 4.7 m will ensure that the new Works Yard is floodproofed and will remain operational as a designated departmental operations centre in the event of a natural disaster. Staff recommend that the 4.7 m level be approved as a target for all operational areas, understanding that resolving the detailed design may result in some operational areas being marginally lower than 4.7 m.

#### Existing Trees and Berms

Currently the Works Yard site is surrounded by a stand of mature deciduous trees, which provide privacy, shading, beautification and ecological benefits for local wildlife in the area. In addition to the health advantages and natural connections, the existing trees and berms would enhance visual screening and mitigate noise during both construction phases and every day operations.

In alignment with the Council Strategic Plan, the City's Parks and Open Space Strategy and Public Tree Management Strategy, preserving the natural environment of the urban forest around the Works Yard site is essential.

Upon Council endorsement, future upgrades will incorporate the existing trees and berms into the new design of the Works Yard with minimal disturbance (refer to Figure 2).

#### Recommended Key Design Parameters

Staff recommend the following Key Design Parameters be approved:

- Construct to post-disaster standard;
- Construct to a Flood Construction Level target of 4.7 m geodetic elevation for all operational areas; and
- Retention of existing trees and berms around the site perimeter.

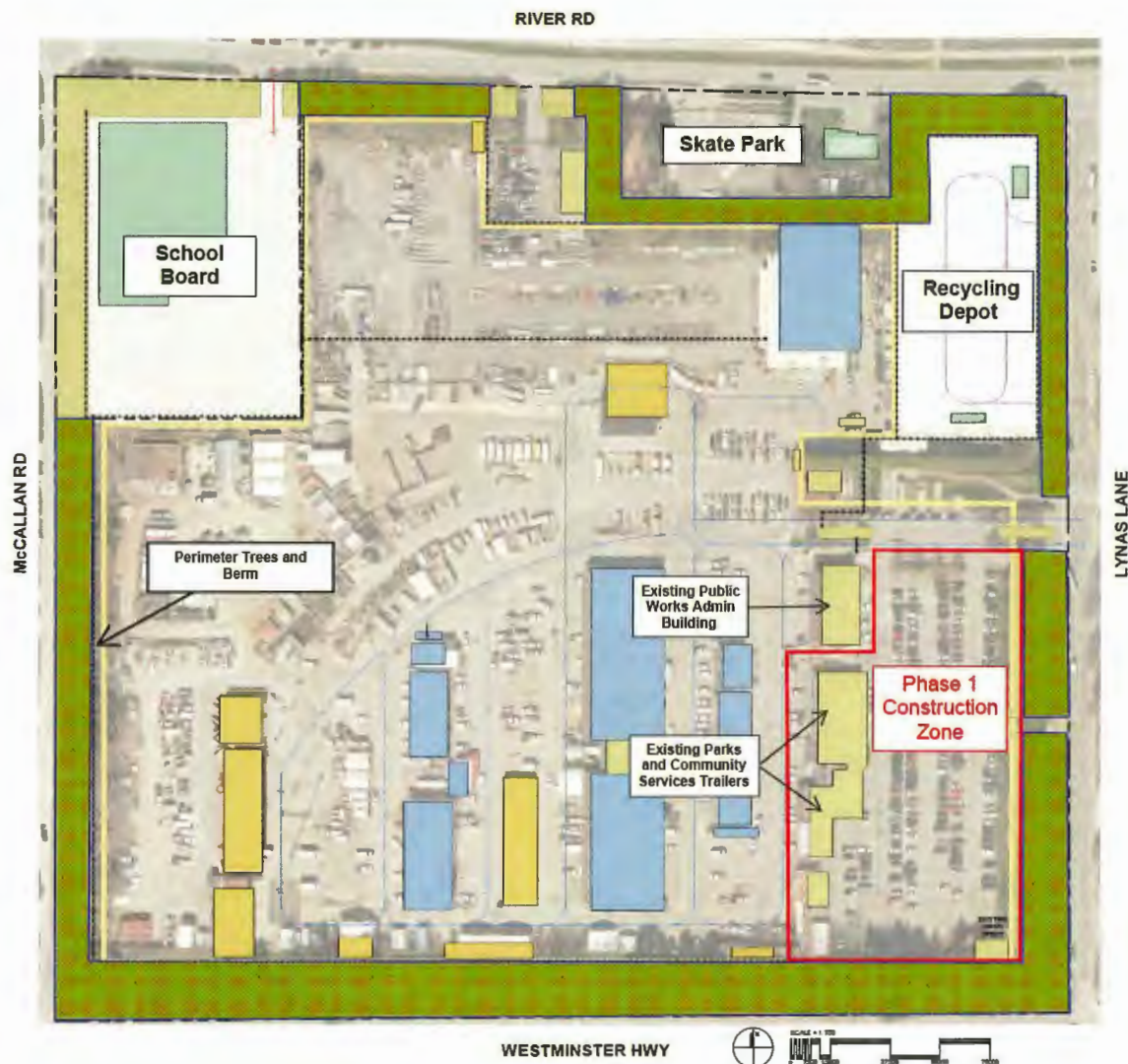
#### **Works Yard Replacement Project – Phase 1**

In order to maintain existing operations at the Works Yard, the Project will be delivered in multiple phases. Refer to Figure 2 for the Phase 1 Construction Zone. The Phase 1 general scope of work includes the following:

- Program confirmation and phasing plan for the entire Project;
- Design and construction: pre-load and ground improvements, civil works, new administration building and staff parkade; and
- Demolition or relocation of existing structures located within Phase 1 works.



Figure 2: Works Yard Site Plan – Phase 1 Construction Zone



### Enabling Works

In order to progress with the Phase 1 scope of work for the Project, enabling works are required before construction can commence, including the following:

- Staff parking and existing underground utility services within the Phase 1 Construction Zone must be relocated (in progress);
- Site condition investigation and ground improvement works (in progress); and
- Works Yard Operations Centre Consolidation (completed) – The purpose was to centralize the multiple activities that support ongoing operations, capital projects and emergency responses into a single operations centre for all operations sections. This consolidated approach resulted in additional space being made available to support the Project, including the space needed for the relocation of the staff parking lot (refer to Figures 3 and 4).

Figure 3: Works Yard Operations Centre – *Before Consolidation*



Figure 4: Works Yard Operations Centre – *After Consolidation*





## **Guiding Principles**

On May 29, 2024, the Project and architectural teams engaged with City Directors in a workshop where feedback was collected to inform the development of recommended Guiding Principles for the Project. This approach ensured the incorporation of broad perspectives and contributions from departments throughout the organization for this City-wide Project.

The following Guiding Principles emerged from the workshop which align with the Council Strategic Plan, as detailed in Attachment 1:

- Resilient
- Inclusive
- Sustainable
- Innovative
- Connected

Subject to Council approval, the Guiding Principles will support decision-making and provide overall direction for engagement and design development throughout the multi-phase Project. Additionally, they will inform and support the Project's iterative and progressive engagement plan, currently in consultation with the architectural team.

## **Project Engagement**

The Project team has delivered numerous presentations to City staff groups and Richmond School District, as well as optimized opportunities to engage through training programs, departmental workshops and the Capital Projects Open House.

Formal and informal communication, engagement and collaboration are ongoing throughout enabling works, relocation projects, and programming and design workshops amongst user groups. Engagement strategies include broad, comprehensive communicative approaches such as workshops, information sessions, digital tools, activities and events to share and collect key information, ideas, considerations, opportunities and challenges.

Engagement will continue through a wide range of initiatives to provide regular Project updates and foster involvement. Staff, stakeholders, user groups, adjacent groups and the community will be actively encouraged to ask questions and share feedback.

The following engagement initiatives are scheduled for Q3 2024 and include:

- Interactive internal engagement workshops with all Works Yard staff to communicate Project updates, gather information and seek input.
- Collaborative public engagement event in neighbouring Dover Park coordinated with the Council approved North Dike Upgrade Project consultation.
- Workshops with appointed stakeholder representatives and the Architects to collect key information from business units and user groups, and provide critical requirements to inform the programming and design.

- Opportunities to communicate project information to City departments, neighbouring residents and adjacent groups including the Richmond School District.
- Space planning preparation, engagement and relocations to facilitate Phase 1 enabling works.
- Engaging and informative activities at the annual Public Works Open House rescheduled to September 7, 2024.

### **Next Steps**

Should Council approve the recommended Key Design Parameters and Guiding Principles for the Project, staff will proceed with engagement initiatives and program development in collaboration with the architectural team and stakeholder input. Detailed Phase 1 program options and recommendations will then be brought forward for Council consideration in fall 2024.

### **Financial Impact**

None.

### **Conclusion**

The Guiding Principles are the result of a collaborative engagement process, serving as a foundational framework, shaping and informing overall direction for engagement and design.



Ferman Suleyman, P. Eng., PMP  
Project Manager  
(604-204-8541)



Nicole Haraguchi  
Project Engagement Lead  
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FS/NH:ek

Att. 1: Works Yard Replacement Project Guiding Principles

# Works Yard Replacement Project

## Guiding Principles

The Guiding Principles will shape, inform and provide overall direction throughout the multi-phase Works Yard Replacement Project.

### Resilient

- Design a post-disaster facility that withstands major events, emergencies and climate change to support staff and the community.
- Ensure the facility and amenities support staff and operational continuity, in order to serve the community 24/7.
- Exemplify leadership in preparedness, reliability, responsiveness and communication.

### Innovative

- Design innovative, functional spaces that meet current and future operational needs of the organization and community.
- Create a unique, inclusive and welcoming facility that reflects Richmond's history, diversity, natural environment and cultural heritage.
- Utilize modern design solutions to accommodate growth, ensure adaptability, enhance functionality and optimize resource use.

### Connected

- Provide staff with the necessary space and resources to effectively and proudly serve the community.
- Demonstrate and promote City programs and services by engaging the community in public-facing spaces.
- Deliver exceptional internal and external customer experiences by ensuring uninterrupted services and clear communication during construction.

### Sustainable

- Demonstrate leadership in sustainability through progressive strategic planning, multi-functional space organization and collaborative design.
- Maximize space usage and enable technological flexibility to enable staff to work efficiently and sustainably.
- Implement sustainable practices into construction and operations, where feasible, prioritizing energy efficiencies and environmental conservation.

### Inclusive

- Design a facility that prioritizes inclusion, wellness and accessibility, fostering a safe and respectful environment.
- Provide flexible spaces that integrate evolving needs while encouraging a sense of belonging for all.
- Create an adaptable space that supports future engagement, participation and service optionality for all users.





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** July 9, 2024

**From:** Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development

**File:** 06-2050-20-HBSC/Vol 01

Keith Miller  
Director, Recreation and Sports Services

**Re:** **Hugh Boyd Community Facility and Fieldhouse – Referral Response**

### Staff Recommendation

That Council provide direction as to the preferred option from Table 3 in the staff report titled, “Hugh Boyd Community Facility and Fieldhouse – Referral Response,” dated July 9, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services and, if required, that the capital budget and Consolidated 5 year Financial Plan (2024-2028) be amended.

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

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

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

## Staff Report

### Origin

On July 8, 2024, Council approved the program, site, form and concept design for the Hugh Boyd Community Facility and Fieldhouse as well as the capital budget in the amount of \$19,000,000.

Council made the following referrals in regards to the program:

*1b. That staff be directed to consider the costs and utility for a movable wall for the proposed second floor multi-use space and replacing the server room with a kitchen.*

*2. That the proposed demolition of the existing small field house, as outlined in the report titled, "Hugh Boyd Community Facility and Fieldhouse – Program, Site Selection, Form and Concept Design," dated June 3, 2024, from the Director, Facilities and Project Development and the Director, Recreation and Sport Services, be referred back to staff to examine the use and cost-effectiveness of keeping the existing small field house.*

The purpose of this report is to address referral 1b and present options for Council's consideration in regards to a movable wall and kitchen types. Staff will report back to Council on referral 2 in Fall 2024.

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

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

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

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

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

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

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

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

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

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.*

## **Background**

In addition to serving as the primary location for many local sport groups' practices, home games and tournaments, the Hugh Boyd Community Park (the "Park") is a well-utilized and valued community amenity. The addition of a new community facility and fieldhouse in the Park will support the provision of community programs, day-to-day needs of multiple local sport user groups and offer opportunities to attract high-profile tournaments and sporting competitions.

## **Kitchen Options**

As directed by Council, staff have reviewed the program requirements for kitchen facilities and developed options to replace the food servery with a kitchen.

The kitchen options presented differ based on the type of food prepared, type of equipment, frequency of use, ventilation requirements and Passive House considerations. Each option outlines the programs and events that can be supported.

### **Option 1 – Food Servery**

The program presented on July 2, 2024 for the Hugh Boyd Community Facility and Fieldhouse included a 135 sq. ft. food servery to support the multi-purpose rooms.

A food servery is a service counter or room which typically includes a sink, fridge/freezer, counter space for small appliances and a pass-thru window counter. A food servery can be used to support various programs, such as serving coffee during a seniors' wellness program or providing snacks during a parent and tot program. It is also suitable for catered events where food is prepared off-site and for warming food using countertop appliances. Temporary and mobile equipment can be brought in to support infrequent larger-scale catered events and rentals.

It would require minimal annual maintenance and requires no Vancouver Coastal Health Permit to operate. There are no ventilation requirements for a food servery and there is no impact to achieving Passive House Certification. An example of a food servery is in the Minoru Centre for Active Living – large multi-purpose room.

### Option 2 – Limited-service Kitchen

A Limited-service Kitchen requires a minimum of 455 sq. ft. and typically includes a sink, fridge/freezer and counter space for small appliances as well as a stove and oven. In addition to supporting programs and catered events outlined in Option 1, a Limited-service Kitchen would allow for basic food preparation. Program examples include heating up a pizza or making baked goods during a youth program.

There can be minimal grease laden cooking (no deep-frying), and it should be used intermittently. It would require the installation of a grease interceptor and a domestic ventilation hood. The ventilation requirements are minimal for a Limited-service Kitchen and there is low risk of not achieving Passive House Certification. An example of a Limited-service Kitchen is at the West Richmond Community Centre – second floor.

### Option 3 – Full-service Kitchen

A Full-service Kitchen would require a minimum of 560 sq. ft. and could be used to support the provision of cooking classes, and teaching and practicing food preparation. It could also support catered events and allow for the preparation of all kinds of food for service or sale to anyone, including the general public. It would require the installation of a grease interceptor and a commercial ventilation hood with fire suppression. Examples of Full-service Kitchens are in the Steveston Community Centre and South Arm Community Centre. Due to the demanding ventilation and energy-recovery requirements, a Full-service Kitchen increases the risk of not achieving Passive House Certification.

Refer to Table 1 for the estimated costs, including contingency, associated with each option. These estimates are Order of Magnitude costing based on recently completed projects and include the additional program space required for the different options.

Table 1: Cost Analysis for Kitchen Options

Kitchen Option	Minimum Area	Revised Indoor Program Total	Cost including equipment	Premium to Current Estimate	Passive House Certification
<b>1: Food Servery</b>	135 sq. ft.	No change 10,510 sq. ft.	\$250,000	Nil Already included in \$19,000,000 budget	No Risk
<b>2: Limited-service</b>	455 sq. ft. (Additional 320 sq. ft.)	10,830 sq. ft.	\$850,000	\$600,000	Low Risk
<b>3: Full -service</b>	560 sq. ft. (Additional 425 sq. ft.)	10,935 sq. ft.	\$1,300,000	\$1,050,000	Highest Risk*

\* Due to the demanding ventilation and energy-recovery requirements of a Full-service Kitchen, the risk of not achieving Passive House certification increases.

## Movable Wall Options

The two multi-purpose rooms are designed to be flexible and accommodate simultaneous use for a wide range of activities and community programming, supporting both individual and community health and wellness. Ensuring maximum space utilization adheres to the principles of the Richmond Circular City Strategy by maximizing building usage, ensuring adaptability to various needs and avoiding idle time.

The rooms are suitable for a variety of programs such as creative, social, and low intensity fitness programs for seniors, parent and tot programs, wellness programs, child and youth programs, and sport user group coaching and training clinics. When the multi-purpose rooms are not being used for the provision of community and sport programming and events, they can be rented by community groups.

Staff investigated the option to install a movable wall between the two multi-purpose rooms, to allow the proposed rooms to be used as one 2,200 sq. ft. larger room. From a programming and operational perspective, the addition of a movable wall presents sound transfer issues, increased maintenance costs and space required to store the movable wall when not in use. A movable wall also removes flexibility for locating millwork and other fixed features on the wall. There are different types of movable walls which vary in price based on levels of sound mitigation, quality and composition (refer to Table 2). Essentially, the more robust the wall, the greater the ability to mitigate sound transference and associated cost premium.

Table 2: Analysis for Movable Wall Options

Wall Option	Premium to Current Budget
A: Solid Wall	Nil Included in \$19,000,000 budget
B: Standard Movable Wall*	\$150,000
C: Premium Movable Wall	\$250,000

\*Similar to the design and quality in the City Hall cafeteria

Should Council direct staff to include the movable wall, the specifications will be refined in the detailed design process, with the Building Committee's input. The Building Committee was re-consulted and is supportive of either a solid wall or a movable wall.

## Financial Impact

The capital budget approved by Council for the new facility is \$19,000,000 (2024 dollars). The estimated cost for the additional project elements range from \$150,000 to \$1,300,000 (refer to Table 3). Should Council direct staff to add a movable wall and/or a kitchen other than a food server, the additional project elements will be funded by the Capital Building and Infrastructure Reserve and the Consolidated 5 Year Financial Plan (2024-2028) will be amended accordingly. Any additional funding required for the additional project elements may impact the Capital Building and Infrastructure Reserve funding available for other capital projects.



The additional costs associated with the ongoing operation and maintenance of these items will be included in the operating budget which will be submitted to Council for consideration in a future report.

Table 3: Option and Cost Summary for Additional Project Element

Option	Total budget amendment	Total budget
1A: Food Servery, with Solid Wall	nil	\$19,000,000
1B: Food Servery, with Standard Movable Wall	\$150,000	\$19,150,000
1C: Food Servery, with Premium Movable Wall	\$250,000	\$19,250,000
2A: Limited Service Kitchen, with Solid Wall	\$600,000	\$19,600,000
2B: Limited Service Kitchen, with Standard Movable Wall	\$750,000	\$19,750,000
2C: Limited Service Kitchen, with Premium Movable Wall	\$850,000	\$19,850,000
3A: Full Service Kitchen, with Solid Wall	\$1,050,000	\$20,050,000
3B: Full Service Kitchen, with Standard Movable Wall	\$1,200,000	\$20,200,000
3C: Full Service Kitchen, with Premium Movable Wall	\$1,300,000	\$20,300,000

### Next Steps

Should Council direct staff to add a movable wall and/or kitchen other than a food servery, the program, capital budget and the Consolidated 5 Year Financial Plan (2024-2028) will be revised accordingly.

### Conclusion

This report responds to the July 2, 2024 General Purposes referral, directing staff to consider the costs and utility for a movable wall for the second floor multi-use space and replacing the food servery with a kitchen. With Council direction on these two program elements, staff will proceed with the development of the building character and detailed design.



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

MR/MB:ek



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



**To:** Planning Committee

**Date:** June 20, 2024

**From:** Wayne Craig  
General Manager, Planning and Development

**File:** RZ 22-027214

**Re:** Application by Matthew Cheng Architect Inc. for Rezoning at 8440/8460 No. 3 Road from the "Two-Unit Dwellings (RD1)" Zone to the "Small-Scale Multi-Unit Housing (RSM/M)" Zone

**Staff Recommendation**

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10564, for the rezoning of 8440/8460 No. 3 Road from the "Two-Unit Dwellings (RD1)" zone to the "Small-Scale Multi-Unit Housing (RSM/M)" zone, be introduced and given first, second and third reading.

Wayne Craig  
General Manager, Planning and Development

WC:le  
Att. 8

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Housing Office	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

Matthew Cheng Architect Inc. has applied on behalf of property owner, Catherine Zhang, to rezone the property at 8440/8460 No. 3 Road from the “Two-Unit Dwellings (RD1)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, to permit the property to be subdivided to create two small-scale multi-unit housing lots oriented north-south, with vehicle access from Lucas Road (Attachment 1). A site survey showing the proposed subdivision plan is included in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

#### Subject Site Existing Housing Profile

The dwelling currently located on the subject property is an un-stratified duplex. One of the duplex units is currently tenant-occupied, the other unit is currently vacant; and both units do not contain any secondary suites.

### **Surrounding Development**

Development immediately surrounding the subject site is as follows:

To the North: Across Lucas Road is a single detached dwelling on a lot zoned “Single Detached (RS1/E)” with vehicle access from Lucas Road.

To the South: Single detached dwellings, previously rezoned under RZ 15-697843, with shared driveway access from Bowcock Road.

To the East: An existing un-stratified duplex on a lot zoned “Two-Unit Dwellings (RD1)”, that is subject to a rezoning application (RZ 23-023857) to facilitate the subdivision of the existing property into two “Small-Scale Multi-Unit Housing (RSM/M)” zoned lots.

To the West: Across No. 3 Road, single detached dwellings on lots zoned “Single Detached (RS1/E)”.

### **Related Policies & Studies**

#### Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Neighbourhood Residential”. The redevelopment proposal is consistent with this designation.

### Single Family Lot Size Policy

The subject site is located within the area governed by Single-Family Lot Size Policy 5423, adopted by Council on November 20, 1989, and subsequently amended in 2003 and 2004 (Attachment 5). The Single-Family Lot Size Policy permits properties with duplexes to be rezoned and subdivided into two equal halves, provided that each lot created meets the requirements of the “Single Detached (RS2/B)” zone or the “Single Detached (RS2/C)” zone. The proposed “Small-Scale Multi-Unit Housing (RSM/M)” zone is approximately equivalent to the existing RS1/B zone. This redevelopment proposal would allow for the creation of two lots that are 13.44 m and 14.52 m in width respectively, and a minimum of 540 m<sup>2</sup> (5,812 ft<sup>2</sup>) in area, consistent with the requirements of the “Small-Scale Multi-Unit Housing (RSM/M)” zone.

### Arterial Road Land Use Policy

The Arterial Road Land Use Policy identifies the subject site for townhouse development. Townhouse development would require the subject site and the neighbouring property at 8020/8040 Lucas Road to be rezoned and consolidated.

The proposal is being considered on the basis that both the owners, of the subject site and the adjacent property, have confirmed that they understand that these properties are identified for townhouse development but wish to separately pursue applications for single detached/ small-scale multi-unit housing development (Attachment 4). In addition, the consolidated properties would not meet the minimum 50 metre frontage consistent with the City’s policies respecting the development of townhouses on a major arterial road. Further, recent amendments to the City’s zoning bylaw to comply with the Province’s Bill 44, the proposed rezoning has the potential to create up to eight new dwelling units (four on each lot). In addition, the proposed lot pattern is consistent with the recent development immediately south of the subject properties.

### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The Province has granted Royal Assent to Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the proposed rezoning.

## **Analysis**

### **Conceptual Development Plans and Landscape Plans**

As the subject property is a corner lot, the applicant has submitted conceptual plans showing the proposed architectural elevations of the dwelling on the proposed corner lot at the intersection of No. 3 Road and Lucas Road (Attachment 6). The proposed elevation plans show that the west façade is articulated through the use of window openings and building projections.

Prior to rezoning bylaw adoption, the applicant is required to submit a landscape plan that meets the guidelines outlined in the Arterial Road Land Use Policy, and a cost estimate and associated landscape security to the satisfaction of the Director, Development, prior to the final adoption of the Rezoning Bylaw.

Prior to final adoption of the rezoning bylaw, the applicant is required to register a legal agreement on Title specifying that the Building Permit application and ensuing development of the corner lot must be generally consistent with the plans included in Attachment 5.

Plans submitted at Building Permit application stage must also demonstrate compliance with Richmond Zoning Bylaw 8500 and all City regulations.

### **Existing Legal Encumbrances**

There is a Covenant on Title of the subject property (BW86382) which prohibits vehicle access to the subject property from No. 3 Road and allows vehicle access to the subject property from Lucas Road only. Upon subdivision of the subject property, this charge (BW86382) will be discharged from proposed Lot 2.

### **Transportation and Site Access**

Prior to final adoption of the rezoning bylaw, the applicant is required to dedicate approximately 0.5 m as road along the No. 3 Road frontage; and a 4.0 m x 4.0 m corner cut; as confirmed through a functional road plan prepared by a qualified professional as part of the Servicing Agreement process.

In accordance with Residential Lot (Vehicular) Access Regulation Bylaw 7222, vehicle access from the proposed lots to No. 3 Road is not permitted. Vehicle access to the proposed lots are required through a single shared driveway crossing (6.0 m wide) along Lucas Road, centered on the proposed shared property line. The applicant is required to remove the existing driveway let-down on No. 3 Road and to reinstate the curb, gutter and sidewalk as part of the required servicing agreement works.

Prior to rezoning, the applicant is required to register a legal agreement on Title to ensure that:

- Upon subdivision of the property, vehicular access to the proposed lots is via a single shared driveway crossing (6.0 m wide at the back of the sidewalk at the property line and 9.0 m wide at the curb), centred on the proposed shared property line.



Prior to subdivision, the applicant will be required to register a cross-access easement, Statutory Right-of-Way, or other agreement, on Title and centred on the proposed shared property line to enable vehicles to pass over the common lot line to enter and exit the properties.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development (Attachment 7). The Report assesses eight bylaw-sized trees on the subject property and five street trees on City property.

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

- Five trees (tag# 723, 724, 725, 726 & 727) located in the south-east corner of the development site are in poor condition and either declining due to disease, i.e. visible canker (723), approaching mortality (726 & 727), or standing dead (724 & 725). These trees are not good candidates for retention and should be removed and replaced. Replacement trees should be specified at 2:1 ratio as per the OCP.
- There is one tree in fair condition (tag# 722) in the north-east corner of the development site exhibiting a structural defect in its main stem as a result of previous topping for utility line clearance that is recommended for removal. Replacement trees should be specified at 2:1 ratio as per the OCP.
- There is one tree (tag# 728) that is a windrow (five co-dominant stems) in the rear yard, which is in poor structure and condition as its roots are limited by being located directly adjacent to the existing rear driveway entrance/ exit onto No. 3 Road. As the windrow is not in good health, it is recommended to remove and replace it. Replacement trees should be specified at 2:1 ratio as per the OCP.
- There is one 89 cm dbh Austrian pine tree (tag# 729) in the south-western area of the development site directly adjacent to the existing dwelling. This tree is recommended for removal as its root structure is directly adjacent to the existing foundation of the existing duplex dwelling and demolition of the existing dwelling will cause excessive root loss from which the tree will be unable to recover. Replacement trees should be specified at 2:1 ratio as per the OCP.

There are five trees (tag# CO1, CO2, CO3, CO5 & CO6) located on City property that are in poor condition (previously topped for utility clearance, suppressed due to crowding/ adjacent ditch and sidewalk), and are recommended for removal by City Parks staff, with \$7,680.00 of compensation to the Tree Compensation Fund for their removal.

### *Tree Replacement*

The applicant wishes to remove eight on-site trees (tag# 722, 723, 724, 725, 726, 727, 728 & 729). The 2:1 replacement ratio per the OCP would require a total of 16 replacement trees. The applicant has agreed to plant four trees on each lot proposed; for a total of eight trees.

The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
8	8.0 cm	4.0 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$6,144.00 (\$768.00 x 8) to the City's Tree Compensation Fund in lieu of the remaining eight trees that cannot be accommodated on the subject property after redevelopment.

#### Affordable Housing Strategy

The City's Affordable Housing Strategy for single detached dwelling rezoning applications requires a secondary suite or coach house on 100 per cent of new lots created through single detached dwelling rezoning and subdivision applications; a secondary suite or coach house on 50 per cent of new lots created and a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of the total buildable area of the remaining lots or a cash-in-lieu contribution of the total buildable area of all lots where a secondary suite cannot be accommodated in the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a minimum one-bedroom secondary suite of a minimum 33 m<sup>2</sup> (355 ft<sup>2</sup>) on each of proposed Lots 1 and 2. Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a one-bedroom secondary suite of the minimum size specified is constructed on each of the two future lots and to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

#### Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant must enter into a Servicing Agreement for the design and construction of the required site servicing works and improvements outlined in Attachment 8, including new utility connections, the removal of the existing driveway on No. 3 Road, the removal and replacement of the driveway letdown on Lucas Road and frontage improvements on both No. 3 Road and Lucas Road.

In addition, at the subdivision stage the applicant is required to pay the current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges and Address Assignment Fees.

#### **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

**Conclusion**

Matthew Cheng Architect Inc. has applied on behalf of property owner, Catherine Zhang, to rezone the property at 8440/8660 No. 3 Road from the “Duplex (RD1)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, to permit the property to be subdivided to create two small-scale multi-unit housing lots oriented north-south, with vehicle access from Lucas Road.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10564 be introduced and given first, second and third reading.



Laurel Eyton  
Planning Technician  
(604-276-4262)

LE:js

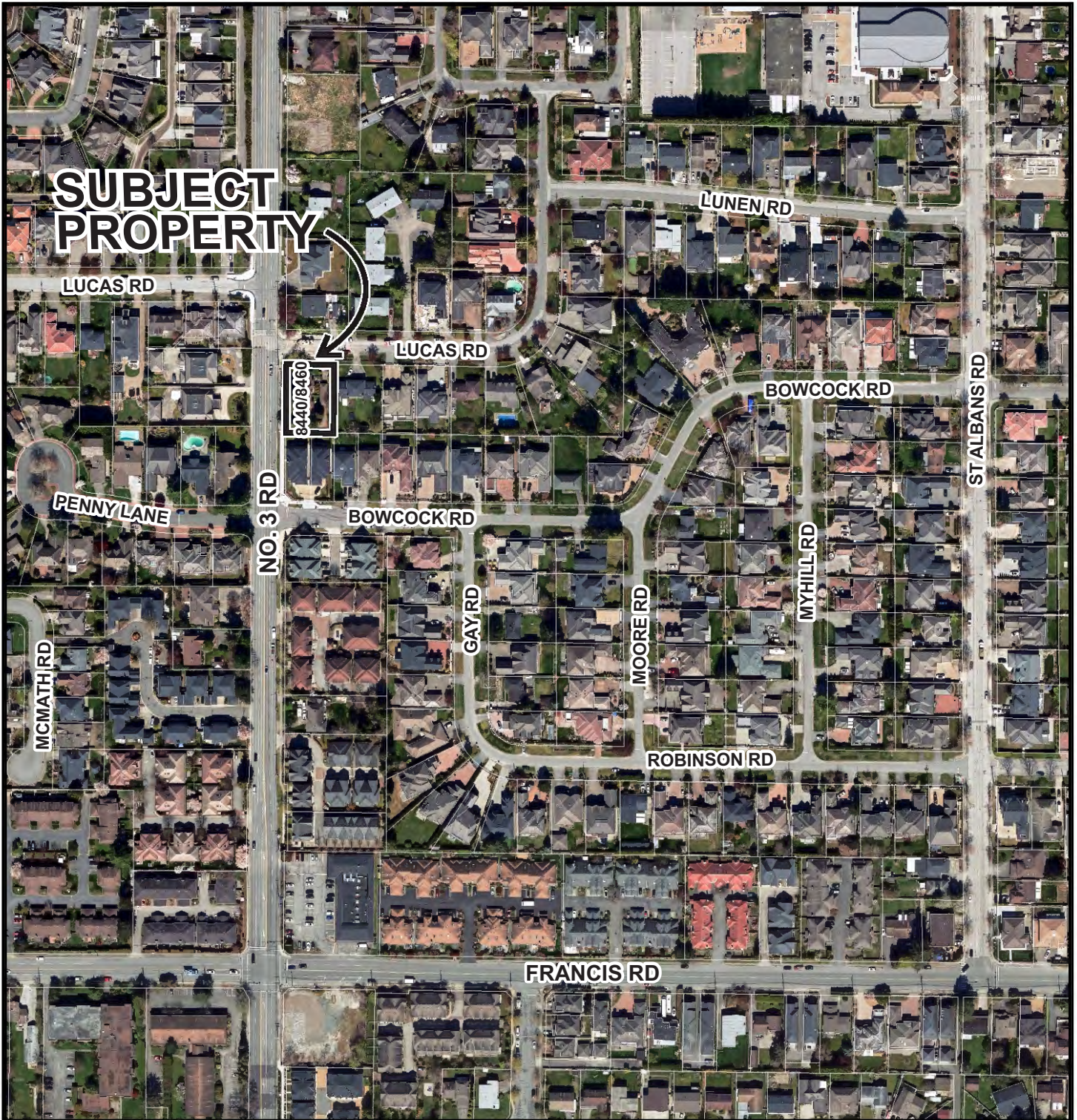
- Att.
- 1: Location Map
  - 2: Site Survey and Subdivision Plan
  - 3: Development Application Data Sheet
  - 4: Signed Owner Letters
  - 5: Single Family Lot Size Policy 5423
  - 6: Conceptual Development Plans
  - 7: Tree Management Plan
  - 8: Rezoning Considerations







# City of Richmond



RZ 22-027214

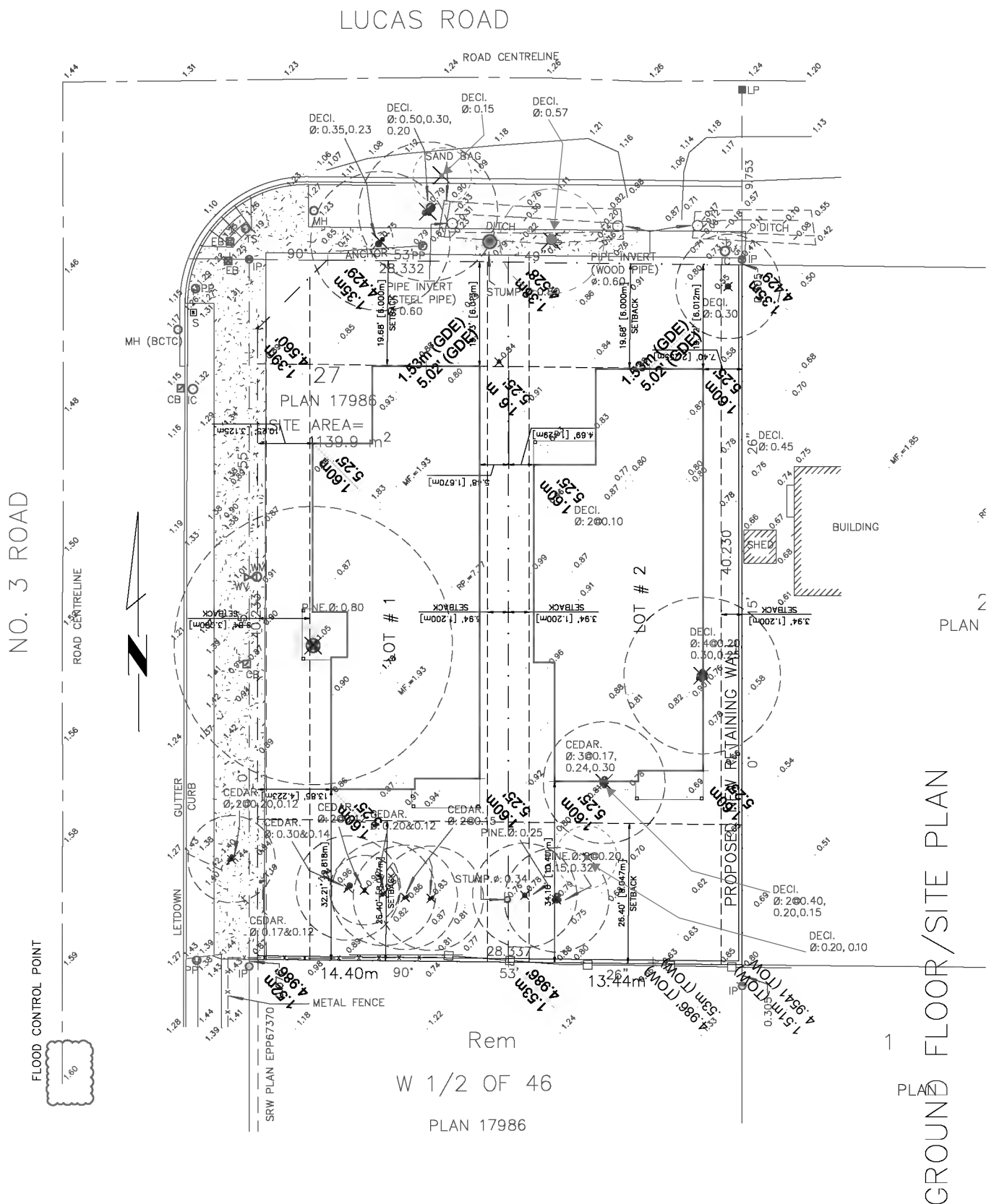
Original Date: 01/17/23

Revision Date:

Note: Dimensions are in METRES



## Attachment 2





**RZ 22-027214**

**Attachment 3**

Address: 8440/8460 No. 3 Road

Applicant: Matthew Cheng Architect Inc.

Planning Area(s): Broadmoor

	Existing	Proposed
<b>Owner:</b>	Catherine Zhang	Lot 1: TBD Lot 2: TBD
<b>Site Size (m<sup>2</sup>):</b>	1139.9 m <sup>2</sup>	Lot 1: 572.37 m <sup>2</sup> Lot 2: 540.58 m <sup>2</sup>
<b>Land Uses:</b>	Duplex Residential	Single Detached Residential
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>702 Policy Designation:</b>	Policy 5423	No change
<b>Zoning:</b>	Two-Unit Dwellings (RD1)	Small-Scale Multi-Unit Housing (RSM/M)
<b>Number of Units:</b>	Two duplex units	Two single detached dwellings, each with a secondary suite
<b>Other Designations:</b>	Arterial Road Policy Townhouse Designation	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lot 1: Max. 287.83 m <sup>2</sup> (3,098.17 ft <sup>2</sup> ) Lot 2: Max. 278.30 m <sup>2</sup> (2,995.59 ft <sup>2</sup> )	Lot 1: Max. 284.07 m <sup>2</sup> (3,057.70 ft <sup>2</sup> ) Lot 2: Max. 276.69 m <sup>2</sup> (2,978.26 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 20%	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 20%	none
Lot Size:	Min. 360.0 m <sup>2</sup>	Lot 1: 572.37 m <sup>2</sup> Lot 2: 540.58 m <sup>2</sup>	none
Lot Dimensions (m):	Lot Width: Min. 12.0 m Corner Lot Width: Min. 14.0 m Lot Depth: Min. 24.0 m	Lot 1 Width: 14.52 m Lot 1 Depth: 40.23 m Lot 2 Width: 13.44 m Lot 2 Depth: 40.23 m	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Setbacks (m):	Front: Min. 6.0 m Rear: Min. greater of 6.0 m or 20% of total lot depth Side: Min. 1.2 m Exterior Side: Min. 3.0 m	Front: Min. 6.0 m Rear: Min. greater of 6.0 m or 20% of total lot depth Side: Min. 1.2 m Exterior Side: Min. 3.0 m	none
Height (m):	Max. 2.5 storeys	Max. 2.5 storeys	none

\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

May 16, 2024

**To Whom It May Concern:**

I am the owner of 8440/8460 No. 3 Road. Our plan is to subdivide the lot and build two single houses on 8440/8460 No. 3 Road. Therefore, I don't wish to pursue townhouses.

Regards,

Catherine Zhang

A handwritten signature in black ink, appearing to be 'CZ', written over a horizontal dashed line.

March 27, 2023

**To Whom It May Concern:**

I am the owner of 8020-Lucas Road. I have been contacted by 8440/8460 No. 3 Road <sup>owners</sup> agent. Our plan is to subdivide the lot and build two single houses on 8020-Lucas Road. Therefore, I am not prepared to sell 8020-Lucas Road or joint application to develop townhouse.

Regards,



---

Zhiai Lu



**City of Richmond****Policy Manual**

Page 1 of 2

Adopted by Council: November 20, 1989  
Amended by Council: November 17<sup>th</sup>, 2003  
Amended by Council: March 15<sup>th</sup>, 2004

**POLICY 5423**

File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 21-4-6

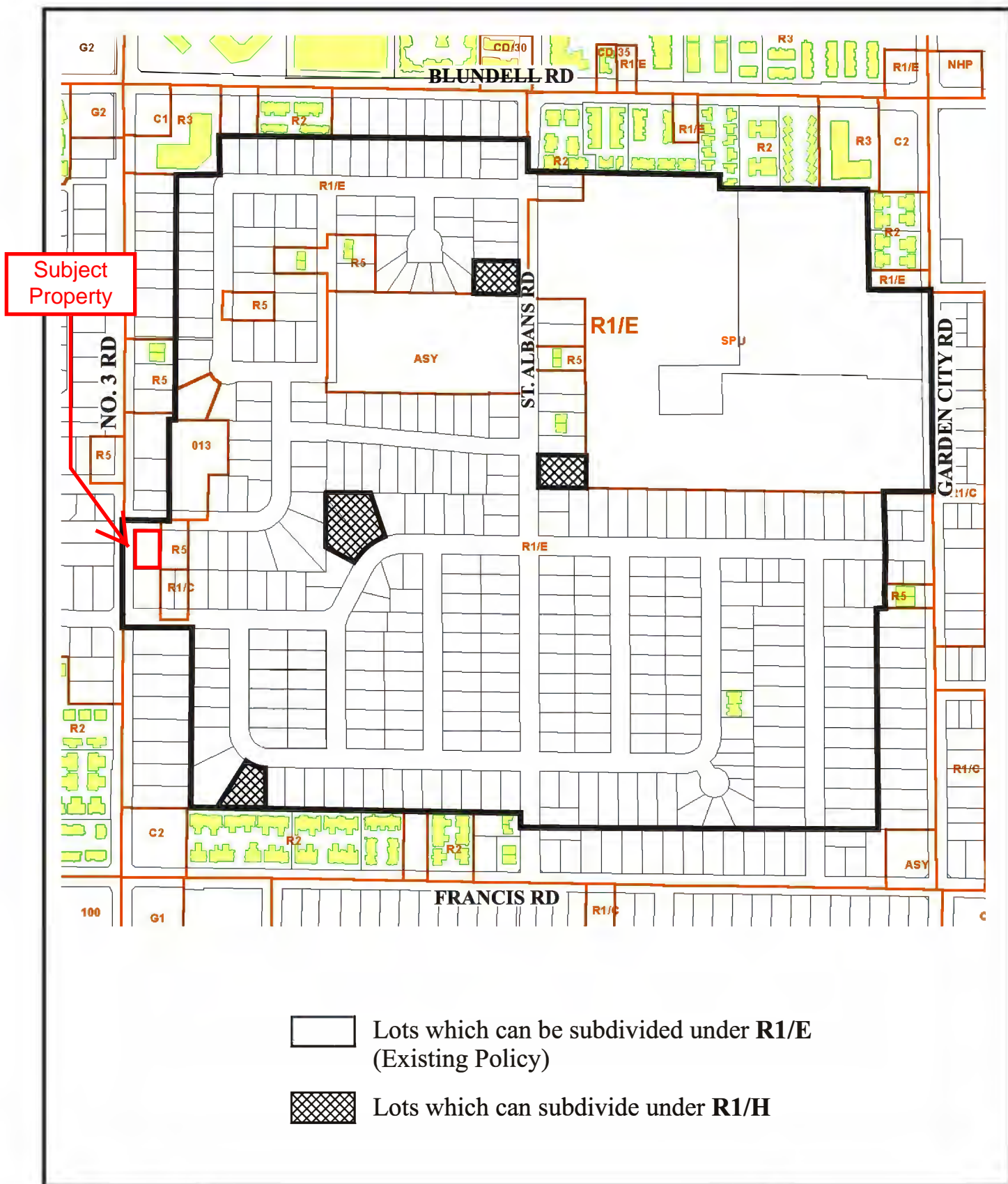
**POLICY 5423:**

The following policy establishes lot sizes within the area generally bounded by **Blundell Road, No. 3 Road, Francis Road and Garden City Road** (in a portion of Section 21-4-6):

That properties within the area generally bounded by Blundell Road, No. 3 Road, Francis Road and Garden City Road, in a portion of Section 21-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) in Zoning and Development Bylaw 5300, with the exception that:

- a) properties with duplexes be permitted to subdivide into two equal halves, provided that each lot created meets the requirements of the Single-Family Housing District (R1/B) or (R1/C).
- b) five properties highlighted on the map be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area H (R1/H) in Zoning and Development Bylaw 5300.

This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw..



Policy 5423  
Section 21, 4-6

Adopted Date: 11/20/89  
Amended Date: 03/15/04



MATTHEW CHENG  
ARCHITECT INC.

Unit 302-438 Evans Avenue  
Vancouver, BC V6L 2K1  
Tel: (604) 681-1111  
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Email: matthew@matthewcheng.com

THIS DOCUMENT IS THE PROPERTY OF MATTHEW CHENG ARCHITECT INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF MATTHEW CHENG ARCHITECT INC.

Rev. 001 11/2020

Overall Dimensions

CNCL - 139

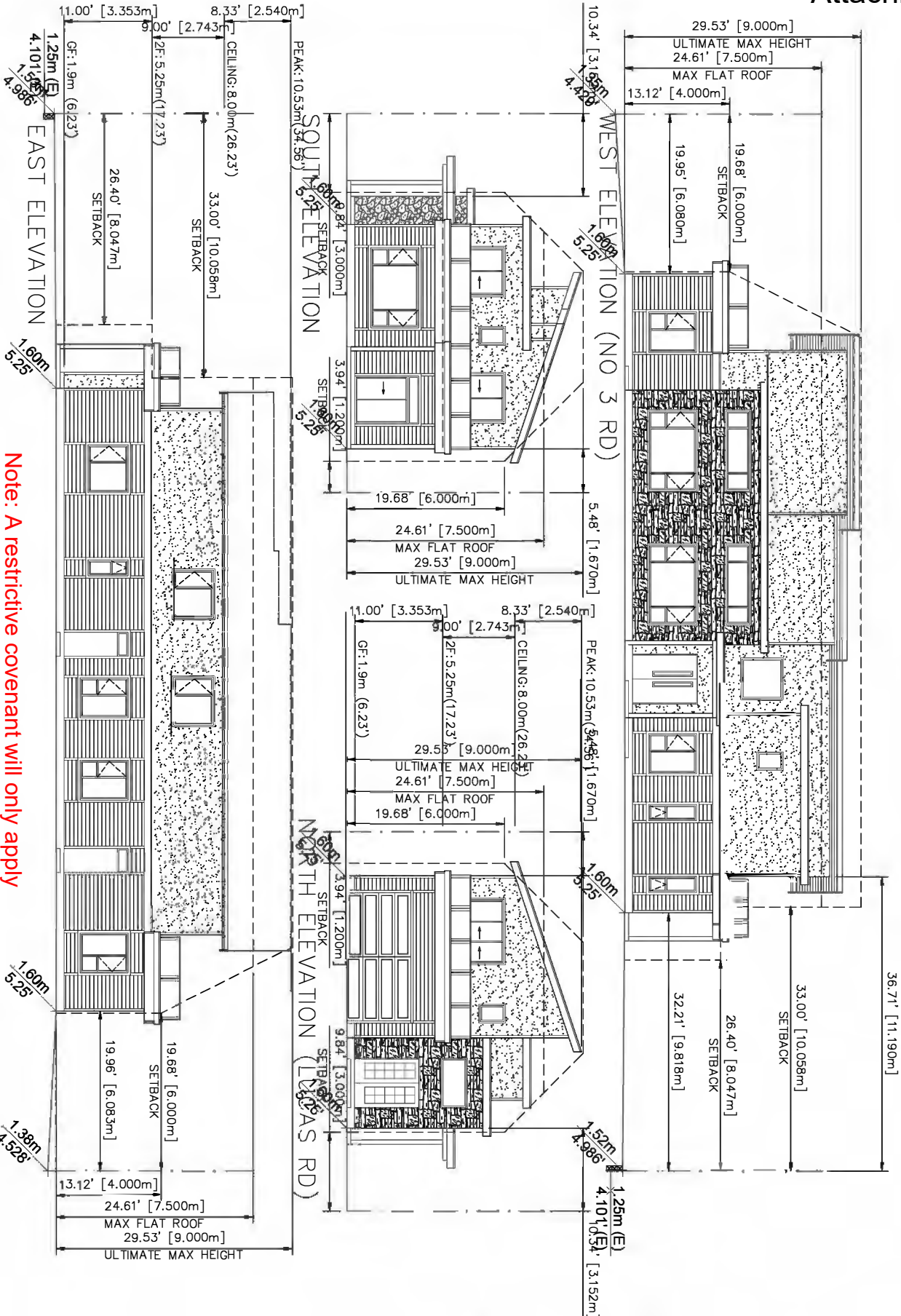
Project Title  
SUBDIVISION  
DEVELOPMENT  
8440 & 8460 NO3 RD  
RICHMOND BC

Sheet Title  
CORNER LOT(LOT1)  
ELEVATIONS

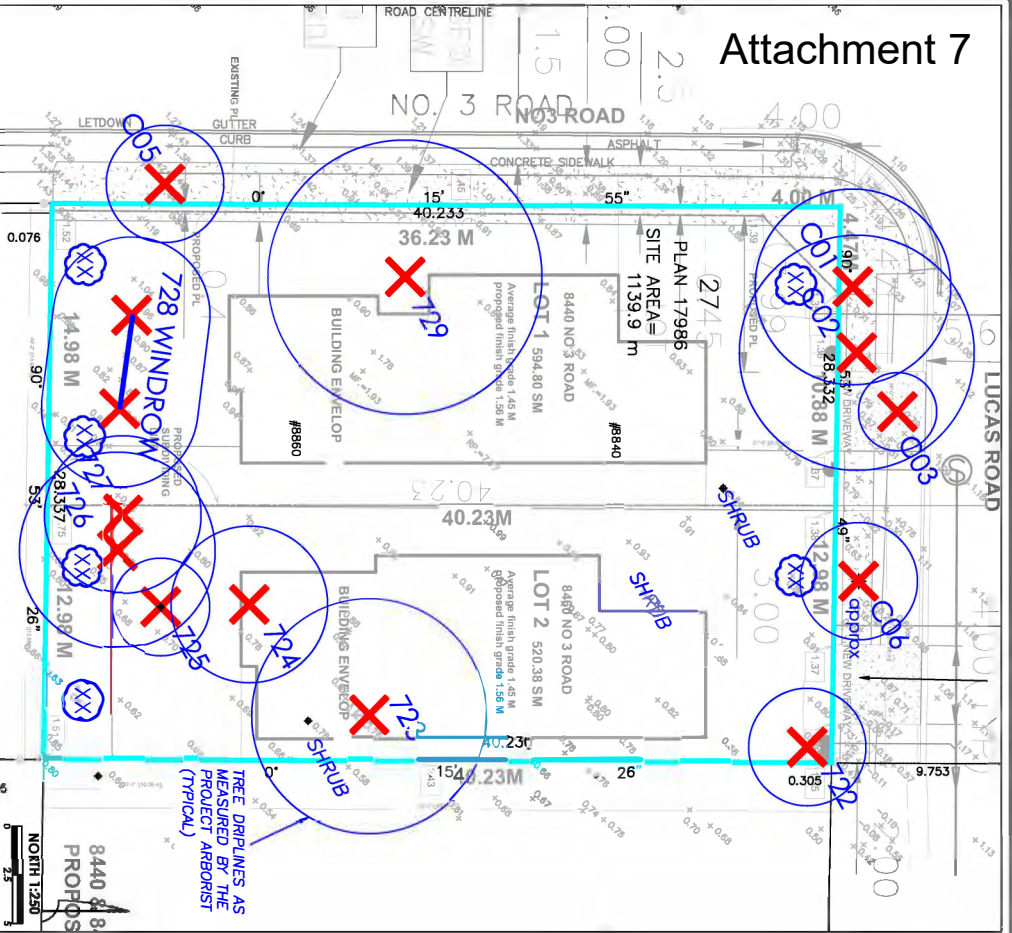
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Scale: 3/8" = 1'-0"  
Drawing Date:  
Project Date:  
Rev. 001 11/2020

Rev. 001 11/2020  
Rev. 002 02/2022  
D04

Note: A restrictive covenant will only apply to the west and north elevations.







## TREE RETENTION AND PROTECTION DETAIL - PROJECT DESIGN BASE PRESCRIPTION FOR EXISTING TREES RELATED TO THE PROPOSED DEVELOPMENT

**LEGEND: TREE RETENTION:**

- Green 'X' = TREE TO BE RETAINED
- Red 'X' = TREE TO BE REMOVED
- Blue circle = TREE DRIPLINE
- Red circle = TREE PRESERVATION ZONE
- Blue circle with 'X' = TREE TO BE RETAINED WITH PROTECTION
- Blue circle with 'X' = TREE TO BE REMOVED WITH PROTECTION

**PROPOSED DEVELOPMENT:**

- Blue line = PROPOSED BUILDING ENVELOPE
- Blue line = PROPOSED DRIVEWAY
- Blue line = PROPOSED SIDEWALK
- Blue line = PROPOSED CURB
- Blue line = PROPOSED GUTTER
- Blue line = PROPOSED ROAD CENTRELINE

**SUGGESTED PLANT LIST: REPLACEMENT TREES**

Please select a replacement tree from the list below. The list is organized by tree size and growth habit. The list is not exhaustive and should be used as a guide only. The list is subject to change without notice.

TREE SIZE	GROWTH HABIT	REPLACEMENT TREE
SMALL	Deciduous	AG, AGC, AGD, AGF, AGG, AGH, AGI, AGJ, AGK, AGL, AGM, AGN, AGO, AGP, AGQ, AGR, AGS, AGT, AGU, AGV, AGW, AGX, AGY, AGZ
SMALL	Evergreen	AGC, AGD, AGF, AGG, AGH, AGI, AGJ, AGK, AGL, AGM, AGN, AGO, AGP, AGQ, AGR, AGS, AGT, AGU, AGV, AGW, AGX, AGY, AGZ
MEDIUM	Deciduous	AG, AGC, AGD, AGF, AGG, AGH, AGI, AGJ, AGK, AGL, AGM, AGN, AGO, AGP, AGQ, AGR, AGS, AGT, AGU, AGV, AGW, AGX, AGY, AGZ
MEDIUM	Evergreen	AGC, AGD, AGF, AGG, AGH, AGI, AGJ, AGK, AGL, AGM, AGN, AGO, AGP, AGQ, AGR, AGS, AGT, AGU, AGV, AGW, AGX, AGY, AGZ
LARGE	Deciduous	AG, AGC, AGD, AGF, AGG, AGH, AGI, AGJ, AGK, AGL, AGM, AGN, AGO, AGP, AGQ, AGR, AGS, AGT, AGU, AGV, AGW, AGX, AGY, AGZ
LARGE	Evergreen	AGC, AGD, AGF, AGG, AGH, AGI, AGJ, AGK, AGL, AGM, AGN, AGO, AGP, AGQ, AGR, AGS, AGT, AGU, AGV, AGW, AGX, AGY, AGZ

## APPENDIX C: TREE MANAGEMENT DRAWING SHEET 2 OF 2

**ARBORETECH CONSULTING**

125 - 6286 203 ST LANGLEY BC V3Y 3S1 604 275 3484 trees@arboresgroup.com

**PROJECT: PROPOSED 2 LOT SUBDIVISION**

**ADDRESS: 8840 NO. 3 ROAD, RICHMOND**

**CITY REF: 11X17**

**DATE: MAY 15, 2024**

**REV # 12**

**ACI FILE: 18225**

**TREE PLANTING GUIDELINES:**

- CONCEPTUAL DESIGN:** The drawing represents a conceptual design of the proposed development. It is not a final design and should be used as a guide only. The list is not exhaustive and should be used as a guide only. The list is subject to change without notice.
- STAGING:** The staging area should be clearly defined and marked with a red line. The staging area should be used for the storage of materials and equipment. The staging area should be kept clear of the planting area.
- SITE PREPARATION:** The site should be prepared for planting by removing any existing vegetation and debris. The site should be graded and compacted. The site should be watered regularly.
- STANDARDS:** The standards for tree planting should be followed. The standards include the selection of trees, the size of trees, the spacing of trees, and the method of planting.
- ALTERNATES:** The alternates for tree planting should be provided. The alternates include the selection of trees, the size of trees, the spacing of trees, and the method of planting.
- LANDSCAPE SURFACE FINISHING:** The landscape surface should be finished to match the surrounding area. The surface should be graded and compacted. The surface should be watered regularly.
- WATERING:** The trees should be watered regularly. The watering should be done at least once a week. The watering should be done in the early morning or late afternoon.
- STAKING:** The trees should be staked to provide support. The stakes should be made of wood and should be placed in the ground. The stakes should be removed when the trees are established.
- PROTECTION:** The trees should be protected from damage. The protection should be provided by using a tree guard or a tree wrap. The protection should be removed when the trees are established.

**TREE PLANTING DETAIL:**

The tree planting detail shows the location of the trees and the method of planting. The detail includes the tree size, the tree species, the tree spacing, and the tree method of planting.

**LEGEND: REPLACEMENT TREE PLANTING:**

- Green 'X' = TREE TO BE RETAINED
- Red 'X' = TREE TO BE REMOVED
- Blue circle = TREE DRIPLINE
- Red circle = TREE PRESERVATION ZONE
- Blue circle with 'X' = TREE TO BE RETAINED WITH PROTECTION
- Blue circle with 'X' = TREE TO BE REMOVED WITH PROTECTION

**CONCLUSION:**

The tree management drawing sheet 2 of 2 provides the necessary information for the tree management of the proposed development. The sheet includes the tree retention and protection details, the suggested plant list, and the tree planting guidelines.



# City of Richmond

## Rezoning Considerations

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

**Address:** 8440/8460 No. 3 Road

**File No.:** RZ 22-027214

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10564, the developer is required to complete the following:**

1. **(Road Dedication)** Approximately 0.5 m road dedication along the entire No 3 Road frontage, and an approximately 4.0 m by 4.0 m corner cut at the northwest corner of the property, to be confirmed through a survey plan overlaid with a functional road plan.
2. **(Landscape Security)** Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
  - comply with the guidelines of the OCP's Arterial Road Policy and should not include hedges along the property line onto No. 3 Road;
  - include a private outdoor open space for private or shared use, at a minimum of 6.0 m<sup>2</sup> per dwelling unit.
  - include a mix of coniferous and deciduous trees;
  - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
  - include at minimum eight required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
8	8.0 cm		4.0 m

3. **(Tree Compensation Contribution)** City acceptance of the developer's offer to voluntarily contribute \$13,824.00 [\$6,144.00 (\$768 x 8 trees) + \$7,680.00 for replacement of 5 City trees] to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title.
5. **(Cross Access)** Registration of a legal agreement on title of the subject property to ensure that upon subdivision of the property:
  - a) Vehicle access to proposed Lots 1 and 2 is via a single shared driveway crossing centered on the proposed shared property line; and
  - b) A cross-access easement for the shared driveway area is registered on the titles of proposed Lots 1 and 2.
6. **(Secondary Suite)** Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a minimum one-bedroom secondary suite, minimum 33 m<sup>2</sup> is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
7. **(Fees - Notices)** Payment of all fees in full for the cost associated with the public notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.
8. **(Servicing Agreement)** Enter into a Servicing Agreement\* for the design and construction of the below-listed works. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

### Water Works:

- a) Using the OCP Model, there is 472.0 L/s of water available at a 20 psi residual at the Lucas Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b) At Developer's cost, the Developer is required to:
  - i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.



- ii) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.
  - iii) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2n-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the servicing agreement process
- c) At Developer's cost, the City will:
- i) Complete all tie-ins for the proposed works to existing City infrastructure.
  - ii) Cut and cap and remove the existing water service connection fronting No 3 Rd.
  - iii) Install two new water service connections off of the 200 mm water main fronting Lucas Rd complete with water meter. Each water service connection shall service one of the proposed sites.

**Storm Sewer Works:**

- d) At Developer's cost, the Developer is required to:
- i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
  - ii) Install a new 600 mm diameter storm sewer along the subject site's fronting section of Lucas Road. Upgrade the existing ditch at the Lucas Rd frontage to minimum 600 mm diameter or sized via capacity analyses under OCP condition. Approximate length of required upgrade is 17 meters.
- e) At Developer's cost, the City will:
- i) Complete all tie-ins for the proposed works to existing City infrastructure.
  - ii) Cut and cap and remove the existing storm service connection and inspection chamber fronting No 3 Rd.
  - iii) Install two new storm service connections on Lucas Road complete with inspection chambers. Each storm service connection shall service one of the proposed sites.

**Sanitary Sewer Works:**

- f) At Developer's cost, the Developer is required to:
- i) Extend the existing 150 mm sanitary sewer along the Lucas Rd frontage of the site with a new 200 mm sanitary sewer that spans till the front of the proposed common property line. Approximate length of required extension is 19 meters. Tie-in the newly proposed sanitary sewer to manhole SMH2447 (if the existing manhole meets City's design specs, if not upgrade SMH2447 to match City's design specs) and to a newly installed manhole fronting the common property line of the site.
- g) At Developer's cost, the City will:
- i) Complete all tie-ins for the proposed works to existing City infrastructure.
  - ii) Cut and cap and remove the existing sanitary service connection and inspection chamber fronting Lucas Rd.
  - iii) Install a new sanitary service connection off of the new sanitary sewer fronting Lucas Rd complete with an inspection chamber with a dual lead at the common property line.

**Street Lighting:**

- h) At Developer's cost, the Developer is required to:
- i) Review street lighting levels along all road and lane frontages, and upgrade as required.

**General Items:**

- i) At Developer's cost, the Developer is required to:
- i) Complete other frontage improvements as per Transportation requirements.
  - ii) Coordinate with BC Hydro, Telus and other private communication service providers:
    - (1) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.

- i) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.

### **Frontage Improvements (No. 3 Road)**

#### Frontage improvements (cross-section)

Across the subject site's entire No. 3 Road frontage, construct a new 2.5 m wide concrete sidewalk at the property line and a 1.5 m wide landscaped boulevard with street trees next to the existing road curb. The cross-section of the frontage improvements (east to west) is to include:

- Subject site's new west property line (based on 0.5 m wide road dedication).
- 2.5 m wide concrete sidewalk.
- 1.5 m wide landscaped boulevard with street trees.
- 0.15 m wide existing road curb.

(Note 1: A 0.5 m wide road dedication across the subject site's No. 3 Road frontage is required to support the above frontage improvements).

(Note 2: The subject site's frontage improvements are to be consistent with those constructed at the immediate south neighbouring property (7971 Bowcock Road). (Refer to SA 16-744569).

(Note 3: The measurements of the above frontage improvements are to be confirmed through legal survey).

#### Frontage improvements (transition and continuity)

- a) The subject site's new sidewalk/boulevard is to connect directly to those along the Lucas Road development frontage and the immediate south neighbouring property (7971 Bowcock Road).
- b) In the area near and at the common property between the subject site and 7971 Bowcock Road:
  - Remove excess pavement (behind the curb line) and back-fill with frontage improvements noted above.
  - Replace existing reduced height curb/gutter with standard curb/gutter (MMCD C4) within existing driveway area and back-fill with frontage improvements noted above.

#### Driveway closures/back-fill

All existing driveways at the subject site's No. 3 Road frontage are to be closed permanently. Site vehicular access is to be provided via the Lucas Road development frontage. The Developer is responsible for the removal of all existing driveway let-downs and back-filling with barrier curb/gutter, boulevard with street trees and concrete sidewalk per standards described above.

#### Frontage improvements (traffic signal impact)

The frontage improvements at the southeast corner of the No. 3 Road/Lucas Road intersection will have impact on existing traffic signal infrastructure (e.g. traffic signal pole at this corner may need to be relocated). The Developer is responsible for all costs associated with the relocation/upgrading/replacement of any affected traffic signal infrastructure. As part of the SA design process, the Developer is required to prepare design drawings for the required traffic signal works and submit such design to the City Traffic Signal Group for approval.

#### Parks/Tree Bylaw requirements

Consult Parks/Tree Bylaw on the requirements for tree protection/placement including tree species and spacing as part of the frontage works. Note that the above frontage improvements may have to be realigned to meet tree protection requirements.

#### Engineering requirements

Consult Engineering on lighting and other utility requirements as part of the frontage works. These requirements include but are not limited to: relocation of hydro poles, relocation of existing or placement of new hydrants, and streetlights. All such installations are to have setbacks from sidewalk/driveway/road curb per City Engineering Design Specifications.

### **Frontage Improvements (Lucas Road: Behind-the-Curb Treatments)**

#### Frontage improvements (cross-section)

- Across the subject site's entire Lucas Road frontage, the following frontage improvements are required:
- Subject site's north property line.
- 1.5 m wide concrete sidewalk.
- Landscaped boulevard with street trees (minimum 1.5 m wide).
- 0.15 m wide road curb.

#### Driveway closures/back-fill

All existing driveways at the subject site's Lucas Road frontage are to be closed permanently. A single shared driveway is to be provided for vehicular access to both subdivided lots (refer to Item F below for comments on access requirements). The Developer is responsible for the removal of all existing driveway let-downs and back-filling with barrier curb/gutter, boulevard with street trees and concrete sidewalk per standards described above.

#### Frontage improvements (transition and continuity)

- a) To the west:  
Towards the No. 3 Road/Lucas Road intersection, the subject site's new sidewalk/boulevard is to connect directly to the landing area at the corner and to the sidewalk to the south.
- b) To the east:
  - The new sidewalk is to transition from next to the property line to the edge of pavement at the common property line with the immediate east neighbouring site.
  - The sidewalk transition section is to be based on a short reverse curve (e.g. 3 m x 3 m).
  - A temporary asphalt ramp (maximum 6% grade) is required to connect the new sidewalk to the edge of pavement.

#### Parks/Tree Bylaw requirements

Consult Parks/Tree Bylaw on the requirements for tree protection/placement including tree species and spacing as part of the frontage works. Note that the above frontage improvements may have to be realigned to meet tree protection requirements.

#### Engineering requirements

- Consult Engineering on lighting and other utility requirements as part of the frontage works. These requirements include but are not limited to: relocation of hydro poles, relocation of existing or placement of new hydrants, and streetlights. All such installations are to have setbacks from sidewalk/driveway/road curb per City Engineering Design Specifications.

### **Frontage Improvements (Lucas Road: Road Works)**

#### City Capital Road Program (2022)

- As part of the 2022 City Capital Road Program, the east approach at the No. 3 Road/Lucas Road intersection was reconstructed. The following road works were completed:
- Construction of curb extensions at the east approach (reducing pavement width to 7.0 m).
- Road widening beyond the curb extension area (pavement widened to 10.0 m).
- Curb/gutter along the curb extension and road widening sections.

#### Road works to be carried out by Developer

- The above mentioned capital project covers partially the subject site's Lucas Road frontage. The Developer is required to complete the following road works over the remaining yet to be improved site frontage:
  - a) Extend curb/gutter over the remaining frontage (from the end of the curb/gutter constructed under the City Capital Project to the common property line with the immediate east development).
  - b) Widen the subject site's fronting section of Lucas Road to 5.0 m between the centreline of the road to the south curb of Lucas Road.
  - c) Construct a transition taper (20:1) from the end of the road tangent to the east to meet existing edge of pavement. The transition section is to have a 1.0 m wide gravel shoulder.

- d) The Developer is required to fill-in any existing ditches required to complete the above mentioned road works including the pavement transition taper section.

Impact on neighbouring site access

- As part of the SA process, the road design is to demonstrate that neighbouring sites' driveways would not be affected and vehicular access can be maintained during and post construction.

**Vehicular Access**

Requirements for development vehicular access

- a) Vehicular access: Vehicular access to the two subdivided lots is to be provided at the subject site's Locus Road frontage via a single shared driveway.
- b) Driveway location: The shared driveway is to be centred at the common property line between the two adjacent lots. (Note that the shared driveway arrangement is the same as that implemented at the two subdivided lots immediately to the south of the subject site - 7971/7977 Bowcock Road).

Driveway design standards

- Per Bylaw 7222 and Engineering Design Specifications (R-9-DS), the following design standards are to be met:
- The driveway width is to be set at 4.0 m at the property line.
- 0.9 m wide flares (at the curb) both sides of the 4.0 m wide let-down.
- Maximum 2.0 m deep let-down.
- Maximum 8% let-down grade.
- Continuous sidewalk is to be provided at the back of the driveway let-down and at the property line.

**Functional Road Plan**

Functional plan requirements

- A functional road plan, containing the following information, is required:
- All frontage improvements including road works as noted above.
- Road dedication and SRW/PROP.
- Driveway location with dimensions.
- Above ground utility relocation requirements (hydrants, hydro poles, etc.).
- Cross-sections (both development frontages).
- Traffic signal and pavement marking plan.

**At Subdivision stage, the developer must complete the following requirements:**

1. Pay Development Cost Charges (City, GVS & DD and Translink), School Site Acquisition Charge, and Address Assignment Fees.
2. Discharge of Covenant (BW86382) from proposed Lot 2 upon subdivision of the subject property.
3. Registration on title of the cross-access easement for the shared driveway area (centred on the shared property line) to be registered on the titles of proposed Lots 1 and 2.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- If the development will be constructed in phases and stratified, a [Phased Strata Subdivision Application](#) is required. Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- If the development intends to create one or more air space parcels, an [Air Space Parcel Subdivision Application](#) is required. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed \_\_\_\_\_

Date \_\_\_\_\_





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10564 (RZ 22-027214)  
8440/ 8460 No 3 Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)”**.

P.I.D. 009-773-037

Lot 27 Section 21 Block 4 North Range 6 West New Westminster District Plan NWP17986

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10564”**.

FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** June 20, 2024

**From:** Wayne Craig  
General Manager, Planning and Development

**File:** RZ 23-023857

**Re:** Application by E-Loyal Construction for Rezoning at 8020/8040 Lucas Road from the "Two-Unit Dwellings (RD1)" Zone to the "Small-Scale Multi-Unit Housing (RSM/M)" Zone

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10565, for the rezoning of 8020/8040 Lucas Road from the "Two-Unit Dwellings (RD1)" zone to the "Small-Scale Multi-Unit Housing (RSM/M)" zone, be introduced and given first, second and third reading.

Wayne Craig  
General Manager, Planning and Development

WC:le  
Att. 7

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Housing Office	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

Joe Luo of E-Loyal Construction has applied on behalf of property owner, Zhiai Lu, to rezone the property at 8020/8040 Lucas Road from the “Two-Unit Dwellings (RD1)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, to permit the property to be subdivided to create two small-scale multi-unit housing lots oriented north-south, with vehicle access through a shared driveway from Lucas Road (Attachment 1). A site survey showing the proposed subdivision plan is included in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

#### Subject Site Existing Housing Profile

The dwelling currently located on the subject property is an un-stratified duplex which is proposed to be demolished. Both of the duplex units are tenant-occupied and do not contain any secondary suites.

### **Surrounding Development**

Development immediately surrounding the subject site is as follows:

To the North: Across Lucas Road is a property with five duplexes previously developed under Land Use Contract 013 (which expires on June 30, 2024) and will be replaced with the underlying zoning of “Two-Unit Dwellings (ZD6) – Lucas Road (Broadmoor)”.

To the South: A single detached dwelling on a lot zoned “Single Detached (RS2/B)” with vehicle access from Bowcock Road.

To the East: A single detached dwelling on a lot zoned “Single Detached (RS1/E)” with vehicle access from Lucas Road.

To the West: An un-stratified duplex on a lot zoned as “Two-Unit Dwellings (RD1)”, that is also under application to rezone (RZ 22-027214) to facilitate the subdivision of the existing property into two “Small-Scale Multi-Unit Housing (RSM/M)” zoned lots.

### **Related Policies & Studies**

#### Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Neighbourhood Residential”. The redevelopment proposal is consistent with this designation.

### Single Family Lot Size Policy

The subject site is located within the area governed by Single-Family Lot Size Policy 5423, adopted by Council on November 20, 1989, and subsequently amended in 2003 and 2004 (Attachment 5). The Single-Family Lot Size Policy permits properties with duplexes to be rezoned and subdivided into two equal halves, provided that each lot created meets the requirements of the “Single Detached (RS2/B)” zone or the “Single Detached (RS2/C)” zone. The proposed “Small-Scale Multi-Unit Housing (RSM/M)” zone is approximately equivalent to the existing RS1/B zone. This redevelopment proposal would allow for the creation of two lots that are 14.17 m (48.22 ft.) in width and 568 m<sup>2</sup> (6,113 ft<sup>2</sup>) in area, consistent with the requirements of the “Small-Scale Multi-Unit Housing (RSM/M)” zone.

### Arterial Road Land Use Strategy

The Arterial Road Land Use Policy identifies the subject site for townhouse development. Townhouse development would require the subject site and the neighbouring property at 8440/8460 No. 3 Road to be rezoned and consolidated.

The proposal is being considered on the basis that both the owners of the subject site and the adjacent property have confirmed that they understand that these properties are identified for townhouse development but wish to separately pursue applications for single detached/ small-scale multi-unit housing development (Attachment 4). In addition, the consolidated properties would not meet the minimum 50 metre frontage consistent with the City’s policies respecting the development of townhouses on a major arterial road. Further, recent amendments to the City’s Zoning Bylaw to comply with the Province’s Bill 44, the proposed rezoning has the potential to create up to eight new dwelling units (four on each lot). In addition, the proposed lot pattern is consistent with the recent development immediately south of the subject properties.

### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The Province has granted Royal Assent to Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the proposed rezoning.

## Analysis

### Existing Legal Encumbrances

There is a Covenant on Title of the subject property (BE98677) which restricts development to duplexes only. This covenant had been registered at a time when the City had been concerned about the potential to add a secondary suite within duplex units. Accordingly, this charge is required to be discharged prior to final adoption of the rezoning bylaw.

### Transportation and Site Access

Vehicle access to the proposed lots is required through a single shared driveway crossing (6.0 m wide) along Lucas Road, centred on the proposed shared property line.

Prior to rezoning, the applicant is required to register a legal agreement on Title to ensure that:

- Upon subdivision of the property, vehicular access to the proposed lots is via a single shared driveway crossing (6.0 m wide at the back of the sidewalk at the property line and 9.0 m wide at the curb), centered on the proposed shared property line.

Prior to subdivision, the applicant will be required to register a cross-access easement, Statutory Right-of-Way, or other agreement, on Title and centered on the proposed shared property line to enable vehicles to pass over the common lot line to enter and exit the properties.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development (Attachment 6). The report assesses five bylaw-sized trees (tag# 6, 7, 8, 9 & 10) located on the development site, six trees (tag# A2, A3, A4, A13, A12 & A11) located off-site on neighbouring properties; and, two trees (tag# C1 & C5) located on City property.

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

- Two trees (tag# 6 & 7) located in the north-east corner of the development site are identified in the Arborist Report to be in good condition and are identified to be retained and protected on-site.
- Two trees (tag# 8 & 9) located along the eastern property line of the development site are identified in fair to good condition, however, they are located adjacent to the existing principal structure such that they will conflict with the removal of the existing structure. Removal and replacement of these trees is recommended.
- One tree (tag# 10) located in the south-east corner of the development site is identified as in very poor condition (large structural basal cavities) and is recommended for removal and replacement.
- Three trees (tags# A13, A12 & A11) located off-site on the neighbouring property to the south of the subject site are all identified to be protected.



- Three trees (tags# A2, A3 & A4) are located off-site on the neighbouring property to the west (8440/8460 No. 3 Road). That site is also undergoing rezoning (RZ 22-927214), these three trees will be assessed as part of staff's review of that application and presented to Council as part of a separate rezoning report.
- Replacement trees should be specified at 2:1 ratio and minimum 4.0 m tall coniferous or 8.0 cm caliper deciduous as per the OCP.

In addition, prior to the rezoning application, two non-development tree permits (TP 21-945739 and TP 22-023468) were issued authorizing the removal of four on-site trees which were dying or dead. As a condition of these tree removal permits, the owner must provide 2:1 compensation for the removals; however, compensation has not yet been provided.

The applicant has voluntarily agreed to compensate for the prior authorized removal at the 2:1 replacement rate in the OCP, through payment to the Tree Compensation Fund [i.e. eight x \$768/tree = \$6,144.00].

#### *City Trees*

There are two City trees growing in the grass boulevard on the north side of the ditch. Tree tag# C5 is declining with crown dieback and some decay present. City tree staff recommends removal with \$1,536.00 compensation required. Tree tag# C1 is in good condition and can be retained. Survival security of \$5,120.00 should be collected for the tree (C1) being retained.

#### *Tree Replacement*

The applicant wishes to remove three on-site trees (Trees # 8, 9, 10). The 2:1 replacement ratio would require a total of six replacement trees. The applicant has agreed to plant three trees on each lot proposed; for a total of six trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
6	8.0 cm	4.0 m

#### *Tree Protection*

Two on-site trees (tree tags# 6 & 7); one City tree (tree tag# C1); and four trees (tags# A2, A11, A12, A13) on neighbouring properties are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during the development stage (Attachment 6). To ensure that the trees identified for retention are protected at the development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of Tree Survival Security in the amounts of \$15,360.00.00 for the trees to be retained (\$5,120.00 for one City tree tag# C1 and \$10,240.00 for on-site trees tags# 6 & 7).

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

### Affordable Housing Strategy

The City of Richmond's Affordable Housing Strategy for single-detached rezoning applications requires a secondary suite or coach house on 100 per cent of new lots created through single-family rezoning and subdivision applications; a secondary suite or coach house on 50 per cent of new lots created and a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund based on the total buildable area of the remaining lots; or, a cash-in-lieu contribution of the total buildable area of all lots where a secondary suite cannot be accommodated in the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a one-bedroom secondary suite of a minimum of 34 m<sup>2</sup> (365 ft<sup>2</sup>) on each of the proposed subdivided lots. Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a minimum one-bedroom, minimum 34 m<sup>2</sup> (365 ft<sup>2</sup>), secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

### Site Servicing and Frontage Improvements

Prior to subdivision, the applicant is required to enter into a Servicing Agreement for the design and construction of the required site servicing works and improvements as outlined in Attachment 7, including frontage improvements and new utility connections:

- Tie-ins to existing City infrastructure – water, storm, sanitary – including cutting and capping old connections;
- Right of ways for water meter boxes; and,
- Upgrade the existing ditch to a minimum 600 mm diameter storm sewer.

In addition, at the subdivision stage the applicant is required to pay the current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges and Address Assignment Fees.

### **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

**Conclusion**

Joe Luo of E-Loyal Construction has applied on behalf of the property owner, Zhiai Lu, to rezone the property at 8020/8040 Lucas Road from the “Two-Unit Dwellings (RD1)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, to permit the property to be subdivided to create two lots oriented north-south, with vehicle access from Lucas Road.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10565 be introduced and given first, second and third reading.



Laurel Eyton  
Planning Technician  
(604-276-4262)

LE:js

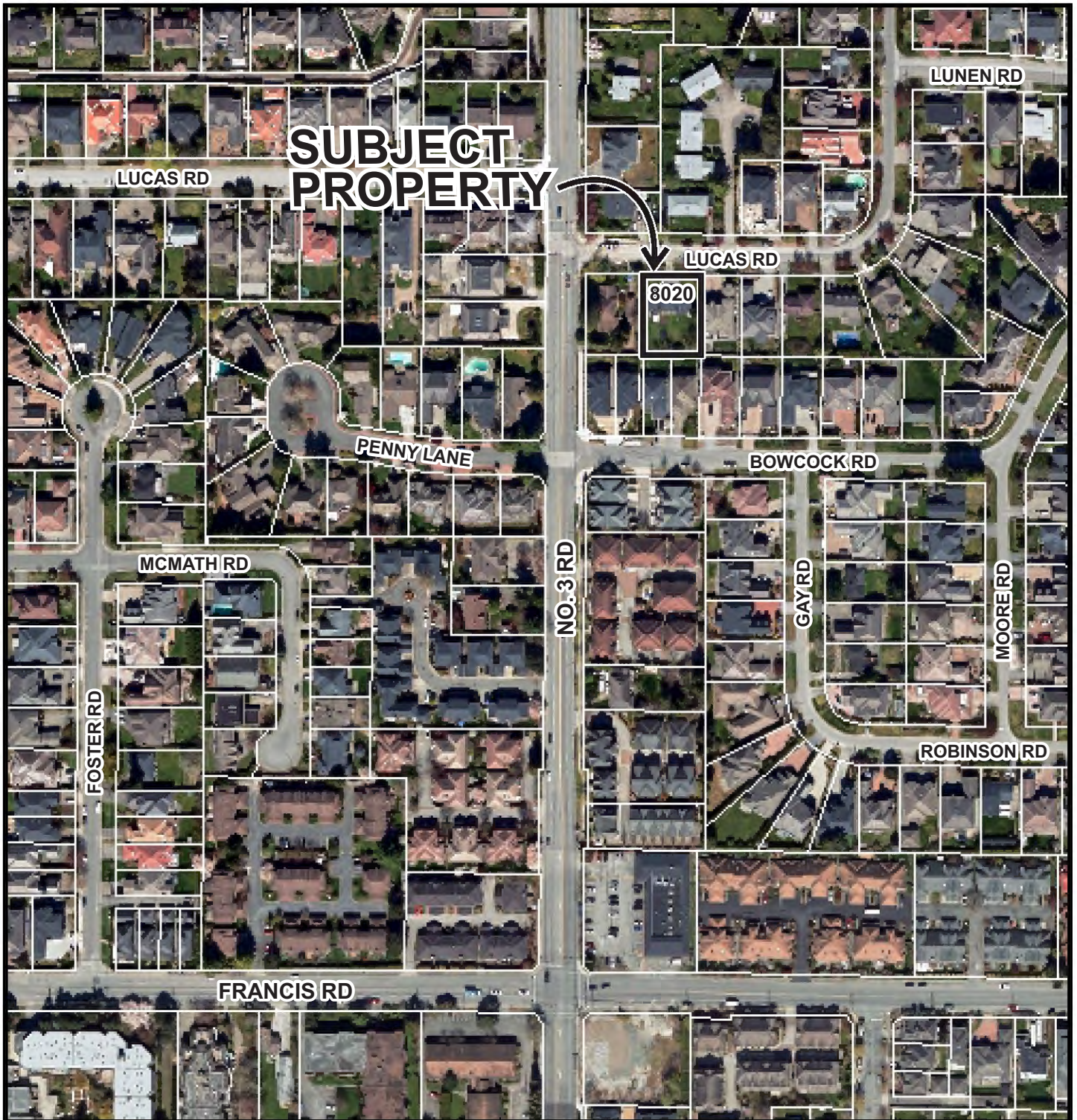
- Att.    1: Location Map  
         2: Subdivision Plan and Site Plan  
         3: Development Application Data Sheet  
         4: Signed Owner Letters  
         5: Single Family Lot Size Policy 5423  
         6: Tree Management Plan  
         7: Rezoning Considerations







City of  
Richmond



RZ 23-023857

Original Date: 08/03/23

Revision Date:

Note: Dimensions are in METRES







**RZ 23-023857**

**Attachment 3**

Address: 8020/8040 Lucas Road

Applicant: E-Loyal Construction (Joe Luo)

Planning Area(s): Broadmoor

	Existing	Proposed
<b>Owner:</b>	Zhiai Lu	Lot A: TBD Lot B: TBD
<b>Site Size (m<sup>2</sup>):</b>	1137.9 m <sup>2</sup>	Lot A: 568.9 m <sup>2</sup> Lot B: 568.9 m <sup>2</sup>
<b>Land Uses:</b>	Duplex Residential	Single Family Residential
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>702 Policy Designation:</b>	Single Family Lot Size Policy 5423	No change
<b>Zoning:</b>	Two-Unit Dwellings (RD1)	Small-Scale Multi-Unit Housing (RSM/M)
<b>Number of Units:</b>	Two duplex units	Two single family dwellings, each with a secondary suite
<b>Other Designations:</b>	Arterial Road Townhouse	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lot A: Max. 286.7 m <sup>2</sup> (3086 ft <sup>2</sup> ) Lot B: Max. 286.7 m <sup>2</sup> (3086 ft <sup>2</sup> )	Lot A: Max. 286.7 m <sup>2</sup> (3086 ft <sup>2</sup> ) Lot B: Max. 286.7 m <sup>2</sup> (3086 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 20%	Building: Max. 37.6% Non-porous Surfaces: Max. 56.8% Live Landscaping: Min. 20%	none
Lot Size:	Min. 360.0 m <sup>2</sup>	Lot A: 568.9 m <sup>2</sup> Lot B: 568.9 m <sup>2</sup>	none
Lot Dimensions (m):	Width: Min. 12.0 m Depth: Min. 24.0 m	Width: 14.17 m Depth: 40.24 m	none
Setbacks (m):	Front: Min. 6.00 m Side: Min. 1.20 m Rear: greater of 6.0 m or 20% of lot depth	Front: Min. 6.01 m Side: Min. 1.20 m Rear: Min. 8.04 m	none
Height (m):	Max. 2.5 storeys	Max. 2.5 storeys	none

\*Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

May 16, 2024

**To Whom It May Concern:**

I am the owner of 8440/8460 No. 3 Road. Our plan is to subdivide the lot and build two single houses on 8440/8460 No. 3 Road. Therefore, I don't wish to pursue townhouses.

Regards,

Catherine Zhang

A handwritten signature in black ink, consisting of a stylized 'C' followed by a 'Z' and a long horizontal stroke extending to the right.

March 27, 2023

**To Whom It May Concern:**

I am the owner of 8020-Lucas Road. I have been contacted by 8440/8460 No. 3 Road owner's agent. Our plan is to subdivide the lot and build two single houses on 8020-Lucas Road. Therefore, I am not prepared to sell 8020-Lucas Road or joint application to develop townhouse.

Regards,



---

Zhiai Lu



## **POLICY 5423:**

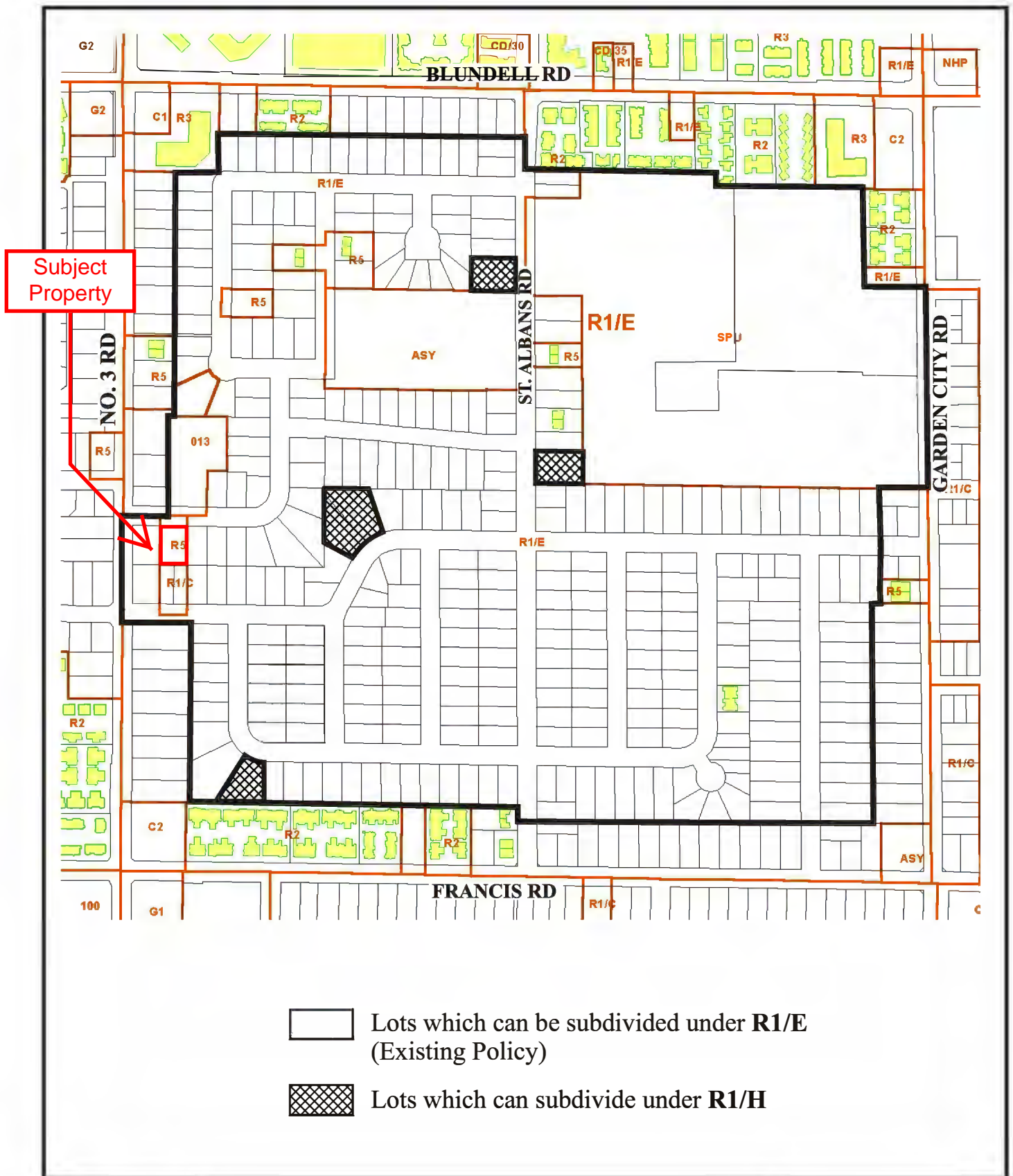
The following policy establishes lot sizes within the area generally bounded by **Blundell Road, No. 3 Road, Francis Road and Garden City Road** (in a portion of Section 21-4-6):

That properties within the area generally bounded by Blundell Road, No. 3 Road, Francis Road and Garden City Road, in a portion of Section 21-4-6, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) in Zoning and Development Bylaw 5300, with the exception that:

- a) properties with duplexes be permitted to subdivide into two equal halves, provided that each lot created meets the requirements of the Single-Family Housing District (R1/B) or (R1/C).
- b) five properties highlighted on the map be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area H (R1/H) in Zoning and Development Bylaw 5300.

This policy, as shown on the accompanying plan, is to be used to determine the disposition of future rezoning applications in this area for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw..





# Policy 5423 Section 21, 4-6

Adopted Date: 11/20/89  
Amended Date: 03/15/04





**Address:** 8020/8040 Lucas Road

**File No.:** RZ 23-023857

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10565, the developer is required to complete the following:**

1. **(Discharge – Other)** Discharge covenant on title BE98677 restricting development to duplex-only.
2. **(Tree Replacement Security)** Submission of a Landscape Security in the amount of \$4,608.00 [\$768/ tree x six] to ensure that a total of three replacement trees are planted and maintained on each lot proposed (for a total of six trees); minimum 8.0 cm deciduous caliper or 4.0 m high conifers). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**
3. **(Voluntary Tree Contribution)** City acceptance of the developer's offer to voluntarily contribute \$7,680.00 [\$768/ tree for eight trees and \$1,536.00 for the removal of City tree tag# C5] to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. **(Arborists Contract)** Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. **(Tree Survival Security)** Submission of a Tree Survival Security to the City in the amount of \$15,360.00.00 for the three trees to be retained (\$5,120.00 for one City tree tag# C1, and \$10,240.00 for the two on-site trees tags# 6 and 7). Up to 90% of the security is refundable following receipt of a post-construction impact assessment, with the remainder held for up to one year.
6. **(Tree Protection Fencing)** Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
7. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title.
8. **(Cross-Access)** Registration of a legal agreement on title of the subject property to ensure that upon subdivision of the property:
  - a) Vehicle access to proposed Lots A and B is via a single shared driveway crossing centered on the proposed shared property line; and
  - b) A cross-access easement for the shared driveway area is registered on the titles of proposed Lots A and B.
9. **(Secondary Suite)** Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a minimum one-bedroom, minimum 34 m<sup>2</sup> (365 ft<sup>2</sup>) secondary suite is constructed on both of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
10. **(Fees - Notices)** Payment of all fees in full for the cost associated with the public notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Pay Development Cost Charges (City, GVS & DD and Translink), School Site Acquisition Charge, and Address Assignment Fees.
2. Registration on title of the cross-access easement for the shared driveway area (centred on the shared property line) to be registered on the titles of proposed Lots A and B.
3. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

**Water Works:**

- a) Using the OCP Model, there is 458 L/s of water available at a 20 psi residual at the Lucas Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b) The Developer is required to coordinate with Richmond Fire Rescue to confirm whether fire hydrants are required along the proposed development's lane frontage. If required by RFR, the necessary water main and hydrant installations shall be reviewed by Engineering and added to the servicing agreement scope.
- c) At Developer's cost, the Developer is required to:
  - i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
  - ii) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.
  - iii) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2n-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the servicing agreement process.
- d) At Developer's cost, the City will:
  - i) Complete all tie-ins for the proposed works to existing City infrastructure.
  - ii) Cut and cap and remove the existing water service connection fronting Lucas Rd.
  - iii) Install two new water service connections off of the 200 mm water main fronting Lucas Rd complete with water meter. Each water service connection shall service one of the proposed sites.

**Storm Sewer Works:**

- e) At Developer's cost, the Developer is required to:
  - i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
  - ii) Upgrade the existing ditch at the entire road frontage to minimum 600 mm diameter or sized via capacity analyses under OCP condition. Approximate length of upgrade is 30m.
- f) At Developer's cost, the City will:
  - i) Complete all tie-ins for the proposed works to existing City infrastructure.
  - ii) Install two new storm service connections on Lucas Road complete with type 3 inspection chambers to service 2 lot subdivision. The inspection chambers shall be contained in a 2m deep right of way along the entire north property line.

**Sanitary Sewer Works:**

- a) At Developer's cost, the City will:
  - i) Complete all tie-ins for the proposed works to existing City infrastructure.
  - ii) Cut and cap and remove the existing sanitary service connection and inspection chamber fronting Lucas Rd.
  - iii) Install a new sanitary service connection off of the new sanitary sewer fronting Lucas Rd complete with an inspection chamber at the common property line.

**Street Lighting:**

- b) At Developer's cost, the Developer is required to:
  - i) Review street lighting levels along all road and lane frontages, and upgrade as required.

## General Items:

- c) At Developer's cost, the Developer is required to:
  - i) Complete other frontage improvements as per Transportation requirements.
  - viii) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
  - ix) Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream. The developer's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1<sup>st</sup> submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
    - (a) Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
    - (b) Pipe sizes, material and slopes.
    - (c) Location of manholes and fire hydrants.
    - (d) Road grades, high points and low points.
    - (e) Alignment of ultimate and interim curbs.
    - (f) Proposed street lights design.

## Frontage Improvements

### Frontage improvements (cross-section)

Across the subject site's entire Lucas Road frontage, the following frontage improvements are required:

- Construct 1.5 m wide concrete sidewalk at the subject site's north property line;
- Construct landscaped boulevard with street trees (minimum 1.5 m wide).
- Construct 0.15 m wide road curb to be aligned with the curb constructed through RZ 22-027214.
- Road pavement widening to meet the new curb.

The Developer is required to fill-in any existing ditches required to complete the above mentioned road works including the pavement transition taper section.

### Driveway closures/back-fill

All existing driveways at the subject site's Lucas Road frontage are to be closed permanently. Two new driveways, one for each subdivided lot, are to be provided for vehicular access. The Developer is responsible for the removal of all existing driveway let-downs and back-filling with barrier curb/gutter, boulevard with street trees and concrete sidewalk per standards described above

### Frontage improvements (transition and continuity)

To the west:

The subject site's new sidewalk/boulevard is to connect directly to the sidewalk and boulevard constructed through RZ 22-027214 at the west property line.

To the east:

- A temporary asphalt ramp will provide transition between the subject site's new sidewalk/boulevard and the edge of pavement fronting the neighbouring site to the immediate east (8060 Lucas Road).
- Construct a transition taper (20:1) from the end of the road tangent to the east to meet existing edge of pavement. The transition section is to have a 1.0 m wide gravel shoulder.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and



proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- If the development will be constructed in phases and stratified, a [Phased Strata Subdivision Application](#) is required. Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- If the development intends to create one or more air space parcels, an [Air Space Parcel Subdivision Application](#) is required. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10565 (RZ 23-023857)  
8020/ 8040 Lucas Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)”**.

P.I.D. 004-305-612

Lot 28 Section 21 Block 4 North Range 6 West New Westminster District Plan NWP17986

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10565”**.

FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

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\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** June 20, 2024

**From:** Wayne Craig  
General Manager, Planning and Development

**File:** RZ 21-934592

**Re:** Application by Asteria Properties Inc. for Rezoning at 8240 Williams Road to the  
"Low Density Townhouses (RTL4)" Zone

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10578, for the rezoning of 8240 Williams Road to the "Low Density Townhouses (RTL4)" zone, be introduced and given first, second and third reading.

Wayne Craig  
General Manager, Planning and Development

WC:cl  
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Housing Office	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

Asteria Properties Inc. has applied on behalf of 1412495 BC Ltd. (Cheng Mingh He, Xiaobo Huang, and Jian Zhao), to the City of Richmond for permission to rezone 8240 Williams Road to the “Low Density Townhouses (RTL4)” zone to permit the development of three townhouse units, with vehicle access from Williams Road. A location map and aerial photo of the subject site are provided in Attachment 1.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 2.

### **Existing Site Condition and Context**

A survey of the subject site is included in Attachment 3. The subject site consists of a vacant lot located on the southeast corner of the intersection at Williams Road and Leonard Road.

### **Surrounding Development**

Existing development immediately surrounding the subject site is as follows:

To the North: Across Williams Road, is a lot zoned “Low Density Townhouses (RTL4)”, which is currently undergoing construction of 10 townhouse units at 8233 Williams Road, as approved through rezoning (RZ 18-824503) and the Development Permit (DP 19-858783).

To the South: Is a lot zoned “Single Detached (RS1/E)”, which contains a single-family dwelling at 10020 Leonard Road.

To the East: Is a lot zoned “Single Detached (RS1/E)”, which contains a single-family dwelling at 8260 Williams Road.

To the West: Across Leonard Road, is a lot zoned “Single Detached (RS1/E)”, which contains a single-family dwelling at 10031 Leonard Road.

### **Related Policies & Studies**

#### Official Community Plan

The Official Community Plan (OCP) identifies that the subject site is located in the Broadmoor planning area and that the land use designation for the site is “Neighbourhood Residential” (Attachment 4). This redevelopment proposal is consistent with this designation.

## Arterial Road Land Use Policy

### *Land Use Designation*

The Arterial Road Land Use Policy designation for the subject site is “Arterial Road Townhouse”. This proposal to develop three townhouse units is consistent with this designation.

### *Lot Width and Residual Lots*

The development criteria for townhouses in the Arterial Road Land Use Policy call for land assembly with a minimum 40 m lot frontage on a minor arterial road and avoiding the creation of residual sites that have less than a 40 m lot frontage. The Policy also recognizes that land assembly with existing narrow lots or on lots containing newer dwellings will be difficult to redevelop. The Policy provides flexibility for the minimum frontage in these circumstances provided the application can meet design guidelines and other requirements, which includes the ability to consolidate vehicle access points and securing shared access by means of a Statutory Right-of-Way (SRW) agreement to adjacent properties to enable their potential redevelopment in the future.

Although this redevelopment proposal involves land assembly with a lot frontage less than 40 m on Williams Road (i.e., approximately 20 m frontage), staff are supportive of the application for the following reasons:

- The neighbouring property to the east at 8260 Williams Road contains a newer single detached dwelling (i.e., constructed in 2010), which makes it financially challenging to pursue land assembly with that property as part of this redevelopment proposal. The applicant has submitted documentation (a copy of which is on file) indicating that efforts have been made in 2022 and 2024 to acquire the property in order to achieve the minimum lot frontage width of 40 m under the Arterial Road Land Use Policy, but that the owner is not interested in redeveloping their property at this time.
- The applicant has submitted a preliminary concept plan to show how 8260 Williams Road could be redeveloped in the future with shared vehicle access through the subject site (a copy of which is on file).
- Prior to final adoption of the rezoning bylaw, the applicant must register a SRW agreement on Title for a Public Right-of-Passage (PROP) over the drive-aisle to secure future shared access to 8260 Williams Road.

## Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

## **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.



The provincial *Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023*, which came into force on December 7, 2023, prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning application meets the conditions established in the Act and is consistent with the OCP. On this basis, City Council may not hold a Public Hearing on this rezoning application.

## **Analysis**

### **Site Planning**

The proposed development consists of three townhouse units on a site that would be approximately 782 m<sup>2</sup> (8,423 ft<sup>2</sup>) in area after the required 4 m by 4 m corner cut and 0.91 m wide road dedication along Williams Road. Conceptual development plans proposed by the applicant are included in Attachment 5.

The proposed site layout consists of a three-unit building with a north-south orientation and a drive-aisle off Williams Road along the east side of the site. The building is three storeys at its north end and steps down to two storeys along the interface with existing single-family housing to the south.

Consistent with the intent of the design guidelines for Arterial Road Townhouses, wider than minimum setbacks are proposed to the east and south property line along the interface with existing single-family housing to the east and south.

Main entries for the two southern units face Leonard Road, while two entries are proposed to the northernmost unit on both Williams Road and Leonard Road.

Private outdoor space is proposed for each unit at grade in either the south yard or the yards fronting Leonard Road and Williams Road, and small secondary outdoor spaces are proposed for the middle and south units on the third level overlooking either Leonard Road or the drive-aisle.

Common outdoor amenity space of approximately 26 m<sup>2</sup> in area, containing a playhouse, bench, hard and soft landscaping, is proposed in the southeast corner opposite the site entry, which exceeds the minimum size guidelines in the OCP.

### **Common Indoor Amenity Space**

The applicant proposes a voluntary contribution to the City's Recreation Facilities Reserve Fund in the amount of \$2,066.00/unit for a total contribution of \$6,198.00 in-lieu-of providing common indoor amenity space on-site. In the event that the contribution is not received within one year of the rezoning bylaw receiving third reading, the contribution shall be recalculated based on the rate in effect at the time of payment, as updated periodically.

### Site Access, Parking and Frontage Improvements

Vehicle access to the subject site is proposed off Williams Road, as far east as possible from the intersection of Leonard Road.

The applicant must register a SRW agreement on Title for PROP over the drive-aisle prior to rezoning bylaw adoption to enable future shared access to the site to the east at 8260 Williams Road upon its redevelopment.

Pedestrian access to each unit is proposed via individual pathways from the public sidewalks along Williams Road and Leonard Road.

On-site vehicle parking is proposed consistent with the Zoning Bylaw requirements in the form of two side-by-side resident parking spaces within each unit's garage and one visitor surface parking space at the south end of the drive aisle. Resident bike parking is proposed to be located within each unit's garage and a visitor bike rack is proposed near the site's entrance. As will be discussed further in this report, additional resident bike parking beyond the Zoning Bylaw requirements is proposed as a Transportation Demand Management (TDM) measure with consideration of a variance request to allow three small vehicle parking spaces.

The applicant submitted a Traffic Impact Assessment prepared by a Professional Engineer, which assesses traffic operations along the subject site's road frontages relative to the proposed development. The assessment confirms that the proposed site plan and frontage improvements are adequate to accommodate on-site circulation of intended vehicle movements (passenger vehicles/small delivery trucks) and site-generated traffic with no impact on existing traffic. The assessment also confirms that when the adjacent property to the east at 8260 Williams Road redevelops with an eastbound extension of the drive-aisle, on-site circulation of large vehicles such as garbage and recycling trucks will be accommodated. The assessment has been reviewed and the findings are supported by City staff.

The applicant is required to enter into a Servicing Agreement (SA) for the design and construction of the improvements prior to final adoption of the rezoning bylaw, including without limitation: new treed/grass boulevards and sidewalks along both frontages and road widening on the east side of Leonard Road, all to transition to the existing boulevard conditions to the east and south of the subject site. Complete details on the scope of the frontage improvements are included in Attachment 6, and the design of the frontage improvements will be further refined through the DP and SA design review process.

To accommodate the frontage improvements, the applicant is required to provide a 4.0 m by 4.0 m corner cut road dedication at the intersection of Leonard Road and Williams Road and a 0.91 m wide road dedication along the Williams Road frontage prior to final adoption of the rezoning bylaw.

The applicant is also required to submit a contribution to the City towards the installation of a special crosswalk at the Williams Road/Leonard Road intersection prior to final adoption of the rezoning bylaw. The ultimate works are to include (but are not limited to) signal poles and cabinet, LED/luminaires, amber flashers and new standard Audible Pedestrian Signal pushbuttons.

### Housing Type and Tenure

This proposal is for three townhouse units that are intended to be strata-titled. Consistent with OCP policy respecting multi-family housing developments, and in order to maximize potential rental and housing opportunities throughout the City, the applicant has agreed to register a restrictive covenant on Title prior to rezoning bylaw adoption prohibiting the imposition of any strata bylaw that would: a) prohibit any residential dwelling unit from being rented; and (b) place age-based restrictions on occupants of any residential dwelling unit.

### Affordable Housing Strategy

The City's Affordable Housing Strategy seeks cash-in-lieu contributions to the Affordable Housing Reserve Fund when considering rezoning applications with 60 or fewer dwelling units. The contributions are sought in lieu of built low-end-of-market rental (LEMR) housing units. In this case, the rezoning application proposes a three-unit townhouse development. The applicant is required to provide a cash-in-lieu contribution to the Affordable Housing Reserve Fund in the amount of \$12.00 per buildable square foot consistent with the Affordable Housing Strategy and Section 5.15 of Richmond Zoning Bylaw 8500 for rezoning applications that propose the "Low Density Townhouses (RTL4)" zone outside of City Centre. For this proposal, the total contribution requirement is \$60,647.25 and the applicant must provide this to the City prior to final adoption of the rezoning bylaw.

### Accessibility

Consistent with the OCP guidelines regarding accessible housing, the applicant proposes to provide aging-in-place features in all of the units (e.g., stairwell handrails, lever-type handles for plumbing fixtures and door handles and solid blocking in washroom walls for future grab bar installation beside toilet, bathtub and shower). In addition, the applicant proposes one Convertible Unit (Unit 3). Further review of the Convertible Unit design will be undertaken as part of the Development Permit (DP) application review process.

### Tree Removal and Replacement

There are no trees on the subject property nor within close proximity to common property lines.

Eight bylaw-sized trees that were previously located on-site prior to the submission of this Rezoning application were assessed and approved for removal in December 2020 through a Tree Removal Permit associated with the Demolition Permit application for the former dwelling located on-site. Since this Rezoning application was submitted shortly after tree removal, replacement trees are to be provided at a 2:1 ratio (for a total requirement of 16 replacement trees), consistent with the OCP.

The preliminary landscape plan submitted as part of this rezoning application illustrates that eight replacement trees of a variety of species are proposed to be planted in the yards along Williams Road and Leonard Road (Attachment 5). In lieu of planting the remaining eight required replacement trees that cannot be accommodated on-site, the applicant is required to submit a contribution to the City's Tree Compensation Fund in the amount of \$6,144.00.

Through the DP application review process, the landscape plan will be further refined to provide for a mix of coniferous and deciduous tree species (minimum 8 cm caliper or 4 m high).

To ensure that the replacement trees are planted and the landscape plan is adhered to, the applicant is required to submit a Landscaping Security prior to DP issuance in the amount of 100 per cent of a cost estimate prepared by the Registered Landscape Architect (including installation and a 10 per cent contingency). A legal agreement is to accompany the Security, which is to set the terms for its use and release.

### Variances Requested

The preliminary conceptual development plans comply with the “Low Density Townhouses (RTL4)” zone of Richmond Zoning Bylaw 8500, with the exception that variance requests will be sought as part of the Development Permit application to:

- reduce the minimum required lot width from 40.0 m to 18.11 m;
- reduce the minimum exterior side yard setback along Leonard Road from 6.0 m to 4.5 m; and
- allow three small vehicle parking spaces.

Staff is supportive of the variance requests for the following reasons:

- The variance to the minimum required lot width is a technical variance as the redevelopment proposal involves only the subject site, which will have an average lot width of 18.11 m after the required road dedication. A functional site plan that meets the design guidelines in the OCP is achievable for this townhouse proposal and the opportunity exists for the adjacent property to the east to redevelop in the future with shared vehicle access through the subject site.
- The proposed 4.5 m exterior side yard setback along Leonard Road enables a deeper setback to be provided to the east property line, resulting in greater separation from the existing adjacent single-family house to the east at 8260 Williams Road. Although the setback is reduced, the proposal maintains consistency with the minimum private outdoor space guidelines in the OCP through provision of yards at ground level and secondary decks for two out of the three units.
- The Zoning Bylaw requires a minimum of 50 per cent of vehicle parking spaces to be standard spaces on a site where the total parking provision is 31 or more spaces. Due to the small size of the proposed development (i.e., three townhouse units), the total on-site resident parking requirement is six spaces. Were the total parking provision 31 or more spaces, the proposed percentage of small vehicle parking spaces would comply (i.e., 50 per cent). The variance request to allow three small vehicle parking spaces provides for a more functional ground floor plan.

The City’s Transportation Department has reviewed this redevelopment proposal and supports the variance request, along with the applicant’s proposal to increase the amount of resident bike parking spaces from 1.25 spaces per unit to 2.00 spaces per unit for a total of six resident bike parking spaces as a Transportation Demand Management (TDM) measure, which is to be secured through registration of a legal agreement on Title prior to rezoning bylaw adoption.

### Energy Step Code

Consistent with the City's Energy Step Code requirements, the project architect has confirmed that the applicable Energy Step Code performance target has been considered in the proposed design. The proposal is anticipated to achieve Step 3 + EL-4 of the Energy Step Code.

Further details on how the proposal will meet this commitment will be reviewed as part of the DP and Building Permit (BP) application review processes.

### Site Servicing

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into a SA for the design and construction of: a storm sewer upgrade to 600 mm along Williams Road; an extension of the sanitary sewer along Leonard Road to service and connect to the subject site and to cut and cap the existing sanitary sewer connection at the southwest corner of the property; and the required water, storm and sanitary service connections. As part of the SA, the applicant is also to undertake a capacity analysis of the existing and ultimate condition for the sanitary lines along the west side of Leonard Road and the downstream pipes further south to determine their adequacy, and if they are inadequate the applicant will then be required to design and upgrade the inadequate lines as part of the SA.

The SA is also to include the design and construction of the road and boulevard improvements described previously in this report (e.g., road widening on the east side of Leonard Road, as well as new treed/grassed boulevards and sidewalks along Leonard Road and Williams Road).

Complete details on the scope of the site servicing and frontage improvements are included in Attachment 6.

### **Future Development Permit Application Considerations**

A DP application is required to be processed to a satisfactory level prior to final adoption of the rezoning bylaw. The DP application will involve further review of the form and character of the proposed development to ensure it is consistent with the design guidelines for multi-family development contained within the OCP, and further refinements may be made to the drawings as part of the review. This includes, but is not limited to:

- Refinement of the site plan and landscape plan to finalize the drive-aisle design, pedestrian circulation in the south portion of the site and the location of heat pump units.
- Further examination of the floor plans to re-orient or remove the third storey deck proposed for the middle unit.
- Enhancement of the tree and plant schedule to the landscape plan to provide for a mix of deciduous and coniferous trees, as well as examination of additional planting opportunities to provide for visual interest and screening at key areas.
- Refinement of the DP drawings to illustrate a more accurate concept for the required off-site improvements along Williams Road and Leonard Road and transitions to existing conditions to the east and south.



- Reviewing and finalizing the proposed exterior building material and colour palette.
- Confirming that all aging-in-place and convertible unit features have been incorporated into dwelling design.
- Reviewing the applicant's response to the principles of Crime Prevention Through Environmental Design (CPTED).
- Further review of the environmental sustainability features to be incorporated into the project and confirmation of compliance with the applicable Energy Step Code.

Additional items may be identified as part of the DP application review process.

### **Financial Impact**

This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

### **Conclusion**

This application is to rezone the property at 8240 Williams Road to the "Low Density Townhouses (RTL4)" zone, to permit the property to be developed for three townhouse units with vehicle access to Williams Road.

This rezoning application complies with the land use designations and applicable policies for the subject site that are contained within the OCP.

The list of rezoning considerations is included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

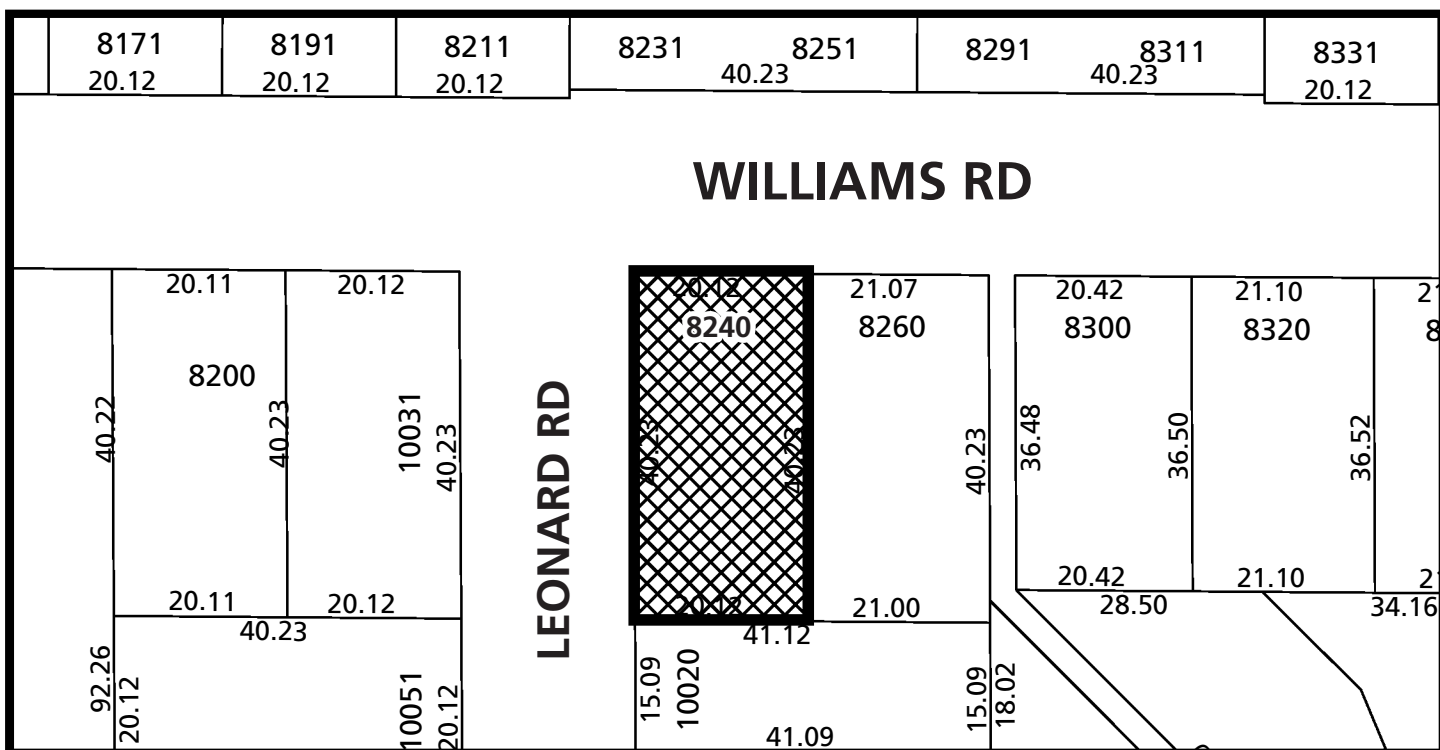
It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10578 be introduced and given first, second and third reading.



Cynthia Lussier  
Planner 2  
(604-276-4108)

CL:js

- Att.
- 1: Location Map/Aerial Photo
  - 2: Development Application Data Sheet
  - 3: Site Survey
  - 4: OCP Planning Area Map
  - 5: Conceptual Development Plans
  - 6: Rezoning Considerations



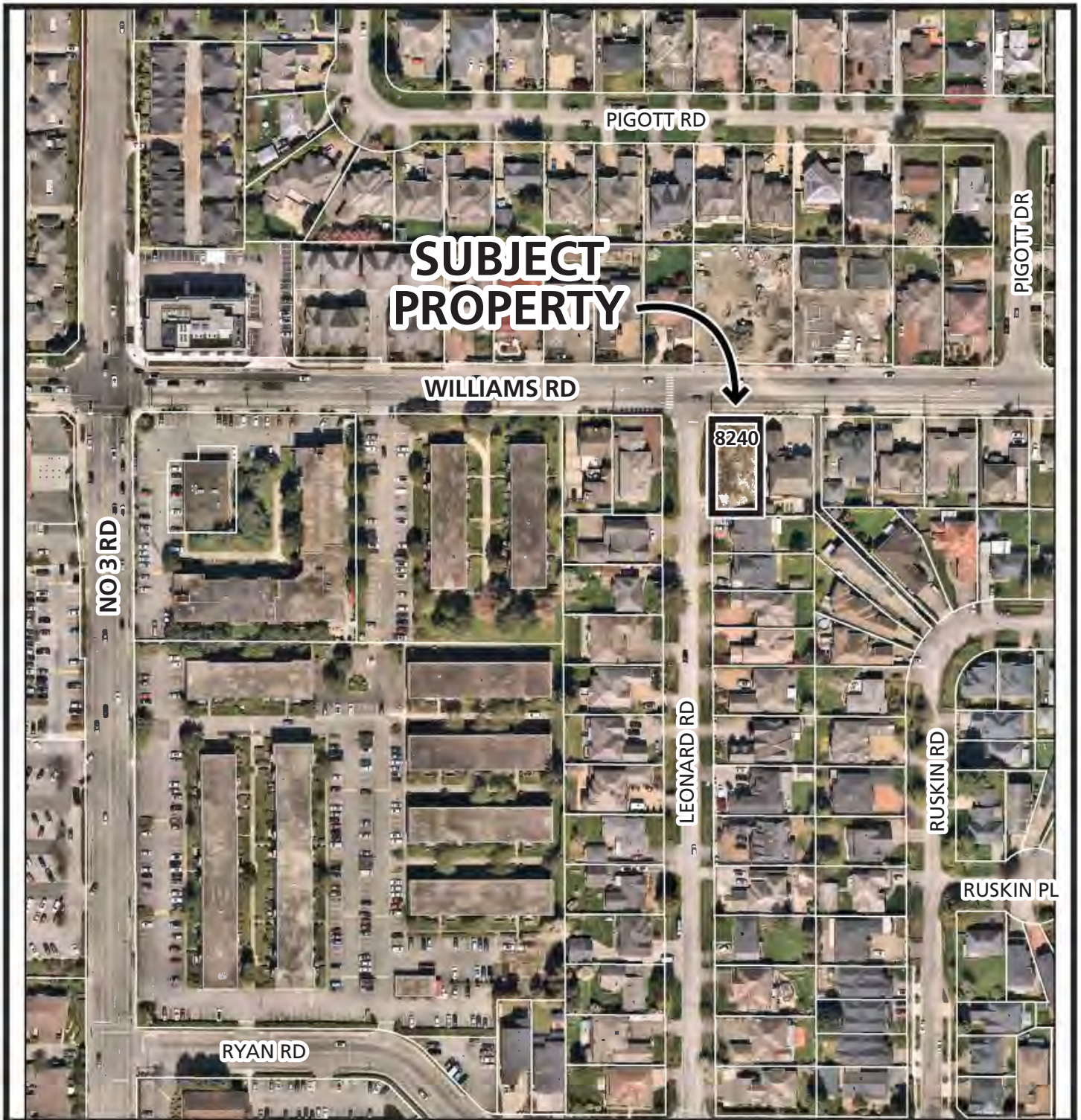
**RZ 21-934592**

Revision Date: 06/17/24

Note: Dimensions are in METRES



City of  
Richmond



RZ 21-934592

Original date: 07/05/21

Revision Date: 06/17/24

Note: Dimensions are in METRES





**Development Application Data Sheet**  
Development Applications Department

**RZ 21-934592**

Address: 8240 Williams Road

Applicant: Asteria Properties Inc.

Planning Area(s): Broadmoor

	Existing at the time of staff report writing	Proposed
<b>Owner:</b>	1412495 BC Ltd.	To be determined
<b>Site Size:</b>	809 m <sup>2</sup> (8,708 ft <sup>2</sup> )	782.54 m <sup>2</sup> (8423 ft <sup>2</sup> )
<b>Land Uses:</b>	Vacant lot	Townhouses
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Zoning:</b>	Single Detached (RS1/E)	Low Density Townhouses (RTL4)
<b>Number of Units:</b>	0	3

On Future Lot	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60	0.56	None permitted
Buildable Floor Area:	469.53 m <sup>2</sup> (5,053 ft <sup>2</sup> )	434.80 m <sup>2</sup> (4,680 ft <sup>2</sup> )	None permitted
Lot Coverage – Buildings:	Max. 40%	33%	None
Lot Coverage – Buildings, Structures and Non-porous Surfaces:	Max. 65%	64%	None
Lot Coverage – Live Landscaping:	Min. 25%	28%	None
Setback – Front Yard (Williams Road):	Min. 6.0 m	6.0 m	None
Setback – Exterior Side Yard (Leonard Road):	Min. 6.0 m	4.5 m	Variance Requested
Setback – Interior Side Yard:	Min. 3.0 m	7.2 m	None
Setback – Rear Yard:	Min. 3.0 m	4.5 m (ground floor) 6.0 m (second floor)	None
Lot Dimensions:	Min. Width: 40.0 m Min. Depth: 35.0 m	Width: 18.11 m (average) Depth: 35.32 m	Variance Requested
Building Height:	Max. 12.0 m (3 storeys)	11.41 m (2 to 3 storeys)	None
Parking Spaces – Resident:	Min. 2.0/unit (Min. 6 spaces)	6 spaces	None
Parking Spaces – Visitor:	Min. 0.2/unit (Min. 1 space)	1 space	None
Total:	7 spaces	7 spaces	None

On Future Lot	Bylaw Requirement	Proposed	Variance
Tandem Parking Spaces:	Max. 50% (3 spaces)	None	None
Standard Parking Spaces:	100% (6 spaces)	50% (3 spaces)	Variance Requested
Small Parking Spaces:	Not permitted	50% (3 spaces)	



**TOPOGRAPHIC SURVEY OF LOT 3**  
**SECTION 33 BLOCK 4 NORTH RANGE 6 WEST**  
**NEW WESTMINSTER DISTRICT PLAN 14866**

#8240 WILLIAMS ROAD,  
 RICHMOND, B.C.  
 P.I.D. 001-947-338

SCALE: 1:200

ALL DISTANCES ARE IN METRES AND DECIMALS  
 THEREOF UNLESS OTHERWISE INDICATED



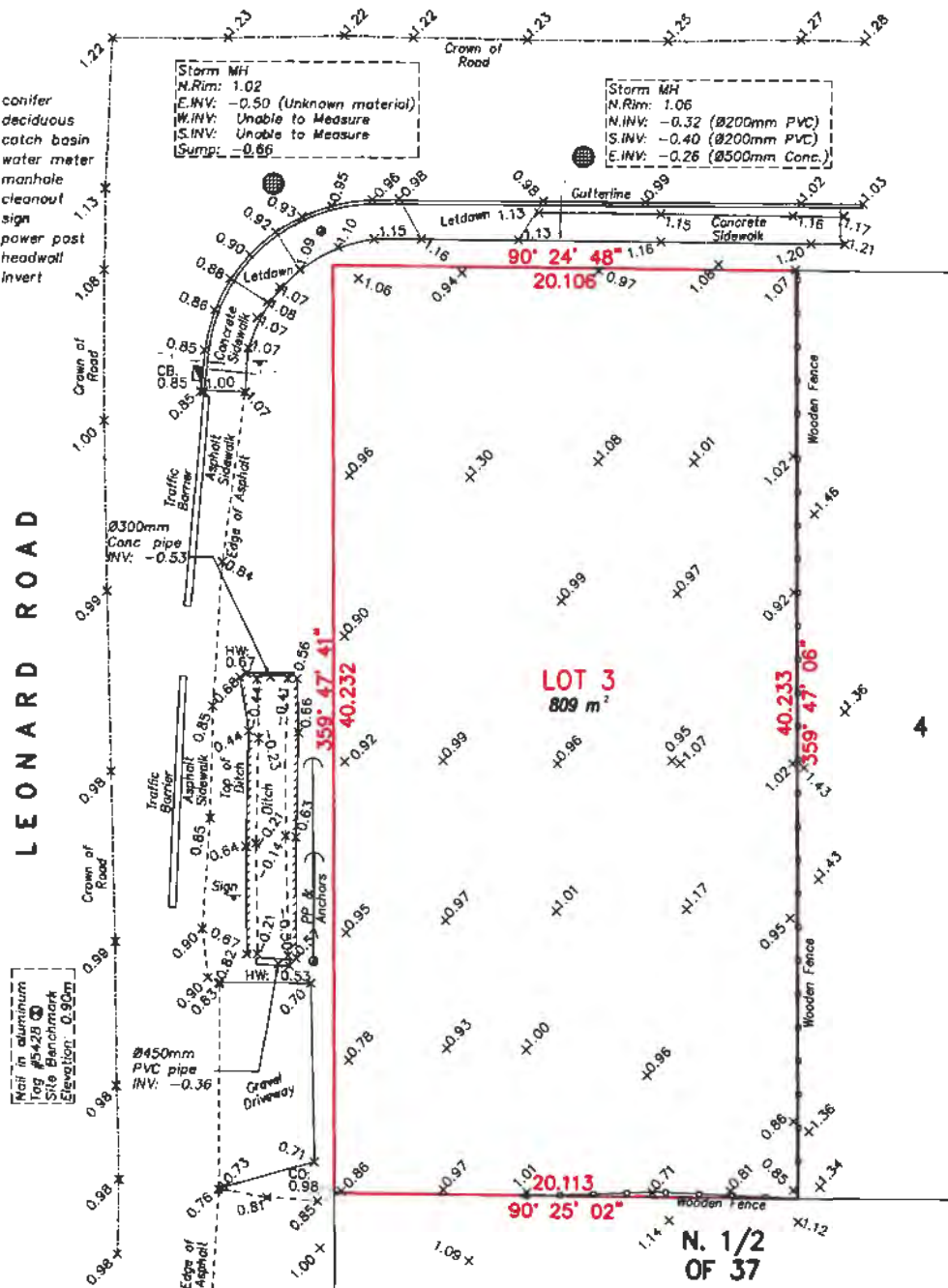
**WILLIAMS ROAD**

**LEGEND:**

- (C) denotes conifer
- (D) denotes deciduous
- denotes catch basin
- denotes water meter
- denotes manhole
- denotes cleanout
- △ denotes sign
- ⊙ denotes power post
- HW denotes headwall
- INV. denotes invert

Storm MH  
 N.Rim: 1.02  
 E.INV: -0.50 (Unknown material)  
 W.INV: Unable to Measure  
 S.INV: Unable to Measure  
 Sump: -0.66

Storm MH  
 N.Rim: 1.06  
 N.INV: -0.32 (8200mm PVC)  
 S.INV: -0.40 (8200mm PVC)  
 E.INV: -0.26 (8500mm Conc.)



© copyright  
 J. C. Tam and Associates  
 Canada and B.C. Land Surveyor  
 115 - 8833 Odlin Crescent  
 Richmond, B.C. V6X 3Z7  
 Telephone: 214-8928  
 Fax: 214-8929  
 E-mail: office@jctam.com  
 Website: www.jctam.com  
 Job No. 6578  
 FB-309 P37-41; FB-430 P90  
 Drawn By: IO/LK

**NOTE:**

Elevations shown are based  
 on City of Richmond HPN  
 Benchmark network.  
 Benchmark: HPN #205  
 Control Monument 77H4827  
 Elevation: 1.044m  
 Benchmark: HPN #231  
 Control Monument 19713  
 Elevation: 3.419m

**NOTE:**

Use site Benchmark Tag #5428  
 for construction elevation control.

**CERTIFIED CORRECT:**

LOT DIMENSION ACCORDING TO  
 FIELD SURVEY.

Johnson Tam  
 JQQ5M3  
 Date: 2023.09.26  
 08:03:46 -0700

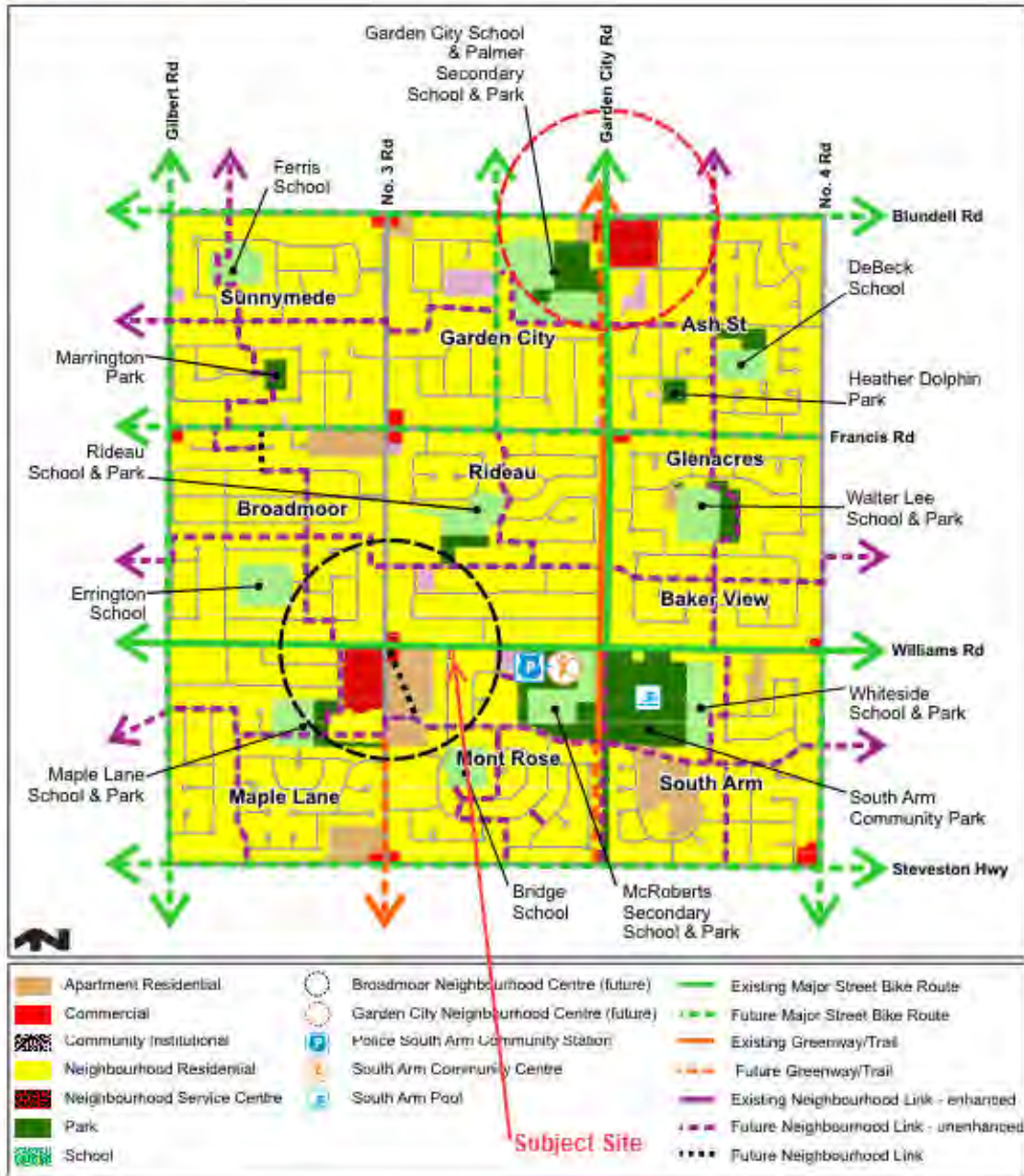
JOHNSON C. TAM, B.C.L.S., C.L.S.

September 25th, 2023.

DWG No. 6578-Topo-02



## 6. Broadmoor



# 8240 WILLIAMS RD - 3-UNIT TOWNHOUSE DEVELOPMENT

## PROJECT DATA

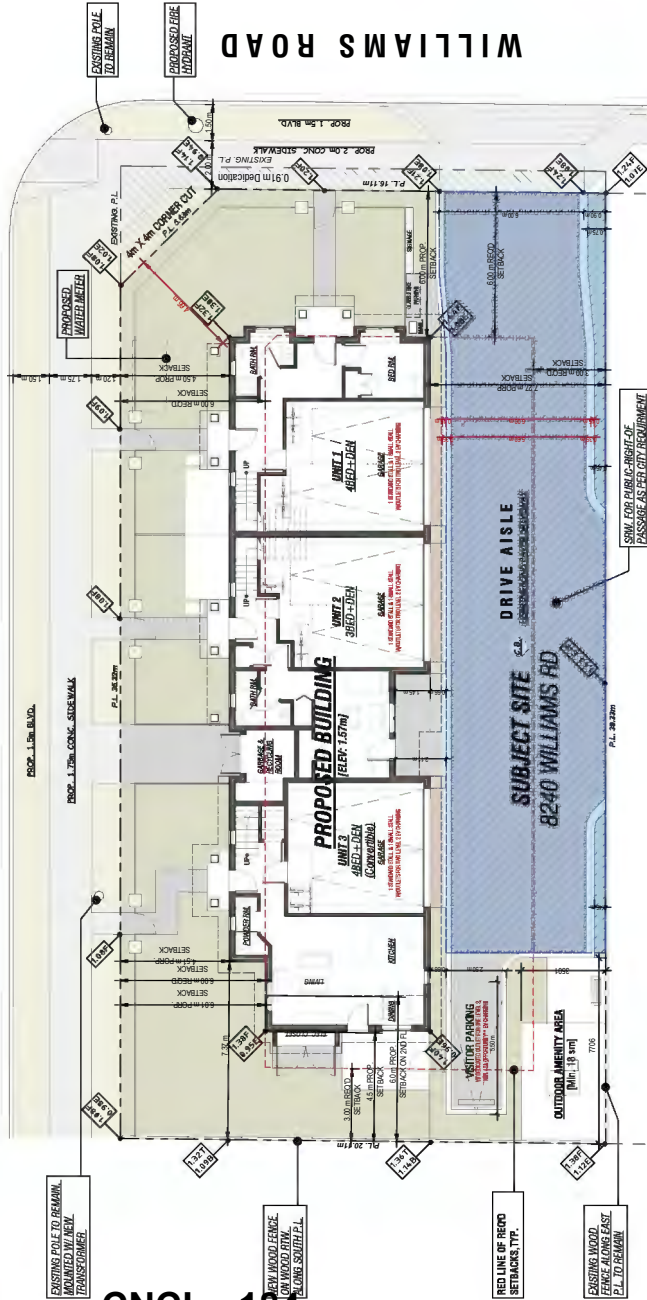
Client Address	8240 Williams Rd, Richmond BC
Legal Description	LOT 3, SECTION 33 BLOCK 4, NORTH RANGE 5 WEST NEW WESTMINSTER DISTRICT PLAN 14866
PID	001-04-7-339
Gross Site Area	180.02 ac (8788.19 sq)
Dedications	4m x 4m Corner Cut & 0.91m Front Road Dedication - 25.47 sqm (284.94 sq)
Net Site Area	154.55 ac (6453.25 sq)

Land Uses	1	2	3
DDP Designation	Single-family	Neighbourhood Residential	Townhouses
Zoning	RS1 (F: Single Detached)	RS1.4 (Low Density Townhouses)	
Number of Units			3

On-Plot Development Stds	Before Requirement	Proposed	Variance
Floor Area Ratio	Max: 0.60	0.65	None
Buildable Floor Area (sqm)	Max: 403.53 sqm (5553.94 sq)	434.60 sqm (4669.81 sq)	None
Lot Coverage (% of Net Site Area)	Building: Max. 40% Non-porous Surface: Max. 65% Live Landscaping: Min. 25%	Building: 33% Non-porous Surface: 64% Live Landscaping: 28%	None
Lot Size (sqm)	782.54 sqm	782.54 sqm	None
Lot Dimensions (m)	Width: 30m Front: 6.0m Rear: 4.5m @ 14 FT, & 6.0m @ 2nd FL	Width: 30m Front: 6.0m Rear: 4.5m @ 14 FT, & 6.0m @ 2nd FL	Relaxation needed
Setbacks (m)	Front: Min. 3.0m Rear: Min. 3.0m Side: Min. 3.0m	Front: 6.0m Rear: 4.5m @ 14 FT, & 6.0m @ 2nd FL Side: 4.5m	Relaxation needed for Exterior Side yard (please refer to site plan where the build location is detailed beyond the Red line or required distance)
Height (m)	Max: 12.0m (0.2 per unit) + 1 Visitor	11.4m	None
Off-street Parking	3 (50% of 6 per unit) + 1 Visitor	6 Residents + 1 Visitor	Relaxation needed
Small Parking	Max: 50%	None	None
Tandem Parking	None	None	None
Accessible Parking	100% of resident parking spaces	100% of resident parking spaces	None
EV charging	4 Class 1 (1.25 per unit) + 1 Class 2 (0.2 per unit)	6 Class 1 + 1 Class 2	None
Bicycle Parking	Min: 50 sqm or Cap-in-lieu	Cap-in-lieu	None
Amenity Space - Indoor	Min: 18 sqm (6.0 m2 per unit)	263 sqm	None
Amenity Space - Outdoor			None

\* Opportunity charging is defined as Level 2 charging (or higher) for an electric vehicle supported by a minimum 40A with dedicated electrical circuit for the parking space.

## LEONARD ROAD



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



No.	Date	Revision	Comments
1	May 28, 2024	REV 1	Initial Design
2	May 28, 2024	REV 2	Final Design
3	May 28, 2024	REV 3	Final Design
4	May 28, 2024	REV 4	Final Design
5	May 28, 2024	REV 5	Final Design
6	May 28, 2024	REV 6	Final Design
7	May 28, 2024	REV 7	Final Design
8	May 28, 2024	REV 8	Final Design
9	May 28, 2024	REV 9	Final Design
10	May 28, 2024	REV 10	Final Design

Project Title	Sheet Title	File number:	Scale:
3-UNIT TOWNHOUSE	PROJECT DATA	Client:	CL
8240 Williams Rd, Richmond		Checked:	JC
		Print date:	July 28, 2024

A0.1

ATTACHMENT 5

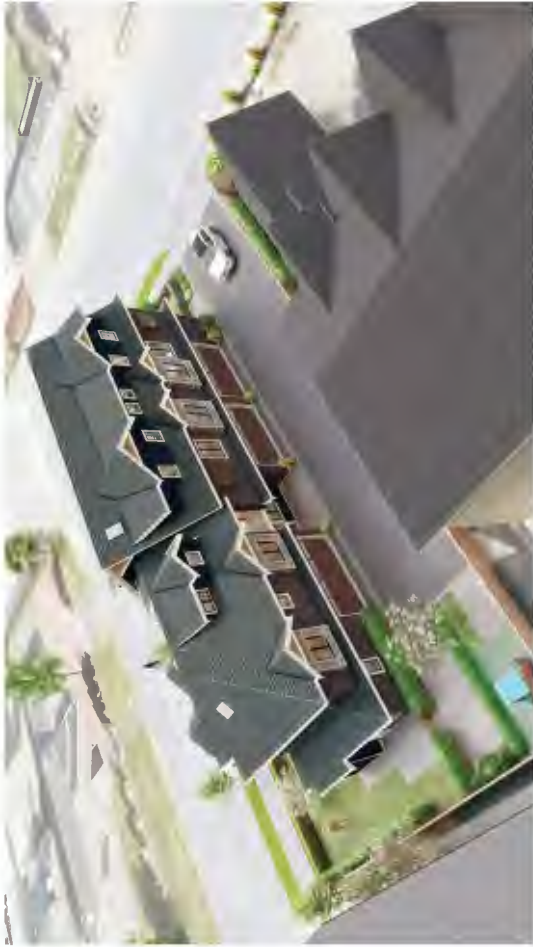
## SITE AERIAL PHOTO







AERIAL VIEW LOOKING SOUTHWESTWARD



AERIAL VIEW LOOKING WESTWARD



AERIAL VIEW LOOKING NORTHEASTWARD



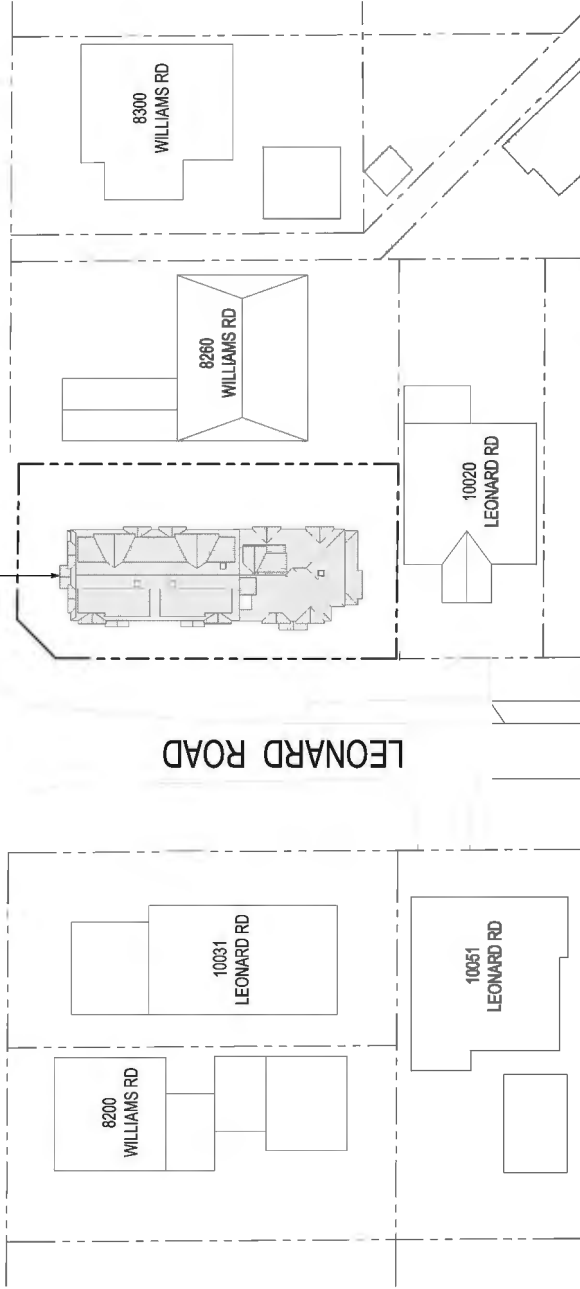
AERIAL VIEW LOOKING EASTWARD

<div> Kenneth Kim Architecture Inc.</div> <div><div>1: 7740 20th Ave. S. Suite 100 Richmond, BC V6V 1K1 Tel: 604-273-8877</div><div>2: 17740 20th Ave. S. Suite 100 Richmond, BC V6V 1K1 Tel: 604-273-8877</div><div>3: 17740 20th Ave. S. Suite 100 Richmond, BC V6V 1K1 Tel: 604-273-8877</div></div>	<div>THIS DRAWING IS NOT TO BE REPRODUCED, COPIED, OR REPRODUCED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF KIM ARCHITECTURE INC. ALL RIGHTS ARE RESERVED. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.</div>			Consultants		<div>Project Title</div> <div>3-UNIT TOWNHOUSE</div> <div>8240 Williams Rd, Richmond</div>	<div>Sheet Title</div> <div>PERSPECTIVES</div>	<div>File number:</div> <div>Client: CL</div> <div>Consultant: JEC</div> <div>Print date: July 28, 2024</div>	<div>Scale:</div> <div>Drawn by: CL</div> <div>Checked by: JEC</div> <div>A0.2</div>	<div>Issue:</div> <div>Drawn by: CL</div> <div>Checked by: JEC</div> <div>A0.2</div>
	No.	Date	Revision							
	5	May 28, 2024	REV: Finalize 3							
	4	Nov 30, 2023	REV: Finalize 2							
	3	Nov 3, 2023	REV: Submittal 2							
	2	Nov 15, 2022	REV: Submittal 1							
	1	July 9, 2021	REV: Submittal 0							



WILLIAMS ROAD

SUBJECT SITE



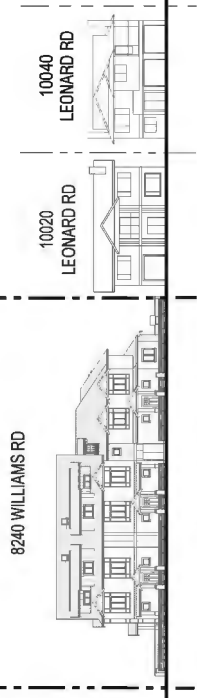
LEONARD ROAD

SITE CONTEXT PLAN  
SCALE: 1" = 20'-0"

WILLIAMS ROAD

LEONARD ROAD

SUBJECT SITE



STREETSCAPE ELEVATION (LEONARD RD)  
SCALE: 1" = 20'-0"

STREETSCAPE ELEVATION (WILLIAMS RD)  
SCALE: 1" = 20'-0"

<div> Kenneth Kim Architecture Inc. 1779 Broadway, 7th Floor New York, NY 10019 Tel: 212-691-1111</div>			<div><b>Revisions</b></div>			<div><b>Consultants</b></div>			<div><b>Project Title</b> 3-UNIT TOWNHOUSE 8240 Williams Rd, Richmond</div>			<div><b>Sheet Title</b> SITE CONTEXT PLAN</div>			<div><b>File number:</b> Drawn: CL Checked: JEC Plot date: May 28, 2024</div>			<div><b>Scale:</b> CL JEC May 28, 2024</div>			<div><b>A0.3</b></div>								
No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision	No.	Date	Revision
5	May 28, 2024	REV: Final	3	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final	1	May 28, 2024	REV: Final
4	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final	2	May 20, 2024	REV: Final
3	May 15, 2024	REV: Final	1	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final	3	May 15, 2024	REV: Final
2	May 10, 2024	REV: Final	1	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final	4	May 10, 2024	REV: Final
1	May 9, 2024	REV: Final	1	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final	5	May 9, 2024	REV: Final





VIEW FROM WILLIAMS ROAD

### ELEVATION NOTES

- 1 Face Brick, Charcoal
- 2 Hardie Board with Trim, Medium Grey
- 3 Board & Batten Siding, Dark Grey
- 4 Hardie Shingle Siding, Brown
- 5 Asphalt Shingles, Grey









7788662378  
YU@POINTLASTUDIO.COM  
WWW.POINTLASTUDIO.COM

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[illegible]

STAMP:

PROJECT NAME:

8240 WILLIAMS RD., RICHMOND

DRAWING TITLE:

PLS PROJECT NUMBER: 21010

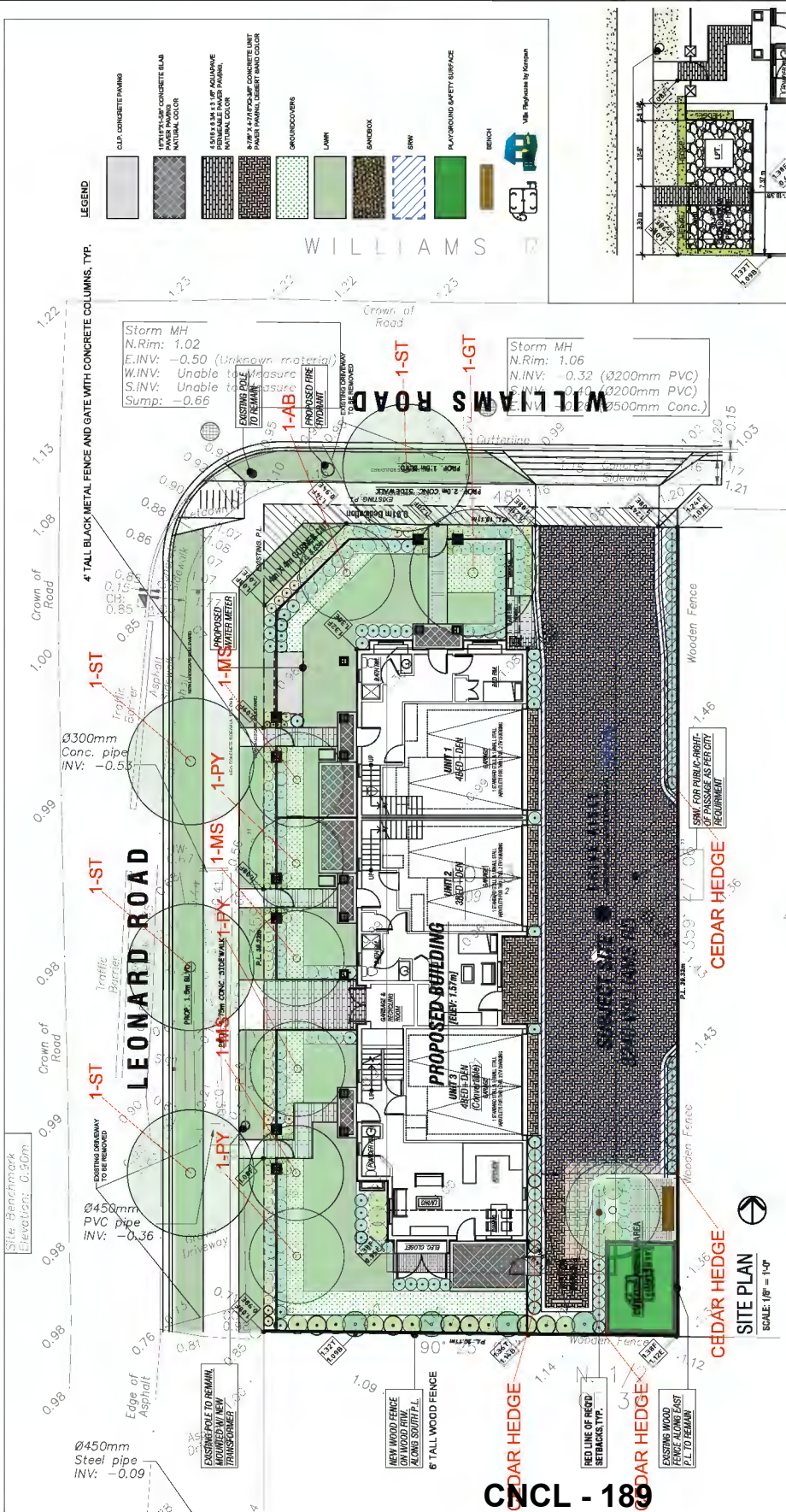
DATE: JUL 25/2021

DRAWN BY:

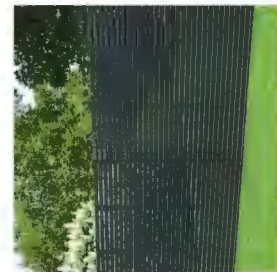
SCALE:

D'ING. NO.:

L1 OF: 1



2	LPT CONCEPT PLAN (if applicable)
-	SCALE 1/8" = 1'-0"



BLACK METAL PRIVACY SCREEN  
BETWEEN UNITS



4" TALL BLACK METAL FENCE WITH  
CONCRETE COLUMNS  
ALONG THE WEST SIDE OF THE PROPERTY



5' TALL WOOD FENCE ALONG SOUTH  
PROPERTY LINE



STREETSCAPE IMAGE (NOTE THE FENCE WOULD BE LOWER THAN THE IMAGE)

TREELIST		Trees				
Code	Quantity	Scientific Name	Common Name	Size	Spacing	Note
AS	1	<i>Acer palmatum</i> "Bloodgood"	Bloodgood Japanese Maple	Coll. Bon	As Shown	REPLACEMENT TREE
MS	1	<i>Amelanchier fraxinifolia</i>	Shiny Red Dogwood	Coll. Bon	As Shown	REPLACEMENT TREE
MS	1	<i>Liriodendron tulipifera</i>	Shiloh's Sweet Gum	Coll. Bon	As Shown	REPLACEMENT TREE
MS	1	<i>Magnolia x soulangeana</i>	Magnolia	Coll. Bon	As Shown	REPLACEMENT TREE
PT	1	<i>Prunus x yodanisiana</i> "Aebono"	Aebono Yoshino Cherry	Coll. Bon	As Shown	REPLACEMENT TREE
SV	1	-	-	Coll. Bon	As Shown	STREET TREE

**NOTE: STREET TREE SPECIES TO BE CONFIRMED WITH THE CITY IN DP STAGE**

# CNCL - 189



**Address:** 8240 Williams Road

**File No.:** RZ 21-934592

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10578, the applicant is required to complete the following:**

1. **(Development Permit)** The submission and processing of a Development Permit\* application completed to a level deemed acceptable by the Director of Development.
2. **(Road Dedication)** 4.0 m by 4.0 corner cut road dedication at the northwest corner of the subject site and 0.91 wide road dedication along the entire Williams Road frontage. Note: this may require an overlay of the proposed functional plan with the dedication plan along with signed and sealed confirmation from a Professional Engineer that the required improvements can be accommodated within the dedication area.
3. **(Access to Future Adjacent Development)** Registration of a cross-access easement, statutory right-of-way, and/or other legal agreements or measures, as determined to the satisfaction of the Director of Development, over the internal drive-aisle to enable future potential public shared access to adjacent development to the east, including the installation of wayfinding and other appropriate signage on the subject property, and requiring a covenant that the owner provide written notification of this through the disclosure statement to all initial purchasers, provide an acknowledgement of the same in all purchase and sale agreements, and post signage in the initial sales centre advising purchasers of the potential for these impacts. The maintenance & liability responsibility is to be clearly noted in the legal agreement and, the design of the drive-aisle must be prepared in accordance with good engineering practice with the objective to optimize public safety.
4. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title (Area A).
5. **(No Rental and Age Restrictions)** Registration of a restrictive covenant prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.
6. **(TDM Measures)** Registration of a legal agreement to secure City acceptance of the applicant's voluntary contribution of 2.00 resident bike parking spaces per unit as a Transportation Demand Management (TDM) measure associated with the proposed parking supply.
7. **(Contribution – Indoor Amenity)** City acceptance of the applicant's voluntary contribution in the amount of \$2,066.00 per dwelling unit (e.g. \$6,198.00) in-lieu of the provision of on-site indoor amenity space to the City's Recreation Facilities Reserve Fund. In the event that the contribution is not received within one year of the rezoning bylaw receiving third reading, the contribution shall be recalculated based on the rate in effect at the time of payment, as updated periodically by the City.
8. **(Contribution – Affordable Housing)** City acceptance of the applicant's voluntary contribution in the amount of \$12.00 per buildable square foot (e.g. \$60,647.25) to the City's Affordable Housing Reserve Fund.
9. **(Voluntary Tree Replacement Contribution)** City acceptance of the applicant's voluntary contribution in the amount of \$6,144.00 to the City's Tree Compensation Fund for the planting of replacement trees within the City in-lieu of planting the balance of required replacement trees on-site.
10. **(Contribution – Pedestrian Traffic Signal)** City acceptance of the applicant's voluntary contribution in the amount of \$15,000.00 towards the installation of a special crosswalk at the Williams Road/Leonard Road intersection. The ultimate works are to include (but are not limited to): signal poles and cabinet; LED/luminaires; amber flashers; and new standard Audible Pedestrian Signal pushbuttons.
11. **(Fees - Notices)** Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

12. **(Servicing Agreement)** Enter into a Servicing Agreement\* for the design and construction of the servicing and frontage improvements described herein. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. The scope of works is include, but is not limited to:

*Water Works:*

- a) Using the OCP Model, there is 518 L/s of water available at a 20 psi residual at the 8240 Williams Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- b) The applicant is required to coordinate with Richmond Fire-Rescue to confirm whether fire hydrants are required along the proposed development's William Road frontage. If required by RFR, the necessary water main and hydrant installations shall be reviewed by the City's Engineering Department and added to the scope of the SA design.
- c) At the applicant's cost, the applicant is required to:
  - i. Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit (BP) stage building designs.
  - ii. Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.
  - iii. Provide a Statutory Right-of-Way (SRW) for the water meter to be located on site. Minimum SRW dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact SRW dimensions to be finalized during the SA design review process.
- d) At the applicant's cost, the City will:
  - i. Cut and cap at the main the existing water service connection and remove the existing water meter.
  - ii. Provide a new service connection complete with water meter. The water service connection shall be tied in to the existing watermain at the Leonard Rd frontage. Details will be finalized as part of the SA design review process.
  - iii. Complete all tie-ins for the proposed works to existing City infrastructure.

*Storm Sewer Works:*

- e) At the applicant's cost, the applicant is required to:
  - i. Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the SA design review process.
  - ii. Remove the manhole closest to the northwest corner of the property to allow for drainage upgrade.
  - iii. Upgrade the existing drainage on the Williams Road frontage (approximately 30 m) to 600 mm starting from the Leonard Road center line to the east property line of the subject site, complete with manholes.
  - iv. Cut and cap the east storm sewer system on Leonard Road south of the existing manhole on Williams Road and north of the southwest new manhole aligned with the existing west storm sewer on Leonard Road for decommissioning. Fill as per MMCD and abandon.
  - v. Cut and cap the existing service connection on the southwest corner of the property.
  - vi. Install a new storm sewer in the middle of Leonard Road starting from the new drainage line on Williams Road to the south of the property line, complete with manholes. Tie back to the existing east and west 300 mm storm sewers, complete with inspection chambers.
  - vii. Install new service connections on Leonard Road to service the proposed development site and the property to its west, complete with inspection chambers. Details will be determined as part of the SA design review process.
  - viii. Subject to transportation's frontage improvement requirements, developer is to upgrade the existing drainage along the Leonard Road frontage from the south property line to the new man hole on Williams Rd.
- f) At the applicant's cost, the City will:
  - i. Complete all tie-ins for the proposed works to existing City Infrastructure.



*Sanitary Sewer Works:*

- g) At the applicant's cost, the applicant is required to:
  - i. Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
  - ii. Under the applicable existing conditions outlined in the OCP, the applicant is to provide a capacity analysis for the existing and the ultimate condition. If the existing sanitary lines along the west side of Leonard Road and the downstream pipes further south are inadequate as per the capacity analysis, the applicant will then be required to upgrade the inadequate lines.
  - iii. Extend the sanitary sewer 2.0 meters north from the manhole between 10051 and 10031 Leonard Road, connecting it to a new manhole. From there, extend the sewer eastward to reach the property at 8240 Williams Road.
- h) At the applicant's cost, the City will:
  - i. Provide a new service connection to the proposed site. The sanitary service connection shall be tied in to the existing sanitary system at the Leonard Road frontage.
  - ii. Cut and cap the existing sanitary connection at the southwest corner of the subject site.
  - iii. Complete all tie-ins for the proposed works to existing City infrastructure.

*Frontage Improvements:*

- i) Williams Road Frontage Improvements:
  - i. The existing sidewalk behind the curb is to be removed and a new 2.0 m wide concrete sidewalk is required to be constructed along the new property line after the required road dedication. A 1.5 m wide landscaped boulevard is to be placed between the curb and the new sidewalk. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the east of the subject site. The cross-section elements of the frontage improvements (from south to north), are to include:
    - The subject site's new north property line.
    - 2.0 m wide concrete sidewalk.
    - 1.5 m wide grass boulevard with street trees.
    - 0.15 m wide curb.

Note: a 0.91 m wide road dedication across the entire Williams Road frontage is to be provided to support the required frontage improvements. A 4.0 m by 4.0 m corner cut road dedication is also required at the northwest corner of the subject site. The exact measurements of these dedications are to be determined as part of the road functional design process and legal surveys at SA stage.
  - ii. All existing driveway crossings along the Williams Road frontage are to be closed. The applicant is responsible for the removal of the existing driveway crossings/letdowns and the replacement with barrier curb/gutter, boulevard and concrete sidewalk as per the standards described above.
  - iii. A new driveway off Williams Road is to be provided as far east within the frontage as possible.
- j) Leonard Road Frontage Improvements (Road Works):
  - i. The City's Engineering Design Specifications for local roads (R-5-DS) require a pavement width of 8.5 m. The existing pavement width along the site's Leonard Road frontage is short of the established standards and is required to be widened. The Applicant is required to widen the existing pavement as per the following:
    - Measuring from the existing centreline of the road towards the site, widen the pavement to 4.25 m (one-half of the full 8.5 m pavement width).
    - Remove the existing extruded curb and construct new concrete curb/gutter along the edge of widened pavement.
    - Provide asphalt flare to meet existing edge of pavement to the south based on horizontal 1:20 taper with 1.0 m wide gravel shoulder.
    - Reconstruct the curb/gutter line at the southeast corner of the Leonard Road/Williams Road intersection based on a curb return radius of 5.5 m.

- Construct dual wheelchair ramps (R-12-SD) at the southeast corner of the Leonard Road/Williams Road intersection with landing pads per TAC standards.

Note: The exact dimensions of the above frontage improvements are to be determined as part of the road functional design process and legal surveys at SA stage.

- k) Leonard Road Frontage Improvements (Behind-the-Curb Works):
- i. Remove the existing asphalt pathway and construct a new concrete sidewalk and landscaped boulevard. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the south of the subject site including replacement of the existing extruded curbs. The cross-section elements of the frontage improvements (from east to west), are to include:
    - The subject site's west property line.
    - 0.95 m wide boulevard.
    - 2.0 m wide concrete sidewalk.
    - 1.5 m wide grass boulevard with street trees.
    - New 0.15 m wide east curb of Leonard Road.
- Note: The exact dimensions of the above frontage improvements are to be determined as part of the road functional design process and legal surveys at SA stage.
- l) All existing driveway crossings along the Leonard Road frontage are to be closed. The applicant is responsible for the removal of existing driveway crossings/let-downs and the replacement with barrier curb/gutter, boulevard with street trees and concrete sidewalk as per the standards described above.
- m) Road Functional Plans:
- i. Road Functional Plans are required for approval by the City. The plans are to show:
    - All road works and behind-the-curb frontage improvements along both road frontages as per the requirements identified above.
    - The layout of the southeast corner of the Williams Road/Leonard Road intersection.
    - Complete cross-sections of the required improvements along both road frontages.
    - Pavement marking and traffic/parking signage plans.
  - ii. Consult the City's Engineering Department comments below about utility requirements and include those requirements in the Road Functional Plans.
  - iii. Consult the City's Parks Department about the requirements for tree placement and include those requirements in the Functional Plans.

*Street Lighting:*

- n) At the applicant's cost, the applicant is required to:
- i. Review street lighting levels along all road and lane frontages, and upgrade as required.

*General Items:*

- o) At the applicant's cost, the applicant is required to:
- i. Complete other frontage improvements as per the City's Transportation Department requirements.
  - ii. Coordinate with BC Hydro, Telus, and other private communication service providers:
    - To pre-duct for future hydro, telephone and cable utilities along all road frontages.
    - Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - To underground overhead service lines.
  - iii. Locate/relocate all aboveground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all aboveground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., SRW dimensions) and the locations for the aboveground

structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of SRWs that shall be shown on the architectural plans/functional plan, the SA drawings, and registered prior to SA design approval:

- BC Hydro PMT – 4.0 x 5.0 m
  - BC Hydro LPT – 3.5 x 3.5 m
  - Street light kiosk – 1.5 x 1.5 m
  - Traffic signal kiosk – 2.0 x 1.5 m
  - Traffic signal UPS – 1.0 x 1.0 m
  - Shaw cable kiosk – 1.0 x 1.0 m
  - Telus FDH cabinet – 1.1 x 1.0 m
- iv. Provide, prior to start of site preparation works or within the first SA submission, whichever comes first, a preload plan and geotechnical assessment of preload, dewatering, and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
  - v. Submit a proposed strategy at the BP stage for managing excavation de-watering. Note that the City's preference is to manage groundwater on-site or by removing and disposing at an appropriate facility. If this is not feasible due to volume of de-watering, the applicant will be required to apply to Metro Vancouver for a permit to discharge into the sanitary sewer system. If the sanitary sewer does not have adequate capacity to receive the volume of groundwater, the applicant will be required to enter into a de-watering agreement with the City wherein the applicant will be required to treat the groundwater before discharging it to the City's storm sewer system.
  - vi. Not encroach into City SRWs with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into SRWs must be reviewed by the City's Engineering Department.
  - vii. If applicable, coordinate the SA design for this development with the SA for the adjacent development(s), both existing and in-stream. The applicant's civil engineer shall submit a signed and sealed letter with each SA submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the SA designs are consistent. The City will not accept the first submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
    - Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
    - Pipe sizes, material and slopes.
    - Location of manholes and fire hydrants.
    - Road grades, high points and low points.
    - Alignment of ultimate and interim curbs.
    - Proposed street lights design.
  - viii. Enter into, if required, additional legal agreements, as determined via the subject development's SA(s) and/or Development Permit(s), and/or BP(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

**Prior to the Development Permit\* application being forwarded to the Development Permit Panel for consideration, the applicant is required to:**

- Submit written confirmation from a registered acoustic consultant that noise associated with proposed heat pump operation will comply with the City's Noise Regulation Bylaw, along with recommendations for any measures that may be used on-site to mitigate noise impacts from heat pump operation.

**Prior to Building Permit (BP)\* issuance, the applicant must complete the following requirements:**

- Incorporation of accessibility measures in BP plans as determined via the Rezoning and/or Development Permit processes (e.g., Aging-in-Place Features in all units, and Convertible Unit Features in the south unit of the building).
- Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. The Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane

closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

- If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
- Obtain a BP for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the BP. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- If the development will be constructed in phases and stratified, a [Phased Strata Subdivision Application](#) is required. Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- If the development intends to create one or more air space parcels, an [Air Space Parcel Subdivision Application](#) is required. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

(signed concurrence on file)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10578 (RZ 21-934592)  
8240 Williams Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“LOW DENSITY TOWNHOUSES (RTL4)”**.

P.I.D. 001-947-338

Lot 3 Section 33 Block 4 North Range 6 West New Westminster District Plan 14866

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10578”**.

FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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





# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** July 4, 2024

**From:** Wayne Craig  
General Manager, Planning and Development

**File:** RZ 22-005648

**Re:** Application by Haydenco Holdings Ltd. for Rezoning at 12060 & 12080 No. 5  
Road from the "Agriculture (AG1)" Zone to the "Light Industrial (IL)" Zone

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10580, for the rezoning of 12060 & 12080 No. 5 Road from the "Agriculture (AG1)" zone to the "Light Industrial (IL)" zone, be introduced and given first reading.

Wayne Craig  
General Manager, Planning and Development

WC:ak  
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Transportation	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

Haydenco Holdings Ltd. (Director: Hira Gaunder) has applied to the City of Richmond for permission to rezone 12060 & 12080 No. 5 Road (Attachment 1) from the “Agriculture (AG1)” zone to the “Light Industrial (IL)” zone to permit the development of a two-storey industrial building. Vehicle access will be from an extension of the existing rear lane to Rice Mill Road.

### **Findings of Fact**

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

### **Subject Site**

The subject site fronts onto No. 5 Road and is currently vacant.

### **Surrounding Development**

To the North: A lot zoned “Light Industrial (IL)” with an existing two-storey building on site.

To the South: A vacant lot zoned “Agriculture (AG1)”, outside the Agriculture Land Reserve (ALR) and designated “Industrial” in the Official Community Plan (OCP). The property is part of an active rezoning application (RZ 21-941597) to rezone the property to “Light Industrial (IL)” to develop two industrial buildings. The rezoning bylaw is currently at third reading.

To the East: A site split-zoned “Agriculture (AG1)” and “Light Industrial (IL)” and designated “Industrial” in the OCP. The property is part of an active rezoning and Development Permit application (RZ 18-824565 & DP18-824566) by BC Ferries to upgrade the fleet maintenance operations on the eastern part of the site. The rezoning application and development permit application are pending final adoption and issuance.

To the West: Immediately across No. 5 Road are sites zoned “Industrial Business Park (IB1)” with light industrial buildings including the Richmond Animal Shelter.

### **Related Policies & Studies**

#### **Official Community Plan**

The Official Community Plan (OCP) land use designation for the subject site is “Industrial”. The proposed rezoning is consistent with this land use designation.

The site is zoned “Agriculture (AG1)” but is not located within the Agricultural Land Reserve. The proposed rezoning to “Light Industrial (IL)” zone complies with the Industrial designation of the site in the OCP.

### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. The subject site is located in an area with a designated Flood Construction Level (FCL) of 2.9 m GSC. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

### **Analysis**

#### Built Form and Architectural Character

The proposed light industrial development consists of one two-storey building fronting No. 5 Road. The building totals approximately 1,322.44 m<sup>2</sup> in light industrial space and 529.64 m<sup>2</sup> in ancillary office space. The building has a proposed front yard setback of 3.07 m and proposed height of 9.45 m, complying with Zoning Bylaw 8500. The building's front façade features curved glazing at the northwest corner, mirroring the adjacent industrial building to the north. Conceptual development plans are provided in Attachment 3.

Staff discussed with the applicant the potential to adjust the building envelope to retain an existing significant tree along the south property line. However, the applicant advised they require the space and layout of the building to support their proposed industrial operations.

Further, in order to meet the minimum FCL of 2.9 m GSC, as required in the City's Flood Plain Designation and Protection Bylaw 8204, the elevation of the subject site will be increased by approximately 1.5 metres. Similarly, City standards for lane construction would require meeting the grade of existing lane to the north. The resulting change in grade relative to the site to the east would result in the need for retaining walls along the east property line and a portion of the south property line. Details on the impact to adjacent trees and efforts to retain them are discussed in the tree section below.

#### Transportation and Site Access

Vehicle access to the site will be provided at the rear through the dedication and continuation of an existing lane established from Rice Mill Road. This lane is ultimately intended to extend south to the City-owned road allowance south of 12200 No. 5 Road. The full lane connection is contingent on the redevelopment of the properties to the south including 12120 No. 5 Road, which is subject to a current rezoning application, and the properties to the south of that, which are not subject to any current development applications.

To allow for successful truck maneuvering, the rear lane at 12120 No. 5 Road must be constructed in coordination with the section adjacent to the proposed development or prior to Building Permit issuance for this subject site.

Prior to Rezoning Bylaw Adoption, the applicant of the subject site is required to dedicate a minimum 7.5m wide functional lane, to the satisfaction of the Director of Transportation, along the entire east property line. As the adjacent eastern property lines to the south are offset, a deflection of the lane is required to connect to future City lane dedication.

All off-street parking for the proposed industrial building are provided on site. The site must also be designed to allow for safe operations of loading and waste management vehicles, to the satisfaction of the Director of Transportation, prior to rezoning bylaw adoption. To address construction traffic, a Construction Parking and Traffic Management Plan to the satisfaction of the Director of Transportation is required prior to the issuance of a Building Permit.

#### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses six bylaw-sized trees on the subject property, five trees on neighbouring properties, and one tree on City property (Attachment 4).

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

- Five trees (tag# 83 (30 cm Hazelnut), tag #85 (30 cm Cypress), tag #86 (55 cm Yew), tag #88 (73 cm Chestnut), and tag #260 (32 cm Cedar)) located on site are all in poor condition – either dying (sparse canopy foliage) or have been historically topped. These trees exhibit significant structural defects such as stem failure, narrow and weak secondary stem unions at the main branch union (below previous topping cuts) and co-dominant stems with inclusions. As a result, these trees are not good candidates for retention and should be replaced
- One tree (tag #251), located in the southwest portion of the site, is a 101 cm caliper Deodar Cedar is identified for removal. Staff worked with the applicant on options for retaining the significant tree, as outlined in the next section.
- Five poplar trees, including two significant trees, (tag #OS89 (85 cm), tag #OS256 (100 cm), tag #OS257 (80 cm), tag #OS258 (80 cm), tag #OS259 (100 cm)) located along the east property line on the neighbouring property to the east are identified for removal due to critical impact by the proposed grade changes and conflict with the required City lane. These trees are located in close proximity to an off-site Environmentally Sensitive Area (ESA). As a result, an Environmentally Sensitive Area Development Permit (ESA DP) will be required for this development to further assess tree removal, and compensation planting of trees or other plant material with the benefit of a Qualified Environmental Professional (QEP) Report. Staff worked on a variety of options to retain the trees, as outlined in the next section.
- All replacement trees associated with the development are specified at 2:1 ratio except for significant sized trees which are 3:1 ratio as per the OCP.

The City's Arborist has reviewed the Arborist Report regarding the City tree and supports the Arborist's findings with the following comment:

- One City tree (tag#Ci1) is in conflict with the frontage works and gas line. Relocation is not possible due to space constraints in the frontage with the introduction of a multi-use pathway.

### *Tree Replacement*

The applicant wishes to remove six on-site trees (Trees # 83, 85, 86, 88, 251, 260). The 2:1 replacement ratio for standard trees and 3:1 ratio required for the larger tree would require 13 replacement trees for the removal of the on-site trees.

Staff have worked with the applicant, Project Arborist and Tree Preservation Officials to consider options for on-site tree retention including redesigning the building to support the retention of trees including one significant on-site tree (Tree #251). Challenges include the significant grade changes required on site to meet the FCL requirements, which make tree retention difficult where space is tight to provide room to adjust the surrounding grade to existing trees. The applicant has indicated that retention of the significant tree would result in the loss of 263 m<sup>2</sup> of floor area on the ground level which is essential to ensure sufficient ground-level space for heavy equipment and operation sequencing. Staff also investigated the potential for relocating the tree, but due to the size of the tree, Tree Preservation staff have determined that it would not be feasible. The owner has provided a letter (Attachment 5) presenting their rationale for removal.

Five off-site trees (tag#OS89, OS256, OS257, OS258, OS259) located adjacent to the east property line are identified for removal but will require further assessment through a QEP report as part of the ESA DP application process. Compensation planting for the removal of these off-site trees will be further reviewed as part of the ESA DP.

Significant effort has been made by staff and the applicant to generate and review options for securing the lane connection and mitigating the required grade changes on the site without impacting the adjacent off-site trees along the east edge of the property. Challenges include the geometry of the site and lane connection which requires a significant bend through the site to connect existing and proposed sections of lane that must accommodate large vehicles; significant grade changes that are being introduced to bring the development into compliance with the City's Flood Control Bylaw; and the age and type of trees potentially impacted. Options considered included realignment of the lane to straighten the connection, reduction in parking stalls, and alternative construction methods. In order to retain the off-site trees, a tree protection zone of up to 5.0 m along the east edge of the property would be required to provide an adequate buffer. This would impact the site layout and require further reductions to building floor area to accommodate the shift in the lane and further reduction to carve out room for required parking and maneuvering for loading and waste management access, which the applicant advises would affect the viability of the project. Further, the Project Arborist has noted the off-site trees are Poplars, which grow fast but are prone to insect, disease and branch breakage with age. This species also has high water requirements. Given the short lifespan of poplar trees, the current age of the subject trees, the impact to critical root zone and reduction of water table due to construction, the applicant, Project Arborist and City Tree Preservation Officials have determined that tree retention is not feasible.



As off-site trees are located in close proximity to an Environmentally Sensitive Area (ESA), an ESA DP application is required. Further studies through a Qualified Environmental Professional (QEP) Report will be required. Staff will review further options for tree retention where possible including options for reducing parking to facilitate improved options for site grading east of the lane. Compensation planting requirements will be reviewed and applied as part of the DP.

Due to space constraints of the industrial building and required manoeuvring and circulation space required for this form of development the applicant proposes to plant four replacement trees on site. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
13	8 cm	4 m

The applicant will contribute \$6,912.00 (\$768 for each replacement tree) to the City's Tree Compensation Fund in lieu of the remaining nine trees that cannot be accommodated on the subject property after redevelopment.

The applicant also wishes to remove one City tree (tag #Ci1) along No. 5 Rd due to conflict with proposed frontage improvements including the introduction of a multi-use path.

Staff worked internally to consider options for the location of the multi-use path, however retention or relocation of the City tree proved to be unfeasible. A \$1,500.00 compensation is required for the removal of the City tree (tag #Ci1).

Landscaping, including the tree replacement planting within the front yard setback, in conjunction with required frontage upgrades along No. 5 Road (multi-use pathway and landscaped boulevard), will improve the pedestrian experience along the development.

### Public Art

Based on the buildable floor area for the new construction of approximately 25,334.91 ft<sup>2</sup> (2,354 m<sup>2</sup>) industrial area, the recommended public art contribution (2024 rate) is approximately \$7,600.47 to the Public Art Reserve Fund. This is consistent with the City's Public Art policy.

### Sustainability

The applicant proposes to incorporate sustainability and building energy efficiency features into the proposed development, including:

- Building construction to achieve a minimum 10 per cent better energy efficiency than the base BC Building Code requirement;
- A minimum of two Level 2 EV charging parking spots on site;
- Pre-ducting for future rooftop solar photovoltaic infrastructure as an alternative energy source; and,

- Provision of water conservation features including high-efficiency irrigation, drought resistant planting and water conserving plumbing fixtures.

These sustainability features will be secured through legal agreements registered on Title, prior to adoption of the rezoning bylaw.

#### Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into a Servicing Agreement for the design and construction of the rear lane, frontage improvement works and service connections (Attachment 6) which are summarized as follows:

- Frontage works along No. 5 Road to accommodate additional on-street parking, a new multi-use path and related frontage improvements (new curb and gutter, asphalt trail, and greened/treed boulevards).
- Construction of the rear lane along the entire east portion of the subject site. The lane is to be 7.5 m wide with rollover curbs on both sides and street lighting to the east to the satisfaction of the Director of Engineering.
- Site servicing works to extend the necessary services including any required connections, inspection chambers and meter gauges.

#### Development Permit Application

An Environmentally Sensitive Area Development Permit application is required to consider the removal of the off-site trees to the east, subject to further investigation by a Qualified Environmental Professional (QEP). Through the Development Permit, the following items are to be further investigated:

- ESA compensation planting for potential tree removal adjacent to the rear lane; and,
- Opportunities to maximize planting area through additional parking reduction measures.

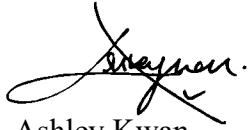
#### **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

#### **Conclusion**

This application is to rezone the property at 12060 and 12080 No. 5 Road from the “Agriculture (AG1)” zone to the “Light Industrial (IL)” zone, to permit the development of one industrial building with vehicle access from an extension of the existing rear lane to Rice Mill Road.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10580 be introduced and given first reading.

A handwritten signature in black ink, appearing to read "Ashley Kwan", with a stylized flourish at the end.

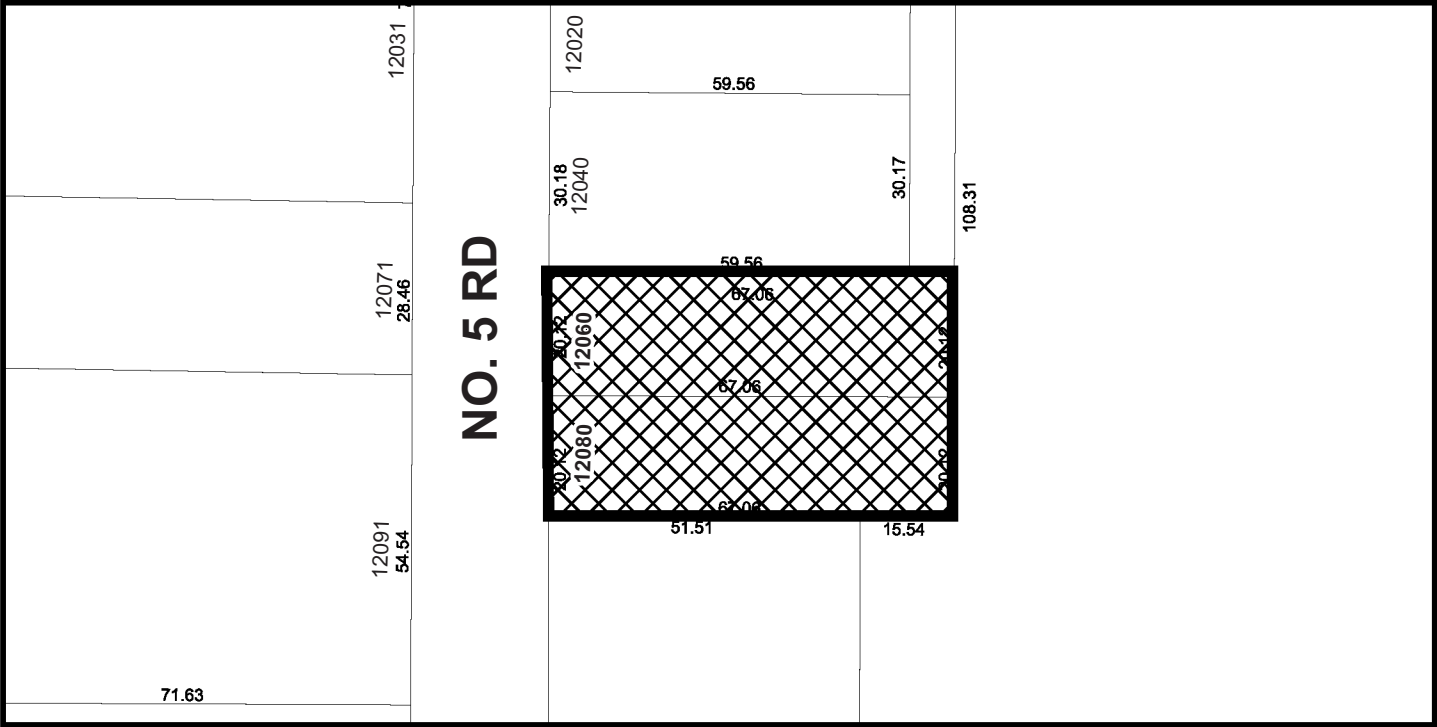
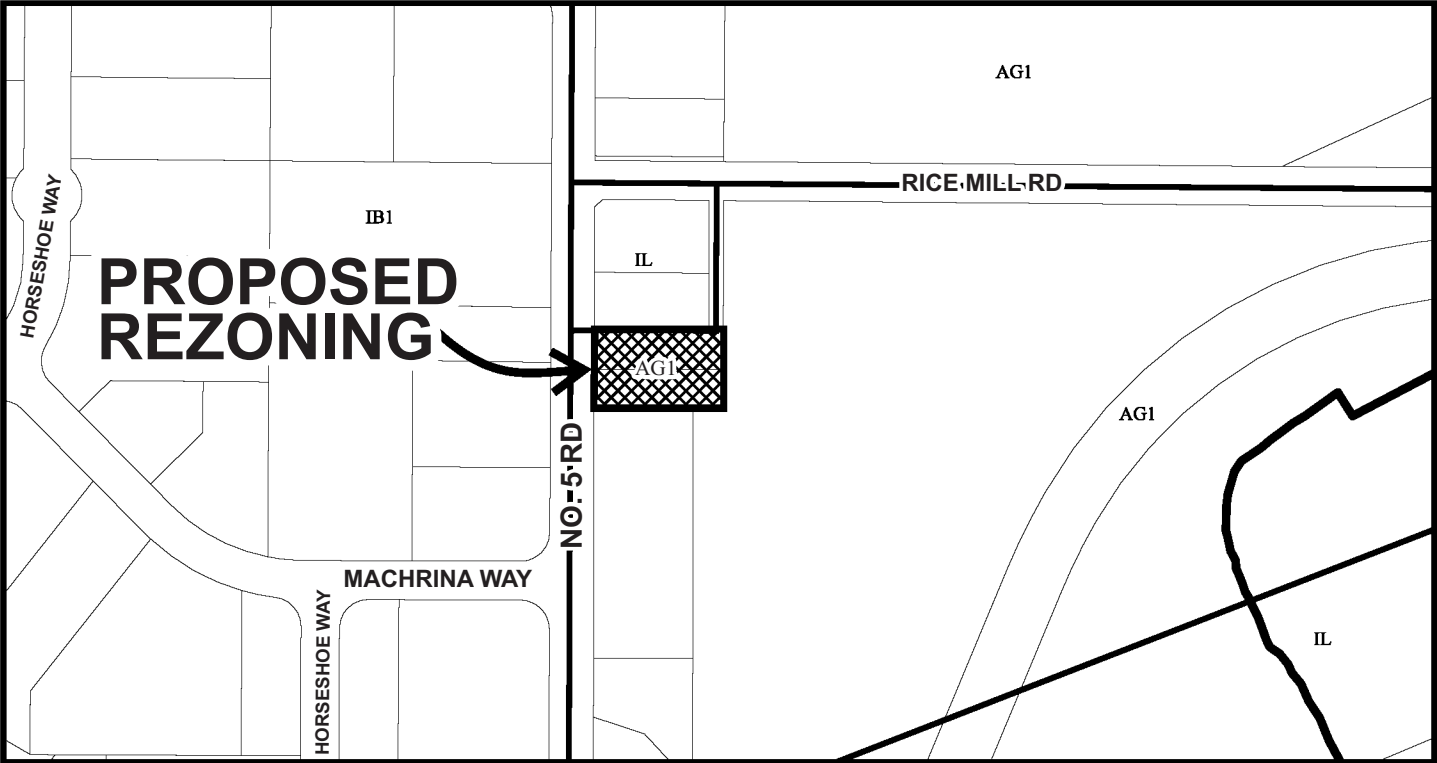
Ashley Kwan  
Planner 1  
(604-276-4173)

AK:he

- Att.    1: Location Map  
         2: Development Application Data Sheet  
         3: Conceptual Development Plans  
         4: Tree Management Plan  
         5: Tree Removal Request Letter  
         6: Rezoning Considerations



City of  
Richmond



RZ 22-005648

Original Date: 01/26/22

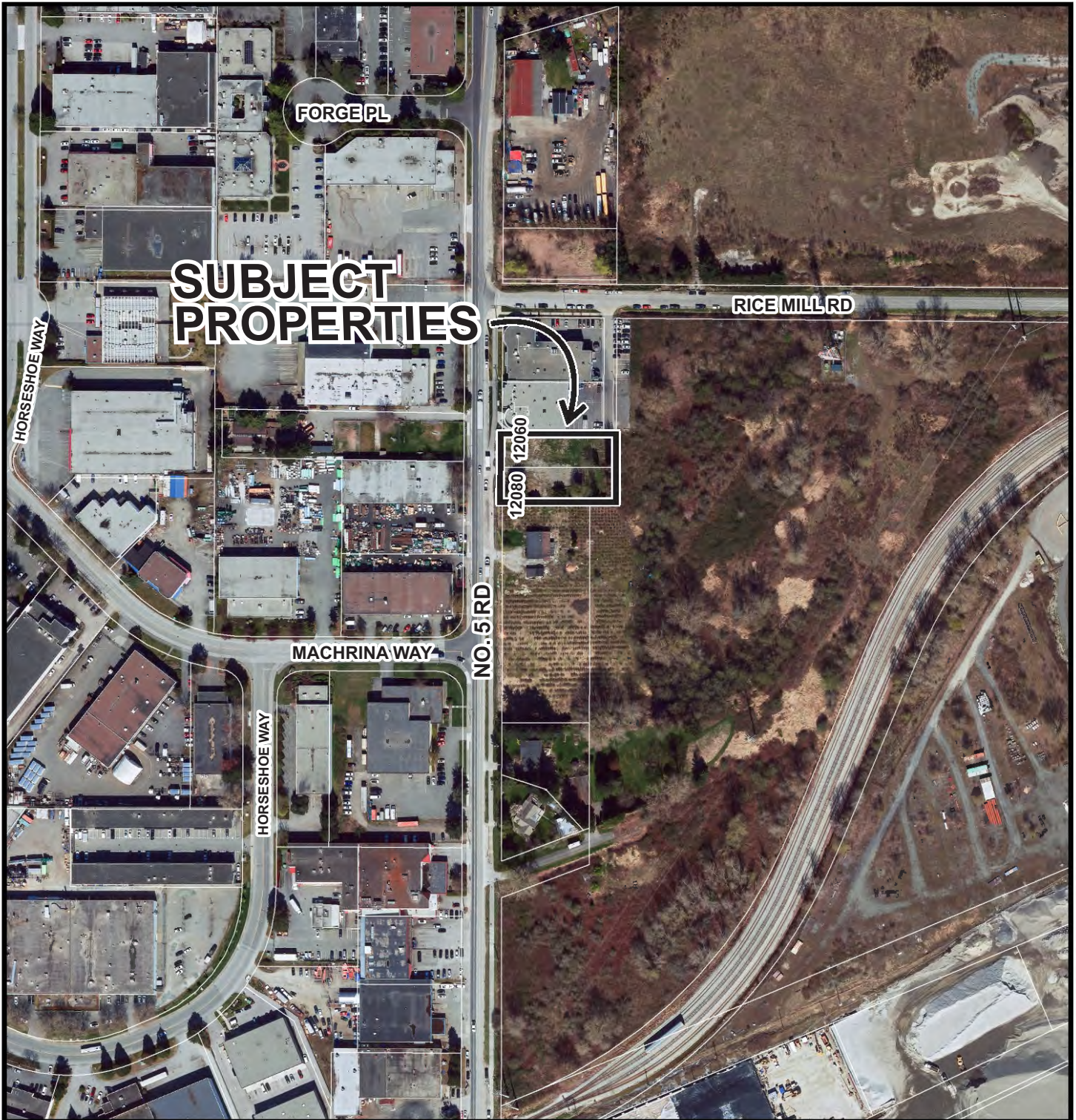
Revision Date:

Note: Dimensions are in METRES





City of  
Richmond



RZ 22-005648

Original Date: 01/26/22

Revision Date:

Note: Dimensions are in METRES





**RZ 22-005648**

**Attachment 2**

Address: 12060 & 12080 No. 5 Road

Applicant: Haydenco Holdings Ltd.

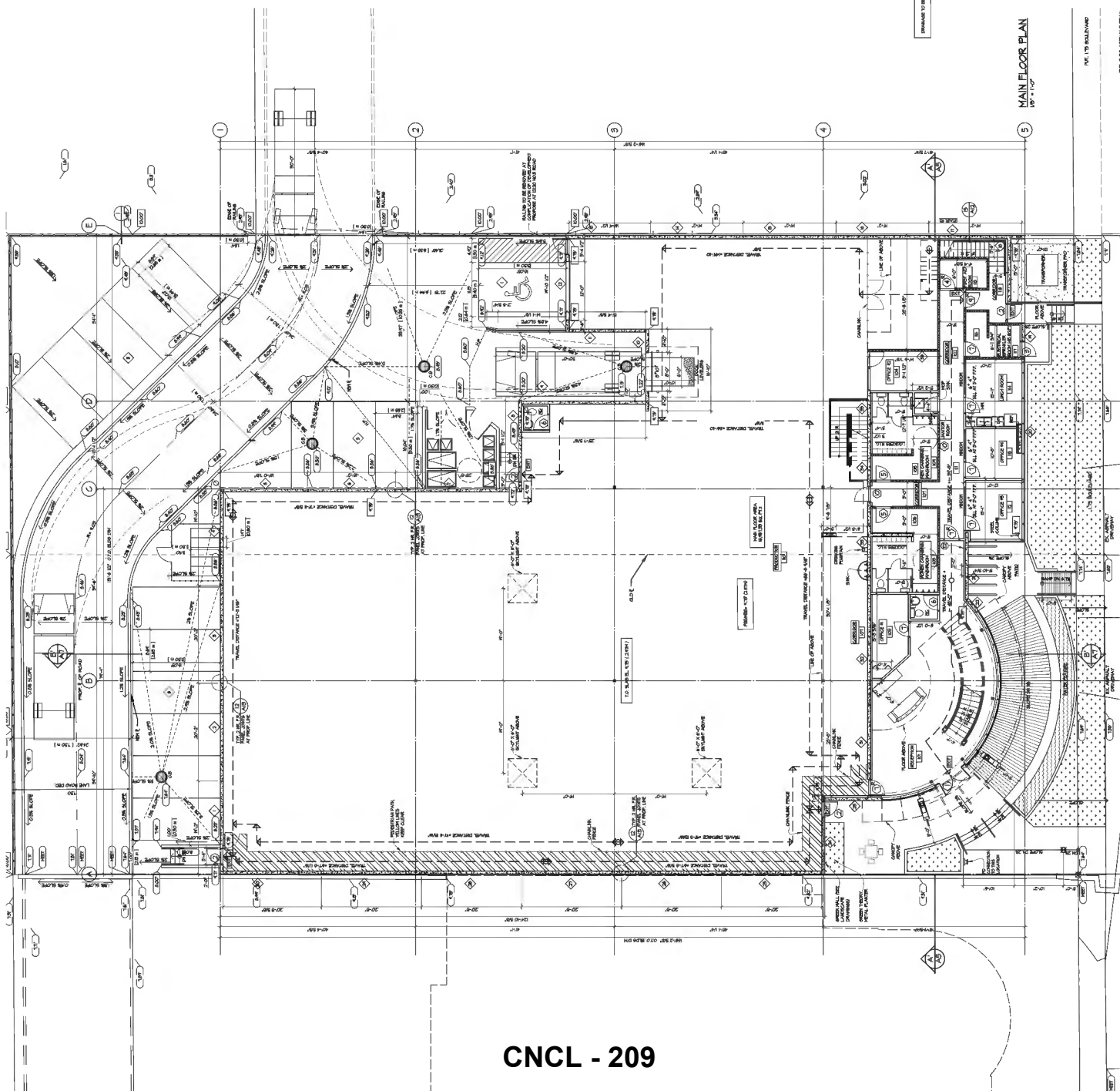
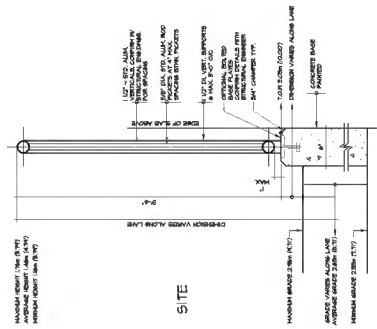
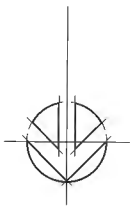
	Existing	Proposed
<b>Owner:</b>	Haydenco Holdings Ltd	No Change
<b>Site Size (m<sup>2</sup>):</b>	2,698 m <sup>2</sup>	2,354 m <sup>2</sup>
<b>Land Uses:</b>	Vacant	Light Industrial Building
<b>OCP Designation:</b>	Industrial	No Change
<b>Zoning:</b>	Agriculture (AG1)	Light Industrial (IL)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 1.0	0.79	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Max. 2,354 m <sup>2</sup> (25,334.91 ft <sup>2</sup> )	1,850.18 m <sup>2</sup> (19,915.16 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 75%	Building: 67%	none
Setbacks (m):	Front: Min. 3.0 m Rear & Side: N/A	Front: 3.1 m Rear: 5.2 m Side (North): 0.1 m Side (South): 0.1 m	none
Height (m):	16.0 m	9.45 m	none
Off-street Parking Spaces – Regular (R) / Accessible (A):	Min 14 (R) and 1 (A)	14 (R) and 1 (A)	none
Off-street Parking Spaces – Total:	15	15	none

\* Preliminary estimate; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



REVISIONS	
NO.	DATE
A	2/15/20
B	2/15/20
C	2/15/20
D	2/15/20
E	2/15/20
F	2/15/20
G	2/15/20
H	2/15/20
I	2/15/20
J	2/15/20
K	2/15/20
L	2/15/20
M	2/15/20
N	2/15/20
O	2/15/20
P	2/15/20
Q	2/15/20
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S	2/15/20
T	2/15/20
U	2/15/20
V	2/15/20
W	2/15/20

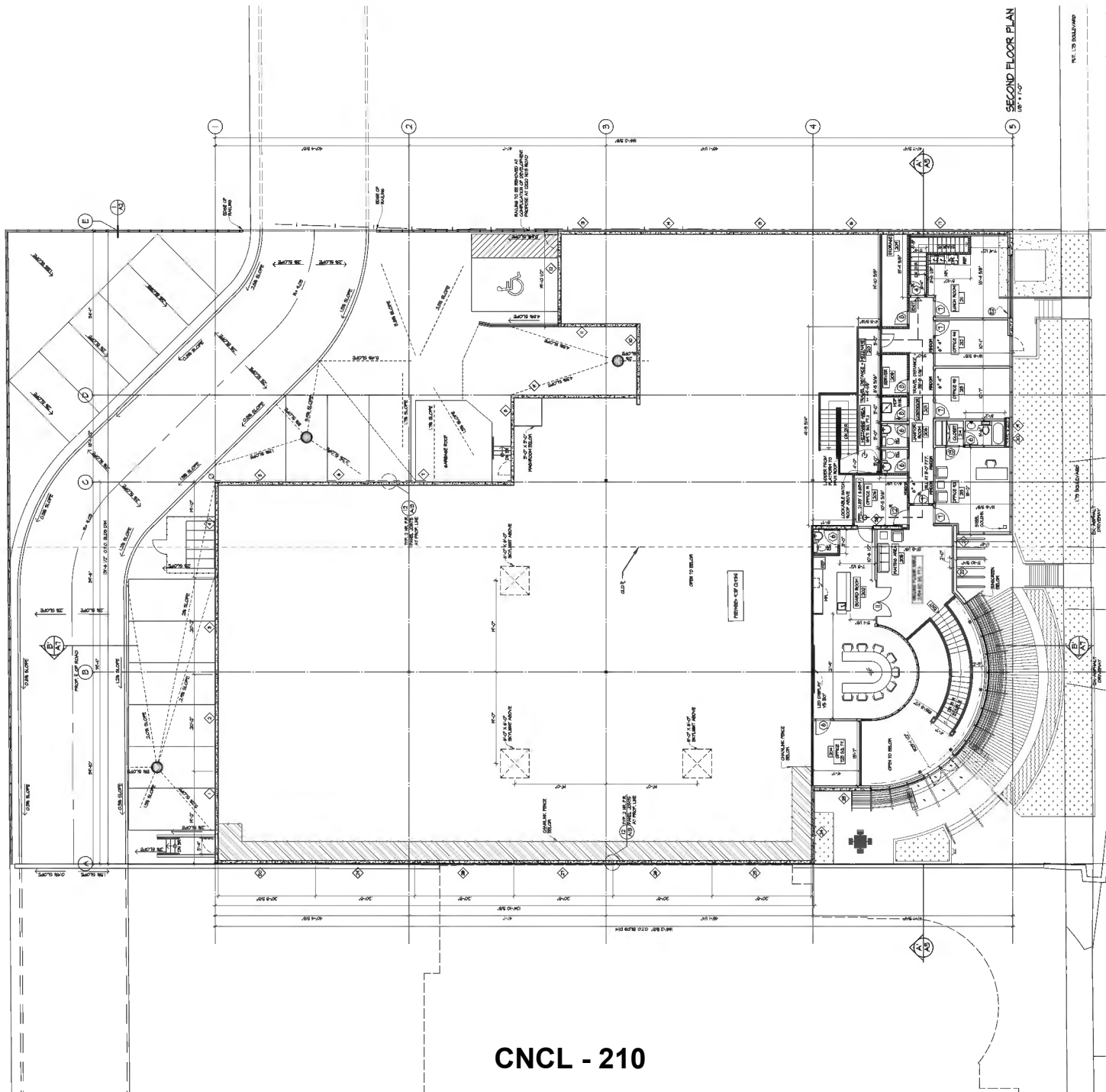
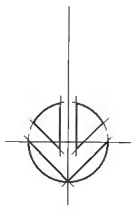


**LO STUDIO**  
 architecture Inc.  
 3781 HURONTARIO RD.  
 UNIT 201, MISSISSAUGA, ONT. L4V 1P4  
 TEL: (905) 276-8888  
 FAX: (905) 276-8889

PROJECT: PROPOSED OFFICE AND BUILDING  
 FOR: HATCHER DRILLING SUPPLIES LTD.  
 SHEET: MAIN FLOOR  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]  
 DATE: FEB. 2020

SCALE: 1/8" = 1'-0"  
 DATE: FEB. 2020  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]  
 DATE: FEB. 2020

REVISIONS	
NO.	DATE
A	2/1/20
B	2/1/20
C	2/1/20
D	2/1/20
E	2/1/20
F	2/1/20
G	2/1/20
H	2/1/20
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S	2/1/20
T	2/1/20
U	2/1/20
V	2/1/20
W	2/1/20



CNCL - 210

**LO STUDIO**  
architecture inc.

3701 VICTORIA ROAD  
RICHMOND, B.C. V6X 3E1  
TEL: 604-273-8888  
CELL: 779-288-0000

PROJECT: PROPOSED OFFICE WBS BUILDING  
FOR: HATCHER DRILLING SUPPLIES LTD

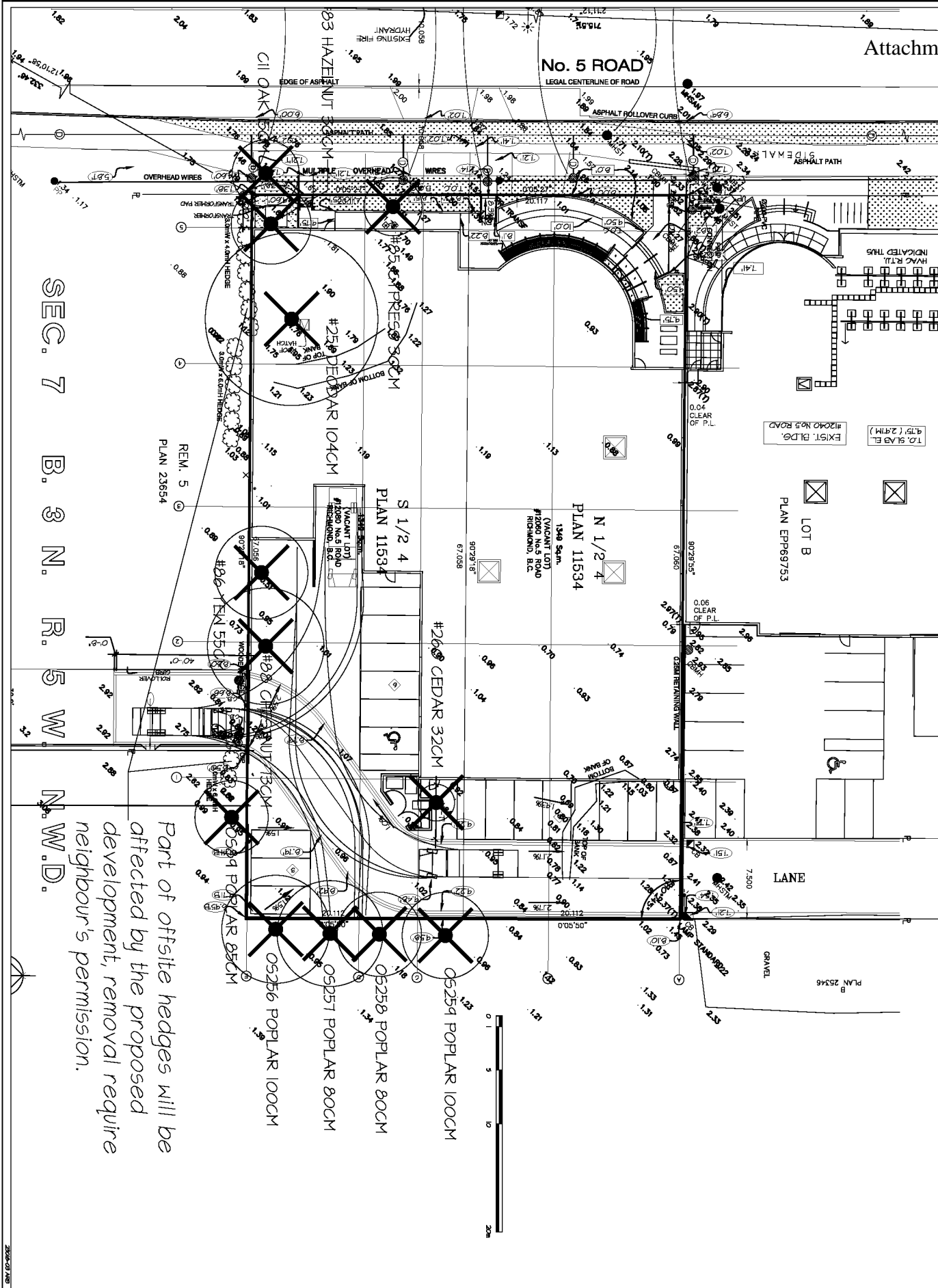
SHEET TITLE: SECOND FLOOR PLAN

DATE: FEB. 2020  
DRAWN BY: MJS  
CHECKED BY: MJS

DATE: 19-06-20  
DRAWN BY: MJS  
CHECKED BY: MJS









12020 No. 5 Road  
 Richmond, BC, Canada  
 V7A 4G1  
 www.haydenbit.com

Phone: 604-271-6941  
 Fax: 604-271-6944  
 Toll Free: 1-888-271-6941

Ashley Kwan  
 Planner 1, Development Applications  
 City of Richmond

Dear Ashley,

With reference to the retention of the tree on the Industrial Building Project, I would like to point out the following:

- 1) The design that was submitted for re-zoning on December 16<sup>th</sup> 2021 was the result of a very accurate analysis reflecting the program and requirements for the operations of my company which are:
  - a. The production cannot be distributed among different floors. There is a horizontal sequential order for the operations
  - b. The equipment weight is in the order of 3000 pounds
  - c. The clearances are the ones shown on the drawings
  - d. The current design optimizes the production area and the location of machineries.
  - e. We have already submitted plans that clearly identify the demarcation between the office and the industrial/production area. We will attach these plans to this letter
- 2) The presence of the tree forces to implement changes that are not compatible with the above and, therefore, the building of the facility would be useless. This would be unfortunate from many points of view:
  - a. The new company would employ several personnel
  - b. It would increase the property tax because of the improvement
  - c. From an urban point of view, will contribute considerably to the character of the street and of the neighborhood because of the quality of the design, which also will extend the design intention of the already built previous two phases.
  - d. It will contribute, along with the development to the south, to completing the lane, very vital for implementing the City of Richmond's traffic strategy. Without this development, the section of the lane fronting the site to the north and the section of the lane fronting site to the south will be separated requiring a permanent access from No 5 Road.
- 3) The space of the land that is available for development is greatly limited already by the dedication for the lane (which we knew was necessary) while, at the time of the application, the requirements for the retention of the trees were not known. The tree retention came only lately when our application was well advanced in the process.
- 4) We have received previous comments from the Planning Department with which we have fully complied. So, the design was changed consequentially. From a sequencing point of view, even if changes were possible to retain the tree (and unfortunately, they are not), the request of maintaining the tree would force to another redesigning (making the previous one useless). Usually there is a logical sequence in the requests and timing for introducing comments. Given what occurred and the date of filing of the re-zoning application, the request for retaining the tree appears to be an issue that should be considered surpassed. Asking to chase changes in by-laws or in policies, after an application is formally filed, would make it very difficult for developers to operate, due to the uncertainty of what you can develop and, therefore, what you can pay for the land.

Thank you in advance for your consideration and the approval for the removal of the trees.

Yours truly,

A handwritten signature in black ink, appearing to read 'Eric Gaunder', is written over a circular stamp or seal.

Eric Gaunder  
 President  
 Haydenco Holdings Ltd.







**Address:** 12060 & 12080 No. 5 Road

**File No.:** RZ 22-005648

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10580, the developer is required to complete the following:**

1. **(Lane Dedication and Design)** Any road dedication required for the establishment of a minimum 7.5 m lane along the eastern property line. The lane must connect with future lane dedication at 12120 No. 5 Road and provide adequate manoeuvring for design vehicles to the satisfaction of the Director of Transportation.
  - a) The site must be designed to allow for SU-9 and garbage/recycling vehicles accessing the site to enter lane in forward motion, turn around, and exit via the lane in forward motion.
  - b) The site and lane design must accommodate WB-50 manoeuvring within the public lane without encroachment into private property and with adequate sight lines.
    - (1) Any additional Dedication and/or SRW required to accommodate WB-50 movements to be confirmed prior to Rezoning Bylaw Adoption, to the satisfaction of the Director of Transportation.
    - (2) Provision of signage within City road dedication to address traffic flow, at the cost of the developer to the satisfaction of the Director of Transportation.
2. **(Adjacent Lane Completion)** Register a legal agreement on Title requiring the establishment of the rear public lane at 12120 No 5 Rd and completion of the subject site's servicing agreement related to the lane, including tie ins, or an alternative interim solution, to the satisfaction of the Director of Transportation prior to the Building Permit issuance for the subject site.
3. **(Lot Consolidation)** Consolidation of all the lots into one development parcel.
4. **(Development Permit)** The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.
5. **(Landscape Security)** Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
  - include a mix of coniferous and deciduous trees;
  - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
  - include the 4 required replacement trees with the following minimum sizes:

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

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$768/tree to the City's Tree Compensation Fund for off-site planting is required.

6. **(Tree Compensation)** City acceptance of the developer's offer to voluntarily contribute \$6,912 to the City's Tree Compensation Fund for the planting of (nine) replacement trees within the City.
7. **(City Tree Compensation)** City acceptance of the developer's offer to voluntarily contribute \$1,500.00 to the City's Tree Compensation Fund for the removal of City tree (tag #Ci1).
8. **(ESA Compensation)** Provision of compensation planting associated with the removal of any off-site trees located in an Environmentally Sensitive Area as assessed by a Qualified Environmental Professional and secured through the associated Development Permit.
9. **(Flood Protection)** Registration of a flood plain covenant on title identifying a minimum habitable elevation of 2.9 m GSC.
10. **(EV Charging)** Registration of an Electric Vehicle (EV) Charging Infrastructure covenant on Title, securing the owner's commitment to voluntarily provide, install, and maintain EV charging equipment for the use of the commercial

tenants and others as determined to the satisfaction of the City. More specifically, a minimum of 2 of the required parking spaces must be provided with Level 2 EV charging.

11. **(Water Conservation)** Registration of a legal agreement on title ensuring the provision of water conserving plumbing fixtures and high efficiency irrigation.
12. **(Solar Pre-ducting)** Registration of a legal agreement on title ensuring that the building will be pre-ducted for solar photovoltaic or other alternative energy systems to the satisfaction of the Director of Building Approvals.
13. **(Energy Efficiency)** Registration of a legal agreement on title ensuring that building energy use will be a minimum 10% less than current code (BC Building Code) requirements. Compliance will be confirmed at Building Permit stage through energy modelling to the satisfaction of the Director of Building Approvals.
14. **(Public Art – Cash Contribution)** City acceptance of the developer's offer to make a voluntary cash contribution towards the City's Public Art Fund, the terms of which shall include the following:

- a) The value of the developer's voluntary public art contribution shall be based on the Council-approved rates for residential and non-residential uses and the maximum buildable floor area permitted under the subject site's proposed zoning, excluding floor area associated with affordable housing and market rental, as indicated in the table below.

Building Type	Rate	Max. Permitted Floor Area (after exemptions)	Min. Voluntary Cash Contribution
Industrial	\$0.30/ ft <sup>2</sup>	25,334.91 ft <sup>2</sup> (2,354 m <sup>2</sup> )	\$7,600.47

- b) In the event that the contribution is not provided within one year of the application receiving third reading of Council (i.e. Public Hearing), the contribution rate (as indicated in the table in item a) above) shall be increased annually thereafter based on the Statistics Canada Consumer Price Index (All Items) – Vancouver yearly quarter-to-quarter change, where the change is positive.

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

- a) City Lane

- (1) Within the minimum 7.5 m wide lane dedication, design and construction of roll over curbs on both sides, provide pavement, and provide lighting along the east side of the lane.

- b) Frontage Improvements

- (1) Widen asphalt surface to accommodate a new parking lane along the east side. Total pavement width be approximately 10.15m. Road widening works to maintain two travel lanes while accommodating a new parking lane, new curb and gutter, grass and treed boulevard and asphalt trail along the east side of the road. The developer's consultant is also required to complete a roadway lighting assessment and recommend lighting upgrade through the Servicing Agreement.
- (2) On the east side of No 5. Road, from east to west, starting at the property's (west) property line: 1.75 m treed/grass boulevard, 3.0 m wide multi-use pathway, 2.0 m wide treed/grass boulevard, 0.15 m curb and gutter. The Developer is responsible for constructing both interim and ultimate scenarios in coordination with the neighbouring development to the south of the subject site.

- c) Water Works

- (1) Using the OCP Model, there is 601 L/s of water available at a 20 psi residual at the No 5 Rd frontage. Based on the proposed development, the site requires a minimum fire flow of 250 L/s.
- (2) At Developer's cost, the Developer is required to:
  - (a) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
  - (b) Cut and cap all existing water service connections and remove all existing water meters.
  - (c) Install a new 150mm diameter water service connection, complete with water meter and water meter box as per City specifications to service the site.



- (d) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process (or via the servicing agreement process, if one is required).

- (3) At Developer's cost, the City will complete all tie-ins for the proposed works to existing City infrastructure.

d) Storm Sewer Works

- (1) At Developer's cost, the Developer is required to:

- (a) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
- (b) Cut and cap all existing storm sewer service connections and remove associated inspection chambers.
- (c) Install a new storm service connection complete with inspection chamber as per City specifications for the proposed site. The location and size of the required storm sewer service connection shall be determined through the servicing agreement design process.
- (d) Extend the rear lane existing 200mm storm sewer by approximately 42m and install a new manhole at south PL of 12080 No 5 Rd within the 7.5m lane dedication.
- (e) Install 2 new catch basins connecting to the new manhole located at the rear lane of 12080 No 5 Rd.

- (2) At Developer's cost, the City will complete all tie-ins for the proposed works to existing City infrastructure.

e) Sanitary Sewer Works

- (1) At Developer's cost, the Developer is required to:

- (a) Extend the existing 200mm sanitary sewer by approximately 41m and install a new manhole at south PL of 12080 No 5 Rd and cap the main.
- (b) Install a new sanitary service connection complete with inspection chamber as per City specifications for the proposed site. The location and size of the required storm sewer service connection shall be determined through the servicing agreement design process.

- (2) At Developer's cost, the City will complete all tie-ins for the proposed works to existing City infrastructure.

f) Street Lighting

- (1) At Developer's cost, the Developer is required to review street lighting levels along all road and lane frontages, and upgrade as required.

g) General Items

- (1) At Developer's cost, the Developer is required to:

- (a) Complete other frontage improvements as per Transportation requirements.
- (b) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
- (c) Coordinate with BC Hydro, Telus and other private communication service providers:
  - (i) To pre-duct for future hydro, telephone and cable utilities along all road frontages.
  - (ii) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - (iii) To underground overhead service lines.
- (d) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the

locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:

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

16. **(Required Notices)** Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

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

1. **(QEP Report)** Submit a report from a Qualified Environmental Professional to assess the five off-site trees. If the trees are determined to be in an Environmentally Sensitive Area (ESA), the submission of an ESA DP\* is required to address off-site tree removal and compensation.
  - a) As part of the ESA DP, further review of options to reduce parking at the southeast corner of the site, subject to Traffic Demand Management measures and to the satisfaction of the Director of Transportation.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance

of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10580 (RZ 22-005648)  
12060 & 12080 No. 5 Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“LIGHT INDUSTRIAL (IL)”**:

P.I.D. 009-547-347

North Half Lot 4 Sections 6 and 7 Block 3 North Range 5 West New Westminster District  
Plan 11534

and

P.I.D. 009-547-321

South Half Lot 4 Sections 6 and 7 Block 3 North Range 5 West New Westminster District  
Plan 11534

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10580”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



**To:** Planning Committee

**Date:** July 4, 2024

**From:** Wayne Craig  
General Manager, Planning and Development

**File:** RZ 22-013378

**Re:** **Application by Larco Investments Ltd. for a Zoning Text Amendment to the  
"Light Industrial (IL)" Zone at 3240 No. 4 Road**

**Staff Recommendation**

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10582, for a Zoning Text Amendment to the "Light Industrial (IL)" zone to permit a commercial storage facility having a maximum Floor Area Ratio of 2.0 and restricting the size of a residential security/operator unit to a maximum of 143.74 m<sup>2</sup>, be introduced and given first reading.

Wayne Craig  
General Manager, Planning and Development

WC:ta

Att. 7

**REPORT CONCURRENCE**

**CONCURRENCE OF GENERAL MANAGER**



## Staff Report

### Origin

Larco Investments Ltd. has applied on behalf of the owner, Steveston Rental Properties Ltd. (Directors: Mansoor Lalji and Amin J. Lalji) to the City of Richmond for a Zoning Text Amendment to the “Light Industrial (IL)” zone to develop a commercial storage facility having a maximum Floor Area Ratio of 2.0 and to restrict the size of a residential security/operator unit to a maximum of 143.74 m<sup>2</sup>. A location map and aerial photograph are provided in Attachment 1.

The proposed zoning text amendment would facilitate the development of a new 42,844.54 m<sup>2</sup> (461,174.83 ft<sup>2</sup>) four-storey industrial building on the subject property comprising of 42,700.80 m<sup>2</sup> (459,627.59 ft<sup>2</sup>) of commercial storage uses and a 143.74 m<sup>2</sup> (1,547.24 ft<sup>2</sup>) residential security/operator unit on the site. The applicant proposes to construct the building in two phases.

### Findings of Fact

The subject property currently contains a commercial storage facility with a residential security/operator unit. The existing commercial storage facility contains seven individual structures which are currently in operation, and the existing residential security/operator unit is currently unoccupied.

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

### Surrounding Development

Development immediately surrounding the subject site is as follows:

- To the North and the East: Across Highway 99, is vacant land and ramp access to and from Highway 99 on property zoned for “School & Institutional Use (SI)”. To the north-east across Highway 99 and St. Edwards Drive is a hotel complex with restaurant and meeting facilities on a split zoned property zoned “Auto-Oriented Commercial (CA)” and “Small-Scale Multi-Unit Housing (RSM/L)”.
- To the South: Single-family dwellings on properties zoned “Small-Scale Multi-Unit Housing (RSM/S)” with access from Kilby Drive, and an industrial building under construction on a property zoned “Light Industrial (IL)” at 3640 No. 4 Road which was the subject of a development permit (DP 20-899883) application issued on September 12, 2022 for two two-storey industrial buildings with vehicle access from No. 4 Road.
- To the West: Across No. 4 Road, single-family dwellings on properties zoned “Small-Scale Multi-Unit Housing (RSM/M)” with vehicle access from Kilby Court.

## **Related Policies & Studies**

### Official Community Plan/ West Cambie Area Plan

The subject property is designated “Mixed Employment (MEMP)” in the 2041 Official Community Plan (OCP) and is located in the West Cambie Area. The West Cambie Area Plan’s Land Use Map designation for the subject property is “Commercial/Industrial” (Attachment 3). The proposed Zoning Text Amendment is consistent with the land use designations in both plans.

On February 16, 2021, as part of the Industrial Lands Intensification Initiative (ILII), Council adopted changes to the OCP and Zoning Bylaw 8500 to further encourage the intensification of industrial lands throughout Richmond. Part of the objectives of the ILII, allows for the consideration of increased density on industrial lands to support the development of multi-storey industrial buildings. The proposed Zoning Text Amendment provides for a multi-storey industrial building and a higher utilization of the land, consistent with the objectives of the ILII.

### Aircraft Noise Sensitive Development Policy

The subject property is located within the Aircraft Noise Sensitive Development (ANSD) Policy “Area 3”. All new aircraft sensitive noise uses may be considered in this area, in accordance with the ANSD policies contained in the OCP.

Prior to final adoption of the Amendment Bylaw, the applicant will be required to register an aircraft noise-sensitive use covenant on Title, acknowledging that the subject lands are located within an aircraft noise-sensitive area and that appropriate building design measures are incorporated into the residential security/operator to mitigate against aircraft noise.

### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

## **Public Consultation**

A rezoning sign has been installed on the subject property. In response to the placement of the rezoning sign on the property, staff received one enquiry from the public about the proposed zoning text amendment application.

The enquiry was a phone call from an individual who claimed to be a lessee of one of the existing storage units on-site. The enquirer was concerned about the displacement of existing customers during the construction phase of the new facility.

***The applicant has advised that they operate other storage facilities in the Greater Vancouver area. Existing tenants who are impacted by the construction will be offered options, along with incentives, to relocate to another storage facility. Incentives include free rent and subsidized moving costs.***

On February 28, 2023, the applicant circulated a letter with information regarding their application to 23 residential properties in proximity to the proposed development. In response, one written submission was received. A summary of the responses received, together with a copy of the information circulated by the applicant and the written submission received are included in Attachment 4.

The written submission (Attachment 4) was received from an individual writing on behalf of the owner of 10351 Kilby Drive, concerned about the taxation of their property given that a portion of the site (10351 Kilby Drive), which is subject to an easement in favour of 3240 No. 4 Road, was being used by the commercial storage operator at 3240 No. 4 Road.

***The enquirer was directed to contact BC Assessment Authority regarding any concerns on the property assessment. The property at 10351 Kilby Drive is zoned "Small Scale Multi-Unit Housing (RSM/L)" and is zoned for Residential use only. The applicant has not applied to rezone the portion of 10351 Kilby Drive subject to the easement, and the applicant has been informed that industrial use of 10351 Kilby Drive is prohibited. The proposed application does not include the use of the easement area and proposes landscaping and the installation of a new fence adjacent to 10351 Kilby Drive which will be further reviewed as part of the development permit application.***

Should the Planning Committee endorse this application and Council grant first reading to the zoning text amendment bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act* and the City's *Zoning Bylaw 8500*.

### **Analysis**

The applicant proposes to construct a new 42,844.54 m<sup>2</sup> (461,174.83 ft<sup>2</sup>) four-storey (17.88 m) industrial building on the subject property comprising of 42,700.80 m<sup>2</sup> (459,627.59 ft<sup>2</sup>) of commercial storage use and a 143.74 m<sup>2</sup> (1,547.24 ft<sup>2</sup>) residential security/operator unit on the site (Attachment 5).

The applicant proposes to construct the proposed building in two phases and to demolish the existing commercial storage structures as construction proceeds. The applicant has indicated that the phasing of the construction and demolition will allow the business to still be in operation, although at a reduced capacity, during the construction period.

At completion, the service operator (Maple Leaf Self Storage Inc.) plans to have four to six full time employees on site during operating hours.

### **Built Form and Architectural Character**

The building has one main entrance fronting No. 4 Road in the south west corner of the building. The residential security/operator unit is to be located on the second floor right above the building entrance. There would be no direct access from the site to Highway 99. The building is proposed to be setback 18.04 m from No. 4 Road and 19.01 m away from the residential-zoned properties south of the site.

The west side façade is proposed to have roll up doors to provide access to individual storage units. Loading bays are proposed in the south portion of the site in proximity to the site entrance. The north-east portion of the building adjacent to Highway 99, is proposed to have a façade design with varying features and depth.

The proposal includes approximately 27.60 m<sup>2</sup> (297.20 ft<sup>2</sup>) of indoor amenity space for employees. An outdoor amenity space located in the front yard, approximately 20.40 m<sup>2</sup> (220.0 ft<sup>2</sup>) in area, would also be provided for the use of the employees. The outdoor amenity space is proposed to be in proximity to the building entrance and contains a seating area with a trellis.

Parking spaces are appropriately setback and are located in the front yard adjacent to No. 4 Road and the south yard adjacent to the industrial and residential properties.

#### Proposed Zoning Text Amendment

To facilitate the proposed development, an amendment to the Light Industrial (IL) zone is required to permit an increase in floor area ratio (FAR) on the subject property from 1.0 FAR to 2.0 FAR limited to commercial storage use and limit a security/operator unit of a maximum size of 143.74 m<sup>2</sup> (1,547.24 ft<sup>2</sup>) on the subject site.

#### *Floor Area Ratio*

The maximum permitted FAR for properties zoned “Light Industrial (IL)” is 1.0, except in the City Centre where the maximum floor area ratio is 1.2. The applicant proposes to construct a new 42,700.80 m<sup>2</sup> (459,627.59 ft<sup>2</sup>) four-storey (17.88 m) industrial building consisting of commercial storage uses with an FAR of 2.0.

Staff are supportive of the requested zoning text amendment as commercial storage is an existing permitted use within the “Light Industrial (IL)” zone and the additional density sought represents a higher utilization and intensification of the site.

The increased FAR aligns with the City’s objective for the intensification of industrial lands. This increased FAR is limited to commercial storage use on the subject site only and would not apply to other properties with the same zoning designation. In addition, the proposed ground floor height of 4.27 m is generally consistent with typical industrial floor heights and could be converted in the future for other industrial purposes.

#### *Residential security/operator unit use:*

The development includes a residential security/operator unit, which is a permitted secondary use in the “Light Industrial (IL)” zone. The proposed unit would be located on the second floor, close to the main building entrance and would have two bedrooms and a total floor area of 143.74 m<sup>2</sup> (1,547.24 ft<sup>2</sup>).

The applicant has indicated that the residential security/operator unit would provide accommodation for an onsite resident manager to address any after-hour security issues on the property.

Additionally, the applicant has stated that the proposed suite size is in range with that provided at their other storage facilities and it provides accommodation capable of housing on-site caretakers who may have families.

In order to clarify that only one suite is permitted and to establish a maximum suite size, the proposed bylaw would restrict the size of a suite on the subject site to a maximum size of 143.74 m<sup>2</sup> (1,547.24 ft<sup>2</sup>).

Prior to final adoption of the amendment bylaw, the applicant is required to:

- Register a legal agreement on Title for industrial developments within 30.0 m of any residential use indicating that they are required to mitigate unwanted noise and demonstrate that the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's Noise Bylaw and noise generated from rooftop HVAC units will comply with the City's Noise Bylaw.
- Register a covenant on Title that identifies the building as a mixed use building and requires the residential security/operator unit to be designed to achieve the Canada Mortgage and Housing Corporation's (CMHC) interior noise standards and ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standards for interior living spaces.
- Register a legal agreement on Title prohibiting the stratification of the residential security/operator unit.

#### Existing Legal Encumbrances

There is an existing Statutory-Right-of-Way (SRW) [AD107777] for City utilities at the south-west corner of the subject site. This SRW has been identified to no longer be required, as service connection to the site is to be provided from the service connection within No. 4 Road. Prior to bylaw adoption the SRW is to be discharged from Title.

There is also a Covenant [BH194067] in favour of the City for the purpose of allowing the Registered Owner of the subject site erect a sign on the sidewalk portion of No. 4 Road at the entrance to the existing site. This signage is no longer required and any signage will be located on the subject site. Accordingly, prior to bylaw adoption the covenant is to be discharged from Title.

#### Transportation and Site Access

Vehicular access to the subject site would be provided via No. 4 Road at the south-west end of the property. The proposed access is acceptable to the City's Transportation Department and the Ministry of Transportation and Infrastructure (MoTI).

A Transportation Study was provided by the applicant and has also been reviewed and accepted by the City's Transportation Department and MoTI.



Preliminary Approval of the proposal has been provided by MoTI subject to the development being setback a minimum of 4.5 m from Highway 99 in compliance with the Province's highway setback regulations. This setback would be further reviewed and confirmed as part of the future development permit application.

#### Landscaping, Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 46 bylaw-sized trees on the subject property six trees on neighbouring properties. There are no bylaw-sized street trees on City property.

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

- Two trees located on site along the north-east property line, specifically tag# 6620 and 6622, are dead and should be removed and replaced.
- 22 trees located on site, specifically tag# 6605, 6606, 6608, 6609, 6610, 6611, 6612, 6613, 6614, 6615, 6616, 6617, 6618, 6619, 6621, 6623, 6624, 6625, 6638, 6639, 6640 and 6641 along the north and north-east property line are in moderate to good condition and should be retained and protected. Retained trees should be protected as per City of Richmond Tree Protection Information Bulletin Tree-03.
- 13 trees located on site, specifically tag# 6607, 6626, 6627, 6628, 6629, 6630, 6631, 6632, 6633, 6634, 6635, 6636 and 6637 along the north-east property line and in the eastern portion of the site are in moderate condition. The trees are however in conflict with the proposed retaining wall and the development footprint. As identified in the Arborist report, these trees are to be removed and replaced.
- Nine trees located on site along the front property line adjacent to No. 4 Road, specifically tag# 6642, 6643, 6644, 6645, 6646, 6647, 6648, 6649 and 6650 are identified in poor condition due to historic topping by BC Hydro for line clearance. These trees will also be impacted by the removal of the adjacent retaining wall. As identified in the Arborist report, these trees are to be removed and replaced.
- Six trees located off-site, specifically tag# Os1, Os2, Os3, Os4, Os5 and Os6 located on neighbouring properties to the south and south-east of the subject site are to be retained as per Arborist report recommendations. Provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03.

#### *Tree Replacement*

The applicant intends to remove 24 on-site trees (tag# 6607, 6620, 6622, 6626, 6627, 6628, 6629, 6630, 6631, 6632, 6633, 6634, 6635, 6636, 6637, 6642, 6643, 6644, 6645, 6646, 6647, 6648, 6649 and 6650).

The OCP requires a 2:1 replacement ratio for trees removed, this would therefore require a total of 48 replacement trees. The preliminary landscape plan provides for 103 trees on-site, which exceeds the 2:1 replacement requirement established in the OCP. The size and species of replacement trees and overall landscape design will be further reviewed through the required Development Permit application process.

The required replacement trees are to be of the following minimum sizes minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	or	Minimum Height of Coniferous Replacement Tree
48	8.0 cm		4.0 m

#### *Tree Protection*

22 trees (tag# 6605, 6606, 6608, 6609, 6610, 6611, 6612, 6613, 6614, 6615, 6616, 6617, 6618, 6619, 6621, 6623, 6624, 6625, 6638, 6639, 6640 and 6641) on the subject site and six trees (tag# Os1, Os2, Os3, Os4, Os5 and Os6) on neighbouring properties to the south and south-east of the subject site are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the amendment bylaw, a Tree Survival Security in the amount of \$5,120.00 for each retained tree with 20.0 cm DBH up to 30.0 cm DBH and \$10,240.00 for each retained tree with 31.0 cm DBH to 91.0 cm DBH is required to be submitted prior to final adoption of the amendment bylaw to ensure the protection of retained trees. The total value of the Tree Survival Security is \$215,040.00.
- Prior to final adoption of the amendment bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing building on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site and remain in place until construction and landscaping on-site is completed.

#### Public Art

In response to the City's Public Art Program, prior to bylaw adoption the applicant will provide a voluntary cash contribution at a rate of \$0.30 per buildable square foot (2024 rate) to the City's Public Art Reserve Fund; for a total amount of \$137,961.06.

### Sustainability

The applicant has indicated that the development will comply with the City of Richmond Building Bylaw and BC Building Code (BCBC) 2024 via either the ASHRAE 90.1-2019 or NECB 2020 compliance pathway.

To meet the energy requirements, the applicant has agreed to provide the following sustainability features:

- High-performance building envelope
- Optimized glazing placement balancing daylight penetration and thermal comfort
- Energy-efficient lighting fixtures
- Energy-efficient mechanical system
- Low flow plumbing fixtures
- Incorporation of on-site renewables (i.e. solar photovoltaics)
- Outlets capable of providing Level 2 EV charging for a portion of the parking spaces

The proposed sustainability features will be further evaluated as part of the development permit and building permit review process.

### Site Servicing and Frontage Improvements

Prior to zoning text amendment bylaw adoption, the Applicant is required to enter into a Servicing Agreement for the design and construction of the following, including but not limited to:

- Frontage Improvements along No. 4 Road
- Related water, storm sewer and sanitary sewer connections to the subject site, along with public and private utility improvements

Detailed site servicing and frontage improvement requirements are identified in Attachment 7.

### Development Permit

Submission and processing of a Development Permit (DP) application, to a level deemed acceptable by the Director, Development, is required prior to final adoption of the zoning text amendment bylaw.

At DP stage, additional development design will be reviewed with respect to the following items:

- Design Guidelines: compliance with Development Permit Guidelines for industrial developments in the 2041 Official Community Plan (OCP).
- Demolition and Construction Phasing: the proposed building and use of the site during construction will be reviewed to ensure site planning is appropriate.

- Building Frontage: opportunities for visual interest through design development to improve the urban design of the building frontages.
- Residential Interface: refinement of the site plan and landscape plan to ensure all portions of the site interfacing with residential properties provide appropriate edge conditions.
- Lighting Plan and Shadow Study: lighting and shadowing to be further reviewed to minimise any negative impact to adjacent properties.
- Tree management and Landscaping: refinement of the landscape design and tree management scheme to ensure the protection and long-term health of retained trees. Planting of the required replacement trees will also be reviewed.
- Pedestrian Circulation: opportunities to enhance pedestrian circulation and accessibility throughout the site.
- Sustainability: consideration of measures to enhance the building's performance in coordination with its architectural expression, including the use of solar photovoltaics (PV) will be explored through the DP process.
- Crime Prevention through Environmental Design (CPTED): opportunities to incorporate CPTED measures to promote security and casual surveillance.
- Parking, Loading and Waste Management: further design of vehicle parking and circulation, truck manoeuvring, waste management activities, and related features and spaces.

Additional areas for further design development may be identified as part of the Development Permit application review process.

### **Financial Impact or Economic Impact**

The Zoning Text Amendment application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

### **Conclusion**

Larco Investments Ltd. has applied for a Zoning Text Amendment to the “Light Industrial (IL)” zone to permit a commercial storage facility having a maximum Floor Area Ratio of 2.0 and restricting the size of a residential security/operator unit to a maximum of 143.74 m<sup>2</sup>

The proposed zoning text amendment application complies with the land use designations and applicable policies for the subject site that are contained within the OCP and West Cambie Area Plan.

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

July 4, 2024

- 11 -

RZ 22-013378

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10582 be introduced and given first reading.



Tolu Alabi  
Planner 2  
(604-276-4092)

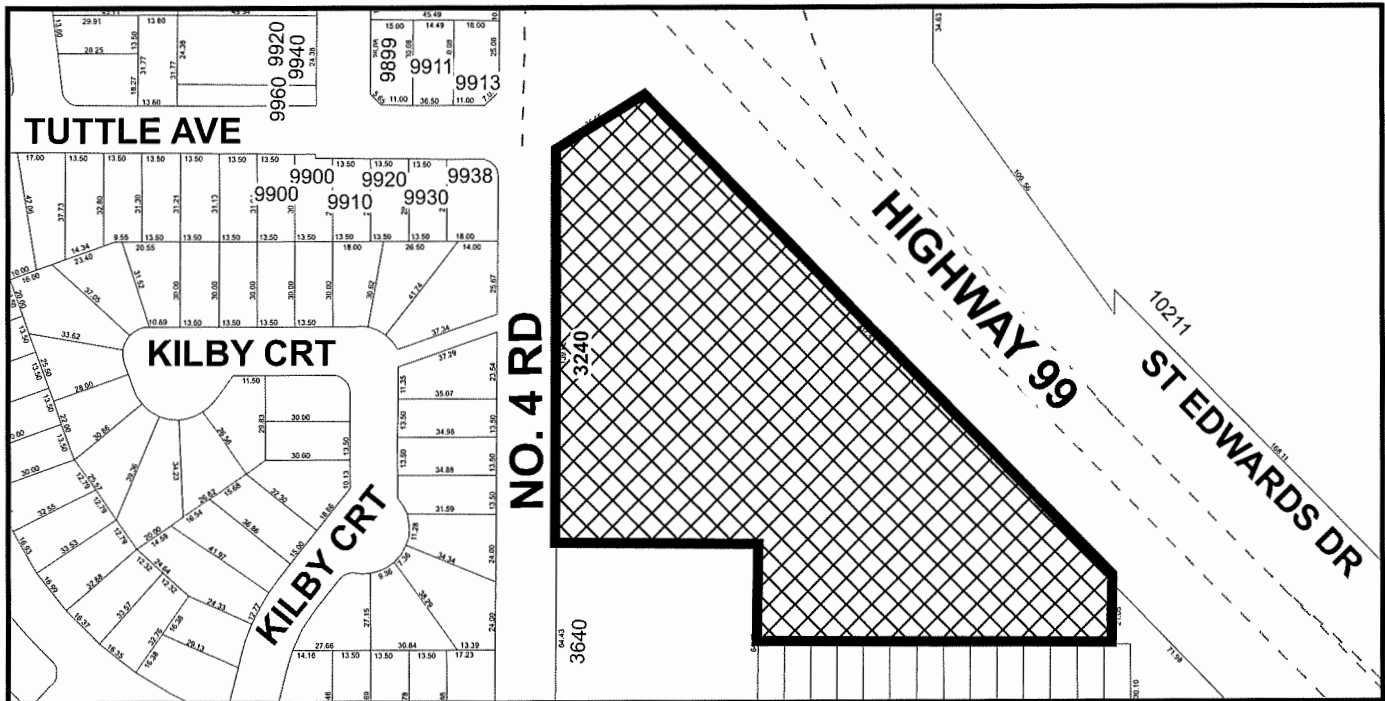
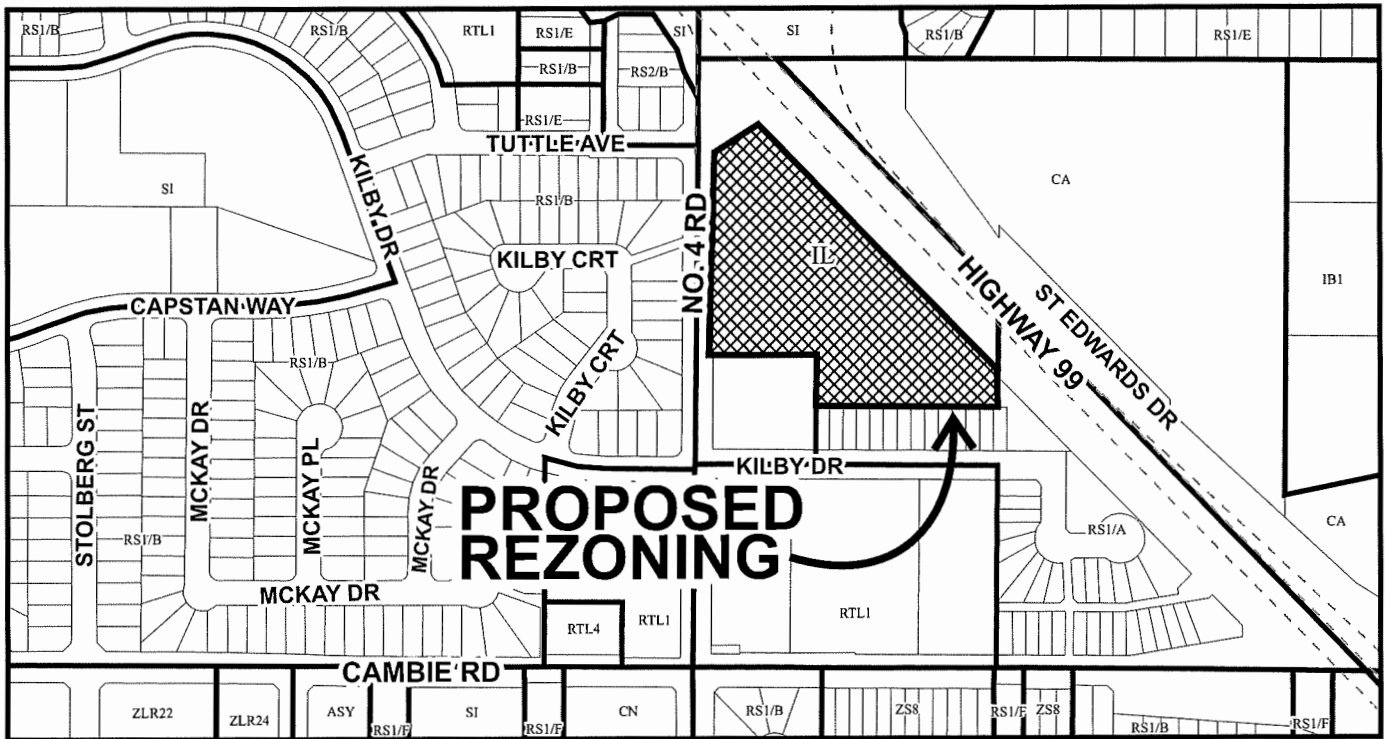
TA:he

- Att.
- 1: Location and Aerial Map
  - 2: Development Application Data Sheet
  - 3: West Cambie Area Plan
  - 4: Public Consultation and Email Correspondence
  - 5: Conceptual Development Plans
  - 6: Tree Management Plan
  - 7: Zoning Text Amendment Considerations





# City of Richmond



RZ 22-013378

Original Date: 06/01/22

Revision Date: 06/06/22

Note: Dimensions are in METRES



# City of Richmond



RZ 22-013378

Original Date: 06/01/22

Revision Date: 06/06/22

Note: Dimensions are in METRES



**RZ 22-013378**

**Attachment 2**

Address: 3240 No. 4 Road

Applicant: Larco Investments Ltd.

Owner: Steveston Rental Properties Ltd. (Directors: Mansoor Lalji and Amin J. Lalji)

Planning Area(s): West Cambie

Gross Floor Area: 43,560.97 m<sup>2</sup> Net Floor Area: 42,844.54 m<sup>2</sup>

	Existing	Proposed
<b>Owner</b>	Steveston Rental Properties Ltd	No Change
<b>Site Size</b>	21,361.67 m <sup>2</sup>	21,361.67 m <sup>2</sup>
<b>Land Uses</b>	Commercial Storage and Residential Security/Operator Unit	No Change
<b>OCP Designation</b>	Mixed Employment	No Change
<b>Area Plan Designation</b>	Commercial/Industrial	No Change
<b>Zoning</b>	Light Industrial (IL)	No Change
<b>Number of Units</b>	One (1)	No Change

	Bylaw Requirement	Proposed	Variance
Floor Area Ratio	2.0	2.0	None Permitted
Buildable Floor Area*	Commercial Storage: 42,723.34 m <sup>2</sup> Res. Security/Operator: 143.74 m <sup>2</sup>	Commercial Storage: 42,700.80 m <sup>2</sup> Res. Security/Operator: 143.74 m <sup>2</sup>	None Permitted
Lot Coverage - Buildings	Max. 75.0 %	59.14 %	None
Setbacks - Front Yard	Min. 3.0 m	18.04 m	None
Setbacks - Exterior Side Yard	Min. 3.0 m	3.00 m	None
Setbacks - Interior Side Yard	Min. 0.0 m	19.01 m	None
Setbacks - Rear Yard	Min. 0.0 m	5.33 m	None
Height	Max. 35.0 m	17.88 m	None
On-site Parking Spaces – Commercial Storage	91	95	None
On-site Parking Spaces – Office	6	6	None
On-site Parking Spaces – Residential Security/Operator Unit	2	2	None
On-site Parking Spaces – Visitor Residential Security/Operator Unit	1	1	None

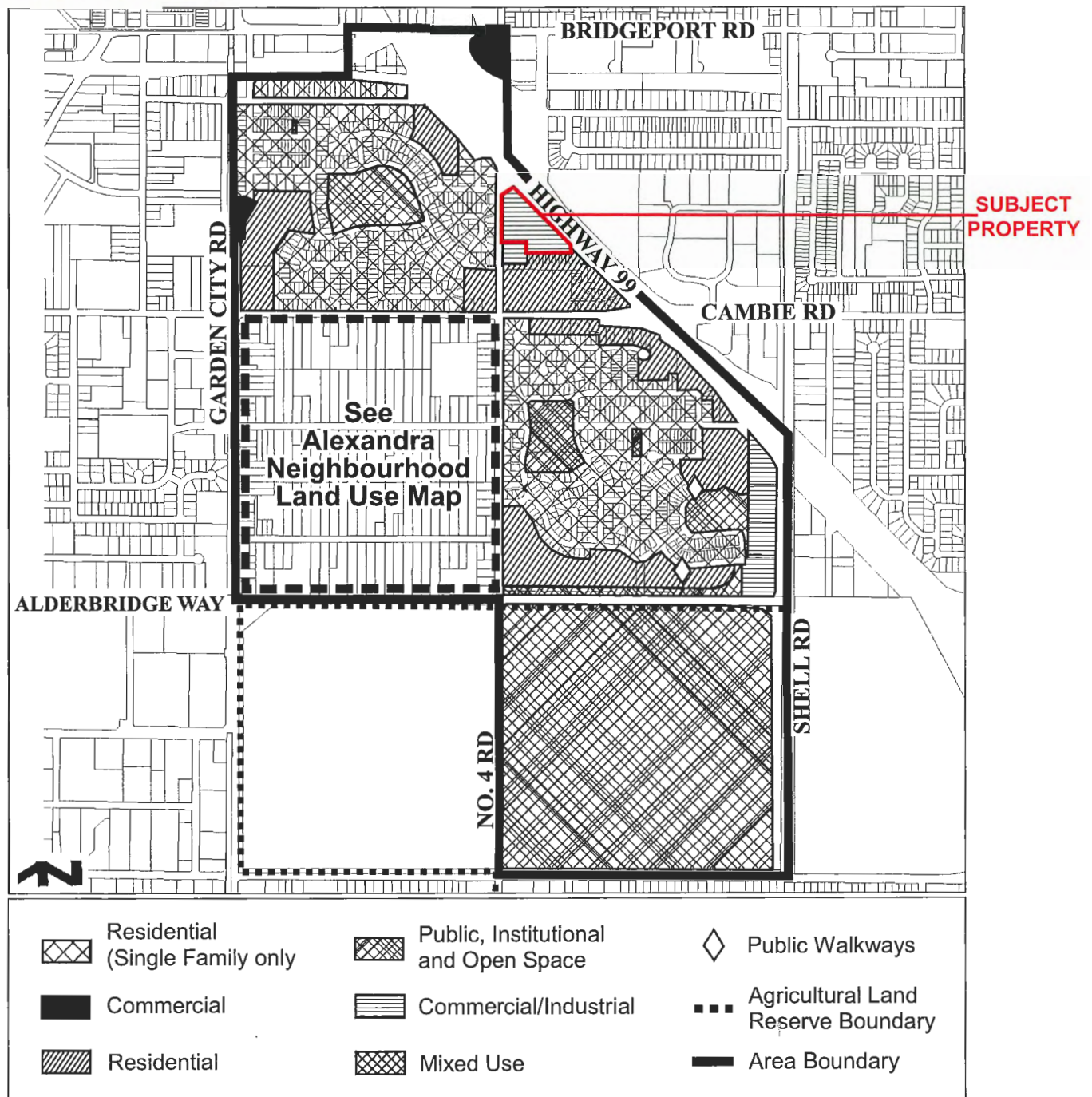


	<b>Bylaw Requirement</b>	<b>Proposed</b>	<b>Variance</b>
Off-street Parking Spaces – Total	100	104	None
On-site Parking Spaces – Accessible	2	3	None
Standard Parking Spaces	50	96	None
Tandem Parking Spaces	Not Permitted	None	None
Loading – Medium Size	10	10	None
Loading – Large Size	9	Shared Medium	None
Bicycle Parking – Class 1	3	4	None
Bicycle Parking – Class 2	2	2	None

\* Preliminary estimate; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

City of Richmond

## Land Use Map





**3240 No 4 Road (RZ 22-013378) – Public Consultation Summary**

In response to request from City of Richmond rezoning planner, this is a summary of the public consultation completed and comments received for the subject rezoning proposal.

On Feb 28 2023, following erection of formal rezoning notification signage on the site as instructed, we mailed the attached letter to all neighbours highlighted in red in the image below (23 residences total). We received 1 response to this letter on April 12 2023 which has been provided to the Rezoning Planner by email. The neighbour's response did not indicate support or otherwise for the subject rezoning proposal but requested additional information about their own property which we could not answer as it was a city zoning question. We have received no other correspondence from the notified residences.



Please contact me if there are any questions about this public consultation summary.

Wendy LeBreton, Manager of Development  
Larco Investments Ltd *on behalf of Maple Leaf Self Storage Inc*

*Attachment: Neighbour Notification Letter*

# Maple Leaf Self Storage Inc.

---

17<sup>th</sup> Floor, 900 West Georgia Street, Vancouver, BC, Canada V6C 2W6 • (604) 926-9500 • Fax (604) 925-2739

February 28, 2023

Dear Neighbour:

On behalf of Maple Leaf Self Storage Inc I would like to let you know about our application to rezone the site at 3240 No. 4 Road, in Richmond B.C. This proposal will not change the current use on the site but rather modernize the design and operation of the self-storage facility. The proposal is to rezone from IL-Light Industrial to a site-specific zone with maximum Floor Area Ratio of 2.02. The maximum height is 12.6m at the closest point to your property and 17.7m further away from your home. I have included the site plan and a rendering of the proposal on the back of this letter. Please find more information about our business operations below and let me know if you have any questions about this application after you have read this letter.

As with our other stores, the Richmond store will contain a spacious business office which will employ 4-5 people. The office hours will typically be 8:30am to 6pm, Monday to Saturday and 10:00am to 5:00pm, Sundays. The facility hours will typically be 6:00am to 9:00pm every day.

The development will contain an onsite residence ("caretaker unit") for the Store Manager, who will work at the store five days a week and will provide an additional level of security. The store manager will be able to quickly deal with any off-hours operational issues (i.e. gate and door malfunctions, elevator issues, etc.). We have also found that having an onsite manager acts as a deterrent to those considering criminal activity.

There will be two loading zones, with their own set of oversized elevators. This will facilitate better loading and unloading, and less congestion in the loading and staging areas. This is particularly important for our commercial users who value proximity to the loading areas and convenience. Vehicular traffic to the store is generally light. During the low season, it typically ranges from 3 to 6 vehicles per hour. During the high season, it typically ranges from 6 to 10 cars per hour mostly on weekends.

The commercial tenant base typically leases units year-round and have been known to rent units for years at a time. In fact, we are known for incubating small business tenants by providing their warehousing requirements as they grow and develop into stronger companies. Our personal user tenant base is typically comprised of those who are moving or downsizing, those who have insufficient space in their homes and those who are renovating or redecorating. Most of our commercial and personal users live within 0 – 15 km from our stores and cite the location and quality customer service as the reasons for becoming a tenant. Maple Leaf operates 11 facilities in Greater Vancouver and existing tenants who are impacted by the construction will be offered options, along with incentives, to relocate to another Maple Leaf facility. This has been done successfully in the past.

Please feel free to contact me any time with questions or comments about this rezoning application.

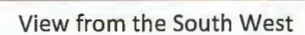
Thank you.

Yours truly,



Wendy LeBreton, MES, MCIP, RPP  
Manager of Development  
Larco Investments Ltd *on behalf of* Maple Leaf Self Storage Inc  
604-925-8275  
wlebreton@larco.ca

17<sup>th</sup> Floor, 900 West Georgia Street, Vancouver, BC, Canada V6C 2W6 • (604) 926-9500 • Fax (604) 925-2739



**From:** [Wendy LeBreton](#)  
**To:** [Alabi,Tolu](#)  
**Cc:** [Art Phillips](#)  
**Subject:** RE: Preliminary Staff Comments Letter: 3240 No 4 Road (RZ 22-013378)  
**Date:** April 12, 2023 2:15:47 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[Re Richmond Development.msg](#)

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**City of Richmond Security Warning:** This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Good afternoon Tolu,

As an update for you, thus far, I have received only 1 response to our neighbourhood notification letter. I have attached our correspondence to this email.

Kind regards,  
Wendy

---

Wendy LeBreton, MES, MCIP, RPP  
Manager of Development  
Larco Investments Ltd  
t: 604.925.8275 | c: 778.838.4903

**Alabi, Tolu**

---

**From:** Wendy LeBreton <wlebreton@larco.ca>  
**Sent:** April 4, 2023 3:57 PM  
**To:** Ashley Reddy  
**Subject:** Re: Richmond Development

Hello Ashley

Thank you for your email. The agreement that came with the original purchase of the house/property was that the fence was to remain in place. I suggest you contact the City of Richmond if you would like to discuss this further.

Kind regards  
Wendy

Wendy LeBreton, MES, MCIP, RPP  
Manager of Development  
Larco Investments Ltd  
604-925-8275

On Apr 1, 2023, at 11:09 AM, Ashley Reddy <ashleyreddy31@gmail.com> wrote:

Hello,

Following up on my previous email as I have not heard from you.

Thank you.

On Tue, Mar 21, 2023, 7:23 PM Ashley Reddy <[ashleyreddy31@gmail.com](mailto:ashleyreddy31@gmail.com)> wrote:  
Hello Wendy,

This email is behalf of my mom Sureshla Devi who resides behind the Maple Leaf Storage in Richmond, BC.

With this new developmental plan and letter we received regarding the changes of Maple Leaf Storage, we would to know when we can re-fence and show to the City of Richmond that our property at 10351 Kilby Drive, Richmond BC is strictly residential and should not be classified as business as it shows under the property assessment since 2020 which I have been paying.

Please let me know.

Thank you,

Ashley Reddy  
On behalf of Sureshla Devi

10351 Kilby Drive  
Richmond, BC



**Alabi, Tolu**

---

**From:** Ashley Reddy <ashleyreddy31@gmail.com>  
**Sent:** April 19, 2023 8:06 PM  
**To:** Alabi,Tolu  
**Subject:** 10351 Kilby Drive  
**Attachments:** Archived attachment list.txt

Quick Look

**City of Richmond Security Warning:** This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

Hello,

This email is on behalf of my mom Sureshla Devi. Owner of 10351 Kilby Drive. The issue is our property is being classified as business as well as residential since part our property is being used by the Maple Leaf Storage Company behind us. I am hoping you can help us. As my mom's property has been classified as business and has to pay taxes for something beyond her control. I will forward you other emails as well.

Please set up a time to meet with my mom directly at the number below.

Ashley.  
On behalf of Sureshla Devi of 10351 Kilby drive.  
Home - 604.278.6245

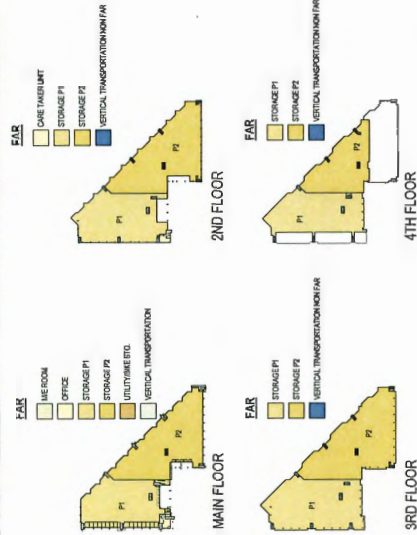
LA	PRG	TR	BLK
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	BLK		PRG
	PRG		PRG
	EMAL		PRG
	PRG		PRG

**SURVEY**

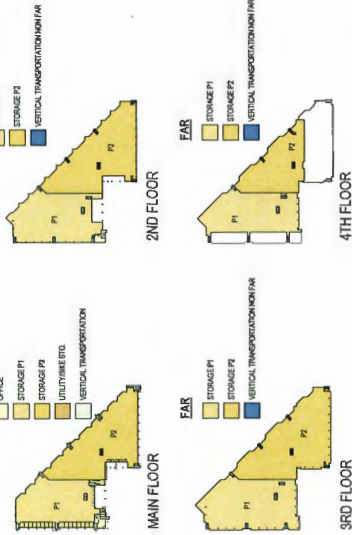
**BERNETT LANE DANCING LTD.**  
10000 140th Avenue, Suite 100  
North Vancouver, BC V2H 2J9  
Phone: (604) 466-2888



**KT PLAN**



## FAR



## FAR

### PHASE 1 - ZONING ANALYSIS (DURING CONSTRUCTION)

[illegible]

1	PHASE 1 - CONTEXT PLAN	SCALE: 1:2000
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OVERALL - NORTH-EAST VIEW

**cta**  
architecture  
+ design ltd.

CTA, our dedicated  
team of architects  
and designers  
1101-200 VERTUA WAY,  
VANCOUVER, BC V5S 0C4

**NO. 4 ROAD MLSS**  
PROJECT ADDRESS  
3240 NO 4 ROAD, RICHMOND, BC



2115

## A04 PERSPECTIVES

**CNCL - 246**





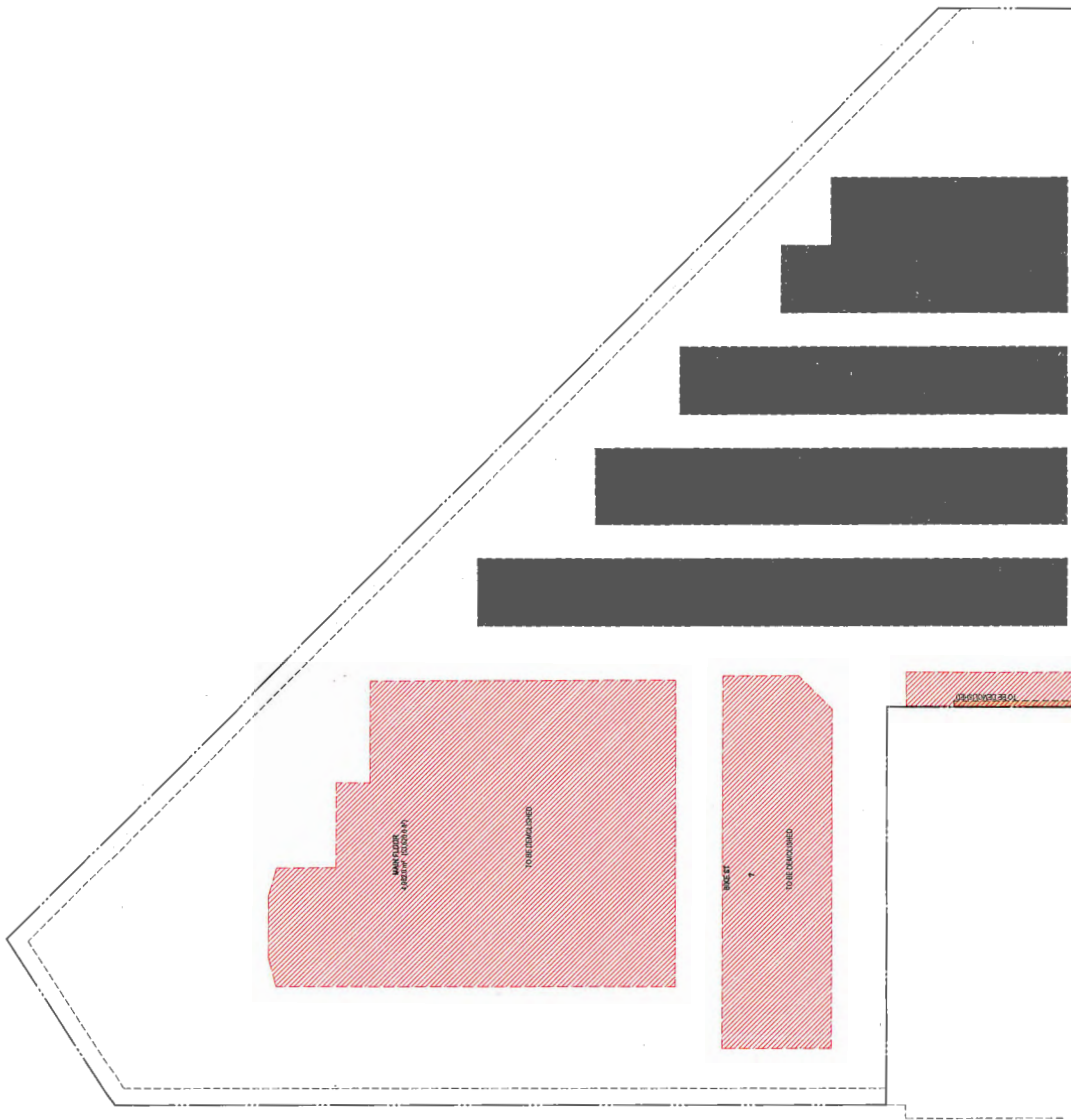
OVERALL - NORTH-WEST VIEW



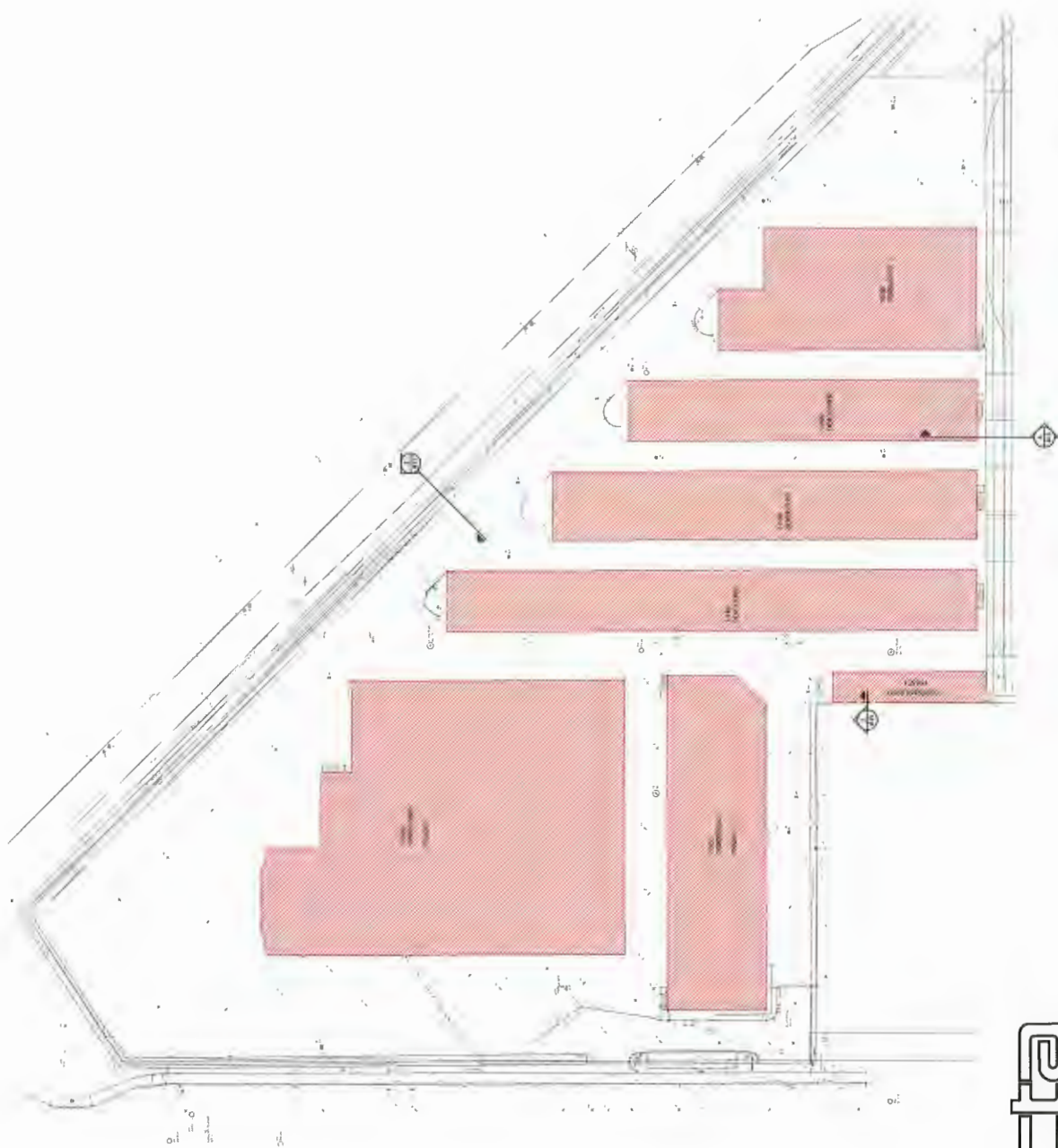
OVERALL - SOUTH-WEST VIEW



NORTH - WEST VIEW



1 PHASE 1 - DEMOLITION PLAN  
SCALE: 1:400



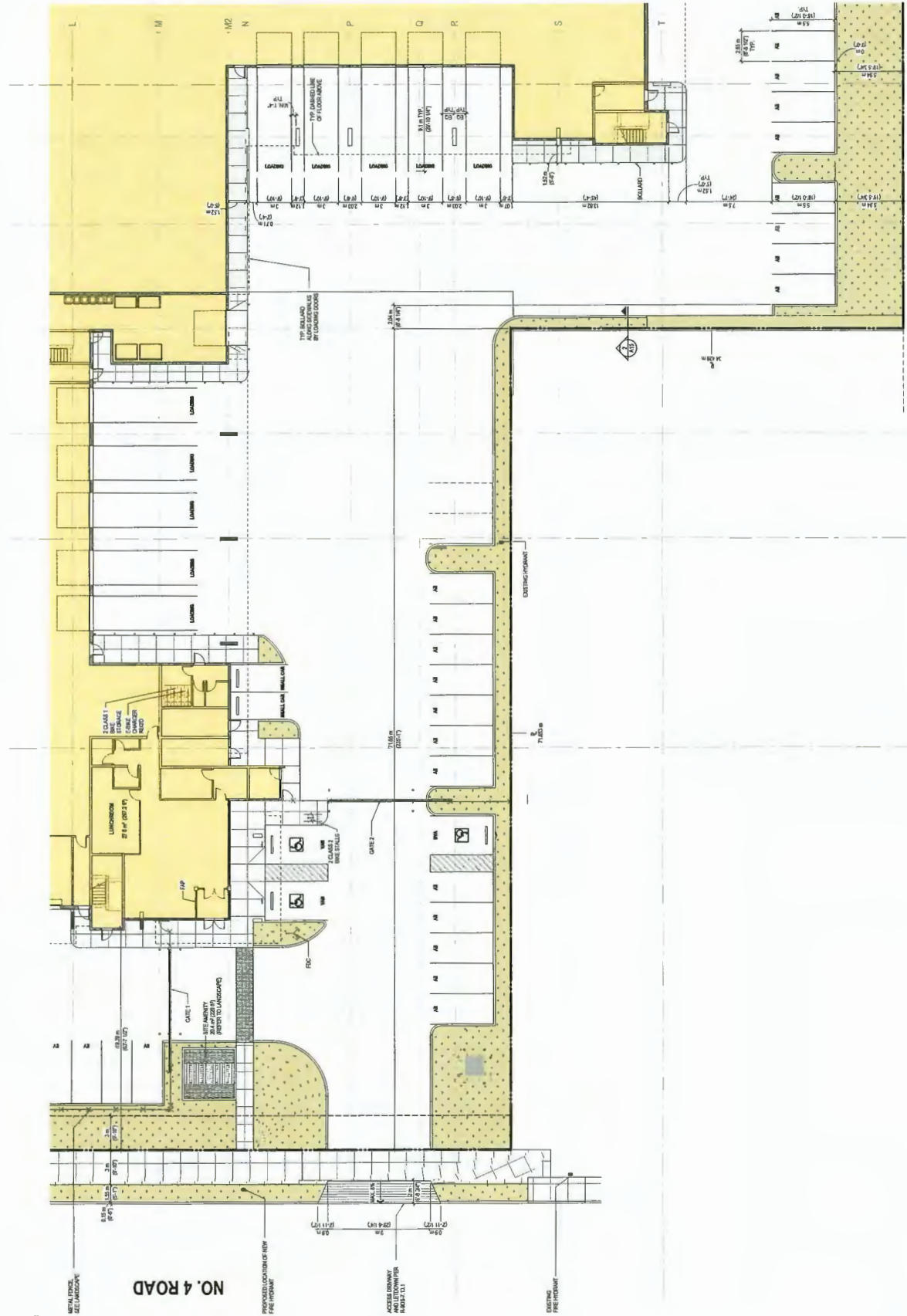
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 PROJECT ADDRESS  
 3240 NO 4 ROAD, RICHMOND, BC  
 PROJECT NORTH











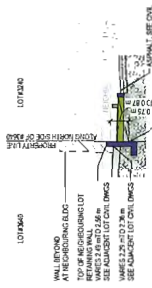
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PROJECT ADDRESS  
3240 NO 4 ROAD, RICHMOND, BC



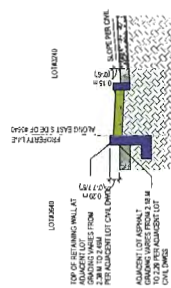
2115

**A14 SITE PLAN - ENTRANCE  
ENLARGEMENT**

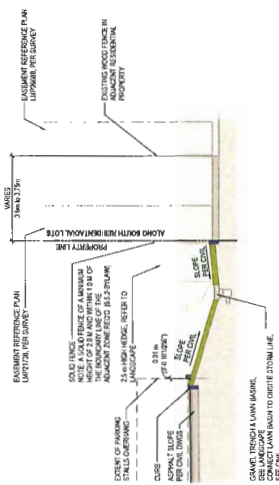
1 ENLARGED SITE PLAN @ LOADING DOCKS AND ACCESS DRIVEWAY  
SCALE: 1:100



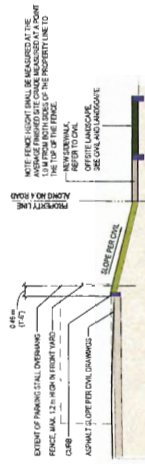
1 SITE SECTION -AT NORTH SIDE OF #3640



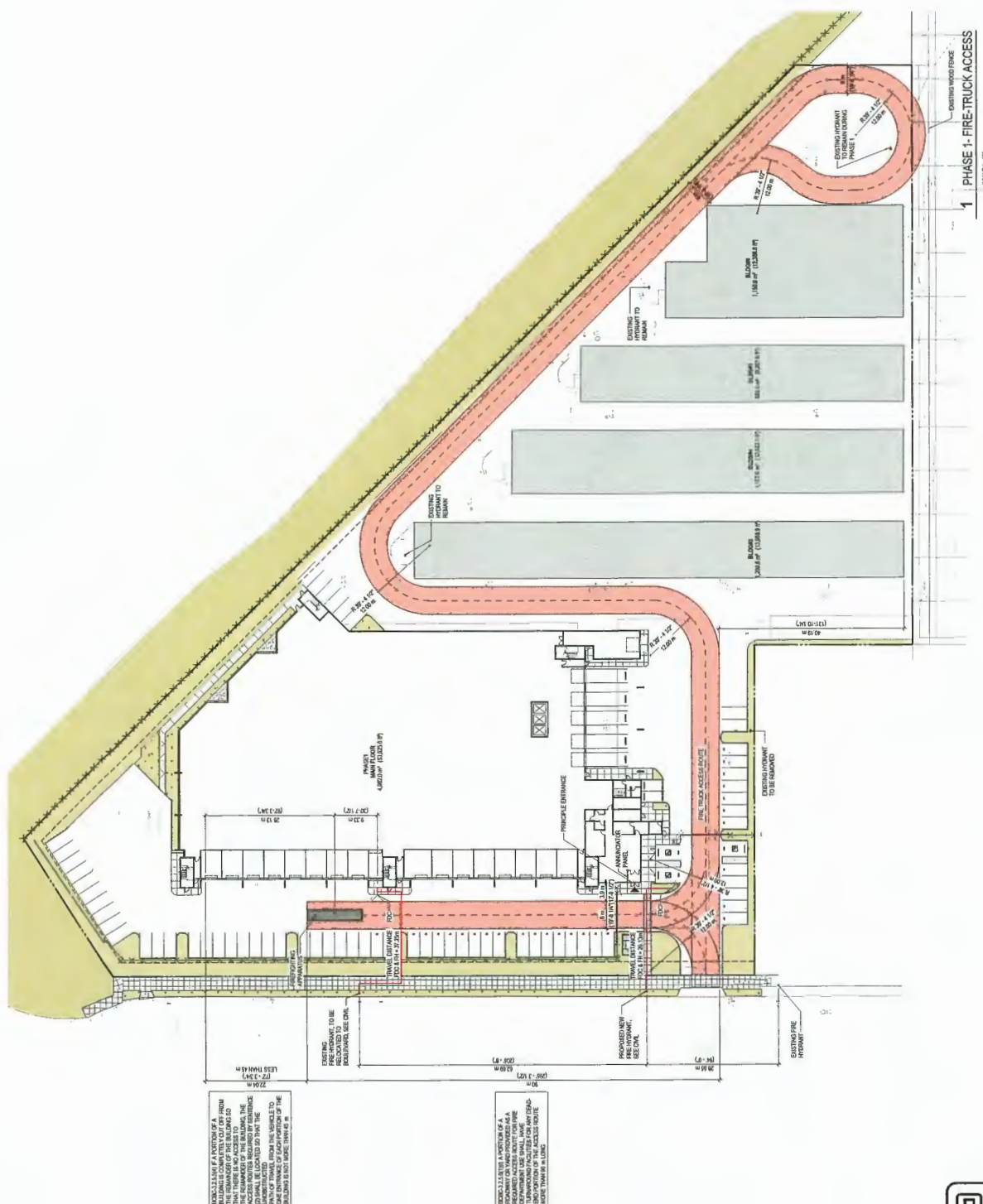
2 SITE SECTION -AT EAST SIDE OF #3640

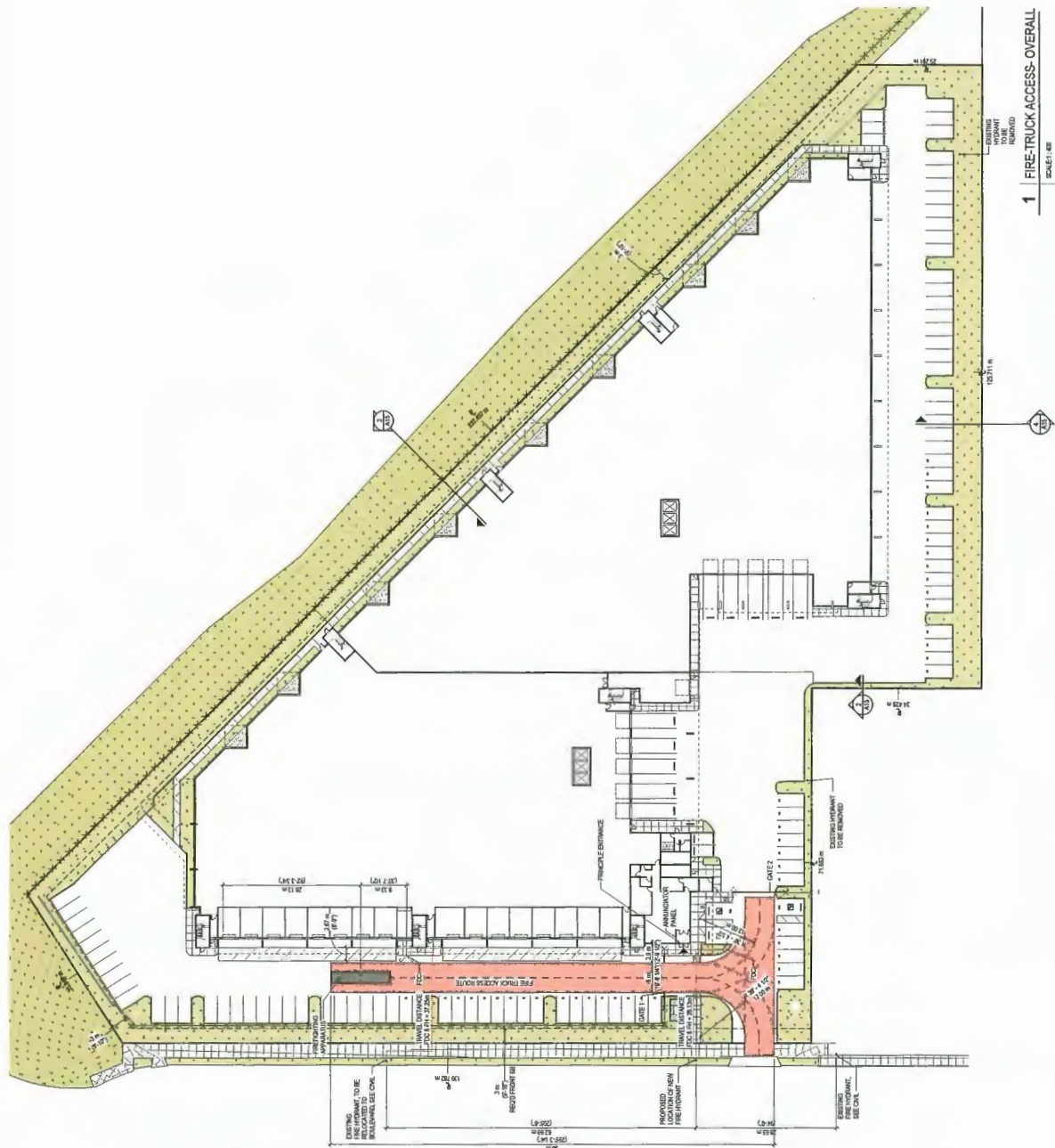


4 SITE SECTION- SOUTH



5 SITE SECTION-WEST





SECTION 3.3.3.3.1 (F) A PORTION OF A BUILDING IS COMPLETELY CUT OFF FROM THE MAIN PORTION OF THE BUILDING BY A WALL OR OTHER OBSTACLE THAT PREVENTS ACCESS TO THE BUILDING. ACCESS ROUTES REQUIRED BY DISTANCE REQUIREMENTS ARE NOT REQUIRED TO BE MAINTAINED IF THE OBSTACLE IS NOT MORE THAN 4.5 m HIGH AND IS NOT MORE THAN 4.5 m WIDE.

SECTION 3.3.3.3.2 (F) A PORTION OF A BUILDING IS COMPLETELY CUT OFF FROM THE MAIN PORTION OF THE BUILDING BY A WALL OR OTHER OBSTACLE THAT PREVENTS ACCESS TO THE BUILDING. ACCESS ROUTES REQUIRED BY DISTANCE REQUIREMENTS ARE NOT REQUIRED TO BE MAINTAINED IF THE OBSTACLE IS NOT MORE THAN 4.5 m HIGH AND IS NOT MORE THAN 4.5 m WIDE.



Drawn and designed by: [Name]  
 Checked by: [Name]  
 Project Manager: [Name]  
 Date: [Date]

**NO. 4 ROAD MLSS**  
 PROJECT ADDRESS  
 3240 NO 4 ROAD, RICHMOND, BC



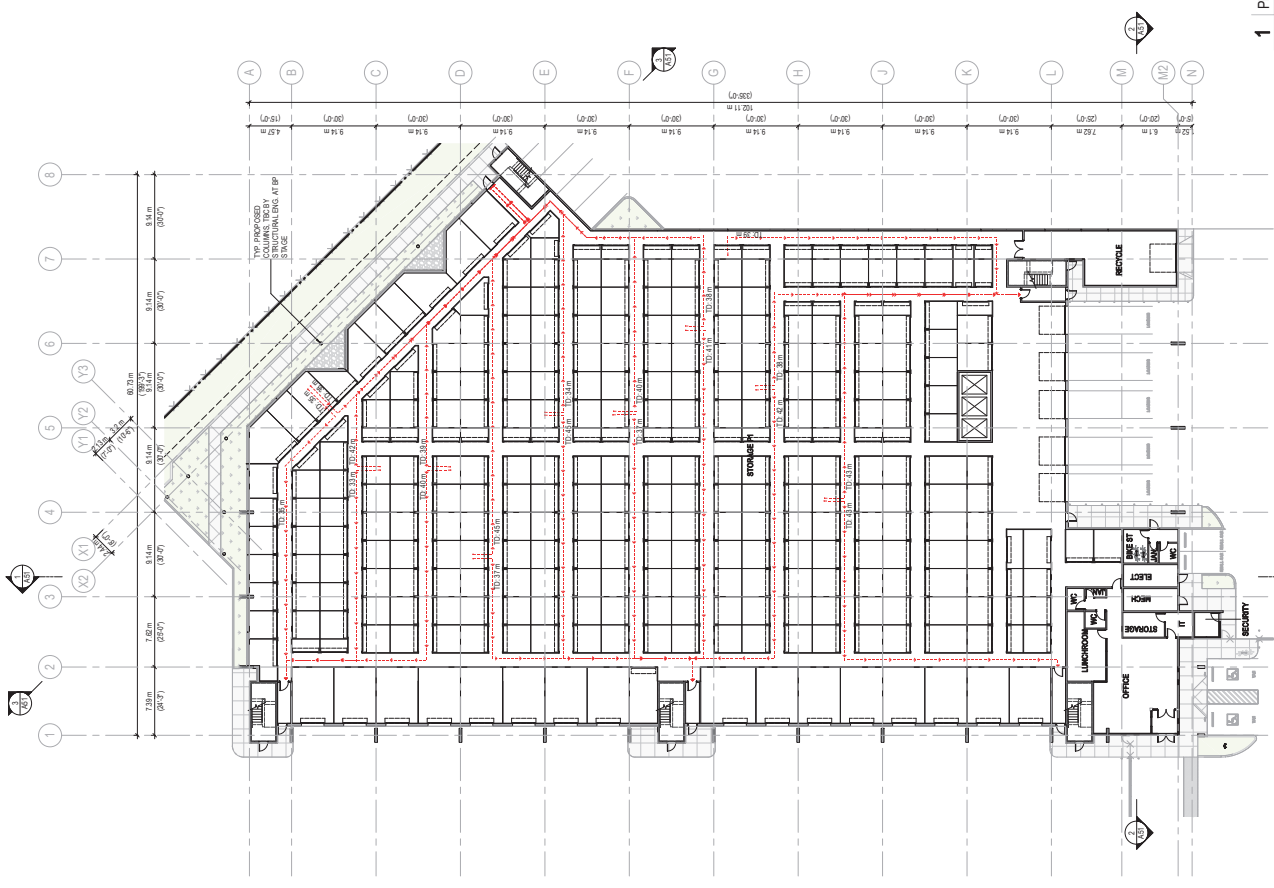
**2115** | **A17 FIRE DEPARTMENT ACCESS PLAN - OVERALL**

**1** | **FIRE-TRUCK ACCESS-OVERALL**  
 SCALE: 1:400







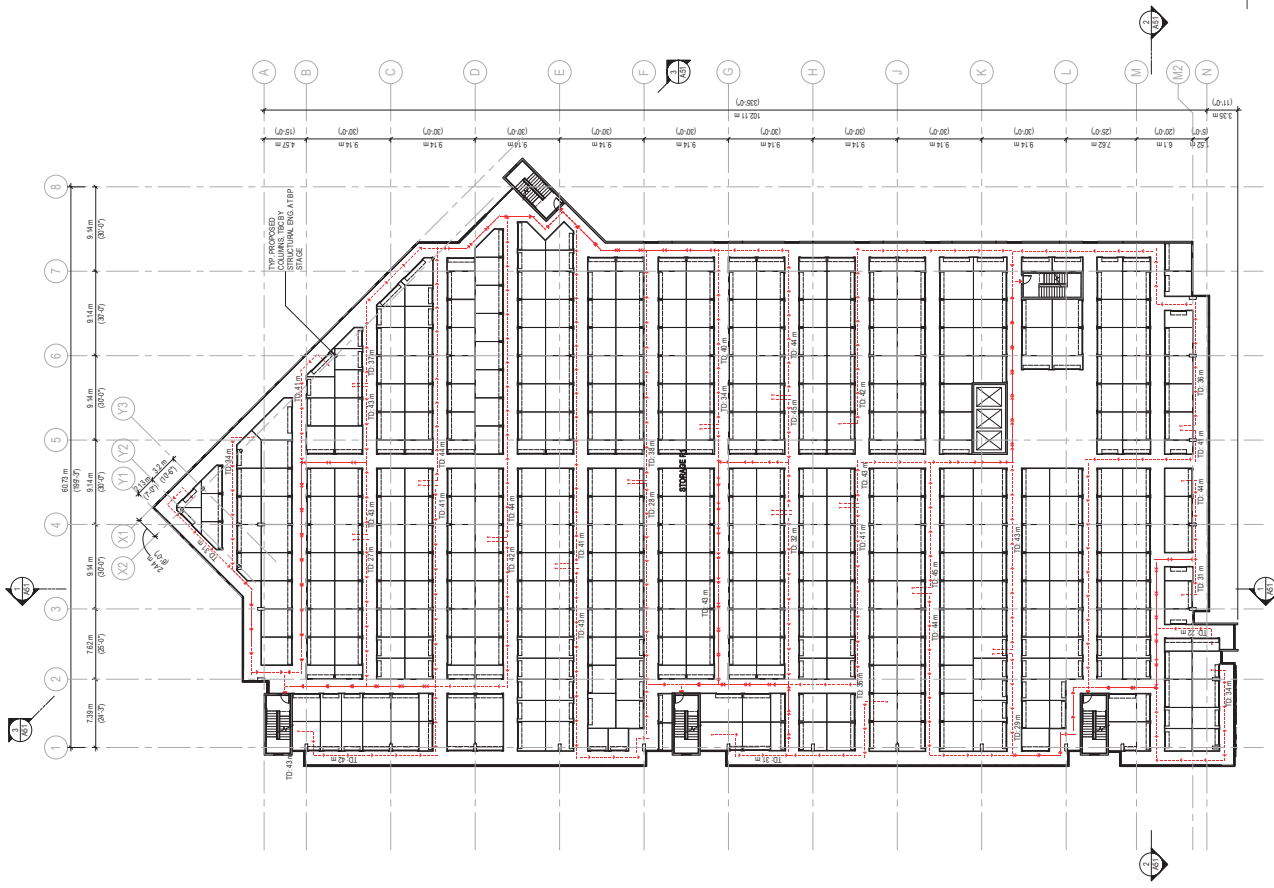


1 PHASE 1 - MAIN FLOOR PLAN  
SCALE: 250

2115 | A21 PHASE 1 - MAIN FLOOR

NO4 ROAD MLSS  
PROJECT ADDRESS  
3240 NO 4 ROAD, RICHMOND, BC  
PROJECT NORTH

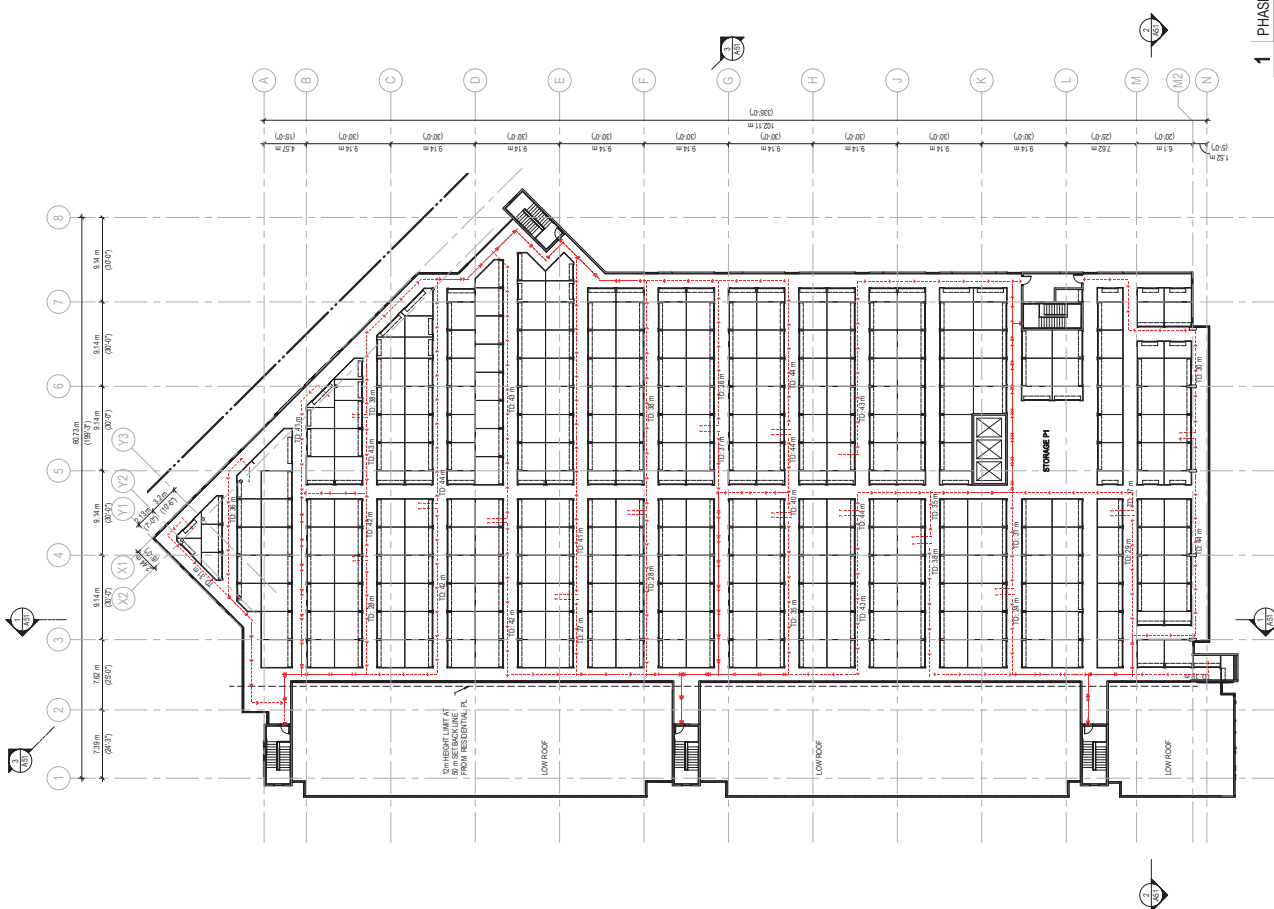




1 PHASE - THIRD FLOOR PLAN  
SCALE: 1:250

2115 | A23 PHASE 1 - THIRD FLOOR

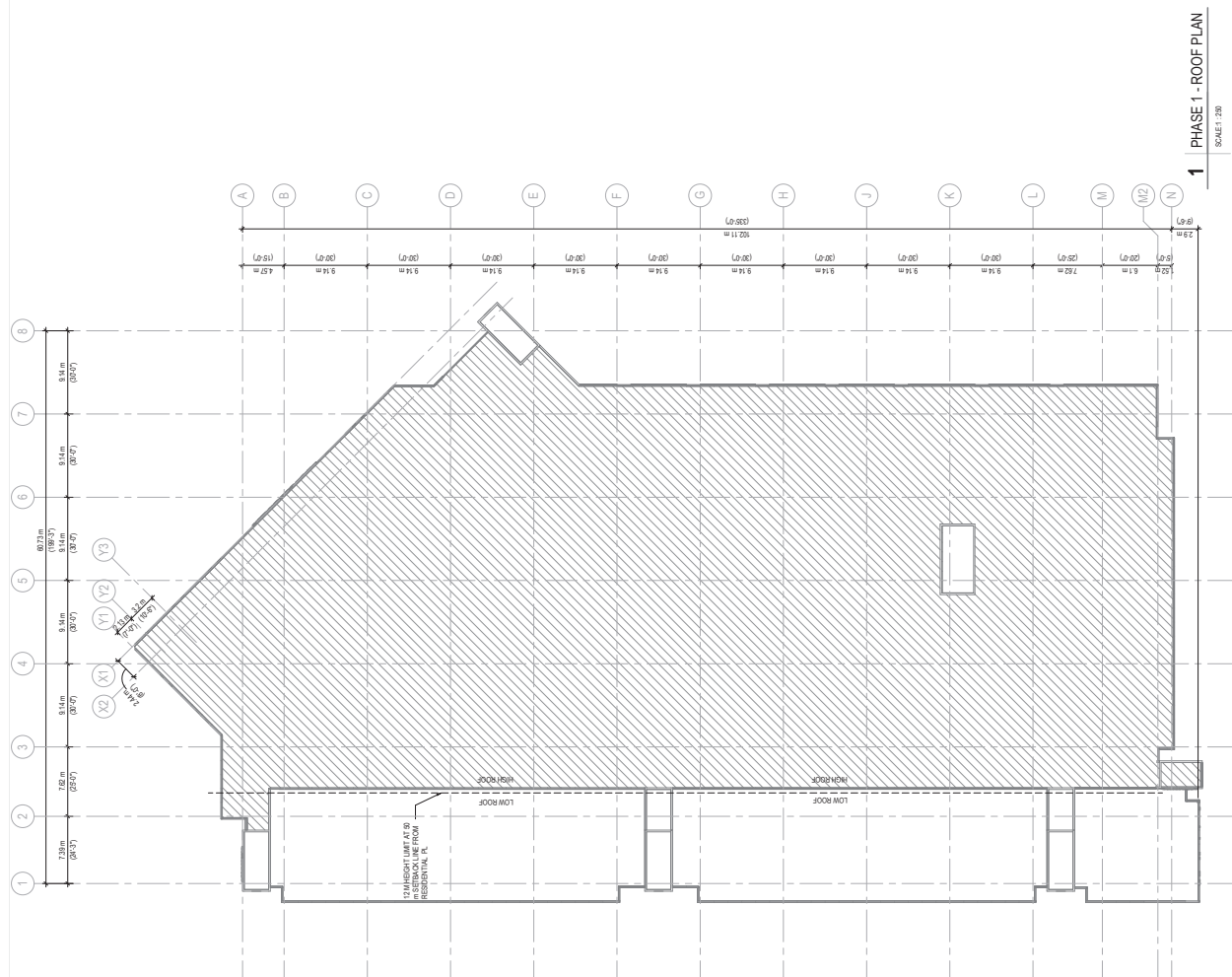
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PROJECT ADDRESS  
3240 NO 4 ROAD, RICHMOND, BC  
PROJECT NORTH



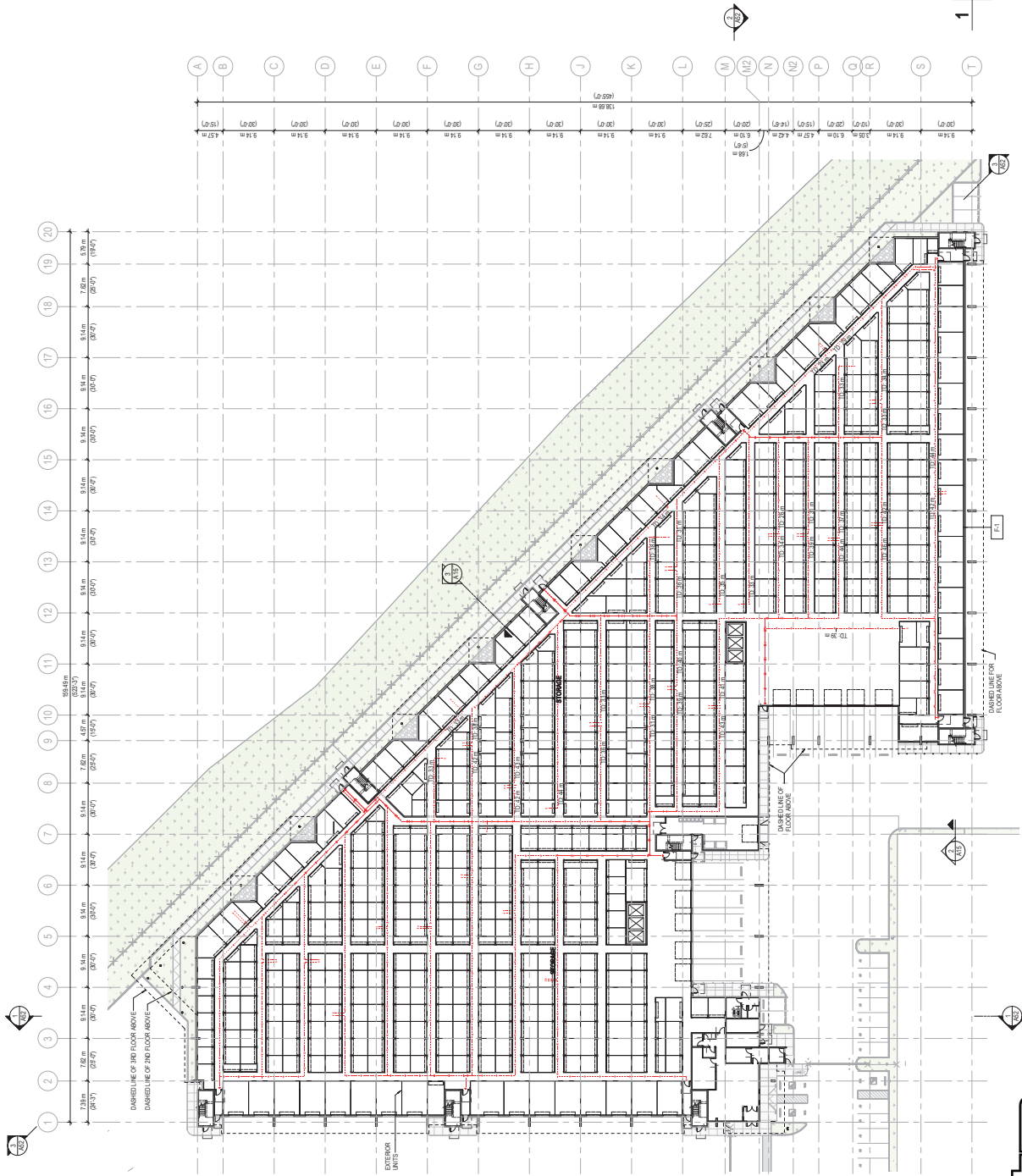
1 | PHASE 1 - FOURTH FLOOR PLAN  
SCALE: 2/32

2115 | A24 PHASE 1 - FOURTH FLOOR

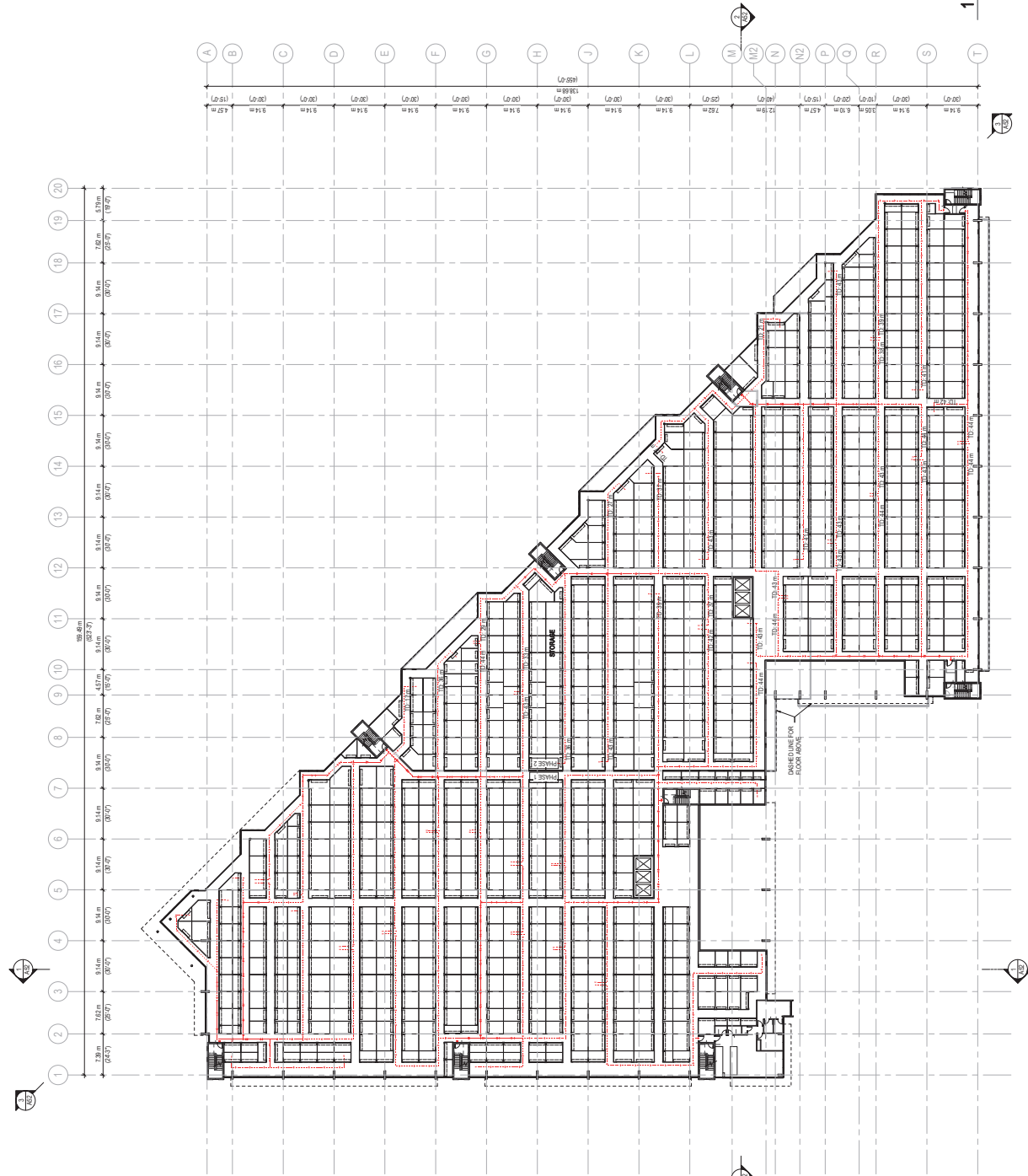
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PROJECT ADDRESS  
3240 NO 4 ROAD, RICHMOND, BC  
PROJECT NORTH







CNCL - 262

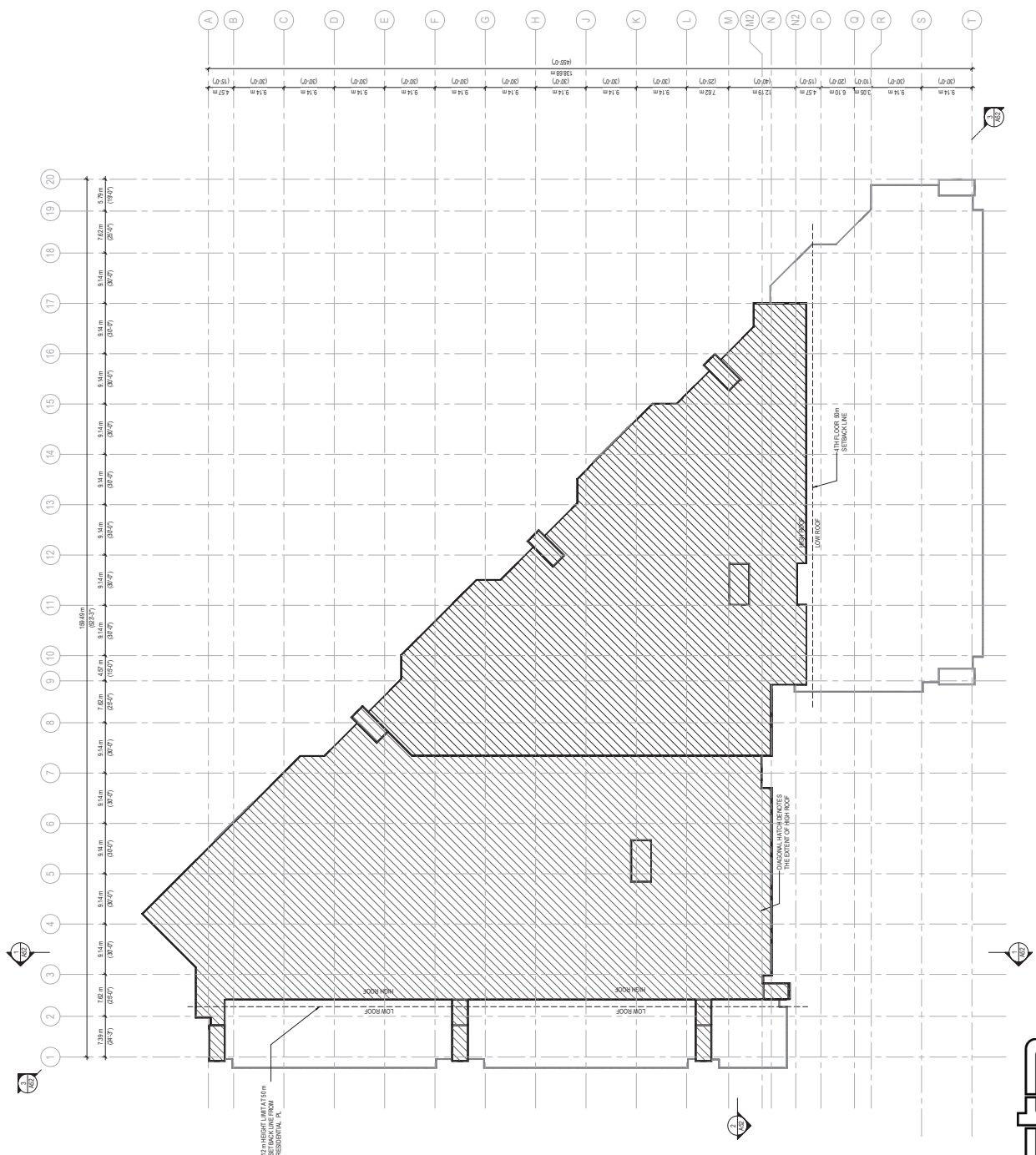


CNCL - 263



1 OVERALL THIRD FLOOR PLAN  
SCALE: 1:300



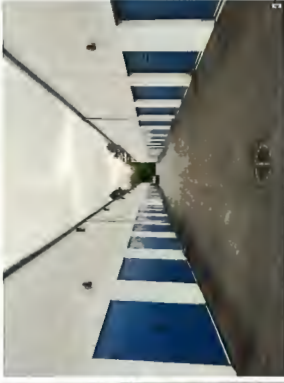
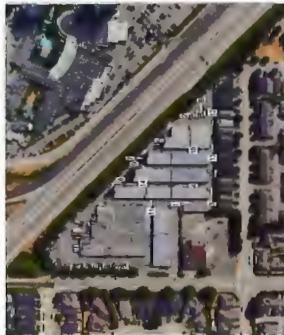


1 OVERALL ROOF PLAN  
SCALE: 1:300

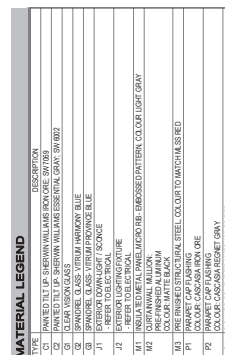














**MATERIAL LEGEND**

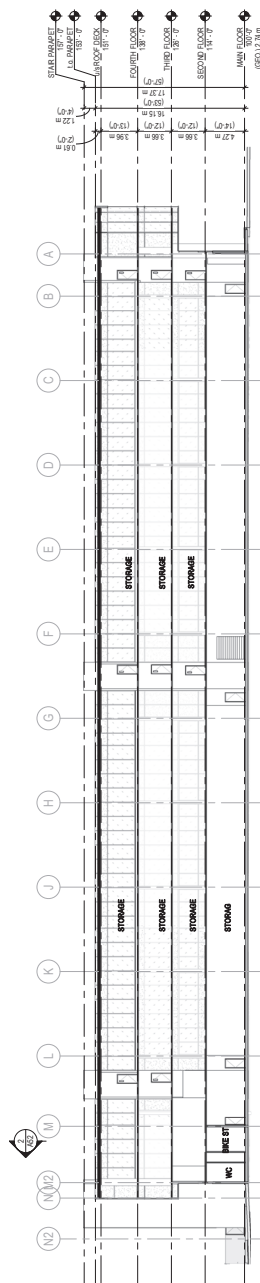
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G3	SPARKLE GLASS VISION GLASS
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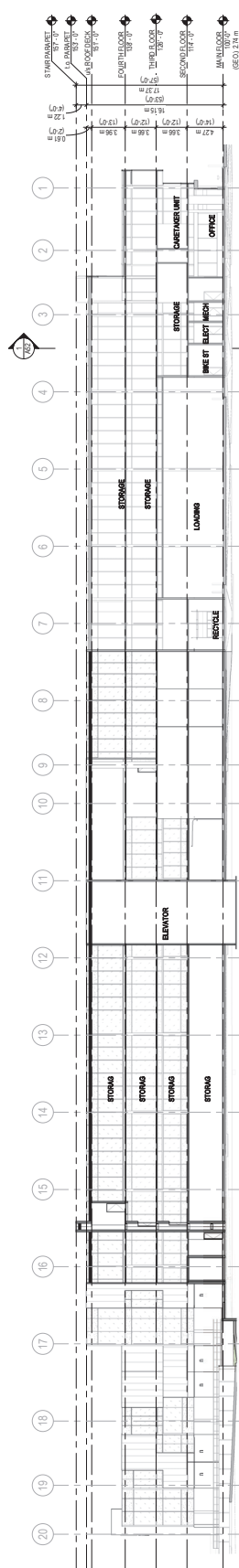
## 1 SECTION A

SCALE: 1:250



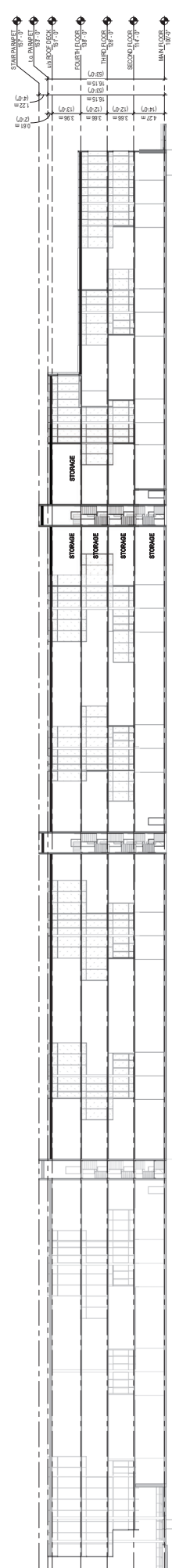
## 2 | SECTION B

SCALE: 1:250



### 3 | SECTION C

1070



[illegible]

CLIENT:

**000-0000**

**MAPLE LEAF STORAGE**  
3240 NO. 4 ROAD  
RICHMOND, BC

DRAWING TITLE:

LANDSCAPE  
PLAN

DATE: 22.MAR.04  
SCALE: 1:100  
DRAWN: DO  
DESIGN: DO  
CHKD: MCV

**L1**

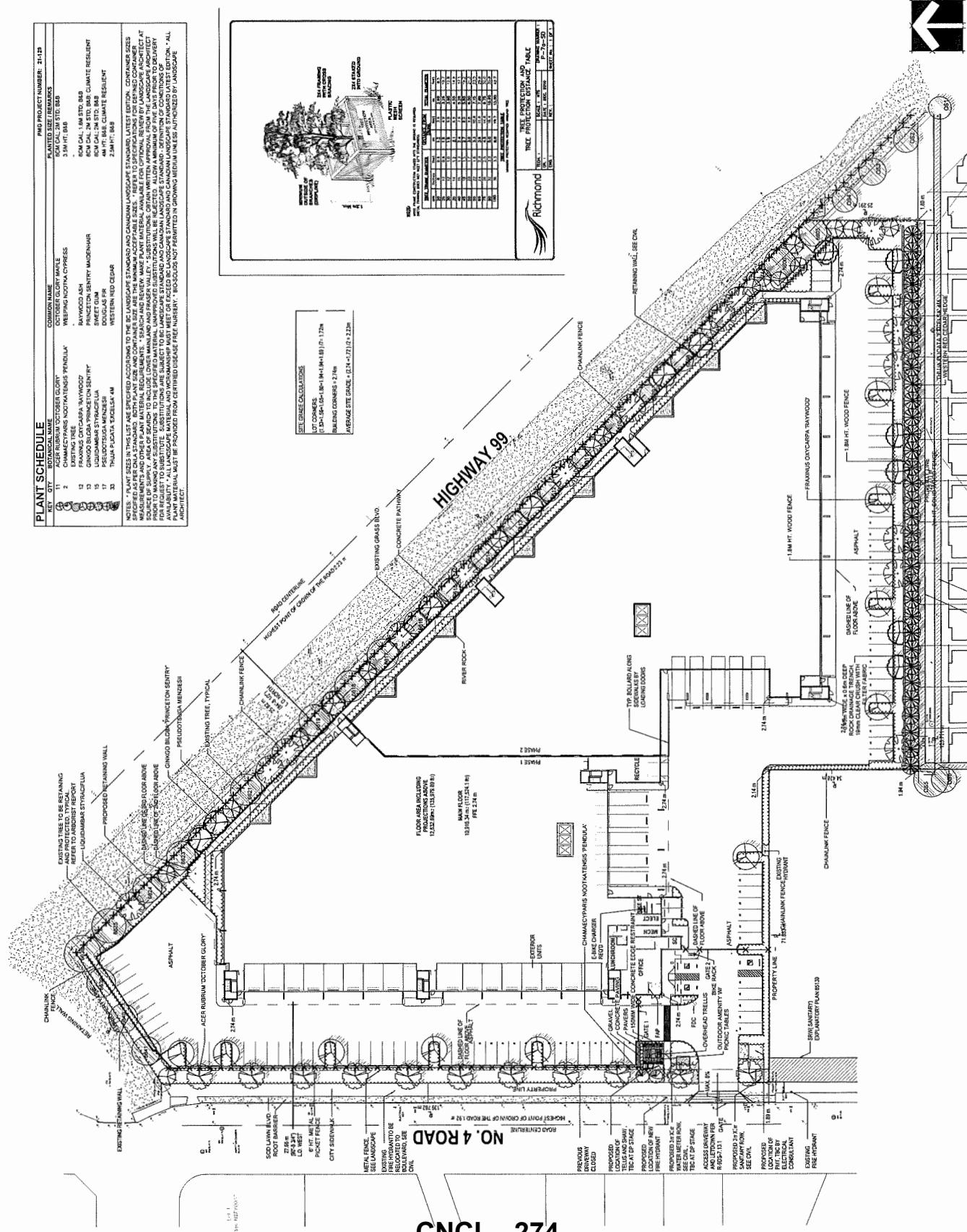
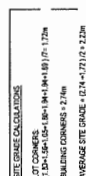
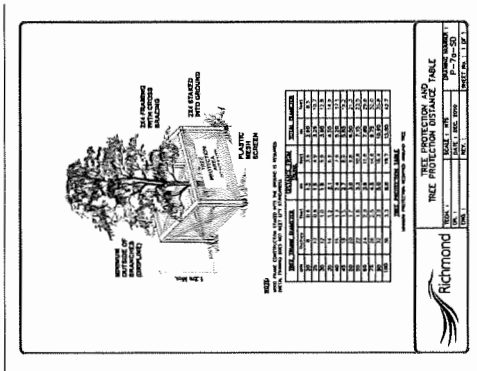
DRAWING NUMBER:  
OF 6

PMG PROJECT NUMBER: 21-129



21129-72/P

PLANT SCHEDULE			PHD PROJECT NUMBER: 1-113
PLANT NUMBER	COMMON NAME	PLANTED SIZE / REMARKS	
1	FAIR RUBIUM OCTOBER GLORY*	10M CAL 2M STD BAB	
2	CHAMICREAR NORTHERN PINKILL*	3.5M HT. BAB	
3	WESPER GLORY MAPLE		
4	FRANCOIS OCTOPACE RAYWOOD	10M CAL 1.5M STD. BAB	
5	PRINCESTON ASHY MAIDENHAR	10M CAL 2M STD. BAB	
6	GRANDI BILGA PRINCESTON SENY*	10M CAL 2M STD. BAB	
7	PRINCESTON SENY	10M CAL 2M STD. BAB	
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**CNCL - 274**



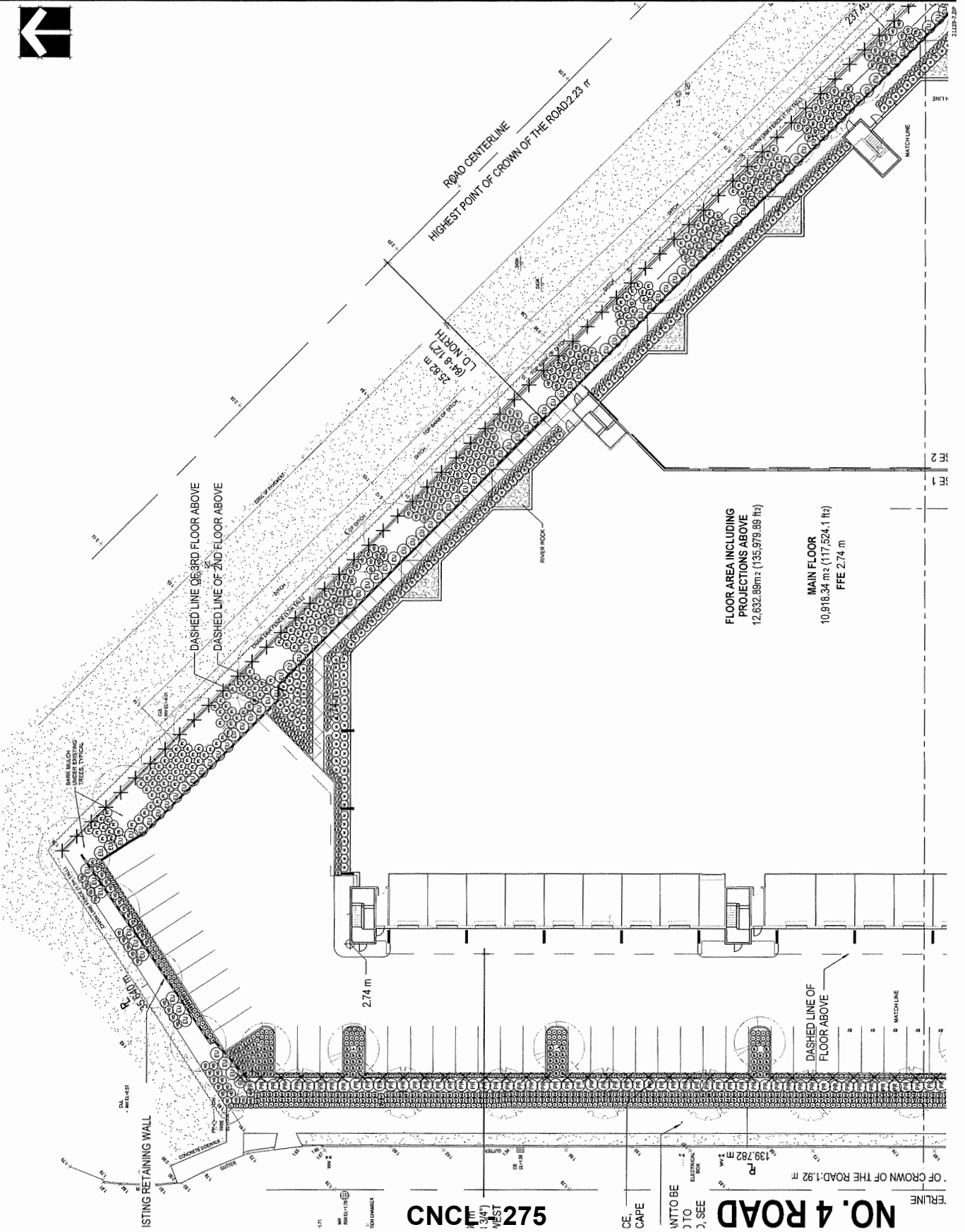
NO. 4 ROAD

CE. CAPE

INTO BE  
TO  
TO SEE

NO. 4 ROAD

LINE



NO.	DATE	REVISION DESCRIPTION	DR.
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2	2010-01-15	ISSUED FOR PERMIT	DR
3	2010-01-15	ISSUED FOR PERMIT	DR
4	2010-01-15	ISSUED FOR PERMIT	DR
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20	2010-01-15	ISSUED FOR PERMIT	DR

CLIENT:

PROJECT:

MAPLE LEAF STORAGE  
3240 NO. 4 ROAD  
RICHMOND, BC

DRAWING TITLE:

LANDSCAPE SHRUB PLAN

DATE: 22-MAY-10

SCALE: 1:200

DRAWN: DO

DESIGN: DO

CHECK: MCT

PMG PROJECT NUMBER: 21-129

L2

OF 6





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LANDSCAPE  
ARCHITECTS  
Suite 110 - 4185 38th Street, Unit 110  
Richmond, BC V6X 2C6  
P: 604-294-0011 F: 604-294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
1	11/04/20	AS PER PLAN	MM
2	11/04/20	REV. PER CITY COMMENTS	MM
3	11/04/20	REV. PER CITY COMMENTS	MM
4	11/04/20	REV. PER CITY COMMENTS	MM
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100	11/04/20	REV. PER CITY COMMENTS	MM

CLIENT:

PROJECT:

MAPLE LEAF STORAGE  
3240 NO. 4 ROAD  
RICHMOND, BC

DRAWING TITLE:

LANDSCAPE  
SHRUB PLAN

DRAWING NUMBER:

L4

OF 6

21-129

DATE:

SCALE:

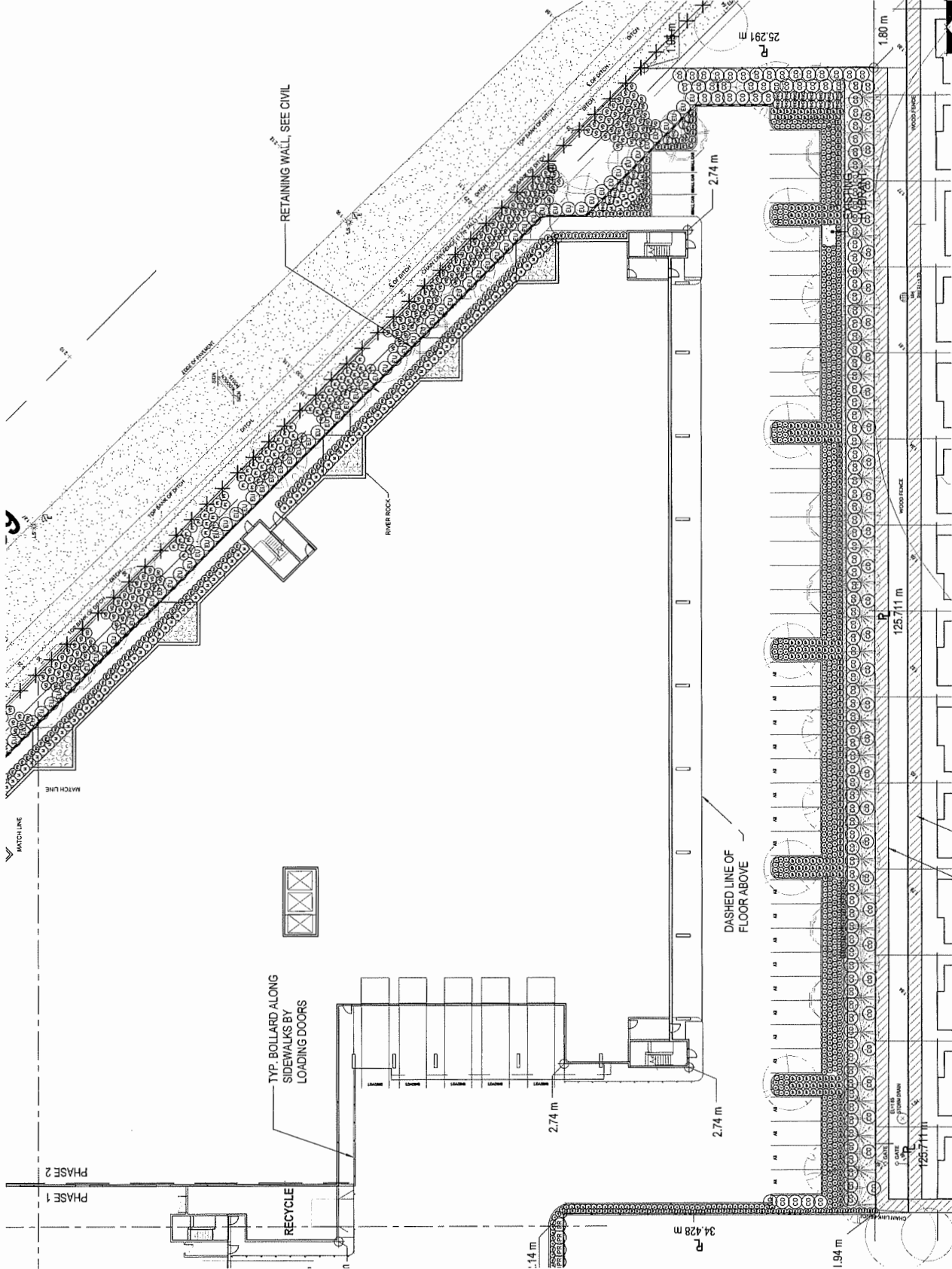
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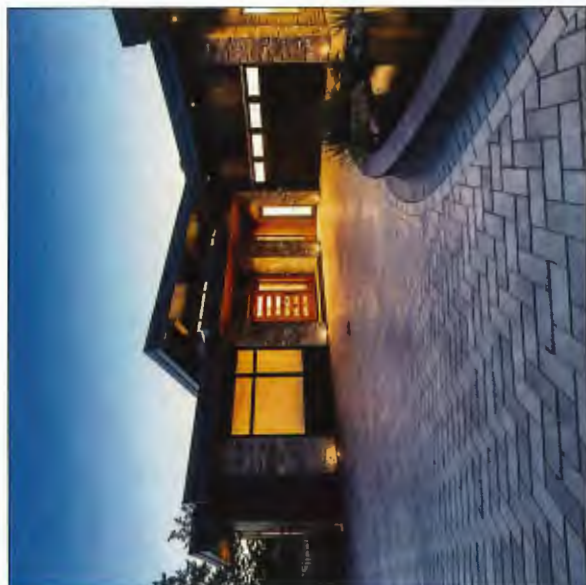
PMG PROJECT NUMBER:

21139-7.2P



CNCL - 277

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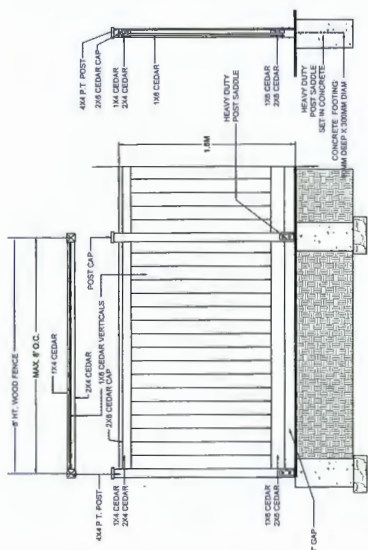


BELGARD STANDARD PAVERS:  
RUNNIG BOND IN SHADOW GREY 60MM

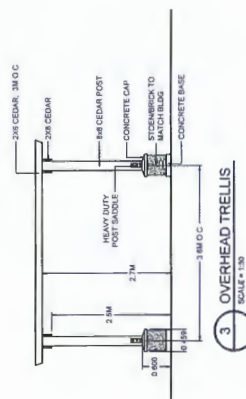


Wishbone Parker Picnic Table at Stonebridge in Saskatoon SK

WISHBONE INDUSTRIES PARKER PICNIC TABLE  
PKPT-6, SILVER FRAME WITH SAND SLATS



1 1.8M HT. WOOD PERIMETER FENCE



### 3 OVERHEAD TRELLIS

NO.	DATE	REVISION DESCRIPTION	DR.
1	23 APR 31	NEW MTE FOR COORDINATION	MC
2	23 APR 31	NEW MTE FOR COORDINATION	MC
3	23 APR 31	NEW MTE FOR COORDINATION	MC
4	23 APR 31	NEW MTE FOR COORDINATION	MC
5	24 APR 21	REV. PIA CITY COMMENTS	BA
6	24 APR 26	ADD DETAIL	BAK

NO. DATE  
 CLIENT:

PROJECT:

## MAPLE LEAF STORAGE

3240 NO. 4 ROAD  
RICHMOND, BC

DRAWING TITLE:

LANDSCAPE  
DETAILS

DATE: 22 MAR 04 DRAWING NUMBER:

SCALE:

DRAWN: DO

DESIGN: DO

CHKD:	MCT	OF 6
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CMG PROJECT NUMBER:

01129-7 ZIP

[illegible]

71800000

1990-1991.

## MAPLE LEAF STORAGE

3240 NO. 4 ROAD  
RICHMOND, BC

© 2004 Blackwell Publishing Ltd

STREET TREE  
PLAN

DATE: 77 MAR 01 DRAWING NUMBER:

SCALE: 1:150

97

DESIGN: DO  
CHKD: MCV OF 6

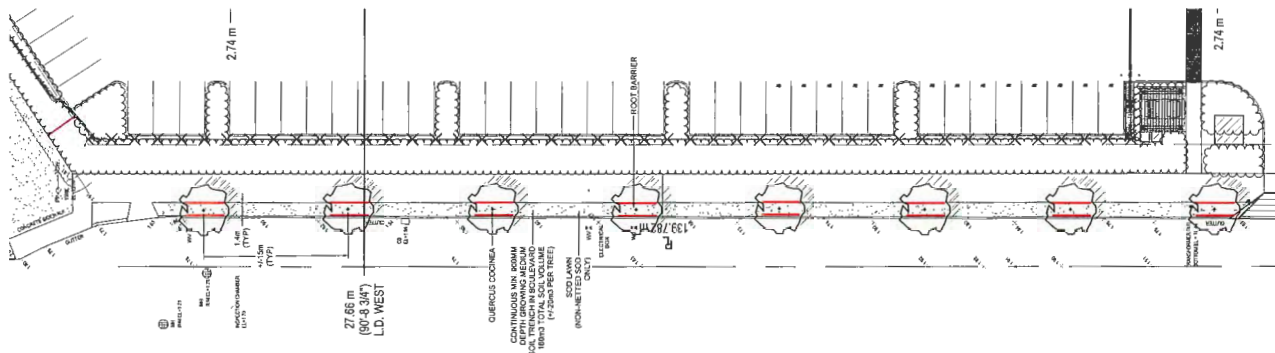
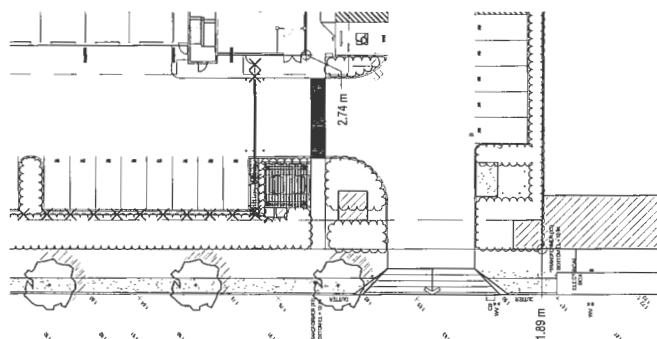
21-129

11199.770

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**SUPPLEMENTARY DETAIL DRAWING**

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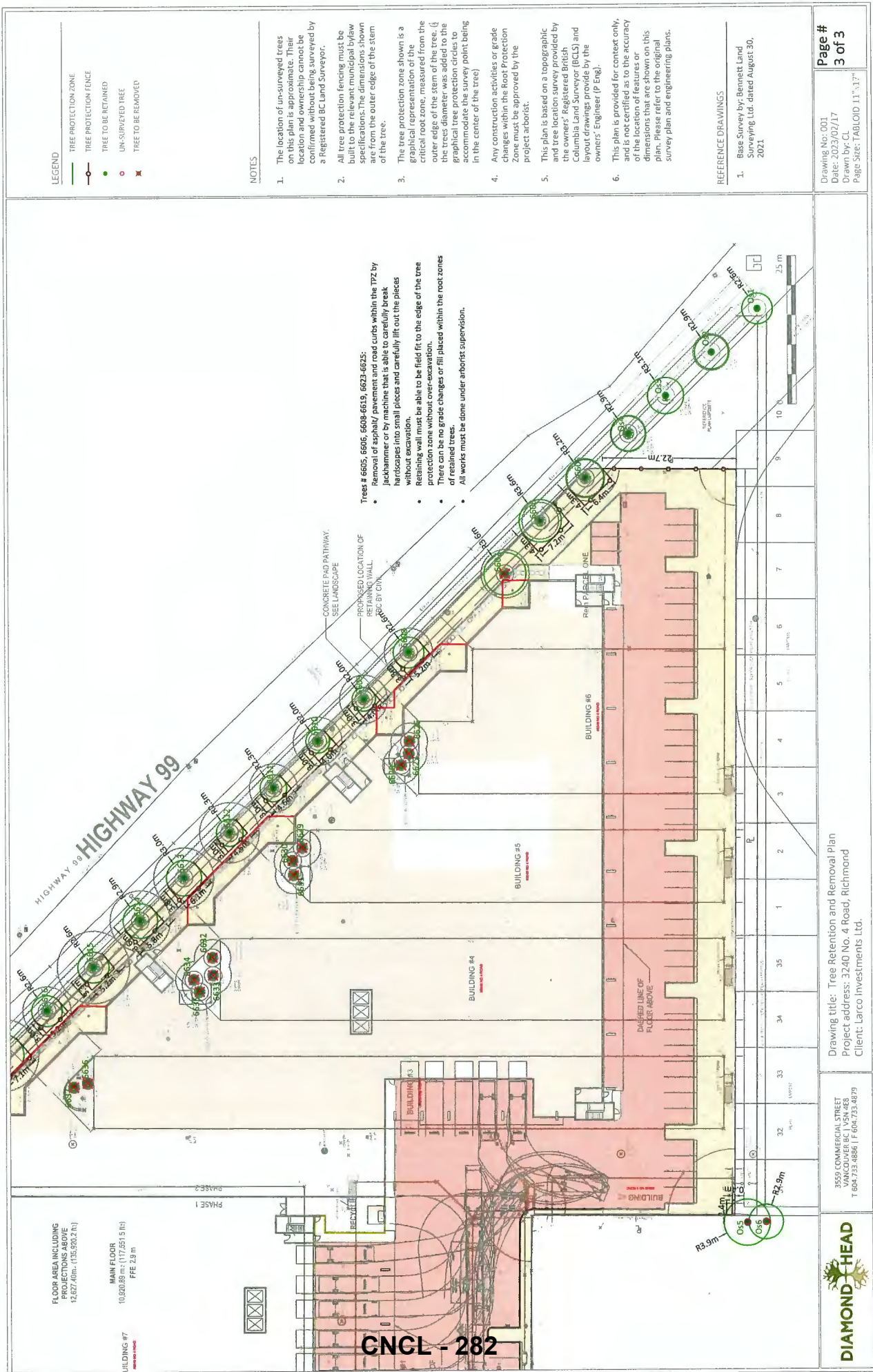
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**Address:** 3240 No. 4 Road

**File No.:** RZ 22-013378

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10582, the developer is required to complete the following:**

1. **(Development Permit)** The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.
2. **(MOTI Approval)** Provincial Ministry of Transportation & Infrastructure Approval.
3. **(MOE Approval)** Ministry of Environment (MOE) Certificate of Compliance or alternative approval to proceed granted from MOE regarding potential site contamination issues.
4. **(Arborists Contract)** Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. **(Tree Survival Security)** Submission of a Tree Survival Security to the City in the amount of \$215,040 for the 22 trees (tag# 6605, 6606, 6608, 6609, 6610, 6611, 6612, 6613, 6614, 6615, 6616, 6617, 6618, 6619, 6621, 6623, 6624, 6625, 6638, 6639, 6640 and 6641) to be retained.
6. **(Tree Protection Fencing)** Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
7. **(Unit Stratification)** Registration of a legal agreement on Title prohibiting the stratification or subdivision, including byway of airspace parcel subdivision, of the residential security/operator unit.
8. **(Noise Covenant - Aircraft Noise Sensitive Use)** Registration of an aircraft noise sensitive use covenant on title (Area 3) for the residential security/operator unit. The legal agreement is to identify that the proposed development must be designed and constructed in a manner that mitigates potential aircraft noise to the proposed dwelling unit. The dwelling unit must be designed and constructed to achieve:

(a) CMHC guidelines for interior noise levels as indicated in the chart below:

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

- (b) the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard for interior living spaces.
9. **(Noise Covenant - Mixed Use)** Registration of a covenant on title that identifies the building as a mixed use building and requires the residential security/operator unit to be designed to achieve CMHC interior noise standards and ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standards for interior living spaces.
10. **(Noise Covenant – Industrial Use)** Registration of a legal agreement on title for industrial developments within 30.0 m of any residential use indicating that they are required to mitigate unwanted noise and demonstrate that the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's Noise Bylaw and noise generated from rooftop HVAC units will comply with the City's Noise Bylaw.
11. **(Flood Indemnity Covenant)** Registration of a covenant on title (2.9 m GSC – Area A).
12. **(Public Art – Cash Contribution)** City acceptance of the developer's offer to make a voluntary cash contribution towards the City's Public Art Fund, the terms of which shall include the following:
  - (a) The value of the developer's voluntary public art contribution shall be based on the Council-approved rates for residential and non-residential uses and the maximum buildable floor area permitted under the subject site's

proposed zoning, excluding floor area associated with affordable housing and market rental, as indicated in the table below.

| Building Type | Rate/ft <sup>2</sup> | Maximum Permitted Floor Area<br>(after exemptions) | Minimum Voluntary<br>Cash Contribution |
|---------------|----------------------|--|--|
| Industrial    | \$0.30               | 459,870.20 ft <sup>2</sup>                         | \$137,961.06                           |

- (b) In the event that the contribution is not provided within one year of the application receiving third reading of Council (i.e. Public Hearing), the contribution rate (as indicated in the table in item a) above) shall be increased annually thereafter based on the Statistics Canada Consumer Price Index (All Items) – Vancouver yearly quarter-to-quarter change, where the change is positive.
13. **(Discharge of SRW):** Discharge the existing Statutory Right-of-Way for City Utilities [AD107777].
14. **(Discharge of Covenant):** Discharge the existing Covenant [BH194067].
15. **(Servicing Agreement)** Enter into a Servicing Agreement\* for the design and construction of Engineering and Transportation works. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to, the following:

**I. Frontage Improvements (No. 4 Road)**

- (a) Frontage improvements
- (i) Starting from the west property line of the subject site, the applicant shall be required to construct the following along the full No. 4 Road frontage of the subject site at the applicant's cost:
- 3.0 m wide sidewalk;
  - Approximately 1.5 m wide landscaped boulevard; and
  - 0.15 m curb and gutter.
- (ii) The exact dimensions of the above frontage improvements are to be confirmed through the Servicing Agreement process.
- (b) Sidewalk connections
- (i) The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the north and south of the subject site.
- (c) Wheelchair ramp
- (i) The wheelchair ramp at the north end the subject site road frontage is to be rebuilt to connect to the new sidewalk. (Refer to R-15-SD adjusted for tangent road section applications).
- (d) Driveway closure/back-fill and reconstruction
- (i) The existing northerly driveway is proposed to be closed. The Applicant is responsible for the removal of the existing driveway let-down and the replacement with barrier curb/gutter, sidewalk/boulevard per standards described under Item I (a) Frontage Improvements above.
- (ii) The existing southerly driveway is proposed to be kept. This driveway is to be reconstructed to meet Engineering Design Specifications per commercial development requirements.
- (e) Engineering requirements
- (i) All above-grade utilities should be relocated outside the sidewalk. Consult Engineering on streetlight and other utility requirements.

**II. Water Works**

- (a) Using the OCP Model, there is 236 L/s and 190 L/s of water available at the No. 4 Road frontage, at a 20 psi residual, under the build out scenario. Based on your proposed development, your site requires a minimum fire flow of 250 L/s.
- (b) At Applicant's cost, the Applicant is required to:

- (i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
- (ii) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use. A new hydrant is required at No 4 Rd frontage to meet City spacing requirements.
- (iii) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized via the servicing agreement process.
- (c) At Applicant's cost, the City will:
  - (i) Disconnect all existing water service connections prior to demolition of existing onsite structures. It is the Applicant's responsibility to coordinate with the City the required disconnections via the Demolition Permit process.
  - (ii) Install a service connection and tie-in to the existing 200mm diameter watermain at the No. 4 Road frontage. The size and location of the service connection will be determined via the SA design or service connection process.
  - (iii) Complete all proposed water tie-ins to existing City infrastructures.

### **III. Storm Sewer Works**

- (a) At Applicant's cost, the Applicant is required to:
  - (i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
- (b) At Applicant's cost, the City will:
  - (i) Disconnect all existing drainage service connections prior to demolition of existing onsite structures. It is the Applicant's responsibility to coordinate with the City the required disconnections via the Demolition Permit process.
  - (ii) Install a new service connection and tie-in to existing manhole STMH2143 located at the west side of No. 4 Road.
  - (iii) Complete all proposed storm sewer tie-ins to existing City infrastructure.

### **IV. Sanitary Sewer Works**

- (a) At Applicant's cost, the Applicant is required to:
  - (i) Not encroach in the existing City sanitary right of way at the south-west corner of the proposed site.
  - (ii) Provide a signed and sealed letter from the project engineer for the servicing agreement at 3640 No. 4 Road confirming that the required sanitary offsite works at 3240 No. 4 Road is coordinated with the proposed offsite works at 3640 No. 4 Road. The City's Engineering department will not begin review of the servicing agreement design drawings or will not begin review of service connection designs (e.g., water, sanitary and drainage service connections) until the coordination letter is received.  
The letter shall confirm that the following design components have been coordinated:
    - Corridors for City utilities (existing and proposed water, storm sewer, sanitary sewer service connections and private utilities).
    - Pipe sizes, materials and slopes.
    - Location of manholes.
    - Road grades.
- (b) At Applicant's cost, the City will:

- (i) Disconnect all existing sanitary service connections prior to demolition of existing onsite structures. It is the Applicant's responsibility to coordinate with the City the required disconnections via the Demolition Permit process.
- (ii) If the offsite sanitary works to be built by 3640 No. 4 Road in No. 4 Road are not operational at the time 3240 No. 4 Road requires sanitary service, install a new service connection complete with inspection chamber and tie-in to the existing sanitary main along the west property line of 3640 No. 4 Road in a right of way. Tie-in shall be to the north end of the existing main which is located at the south west corner of the proposed site, within the required 3.0 m x 3.0 m right of way. The size of the service connection shall be determined via a sizing calculation in the SA design or service connection process.
- (iii) If the offsite sanitary works to be built by 3640 No. 4 Road in No 4 Road are operational at the time 3240 No 4 Road requires sanitary service, install a new service connection complete with inspection chamber for 3240 No. 4 Road as per the approved SA design at 3640 No. 4 Road.
- (iv) Complete all proposed sanitary tie-ins to existing City infrastructure.

#### **V. Frontage Improvements**

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

- (i) Coordinate with BC Hydro, Telus and other private communication service providers:
  - To pre-duct for future hydro, telephone and cable utilities along all road frontages.
  - Before relocating/modifying any of the existing power poles and/or guy wires along the frontages and within the proposed site. Relocation of existing BC Hydro overhead lines and Shaw underground lines are required prior to preload or site preparation.
  - To underground overhead service lines.
- (ii) Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all above ground utility cabinets and kiosks located along the development's frontages, within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:
  - BC Hydro Vista – confirm dimensions with BC Hydro.
  - BC Hydro PMT – 4.0 x 5.0 m
  - BC Hydro LPT – 3.5 x 3.5 m
  - Street light kiosk – 1.5 x 1.5 m
  - Traffic signal kiosk – 2.0 x 1.5 m
  - Traffic signal UPS – 1.0 x 1.0 m
  - Shaw cable kiosk – 1.0 x 1.0 m
  - Telus FDH cabinet – 1.1 x 1.0 m
- (iii) Review street lighting levels along all road and lane frontages, and upgrade as required.
- (iv) Complete other frontage improvements as per Transportation requirements.

#### **VI. General Items**

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

- (i) Provide, prior to start of site preparation works or within the first servicing agreement submission, whichever comes first, a preload plan and geotechnical assessment of preload, dewatering, and soil



preparation impacts on the existing utilities (especially fronting the development site) and provide mitigation recommendations.

- (ii) Provide a video inspection report of the existing sanitary line at the south west corner of the property prior to start of site preparation works or within the first servicing agreement submission, whichever comes first. A follow-up video inspection, complete with a civil engineer's signed and sealed recommendation letter, is required after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities and provide recommendations to retain, replace, or repair. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced or repaired at the Applicant's cost.
- (iii) Conduct pre- and post-preload elevation surveys of all surrounding roads, utilities, and structures. Any damage, nuisance, or other impact to be repaired at the Applicant's cost. The post-preload elevation survey shall be incorporated within the servicing agreement design.
- (iv) Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.
- (v) Submit a proposed strategy at the building permit stage for managing excavation de-watering. Note that the City's preference is to manage groundwater onsite or by removing and disposing at an appropriate facility. If this is not feasible, the Applicant will be required to apply to Metro Vancouver for a permit to discharge into the sanitary sewer system. If the sanitary sewer does not have adequate capacity to receive the volume of groundwater, the Applicant will be required to enter into a de-watering agreement with the City wherein the Applicant will be required to treat the groundwater before discharging it to the City's storm sewer system.
- (vi) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures.
- (vii) Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

16. **(Fees - Notices)** Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

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

1. **(Landscape Plan and Security)** Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect (including all hard and soft materials, installation, irrigation and a 10% contingency).
2. Complete an acoustical and mechanical report with recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

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

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

1. **(Construction Parking and Traffic Management Plan)** Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
3. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
4. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

- \* This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- If the development will be constructed in phases and stratified, a [Phased Strata Subdivision Application](#) is required. Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

(Signed concurrence on file)

Signed \_\_\_\_\_

Date \_\_\_\_\_



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10582 (RZ 22-013378)  
3240 No. 4 Road**

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended by:
  - (a) Inserting at Section 12.2 [Light Industrial (IL)] the following new Section 12.2.4.4 [Permitted Density] and renumbering the remaining sections accordingly:

“4. Notwithstanding Section 12.2.4.1 above, the maximum **floor area ratio** for the following site is increased from 1.0 to 2.0, provided that the additional 1.0 **floor area ratio** is used entirely to accommodate **commercial storage**:

3240 No. 4 Road  
PID 006-604-901  
Parcel One, Except Part in Plan LMP 18942 Section 26 Block 5 North Range 6 West New Westminster District Plan 73847”
  - (b) Inserting at Section 12.2 [Light Industrial (IL)] the following new Section 12.2.11.9 and Section 12.2.11.10 [Other Regulations], and renumbering the remaining sections accordingly:

“9. **Residential security/operator unit** shall be limited to one **residential security/operator unit** with a maximum **floor area** of 143.74 m<sup>2</sup> on the following **site**:

3240 No. 4 Road  
PID 006-604-901  
Parcel One, Except Part in Plan LMP 18942 Section 26 Block 5 North Range 6 West New Westminster District Plan 73847

“10. Notwithstanding Section 12.2.4.1 and 12.2.4.4 above, and anything to the contrary in this bylaw, if at least 1.0 **floor area ratio** is used exclusively as **commercial storage**, then one **residential security/operator unit** which is no more than 143.74 m<sup>2</sup> shall not be included in the calculation of maximum **floor area ratio** for the following **site**:

3240 No. 4 Road  
PID 006-604-901  
Parcel One, Except Part in Plan LMP 18942 Section 26 Block 5 North Range 6 West New Westminster District Plan 73847”
2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10582**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION  
AND INFRASTRUCTURE

ADOPTED

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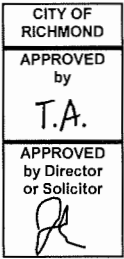
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\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
General Manager, Planning and Development  
**Date:** June 25, 2024  
**File:** RZ 20-919113  
**Re:** Rescinding of Third Reading of Richmond Zoning Bylaw 8500, Amendment  
Bylaw 10464 Associated with the Rezoning at 8911, 8931, 8951,  
8991 Patterson Road

### Staff Recommendation

That third reading of Richmond Zoning Bylaw 8500, Amendment Bylaw 10464, for the rezoning of 8911, 8931, 8951, 8991 Patterson Road, be rescinded.

Wayne Craig  
General Manager, Planning and Development

WC:vk

| REPORT CONCURRENCE |                                     |                                |
|--------------------|-------------------------------------|--------------------------------|
| ROUTED TO:         | CONCURRENCE                         | CONCURRENCE OF GENERAL MANAGER |
| Policy Planning    | <input checked="" type="checkbox"/> |                                |



## Staff Report

### Origin

At the Public Hearing held on July 17, 2023, City Council granted third reading to Richmond Zoning Bylaw 8500, Amendment Bylaw 10464 associated with the rezoning application (RZ 20-919113) by Dava Developments Ltd. for permission to rezone lands at 8911, 8931, 8951, 8991 Patterson Road to facilitate the development of a mixed-use mid- and high-rise development consisting of 163 residential units (including 27 LEMR units), amenity spaces, public open space and a hotel.

The subject rezoning application was exempted from the City's Market Rental Housing Policies as the application had met the in-stream provisions endorsed by Council, provided that the associated rezoning bylaw was adopted within one year of the public hearing (i.e. July 17, 2024). The applicant has recently advised City staff that they are unable to meet this deadline due to matters outside their control that may take a substantial time to resolve.

Any redevelopment of this site in the future would require the project to be redesigned in order to comply with current City's Market Rental Housing Policies. These requirements have been communicated to the applicant.

As such, it is recommended at this time that Council rescind third reading of Bylaw 10464 to make it clear that the application can no longer proceed in accordance with the current rezoning considerations.

### Analysis

#### Market Rental Instream Application

The subject rezoning application had been received prior to the current Market Rental Housing Policy having been adopted by City Council on June 20, 2022. The Market Rental Housing Policy requires a minimum of 15 per cent of residential floor area to be secured as market rental units in all new developments that includes more than 60 apartment units.

Applications which were instream at the time of the adoption of the Market Rental Housing Policy were exempt from the mandatory provision of market rental housing provided the project achieves the following:

- First reading within one year of the proposed amendment bylaws being adopted (i.e. June 20, 2023); and
- Final adoption of the rezoning bylaw within one year of the associated Public Hearing.

Richmond Zoning Bylaw 8500, Amendment Bylaw 10464 received first reading June 12, 2023, with the third reading having been granted at the Public Hearing on July 17, 2023. In order to meet the in-stream provisions, the final adoption of the Amendment Bylaw 10464 would have been required by July 17, 2024. The applicant has advised that they are unable to meet this deadline and that they are further reviewing their redevelopment options in light of the Province's Bill 47 housing regulations respecting development within Transit Oriented Areas.

Should the applicant wish to proceed with redevelopment of the site, the rezoning application will need to be significantly revised, and any changes would be brought forward for consideration by Planning Committee and Council through a future staff report.

#### Other Market Rental Housing Policy In-Stream Applications

There are no other in-stream rezoning applications exempt from the Market Rental Housing Policy that have not yet been adopted by Council.

#### **Financial Impact**

There is no financial impact as a result of the recommendations of this report.

#### **Conclusion**

As the rezoning application (RZ 20-919113) to rezone the lands at 8911, 8931, 8951 and 8991 Patterson Road, by Dava Developments Ltd., is unable to satisfy the in-stream provisions associated with the City's Market Rental Housing Policy, it is recommended that Council rescind third reading of Richmond Zoning Bylaw 8500, Amendment Bylaw 10464 to clarify that the project can no longer proceed in accordance with the current rezoning considerations.



Virendra Kallianpur  
Program Manager, Urban Design  
(604-247-4620)

VK:js



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** June 17, 2024

**From:** Lloyd Bie, P.Eng.  
Director, Transportation

**File:** 10-6480-03-01/2024-  
Vol 01

**Re:** Springfield Drive - Traffic Calming

### Staff Recommendation

That the implementation of two speed cushions on Springfield Drive, as described in the staff report titled "Springfield Drive - Traffic Calming" dated June 17, 2024 from the Director, Transportation, be endorsed.

Lloyd Bie, P.Eng.  
Director, Transportation  
(604-276-4131)

Att. 1

| REPORT CONCURRENCE                |                                     |                                       |
|-----------------------------------|-------------------------------------|---------------------------------------|
| <b>ROUTED TO:</b>                 | <b>CONCURRENCE</b>                  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Engineering                       | <input checked="" type="checkbox"/> |                                       |
| Fire Rescue                       | <input checked="" type="checkbox"/> |                                       |
| Public Works                      | <input checked="" type="checkbox"/> |                                       |
| RCMP                              | <input checked="" type="checkbox"/> |                                       |
| <b>SENIOR STAFF REPORT REVIEW</b> | <b>INITIALS:</b><br>                | <b>APPROVED BY CAO</b><br>            |

## **Staff Report**

### **Origin**

Residents along Springfield Drive have raised concerns regarding speeding vehicles. This report provides the results of a traffic assessment and the outcome of a residential survey to assess the level of support for speed mitigation along Springfield Drive.

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

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

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

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

### **Analysis**

#### **Review of Traffic Calming Request**

Springfield Drive is a local street within the neighbourhood north of Steveston Highway and west of No. 1 Road. There is a 50 km/h speed limit on this street.

In January 2024, staff received a request for traffic calming measures along Springfield Drive between No. 1 Road and Fourth Avenue to address vehicle speeding. Further to the request, staff conducted a traffic study and surveyed residents regarding traffic calming on this street.

#### ***Speed Study and Crash History***

A traffic study was performed to assess the site conditions and quantify operational and safety related concerns including:

- **Traffic Speed Study:** Counts were conducted from February 26 to March 4, 2024 on Springfield Drive. The results indicated over-speeding with an 85<sup>th</sup> percentile speed of 53 km/h and 89 km/h in the westbound and eastbound directions, respectively.
- **Collision History:** The most recent five-year ICBC data (2018-2022) recorded two vehicle incidents on Springfield Drive. One incident involved a cyclist.

#### ***Proposed Traffic Calming Measure***

Options for traffic calming on Springfield Drive were reviewed in consideration of roadway geometry, driveway spacing and consultation with Richmond Fire-Rescue.

Speed cushions were determined as the appropriate traffic calming measure to reduce vehicle speeds on Springfield Drive. Speed cushions are similar to speed humps and include cut-outs for passage by fire trucks.

The City has pre-fabricated speed cushions that have proved to be effective during a pilot project on Kittiwake Drive. Staff recommend installing these cushions on Springfield Drive to assess their effectiveness.

#### *Residential Survey*

From May 9 to May 31, 2024, residents of Springfield Drive were surveyed to determine the level of support for the proposed pre-fabricated speed cushions (Figure 1).



Figure 1: Proposed Speed Cushions

A total of 39 surveys were mailed to each discrete address; 22 responses were received for a 56 per cent response rate.

Figure 2 provides a breakdown of the survey results. 86 per cent of respondents or 49 per cent of total dwellings on Springfield Drive support the speed cushions.

#### Next Steps

As the results of the traffic study demonstrates speeding on Springfield Drive, intervention to reduce vehicle speeds are recommended.

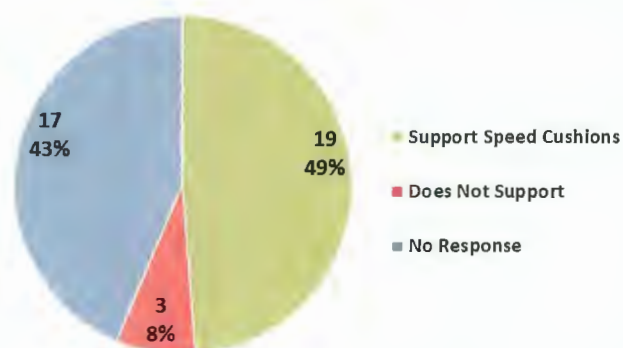


Figure 2: Springfield Drive Traffic Calming Survey Results



Council Policy 7018 (Attachment 1) indicates the Director, Transportation may implement traffic calming measures, without reference to Council, if the measure has the support of the majority of affected residents and the measures are on a local street. As the proposed speed cushions did not have the majority of support by all residents on Springfield Drive (49 per cent of addresses or 86 per cent of respondents), Council approval is required.

### **Financial Impact**

The cost to implement the pre-fabricated speed cushions is \$2,000, which can be funded by the approved 2024 Traffic Calming Program.

### **Conclusion**

Implementation of traffic calming measures on local streets in the City is an inclusive and community-driven program. Following concerns from area residents regarding vehicle speeds on Springfield Drive, a traffic study confirmed speeding. A residential survey resulted in support by 86 per cent of respondents and 49 per cent by all households for the installation of two pre-fabricated speed cushions on Springfield Drive.

Staff recommend installing the speed cushions for three months on Springfield Drive to discourage speeding. The improvements to traffic safety and any feedback from residents will be monitored. Upgrade to asphalt speed cushions will occur following the three month period provided the speed improvements are achieved and there are no concerns from residents.



Sonali Hingorani, P. Eng.  
Manager, Transportation Planning and New Mobility  
(604-276-4049)

SH:ck

Att. 1: Policy Manual 7018



## **POLICY 7018:**

It is Council policy that:

1. The Director, Transportation may implement traffic calming measures, without reference to Council, where the proposed project meets all of the following conditions:
  - a) has the support of the majority of residents affected by the project; and
  - b) will be implemented on a local street or laneway (regardless of whether or not the project involves physical changes to the lane).
2. Where all of the above conditions are not met, or where any of the following conditions apply, Council approval for the implementation of traffic calming measures must be obtained if such project:
  - a) is controversial within the neighborhood affected; or
  - b) requires additional funding beyond the program or project budget for the current year.



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee

**Date:** June 26, 2024

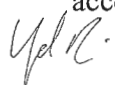
**From:** Lloyd Bie, P. Eng.  
Director, Transportation

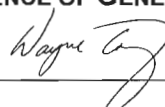

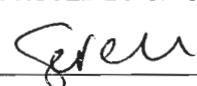
**File:** 10-6500-01/2024-Vol  
01

**Re:** Steveston Village Lane Parking

### Staff Recommendations

1. That parking be established in lanes within Steveston Village as outlined in the report titled "Steveston Village Lane Parking" dated June 26, 2024 from the Director, Transportation;
2. That a permit parking pilot program be implemented as outlined in Option 3 in the report titled "Steveston Village Lane Parking" dated June 26, 2024 from the Director, Transportation;
3. That Traffic Bylaw No. 5870, Amendment Bylaw No. 10585 be given first, second and third readings; and
4. That lanes between Chatham Street and Bayview Street be established as a permit zone in accordance with Traffic Bylaw No. 5870.

  
Lloyd Bie P. Eng.  
Director, Transportation  
(604-246-4131)

| REPORT CONCURRENCE                |   |  |
|-----------------------------------|---|--|
| ROUTED TO:                        | CONCURRENCE   | CONCURRENCE OF GENERAL MANAGER   |
| Law                               | <input checked="" type="checkbox"/>   |                           |
| Community Bylaws                  | <input checked="" type="checkbox"/>   |  |
| Fire Rescue                       | <input checked="" type="checkbox"/>   |  |
| Building Approvals                | <input checked="" type="checkbox"/>   |  |
| Public Works                      | <input checked="" type="checkbox"/>   |  |
| Finance                           | <input checked="" type="checkbox"/>   |  |
| Engineering                       | <input checked="" type="checkbox"/>   |  |
| <b>SENIOR STAFF REPORT REVIEW</b> | <b>INITIALS:</b><br> | <b>APPROVED BY CAO</b><br> |

## **Staff Report**

### **Origin**

At the June 11, 2024 Community Safety Committee meeting, the following referral was made:

*That staff review, analyze and assess parking in Steveston lanes to determine when and what circumstances and conditions that parking in lanes can occur, and report back.*

This report responds to this referral.

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.*

A separate referral was made for staff to complete a comprehensive parking study for the Steveston Townsite. Staff will respond to this referral as part of a separate report.

### **Analysis**

#### **Parking within Lanes**

Six lanes currently service the commercial area within Steveston Village. These lanes serve multiple purposes including providing two-way vehicular access to parking lots, housing underground utilities to support adjacent buildings, facilitating commercial loading, waste collection, emergency service access and pedestrian access. Parking is currently not permitted within these lanes.

Staff have assessed potential locations where parking may be formalized without impeding the lanes' intended functions. Locations are selected to ensure there is no conflict with truck manoeuvring, parking and building accesses, waste collection areas, utility servicing access, existing infrastructure and loading zones. Approximately 16 parking stalls can be introduced as shown in Figure 1.



Figure 1: Potential Parking Stall Locations within Steveston Village Lanes

Should Council endorse formalizing parking within these lanes, staff will engage with business owners to ensure the proposed parking locations do not impede business operations prior to implementation.

#### Permit Pilot Program for Lane Parking Stalls

The City's Traffic Bylaw No. 5870 limits on-street parking between 8:00 a.m. and 6:00 p.m. to 3 hours except for residents or employees of businesses fronting the stalls. To address concerns from business owners regarding a 3-hour time limit, staff have assessed options for a permit parking pilot program to provide all-day parking for business owners and their employees within parking stalls established in the lanes.

Staff recommend that fees associated with this program be consistent with the general City-wide on-street parking permit rate of \$54.00 per calendar month, as established through the City's Consolidated Fees Bylaw No. 8636. The proposed pilot program would extend for one year. Businesses can subscribe on a monthly basis; however, a 10 per cent discount is available for applications for 11 or more permits (e.g. through an annual application).



### *Option 1 – No Parking Permits*

Through this option, no parking permits are offered for parking stalls in lanes. Business owners and their employees can park for a full day if they are utilizing parking adjacent to their property. Otherwise, parking is limited to a 3-hour duration during the day. The stalls will be available to all users, including business owners, employees and visitors. Because lane parking cannot be accommodated adjacent to all businesses, some businesses will have access to full day parking while others will not, resulting in inequity amongst business owners.

### *Option 2 – Guaranteed Parking for Permit Holders for Lane Parking*

Through this option, the number of permits issued would be limited to the number of stalls available. Permits will be issued on a lottery basis if interest exceeds the number of available stalls, and each business owner will be limited to a maximum of one permit only. All lane parking will be signed to restrict use to permit holder only, as shown in Figure 2.

This option guarantees a parking stall for permit holders, but only select business owners will have access to a permit. Utilization of parking stalls will not be optimized, as stalls will remain empty when a permit holder is not occupying the spot.



Figure 2: No Parking Except with Permit

### *Option 3 – Parking Permits for all Interested Business Owners (Recommended)*

Through this option, parking permits are made available to all interested business owners. Business owners will be notified of this opportunity by mail. Lane parking will be signed to restrict use to permit holders only as shown in Figure 2. This option does not guarantee a parking stall for permit holders, but all business owners will have equal access to a permit. If all lane parking stalls are occupied, a permit holder will be required to use other parking within Steveston and comply with any relevant time restrictions. As the number of permit holders are anticipated to exceed the number of stalls available, the stalls will also be better utilized compared with Option 2.

### *Recommended Option*

Staff recommend that a pilot permit parking program be implemented for one year to provide an option for business owners to have access to full-day parking. Staff recommend Option 3 – that lane parking be signed for use by permit holders only. Parking permits will be made available to all interested business owners. This option is the most equitable and optimizes use of the established parking stalls.

Council endorsement is required to implement the permit system. To implement lane parking in a timely manner, staff recommend endorsement of the recommended permit program with stakeholder engagement occurring during the one-year pilot period. Alternatively, staff can perform the stakeholder engagement in advance of the implementation, however, this would defer the implementation until Q4, 2024.

Staff will engage with business owners on the location of the lane parking spots prior to implementation, as staff has discretion in this regard provided the attached Amendment Bylaw is in place.

This pilot will allow the City to assess the level of interest in a permit parking program. Results of the pilot program, stakeholder consultation and recommendations will be reported to Council at the end of the pilot program.

#### Amendments to Traffic Bylaw No. 5870

##### *Proposed Amendments to Permit Parking in Lanes*

Traffic Bylaw No. 5870 regulates parking within City property. Parking within lanes is not currently permitted except for commercial loading purposes. Staff recommend that Traffic Bylaw No. 5870 be amended to allow parking within lanes where it is designated by signs and road markings, and to prohibit the unauthorized placement of signage or markings that imitates City traffic control devices.

##### *Proposed Amendments to Facilitate Permit Parking*

Traffic Bylaw No. 5870 currently limits paid parking and permit parking to a City Centre Parking Management Zone. In order to facilitate permit parking within Steveston Village, staff recommends removing the City Centre Parking Management Zone to allow permit parking outside of this area. The authority to designate areas as paid parking zones and permit zones within the City remains at Council's discretion per the current bylaw. Staff recommend that Council designate lanes between Chatham Street and Bayview Street be established as a permit zone in accordance with Bylaw No. 5870 to facilitate this pilot.

#### **Financial Impact**

The cost for signage installation to establish lane parking is approximately \$7,000. This cost can be accommodated through existing Council-approved capital budgets (2024 Annual Asphalt Re-Paving Program – Non-MRN). Ongoing operating impacts of new infrastructure will be reviewed through future budget processes.

Staff anticipates that revenues for the permit program will be sufficient in offsetting operating costs associated with implementation of a pilot program, which will include stakeholder engagement, administration and enforcement. Staff will assess budget impacts upon completion of the program based on program uptake and administration needs at the end of the pilot and will provide recommendations based on the results of this assessment.

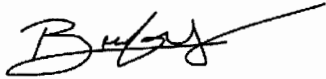
#### **Conclusion**

Staff have reviewed potential opportunities to establish parking within Steveston's lanes. Approximately 16 parking stalls can be formalized. Staff also recommend that a one-year permit parking pilot program be implemented to allow all-day parking on the proposed lane parking stalls for business owners and their employees.

June 26, 2024

- 6 -

Staff will engage with businesses owners as part of implementation of the program, and will report back to Council as needed through the pilot and near the end of the pilot on further recommendations.

A handwritten signature in black ink, appearing to read 'Beata Ng', with a long horizontal stroke extending to the right.

Beata Ng, P. Eng.  
Manager, Transportation Development and Design  
(604-247-4627)

BN:ck



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**Traffic Bylaw No. 5870**  
**Amendment Bylaw No. 10585**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended by:
  - a. Adding the following to Section 11:

“11.3 No person shall place, maintain or display upon or in view of any **street** any unauthorized sign, signal, marking or device which purports to be, or is in imitation of or resembles any **traffic control device**.

11.4 No person shall move, remove, deface, damage or alter, nor obstruct the view of, or otherwise interfere with any authorized **traffic control device**.
  - b. Deleting subsection 12.4(a) in its entirety and replacing it with the following:

“(a) in or upon any lane, except:
    - i. for commercial vehicles engaged in loading or unloading of materials for a period of time not to exceed 30 minutes; or
    - ii. where parking is designated by signage and/or road markings.”
  - c. Deleting subsection 12A.1 in its entirety and replacing it with the following:

“12A.1 Certain areas may be designated by Council as **block meter zones**.”
  - d. Deleting subsection 12B.1 in its entirety and replacing it with the following:

“12B.1 Certain areas may be designated by Council as **permit zones**.”
  - e. Deleting Schedule K in its entirety.

This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 10585**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

|  |
|--|
| CITY OF<br>RICHMOND                                      |
| APPROVED<br>for content by<br>originating<br>dept.<br>US |
| APPROVED<br>for legality<br>by Solicitor<br>LB           |





# City of Richmond

## Report to Committee

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**To:** Parks, Recreation and Cultural Services Committee  
**Date:** June 17, 2024

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**File:** 11-7000-09-20-109/Vol 01

**Re:** Canada Line Station Art Plinth Public Art Project Concept

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### Staff Recommendation

That the concept for the Art Plinth public artwork *Tales in Current* by artist Linfeng Zhou, as presented in the report titled "Canada Line Station Art Plinth Public Art Project Concept", dated June 17, 2024, from the Director, Arts, Culture and Heritage Services, be approved.

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

Att. 2

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

## Staff Report

### Origin

On June 12, 2023, Council endorsed the terms of reference for the next Canada Line Station Art Plinth Program Public Art Project at Richmond-Brighouse Station. The terms of reference recommends a temporary artwork that signals welcome and arrival, while contemplating the nature of everyday travel and referencing Richmond's culture, history and natural heritage.

This report presents for Council's consideration the public art concept proposal by Linfeng Zhou for the replacement of *Skydam* at Richmond-Brighouse Station.

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

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

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

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

### Analysis

#### Background

On April 8, 2013, Council approved the Canada Line Station Art Plinth Program which provides temporary art installations at the Canada Line terminus located at Richmond-Brighouse Station. Council authorized artist calls for five (5) to eight (8) temporary art projects for this program.

On December 9, 2013, Council approved the first two temporary public artworks: *Cluster* by Carlyn Yandle, installed in September 2014, and *Skydam* by Nathan Lee, which has been in place since March, 2016.

The artwork has remained on display for an extended period due to the redevelopment of the adjacent site located at 6388 No.3 Road: The Paramount by Keltic Canada Development. Since the completion of the development in 2022, access to the right-of-way and concrete column supporting the Art Plinth platform has been re-established, and new transportation routes now located in the immediate vicinity have created a new context for the artwork.

As per the terms of reference for the Canada Line Station Art Plinth Program, the temporary artwork that is currently installed is to be replaced. The existing artwork will be dismantled, removed and recycled for materials.

Staff reviewed the City Infrastructure Protocol and the Richmond Access Agreement with InTransit BC. On September 26, 2023 and in accordance with Section 3.6 of the Protocol Agreement, a formal written approval to remove the existing artwork and installation of a new

artwork was executed with InTransit BC and South Coast British Columbia Transportation Authority. The removal and installation work will be performed in accordance with the Protocol Agreement.

#### Art Plinth Program – Public Art Selection Process

As per the City's Public Art Program Policy, following Council's approval of the terms of reference for the Canada Line Station Art Plinth Program Public Art Project, a province-wide call to artists was issued on January 22, 2024 (Attachment 1). Thirty-two (32) submissions from professional artists were received during this first stage of the process.

The selection of public art follows the Council-approved Public Art Program Policy with the objective to select art through a transparent and arms-length process incorporating professional advice and community input. On March 13, 2024, following the Public Art Program's Administrative Procedures for artist selection for civic public art projects, a five-person selection panel committee comprised of artists, arts professionals and community representatives reviewed all 32 submissions:

- Michelle Li, community representative, Richmond Public Art Selection Panelist Roster
- Simone Guo, artist and community representative, Richmond Public Art Selection Panelist Roster ;
- Sora Park, artist, Richmond Public Art Selection Panelist Roster;
- Tiffany Yang, community representative, Richmond Public Art Selection Panelist Roster; and
- William Thomson, artist, Sculptors' Society of BC.

City staff facilitated the selection panel committee meetings to ensure a thorough evaluation process was implemented and to answer any process or technical questions from the panel. In addition, a member of the Richmond Public Art Advisory Committee participated in the selection process as an observer.

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

Following the terms of reference, the shortlisted finalists were invited to attend an artist orientation meeting with staff and a representative from InTransit BC on March 26, 2024. The meeting provided an opportunity for staff and InTransit BC to share additional information about the site context and design parameters. The artists also asked questions related to thematic framework, materials, design limitations, installation methods, budget and project timeline.

Prior to the final selection panel meeting, shortlisted artists submitted their concept proposals to staff for technical review. Feedback was provided to the shortlisted artists in advance of the final artist interview and presentation meeting. In addition, staff checked references provided by each

shortlisted artist. The concept proposals, technical review summary and referee responses were provided to the selection panel prior to the final artist selection meeting. Following best practices to achieve the Policy objectives, all participants in the selection were instructed not to share or discuss the artist proposals nor the details of their deliberations outside of the selection process.

On May 16, 2024, following a lengthy and thoughtful deliberation, the selection panel recommended the concept proposal *Tales in Current* by artist Linfeng Zhou for the Canada Line Station Art Plinth Program Public Art Project.

#### Recommended Artist

Linfeng Zhou is a Vancouver-based artist and designer with cultural roots in Southwestern China and an educational background in architecture and industrial design. His work aims to cultivate meaningful interactions and deeper connections with people and their immediate surroundings.

#### Recommended Public Art Concept Proposal

*Tales in Current* imagines the guideway of the Canada Line as a symbolic waterway flowing through the city. The Canada Line is a vital resource for urban residents, akin to the Fraser River and its importance in sustaining local ecosystems and agriculture. The sculpture highlights spawning salmon and symbolically reflects a well-known Chinese folk story about a group of koi fish swimming upstream against the current to reach the top of a waterfall; the fish that reach the top of the waterfall are turned into powerful dragons by the gods. The story reflects determination and perseverance in pursuit of a goal.

The artist describes the artwork as follows:

“To fully appreciate the sculpture, visitors must move around the installation. As they do, they encounter an artwork that shifts in perspective and appearance. This interaction mirrors the daily rhythms and personal stories of passersby, encouraging a moment of reflection amidst the rush. Like the salmon and koi, each individual navigates their own currents of life and work”.

The artwork materials include exterior grade acrylic and aluminium. During the detailed design phase of the project, the artist will contract and work with a structural engineer to ensure the artwork’s structural integrity and specify appropriate attachment methods to the existing steel frame support on top of the plinth. A conservation report will be completed to ensure all the proposed materials, paint and protective coatings will endure the three to five-year exhibition period. As a project stakeholder, InTransit BC will also review and approve the detailed artwork design proposal prior to the artist’s artwork fabrication phase.

Further information about the artwork concept proposal is in Attachment 2 of this report.

On June 18, 2024, the Public Art Advisory Committee reviewed the selection process and the concept proposal; they endorsed the project and selection process.

### **Financial Impact**

The Art Plinth Public Art Project budget for this artwork is \$50,000 and is funded by voluntary developer contributions to the Public Art Program Reserve Fund. The amount is included in the City's approved 2022 budget as part of the Consolidated 5-Year Financial Plan (2022-2026) adopted by Council.

### **Conclusion**

The Canada Line Station Art Plinth Program provides an excellent opportunity for the City of Richmond to contribute to and develop a long-term relationship with InTransit BC's public art program, as well as enhance the public realm and community experience around the Richmond-Brighouse Station.

Richmond's Public Art Program creates opportunities for artists to enhance public spaces across Richmond through a commitment to strong urban design, investment in public art and place-making. The Canada Line Station Art Plinth Program at Richmond-Brighouse Station embraces and explores these goals.



Biliana Velkova  
Public Art Planner  
(604-247-4612)

Att. 1: Art Plinth Call to Artists, Terms of Reference

2: *Tales in Current* Canada Line Station Art Plinth Program Public Art Project  
Concept Proposal



# call to artists



Figure 1. *SkyDam*, Nathan Lee, 2016. Brighthouse Canada Line Terminus Station.

## Richmond- Brighthouse Canada Line Terminus Station

### Art Plinth Program

### Requests for Qualifications, RFQ

January 2024

## OPPORTUNITY

The City of Richmond Public Art Program seeks artists or artist teams to create a temporary public art installation at the terminus Canada Line station: Richmond-Brighthouse, located at No.3 Road and Cook Road in Richmond, British Columbia.

Richmond-based artists, including those from equity-seeking communities, are encouraged to apply.

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Artist Budget:</b> | \$50,000 CAD                         |
| <b>Eligibility:</b>   | Artists residing in British Columbia |
| <b>Deadline:</b>      | February 29, 2024                    |
| <b>Completion:</b>    | Spring 2025                          |

# call to artists

PUBLIC ART  
RICHMOND

## BACKGROUND

Initiated in 2014, in partnership with InTransit BC, the Art Plinth Program is one of a number of public art initiatives along the Canada Line. In the first phase of the program, two temporary artworks were commissioned for installation at the end of the Canada Line: *Cluster* (2014) by Carlyn Yandle (Figure 4) and *Skydam* (2016) by Nathan Lee (Figure 5).

Following extensive recent development, the site is located in a new urban promenade along No.3 Road, a busy commuter hub located across from Richmond Centre near adjacent restaurants and businesses and a short walking distance from City Hall and Minoru Park.

The commissioned artwork will join a family of public artworks on the Richmond Canada Line, which includes annual installations as part of the Capture Photography Festival and two-dimensional mixed-media artwork installations for the No.3 Road Art Columns program at Lansdowne and Aberdeen Stations, as well as integrated artwork such as *closer than* by Bill Pechet, viewed from the interior of Richmond-Brighthouse Station.

## ARTIST OPPORTUNITY

This opportunity invites artists and other creative professionals to propose a new artwork that signals welcome and arrival, while contemplating the nature of everyday travel and referencing Richmond's culture, history and natural heritage.

The temporary but durable artwork will be securely fixed to a structural steel frame located on the upper ledge of the terminus column at Richmond-Brighthouse Station. Public safety in a high voltage environment on the Canada Line tracks is a major consideration; therefore, all proposed attachment methods will be reviewed by InTransit BC to ensure compatibility. While the artwork may extend upwards and outwards from the column, it should not be conducive to people attempting to climb onto the work. Figure 3 illustrates the overall space allowance for the artwork. If selected, the artist will be required to work in cooperation with City and InTransit BC's engineering and public safety guidelines.

## ARTWORK DESIGN CONSIDERATIONS

- Maximum Load: 1 tonne (approx. 1,000 kg).
- Structural Frame: 2" x 2" stainless steel hollow tube with 12mm diameter bolt holes @ 4" on centre for various types of fixing solutions.
- The artwork will be highly visible by both vehicular and pedestrian traffic and will consider pedestrian and vehicular viewing sight lines.
- The artwork will consider the character of the site by taking into account scale, colour and materials.

# call to artists

PUBLIC ART  
RICHMOND

## BUDGET

The total budget for this project is \$50,000. This budget includes, but is not limited to, artist fees, production, fabrication, engineering fees, installation, photography, insurance, WCB and all applicable taxes, excluding GST. Travel to Richmond and/or accommodation is at the artist's expense.

At the end of the exhibition period, the artwork will be dismantled, removed and returned to the artist, or recycled for materials.

## ELIGIBILITY

This opportunity is open to artists and design professionals who reside in British Columbia. Professional Richmond-based artists and artists who self-identify as a member of an equity-seeking community (including but not limited to Indigenous, racialized, LGBTQ2S+, disabled or Deaf) are encouraged to apply.

City of Richmond employees, Richmond Public Art Advisory Members and artists who are currently contracted by the Richmond Public Art Program are not eligible for this opportunity.

**Note: Existing work by artists will not be considered.**

## SELECTION PROCESS

A selection panel consisting of professional artists, art professionals and community members will engage in a two-stage artist selection process. Shortlisted artists will receive a \$500 honorarium to develop an artwork concept proposal for the second stage selection process. At the conclusion of the process, the panel will recommend one artist or artist team for the commission. Upon approval of the artwork concept by City Council, the City will enter into an agreement with the artist or artist team.

## ARTIST SELECTION CRITERIA

Applications and shortlisted concept proposals will be reviewed and evaluated using the following criteria:

### Stage One: Selection Criteria

- Artistic merit of artist statement of interest.
- Experience in producing work that reflects community identity and assists in building meaningful cultural places.
- Understanding of the relevance of the site and its parameters.
- Potential for making engaging artwork, suitable for multiple audiences.
- Demonstrated capacity to complete work within established project schedules and timelines.
- Demonstrated ability to work with multiple project stakeholders.

# call to artists

PUBLIC ART  
RICHMOND

## Stage Two: Selection Criteria

- Ability of concept proposal to reflect arrival, welcome and community identity, and contribute to building the character and identity of the neighbourhood.
- Ability of the 3D artist visualizations (such as digital renderings, maquettes or models) to communicate the concept and how it responds to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics and design parameters of the location.
- Appropriateness of the proposed project budget including, but not limited to, artist fees, materials, fabrication, administration, insurance, installation, documentation and consultant fees.
- Concept proposal sensitivity to durability, life span and environmental concerns with respect to artwork materials, method of fabrication, installation and maintenance.
- Artist response to any feedback and follow-up questions from Selection Panel regarding artistic and technical merit of the concept proposal in response to project opportunity.
- Appropriateness of the proposal to the City of Richmond's [Public Art Program Goals](#).
- Compliance with the InTransit BC Public Art Display Policy, which stipulates that the artwork not convey religious messages, present demeaning or derogatory portrayals of individuals or groups, nor contain anything which is likely to cause offence based on generally prevailing community standards.

## SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

- **INFORMATION FORM** – Please complete the information form on page 5 of this document
- **STATEMENT OF INTEREST** – 300 words (max.), a brief bio of the artist, subject matter, materiality or themes the artist is interested in exploring for this opportunity, and how the opportunity will inform the artist's practice. Please do not include text descriptions of a concept proposal. This information will not be accepted and will be removed by staff prior to review with the Selection Panel.

# call to artists

- **ARTIST CV** – Two (2) pages maximum, including relevant education, training, mentorships, artist residencies and exhibition record.
- **WORK SAMPLES:** Up to ten (10) examples of previous work. Please include artist name(s), title, year, location and medium information as captions on the bottom of each image page. If submitting digital video, please include link to YouTube, Vimeo or similar online platform. Please do not submit digital video files.
- **REFERENCES:** Three references who can speak to your abilities and accomplishments. Provide contact name, title, phone number and email. References will only be contacted if applicant is shortlisted.

## PROJECT TIMELINE

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Submission Deadline:</b>          | February 29, 2024             |
| <b>Finalist Notifications:</b>       | March 2024                    |
| <b>Shortlist Artist Orientation:</b> | March 26, 2024, 1:00-2:00 pm* |
| <b>Finalist Interviews:</b>          | May 16, 2024, 5:00-8:00 pm*   |
| <b>Installation/Completion:</b>      | Spring 2025                   |

\*Applicants are asked to reserve this date and time in the event they are shortlisted for the opportunity.

## ADDITIONAL RESOURCES

- Richmond Public Art Program:  
<https://www.richmond.ca/culture/howartworks/publicart>
- Canada Line Art Program:  
<https://thecanadaline.com/art-program>

## ACCESSIBILITY SUPPORT

The City of Richmond strives to create artist opportunities that are inclusive and accessible to individuals of all abilities. If you are living with a disability and require assistance in completing the written application, please contact [PublicArt@Richmond.ca](mailto:PublicArt@Richmond.ca) or Tel: 604-204-8671.



# call to artists

PUBLIC ART  
RICHMOND

## ADDITIONAL INFORMATION

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

**Questions?** Please contact: [PublicArt@Richmond.ca](mailto:PublicArt@Richmond.ca)

# call to artists

## ART PLINTH AT RICHMOND-BRIGHOUSE CANADA LINE STATION

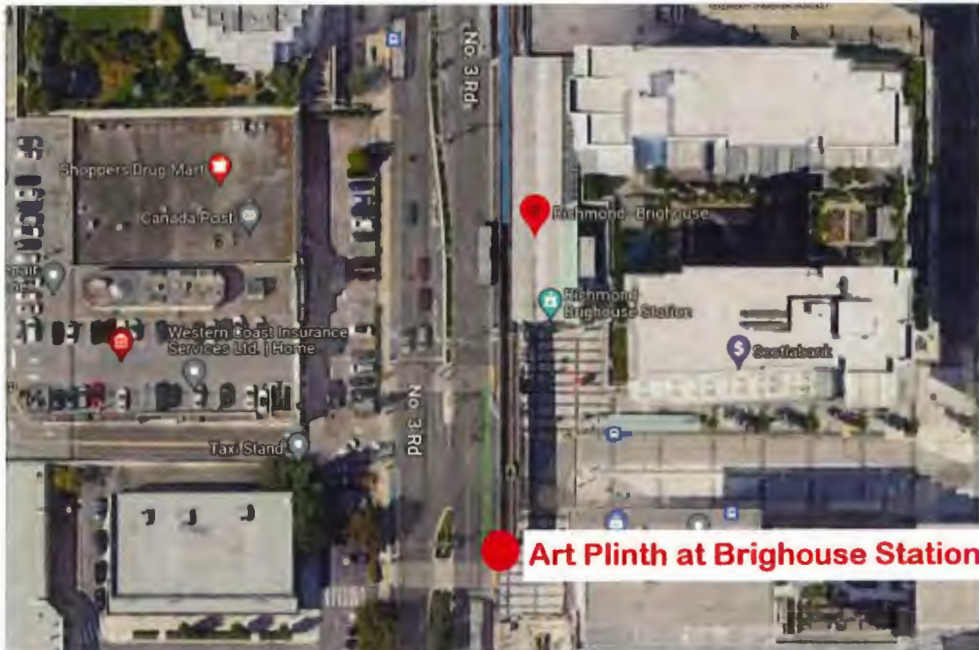


Figure 2. Art Plinth at Richmond-Brighouse Station Location

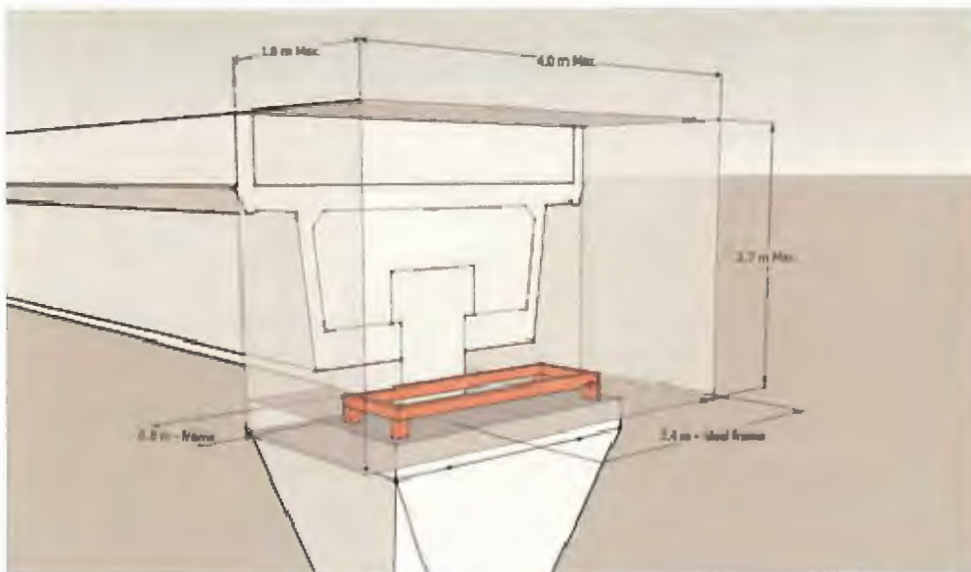


Figure 3. Art plinth structural frame and overall space allowances and dimensions for artwork.

# call to artists

PUBLIC ART  
RICHMOND



Figure 4. *Cluster*, Carlyn Yandle, 2014. Richmond-Brighouse Canada Line Terminus Station.

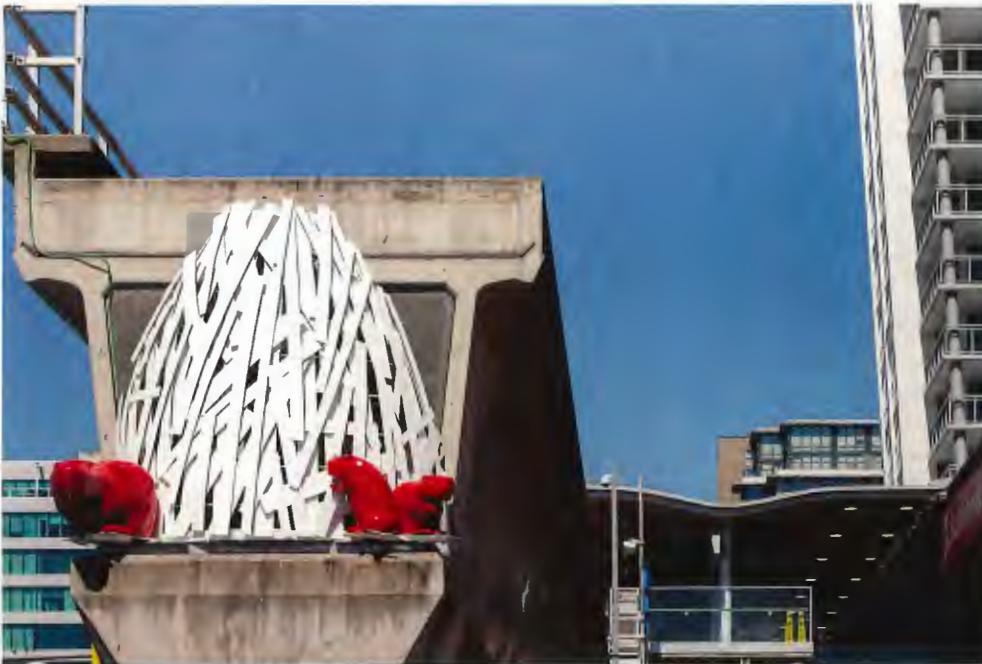


Figure 5. *SkyDam*, Nathan Lee, 2016. Richmond-Brighouse Canada Line Terminus Station.

# call to artists

PUBLIC ART  
RICHMOND

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

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

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

**If applicable, please indicate additional members of your artist team:**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit applications by email to: [PublicArt@Richmond.ca](mailto:PublicArt@Richmond.ca)

## **Additional Information**

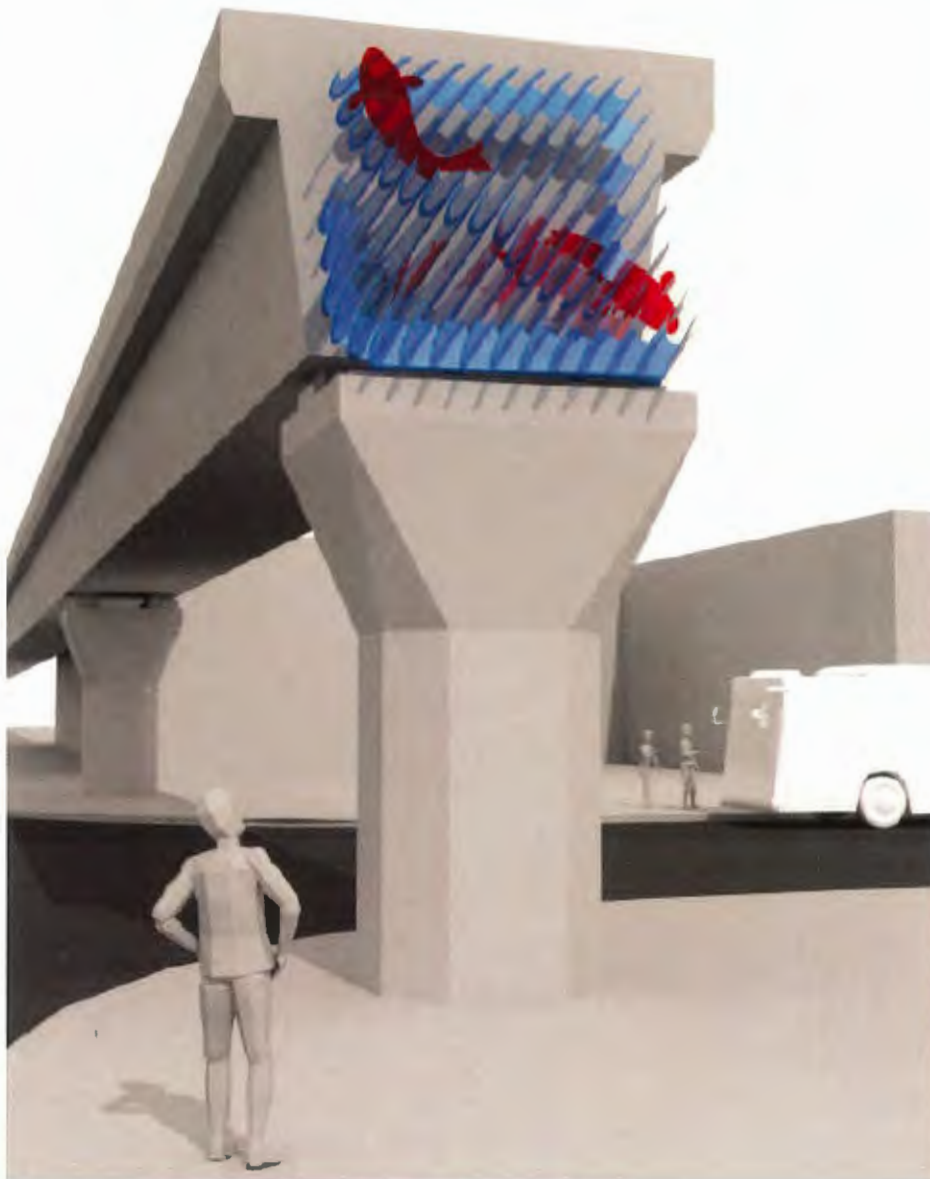
Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI/RFP, as required. All submissions to this EOI/RFP become the property of the City. All information provided under the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



***Tales in Current***  
by Linfeng Zhou

**Canada Line Station Art Plinth Program Public Art Project Concept Proposal**

*This prominent artwork at Richmond Brighthouse Station will aim to create a sense of arrival and welcome for the City Centre.*



View of artwork from No.3 Road pedestrian concourse



## Artist Statement:

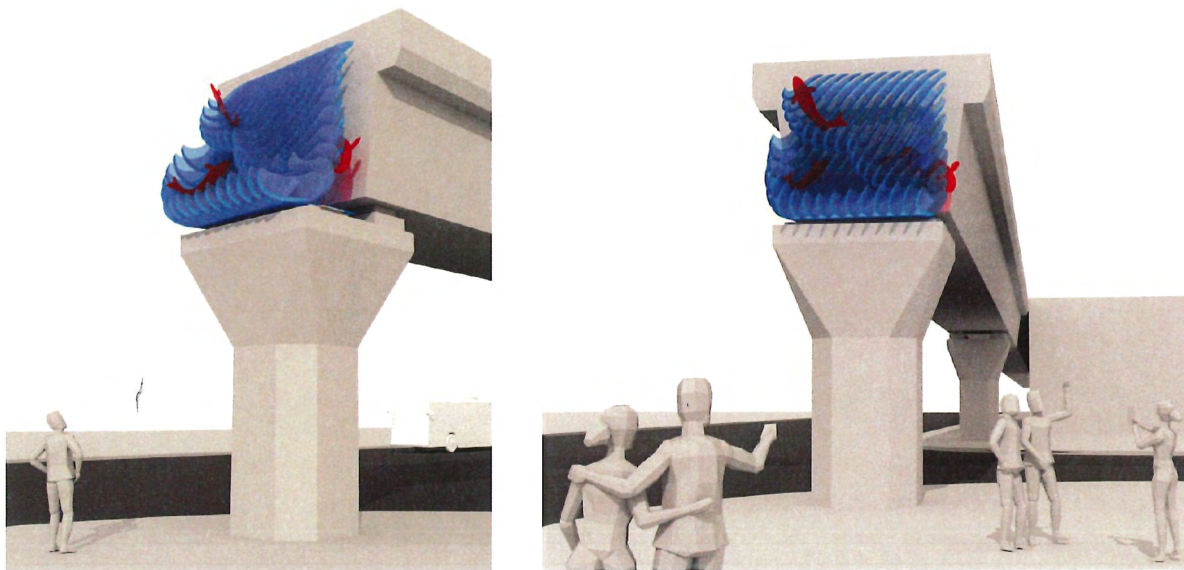
Situated at the terminus of a public transit train track in Richmond's urban centre, the art installation *Tales in Currents* re-imagines the concrete railway as a symbolic waterway flowing through the city. Just as the train track is a vital infrastructure to the city dwellers, the Fraser River sustains the wildlife around the delta islands known as Richmond.

Through its dynamic and abstract forms, the installation merges two profound stories associated with water. The first is the natural marvel of salmon spawning, an awe-inspiring phenomenon that occurs annually in the Fraser River. These salmon, journeying upstream to their birthplaces, epitomize resilience and determination. The second story is drawn from East Asian folklore, featuring the koi fish's leap over the mythical Dragon Gate waterfall in an attempt to become a dragon, symbolizing the pursuit of lofty goals against all odds.

The installation depicts three fishes, each at a different phase of climbing the waterfall. To fully appreciate all three figures, visitors must move around the installation. As they do, they encounter an artwork that shifts in perspective and appearance. This interaction mirrors the daily rhythms and personal stories of the commuters passing by, encouraging a moment of reflection amidst the rush.

Like the salmon and the koi, each individual navigates their own currents of life and work. The installation recognizes the viewers' personal stories and motivations are integral to these broader tales of currents. Like the title, a playful pun, the installation embodies multifaceted meanings, merging elements of nature, culture, and individual human experience into Richmond's urban landscape.

**Linfeng Zhou** is a Vancouver-based artist and designer with cultural roots in Southwestern China and an educational background in architecture and industrial design. His work aims to cultivate meaningful interactions and deeper connections with people and their immediate surroundings. He has a Masters degree of Architecture from the University of Calgary (2018).



Views of artwork from No.3 Road pedestrian concourse



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee **Date:** June 13, 2024

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services **File:** 06-2050-20-BSYD-SB/Vol 01

Martin Younis, B. Eng., M. Eng.  
Director, Facilities and Project Development

**Re:** **Heritage Alteration Permit Application (HA 24-012449) by the City of Richmond - 5180 Westwater Drive (Britannia Shipyard and Seine Net Loft buildings)**

### Staff Recommendation

That a Heritage Alteration Permit be issued to authorize alterations to the Britannia Shipyard and Seine Net Loft buildings at Britannia Shipyards, as outlined in the staff report titled, "Heritage Alteration Permit Application (HA 24-012449) by the City of Richmond - 5180 Westwater Drive (Britannia Shipyard and Seine Net Loft buildings)," dated June 13, 2024, from the Director, Arts, Culture and Heritage Services and the Director, Facilities and Project Development.

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

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

Att. 5

| REPORT CONCURRENCE                       |   |  |
|--|---|--|
| <b>ROUTED TO:</b><br><br>Policy Planning | <b>CONCURRENCE</b><br><br><input checked="" type="checkbox"/> | <b>CONCURRENCE OF DEPUTY CAO</b><br><br> |
| <b>SENIOR STAFF REPORT REVIEW</b>        | <b>INITIALS:</b><br><br>                                      | <b>APPROVED BY CAO</b><br><br>           |

## Staff Report

### Origin

Britannia Shipyards National Historic Site (the “Site”), located at 5180 Westwater Drive, is a 3.2 hectare historic cannery and shipyard site. It serves as a public heritage park, bounded by the Fraser River to the south, Westwater Drive and residential development to the north and west, and the Steveston Harbour Authority to the east. The site consists of a collection of 14 wooden buildings related to early fishing and boatbuilding operations (see Attachment 1).

In October 2020, building condition assessments were completed for multiple buildings at the Site, which identified necessary infrastructure and envelope repairs. On December 12, 2022 Council approved \$5 million as part of the 2023 Capital Program to undertake repairs for the Britannia Shipyard and Seine Net Loft buildings. On December 11, 2023 Council approved an additional \$7 million as part of the 2024 Capital Program to continue the work for the Britannia Shipyard building envelope and structural renewals.

The Site was designated a municipal heritage site in 1990 and is protected by Heritage Designation Bylaw 5585. Under the City’s Heritage Procedures Bylaw 8400, any alterations to a heritage designated site are subject to a Heritage Alteration Permit (HAP). Issuance of a HAP is subject to Council authorization.

The City of Richmond is applying for a HAP (HA 24-012449) for structural and envelope renewals to the Britannia Shipyard and Seine Net Loft buildings. This HAP application includes roof replacement, siding replacement and repairs, window renewals and structural upgrades. These repairs are needed to preserve the buildings and maintain structural integrity.

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

### Related Policies and Plans

#### Steveston Area Plan

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

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

- Prepared by Ance Building Services in 2024
  - Conservation Approach for Britannia Historic Site Shipyard Building (the “Conservation Approach”) - Attachment 2

- Memo for the Seine Net Loft Preliminary Conservation Approach for Piles - Attachment 3
- Prepared by Don Luxton and Associates in 2015
  - Excerpt from the Britannia Heritage Shipyard Conservation Review (the “Conservation Review”) - Attachment 4

Recommendations put forward in these documents follow Parks Canada’s Standards and Guidelines. The Conservation Review describes the heritage value of the site and each building along with the appropriate approach to alterations and recommends that repair and preservation of original fabric is preferred over replacement in any work undertaken to maintain and conserve buildings at Britannia Shipyards.

### **Stakeholder Consultation**

The proposed alterations were reviewed by the Richmond Heritage Commission (RHC) at their regular meeting on June 12, 2024. An excerpt from the draft RHC meeting minutes is attached (Attachment 5) which supports the proposed alterations.

Members of the Britannia Shipyards National Historic Site Society were informed of the upcoming work at their Program and Planning Committee meeting on May 30, 2024 and were supportive of the proposed work.

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

### **Proposed Scope of Work**

This HAP application includes repairs and proposed alterations for the Seine Net Loft and Britannia Shipyard Building, as noted in Table 1 and 2 respectively.

Table 1: Proposed Repairs and Alterations at Seine Net Loft

| <b>Building Element</b> | <b>Condition</b>   | <b>Repair/Alteration</b>   |
|-------------------------|--|--|
| Sub-structure           | Deteriorated in multiple areas and requires stabilization to ensure continued safety to the public | Replace pile caps and cross-bracing structural supports, where required. |

Table 2: Proposed Repairs and Alterations at Britannia Shipyard Building

| <b>Building Element</b>                       | <b>Condition</b>   | <b>Repair/Alteration</b>   |
|---|--|--|
| Wood siding, fascia, and exterior trim boards | Significant deterioration, whereby materials are falling off the building and into the water       | Repairs or like-for-like replacement of siding and exterior trim, as required, including the outhouse portion of the building.   |
| Metal gutters and down spouts                 | Leaking and beyond repair  | Like-for-like replacement of the gutters and down spouts, as required.<br><br>Gutter placement will be extended around the building to reduce the amount of rain water coming into contact with the siding.  |
| Exterior doors and windows                    | Significant deterioration  | Repair to the wooden divided-light windows.<br><br>Replacement of windows that do not conform to the time period the building is restored to.<br><br>Replacement of windows where they are missing, or have been replaced with plexiglass, or are mismatched to the building.<br><br>Repair or like-for-like replacement of exterior doors, as required.   |
| Roof system                                   | Failed and leaking in multiple places  | Replace the corrugated metal roofing with corrugated metal roofing material to match existing as closely as possible.<br><br>Installation of an additional membrane between roof sheathing and roofing cladding, including the outhouse, to provide additional water shedding surface that will not be visible.<br><br>Installation of roof anchors for the entire building exterior, to ensure maintenance work can be done safely. |
| Sub-structure                                 | Deteriorated in multiple areas and requires stabilization to ensure continued safety to the public | Replace the pile caps and cross-bracing structural supports, where required.   |



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

**Financial Impact**

None.

**Conclusion**

The proposed repairs to the envelope and structure of the Britannia Shipyard and Seine Net Loft buildings for Heritage Alteration Permit application (HA 24-012449) are required to maintain the heritage value and structural integrity of these buildings. The materials and approach of the proposed alterations are in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

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



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



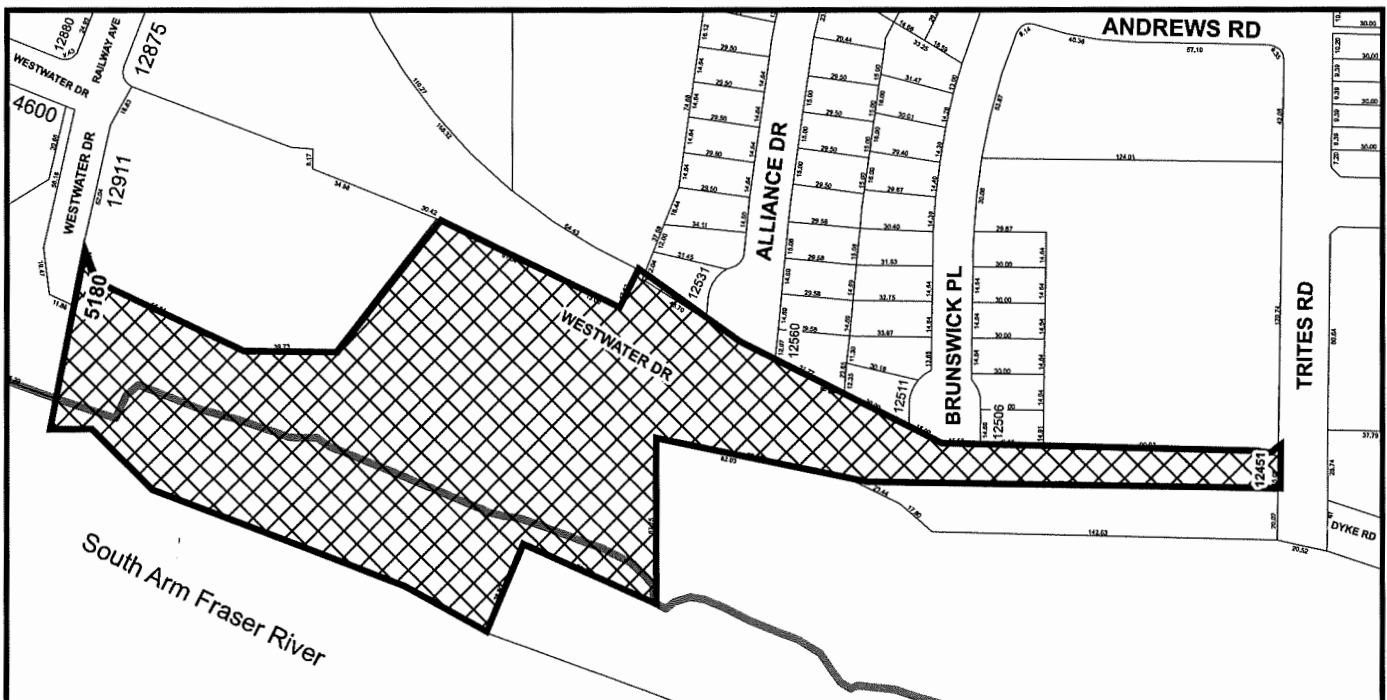
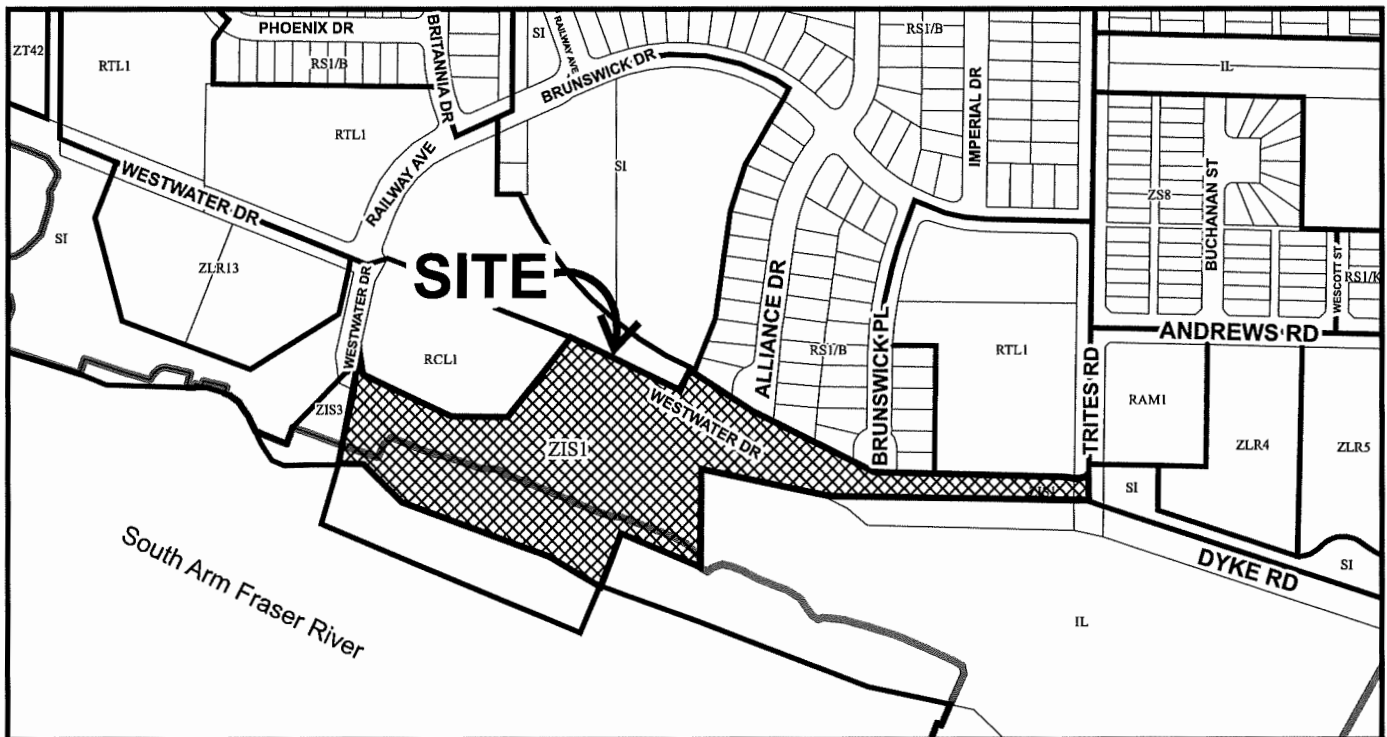
Mile Racic  
Manager, Capital Buildings Project Development  
(604-247-4655)

- Att.    1: Britannia Shipyards Site Map  
          2: Conservation Approach for Britannia Historic Site Shipyard Building  
          3: Memo - Seine Net Loft – Preliminary Conservation Approach for Piles  
          4: Excerpt from Britannia Heritage Shipyard Conservation Review  
          5: Excerpt of the DRAFT Minutes of the Richmond Heritage Commission Meeting on  
             June 12, 2024



City of  
Richmond

# Britannia Location Map



HA 24-012449

Original Date: 04/19/24

Revision Date:

Note: Dimensions are in METRES

## **Conservation Approach for Britannia Historic Site Shipyard Building**

Based on four separate site visits in late 2023 and early 2024, including three building visits and one boat-accessed review which gave the consultant team close-up access to the cladding, windows and pilings on all 4 sides, below are my observations and recommendations for the purpose of developing a Heritage Alteration Permit for the ongoing conservation, repair and maintenance of the Shipyard Building.

As articulated in its Statement of Significance, the Shipyard Building represents the many adaptations made over time to industry changes and technologies on the working waterfront. The Britannia Shipyard Building is essentially a converted early cannery building (constructed in 1890), which in 1918 transformed into a prolific shipyard that would operate until 1979. The range of structural and finishing interventions that survives on its exterior and interior speak to its adaptation over time to changes in marine vessel construction, power and fishing technology. The Shipyard produced gillnetters, purse seiners and tender boats that carried the catch back to the canneries. Gasoline, and later diesel engines accommodated the construction of larger boats with a wider range. The addition of drums and net winches and other changes in boat design and materials were some of the adaptations accommodated by the Shipyard.

The interior today operates as an interactive museum that tells the story of the Britannia Historic Site and the Shipyard Building operations specifically. The conservation and interpretation period is centred on the decades of operations as a Shipyards Building between 1918 and 1979 and for this reason the building and its exhibits illustrate a wide range of finishes, machinery and evidence of interventions. The conservation objective is not to make the building look new, nor to 'renew' it. It is simply to protect its heritage value through maintenance or stabilization with an approach of minimal intervention. As explained above, much of the structure's heritage value and character lie in the aged, worn, authentic patina of its materials and components. The conservation approach will thus be as minimally invasive as possible so as not to obliterate its age, its adaptations over time and its character as a working, industrial building.

This document aligns with the May 10th Iredale Architecture drawings which were developed closely with, and informed collaboratively by this firm.

| Roof:  |   |  |
|--|---|--|
| Chronology   | Observations  | Recommendations  |
| Although originally clad in cedar shingles in 1890, the wood roof was replaced with metal sheets in phases, starting with the south plane in the mid-late 1950s. In 1974 the rest of the building was reroofed in corrugated metal, which was placed on top of the cedar shingles. In the year 2000 the metal sheets and cedar shingles were removed and some repairs and structural upgrades were carried out on the roof structure. Plywood was added on the roof structure and the current corrugated metal roof was installed. | <p>Evidence of water ingress is visible on some but not all of the structural wood strapping that lay on the roof rafters. The age of the strapping boards varies - some appear to date from 2000 when the current roof was installed and many appear to be much earlier and perhaps even original.</p> <p>All iterations of the roof shared the same minimal overhang. To help shed water off the elevations, gutters have been installed along the north and south elevations.</p> <p>The installation of the 2000 roof was carried out in a manner that resulted in significant functional deficiencies. The fasteners are improperly placed, and the panels are not correctly overlapped, posing challenges for repair or reuse. Moreover, the excessive number of drill holes in the current panels makes salvaging nearly impossible.</p> | <p>New metal roof panels should be of a 22 (or higher) gauge of a similar corrugated profile or deeper. The new roof should be as textured as possible (7/8" or more), as the current 2000 roof profile is relatively flat, and earlier metal roofs featured deeper profiles.</p> <p>As metal roof options are scarce today, both the corrugated and mechanically seamed profiles (explored in renders in collaboration with project architects) would be appropriate choices.</p> <p>Ensure that all roof fasteners, anchors and nails should be of marine grade steel (and neoprene cap screws for top mount fasteners).</p> <p>It would be appropriate to introduce a discreet gutter along the east elevation, similar in colour and profile to the current gutters, thus adding a water shedding mechanism to the most exposed elevation which experiences the most weather damage.</p> |

Cladding:

| Chronology  | Observations  | Recommendations   |
|---|---|---|
| <p>The Shipyard Building was added to and removed from over the decades. Sections of the board and batten cladding, which is a mix of fir and cedar boards based on samples removed, could be as old as the 1890s or date to later interventions such as the removal of an addition in 1936, as well as other later routine repairs overtime. The nail heads vary as well, some are square and some are more modern, suggesting that the cladding was repaired and replaced in certain areas over time. Much of the cladding below windows was replaced in 1994 when the windows were replaced.</p> <p>The cedar shingles on the south elevation were replaced in 1993.</p> | <p>The dimensions of the boards is not consistent on the building. Historic boards were measured at just under 12" wide and just under 1" deep. Battens were measured at just under 3" x 1". Boards of shorter widths have been installed more recently under the windows, especially on the west elevation.</p> <p>The condition of the boards and battens varies from good to poor depending on location, with isolated areas of failure such as large cracks, breakages, missing or detached boards or battens, and insect or bird damage.</p> <p>The south elevation is clad with cedar shingles which are in good condition.</p> <p>The condition of the entire east elevation cladding is deteriorated beyond repair.</p> | <p>Additional measurements and documentation of the cladding needs to be conducted to determine replacement specifications.</p> <p>As per pages 15 and 16 of the Morrison Hershfield Boat Review Memo titled - MH - Seine Net Loft Shipyard - 2024-01-16, I concur with the need to replace in-kind the entirety of the east elevation cladding which is beyond repair, as well as the sections below the windows on the north and west elevations.</p> <p>Restore the cladding to vertical board and batten where it was replaced with horizontal boards on the west elevation.</p> <p>More investigation will need to be carried out during construction to determine which sections require replacement and which can be repaired.</p> <p>Replacement boards and batten should be Appearance Grade A (and Better) Clear Cedar, yellow cedar knotty tight grade, or #1 (and Better) Douglas Fir with 3-5 coats of boiled linseed oil. Allow 3 days for linseed coating to cure indoors or in a dry, ventilated space before installing.</p> |



Windows and Sills:

| Chronology  | Observations  | Recommendations   |
|---|---|---|
| <p>The earliest known photograph of the Shipyard Building showing a partial view of windows dates from the late 1890s. This photo indicates that the windows were painted, divided-light wood windows. The horizontal windows were fixed 6-lights, 8-lights or 10-lights, and the vertical windows were 4/4 in the machine shop attic and 6/6 elsewhere (for example on the east elevation). Subsequent photographs from the 1950s and 1970s show that most wood windows were still in place but by 1973 about 30% were missing, with some window openings completely unprotected. A 1980 photograph shows the windows of the east elevation boarded up and/or missing. In 1994 replica wood burgundy-painted sashes were installed on the west elevation, and salvaged single-light sashes were installed in the machine shop with either plexiglass or poly lights, and salvaged single-light sashes were installed on the south elevation single-storey extension.</p> | <p>The current windows are all single pane lights in wood sashes. The window lights are either glass, plexiglass or poly depending on the location. A few windows are missing completely and are simply open or covered with a board or a tarp. Some existing sashes are divided light, as per the original 1890s design and some are salvaged single lights, installed in the 1990s.</p> <p>Window frames and sills are deteriorated beyond their service life. All sills are either spongy and saturated with organic growth or brittle or missing (east elevation). Sashes are in poor to good condition. Most sealants are crazed or missing.</p> | <p>Some of the window sashes can be salvaged and re-installed after repair and maintenance (sanding, repainting, caulking). Each window frame will need to be investigated individually to determine the level of repair or replacement needed.</p> <p>New replica windows should all feature true divided-light sashes with glass panes as per archival photographs. All sashes, trim and sills should be painted in high-gloss paint. Restore trim where missing, as all windows were historically trimmed. All new or restored windows can be operationally fixed, as with the south elevation permanently open, they no longer need to provide ventilation.</p> <p>Archival photographs and on-site evidence suggest the sashes were white and the trim and sills were red. As we have documentation of major renovations of the shipyard building in the 1930s which involved the formalization of many elevations to their current configuration today, it would be appropriate to use historically researched, local 1930s colours such as Sherwin Williams Firewood (red) and Alabaster (white), which are precise matches to those colours from a 1930s General Paint colour palette.</p> <p>All window sills will likely require full replacement. Replacement sills should all be sloped, painted and feature a drip cap to help shed water.</p> |

Doors & Outhouse:

| Chronology  | Observations   | Recommendations   |
|---|--|---|
| <p>The building's industrial wood doors and openings evolved as uses in the buildings changed or as repair and maintenance was required. When the site became a historic site, some of the doors became public entrances and exits and thus needed to change in operation from sliding loading doors to public access doors.</p> <p>Historically, the building had many outhouses for the cannery and shipyard workers, but today only one outhouse survives on the northeast corner of the building.</p> | <p>The front doors (N2-2) are large, double doors clad in board and batten which have been installed in the last two decades and are in good condition. A similar new set replaced the large back door (S2-3). Both these swinging door sets replaced sliding barn doors which still hang in situ: on the north elevation the old barn door hangs outside the opening and on the south side it hangs inside the opening.</p> <p>On the south elevation there are four additional door openings, only two of which are actively used. The active exits are both historic loading sliding barn doors (S2-1 and S2-2a) made up of vertical boards that were once painted. The inactive exits are the barn door on the southeast corner of the building (S2-4), and a set of plywood-clad swinging doors (now clocked) on the southwest corner (S2-2).</p> <p>The condition of the outhouse is poor.</p> | <p>The historic barn doors are important character-defining elements of the building and should be conserved in place even if they aren't used.</p> <p>For the active barn doors on the south elevation (S21 and S2-2a) and for S2-4, replicate the doors in-kind with new, painted boards and reinstall on historic tracks. The colour should be Firewood red (exterior) and grey (match existing) (interior) and the sheen should be high-gloss.</p> <p>The outhouse requires structural stabilization and recladding in-kind. Access and/or views of the outhouse both from the interior and exterior are an important components of the visitor experience and should be prioritized as should interpretation of the outhouse as part of the exhibit.</p> |



June 5, 2024

### **MEMO - Seine Net Loft - Preliminary Conservation Approach for Piles**

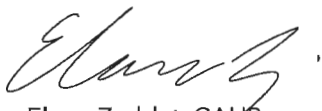
The April 30, 2024 CWMM Consulting Engineers structural assessment of the Seine Net Loft wood piles system under the building, concluded that the majority of the piles will need replacement or major reinforcement.

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



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

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

  
Elana Zysblat, CAHP  
heritage consultant



## 4.2 CONSERVATION RECOMMENDATIONS: BRITANNIA SHIPYARD

### RELEVANT POLICIES (from OCP):

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

### RELEVANT POLICIES (from Steveston Area Plan):

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

| 1. Character-Defining Elements  | 2. Images  | 3. Heritage Value  |
|---|--|--|
| <b>Site and setting:</b> <ul style="list-style-type: none"> <li>• Location on pilings extending into the Fraser River</li> <li>• Landmark on the Steveston waterfront</li> <li>• Surrounding Fraser River foreshore environment</li> <li>• Relationship and bridge connection to boardwalk and bulkhead</li> <li>• Still-existing wooden pilings adjacent to the cannery building</li> <li>• Wharves, docks and walkways associated to the cannery building</li> <li>• Views of the Fraser River and foreshore</li> </ul> |   | <p>Retains the connection to the early maritime history of the area.</p>   |
| <b>Building:</b> <ul style="list-style-type: none"> <li>• Part of original cannery/shipyard building cluster pattern</li> <li>• Wood building construction on wooden piling foundation</li> <li>• L-shaped plan and prominent massing</li> <li>• Opening on the south facade to allow the passage of boats</li> <li>• Gable roof including a cross-gable portion at the north side of the building and modified gable roof at the south side</li> </ul>   |  | <p>The gabled roof and wooden elements of the Britannia Shipyard reflect the traditional building style and materials utilized in the area in the late nineteenth century.</p> |



## BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS

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

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

### 4. Conservation Recommendations





The Britannia Shipyard building has been situated in this location since its construction in 1890. The building should remain in this location, as its proximity to the Fraser River at the historic Steveston townsite is one of its most distinguishing character-defining elements and adds significantly to its heritage value.

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

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

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



| 1. Character-Defining Elements   | 2. Images  | 3. Heritage Value   |
|--|--|---|
| <b>Building:</b> <ul style="list-style-type: none"> <li>• Board and batten exterior siding</li> <li>• Multi-paned wood windows</li> <li>• Large wooden entry doors</li> <li>• Winch, cables and ways installed when the building was converted to a shipyard</li> </ul>  |    | <p>The building style and materials used in the construction of the Britannia Shipyard connect it to the past traditions of the area and separate it from the contemporary structures of the surrounding neighbourhood.</p> |
| <b>Interior:</b> <ul style="list-style-type: none"> <li>• Complex floor plan</li> <li>• Complex wood framed roof structure</li> <li>• Heavy square wooden posts with angled roof supports</li> <li>• Wood floors and ceilings</li> <li>• Internal wood doors</li> <li>• Multi-paned wood windows</li> <li>• Horizontal wood planked walls</li> </ul> |   | <p>Provides the public with a chance to explore the internal structure of the facility.</p>   |
| <b>Interior:</b> <ul style="list-style-type: none"> <li>• Interior details such as benches, furnishings, brick chimney, hoists, cables and machinery</li> <li>• Tools and marine vessels</li> <li>• Exhibits and demonstrations, such as interpretive panels, tools and boat building displays</li> </ul>  |  | <p>Provides the public with a chance to interact with the components used in the operation of the cannery and later, shipyard.</p>  |
| <b>Intangible Cultural Features:</b> <ul style="list-style-type: none"> <li>• Historic usage as a cannery, and later, shipyard, with boat building/repair capabilities</li> <li>• Oral histories</li> <li>• Community uses such as interpretive tours, festivals, events and park use</li> </ul>   |  | <p>Provides enhanced cultural awareness opportunities.</p>  |

#### 4. Conservation Recommendations

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

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

Conserve and maintain the interior character defining elements of the Britannia Shipyard. Conserve the artifacts associated with the Britannia Shipyard.

The following conservation recommendations should be kept in mind whenever any conservation work is required on the Britannia Shipyard in the future:

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

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

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

Conserve and maintain the use of Britannia Shipyard as an educational resource for the community. Should this use prove to be economically unviable, a historically compatible use should be identified.



## **Britannia Shipyard / Cannery Complex** **Britannia Heritage Shipyard National Historic Site** **Statement of Significance**

1890

5180 Westwater Drive, Richmond, BC



### **Description**

The Britannia Shipyard is a large, L-shaped wooden structure with a gable roof and board and batten siding standing on wood pilings in the tidal foreshore of the Fraser River near Steveston. The building ranges in height from one to one-and-a-half storeys. A wooden bridge connects the cannery to the Britannia boardwalk and a reconstructed wharf extends into the river. Remnants of wood wharf pilings are found adjacent to the building.

The cavernous interior of the building is constructed of wooden posts and beams with wood trusses supporting the gable roof. A large set of marine ways gives boats access from the river into the shipyard. The original internal layout of the building is evident, and along with the remains of the shipyard interior, tools, exhibits, marine vessels and other features reveal the complexity of the building.

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



Current images of the Britannia Shipyard.

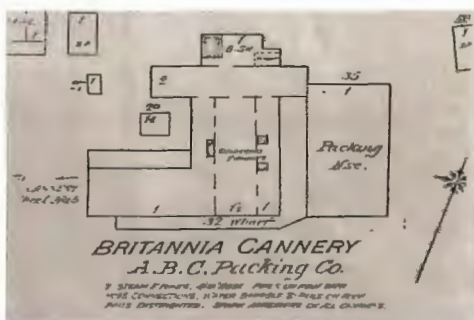


### **Values**

The Britannia Cannery / Shipyard building is important for its historical, aesthetic, scientific, cultural and social values, particularly for its ability to tell the story of the technology, labour and working conditions at the Britannia cannery and later, the shipyard.

The Britannia Shipyard Complex is important a landmark of Steveston's canning, fishing and boatbuilding industries, the oldest surviving structure on the Steveston waterfront, and possibly the oldest cannery building in the province.

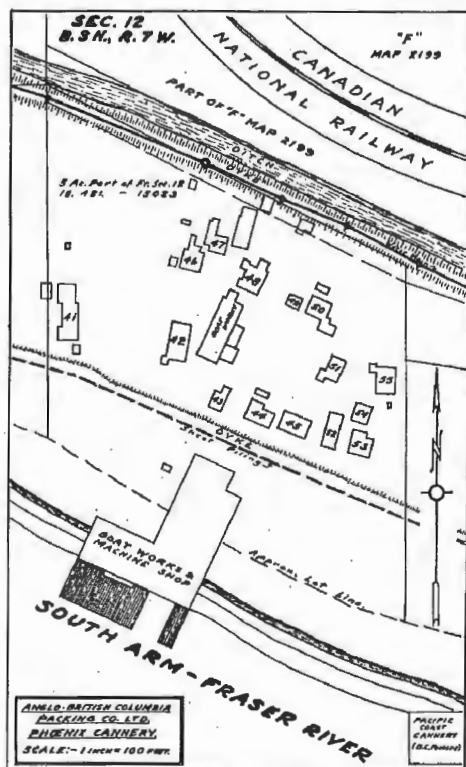
Constructed in 1890 by W.A. Duncan, J. Batchelor and Eli Harrison,



Fire Insurance Plan of the Britannia Cannery, 1897.  
 (Richmond Archives)



## **Britannia Shipyard/Cannery** Statement of Significance



ABC Packing Company map showing the Britannia Shipyard, 1930.  
(Richmond Archives 1997-15-10)



Britannia Cannery / Shipyard complex in the 1930s.  
(Richmond Archives 1991-2-26)

Britannia Shipyard is valued for its historical association with the expansion of fishing and canning in Richmond and along the BC coast beginning in the late 1870s. Illustrating the liquidity of the industry, the cannery was purchased by Henry O. Bell-Irving's Anglo-British Columbia Canning Company in 1891, the same year ABC absorbed the adjacent Phoenix Cannery and the Garry Point Cannery.

The Britannia cannery's importance as an early industrial plant is evident in its first year of production, in which it supplied most of the fish exported in the first cargo of Fraser River salmon shipped directly to Britain. This shipment marked the beginning of the Fraser River as a major commercial centre.

The Britannia cannery adapted to changes in technology, particularly mechanization, in the first decades of the twentieth century, including electricity, the sanitary canning system and the Smith butchering machine.

The Britannia Shipyard building is significant for its ability to demonstrate the conversion of an early cannery building to a successful shipyard that would operate from 1918 until 1979. The decline in salmon stocks after 1913 due to the Hell's Gate slide, as well as American encroachment, Bell-Irving to make a shrewd decision to convert the cannery complex into a shipyard. It's primary purpose was to construct, repair and maintain the vessels which caught the salmon processed by the Anglo-British Columbia Packing Company fishing fleet, in particular the adjacent Phoenix Cannery.

The Shipyard is important for its adaptation over time to changes in the construction, power and fishing technology of vessels. The Shipyard



Last Britannia Shipyard crew, 1979.  
(Leif Birkedal photograph)



## Britannia Shipyard/Cannery Statement of Significance



Interior of the Britannia Shipyard, 1990. (BHSS)



Rumrunner Fleetwood inside the Britannia Shipyard. No date. (BHSS)

produced gillnetters, purse seiners and tender boats that carried the catch back to the canneries. Gasoline, and later diesel engines accommodated the construction of larger boats with a wider range. The addition of drums and net winches and changes in boat design and materials were some of the adaptations accommodated by the Shipyard.

The Britannia Shipyard is important for the diversity and resiliency of its workers. The relocation of the Japanese in 1942 had high impact on the shipyard's work force. High demand encouraged the arrival of European and other workers who brought their own knowledge and techniques to the shipbuilding trade; the knowledge of both was integrated into new boat design after the return of the Japanese.

The building's aesthetic qualities, including its form and details from its first incarnation as a cannery, are evident in its L-shape which accommodated the canning lines, many windows for light, and high-ceilinged lofts for storing empty cans and nets.

Conversion to its new use as a shipyard required alterations to the exterior of the Britannia structure. A large opening for a boat slip was cut into the south wall allowing vessels to be hauled directly from the water into the building with the aid of a lift motor and the widening of the wharf at the south side of the structure. Interior adaptations accommodated diverse new trades, such as shipwrights, machinists, mechanics, carpenters, welders, painters and others in support of the fishing fleet.

The Britannia Shipyard building is significant for almost a century of use, adapting to social, technological and economic conditions, up until its, and the Phoenix Cannery's, purchase in 1968 by the Canadian Fishing Company leading up to its shutdown in 1979.

The Shipyard has significant social value through the oral histories and memories of many people who still remember working in the Shipyard, and for its permanent and temporary exhibits and the many regular and seasonal activities, including ongoing active use of the Shipyard facility for boat building and boat repair.

### Character-defining Elements

#### Site and setting

- Location on pilings extending into the Fraser River
- Landmark on the Steveston waterfront
- Surrounding Fraser River foreshore environment
- Relationship and bridge connection to boardwalk and bulkhead
- Still-existing wooden pilings adjacent to the cannery building
- Wharves, docks and walkways associated with the building
- Views of the Fraser River and foreshore

#### Buildings and structures

- Part of original cannery / shipyard building cluster pattern



### Britannia Shipyard/Cannery Statement of Significance



- Wood building construction on wooden piling foundation
- L-shaped plan and prominent massing
- Opening on the south facade to allow the passage of boats
- Gable roof including a cross-gable portion at the north side of the building and modified gable roof at the south side
- Board and batten exterior siding
- Multi-paned wood windows
- Large wooden entry doors
- Winch, cables and ways installed when the building was converted to a shipyard
- Interior details such as:
  - Complex floor plan
  - Complex wood framed roof structure
  - Heavy square wooden posts with angled roof supports
  - Wood floors and ceilings
  - Internal wood doors
  - Multi-paned wood windows
  - Horizontal wood planked walls
  - Interior details such as benches, furnishings, brick chimney, hoists, cables and machinery
  - Tools and marine vessels
  - Exhibits and demonstrations, such as interpretive panels, tool and boatbuilding displays

#### Intangible cultural features

- Continued use for boat building and repair
- Oral histories
- Community uses such as interpretive tours, festivals, events and park use



**Britannia Shipyard**  
Statement of Significance

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- Yesaki, Mitsuo. *Steveston Cannery Row: An Illustrated History*. Richmond BC: Lulu Island Printing, 1998.





## 4.12 CONSERVATION RECOMMENDATIONS: SEINE NET LOFT

### RELEVANT POLICIES (from OCP):

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

### RELEVANT POLICIES (from Steveston Area Plan):

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

| 1. Character-Defining Elements  | 2. Images  | 3. Heritage Value   |
|---|--|---|
| <b>Site and setting:</b> <ul style="list-style-type: none"> <li>• Location on pilings extending into the Fraser River</li> <li>• Landmark on the Steveston waterfront</li> <li>• Surrounding Fraser River foreshore</li> <li>• Wooden walkway connection to boardwalk</li> <li>• Remains of wood pilings to the east and west</li> <li>• Wharves on the west and south of the building</li> </ul> |   | <p>Retains the connection to the early maritime history of the area.</p>  |
| <b>Building:</b> <ul style="list-style-type: none"> <li>• Large rectangular massing</li> <li>• Heavy timber construction</li> <li>• Gabled hip roof with asbestos cladding</li> <li>• Regularly spaced, 4-paned square windows</li> <li>• Wooden door</li> <li>• Exterior encapsulated asbestos siding</li> </ul>   |  | <p>The building style and materials used in the construction of the Seine Net Loft reflect the cannery function of the facility, which dates to 1955, as part of the Phoenix Cannery.</p> |

## BUILDING CODE AND LIFE AND SAFETY CONSIDERATIONS

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

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



### 4. Conservation Recommendations

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

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

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

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

| 1. Character-Defining Elements  | 2. Images   | 3. Heritage Value  |
|---|---|--|
| <p><b>Interior:</b></p> <ul style="list-style-type: none"><li>• Massive interior volume</li><li>• Wood floor</li><li>• Wood posts with angled roof supports</li><li>• Wood beams, rafters and ceiling</li><li>• Wood staircase and mezzanine</li><li>• Artifacts and exhibits</li></ul> |   | <p>Provides the community with an opportunity to explore the actual structure of a net loft.</p> |
| <p><b>Intangible Features:</b></p> <ul style="list-style-type: none"><li>• Community uses such as interpretive tours, festivals, events, programs and exhibits</li></ul>  |  | <p>Provides the public with educational and interpretive opportunities.</p>                      |



#### 4. Conservation Recommendations

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

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

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

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

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

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

**Excerpt of the DRAFT Minutes of  
the Richmond Heritage Commission meeting**

**Wednesday, June 12, 2024 - 7:00 pm  
Microsoft Teams**

**Heritage Alteration Permit for 5180 Westwater Drive (Britannia Shipyards) - HA24-012449)**

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

- The proposed work is part of the second phase in an envelope renewals program for the buildings at Britannia Shipyard and involves the two largest buildings on the site, the Britannia Shipyard building (built 1890) and the Seine Net Loft (built 1955).
- Britannia Shipyards is a National Historic Site of Canada and there are 13 buildings on the site. It is operated as a heritage park.
- The Shipyard building has seen many changes over its history including adaptation from a cannery to a boat repair facility in 1918, up until 1979 when it ceased operations. The interpretation of the building includes the different aspects of its history, and the proposed conservation work is in keeping with the interpretation.
- Some repair work was done in the 1990s and more recently and the roof was replaced in 2000. There is now a need to address roof leaks and siding deterioration as part of a large scope of work.
- The Seine Net Loft is the other large over-water building on the site. It was built to serve the fishing industry. Structural restoration was largely completed in 2013.
- The proposed work is to address structural and envelope issues, and includes the following:
  - Britannia Shipyard building:
    - Roof replacement with a similar corrugated metal roof as current, new roof membrane, repairs to the roof structure and addition of roof anchors.
    - Cladding repairs and/or in-kind replacement. Wherever possible, existing board and batten cladding will be retained, some of which is original 1890 material. The highest quality material available in the quantity needed will be sourced but it is not possible to fully match the original old growth cedar and fir.
    - Windows restoration including reinstating replica single-pane, wood, divided-lite windows to match those shown in historic photos. Sash and sills will be painted red and white to match historic 1930s era colours. Rear doors to be repaired or replaced in kind and repainted.
  - Seine Net Loft:
    - Repair and strengthening of the sub-structure beneath the building including replacement of many of the piles (above river bed).

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

- Currently, there is no plan to elevate the buildings above potential rising water levels. The buildings are in a harsh marine environment. The Shipyard building accommodates occasional tidal flooding. Adaptations have been made for exhibits in this environment.
- The program for the buildings will continue as current. The Shipyard building is the keystone interpretive building of the site. The Seine Net Loft program includes venue rental.
- The roof on the Shipyard building was originally cedar shingles. Metal roofing was added from the 1950s onwards and the roof has been fully metal clad since the 1970s. The replacement roof will be metal. The material and profile is still to be fully confirmed but is likely to be corrugated material, galvalume or galvanized, to retain the appearance closest to the current roof. A standing seam roof has also been explored. Roof anchors are being added to enable servicing of the roof.
- The buildings both have sprinkler systems to provide fire protection.
- The repairs on the Shipyard building will be visible, at least initially. The aim is to retain as much of the existing material as possible. The new wood introduced where necessary for cladding repairs and replacement will be treated with boiled linseed oil. Stains will not be used on the new material. This traditional approach is recommended for the long-term protection of the wood and environmental considerations.
- Anticipating that the community may be concerned to see changes in the appearance of the buildings, a communication plan will inform the public about the work being done and how the building will look.

The Commission thanked the presenters for the presentation and expressed their appreciation for the efforts for conservation of the buildings and their history.

It was moved and seconded:

***That the Richmond Heritage Commission support the Heritage Alteration Permit application for 5180 Westwater Drive (Britannia Shipyards) (HA24-012449) as presented.***

CARRIED



# City of Richmond

**Heritage Alteration Permit**  
Development Applications Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1

File No.: HA 24-012449

To the Holder: City of Richmond (c/o Abbas Stancioff Clayton)  
Property Address: 5180 Westwater Drive & 12451 Trites Road (Britannia Shipyards)  
Legal Description: LOT 1 EXCEPT: FIRSTLY; PART SUBDIVIDED BY PLAN 72772, SECONDLY; PART SUBDIVIDED BY PLAN 77126, THIRDLY; PART SUBDIVIDED BY PLAN NWP87861, SECTION 11 AND 12 BLOCK 3 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 70037

(s.617, *Local Government Act*)

1. (Reason for Permit) ☒ Designated Heritage Property (s.611)  
☐ Property Subject to Temporary Protection (s.609)  
☐ Property Subject to Heritage Revitalization Agreement (s.610)  
☐ Property in Heritage Conservation Area (s.615)  
☐ Property Subject to s.219 Heritage Covenant (Land Titles Act)
2. This Heritage Alteration Permit applies to and only to those lands shown cross-hatched in Schedule A.
3. This Heritage Alteration Permit is issued to authorize the proposed conservation work to the Britannia Shipyard Building and Seine Net Loft buildings at 5180 Westwater Drive and 12451 Trites Road as illustrated in the attached Plans #1 to #24.
4. This Heritage Alteration Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
5. If the alterations authorized by this Heritage Alteration Permit are not completed within 24 months of the date of this Permit, this Permit lapses.
6. This is not a Building Permit.

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

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

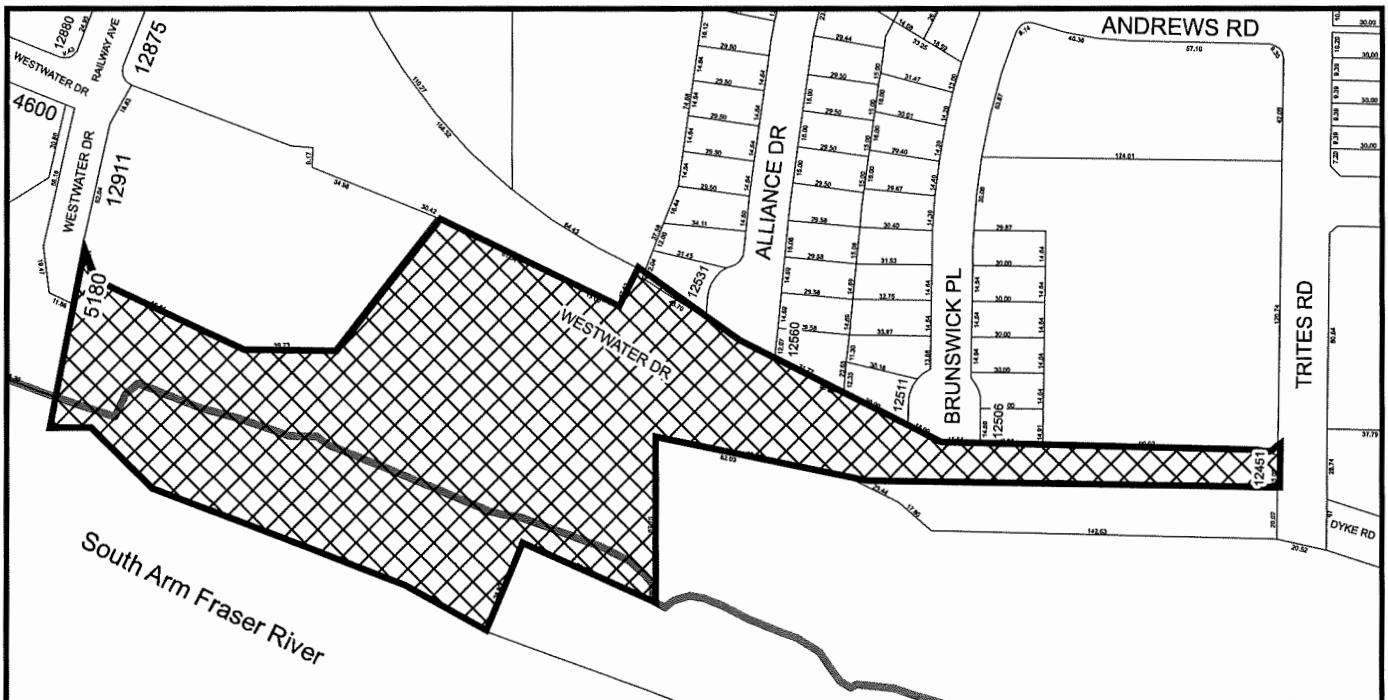
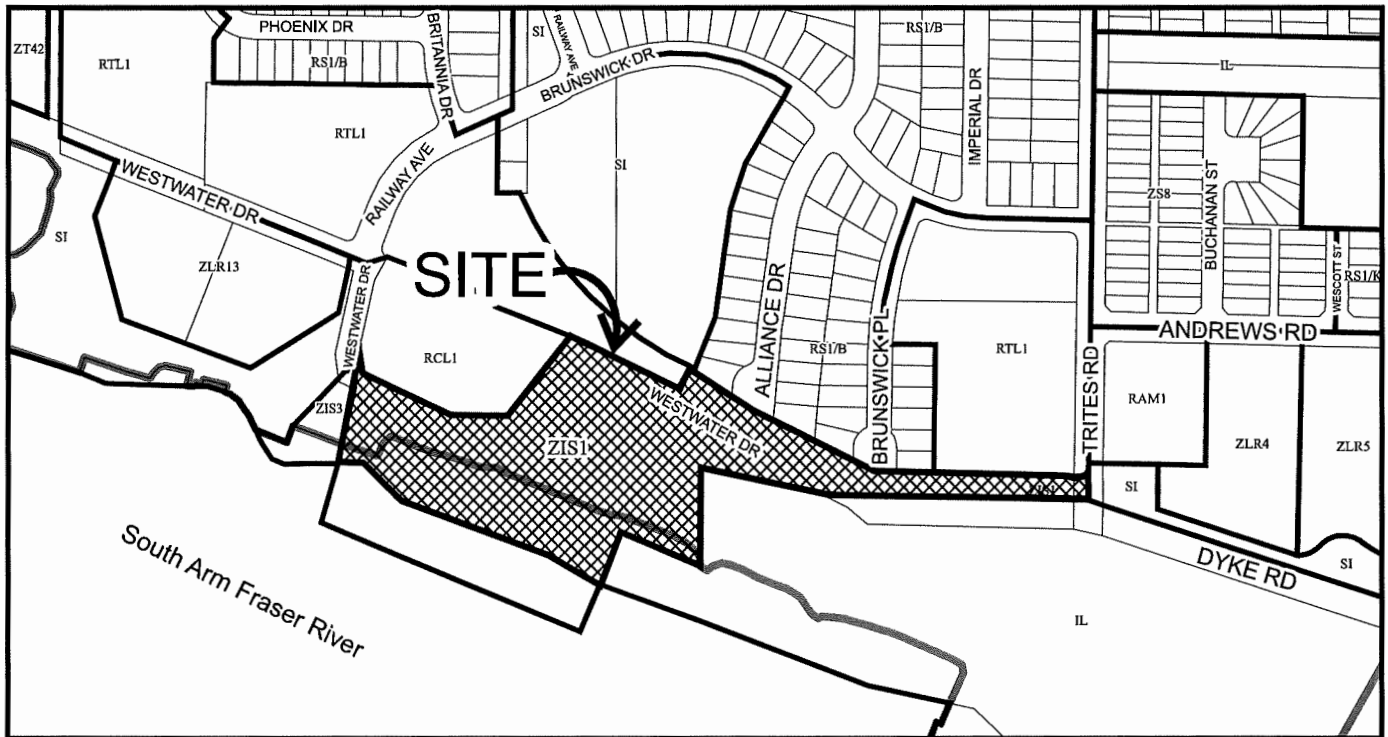
\_\_\_\_\_  
MAYOR

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

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



# City of Richmond



HA 24-012449  
SCHEDULE "A"

Original Date: 04/19/24

Revision Date:

Note: Dimensions are in METRES



# BRITANNIA - SHIPYARD BUILDING

BRITANNIA NATIONAL HISTORIC SITE STEVESTON, RICHMOND, BC  
PROJECT No. 23059  
PHASE 3 | 05/16/24 |



## CLIENT

### CITY OF RICHMOND

4th Floor, 6000 Minoru Blvd  
Richmond, BC, V6Y 1Y3  
t: 604.204.8519  
c: 604.442.7621

Contact: Abbas Stanchoff Claydon,  
Project Coordinator  
Email: aclayton@richmond.ca

## CONSULTANT TEAM

### Architect - Prime Consultant

Inside Architecture  
Suite 220 - 12 Water Street  
Vancouver, BC V6B 1A5

TEL: 604.736.5581

Contact: Albert Lam  
Email: albert@iredale.ca

### Structural Consultant

CMM Consulting Engineers Ltd.  
2nd Floor - 1412 West 7th Avenue  
Vancouver, BC V6H 1C1

TEL: 604.731.6584 ext. 105

Contact: Louis Lam  
Email: llam@comm.com

### Heritage Consultant

Ancor Building Services Co. Inc.  
#739 Camball Ave  
Vancouver, BC V6A 3K7

TEL: 604.722.3074

Contact: Elana Zysblatt  
Email: elenazysblatt@ancor.ca

### Environmental Consultant

Legacy Environmental  
Suite 305 - 124 3rd StW,  
North Vancouver, BC V7N 1E6

TEL:

Contact: Kyle Routledge  
Email: krouledge@lgayenv.ca  
Contact: Maria Contintino  
Email: mcontintino@lgayenv.ca

### Building Science Consultant

Mortimer Hestfield (Stanley)  
Suite 310 - 4321 Still Creek Dr.  
Burnaby, BC V5C 8S7

TEL: 604.454.0422

Contact: Jonathan Chow  
Email: jchow@mortimerhestfield.com

### Electrical Consultant

Introlux  
200 Granville St suite 180, Vancouver,  
BC V6C 1S4

TEL: 604.693.6229 x2261

Contact: Derek Hui  
Email: derek.hui@introlux.com

### Construction Manager

Scott Construction Group  
Suite 200 - 4621 Canada Way  
Burnaby, BC V5G 4X8

TEL: 604.874.8228

Contact: Mike Latta  
Email: mlat@scottconstructiongroup.com

|  |
|--|
| A000 COVER SHEET                                 |
| A100 SITE PLAN                                   |
| A101 FIRE ACCESS PLAN                            |
| A102 BRITANNIA SHIPYARD PILING & FOUNDATION PLAN |
| A103 BRITANNIA SHIPYARD PLANS                    |
| A104 BRITANNIA SHIPYARD - CEILING & ROOF PLANS   |
| A201 BRITANNIA SHIPYARD BUILDING ELEVATIONS      |
| A202 BRITANNIA SHIPYARD BUILDING ELEVATIONS      |
| A301 BUILDING LONG SECTIONS                      |
| A302 BUILDING SHORT SECTIONS                     |
| A401 BUILDING DOORS SCHEDULE                     |
| A402 WINDOWS & DOORS ELEVATIONS                  |

## GENERAL NOTES:

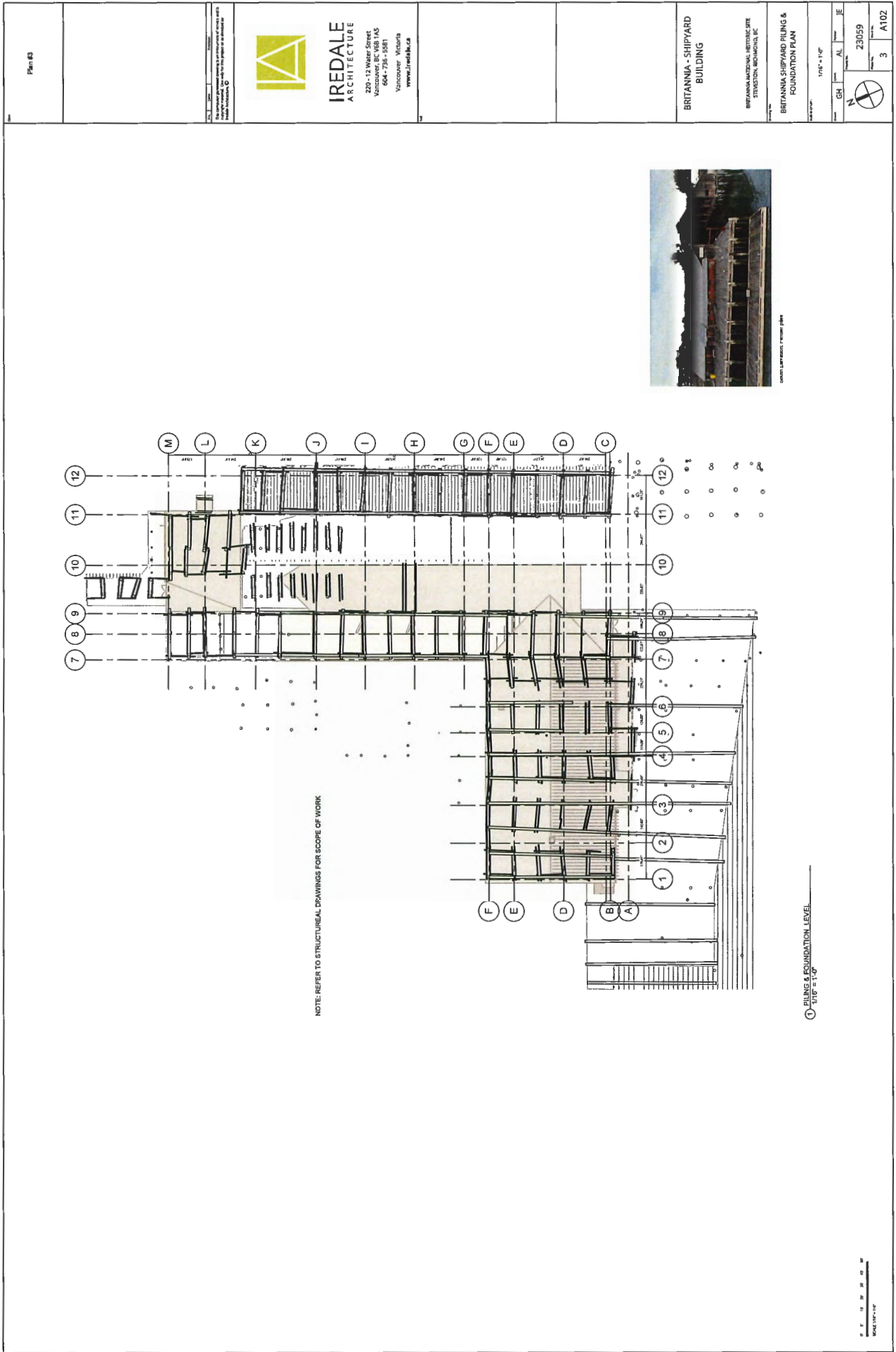
- 1.0 THE FOLLOWING GENERAL CONDITIONS TO BE USED EXCLUSIVELY FOR <Project Name, Location>. PUBLICATION OF THESE NOTES IN PART, OR IN WHOLE, IS NOT PERMITTED WITHOUT WRITTEN APPROVAL FROM ELEMENTAL ARCHITECTURAL AND BUILDING SCIENCE SOLUTIONS.
- 2.0 THE CONTRACTOR SHOULD VERIFY ALL DIMENSIONS ON SITE PRIOR TO PROCEEDING WITH THE WORK.
- 3.0 THESE NOTES ARE TO BE READ IN CONJUNCTION WITH THE ARCHITECTURAL DETAILS AND SPECIFICATIONS. IF THERE IS A DISCREPANCY BETWEEN THE ARCHITECTURAL DETAILS, GENERAL REQUIREMENTS, OR SPECIFICATIONS, PLEASE NOTIFY THE ARCHITECT FOR DIRECTION PRIOR TO PROCEEDING WITH WORK.
- 4.0 ALL WORK REPLACING EXISTING WORK IS TO BE COMPLETED AS PER <BCBC 2024>
- 5.0 PROTECT ALL LANDSCAPING AND ROADWORK DURING CONSTRUCTION. PROTECT NATURAL HABITAT AND PREVENT EROSION OF SOILS DUE TO RUN OFF.
- 6.0 WHERE APPLICABLE, THE MANUFACTURER'S WRITTEN PRODUCT LITERATURE SHALL TAKE PRECEDENCE OVER THESE WRITTEN RECOMMENDATIONS.
7. THESE NOTES ARE NOT INTENDED TO ADDRESS OR CONFLICT WITH OTHER REQUIREMENTS OF THE NATIONAL BUILDING CODE INCLUDING LIFE AND FIRE SAFETY, OCCUPANCY, STRUCTURAL, MECHANICAL, ELECTRICAL, AND ANY OTHERS.
8. TEMPORARY MEASURES, SITE SAFETY, MEANS, SEQUENCE, AND OVERALL PROJECT CO-ORDINATION REMAINS THE RESPONSIBILITY OF THE CONTRACTOR.

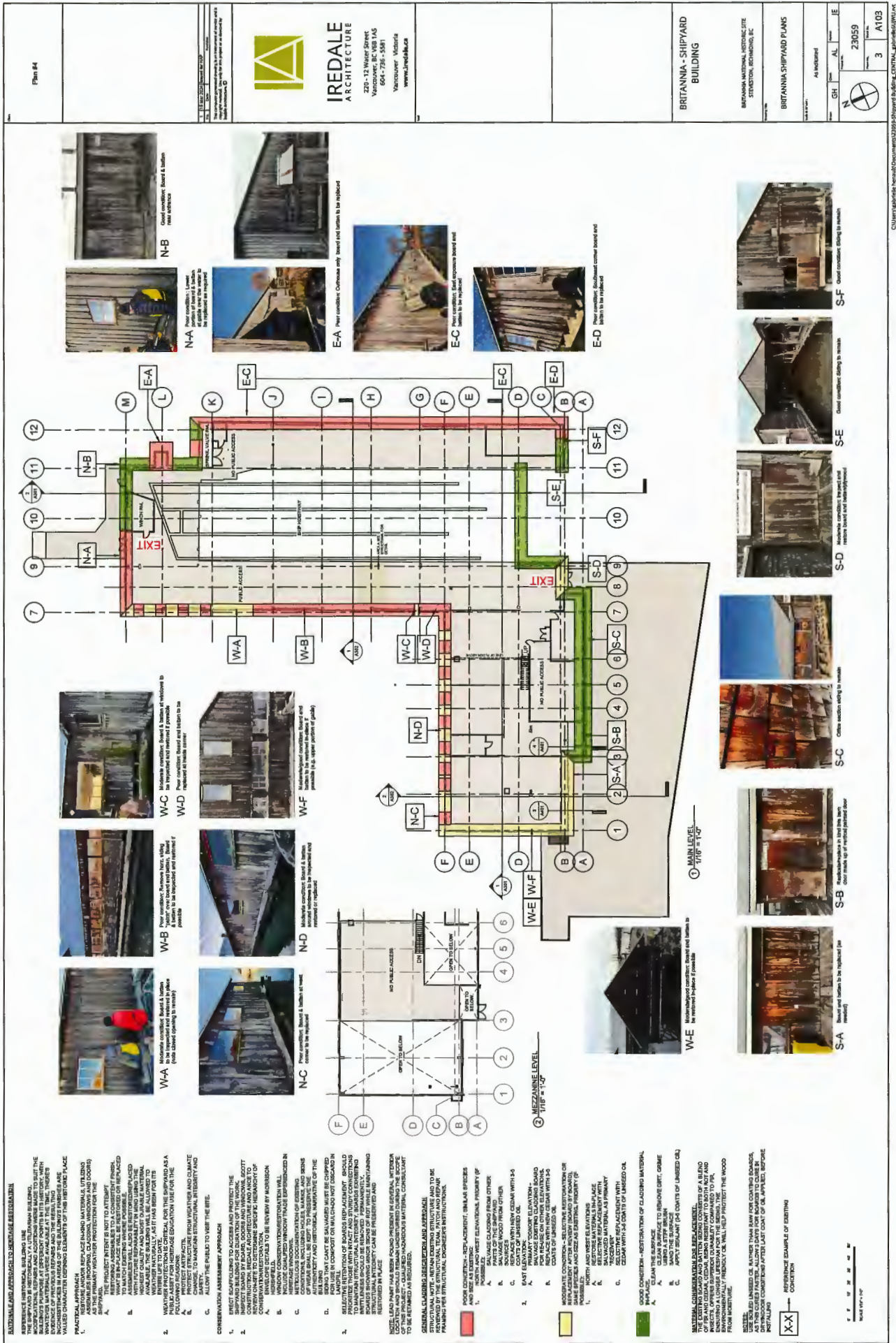
## CONTRACTOR NOTES:

- 1.0 SCOTT CONSTRUCTION MUST ENSURE THAT ONLY EXPERIENCED PROFESSIONALS ARE ASSIGNED TO MANAGE AND SUPERVISE THE WORK CREWS.
  - 2.0 SCOTT CONSTRUCTION TO SAVE SQUARE MILE FROM BUILDING FOR EXHIBIT
- NOTES: EXISTING LIGHT FIXTURES TO BE RETAINED ON THE BUILDING. IF REMOVAL IS REQUIRED DURING CONSTRUCTION, THEY SHOULD BE REINSTALLED IN THEIR ORIGINAL LOCATION AFTERWARDS.
- SAMPLES TO BE PROVIDED TO THE PROJECT TEAM FOR REVIEW AND APPROVAL:
- SIDING: YELLOW CEDAR "TIGHT KNOT" WITH 3-4 COATS ON UNSEED OIL
  - WINDOW TRIM & BARN DOORS: YELLOW CEDAR "TIGHT KNOT" PAINTED SW 6328 (FIREWEED) IN SEMI-GLOSS
  - WINDOW FRAME: D. FIR PAINTED SW 7008 (ALABASTER) IN HIGH-GLOSS
  - PVDF PAINT FINISH FOR METAL ROOFING, COLOUR T8D
  - 7/8" CORRUGATED METAL PROFILE TO BE COMPARED AGAINST EXISTING ROOF
  - 2" MECHANICALLY SEALED 12"W PANEL

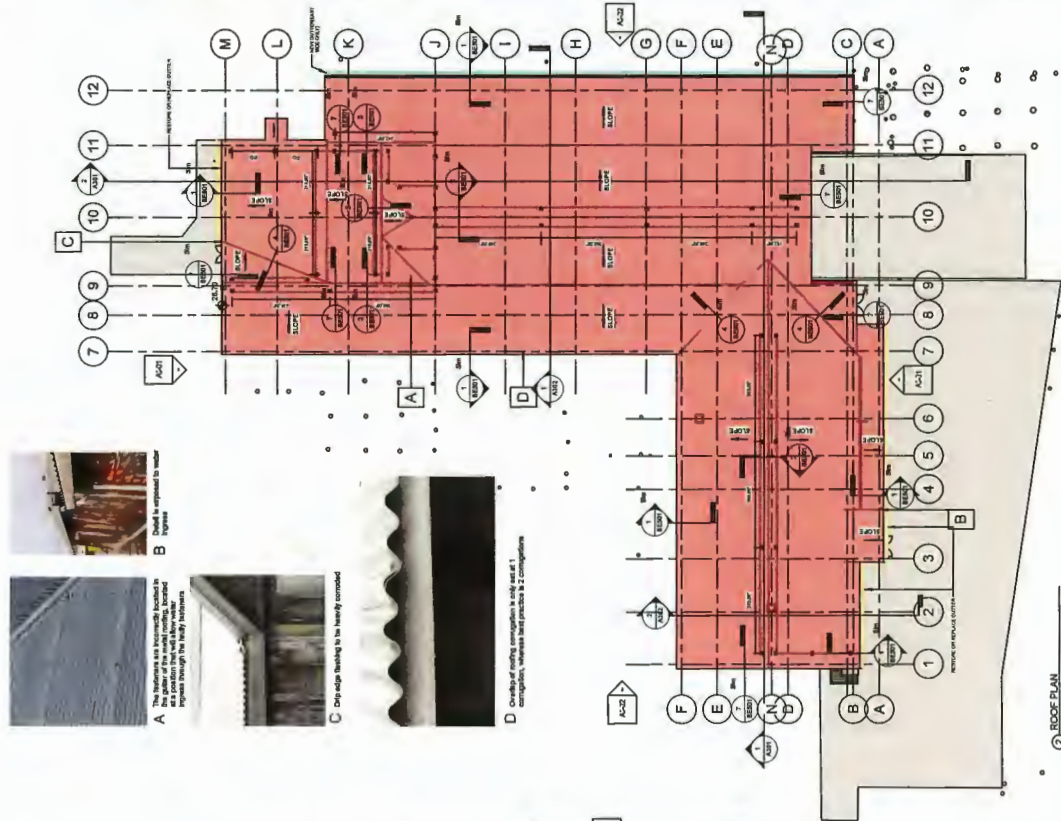




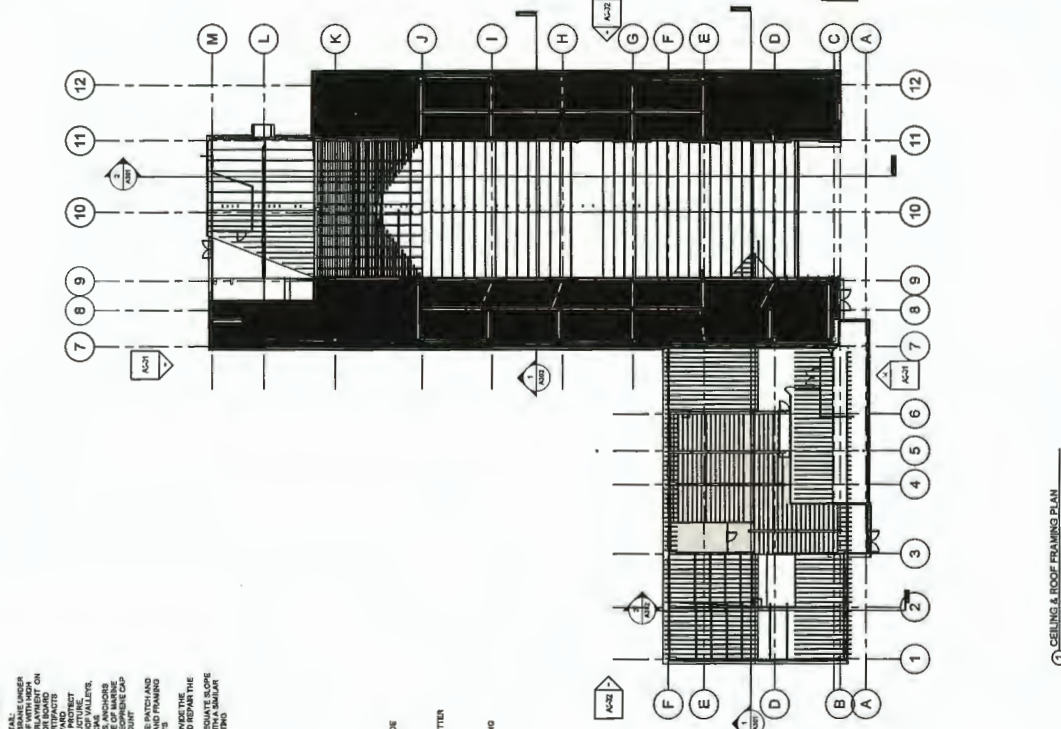








② ROOF PLAN  
1/16" = 1'-0"






① CEILING & ROOF FRAMING PLAN  
1/16" = 1'-0"

- GENERAL CEMENT & ROOF FRAMING CONDITION**  
**DESCRIPTION AND APPROACH**

- RETAIN EXISTING STRUCTURE: PATCH AND REPAIR PLYWOOD, BOARDS AND FRAMING PER**

- [illegible]

-  - GUTTER TO BE ADDED ON EAST GISE ONLY. PROFILE TO MATCH EXISTING.  
 - RESTORE OR REPLACE EXISTING GUTTER (SLOPE 1/4" / 10').  
 - REFERENCE EXAMPLE OF EXISTING CONDITION.









## RATIONALE AND APPROACH TO HERITAGE RESTORATION

**REFERENCE HISTORICAL BUILDING USE**  
THE SHIPYARD IS HISTORICALLY A UTILITARIAN BUILDING. THE SHIPYARD'S REPAIR AND RECONSTRUCTION WERE MADE TO SUIT THE BUILDING'S FUNCTION. REPAIRS AND RECONSTRUCTIONS WERE MADE WITH WHATEVER MATERIALS WERE AVAILABLE AT THE TIME. THEREFORE, CONSIDERATION OF PREVIOUS REPAIRS AND THE RESULTING INCONSISTENCIES IN AREAS OF THE BUILDING FINISHES ARE VALUED CHARACTER DETERMINING ELEMENTS OF THIS HISTORIC PLACE.

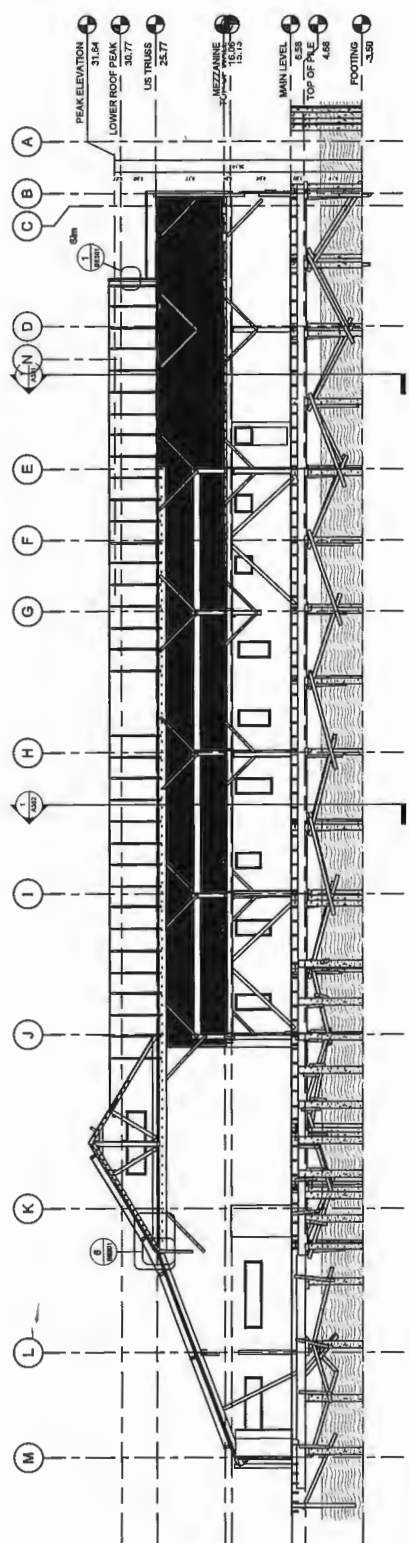
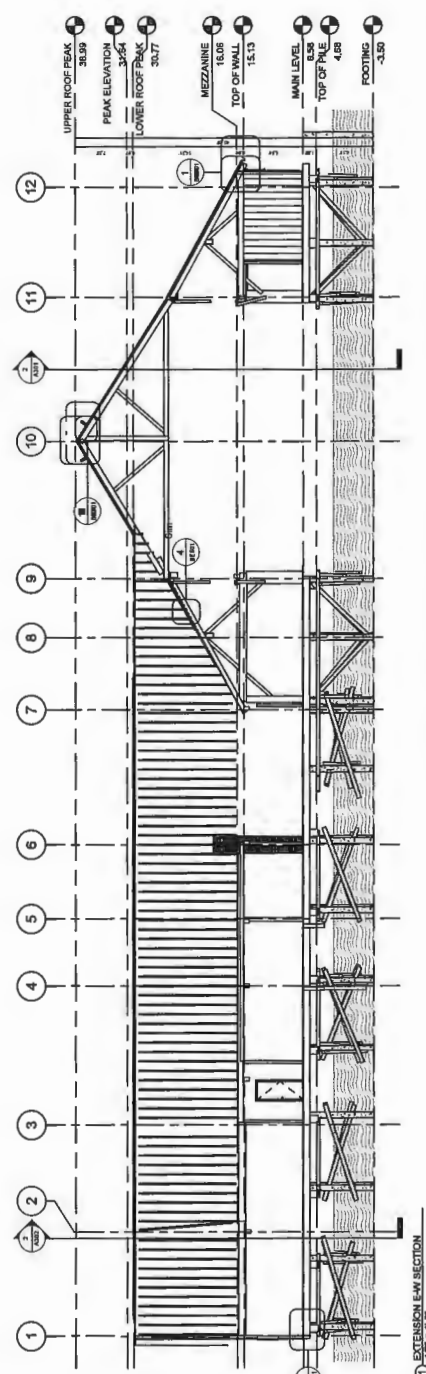
**PRACTICAL APPROACH**  
REPAIRS AND/OR REPLACE IN-ROD MATERIALS, UTILIZING THE SAME OR SIMILAR MATERIALS, FINISHES, AND JOINTS (AS THE BUILDING WEARS, USE, DESTRUCTION, AND REPAIRS).

- a. THE PROJECT INTENT IS NOT TO ATTEMPT TO RECONSTRUCT THE BUILDING TO ITS ORIGINAL DESIGN. THE BUILDING WILL BE RECONSTRUCTED TO MATCH EXISTING WHERE POSSIBLE.
- b. THE BUILDING WILL ALSO BE REINTERPRETED ASSEMBLIES WILL BE ALLOWED TO REMAIN IN PLACE. THE HIGHEST QUALITY AND MOST DURABLE MATERIAL AVAILABLE. THE BUILDING WILL BE ALLOWED TO WEATHER NATURALLY, AS IT HAS BEEN FOR ITS ENTIRE HISTORY.
2. WEATHER PROTECTION IS CRITICAL FOR THE SHIPYARD AS A PUBLIC ASSET FOR HERITAGE EDUCATION USE FOR THE FOLLOWING REASONS:
  - a. PROTECT VISITORS FROM WEATHER AND CLIMATE CHANGE, TO MAINTAIN STRUCTURAL INTEGRITY AND PREVENT DAMAGE TO THE BUILDING.
  - b. ALLOW THE PUBLIC TO VISIT THE SITE.

### CONSERVATION ASSESSMENT APPROACH

- [illegible]

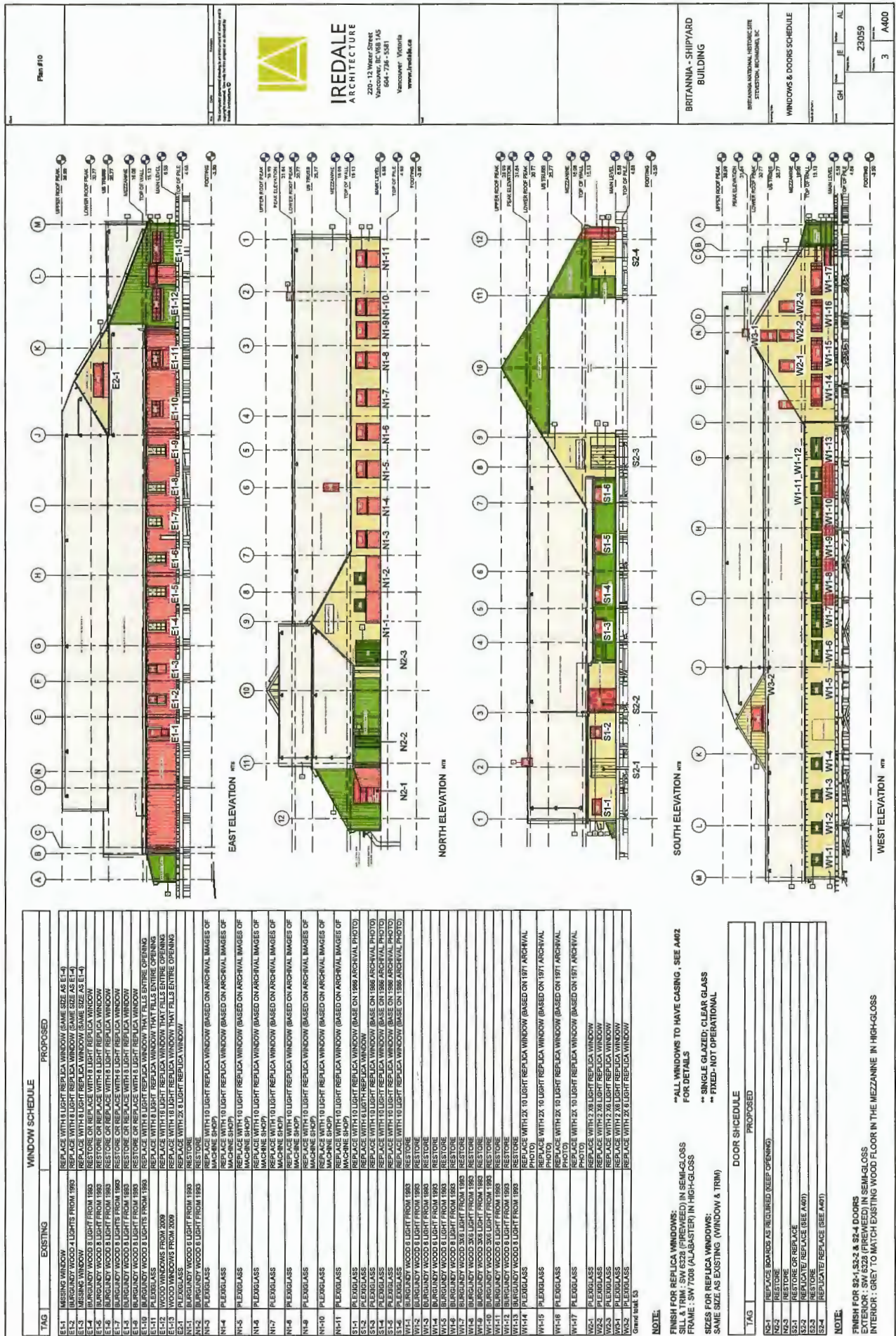
NOTE: LEAD PAINT HAS BEEN FOUND PRESENT IN SEVERAL INTERIOR LOCATION AND SHOULD REMAIN UNDISTURBED DURING THE SCOPE OF THIS PROJECT - QUALIFIED HAZARDOUS MATERIAL CONSULTANT TO BE RETAINED AS REQUIRED.



2 MAIN BLDG N-S SECTION  
1/8" = 1'-0"











NOTE: 4 LIGHT WINDOW SHOWN, REFER TO WINDOW SCHEDULE FOR ACCURATE PAINT QUANTITY

NOTE: REFER TO DOOR SCHEDULE FOR PAINT COLOURS







PHOTO(1)



PHOTO(5)



PHOTO(9)



PHOTO(13)



PHOTO(2)



PHOTO(6)



PHOTO(10)



PHOTO(14)



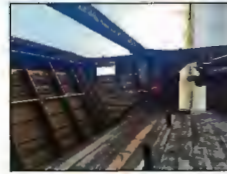
PHOTO(3)



PHOTO(7)



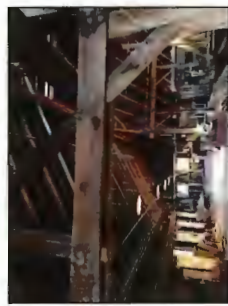
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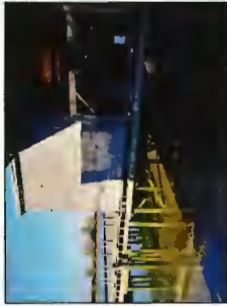
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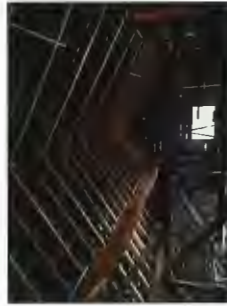
PHOTO(4)



PHOTO(8)



PHOTO(12)



PHOTO(16)

Plan #13

|     |            |                   |
|-----|------------|-------------------|
| NO. | DATE       | REVISION          |
| 1   | 2024-04-30 | 100% PROGRESS SET |

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**IREDALE  
ARCHITECTURE**

220 - 12 Valley Street  
Vancouver, BC V6P 4K5  
604 - 726-5581  
Vancouver, Victoria  
Ireland, Kuala Lumpur



ES&C Permit to Proceed #100016

**BRITANNIA-SHIPYARD  
BUILDING**

5150 WESTWATER DR.  
RICHMOND  
B.C. V6X 3P5

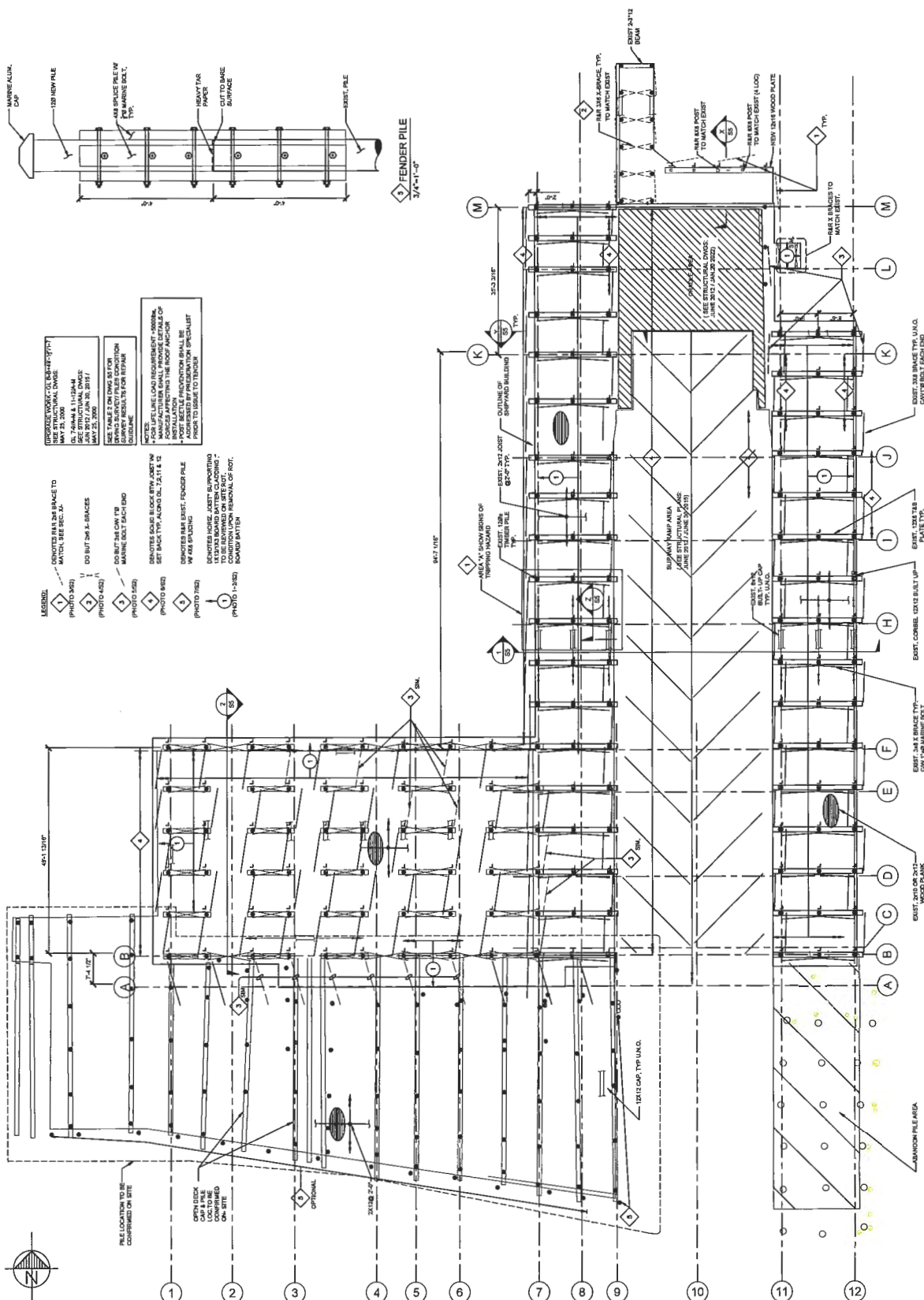
PHOTOS

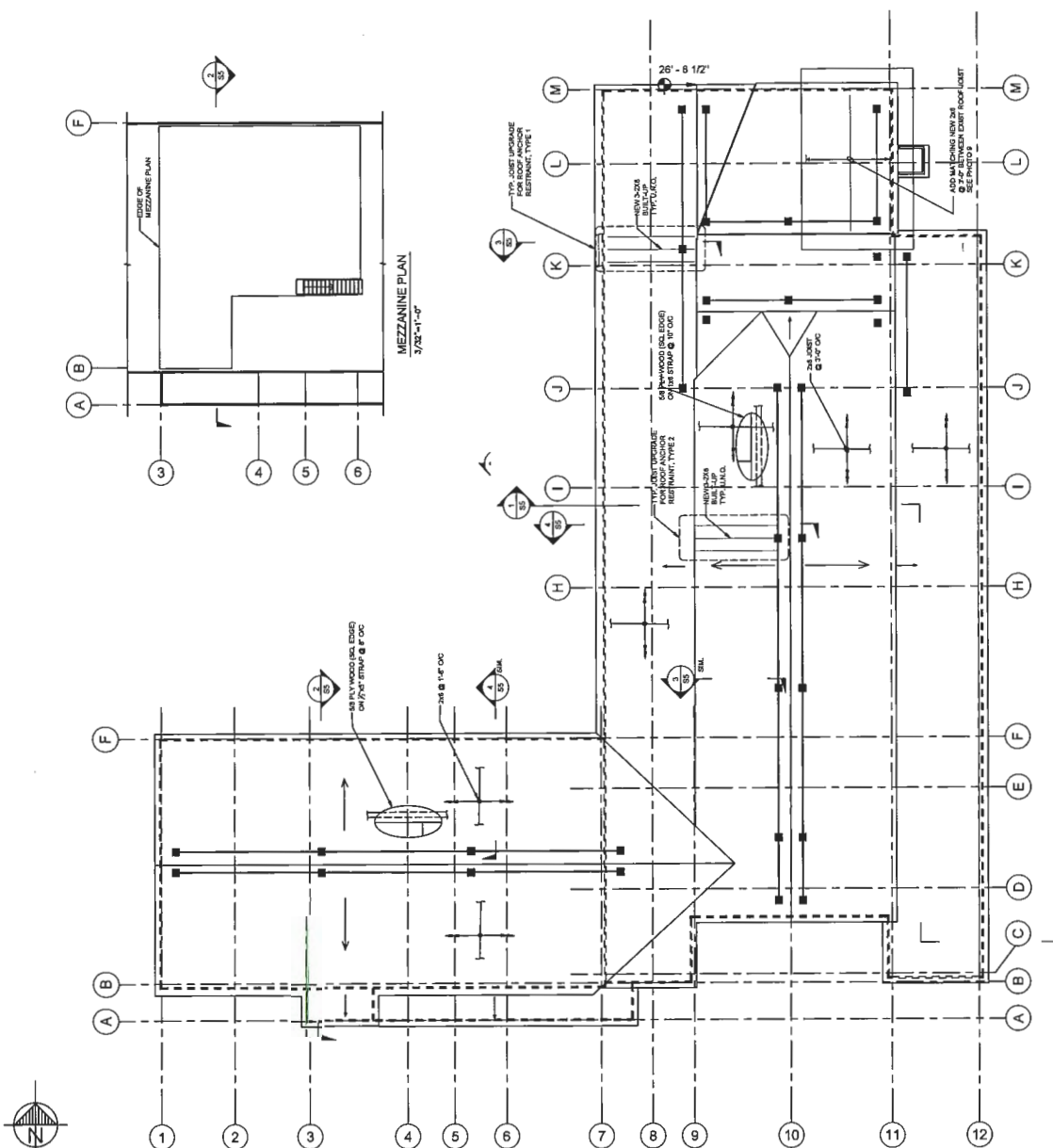
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|-----|------------|-------------------|
| NO. | DATE       | REVISION          |
| 1   | 2024-04-30 | 100% PROGRESS SET |

100% PROGRESS SET  
2024-04-30

13376

S2








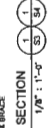
MAIL ADDITIONAL 248 STRAPPING UNDER EXIST.

NOTES:  
ROOF WORK -  
SEE EXIST. STRUCTURAL DWG.  
MAY 25, 2000

**LEGEND:**

-  3 DONOTES R&R 1X4 BRACE C/W 1"3 MARINE BOLT EACH END (SEE PHOTO 502)
-  ENERGY ABSORBING HLL FALL PROTECTION ANCHORS 1X 3/4
-  HORIZONTAL LIFE LINES













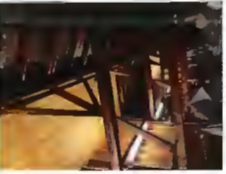










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|---|---|--|--|--|---|--|--|---|--|--|--|--|---|--|--|--|
| Plan #19<br>1377  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |
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|  |   |  |  |  |   |  |  |   |  |  |  |  |   |  |  |  |

100% PROGRESS SET  
2024-04-30

1377

| NO. | DATE       | REVISION          |
|-----|------------|-------------------|
| 1   | 2024-04-30 | 100% PROGRESS SET |

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ESGC Permit to Practice #100018

SEINE NET LOFT

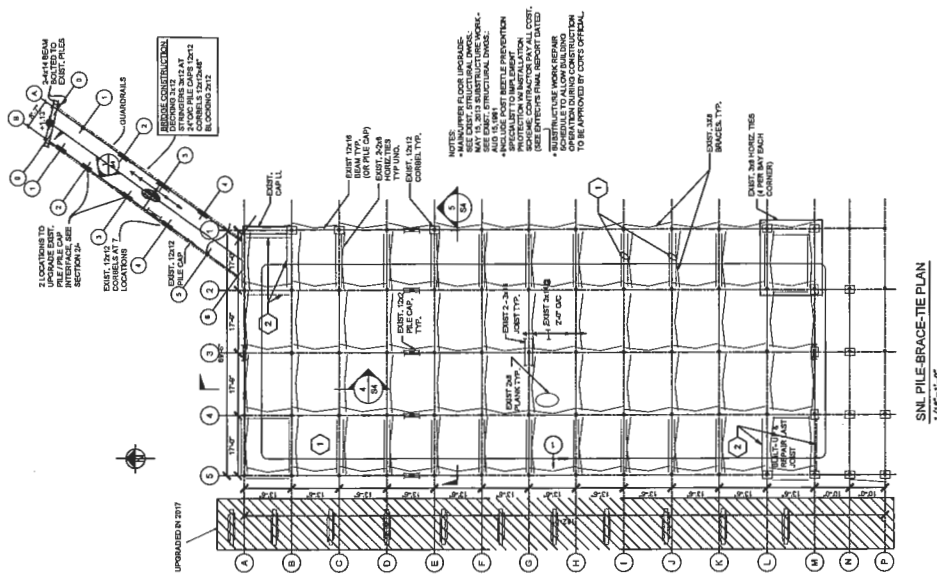
5180 WESTWATER DR.  
RICHMOND  
B.C. V6V 2G5

**BRITANNIA SHIPYARD  
BUILDING - PILE DECK PLAN  
& ROOF PLAN**

| As Issued |    | 13377 |    | S3 |    |
|-----------|----|-------|----|----|----|
| SK        | LL | LL    | LL | LL | LL |

100% PROGRESS SET  
2024-04-30

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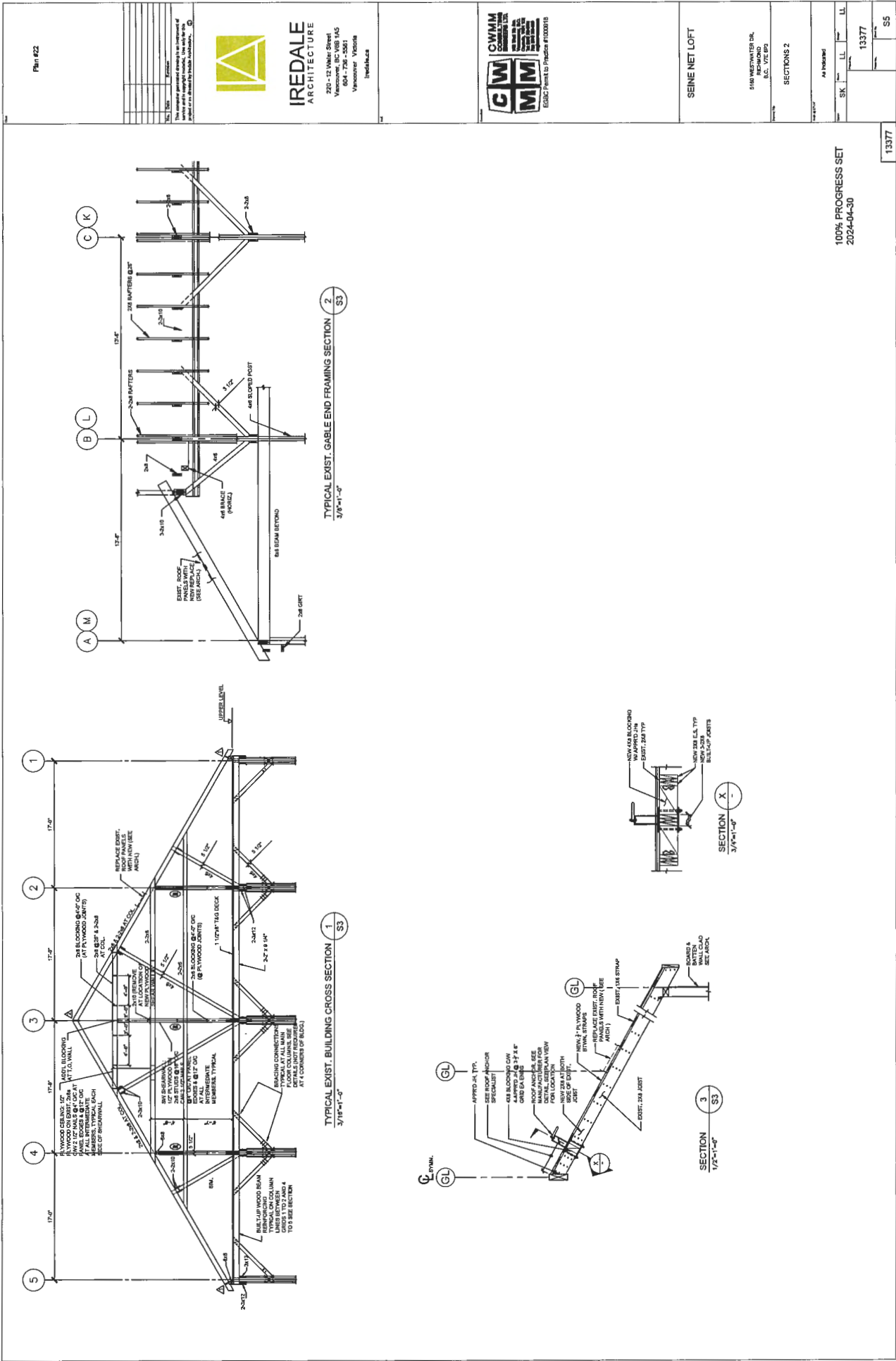


The image contains two structural drawings. The top drawing is a side elevation of the 'TYPICAL EXIST. GABLE END FRAMING SECTION' with a width of 3/16"-1'-0". It shows a gable end with a roof pitch of 10/12. Key components include:
 

- Existing column caps on 12x16 pile caps.
- 2x8 TYP. (typical) rafters.
- 2x8 TYP. (typical) roof sheathing.
- Labels A, B, L, K, M, and N indicating specific locations or details.
- Dimensions: 13'-0" and 13'-0" for the main height, and 17'-0" for the gable height.
- Note: 'REPLACE DAMAGED 2x8 TIES (IF ANY)'.

The bottom drawing is a side elevation of the 'TYPICAL EXIST. BUILDING CROSS SECTION' with a width of 3/16"-1'-0". It shows a cross-section of the building with a roof pitch of 10/12. Key components include:
 

- 2x8 TYP. (typical) rafters.
- 2x8 TYP. (typical) roof sheathing.
- Labels 1, 2, 3, 4, and 5 indicating specific locations or details.
- Dimensions: 17'-0" and 17'-0" for the main height, and 17'-0" for the gable height.
- Note: '2x8 TYP. (typical)'.





| TABLE 1 (CONT'D) |             |   |                     |            |                   |                 | Inspection Analysis |  | Remarks |  |
|------------------|-------------|---|---------------------|------------|-------------------|-----------------|---------------------|--|---------|--|
| Pile             |             | # | Pile Cap<br>% decay | Boring     | Corbel<br>% decay | Comments        |                     |  |         |  |
| Coordinates      | OD<br>(in.) |   |                     |            |                   |                 | Pile % decay        |  |         |  |
| A4               | 40          |   |                     |            |                   | See 2504        |                     |  |         |  |
| B4               | 50          |   |                     |            |                   | See 2504        |                     |  |         |  |
| C4               | 40          |   |                     |            |                   | See 2504        |                     |  |         |  |
| D4               | 30          |   |                     | Split West | 70                | See 2504 Boring |                     |  |         |  |
| E4               | 40          |   |                     |            |                   | See 2504        |                     |  |         |  |
| F4               | 50          |   |                     |            |                   | See 2504        |                     |  |         |  |
| G4               | 40          |   |                     |            |                   | See 2504        |                     |  |         |  |
| H4               | 40          |   |                     |            |                   | See 2504        |                     |  |         |  |
| I4               | 14          |   |                     |            |                   | See 2504        |                     |  |         |  |
| J4               | 14          |   |                     |            |                   | See 2504        |                     |  |         |  |
| K4               | 16          |   |                     |            |                   | See 2504        |                     |  |         |  |
| L4               | 16          |   |                     |            |                   | See 2504        |                     |  |         |  |
| M4               | 16          |   |                     |            |                   | See 2504        |                     |  |         |  |
| N4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| O4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| P4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| Q4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| R4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| S4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| T4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| U4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| V4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| W4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| X4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| Y4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| Z4               | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| AZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| BZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| CZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| DZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| ED4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| ER4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| ES4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| ET4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| EZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| FZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| GZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| HZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| ID4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| II4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IN4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IO4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IP4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IQ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IR4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IS4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IT4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IU4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IV4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IW4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IX4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IY4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IZ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JA4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JB4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JC4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JD4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JE4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JF4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JG4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JH4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JI4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| IJ4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| JK4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| KL4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| LM4              | 12          |   |                     |            |                   | See 2504        |                     |  |         |  |
| LN4              | 12          |   |                     |            |                   |                 |                     |  |         |  |

Date: March 14, 2024

| Inspection Analysis |          |              |   |                  |                       |                |  |           |                    | Remarks |
|---------------------|----------|--------------|---|------------------|-----------------------|----------------|--|-----------|--------------------|---------|
| Pile                |          | Pile Cap     |   | Bearing          |                       | Corbel         |  | Comments  |                    |         |
| Coordinates         | OD (in.) | Pile % decay | # | Pile Cap % decay | Bearing               | Corbel % decay |  |           |                    |         |
| A1                  | 16       | 60           |   | 70               | A-B<br>Horizontal     | 40             |  | Wet Color | Seal21-Horst Tie   |         |
| B1                  | 16       | 70           |   |                  | Broken                |                |  | Wet Color | Seal21-Ribbing     |         |
| C1                  | 12       | 10           |   |                  |                       |                |  | Old Color | Not Upgrade        |         |
| D1                  | 14       | 10           |   |                  |                       |                |  | Color     | Not Upgrade        |         |
| E1                  | 16       | 50           |   |                  |                       | 40             |  | Color     | Seal21+CCR         |         |
| F1                  | 14       | 30           |   | 10               |                       |                |  | Color     | Seal21             |         |
| G1                  | PH13 R   |              |   |                  |                       |                |  | Color     | Seal21             |         |
| H1                  | 14       | 30           |   |                  |                       |                |  | Color     | Seal21             |         |
| I1                  | 14       | 50           |   |                  |                       |                |  | Color     | Seal21             |         |
| J1                  | 16       | 50           |   |                  |                       |                |  | Color     | Seal21             |         |
| K1                  | PH12 L30 |              |   |                  |                       |                |  | Color     | Seal21             |         |
| L1                  | Split 40 |              |   |                  |                       | 40             |  | Color     | Seal21+CCR         |         |
| M1                  | 14       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| N1                  | 12       | 10           |   |                  |                       |                |  | Concrete  | Not Upgrade        |         |
| P1                  | 12       | 10           |   |                  |                       |                |  | Concrete  | Not Upgrade        |         |
| A2                  | 18       | 60           |   |                  |                       |                |  | Wet Color | Seal21             |         |
| B2                  | 16       | 40           |   | A-B 30           | Horizontal<br>A-B I+2 | 50             |  | Color     | Seal21+CCR         |         |
| C2                  | 14       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| D2                  | 16       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| E2                  | 14       | 50           |   |                  |                       |                |  | Color     | Seal21             |         |
| F2                  | 16       | Split 50     |   |                  |                       |                |  | Color     | Seal21             |         |
| G2                  | 14       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| H2                  | 14       | Split 50     |   |                  |                       |                |  | Color     | Seal21             |         |
| I2                  | 12       | 30           |   |                  |                       |                |  | Color     | Seal21             |         |
| J2                  | 16       | 10           |   |                  |                       |                |  | Color     | Not Upgrade        |         |
| K2                  | 16       | 30           |   |                  |                       |                |  | Color     | Seal21             |         |
| L2                  | 16       | 20 L40       |   |                  | Diagonal              | 10             |  | PH Color  | Seal21+New<br>Ribs |         |
| M2                  | 14       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| N2                  | 12       | 10           |   |                  |                       |                |  | Concrete  |                    |         |
| P2                  | 12       | 10           |   |                  |                       |                |  | Concrete  |                    |         |
| A3                  |          | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| B3                  | 14       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| C3                  | 12       | 40           |   |                  |                       |                |  | Color end | Seal21             |         |
| D3                  | 10       | 40           |   |                  |                       | Split 20       |  | Color     | Seal21             |         |
| E3                  | 14       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| F3                  | 12       | 50           |   |                  |                       |                |  | Color     | Seal21             |         |
| G3                  | 12       | 50           |   |                  |                       |                |  | Color     | Seal21             |         |
| H3                  | 12       | 50           |   |                  |                       |                |  | Color     | Seal21             |         |
| I3                  | 10       | 11-40 top    |   |                  |                       |                |  | Color     | Seal21             |         |
| J3                  | 16       | 40           |   |                  |                       |                |  | Color     | Seal21             |         |
| K3                  | 16       | Split 60     |   |                  |                       |                |  | Color     | Seal21             |         |
| L3                  | 12       | 40           |   |                  |                       | 30             |  | Color     | Seal21+CCR         |         |
| M3                  | 14       | 10           |   |                  |                       |                |  | Color     | Not Upgrade        |         |
| N3                  | 12       | 10           |   |                  |                       |                |  | Concrete  | Not Upgrade        |         |
| P3                  | 12       | 10           |   |                  |                       |                |  | Concrete  | Not Upgrade        |         |

File: C:\Pile Cap

CCR = Corbel

D = Decay

S = Split

H = Hollow

PH = Fresh Road

Cox = Core Sample Analysis

A = Probe

B = Pig

C = Pig

D = Pig

E = Pig

F = Pig

G = Pig

H = Pig

I = Pig

J = Pig

K = Pig

L = Pig

M = Pig

N = Pig

O = Pig

P = Pig

Q = Pig

R = Pig

S = Pig

T = Pig

U = Pig

V = Pig

W = Pig

X = Pig

Y = Pig

Z = Pig

AA = Pig

AB = Pig

AC = Pig

AD = Pig

AE = Pig

AF = Pig

AG = Pig

AH = Pig

AI = Pig

AJ = Pig

AK = Pig

AL = Pig

AM = Pig

AN = Pig

AO = Pig

AP = Pig

AQ = Pig

AR = Pig

AS = Pig

AT = Pig

AU = Pig

AV = Pig

AW = Pig

AX = Pig

AY = Pig

AZ = Pig

BA = Pig

BB = Pig

BC = Pig

BD = Pig

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EM = Pig

EN = Pig

EO = Pig

EP = Pig

EQ = Pig

ER = Pig

ES = Pig

ET = Pig

EU = Pig

EV = Pig

EW = Pig

EX = Pig

EY = Pig

EZ = Pig

FA = Pig

FB = Pig

FC = Pig

FD = Pig

FE = Pig

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FH = Pig

FI = Pig

FJ = Pig

FK = Pig

FL = Pig

FM = Pig

FN = Pig

FO = Pig

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FQ = Pig

FR = Pig

FS = Pig

FT = Pig

FU = Pig

FV = Pig

FW = Pig

FX = Pig

FY = Pig

FZ = Pig

GA = Pig

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LN = Pig

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OG = Pig

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OI = Pig

OJ = Pig

OK = Pig

OL = Pig

OM = Pig

ON = Pig

OO = Pig

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OQ = Pig

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QZ = Pig

RA = Pig

RB = Pig

RC = Pig

RD = Pig

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RF = Pig

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RH = Pig

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RM = Pig

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RQ = Pig

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RX = Pig

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RZ = Pig

SA = Pig

SB = Pig

SC = Pig

SD = Pig

SE = Pig

SF = Pig

SG = Pig

SH = Pig

SI = Pig

SJ = Pig

SK = Pig

SL = Pig

SM = Pig

SN = Pig

SO = Pig

SP = Pig

SQ = Pig

SR = Pig

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XQ = Pig

XR = Pig

XS = Pig

XT = Pig

XU = Pig

XV = Pig

XW = Pig

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ZP = Pig

ZQ = Pig

ZR = Pig

ZS = Pig

ZT = Pig

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ZX = Pig

ZY = Pig

ZZ = Pig



# City of Richmond

## Report to Committee

**To:** Public Works and Transportation Committee **Date:** June 12, 2024  
**From:** Suzanne Bycraft **File:** 10-6370-01/2024-Vol  
Director, Public Works Operations 01  
**Re:** **Award of Contract 8321NOITC – Mattress and Upholstered Furniture  
Recycling Services**

### Staff Recommendations

1. That Contract 8321NOITC – *Mattress and Upholstered Furniture Recycling Services* be awarded to Pacific Mattress Recycling Inc. at an estimated total contract value of \$1,961,629.39 over a maximum five-year term;
2. That the Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute a service contract with Pacific Mattress Recycling Inc. incorporating the key terms outlined in the staff report dated June 12, 2024; and
3. That a Change Order for contract 6205P – *Residential Solid Waste Collection and Recycling Services* with Sierra Waste Services Ltd. be issued to include cross-docking and transportation fees for mattresses and upholstered furniture at the unit prices quoted at an additional annual estimated cost of \$203,938.85.

Suzanne Bycraft  
Director, Public Works Operations  
(604-233-3338)

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



## Staff Report

### Origin

As a component of its comprehensive recycling program, the City provides services to collect mattresses and furniture items through its Large Item Pick Up program as well as accepting upholstered furniture at the City's Recycling Depot ("Depot"). The Large Item Pick Up program was approved by Council on November 26, 2012 in response to the Metro Vancouver Disposal Ban on mattresses in the landfill. Council further approved acceptance of upholstered furniture for recycling at the Depot on October 9, 2018.

This report presents the results of the procurement process to provide mattress and upholstered furniture recycling processing services and recommends the award of a contract for a maximum five-year term to Pacific Mattress Recycling Inc.

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

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

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

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

### Background

The City is currently under contract 6509P – *Mattress and Upholstered Furniture Recycling Services* with Canadian Mattress Recycling Inc. ("Canadian Mattress") which is due to expire on October 31, 2024. The scope of materials for this service includes processing and recycling of mattresses, box springs, and upholstered furniture items such as office or dining chairs, armchairs, recliners, loveseats, couches, reclining couches, sectionals, sofa-beds and ottomans. Materials under this contract are transported by the City's collection service provider, Sierra Waste Services Ltd. (Sierra Waste) under Contract 6205P – Residential Solid Waste and Recycling Services. During the last five years, the City has been able to recycle 82,657 items as shown in Table 1.

Table 1: Mattresses and Upholstered Furniture Recycling Quantities

|                          | 2019          | 2020          | 2021          | 2022          | 2023          | Total         |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Mattresses & box springs | 3,876         | 4,782         | 5,528         | 3,958         | 3,718         | 21,862        |
| Upholstered furniture    | 8,873         | 10,100        | 16,824        | 12,983        | 12,015        | 60,795        |
| <b>Total Items</b>       | <b>12,749</b> | <b>14,882</b> | <b>22,352</b> | <b>16,941</b> | <b>15,733</b> | <b>82,657</b> |
| Total Tonnes             | 294.53        | 433.37        | 524.16        | 389.69        | 370.18        | 2,011.93      |

Up until January 31, 2024, Canadian Mattress was located on Annacis Island in Delta, BC. On January 19, 2024 the City was notified that Pacific Mattress Recycling Inc. ("Pacific Mattress") and Canadian Mattress would be merging and all operations would move to Hope, BC, doing business as Pacific Mattress. This change became effective February 1, 2024.

### 8321 NOITC – Mattress and Upholstered Furniture Recycling Services

With this merger, Pacific Mattress is the only known provider of mattress and upholstered furniture processing and recycling services in the Lower Mainland. Due to this, the City issued a Notice of Intent to Contract ("NOITC") on BC Bid on April 3, 2024 to notify the market of its intent to enter into an maximum five-year contract with Pacific Mattress which closed on April 17, 2024. No challenges were received during the posting period. As a result, Staff entered into negotiations with Pacific Mattress to negotiate the commercial terms for a new contract. Based on per unit pricing, it is estimated that the contract value will be \$1,961,629.39 over the maximum five-year term as outlined in Table 2.

Table 2: Estimated Five Year Contract Value

| <b>Recycling and Processing</b> | <b>Year 1</b>       | <b>Year 2</b>       | <b>Year 3</b>       | <b>Year 4</b>       | <b>Year 5</b>       | <b>Total</b>          |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| Mattresses & box springs        | \$67,392.00         | \$67,392.00         | \$67,392.00         | \$70,087.68         | \$72,890.48         | \$345,154.16          |
| Upholstered furniture           | \$280,800.00        | \$280,800.00        | \$280,800.00        | \$292,032.00        | \$303,713.28        | \$1,438,145.28        |
| <b>Total</b>                    | <b>\$348,192.00</b> | <b>\$348,192.00</b> | <b>\$348,192.00</b> | <b>\$362,119.68</b> | <b>\$376,603.76</b> | <b>\$1,783,299.44</b> |
| Contingency 10%                 | \$34,819.20         | \$34,819.20         | \$34,819.20         | \$36,211.97         | \$37,660.38         | \$178,329.95          |
| <b>Total</b>                    | <b>\$383,011.20</b> | <b>\$383,011.20</b> | <b>\$383,011.20</b> | <b>\$398,331.65</b> | <b>\$414,264.14</b> | <b>\$1,961,629.39</b> |

The key terms of the service contract will include:

1. *Services:* Processing and recycling of in-scope mattresses, box springs and upholstered furniture which includes evaluation of materials for the purpose of donation or reuse.
2. *Term:* The initial term of the contract is three years, renewable up to two additional one-year terms, for a maximum term of five years.
3. *Unit price contract:* Costs are based on a per unit amount as quoted for recycling of mattresses, box springs and upholstered furniture. Total value will vary based on the total number of items collected and received through the City's recycling service programs.
4. *Escalation:* Provisions for years 4 and 5 to be negotiated at amounts not to exceed the annual consumer price index for Vancouver for the prior year.
5. *Transportation:* The City is responsible for delivering materials direct to the Contractor's recycling facility located in Hope, B.C. Transportation costs to be borne by the City.
6. *Reporting:* Contractor to provide monthly diversion report which includes quantities and tonnage for items recycled.

### Transportation

To minimize the cost impact associated with transporting these materials to the Hope facility, alternative arrangements are required to consolidate and cross-dock items in a 53' trailer at the City Works Yard for subsequent transport to Hope. These items are collected by Sierra Waste on behalf of the City under Contract 6205P through the Large Item Pick Up program and through upholstered furniture dropped off at the Depot by residents.

As the Annacis Island location is now closed, the City requires Sierra Waste to consolidate and cross-dock the items from their smaller collection vehicles and from the Depot into the 53' trailer. To maintain operational efficiency, decrease additional handling through a third party, and streamline logistics for this consolidation and transportation, the City sought pricing from Sierra Waste to provide the added scope of services required to handle the consolidation and transportation of the items to Hope.

Staff are therefore requesting authority for Sierra Waste to provide the consolidation and additional transportation at a per unit rate at an estimated incremental annual cost of \$203,938.85, subject to annual increases, in the award of contract to Pacific Mattress. If approved, staff will issue a Change Order to Contract 6205P to reflect this work.

### **Financial Impact**

The total value of the processing contract with Pacific Mattress over the maximum available five-year term is estimated at \$1,961,629.39 and incremental annual transportation costs are estimated to be \$203,938.85 with Sierra Waste. This is a unit price contract that is dependent on the total number of items collected and received through the City's recycling service programs, therefore amounts will vary.

Required funding amounts for the recycling processing services under this contract are included in the annual Sanitation and Recycling Utility budget and rates. The additional transportation costs can be accommodated from savings realized under a separate service contract within the Sanitation and Recycling Utility budget and reported previously to Council.

### **Conclusion**

This report presents the results of *8321 NOITC – Mattress and Upholstered Furniture Recycling Services*. It is recommended that the contract be awarded to Pacific Mattress Recycling Inc. at the unit rates quoted for a maximum five-year term commencing August 1, 2024 and the Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute a service contract with Pacific Mattress Recycling Inc. based on the key terms as outlined.

This report further recommends that a Change Order be issued for contract *6205P – Residential Solid Waste Collection and Recycling Services* with Sierra Waste Services Ltd. for the associated material consolidation and transportation costs.

June 12, 2024

- 5 -

The provision of these services aligns with the Metro Vancouver Disposal ban on mattresses and maintains service levels previously approved by Council.

A handwritten signature in black ink, appearing to read 'Kristina Nishi'.

Kristina Nishi

Manager, Recycling and Waste Recovery

(604-244-1280)

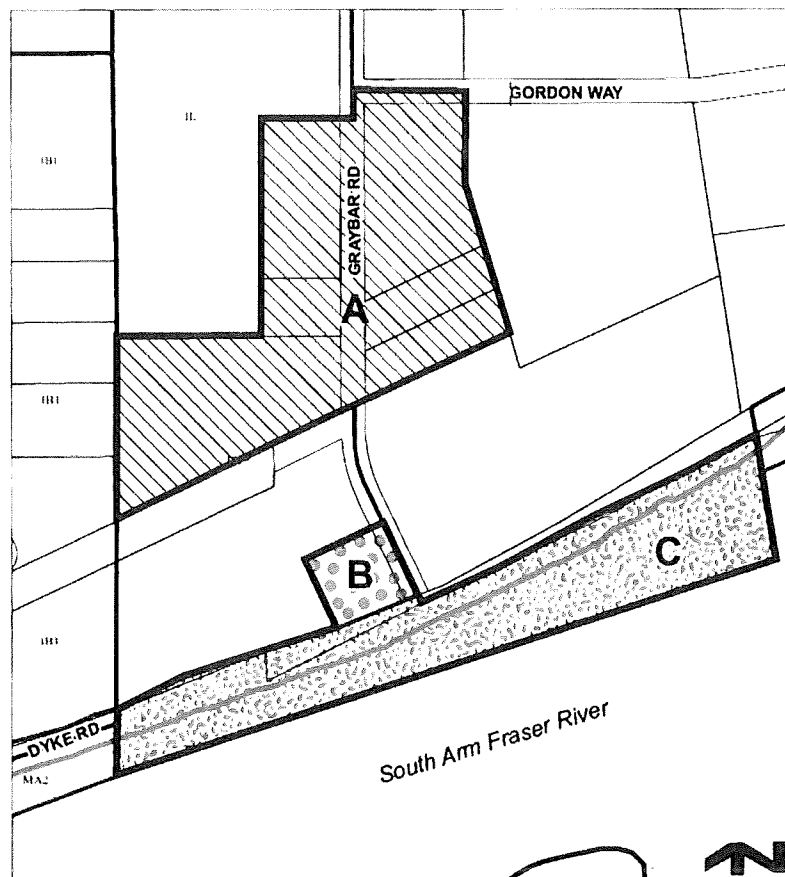


**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10336 (RZ 21-928623)**

**6831 Graybar Road, 20455 Dyke Road, 20911 Dyke Road, 7500 No 9 Road and Lot A Block 4N Plan EPP113853 Section 9 Range 4W New Westminster Land District & SEC 16, 17, 20 (PID 031-553-231) and a portion of Graybar Road**

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended by replacing Section 23.17.4.3 Diagram 1 with the following:
3. Diagram 1





2. Richmond Zoning Bylaw 8500, as amended, is further amended by inserting the following into Section 23 (Site Specific Industrial Zones), in numerical order:

**23.20 Industrial Business Park and Marina (ZI20) – Graybar Road (East Richmond)**

**23.20.1 Purpose**

This **zone** provides for a range of **general industrial**, stand-alone **office**, and **maritime uses**, with a limited range of compatible **uses**.

**23.20.2**

**Permitted Uses**

- animal daycare
- animal grooming
- auction, minor
- boat shelter
- broadcasting studio
- car or truck wash
- child care
- commercial storage
- commercial vehicle parking and storage
- contractor service
- education, commercial
- emergency service
- equipment, minor
- fleet service
- government service
- health service, minor
- industrial, general
- industrial, manufacturing
- industrial, warehouse
- library and exhibit
- manufacturing, custom indoor
- marina
- marine sales & rentals
- marine sales and repair
- microbrewery, winery, and distillery
- office
- recreation, indoor
- recycling depot
- recycling drop-off
- restaurant
- utility, minor
- vehicle body repair or paint shop
- vehicle repair

**23.20.3**

**Secondary Uses**

- outdoor storage
- residential security/operator unit

**23.20.4 Permitted Density**

1. The maximum **floor area ratio** is 1.0, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate **community amenity space**.

**23.20.5 Permitted Lot Coverage**

1. The maximum **lot coverage** is 75% for **buildings**.

**23.20.6 Yards & Setbacks**

1. The minimum **setback** to Graybar Road is 6.0 m.
2. The minimum **setback** to the north **property line** is 1.5 m.
3. Notwithstanding section 23.20.6.2, the minimum **setback** to the north **property line** for any portion of a **building** abutting McMillan Way is 3.0 m.
4. Where the **property line** abuts the **Agricultural Land Reserve** the minimum **setback** is 5.0 m.
5. The minimum **setback** to the south **property line** is 3.0 m.
6. There is no minimum **interior side yard** or **rear yard**.
7. A **restaurant** shall not be located closer than 20.0 m to the high water mark.

**23.20.7 Permitted Heights**

1. The maximum **height** for **buildings** is 16.0 m. Additional **building height** may be permitted through the development permit or development variance permit process to a maximum **height** for **buildings** of 35.0 m.
2. The maximum **height** for **accessory structures** is 20.0 m.

**23.20.8 Subdivision Provisions/Minimum Lot Size**

1. There is no minimum **lot width**, **lot depth**, or **lot area** requirement.

**23.20.9 Landscaping & Screening**

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

**23.20.10 On-Site Parking and Loading**

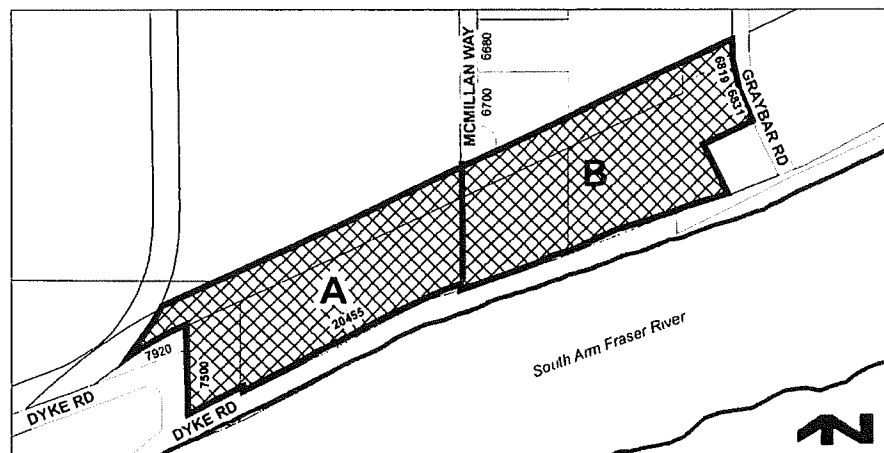
1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0.

2. On-site loading shall be provided according to the provisions of Section 7.0, except that the minimum number of **loading spaces** shall be: 1 medium **loading space** and 0 large **loading spaces** per building.

### 23.20.11 Other Regulations

1. The following **permitted uses** are subject to the restrictions in 23.20.11.2:
  - a) **broadcasting studio**
  - b) **education, commercial**
  - c) **emergency services**
  - d) **equipment, minor**
  - e) **government service**
  - f) **health service, minor**
  - g) **library and exhibit**
  - h) **microbrewery, winery and distillery**
  - h) **office**
2. **Permitted uses** listed in 23.20.11.1 are only permitted in the area shown as "B" on Diagram 1, below.

Diagram 1



3. The sale of products or manufactured items to the general public is a permitted **secondary use** for **industrial, manufacturing uses** only, and is limited to 15% of the total **gross floor area**, up to a maximum **floor area** of 500 m<sup>2</sup>, of the **business**.

4. The following are prohibited from occurring on **sites** where **outdoor storage** is a **secondary use**:
    - a) **Outdoor storage** of wrecked or salvaged goods or materials;
    - b) **Outdoor storage** of food products;
    - c) **Outdoor storage** of goods or materials that are capable of being transmitted above, across, or below a land or water surface due to the effects of weather;
    - d) **Outdoor storage** of goods or materials that constitute a health, fire, explosion, or safety hazard;
    - e) Producing, discharging, or emitting odiferous, toxic, noxious matter or vapours, effluent, heat, glare, radiation, noise, electrical interference, or vibrations; or
    - f) Outdoor servicing of **vehicles** or equipment.
  5. **Commercial vehicle parking and storage** and **outdoor storage uses** are not permitted to be stored, stacked, or piled in any manner that exceed 4.5 m in height.
  6. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and Specific Use Regulations in Section 5.0 apply.
3. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by designating that portion outlined in bold and shown on "Schedule A attached to and forming part of Bylaw 10336" as **"INDUSTRIAL BUSINESS PARK AND MARINA (ZI20) – GRAYBAR ROAD (EAST RICHMOND)."**
  4. That the Mayor and Clerk are hereby authorized to execute any documents necessary to discharge "Land Use Contract 127", having charge number RD85962, including all amendments, modifications and extensions to charge number RD85962 from the following area:

Lot A Sections 9 and 10 Block 4 North Range 4 West  
New Westminster District Plan LMP41420  
PID 024-494-721

5. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10336".

FIRST READING

JUN 27 2022

A PUBLIC HEARING WAS HELD ON

JUL 18 2022

SECOND READING

JUL 18 2022

THIRD READING

JUL 18 2022

OTHER CONDITIONS SATISFIED

JUL 17 2024

ADOPTED



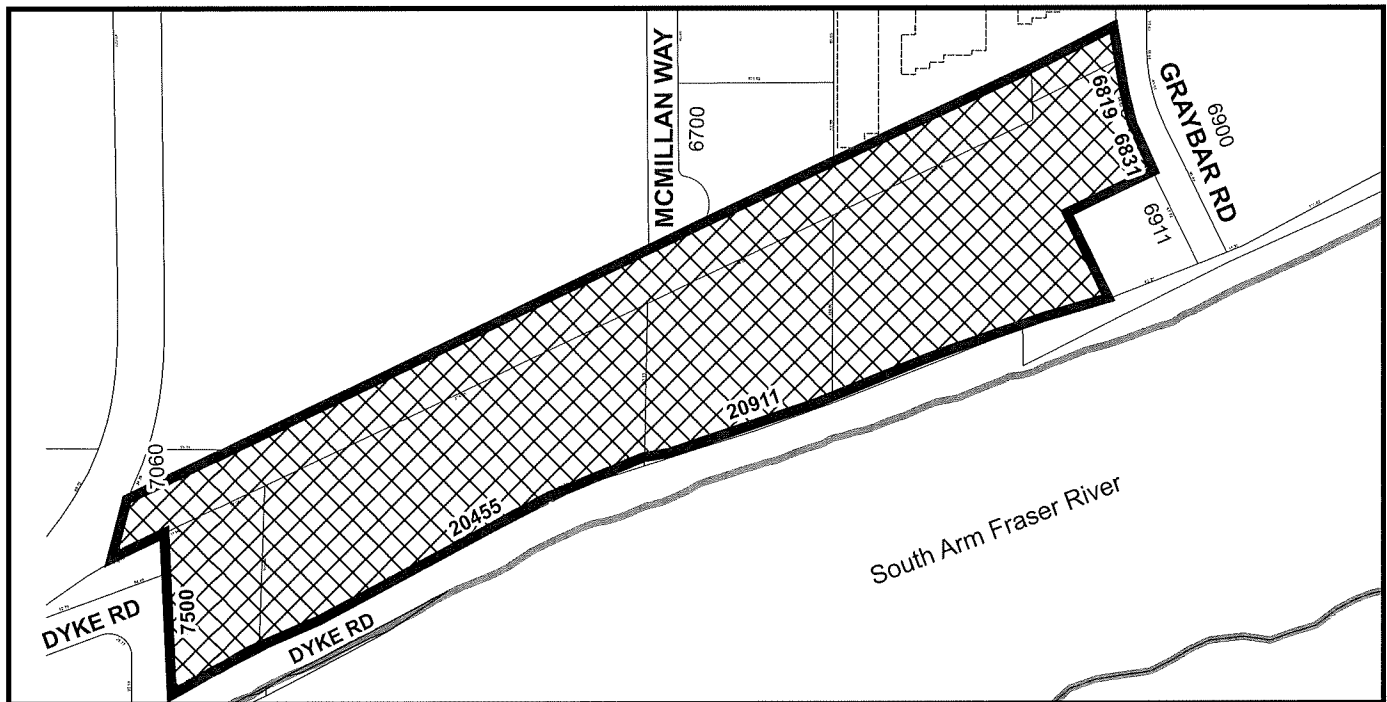
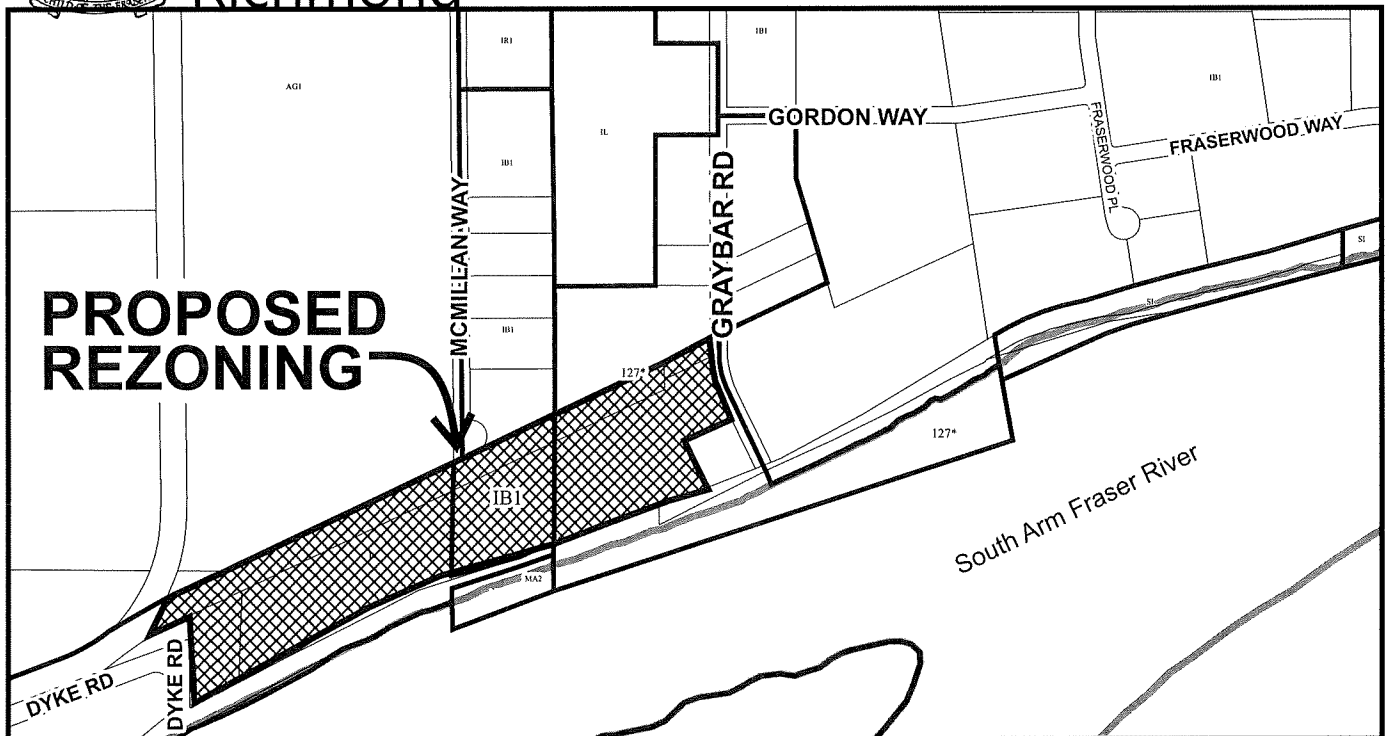
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MAYOR

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CORPORATE OFFICER





# City of Richmond



RZ 21-928623

Original Date: 04/27/21

Revision Date: 06/06/22

Note: Dimensions are in METRES



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**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10406 (RZ 21-931122)  
6071 Azure Road**

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

1. Richmond Zoning Bylaw 8500 is amended by inserting the following into Section 18 (Site Specific Residential (Low Rise Apartment) Zones), in numerical order:

**“18.45 Low to Mid Rise Apartment (ZLR45) – Thompson**

**18.45.1 Purpose**

The **zone** accommodates low and mid rise **residential rental tenure apartment housing** and compatible **secondary uses**. Additional **density** is provided to achieve, among other things, **City** objectives in respect to **affordable housing units, moderate income rental units, and market rental units**.

**18.45.2 Permitted Uses**

- housing, apartment
- housing, town

**18.45.3 Secondary Uses**

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

**18.45.4 Permitted Density**

1. The maximum **floor area ratio** is 0.6 together with an additional:
  - a) 0.1 **floor area ratio** provided that the additional **floor area** is used entirely to accommodate indoor **amenity space**.

2. Notwithstanding Section 18.45.4.1, the reference to “0.6” is increased to a higher **floor area ratio** of “2.1”, provided that:
  - a) the **owner** provides no less than 50 **affordable housing units** on the **site**, having a combined **floor area** of at least 4,384 m<sup>2</sup>, excluding the **building area** of **moderate income rental units** and **market rental units**;
  - b) the **owner** enters into a **housing agreement** with respect to the **affordable housing units** and registers the **housing agreement** against title to the **lot** and files a notice in the Land Title Office;
  - c) the **owner** provides no less than 110 **moderate income rental units** on the **site**, having a combined **floor area** of at least 5,941 m<sup>2</sup>, excluding the **building area** of **affordable housing units** and **market rental units**;
  - d) the **owner** enters into a **moderate income rental housing agreement** with respect to the **moderate income rental units** and registers the **moderate income rental housing agreement** against title to the **lot** and files a notice in the Land Title Office;
  - e) the **owner** provides 170 **market rental units** on the **site**, excluding the **building area** of **affordable housing units** and **moderate income rental units**;
  - f) the **owner** enters into a **market rental agreement** with respect to the **market rental units** and registers the **market rental agreement** against title to the **lot** and files a notice in the Land Title Office;

#### 18.45.5 Permitted Lot Coverage

1. The maximum **lot coverage** is 90% for **buildings**.

#### 18.45.6 Permitted Yards & Setbacks

1. The minimum **setback** from a **road** is 6.0 m, but may be reduced to 4.5 m where a proper interface is provided as specified in a Development Permit approved by the **City**.
2. The minimum **interior side yard** is 4.5 m.

#### 18.45.7 Permitted Heights

1. The maximum **height** for **buildings** is 25.0 m.

**18.45.8 Subdivision Provisions/Minimum Lot Size**

1. The minimum **lot width** is 80.0 m.
2. The minimum **lot depth** is 100.0 m.
3. The minimum **lot area** requirement is 10,000.0 m<sup>2</sup>.

**18.45.9 Landscaping & Screening**

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

**18.45.10 On-Site Parking and Loading**

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, EXCEPT that:
  - a) the minimum number of **parking spaces** required by this bylaw may be reduced to be calculated as follows:
    - i) for **affordable housing unit** residents: 0.6 **parking spaces** per **dwelling unit**;
    - ii) for **moderate income rental unit** residents: 0.6 **parking spaces** per **dwelling unit**;
    - iii) for **market rental unit** residents: 0.72 **parking spaces** per **dwelling unit**;
    - iv) for visitor **parking**: 0.16 **parking spaces** per **dwelling unit**.

**18.45.11 Residential Rental Tenure**

1. For the purposes of this zone, the following definitions apply:
  - a) **moderate income rental unit** means a **dwelling unit** that is subject to a **housing affordability agreement**.
  - b) **moderate income rental housing agreement** means an agreement in a form satisfactory to the **City** that limits the occupancy of the **dwelling unit** that is subject to the agreement to persons, families and **households** that qualify for moderate income housing based on their **household** income level under the terms of the agreement, that restricts the occupancy of the **dwelling unit** to **residential rental tenure**, and that prescribes a maximum rental rate and rate of increase of rental rate for the **dwelling unit**.
2. All **dwelling units** in this **zone** are restricted to **residential rental tenure** only.

**18.45.12 Other Regulations**

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply,”
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“LOW TO MID RISE APARTMENT (ZLR45) – THOMPSON”**.

P.I.D. 002-379-953

Lot 592 Section 7 Block 4 North Range 6 West New Westminster District Plan 25611

3. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10406”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

SEP 26 2022

OCT 17 2022

OCT 17 2022

OCT 17 2022

JUL 10 2024

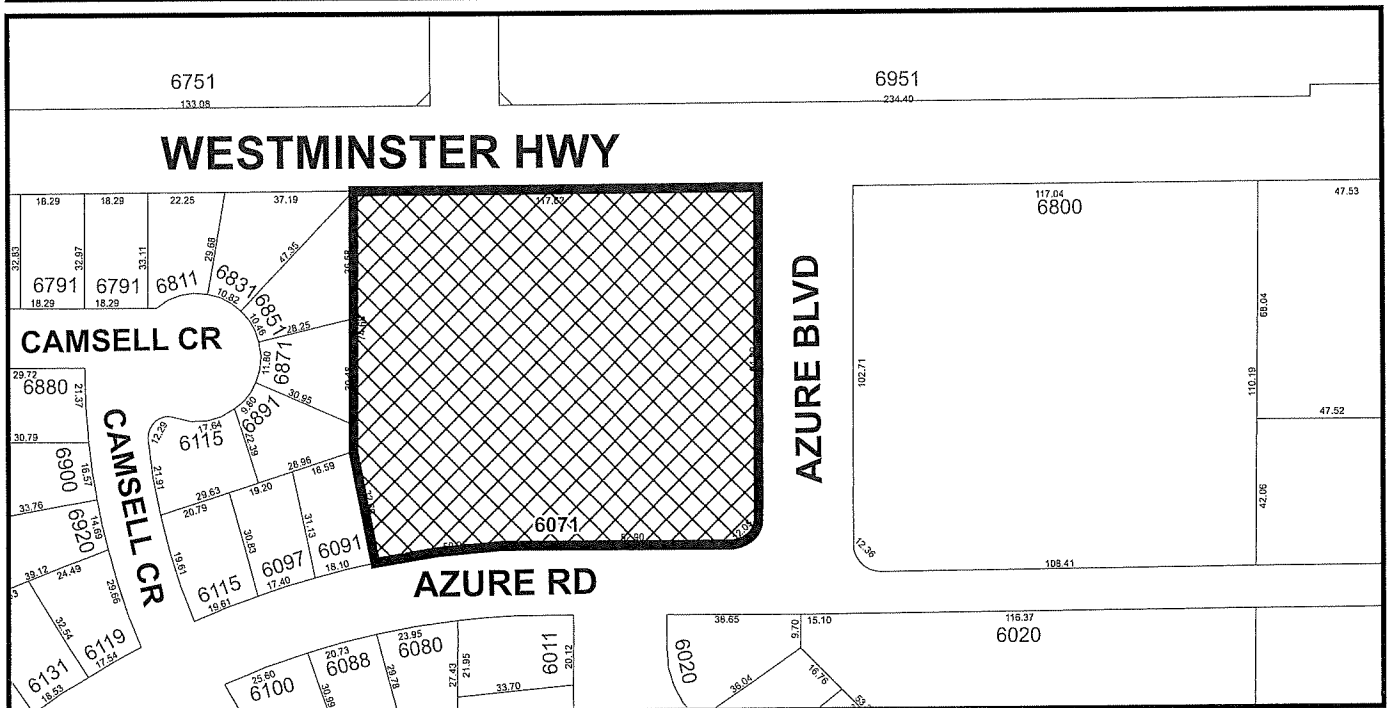
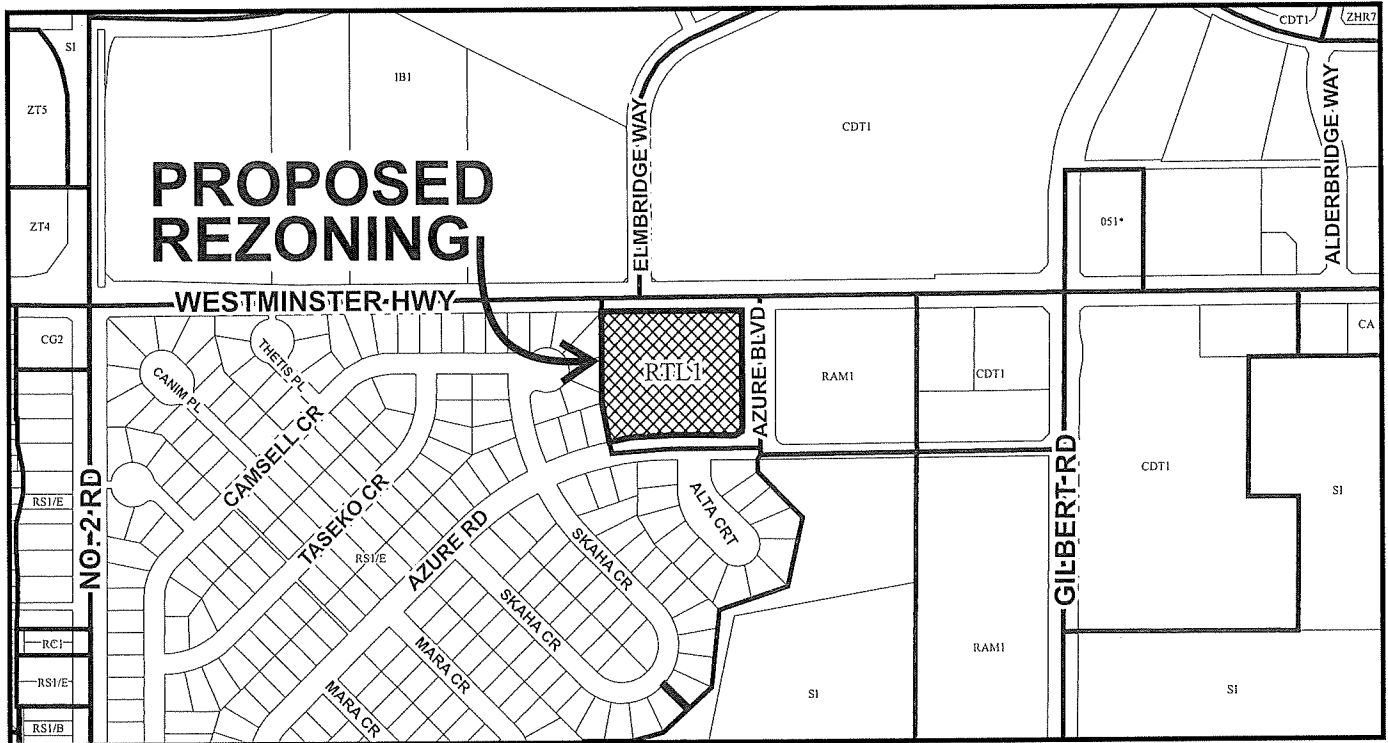
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MAYOR\_\_\_\_\_  
CORPORATE OFFICER





# City of Richmond

Attachment 1  
Location Map and Aerial Photo



## RZ 21-931122

GNCL - 392

Original Date: 06/07/21

Revision Date:

Note: Dimensions are in METRES



**Richmond Official Community Plan Bylaw 9000  
Amendment Bylaw 10407 (RZ 21-931122)  
6071 Azure Road**

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

1. Richmond Official Community Plan Bylaw 9000 is amended by repealing the existing land use designation in Attachment 1 to Schedule 1 thereof of the following area and by designating it "Apartment Residential".

P.I.D. 002-379-953

Lot 592 Section 7 Block 4 North Range 6 West New Westminster District Plan 25611

2. This Bylaw may be cited as "**Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10407**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

SEP 26 2022

OCT 17 2022

OCT 17 2022

OCT 17 2022

JUL 10 2024

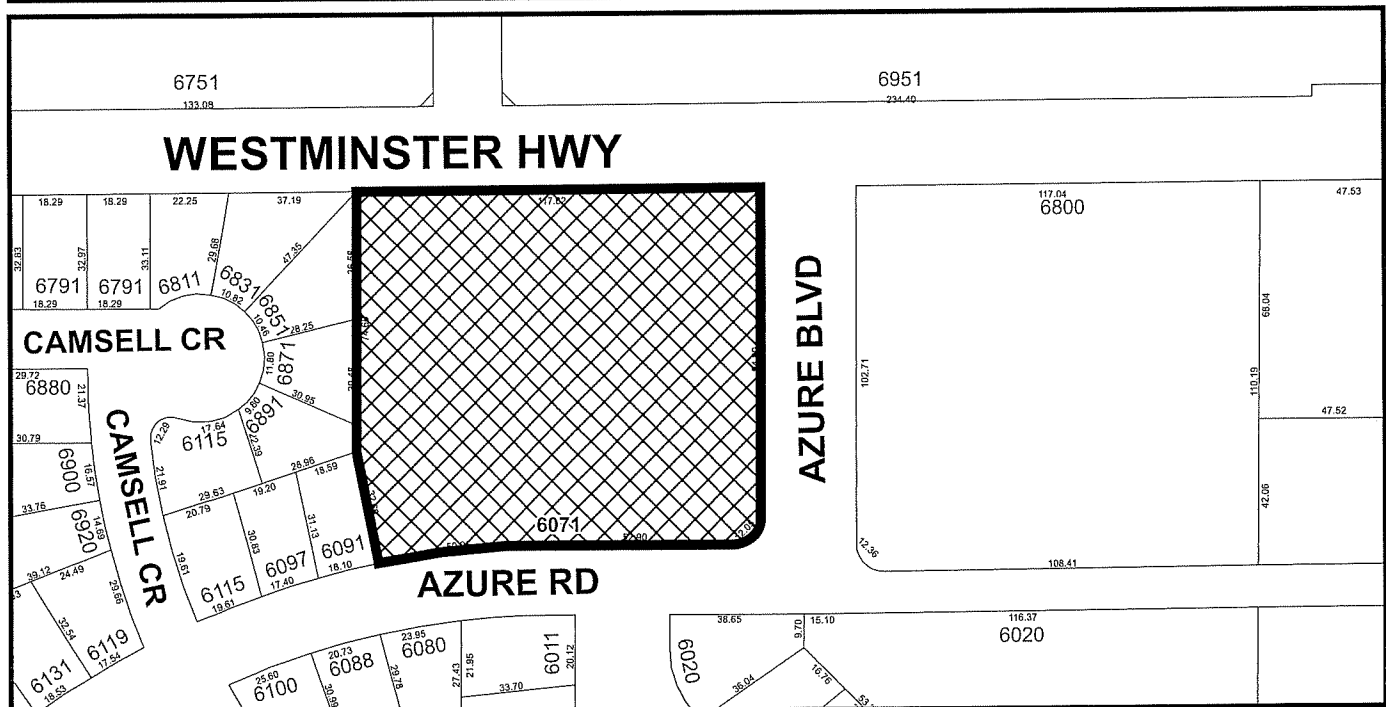
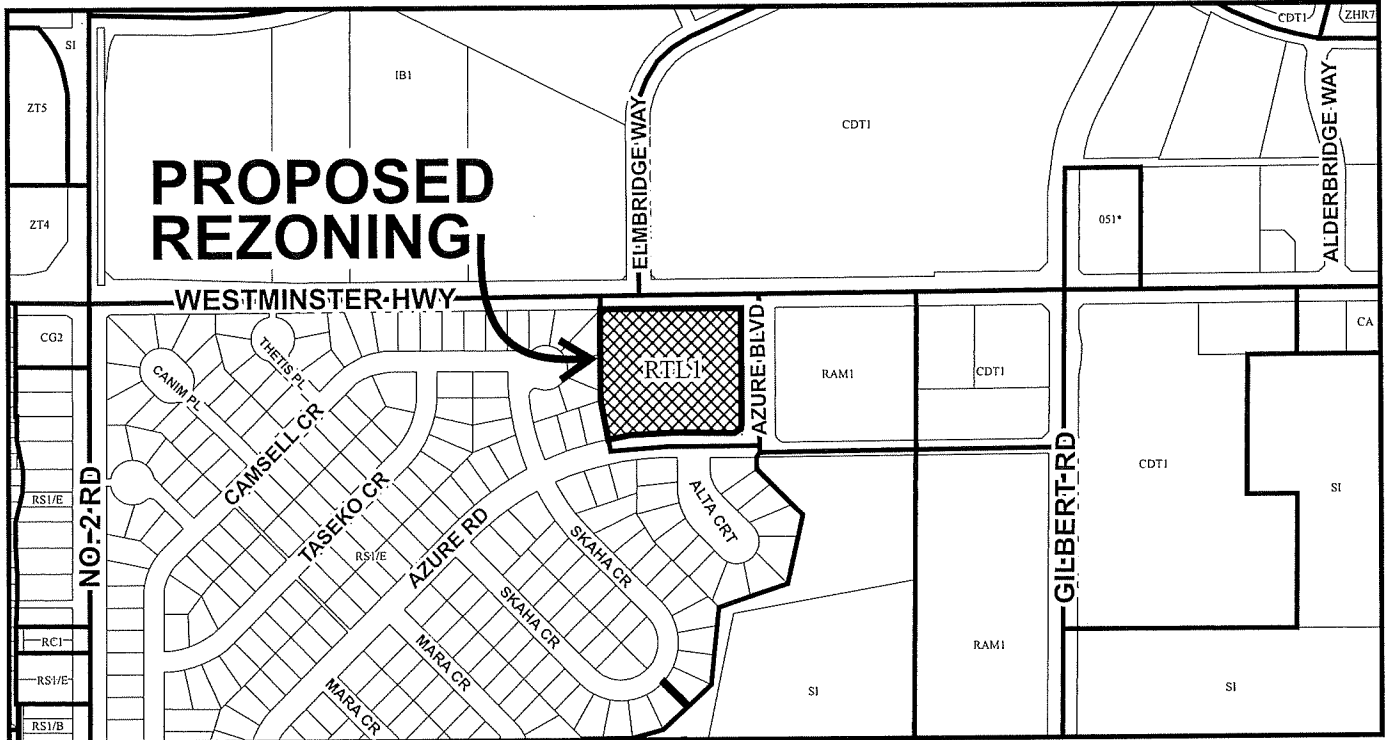
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| CITY OF<br>RICHMOND  |
| APPROVED<br>by<br>SB   |
| APPROVED<br>by Manager<br>or Solicitor<br><i>[Signature]</i> |

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MAYOR

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CORPORATE OFFICER



# City of Richmond



## RZ 21-931122

CNCL - 394

Original Date: 06/07/21

Revision Date:

Note: Dimensions are in METRES



# City of Richmond

## Report to Council

**To:** Richmond City Council

**Date:** July 10, 2024

**From:** Wayne Craig  
Chair, Development Permit Panel

**File:** DP 23-023854

**Re:** **Development Permit Panel Meeting Held on June 12, 2024**

---

### Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 23-023854) for the property at 6071 Azure Road, be endorsed and the Permit so issued.

Wayne Craig  
General Manager, Planning and Development  
(604-276-4083)

## Panel Report

The Development Permit Panel considered the following item at its meeting held on June 12, 2024.

DP 23-023854 – HNP ARCHITECTURE & PLANNING INC. – 6071 AZURE ROAD  
(June 12, 2024)

The Panel considered a Development Permit (DP) application to permit the construction of a low-rise to mid-rise residential development comprising 330 residential units, including 50 low-end-of-rental (LEMR) units, 110 moderate-income rental units and 170 market rental units at 6071 Azure Road on a site zoned “Low to Mid Rise Apartment (ZLR45) – Thompson”. Variances are included in the proposal: to reduce the minimum setback from Westminster Highway from 4.5 m to 4.35 m behind the bus stop and 4.14 m at the Westminster Highway and Azure Boulevard corner cut; and to reduce the minimum manoeuvring aisle width from 6.7 m to 6.1 m.

The applicant’s Architect, Jun Nan, of HNP Architecture and Planning Inc., and the applicant’s Landscape Architect James Whelan, of Durante Kreuk Ltd., provided a brief visual presentation highlighting:

- The existing rental residential site with 50 townhouse units will be redeveloped into two four-storey apartment buildings and one six-storey apartment building with 330 units consisting of 50 low-end-of-market rental (LEMR) units, 110 moderate-income rental housing units and 170 market rental units.
- 46 per cent of the total number of units are family-friendly units or units having two to four bedrooms.
- The building height steps down to provide an appropriate interface with the adjacent single-detached homes.
- The buildings are arranged to surround two major courtyards on podium level with a single-level parking structure below.
- The outdoor amenity spaces provided on the podium level and at the fifth floor of the northeastern building are for the shared use of all residents in the proposed development.
- Indoor amenity spaces are provided in each building and most are located to open up visually or physically to the outdoor amenity spaces.
- The total area proposed for indoor and outdoor amenity spaces exceeds the City requirements.
- The use of different materials and colours visually breaks down the building massing and provides identity to each building.
- The podium level central private amenity courtyard is accessible from the street.
- All of the units meet Basic Universal Housing (BUH) requirements.
- The project meets the City’s energy efficiency and parking requirements.
- The western courtyard has been designed for active uses while the eastern courtyard has been designed for passive uses.
- Urban agriculture areas are located in the podium level outdoor amenity area and at the fifth floor level of the northeastern building which also provides opportunities for social gathering and events.
- All urban agriculture planters have been designed to be accessible for all users.



- Grade changes along the three road frontages are addressed through tiered retaining walls and significant planting.
- A grove of trees along the western edge of the site have been retained.
- Proposed planting includes native and non-native and deciduous and coniferous species.
- Open spaces for private on-site use are proposed at ground level.
- A variety of play equipment and elements are proposed for the children's play area to cater to different children's age groups.

In reply to queries from the Panel, staff noted that (i) there is a Servicing Agreement associated with the project including but not limited to the design and construction of road works including road widening on Westminster Highway and frontage improvements along the three road frontages of the site, traffic calming, utility connections and sanitary sewer upgrades, (ii) the proposed parking complies with the Zoning Bylaw requirements and a package of Transportation Demand Management (TDM) measures is proposed to reduce vehicle ownership in the proposed development, (iii) the subject site is impacted by aircraft noise and the project has been designed to meet the City's aircraft noise interior sound levels and thermal comfort requirements during summer, (iv) the project has been designed to achieve Step 3 of the BC Energy Step Code with a low-carbon energy system and will connect to a City District Energy Utility (DEU) facility for domestic hot water heating when one is available in the area, (v) the rooftop urban agriculture is provided for the shared use of all residents in the proposed development, (vi) a significant number of trees along the west property line of the subject site will be retained and protected to provide a buffer to the single-family homes to west, and (vii) the proposed landscape plan includes the planting of 154 trees which exceeds the required 90 replacement trees.

In reply to queries from the Panel, staff confirmed that (i) the Transit Pass Program is part of the proposed TDM measures and is offered to all residents of the development and provides a two-zone monthly bus pass for a period of one year, (ii) the proposed 50 LEMR rental housing units are replacement units for the existing rental housing units on the subject site and existing tenants will be offered the option of renting a replacement LEMR unit in the proposed development, and (iii) the six rental housing units currently tenanted by Vancouver Coastal Health (VCH) clients will continue to be offered to VCH when construction of the LEMR units in the development is completed.

Discussion ensued regarding access to the podium level central courtyard and it was noted that (i) the central courtyard is only for private use of residents and is not publicly accessible, (ii) there are no gates or fencing proposed at the top or bottom of the ramp and stairs, and (iii) the elevation change from street level sidewalk to the podium level central courtyard marks the transition from the public realm to the semi-private realm.

Following discussion, the applicant was advised to install appropriate signage on the site to inform pedestrians that the podium level courtyard is a private space.

In reply to queries from the Panel, the applicant advised that (i) different types of lighting for different areas in the development are proposed, (ii) all planted areas in the development will be irrigated, (iii) the applicant will work with the arborist to ensure appropriate measures are taken during construction to ensure the protection and survival of existing trees along the west property

line, and (iv) the urban agriculture areas are provided with tool storage spaces as well as potting benches and compost storage areas.

Discussion ensued regarding the location of mechanical units and it was noted that (i) majority of mechanical units for the low-carbon energy system will be located in the parkade, (ii) a limited number of mechanical units for corridor ventilation are proposed to be located on building rooftops, and (iii) the provision of a heat pump for each unit and their proposed location in balconies are currently in the planning stage.

As a result of the discussion, the applicant was advised to take into consideration in their planning the noise that will be generated by the heat pumps and introduce appropriate noise mitigation measures.

In reply to a query from the Panel, staff confirmed a tree survival security is required to be provided by the applicant to ensure the survival of on-site trees identified for retention.

Discussion ensued regarding the proposed architectural and landscape treatment for ground-level exterior walls facing property lines and it was noted that (i) fencing and landscape screening are proposed for the loading area along Azure Boulevard, (ii) there is a high cast-in-place concrete wall adjacent to the bicycle parking area near the parkade entry on Azure Boulevard, (iii) flush landscaping is proposed at the bicycle parking area on Azure Boulevard near the northeast corner of the site, and (iii) there is a long concrete parkade wall along the west property line adjacent to the retained grove of trees.

Following discussion, the applicant was advised to (i) investigate opportunities to add more interest to the treatment of concrete walls along the west property line and adjacent to bicycle parking areas along Azure Boulevard, and (ii) introduce appropriate treatment to discourage tagging on smooth cast-in-place concrete walls.

In reply to the query from the Panel regarding the anticipated time frame for the development of the project and projected start date of tenant relocation, the applicant advised that (i) tenant relocation will only commence after Building Permit issuance, and (ii) subject to the timing of Building Permit issuance and completion of pre-construction activities, construction could start in June of next year at the earliest.

In reply to a query from the Panel regarding details of the tenant relocation plan associated with the proposed development, staff noted that the tenant relocation plan secured at rezoning includes (i) providing tenants with a minimum of four months' notice to end the tenancy, (ii) offering tenants the option of renting a replacement LEMR unit and the six housing units currently tenanted by VCH clients in the existing development will continue to be offered to VCH in the new development, (iii) offering tenants who have resided in the existing development longer than one year the choice of four months' free rent or lump sum equivalent, exceeding the OCP policy requirement of three months' free rent or lump sum equivalent, and (iv) acknowledging that some tenants may require additional assistance throughout the relocation process.

Susan Campbell (6051 Azure Road) submitted correspondence to the Panel expressing concern regarding hospital personnel and visitors using the neighbourhood for parking and opposition to the subject application moving forward.

Staff noted that (i) staff has followed up with the Richmond resident to confirm that parking needs of the proposed development are provided on-site and there are TDM measures proposed to reduce vehicle ownership, (ii) as directed by Council, staff conducted a consultation with residents in the neighbourhood on the potential of introducing a resident only parking program, and (iii) the completed survey indicated little support for the program, except for one small street in the area, (Alta Court) which is proceeding with the program on a pilot basis.

The Panel expressed support for the project, noting that the proposed development provides 100 per cent rental housing units with a high percentage of family-friendly units and varying levels of affordability.

In addition, staff was directed to work with the applicant to (i) investigate opportunities to install access controls such as signage to the outdoor amenity area from public areas, and (ii) review the treatment of exposed walls along the Azure Boulevard frontage and west property line of the subject site.

In response to direction from the Panel, the applicant has advised that signage will be provided at the bottom of the stair and ramp accesses to the podium level resident outdoor amenity space indicating that it is private property and access is permitted for residents and their guests only.

Further, the screening treatment for exposed walls has been improved with: (i) cable trellis-supported vine planting at the loading bay and north side of the parking entrance along the Azure Boulevard frontage and in areas along the west façade; (ii) an additional area of tiered planters at the northeast corner of the Azure Boulevard frontage; and (iii) at ground level along the west façade, a painted pattern referencing the vertical bay treatment of the upper floors.

The Panel recommends the Permit be issued.