



**City Council
Electronic Meeting**

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

**Monday, September 22, 2025
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*
- CNCL-9 *adopt the minutes of the Regular Council meeting held on September 8, 2025.*



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.

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
- Richmond Hospital Update
- Award of Contract 8409P - Document And Records Management System Modernization
- Local Government Climate Action Program (LGCAP) Year 4 Survey Report And 2024 Corporate Emission Inventory
- Proposed Commercial Truck Parking Strategies
- Land use applications for first reading (to be further considered at the Public Hearing on October 20, 2025):
 - 16960 River Road – Rezone from Agriculture (AG1)” Zone to the “Industrial Storage (IS1)” Zone (Boathouse Design Group Inc–applicant)
- Heritage Alteration Permit Application at 3580 Moncton Street, Unit 100 (Hepworth Block)
- River Road Traffic Assessment Update – Hamilton Neighbourhood Engagement
- Springfield Drive - Traffic Calming

Council Agenda – Monday, September 22, 2025

Pg. # ITEM

- Reusable Containers Review
- Terra Nova Rural Park Historic Assets Phase 2 Draft Program Plan
- Wharves Regulation Bylaw No. 10182 Amendments

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

☐

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-20 (1) *the **Community Safety Committee** meeting held on September 9, 2025;*
- CNCL-24 (2) *the **General Purposes Committee** meeting held on September 15, 2025;*
- CNCL-29 (3) *the **Planning Committee** meeting held on September 16, 2025;*
 (4) *the Public Works and Transportation Committee meeting held on September 17, 2025 (distributed separately);*
 (5) *the Parks, Recreation and Cultural Services Committee meeting held on September 17, 2025 (distributed separately); and*
- CNCL-32 (6) *the **Council/School Board Liaison Committee** meeting held on April 30, 2025.*

be received for information.

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Consent
Agenda
Item

7. RICHMOND HOSPITAL UPDATE

(File Ref. No.)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the request in relation to the temporary construction site office for the Richmond Hospital project be endorsed; and*
- (2) *That the Chief Administrative Officer be authorized to finalize the terms for the occupation until construction of the new hospital tower is complete.*

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Council Agenda – Monday, September 22, 2025

Pg. # ITEM

Consent
Agenda
Item

8. **AWARD OF CONTRACT 8409P - DOCUMENT AND RECORDS MANAGEMENT SYSTEM MODERNIZATION**
(File Ref. No. 03-1000-20-8409P) (REDMS No. 8141729)

CNCL-35

See Page CNCL-35 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Contract 8409P – Document and Records Management System Modernization Project, be awarded to Cadence Solutions Inc. for an initial five-year term for an estimated value of \$3,350,000 excluding taxes, as described in the report titled “Award of Contract 8409P - Document and Records Management System Modernization Project”, dated August 18, 2025 from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Cadence Solutions Inc.; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the initial contract term for an additional five years at an amount of up to \$1,667,500, up to the maximum total term often years, for a maximum contract value of \$5,017,500 excluding taxes.*



Consent
Agenda
Item

9. **LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP) YEAR 4 SURVEY REPORT AND 2024 CORPORATE EMISSION INVENTORY**
(File Ref. No. 10-6125-01) (REDMS No. 8130697)

CNCL-42

See Page CNCL-42 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That the LGCAP Year 4 Survey Report and Attestation Form as described in the report titled “Local Government Climate Action Program (LGCAP) Year 4 Survey Report and 2024 Corporate Emission Inventory”, from the Director, Climate and Environment, dated August 19, 2025, be endorsed and posted on the City’s website for public information, in accordance with Provincial requirements.



Council Agenda – Monday, September 22, 2025

Pg. # ITEM

Consent
Agenda
Item

10. **PROPOSED COMMERCIAL TRUCK PARKING STRATEGIES**
(File Ref. No. 10-6360-16-01) (REDMS No. 8142854)

CNCL-70

See Page CNCL-70 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the proposed On-Street Commercial Truck Parking Pilot Program and Recommended Actions as described in the staff report titled “Proposed Commercial Truck Parking Strategies” dated August 25, 2025, from the Director, Transportation, be approved;*
- (2) *That Staff report back to Council with the associated bylaw amendments required to implement Option A: Paid Monthly Permit Fee for the proposed On-Street Commercial Truck Parking Pilot Program, as described in the staff report titled “Proposed Commercial Truck Parking Strategies” dated August 25, 2025, from the Director, Transportation; and*
- (3) *That Staff include the estimated costs for the proposed On-Street Truck Parking Pilot Program, as described in the staff report titled “Proposed Commercial Truck Parking Strategies” dated August 25, 2025, from the Director, Transportation, as part of the 2026 budget process for Council consideration;*
- (4) *That staff be directed to consider the viability of other industrial areas to add to the pilot program.*



Consent
Agenda
Item

11. **APPLICATION BY BOATHOUSE DESIGN GROUP INC. FOR REZONING AT 16960 RIVER ROAD AND PID 005-478-111 FROM THE “AGRICULTURE (AG1)” ZONE TO THE “INDUSTRIAL STORAGE (IS1)” ZONE**
(File Ref. No. RZ 22-013271) (REDMS No. 8154033)

CNCL-88

See Page CNCL-88 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10710, for the rezoning of 16960 River Road and PID 005-478-111 from the “Agriculture (AG1)” zone to the “Industrial Storage (IS1)” zone to permit Commercial Vehicle Parking and Storage, be introduced and given first reading.



Council Agenda – Monday, September 22, 2025

Pg. # ITEM

Consent
Agenda
Item

12. **HERITAGE ALTERATION PERMIT APPLICATION AT 3580 MONCTON STREET, UNIT 100 (HEPWORTH BLOCK)**
(File Ref. No. HA 24-045011) (REDMS No. 8132435)

CNCL-107

See Page CNCL-107 for full report

PLANNING COMMITTEE RECOMMENDATION

That a Heritage Alteration Permit be issued for the protected heritage building at 3580 Moncton Street (Hepworth Block) which would permit a new sign and exterior painting on unit 100.



Consent
Agenda
Item

13. **RIVER ROAD TRAFFIC ASSESSMENT UPDATE – HAMILTON NEIGHBOURHOOD ENGAGEMENT**
(File Ref. No. 10-6455-05-01) (REDMS No. 8141557)

CNCL-158

See Page CNCL-158 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

That the roadside enhancements to protect some of the utility poles as described in the staff report titled “River Road Traffic Assessment Update – Hamilton Neighbourhood Engagement Results”, dated August 19, 2025, from the Director, Transportation, be endorsed.



Consent
Agenda
Item

14. **SPRINGFIELD DRIVE - TRAFFIC CALMING**
(File Ref. No. 10-6450-09-01) (REDMS No. 8075853)

CNCL-163

See Page CNCL-163 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

That Option 2 to implement two asphalt speed cushions on Springfield Drive, as described in the staff report titled “Springfield Drive - Traffic Calming”, dated August 25, 2025, from the Director, Transportation, be approved.



Council Agenda – Monday, September 22, 2025

Pg. # ITEM

Consent
Agenda
Item

15. **REUSABLE CONTAINERS REVIEW**
(File Ref. No. 10-6370-01) (REDMS No. 8051784)

CNCL-168

See Page CNCL-168 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

That Option 3, as outlined in the staff report titled “Reusable Containers Review”, dated August 18, 2025, from the Director, Public Works Operations, be approved.



Consent
Agenda
Item

16. **TERRA NOVA RURAL PARK HISTORIC ASSETS PHASE 2 DRAFT PROGRAM PLAN**
(File Ref. No. 06-2345-20-TNRP1) (REDMS No. 7829163)

CNCL-180

See Page CNCL-180 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That the Proposed Programming Priorities and Decision Making Framework for purposes of stakeholder consultation, as outlined in the staff report titled “Terra Nova Rural Park Historic Assets Phase 2 Draft Program Plan”, dated August 25, 2025, from the Director, Parks Services, be approved; and*
- (2) *That staff proceed with Phase 3 of the Terra Nova Rural Park Historical Assets Draft Program Plan.*
- (3) *That staff further review the existing Phase Two Draft Program Plan to see if there are additional consultation groups, look at the City’s existing naming policy and naming requests that have come forward to date, and report back.*



Consent
Agenda
Item

17. **WHARVES REGULATION BYLAW NO. 10182 AMENDMENTS**
(File Ref. No. 06-2345-20-ILAN1) (REDMS No. 8130556)

CNCL-199

See Page CNCL-199 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That Wharves Bylaw No. 10182, Amendment Bylaw No. 10698, be introduced and given first, second and third readings; and*

Council Agenda – Monday, September 22, 2025

Pg. #

ITEM

- (2) *That Consolidated Fees Bylaw No. 8366, Amendment Bylaw No. 10699, be introduced and given first, second and third readings.*

☐

CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

DEVELOPMENT PERMIT PANEL

18. RECOMMENDATION

CNCL-230

That the minutes of the Development Permit Panel meeting held on August 27, 2025 and September 10, 2025, be received for information.

☐

ADJOURNMENT

☐



Regular Council

Monday, September 8, 2025

Place: Council Chambers
Richmond City Hall

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

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

R25/15-1 1. It was moved and seconded

That:

- (1) *the minutes of the Regular Council meeting held on July 28, 2025, be adopted as circulated; and*
- (2) *the Metro Vancouver 'Board in Brief' dated July 25, 2025, be received for information.*

CARRIED



Regular Council
Monday, September 8, 2025

COMMITTEE OF THE WHOLE

- R25/15-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:02 p.m.).

CARRIED

3. Delegations from the floor on Agenda items

Item No. 8 – Draft Social Development Strategy (2025-2035)

Deirdre Whalen, Richmond resident and Past President, Richmond Poverty Reduction Coalition (RPRC), representing 13 local non-profit agencies that look to RPRC for advocacy, spoke to the importance for RPRC to be included in the consultation process for the City's Social Development Strategy.

- R25/15-3 4. It was moved and seconded
That Committee rise and report (7:06 p.m.).

CARRIED

CONSENT AGENDA

- R25/15-4 5. It was moved and seconded
That Items No. 6 through No. 10 and No. 12 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) *the General Purposes Committee meeting held on September 2, 2025;*
(2) *the Finance Committee meeting held on September 2, 2025; and*



Regular Council
Monday, September 8, 2025

*(3) the Planning Committee meeting held on September 3, 2025;
be received for information.*

**7. APPLICATION TO AMEND LIQUOR PRIMARY LIQUOR LICENCE
009134 – HOST INTERNATIONAL OF CANADA LTD., DOING
BUSINESS AS: HANGAR 49 TAP & TAVERN – 3211 GRANT
MCCONACHIE WAY**

(File Ref. No. 12-8275-30-001) (REDMS No. 8114835, 8115361)

- (1) That the application from Host International of Canada Ltd., doing business as, Hangar 49 Tap & Tavern, seeking an amendment to Liquor Primary Liquor Licence #009134 for a structural change with the following capacity and hours of liquor service terms be supported:*
- (a) New structural change area with total person capacity of 210 total person capacity; and*
- (b) Hours of liquor service from Monday to Sunday, 5:00 AM to Midnight, which will not change; and*
- (2) That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information as set out in Attachment 1 to this report, advising that Council recommends the approval of the amendment to the Liquor Primary Liquor Licence as described in Recommendation 1 of this report.*

ADOPTED ON CONSENT

8. DRAFT SOCIAL DEVELOPMENT STRATEGY (2025–2035)

(File Ref. No. 08-4055-20-SPST1) (REDMS No. 8060842)

- (1) That the draft Social Development Strategy (2025–2035), as outlined in the staff report titled “Draft Social Development Strategy (2025–2035)”, dated August 11, 2025, from the Director, Community Social Development, be endorsed for consultation with residents and interested parties; and*



Regular Council
Monday, September 8, 2025

- (2) *That staff report back with the final Social Development Strategy, including a summary of the feedback received.*

ADOPTED ON CONSENT

9. **OFFICIAL COMMUNITY PLAN TARGETED UPDATE – PHASE TWO PUBLIC ENGAGEMENT SUMMARY AND NEXT STEPS (PHASE THREE)**

(File Ref. No. 08-4045-30-08) (REDMS No. 8106436, 8072951, 8118068)

That staff proceed with the preparation of proposed updates and amendments to the Official Community Plan, as outlined in the Next Steps (Phase Three) section of the report entitled “Official Community Plan Targeted Update – Phase Two Public Engagement Summary and Next Steps (Phase Three)” dated August 11, 2025, from the Director, Policy Planning.

ADOPTED ON CONSENT

10. **RESPONSE TO BUILD CANADA HOMES MARKET SOUNDING**

(File Ref. No. 01-0130-04; XR: 08-4057-05) (REDMS No. 8149883, 8157517)

That Council endorse the submission in Attachment 1 to Housing, Infrastructure and Communities Canada on the federal Build Canada Homes initiative, dated August 29, 2025, and that the submission be shared with Richmond Members of Parliament and Members of the Legislative Assembly.

ADOPTED ON CONSENT

11. **APPLICATION BY ORION CONSTRUCTION FOR REZONING OF A PORTION OF 14111 ENTERTAINMENT BOULEVARD FROM “ENTERTAINMENT AND ATHLETIC (CEA)” ZONE TO “COMMERCIAL AND LIGHT INDUSTRIAL (ZC56) – RIVERPORT (FRASER LAND)” ZONE**

(File Ref. No. 12-8060-20-010693, RZ 24-012103) (REDMS No. 8085128, 8085099)

See Page 5 for action on this item.



Regular Council
Monday, September 8, 2025

12. APPLICATION BY KOFFMAN KALEF LLP FOR AN AGRICULTURAL LAND RESERVE SUBDIVISION AT 14671 WILLIAMS ROAD

(File Ref. No. AG 23-025777) (REDMS No. 8050602)

That the Agricultural Land Reserve (ALR) subdivision application at 14671 Williams Road be forwarded to the Agricultural Land Commission (ALC).

ADOPTED ON CONSENT

**CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA**

11. APPLICATION BY ORION CONSTRUCTION FOR REZONING OF A PORTION OF 14111 ENTERTAINMENT BOULEVARD FROM “ENTERTAINMENT AND ATHLETIC (CEA)” ZONE TO “COMMERCIAL AND LIGHT INDUSTRIAL (ZC56) – RIVERPORT (FRASER LAND)” ZONE

(File Ref. No. 12-8060-20-010693, RZ 24-012103) (REDMS No. 8085128, 8085099)

R25/15-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10693 to create the “Commercial and Light Industrial (ZC56) – Riverport (Fraser Land)” zone, and to rezone a portion of 14111 Entertainment Boulevard from “Entertainment and Athletics (CEA)” zone to “Commercial and Light Industrial (ZC56) – Riverport (Fraser Land)” zone, be introduced and given first reading.

The question on the motion was not called as discussion took place with respect to (i) requirement for an additional multi rink ice centre in the area for tournaments, (ii) Steveston Highway road congestion, (iii) concern with light industrial introduced into an established entertainment and athletics location, and (iv) the removal of mature trees.



Regular Council
Monday, September 8, 2025

In response to a query from Council regarding the proposed roof top parking, staff advised that through the Development Permit process staff will further review the design of the industrial building massing and form to reduce any instances of headlight glare into the neighbouring properties.

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

R25/15-6

It was moved and seconded

That the application by Orion Construction for rezoning of a portion of 14111 entertainment boulevard, from “Entertainment and Athletic (CEA)” zone to “Commercial and Light Industrial (ZC56) – Riverport (Fraser Land)” zone, be referred back to staff to address concerns raised.

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

Further discussion ensued with respect to the need for additional sports facilities. In response to queries from Council, staff noted (i) there are a wide range of light industrial and permitted uses for the proposed development, including indoor and outdoor recreation, (ii) the area is not subject to any density bonusing where the applicant would be required to provide any facilities or contributions to City facilities as a result of the rezoning, and (iii) part of the benefits received for the rezoning application will be contributions received for public art.

The question on the main motion was then called and it was **CARRIED** with Cllrs. Au, Day, Gillanders and Wolfe opposed.

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair



Regular Council
Monday, September 8, 2025

13. STEVESTON COMMUNITY CENTRE AND LIBRARY CAPITAL PROJECT

(File Ref. No. 06-2052-25-SCCR1; XR: 01-0100-30-MCON1-01) (REDMS No. 8156092)

R25/15-7

It was moved and seconded

That the Steveston Community Centre and Library Capital Project be referred to the Major Projects Oversight Committee.

The question on the motion was not called as discussion ensued regarding the merits of referral to the Major Projects Oversight Committee given the project has been designed, contracted, underway, on budget with fixed price contracts and projected timeline.

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

FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

14. PROPOSED DEVELOPMENT COST CHARGES PROGRAM AND AMENITY COST CHARGES PROGRAM

(File Ref. No. 03-1070-04-03; 03-1070-05-02; 01-0035-20-HSRD1) (REDMS No. 7973150, 8132316)

R25/15-8

It was moved and seconded

(1) *That the Development Cost Charges Program as presented in option 2 of the staff report dated August 11, 2025, titled “Proposed Development Cost Charges Program and Amenity Cost Charges Program”, from the Director, Finance, be endorsed as the basis for public consultation in establishing the amendment Development Cost Charges Imposition Bylaw; and*

(2) *That the Amenity Cost Charges Program as presented in the staff report dated August 11, 2025, titled “Proposed Development Cost Charges Program and Amenity Cost Charges Program”, from the Director, Finance, be endorsed as the basis for public consultation in establishing the new Amenity Cost Charges Imposition Bylaw.*



Regular Council
Monday, September 8, 2025

The question on the motion was not called as discussion ensued with respect to the proposed Development Cost Charges Program options.

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

R25/15-9

It was moved and seconded

That the staff report titled “Proposed Development Cost Charges Program and Amenity Cost Charges Program”, dated August 11, 2025, from the Director, Finance, be referred back to staff

The question on the referral motion was not called as a brief discussion ensued noting the requirements and varying rationale for development cost charges throughout municipalities in the region, e.g., drainage and dyke works in Richmond.

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

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

PUBLIC ANNOUNCEMENTS

Mayor Brodie announced that:

The City has entered into a five-year licence agreement with The Sharing Farm Society (effective January 1, 2025) to use up to 4.302 acres of land at Terra Nova Rural Park to grow produce for the benefit of the Society, the Richmond Food Bank and other charitable food distribution organizations in Richmond and develop and deliver community and educational programs related to agriculture.



Regular Council
Monday, September 8, 2025

The following organizational representatives were appointed to the Richmond Intercultural Advisory Committee for the remainder of a two-year term, to expire on December 31, 2026:

- Taylor Ruan (Chimo Community Services); and
- Parm Grewal (Richmond Multicultural Community Services).

BYLAWS FOR ADOPTION

R25/15-10

It was moved and seconded

That Consolidated Fees Bylaw No. 10694 be adopted.

CARRIED

DEVELOPMENT PERMIT PANEL

R25/15-11 15. It was moved and seconded

- (1) *That the minutes of the Development Permit Panel meeting held on July 30, 2025, and the Chair's report for the Development Permit Panel meeting held on September 25, 2024, be received for information; and*
- (2) *That the recommendations of the Panel to authorize changes to the Development Permit (DP 17-768248) issued for the property at 6551 No. 3 Road, be endorsed and the changes be deemed in General Compliance with the Permit.*

CARRIED



Regular Council
Monday, September 8, 2025

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

- R25/15-12 16. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:17 p.m.).

CARRIED

- (1) Jerome Dickey, 9280 Glenallan Dr., Richmond, spoke to his submission with respect to a temporary Governance Task Force (copy on file, City Clerk's office).

Discussion ensued regarding (i) anticipated deliverables/outcomes, and (ii) composition and compensation, for the proposed committee.

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

- R25/15-13 It was moved and seconded
That the submission from Jerome Dickey be referred to staff to review and compare what other municipalities have implemented with respect to governance and/or a governance task force committee and the success they have had, and report back to Council.

The question on the referral motion was called and it was **CARRIED** with Mayor Brodie opposed.

- R25/15-14 17. It was moved and seconded
That Committee rise and report (8:29 p.m.).

CARRIED



Regular Council
Monday, September 8, 2025

ADJOURNMENT

R25/15-15

It was moved and seconded
That the meeting adjourn (8:30 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, September 8, 2025.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



Community Safety Committee

Date: Tuesday, September 9, 2025

Place: Anderson Room
Richmond City Hall

Present: Councillor Andy Hobbs, Chair
Councillor Laura Gillanders (via teleconference)
Councillor Kash Heed
Councillor Bill McNulty

Absent: Councillor Alexa Loo

Also Present: Councillor Michael Wolfe (via 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 Community Safety Committee held on July 15, 2025, be adopted.

CARRIED

NEXT COMMITTEE MEETING DATE

October 15, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

LAW AND COMMUNITY SAFETY DIVISION

1. **BUSINESS LICENCE ACTIVITY REPORT – MID-YEAR (Q1 & Q2) UPDATE**
(File Ref. No. 12-8060-01) (REDMS No. 8136470)

Community Safety Committee
Tuesday, September 9, 2025

It was moved and seconded

That the staff report titled “Business Licence Activity Report – Mid-Year (Q1 & Q2) Update”, dated August 15, 2025, from the Director, Community Bylaws & Licencing, be received for information.

CARRIED

2. COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – JUNE AND JULY 2025

(File Ref. No. 12-8375-02) (REDMS No. 8134115)

It was moved and seconded

That the staff report titled “Community Bylaws Monthly Activity Report – June and July 2025”, dated August 15, 2025, from the Director, Community Bylaws & Licencing, be received for information.

CARRIED

3. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT - JUNE AND JULY 2025

(File Ref. No. 09-5375-03) (REDMS No. 8140113)

In response to a query from Committee, staff advised that a memorandum with additional information on overdose trends can be provided.

It was moved and seconded

That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – June and July 2025”, dated August 11, 2025, from the Fire Chief, be received for information.

CARRIED

4. FIRE CHIEF BRIEFING

(Verbal Report)

Item for discussion:

Hazmat Response

In response to a query from Committee, staff advised that Richmond Fire-Rescue has trained personnel and sufficient equipment to respond to hazardous chemical incidents.

Community Safety Committee

Tuesday, September 9, 2025

5. **RCMP MONTHLY ACTIVITY REPORT - JUNE AND JULY 2025**

(File Ref. No. 09-5350-01) (REDMS No. 8135546)

In reply to queries from Committee, staff noted that (i) the RCMP use a variety of tactics to monitor speeds, (ii) the public is encouraged to submit complaints directly to the RCMP to ensure sufficient data is collected to address issues, and (iii) it is uncommon for members to wait at the hospital for extended periods, as protocols are in place to ensure they return to duty in a timely manner.

It was moved and seconded

That the report titled "RCMP Monthly Activity Report – June and July 2025", dated August 12, 2025, from the Officer in Charge, be received for information.

CARRIED

6. **RCMP/OIC BRIEFING**

(Verbal Report)

Items for discussion:

(i) *Unlicensed Ride Hailing Court Disposition*

Staff noted that the Road Safety Unit and the Airport Unit are actively addressing these issues, and that two recent cases have resulted in guilty pleas in court which will lead to criminal charges.

(ii) *4th Annual Youth Academy*

Staff highlighted that 22 young people from grades 10-12 graduated from the 4th Annual Youth Academy with 1 female for the first time.

(iii) *Richmond RCMP 75th Anniversary*

Staff highlighted that the Richmond RCMP marked their 75th Anniversary this year.

(iv) *Mobile Surveillance Trailer*

In reply to queries from Committee, staff advised that a pilot project using a borrowed system from another municipality could be explored, and that a report with cost implications and a pilot project proposal would be brought back to Committee.

7. **MANAGER'S REPORT**

Unsightly Premise

In reply to a query from Committee, staff advised that Bylaws will be following up on the unsightly premises complaint.

Community Safety Committee
Tuesday, September 9, 2025

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:32 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,
September 9, 2025.

Councillor Andy Hobbs
Chair

Sarah Goddard
Legislative Services Associate



General Purposes Committee

Date: Monday, September 15, 2025

Place: Anderson Room
Richmond City Hall

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

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on September 2, 2025, be adopted as circulated.

CARRIED

DELEGATION

1. Representatives of the Richmond Hospital Construction team, with the aid of a PowerPoint presentation (Copy on File, City Clerk's Office) provided an update on the Richmond Hospital construction and requested a location for a temporary construction site office. As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

- (1) *That the request in relation to the temporary construction site office for the Richmond Hospital project be endorsed; and*

General Purposes Committee

Monday, September 15, 2025

- (2) *That the Chief Administrative Officer be authorized to finalize the terms for the occupation until construction of the new hospital tower is complete.*

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

2. AWARD OF CONTRACT 8409P - DOCUMENT AND RECORDS MANAGEMENT SYSTEM MODERNIZATION

(File Ref. No. 03-1000-20-8409P) (REDMS No. 8141729)

In reply to queries from Committee, staff noted that (i) the repository for documents will be housed within the City's Microsoft 365 SharePoint site, (ii) documents will be secured through the same process applied to all City records and will remain within the City's domain, (iii) the process was carried out in two phases: Phase 1, proponents submitted their solutions and remediation approaches, which staff reviewed against requirements and financial information to confirm compliance and vendors that qualified moved to Phase 2, where they were evaluated in more detail through discussions, financial review, reference checks, and system demonstrations, (iv) the project is a major undertaking, with an anticipated two-year transition period, and (v) the initial five-year term includes this transition and given the significant investment, the project will be planned with a long-term perspective; however, Council will have the option to discontinue after the initial five years.

It was moved and seconded

- (1) *That Contract 8409P – Document and Records Management System Modernization Project, be awarded to Cadence Solutions Inc. for an initial five-year term for an estimated value of \$3,350,000 excluding taxes, as described in the report titled “Award of Contract 8409P - Document and Records Management System Modernization Project”, dated August 18, 2025 from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Cadence Solutions Inc.; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the initial contract term for an additional five years at an amount of up to \$1,667,500, up to the maximum total term of ten years, for a maximum contract value of \$5,017,500 excluding taxes.*

CARRIED

2.

ENGINEERING AND PUBLIC WORKS DIVISION

**3. LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP)
YEAR 4 SURVEY REPORT AND 2024 CORPORATE EMISSION
INVENTORY**

(File Ref. No. 10-6125-01) (REDMS No. 8130697)

In reply to queries from Committee, staff advised that (i) the baseline is set using 2007 data, and all reduction targets are measured against it, therefore, changing the baseline would automatically change the targets, (ii) the work is being carried out within the parameters of the provincial survey, which requires that projects be substantially started or completed in 2024, and (iii) the money received can be used for a variety of initiatives, including private incentives offered to homeowners to upgrade their homes, such as the incentive for heat pumps, while other initiatives focus on improving building envelopes and overall energy efficiency.

It was moved and seconded

That the LGCAP Year 4 Survey Report and Attestation Form as described in the report titled “Local Government Climate Action Program (LGCAP) Year 4 Survey Report and 2024 Corporate Emission Inventory”, from the Director, Climate and Environment, dated August 19, 2025, be endorsed and posted on the City’s website for public information, in accordance with Provincial requirements.

CARRIED

4. PROPOSED COMMERCIAL TRUCK PARKING STRATEGIES

(File Ref. No. 10-6360-16-01) (REDMS No. 8142854)

In reply to queries from Committee, staff noted that (i) the pilot program will be monitored, with potential for future expansion, (ii) the referral addresses a long-standing regional issue, (iii) the pilot is estimated to accommodate approximately 55 trucks, (iv) Richmond had 6,500 registered commercial vehicles in 2023, (v) City-owned properties were considered; however, some had existing interests or were already under lease, (vi) the majority of data collected is through proactive enforcement, (vii) a fee was implemented to ensure that private parking lots renting space would not be negatively impacted by the new pilot program and to help offset administrative costs, (viii) during the pilot program, larger industrial properties can be contacted to determine if they can accommodate larger trucks, (ix) monthly parking was recommended to facilitate scheduling and administration, and (x) fees can be adjusted as the pilot program progresses.

In response to further questions from Committee, staff advised that additional information could be provided on Triangle Road properties.

3.

General Purposes Committee
Monday, September 15, 2025

It was moved and seconded

- (1) *That the proposed On-Street Commercial Truck Parking Pilot Program and Recommended Actions as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, be approved;*
- (2) *That Staff report back to Council with the associated bylaw amendments required to implement Option A: Paid Monthly Permit Fee for the proposed On-Street Commercial Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation; and*
- (3) *That Staff include the estimated costs for the proposed On-Street Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, as part of the 2026 budget process for Council consideration.*
- (4) *That staff be directed to consider the viability of other industrial areas to add to the pilot program.*

CARRIED

CAO'S OFFICE

5. EXAMINATION OF ETHICAL IMPLICATIONS REGARDING COUNCIL MEMBERS VOTING ON ISSUES WITH PERSONAL FINANCIAL INTERESTS

(File Ref. No.) (REDMS No. 8134452)

Peter Johnson, Barrister and Solicitor, reviewed his report on Conflict of Interest of Elected Officials - Personal Financial Interest.

In reply to a query from Committee, staff noted that the City's Council Procedure Bylaw is consistent with the Community Charter.

It was moved and seconded

That the report titled "Examination of Ethical Implications Regarding Council Members Voting on Issues with Personal Financial Interests" dated September 2, 2025 from the Chief Administrative Officer be received for information.

CARRIED

General Purposes Committee
Monday, September 15, 2025

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:13 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Monday,
September 15, 2025.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate



Planning Committee

Date: Tuesday, September 16, 2025

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
Councillor Chak Au (by teleconference)
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 September 3, 2025, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY BOATHOUSE DESIGN GROUP INC. FOR REZONING AT 16960 RIVER ROAD AND PID 005-478-111 FROM THE “AGRICULTURE (AG1)” ZONE TO THE “INDUSTRIAL STORAGE (IS1)” ZONE**

(File Ref. No. RZ 22-013271) (REDMS No. 8154033)

Staff provided an overview of the application.

Planning Committee
Tuesday, September 16, 2025

Discussion ensued regarding (i) future transportation infrastructure, consistent with the Interim and Long-Term Action Plan for the 16000 Block of River Road and the City's long term transportation objective to establish a dedicated industrial service road, (ii) the proposed commercial truck parking and storage use that would provide parking for 14 commercial trucks, (iii) tree protection, including five trees located off-site on the neighbouring property to the west and 26 untagged trees located in the southern portion of the site, (iv) tree replacement and the replacement ratio as per the Official Community Plan (OCP), and (v) the Riparian Management Area along the subject property and the Environmentally Sensitive Area designation.

In response to a query from Committee, staff advised that should Committee endorse this application and Council grant first reading to the OCP amendment and rezoning bylaws, the bylaws will be forwarded to the October 20, 2025 Public Hearing.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10710, for the rezoning of 16960 River Road and PID 005-478-111 from the "Agriculture (AG1)" zone to the "Industrial Storage (IS1)" zone to permit Commercial Vehicle Parking and Storage, be introduced and given first reading.

CARRIED

2. HERITAGE ALTERATION PERMIT APPLICATION AT 3580 MONCTON STREET, UNIT 100 (HEPWORTH BLOCK)

(File Ref. No. HA 24-045011) (REDMS No. 8132435)

Staff provided an overview of the application.

Councillor Loo expressed gratitude to the Richmond Heritage Commission.

It was moved and seconded

That a Heritage Alteration Permit be issued for the protected heritage building at 3580 Moncton Street (Hepworth Block) which would permit a new sign and exterior painting on unit 100.

CARRIED

3. APPLICATION BY MAVIC PROPERTIES LTD. FOR REZONING AT 8680, 8700, 8720 NO. 2 ROAD FROM "SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)" ZONE TO "LOW DENSITY TOWNHOUSES (RTL4)" ZONE

(File Ref. No. RZ 22-021101) (REDMS No. 8115295)

Staff provided an overview of the application.

Planning Committee
Tuesday, September 16, 2025

In response to queries from Committee, staff advised that (i) when a Statutory Right-of-Way (SRW) and Public Right of Passage (PROP) are registered on a property, they are registered over the common property and once registered, the Land Title Office transfers the SRW and associated entitlements on the common property to each individual strata lot, (ii) registration of a legal agreement on Title is required, which will be identified on the subject property at the time of purchase and reviewed with purchasers by the notary public or lawyer, thereby ensuring that buyers are aware of the SRW/PROP, and (iii) as part of any strata development, there is a required declaration that the developer must file with the registrar that lists all separate titles and charges that would be applicable to the lot.

It was moved and seconded

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

CARRIED

4. MANAGER’S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:16 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, September 16, 2025.

Councillor Bill McNulty
Chair

Shannon Unrau
Legislative Services Associate

Council/Board Liaison Committee

Public Meeting Minutes

Wednesday, April 30, 2025 – 9:30 am
via Zoom Webinar

Present:

Chairperson, Trustee, School District #38	H. Larson
Representative, Trustee, School District #38	D. Sargent
Trustee, School District #38	A. Wong
Councillor, City of Richmond	L. Gillanders
Councillor, City of Richmond	A. Loo
Superintendent of Schools, School District #38	C. Usih
Secretary Treasurer, School District #38	C. Wang
Assistant Superintendent, School District #38	M. Naser
Assistant Superintendent, School District #38	B. Thompson
Director, Communications & Marketing, School District #38	D. Sadler
Director, Richmond Project Team, School District #38	J. Ho
Director of Instruction, Student Services & Data Analytics, School District #38	R. Johal
Director, Recreation & Sports Services, City of Richmond	K. Miller
Director, Community Social Development, City of Richmond	K. Somerville
General Manager, Community Services, City of Richmond	E. Ayers
Executive Assistant (Recording Secretary), School District #38	T. Lee
Supervisor, Traffic Operations, City of Richmond	B. Dhaliwal

The Chairperson called the meeting to order at 9:30 am.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

Prior to the meeting agenda items, the Chairperson initiated introductions in the Committee.

1. Adopt Agenda

Councillor Loo proposed adding “Adolescent Health Survey” and “Recycling and Solid Waste Management Report” to the agenda. The Chairperson noted the additions as items 3.5 and 3.6, respectively.

IT WAS MOVED AND SECONDED:

That the Council/School Board Liaison Committee Public Meeting Agenda for Wednesday, April 30, 2025, be adopted as amended.

CARRIED

2. Adopt Minutes

IT WAS MOVED AND SECONDED:

That the Public Minutes of the Council/School Board Liaison Committee meeting held on Wednesday, January 29, 2025, be adopted as circulated.

CARRIED

3. Standing Items

Due to technical difficulties experienced, the Chairperson adjusted the order of the agenda. Items 3.2 to 3.4 were addressed prior to item 3.1.

3.1 Traffic Safety Advisory Committee

City staff noted that, at the November Traffic Safety Advisory Committee meeting, a proposal was made to distribute a traffic safety bulletin to schools in fall 2025, in partnership with the School District, ICBC, and Vancouver Coastal Health. The bulletin will provide safety resources for staff, students, and parents. Traffic congestion issues at some elementary schools during pick-up and drop-off times were also raised, and the City will work with the School District on solutions.

3.2 Child Care Update

City staff noted that in recognition of Childcare Month in May, the City, in partnership with the Child Care Advisory Committee, will host the annual Child Care Symposium on May 3, 2025, for local childcare providers. Additionally, a children's art exhibit will be featured at the Richmond Cultural Centre throughout the month. Information regarding these initiatives has been distributed to all child care providers, and the City will be promoting Child Care Month through official social media channels.

3.3 Joint City and District Program Committee

District staff highlighted continued collaboration with the City, including updates on the Feeding Futures food security initiative, student volunteer engagement in City programs, and recent partnerships on after-school activities. Opportunities for future collaboration, particularly around summer and after-school programming, are ongoing.

3.4 Future Agenda Items

Nil.

3.5 Adolescence Health Survey

Councillor Loo provided an update on the recent draft of the Youth Strategy, which underwent public consultation. She highlighted concerns from the Adolescent Health Survey, particularly the decline in student fitness levels over the summer. It was proposed that the School District share relevant fitness data with the City to collaborate on developing summer activities aimed at improving youth physical activity and fitness.

Discussion focused on using health data to inform summer programming and support youth. The City and School District identified opportunities to collaborate on data sharing and planning. City staff promoted the \$29 Summer Active Pass, and both City and District staff agreed to improve family communication, including outreach and translation.

3.6 Recycling and Solid Waste Management Report

Councillor Loo noted Council approved the 2024 Recycling and Solid Waste Management Report, which includes a pilot bike recycling program. While initial results were limited, Council expressed interest in partnering with schools to support student-led bike repair initiatives that provide refurbished bikes and gear to those in need.

Discussion ensued regarding exploring a potential student-led bike recycling initiative in schools.

4. Business Arising and New Business

Nil.

5. Next Meeting Date: Wednesday, September 10, 2025 at 9:30 am

6. Adjournment

IT WAS MOVED AND SECONDED:

That the meeting be adjourned at 9:53 am.

CARRIED



City of Richmond

Report to Committee

To: General Purposes Committee
From: Grant Fengstad
Director, Information Technology
Claudia Jesson
Director, City Clerk's Office
Date: August 18, 2025
File: 03-1000-20-8409P
Re: **Award of Contract 8409P - Document and Records Management System Modernization**

Staff Recommendations

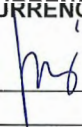
1. That Contract 8409P – Document and Records Management System Modernization Project, be awarded to Cadence Solutions Inc. for an initial five-year term for an estimated value of \$3,350,000 excluding taxes, as described in the report titled “Award of Contract 8409P - Document and Records Management System Modernization Project”, dated August 18, 2025 from the Director, Information Technology;
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Cadence Solutions Inc.; and
3. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the initial contract term for an additional five years at an amount of up to \$1,667,500, up to the maximum total term of ten years, for a maximum contract value of \$5,017,500 excluding taxes.

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

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

August 18, 2025

- 2 -

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Purchasing	☒	 Acting GM
Finance	☒	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
		

Staff Report

Origin

In December 2024, Council approved the Documents and Records Modernization project as part of the 2025 Capital Budget to replace REDMS (Richmond Enterprise Document Management System), which has served the City for over 25 years. The outdated software no longer supports modern workflows or collaboration tools. The new system will improve integration with other City software, boost staff productivity, and offer a longer lifespan due to updated technology. It will also ensure compliance with legislative requirements and records management best practices, maintaining record authenticity, security, and detailed metadata.

This report summarizes the public tendering process for Contract 8409P and provides a recommendation for the provision of a new Document and Records Management System.

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

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

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

Seek improvements and efficiencies in all aspects of City business.

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

Enhance and preserve arts and heritage assets in the community.

Analysis

Scope of Work

The City has a requirement for an external service provider to replace the current Electronic Document and Records Management (EDRMS) solution and replace it with a new system optimized to support Microsoft 365 and modern collaboration tools.

The successful proponent will be required to:

- Supply an Electronic Document and Records Management (EDRMS) solution that meets and/or exceeds the requirements described in the RFP
- Integrate the EDRMS solution with City systems and existing workflows

- Collaborate with the City to provide effective project management and change management to ensure successful implementation
- Provide best practice advice and recommendations to meet the City's specific requirements
- Perform migration of all existing OpenText DM content e.g. 8,000,000+ documents etc.,
- Provide staff training and all necessary documentation

Procurement Process

The City posted a Request for Proposal (RFP) 8409P to BC Bid on March 6, 2025 which closed on April 30, 2025.

The RFP requested proponents submit financial proposals for all of the required services for a ten-year (10) term of the contract. Proponents were advised that an evaluation committee would review and score submissions against predetermined criteria to determine the proposal that offered the best overall value to the City.

Thirteen (13) proposals were received by the closing date from the following proponents:

- ADGtech Solutions Inc
- Cadence Solutions
- Concerta Consulting
- FormKiQ Inc.
- Gravity Union Solutions Ltd
- Indixio Inc.
- Kalsoft Inc.
- OpenText Corp
- Record Point
- RKO Business Solutions Inc
- Shinydocs Corp
- Sysintellects LLC
- ThinkDox Inc

Review Process

The RFP submissions were evaluated by a cross-functional team representing Finance, Information Technology, and City Clerk's Office based on pre-determined criteria identified in the RFP:

Proponents were advised that the evaluation process would consist of two phases.

Phase 1 was a scored evaluation of the proposals received based on:

- Financial Proposals (based on a 10 year term)
- Proponent Profile and Qualifications

- Responses to specific questions listed in the RFP

Phase 2 of the evaluation process consisted of:

- Product Demonstration
- Reference Checks
- Financial Assessment

Evaluation Summary

The City received 13 proposals submitted in response to the RFP. Five submissions were excluded from consideration at Phase 1 due to significant deficiencies, including missing technical or project details, pricing that was either excessively high or unrealistically low, unfeasible project timelines, or failure to adequately meet the City's functional and operational requirements as outlined in the RFP.

Table 1 provides a summary of the proposals evaluated by the team in Phase 1.

Table 1 – Phase 1 Evaluation Summary

Proponent	Total Cost based on maximum 10 year contract term	Phase 1 Evaluation Score	Shortlisted
OpenText Corporation	\$2,952,489	67.65%	Shortlisted
Gravity Union Solutions Ltd	\$9,779,860	58.85%	Not shortlisted
Cadence Solutions	\$4,500,000	54.65%	Shortlisted
Concerta Consulting	\$4,796,623	55.45%	Not shortlisted
FormKiQ, Inc.	\$1,213,212	52.80%	Not shortlisted
ThinkDox Inc.	\$5,596,713	47.90%	Not shortlisted
RKO Business Solutions Inc.	\$6,178,740	46.80%	Not shortlisted
Record Point	\$3,203,498	44.80%	Not shortlisted

The proposal from Open Text Corporation achieved the highest overall score after the first evaluation phase and is therefore shortlisted to Phase 2.

Although Gravity Union Solutions Ltd achieved the second highest score after the Phase 1 evaluation stage, the overall cost of their proposal was considered prohibitive and therefore was set aside. Similarly, the proposal received from Concerta Consulting received a relatively high score but was set aside due to the high annual recurring cost. Cadence Solutions achieved the fourth highest score and is shortlisted. Other proponents scored below OpenText and Cadence Solutions and were not shortlisted.

As a result of the evaluation process in Phase 1, two proponents (Open Text and Cadence) were identified as best meeting the overall requirements of the RFP and were shortlisted to advance to Phase 2 of the evaluation process which took the form of a product demonstration and interview questions (based on requirements set out in the RFP) as well as a financial assessment.

Table 2 – Phase 2 Evaluation Summary

Proponent	Total Cost based on maximum 10 year contract term	Phase 2 Evaluation Score
OpenText Corporation	\$2,952,489	32.50%
Cadence Solutions	\$4,500,000	86.50%

Open Text Corporation were awarded a relatively low score after the second phase as they were unable to meet all of the operational requirements during the product demonstration and have therefore not been recommended.

Cadence was able to meet all of the requirements set out in the RFP and submitted a realistic proposal offering the best balance of functionality, implementation approach, team capacity and overall cost. Cadence Solutions had proposed a Software-as-a-Service solution licensed by AvePoint Inc as the City's next Document and Records Management System.

Financial Impact

This project will be funded from the 2025 Council-approved capital project Document and Records Management System Modernization. Table 3 outlines the implementation costs over a five-year implementation and operation period. The on-going subscription licensing will be funded within the existing approved operating budget, with no additional impact. Table 4 summarizes an optional contract extension for another five-year term.

Table 3 - Estimated Total Cost for Implementation and Operation over a five-year term

Description	Costs
Implementation (Professional Services)	\$2,000,000.00
Contingency (15%)	\$300,000.00
Software Subscription Cost – Year 1	\$210,000.00
Software Subscription Cost – Year 2	\$210,000.00
Software Subscription Cost – Year 3	\$210,000.00
Software Subscription Cost – Year 4	\$210,000.00
Software Subscription Cost – Year 5	\$210,000.00
Total Estimated Costs	\$3,350,000.00

Table 4 - Estimated Cost to Operate the System for five years beyond the original contract term

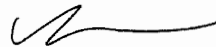
Description	Costs
Software Subscription Cost – Year 6 to 10	\$1,450,000.00
Contingency (15%)	\$217,500.00
Total Operating Costs over five years	\$1,667,500.00

Conclusion

This report presents the results of a competitive tendering process for Contract 8409P – Document and Records Management System Modernization Project. It is recommended that the contract be awarded to Cadence Solutions Inc. for an initial five-year (5) term in the amount of \$3,350,000 excluding taxes, with an option to extend the contract term for an additional five years at an amount of up to \$1,667,500, up to the maximum total term of ten years, for a maximum contract value of \$5,017,500 excluding taxes.



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



Nicole Stocking
Manager, Records & Information
Clerk's Office
(604-276-4156)

vc:VC



City of Richmond

Report to Committee

To: General Purposes Committee
From: Chad Paulin
Director, Climate and Environment
Date: August 19, 2025
File: 10-6125-01/2025-Vol
01
Re: Local Government Climate Action Program (LGCAP) Year 4 Survey Report
and 2024 Corporate Emission Inventory

Staff Recommendation

That the LGCAP Year 4 Survey Report and Attestation Form as described in the report titled "Local Government Climate Action Program (LGCAP) Year 4 Survey Report and 2024 Corporate Emission Inventory", from the Director, Climate and Environment, dated August 19, 2025, be endorsed and posted on the City's website for public information, in accordance with Provincial requirements.

Chad Paulin
Director, Climate and Environment
(604-247-4672)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations	☒	 Suzanne Bycraft, Acting GM
Finance Department	☒	
Community Social Development	☒	
Engineering	☒	
Facility Services & Project Development	☒	
Public Works Operations	☒	
Fire Rescue	☒	
Policy Planning	☒	
Transportation	☒	
Building Approvals	☒	
Lulu Island Energy Company	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The Government of British Columbia (the Province) announced the Local Government Climate Action Program (LGCAP) in May 2022 as a replacement to the previous Climate Action Revenue Incentive Program (CARIP), which was discontinued in 2021. LGCAP uses a revised approach for allocating funding to local governments and Modern Treaty First Nations. Through this revised approach, the City of Richmond received \$566,082 for fiscal years 2022 and 2023 and \$552,886 for fiscal years 2024, 2025, and 2026. The LGCAP provision that Richmond receives is approximately 2.5 times higher than the previous CARIP funding amount.

Per Council direction from November 14, 2022, LGCAP funding is being allocated strategically each year to accelerate progress in reducing emissions from existing buildings and vehicle transportation, noted as Major Moves for 2030 in the Community Energy & Emissions Plan (CEEP) 2050. The funding helps to support staff to implement actions from the CEEP regarding some zero emission mobility modes and retrofits to existing buildings, as well as related program development, demonstration projects and incentives, outreach and engagement activities.

This report updates Council on corporate energy and emission inventories for the operating year 2024. It also provides a summary of both corporate and community actions undertaken in 2024 that align with the Province's CleanBC Roadmap to 2030 and the draft BC Climate Preparedness and Adaptation Strategy, as required by LGCAP reporting guidelines.

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

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

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

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

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

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

Analysis

Annual Submission Requirements for LGCAP Funding

To be eligible for Year 4 LGCAP funding, local governments and Modern Treaty First Nations are required to:

- Complete an online survey detailing actions undertaken by the City that align with the Province's CleanBC Roadmap and the draft Climate Preparedness and Adaptation Strategy;
- Provide an Attestation Form signed by the Chief Financial Officer by July 31, 2025, stating that the funds received will be used for community climate action initiatives; and
- Post a completed version of the LGCAP Year 4 Survey Report and Attestation Form publicly by September 30, 2025.

Items (1) and (2) were completed in July 2025 as part of the Provincial submission requirements (Attachment 1). With Council endorsement of this report, Item (3) will be completed as the final step in the Year 4 LGCAP reporting process.

LGCAP Year 4 Survey Report and Attestation Form

The Province has revised the annual LGCAP Survey Report for the fourth reporting year to better capture local government and Indigenous climate leadership, and incorporate feedback received from provincial workshops held earlier in 2025. The overall reporting objectives include:

- Reporting annual corporate energy use and greenhouse gas (GHG) emissions;
- Profiling actions taken at the community level to mitigate GHG emissions;
- Profiling actions taken to improve local resilience and adaptation to the effects of climate change; and
- Informing Provincial efforts to better support local communities on climate change.

The last page of the Survey Report includes a one-page form that has been signed by the General Manager, Finance and Corporate Services, attesting that LGCAP funds have been, or will be, allocated for climate action, and that funds held in reserve will be spent by the end of fiscal 2026.

The Survey Report (question #20) notes that a lump sum of \$1,658,659 in LGCAP funding for 2024–2026 was received in March 2024 and placed in the City restricted grant account. The total amount of \$1,132,164 in LGCAP funding received from the Province in 2022 and 2023. The \$104,200 has been already spent in 2023 and the remaining amount of \$1,027,964 was either spent in 2024 or allocated for use in 2025. As directed by Council, LGCAP funding is fully supporting temporary staff positions in the following strategic areas: the City-wide transition to some zero-emission mobility modes and retrofits to existing buildings. Remaining LGCAP funds are being allocated strategically to program development, technical analysis, and stakeholder engagement in these two areas, as well as in other strategic priority areas of the CEEP.

LGCAP Corporate Energy and Emissions for 2024 Reporting Year

This report includes the City's corporate emissions for reporting year 2024, which adheres to the LGCAP guidance and methodology. Corporate reporting includes emissions associated with traditional municipal services, as well as municipal services that are contracted out, such as community recycling collection.

Overall, corporate building GHG emissions in 2024 were 40% lower than in baseline year 2007¹, as summarized in Table 1 below, and with further detail provided on both corporate and City-wide actions in Attachment 2. Staff reported that the significant reduction in emissions is primarily attributable to mechanical upgrades at City facilities.

Table 1: 2024 Corporate Emission Sources

Emission Sources and Credits	tonnes CO₂e	Quantification Method
Emissions from services delivered directly by the City	5,776	Derived from metered energy consumption and associated GHG emissions from stationary sources (buildings, lighting, and pumps, except energy use by police services) and corporate mobile sources (fleet, except construction related fuel use) used directly by the City.
Emissions from contracted services delivering services on the City's behalf	2,300	Uses the Province of BC's standard methodology and guidance for estimating contracted emissions in corporate inventories.
Total Corporate Emissions	8,076	
Household organic waste composting – Diverted from landfill	10,226	BC Government GHG Reduction Projects reporting method
Surplus GHG emission credits from 2023 Reporting Year	12,152	2024 reporting year
Total Carbon Credits (Offsets) *	22,378	
Net carry forward carbon credits for 2025 reporting year	14,302	Total Carbon Credits minus Corporate Emissions in 2024

* **NOTE** Last year, the City reported surplus emission credits of 12,152 tonnes of CO₂e that have been carried forward from 2023 to help offset emissions incurred in 2024. BC municipalities had the option to utilize carbon credits to offset annual corporate emissions under the BC government's former carbon neutral program, which was officially cancelled in early 2024 (not included in the survey).

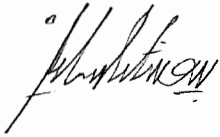
Financial Impact

None.

¹ In 2007, total corporate GHG emissions were 6,106 tonnes CO₂e, compared to 3,990 tonnes CO₂e in 2024. Detailed calculations are provided in Attachment 2.

Conclusion

The City of Richmond is a leader in reducing community and corporate GHG emissions through innovative projects and programs. Provincial LGCAP funding is being used strategically to accelerate implementation of key actions from the Community Energy and Emission Plan (CEEP). Funding is supporting the transition to some zero emission mobility modes in Richmond and advancing low-carbon retrofits to Richmond's existing building stock, but also opportunistically supporting other City-wide and corporate actions noted in the CEEP. Through the implementation of these actions, the City is seeking to position itself for a successful transition to a low carbon and climate-resilient community.



Poroshat Assadian
Corporate Energy Manager
(604-319-5185)

PA:ck

Att. 1: LGCAP Year 4 Survey Report and Attestation Form
2: 2024 Corporate Energy and Emissions Inventory



Local Government Climate Action Program Survey 2024

Introduction

The Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the [website](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions (mitigation) and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies, planning and investments; improving education; raising awareness of climate change causes and solutions; increasing human and institutional capacity with respect to climate change mitigation and adaptation, impact reduction and early warning systems.

Information collected will:

- Highlight local government and Modern Treaty Nation climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual [Climate Change Accountability Report](#), LGCAP Summary Report and on the Program's public facing [website](#);
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and enable communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations, external and ministerial partners;
- National and international GHG reporting protocols; and
- The CDP (formerly [Carbon Disclosure Project](#), a global non-financial disclosure system).

Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both. To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, impact reduction and early warning systems.

***Question 1: How many staff in full-time equivalents (FTEs) are dedicated to working specifically on climate action?**

- Build Applications: 1.95 FTE
- Climate and Environment (circular economy): 2 FTE
- Climate and Environment (community): 4.25 FTE
- Emergency Programs: 3 FTE
- Climate and Environment (energy management): 1.33 FTE
- Engineering: 7 FTE
- Environment: 1.5 FTE
- Fleet Operations: 0.75 FTE
- Environmental Programs: 3.2 FTE
- Richmond Fire Rescue: 1 FTE
- Transportation: 2 FTE
- Facilities and Project Development: 5 FTE
- **TOTAL: 32.98 FTE**

***Question 2: Does your local government or Nation have a community-wide climate action plan or other guiding document(s)?**

☒ Yes

Please select the type of plan(s) from the list.

- ☐ Integrated climate plan (addressing mitigation, adaptation and/or energy use)
- ☒ Integrated climate plan (addressing mitigation and energy): CEEP: Jan 2014 CEEP 2050: Feb 2022
- ☐ Standalone mitigation plan
- ☐ Standalone energy-related plan
- ☐ Integrated climate plan (addressing mitigation and adaptation)
- ☐ Integrated climate plan (addressing adaptation and energy)
- ☒ Standalone adaptation plan: Flood Protection Management Strategy:

***Question 3: Does your local government or Nation have a corporate climate action plan or other guiding document(s)?**

☒ Yes

☐ No

Please select the type of plan(s) from the list.

- ☐ Integrated climate plan (addressing mitigation, adaptation and/or energy use)
- ☐ Integrated climate plan (addressing mitigation and energy)
- ☒ Standalone mitigation plan
- ☒ Standalone energy-related plan
- ☐ Integrated climate plan (addressing mitigation and adaptation)
- ☐ Integrated climate plan (addressing adaptation and energy)
- ☐ Standalone adaptation plan

Please include a link to the document or webpage if available.

Circular Procurement Policy (Policy 3104); [Carbon neutrality policy]

City of Richmond - BC Hydro Strategic Energy Management Plan (SEMP) 2024

High performance Building (Policy 2307)

If not, please select one or more options from the list.

- ☐ No, but we are currently undertaking one and it will be completed in the next two years.
- ☐ No, we are not intending to undertake one due to lack of financial capacity.
- ☐ No, we are not intending to undertake one due to lack of expertise or technical capacity.

***Question 4: Please select up to 3 challenges impeding the advancement of climate action in your community.**

- ☒ Lack of jurisdiction.
- ☒ Lack of financial resources.
- ☐ Lack of provincial or federal government support or collaboration.
- ☐ Other
- ☐ Lack of staff capacity or expertise.
- ☒ Lack of data or information.
- ☐ Competing priorities.

Traditional Services Greenhouse Gas Emissions

Measuring and reporting traditional services emissions (defined in previous years as corporate emissions) is a Program requirement for all communities with a 2020 population of 10,000 residents and above ([see population statistics here](#)).

This requirement can be fulfilled using an established reporting framework of your choosing (CDP, GHG Protocol for Cities, etc.), including the LGCAP scope and boundaries described in the [LGCAP Traditional Services Emissions Scope and Boundaries document](#). Contracted emissions must be accounted for regardless of which protocol your local government employs. Local governments with populations below 10,000 and Modern Treaty Nations are not required to report traditional services greenhouse gas emissions but are encouraged and supported to do so on a voluntary basis.

Traditional services GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection.
- Recreational / cultural services.
- Water and wastewater management.
- Solid waste management.
- Road and traffic operations.
- Local government administration.

***Question 5: For the 2024 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?**

☒ Yes ☐ No ☐ No, but for a past year.

***If your local government or Nation measured 2024 traditional services GHG emissions, please report the GHG emissions from services delivered directly (in tonnes of carbon dioxide equivalent) from your scope 1 and 2 sources.**

- 5776

***If your local government or Nation measured 2024 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.**

- 2300

***If your local government or Nation measured 2024 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.**

- 8076

Optional: If your local government or Nation estimated fuel consumption and emissions from contracted services (because you were unable to obtain fuel consumption data directly from all contractors), please report the average percentage you applied to all contracts that was associated with fuel consumption (calculated from a sample of contracts and entered in the Contracted Services Calculator in the field ‘Fuel % cost of overall contracted service cost’).

- 2.2

If your local government or Nation measured 2024 traditional services GHG emissions, please report what protocol you used to measure emissions.

☒ LGCAP methodology (our guidance documents such as the BC Best Practices Methodology for Quantifying GHG Emissions and the LGCAP Traditional Services Boundaries and Scope Guidance)

☐ CDP

☐ Greenhouse Gas Protocol

Optional: Please indicate how many tonnes of CO₂e are associated with facilities.

- 3990

Optional: Please indicate how many tonnes of CO₂e are associated with mobile sources.

- 1786

Please provide the link to the public report if available.

Optional: Please provide any further comments you wish to share on traditional services emissions measurement and reporting here (e.g. system or approach used to measure traditional services emissions).

Community-Wide Greenhouse Gas Emissions

B.C. [Climate Action Charter](#) signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary. The [Community Energy and Emissions Inventory](#) (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag; however, raw unprocessed data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings, on-road transportation and municipal solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI). A better understanding of community-wide emissions measurement at the local level will help CAS as we upgrade the CEEI.

***Question 6: For the 2024 calendar year, have community-wide GHG emissions been measured for your local government or Nation?**

☐ Yes

☐ In-progress

☒ No

If your local government or Nation measured 2024 community-wide GHG emissions, please report your community-wide on-road transportation sector emissions in tonnes of CO₂e for 2024.

If your local government or Nation measured 2024 community-wide GHG emissions, please report your community-wide buildings sector emissions in tonnes of CO₂e for 2024.

If your local government or Nation measured 2024 community-wide GHG emissions, please report your community-wide municipal solid waste sector emissions in tonnes of CO₂e for 2024.

If your local government or Nation measured 2024 community-wide GHG emissions, please report the total for the buildings, solid waste and on-road transportation sectors.

***If not, please select all that apply from the list.**

- ☒ **No, community GHG emissions were not reported because the 2024 Provincial Community Energy and Emissions Inventory data has not been released.**
- ☒ **No, we do not measure and report community-wide emissions data due to lack of financial capacity.**
- ☐ No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.
- ☐ No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed:YYYY)

If not, has your community or Nation measured and reported community-wide emissions in the past?

- ☒ Yes ☐ No

***When was the last year your community or Nation reported its community-wide emissions and what is the interval for reporting (e.g. 2022, every 5 years)?**

- 2021, every year

***Please report your community-wide on-road transportation sector emissions in tonnes of CO₂e for the most recent year available.**

- 417410

***Please report your community-wide buildings sector emissions in tonnes of CO₂e for the most recent year available. Format: Up to two decimal places and no commas**

- 597132

***Please report your community-wide municipal solid waste sector emissions in tonnes of CO₂e for the most recent year available.**

- 30779

***If your local government or Nation measured your community-wide emissions, please report the protocol(s) you used to measure emissions.**

- | | |
|--|--|
| ☐ Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC). | ☐ GCoM Common Reporting Framework (CRF). |
| ☐ 2006 IPCC Guidelines for National Greenhouse Gas Inventories. | ☐ U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI USA). |
| ☒ Regional specific methodology (CEEI). | ☐ Jurisdiction specific methodology. |
| ☐ Other: | |

***Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).**

	Reduction Percentage (format: e.g., 40)	Baseline Year (format: e.g., 2007)
2030	50	2007
2040		
2050		

***If your local government or Nation's targets don't conform to the target years noted above, please enter them here.**

- target 2050 net zero baseline 2007

***Question 8: Does your local government or Nation have net-zero or carbon-neutral emissions target(s)?**

- **Net-zero** refers to a jurisdiction or organization achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies)
- **Carbon neutral** refers to an organization reducing emissions as much as practicable and then offsetting the remainder by purchasing offsets or other similar mechanisms

Please select all that apply.

- | | |
|---|---|
| ☒ Yes: Community-wide net-zero target | ☐ Yes: Corporate net-zero target |
| ☒ Yes: Corporate carbon neutrality | ☐ No |

***Question 9: Please select up to three supporting indicators that would be most valuable to your local government or Nation to advance climate action.**

- | | |
|--|--|
| ☒ Housing type: Private dwellings by structural type | ☐ Floor area: Average floor area by building category and era |
| ☒ Residential density: Population and dwelling units per square land area (km ²) | ☐ Commute by mode: Employed labour force by mode of commute |
| ☐ Greenspace: Land area that is parks and protected greenspace | ☐ Walk score: Proximity to services |
| ☐ Proximity to transit: Persons, dwelling units and employment within walking distance of a transit stop/line | ☒ Other: |

- Annual data on total natural gas and electricity consumption by building type and building age cohort for each AHJ, OR by utility rate type and amount of annual consumption for each neighbourhood.
- Beyond this, it would be very helpful to have these energy consumption totals disaggregated by building heating system (i.e. natural gas, electric baseboard, electric heat pump, other) and DHW equipment used (natural gas, electric resistance, heat pump, other).

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

- The Province has a crucial role to play in resourcing CEEI to provide robust transportation and building sector emission figures for each municipality. Richmond encourages the Province to provide timely and complete community energy and emissions inventory (CEEI) dataset – including accurate transportation sector emissions - for purposes of understanding progress made in reaching climate targets by BC municipalities.
- Richmond encourages the Province to provide timely and complete community energy and emissions inventory (CEEI) dataset – including accurate transportation sector emissions - for purposes of understanding progress made in reaching climate targets by BC municipalities.
- Improved disaggregation of emissions data is also needed, particularly with regards to electricity and natural gas consumption. Disaggregated natural gas consumption data is particularly important given that GHG emissions within the building sector overwhelmingly come from natural gas.
- At present, the only data provided for communities served by FortisBC is two community-wide totals for “residential” and “CSMI” accounts (the latter of which includes multi-unit residential buildings), and the overall number of natural gas connections within the community.

This information indicates only how much overall consumption there is within the community – it provides no insight regarding consumption.

- Please refer to Introba's July 2025 white paper - "Data that Delivers: The importance of community energy and emissions data, and how to improve the data available in British Columbia."

Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C.'s plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set us on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must report on a minimum of one project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy \(CPAS\)](#). Funding does not need to come from this program. For questions 10-13, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement.

***Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to the buildings sector.**

- ☒ Corporate
- ☒ Community

Corporate buildings policies, programs and actions.

- | | |
|---|---|
| ☐ Highest efficiency standards for new space and water heating equipment. | ☐ BC Energy Step Code adoption (Step 4 or higher). |
| ☐ Zero Carbon Step Code adoption. | ☒ Efficiency upgrades/retrofits. |
| ☐ Requirement to use mass timber in new buildings. | ☐ Requirement to measure embodied carbon. |
| ☒ Other: Circular Procurement Policy (Policy 3104); Embodied Carbon Industry Engagement Program | |

Community-wide buildings policies, programs and actions.

- | | |
|---|---|
| ☒ Topping up Provincial energy efficiency incentive programs. | ☐ Bylaw changes to facilitate heat pump installations or electrical upgrades (please explain): |
| ☒ BC Energy Step Code adoption (Step 4 or higher). | ☒ Zero Carbon Step Code adoption. |
| ☐ Requirement to use mass timber in new buildings. | ☐ Requirement to measure embodied carbon. |
| | ☐ Other" |

Please enter the step for Part 3 buildings (Energy Step Code).

- (a) Hotels and Motels: Step 4 [+ EL-1], or Step 3 [+ EL-2], or Step 2 [+ EL-3];
- (b) Residential (concrete frame): Step 3 [+ EL-1], or Step 2 [+ EL-2];
- (c) Residential (wood frame): Step 4 [+ EL-1], or Step 3 [+ EL-2];
- (d) Office and Retail: Step 3 [+ EL-1], or Step 2 [+ EL-2]

Please enter the step for Part 9 buildings (Energy Step Code).

- Step 5 [+ EL-2], or Step 4 [+ EL-3], or Step 3 [+ EL-4]

Please enter the Emissions Level required for Part 3 buildings (Zero Carbon Step Code).

- (a) Hotels and Motels: EL-1 [+ Step 4] or EL-2 [+ Step 3], or EL-3 [+ Step 2]
- (b) Residential (concrete frame): EL-1 [+ Step 3], or EL-2 [+ Step 2];
- (c) Residential (wood frame): EL-1 [+ Step 4], or EL-2 [+ Step 3]
- (d) Office and Retail: EL-1 [+ Step 3], or EL-2 [+ Step 2]

Please enter the Emissions Level required for Part 9 buildings (Zero Carbon Step Code).

- EL-2 [+ Step 5], or EL-3 [+ Step 4], or EL-4 [+ Step 3]

***Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to buildings.**

- **Embodied Carbon Industry Engagement Program:** This initiative facilitated collaboration with local industry stakeholders—including builders, contractors, and designers—to identify opportunities for reducing embodied carbon in construction and demolition projects through education, best practices, and pilot project initiatives.
- **The Richmond Circular City Strategy implementation:** This strategy guides the City's transition to a circular economy, with a strong focus on reducing emissions and waste in the building sector through policies that prioritize material reuse, deconstruction, and low-carbon design in new developments.
- **The Circular Learning Hub:** An online platform launched to support knowledge-sharing and capacity-building on circular construction practices, including embodied carbon literacy for architects, engineers, and municipal staff.
- **The Material Flow Analysis and Carbon Scan Study:** A comprehensive study conducted to map material flows in Richmond's construction sector and identify high-impact opportunities to reduce embodied carbon emissions. The identification to update Richmond's Demolition and Material Recycling Bylaw (in progress): work began to identify opportunities to update the Richmond Bylaw No. 9516 to include multifamily and non-residential buildings, with a focus on increasing the salvage of construction materials so they can be reused as low-carbon inputs in future projects and avoiding disposal the materials in landfills.
- **Climate Friendly Homes Tour 2025:** The City of Richmond hosted its first Climate-Friendly Homes Tour on Saturday, April 26, 2025. It provided an opportunity for the public to visit homes that feature sustainable technologies such as heat pumps and high-performance building envelopes that have been installed to increase climate resilience, comfort, and energy efficiency. The tour was well-attended, and participants expressed interest in a range of topics, including climate-friendly technologies, homeowner experiences with installation and financing, energy cost savings, planning and installation timelines, and motivations for specific upgrade choices. Many attendees reported they were planning energy-saving home retrofits, actively searching for new homes with climate-friendly features, or seeking energy-efficient solutions to address issues such as draftiness or overheating.
- **Brighter, Safer Spaces for the Community:** In 2024, the City of Richmond completed important lighting upgrades at five community facilities, including four childcare centres and a fieldhouse, to create safer, brighter environments for children, staff, and the broader community. The project was completed in just three months, bringing noticeable improvements in lighting quality and overall comfort. By transitioning to energy-efficient LED lighting, the City expects to save approximately 25,000 kilowatt-hours of electricity each year, equivalent to about \$2,500 in energy costs.

These upgrades also support Richmond's corporate energy management goals by reducing energy use and greenhouse gas emissions. By taking advantage of a limited-time incentive from BC Hydro, the City received a 50% bonus rebate, significantly lowering the overall project cost. This initiative demonstrates how smart planning, strong collaboration, and a focus on people can deliver meaningful benefits to our community.

By transitioning to energy-efficient LED lighting, the City expects to save approximately 25,000 kilowatt-hours of electricity each year, equivalent to about \$2,500 in energy costs.

These upgrades also support Richmond's corporate energy management goals by reducing energy use and greenhouse gas emissions. By taking advantage of a limited-time incentive from BC Hydro, the City received a 50% bonus rebate, significantly lowering the overall project cost. This initiative demonstrates how smart planning, strong collaboration, and a focus on people can deliver meaningful benefits to our community.

- **Step Code homes in Richmond:** The first buildings built in Richmond to Step Code requirements were completed and occupied in 2019. By the end of 2024, Richmond had over 700 new houses (with more than 1,000 units), plus townhouses, apartments, and commercial spaces built to these higher standards. By the end of 2024, Richmond had more than 760 detached houses and townhouses (containing over 1,000 new housing units) fully completed to BC Step Code requirements. On average, heat loss from these houses is 38% less than those completed before 2019, while energy use for heating, cooling and ventilation is down 35%. Since 2022, GHG emissions from the average new detached house in Richmond have declined by two-thirds. An increasing number of houses built to the top level of the Zero Carbon Step Code have operational GHG emissions that are less than one-tenth of those from the average pre-2018 house.
- **Energy benchmarking for existing buildings:** Richmond staff initiated engagement on potential energy and GHG emissions reporting requirements for industrial, light industrial, commercial, and office buildings over 100,000 square feet.
- **Retrofit financing study:** Richmond staff initiated a feasibility study for a potential financing program to support homeowners to do retrofits with low- or no-cost financing options, to be supplemented with a future program design and connections to capital streams.
- **GHG inventory:** Richmond staff commissioned a study to develop an inventory of buildings throughout Richmond and quantify their emissions.
- **District Energy:** The City of Richmond's Lulu Island Energy Company (LIEC) is one of Canada's largest municipally owned district energy utilities, providing energy services to 7.8 million ft² as of December 2024. Expansion of the CCDEU has been underway since the execution of a substantial \$175M financing deal with partners Corix Utilities and Canada Infrastructure Bank in 2022. LIEC is in the early stages of development of the CCDEU system, which will swiftly become the largest DEU service area within its first few years of operation. LIEC currently services customers by utilizing an interim servicing strategy to expand the customer base and enable immediate reduction of GHG emissions for upcoming developments throughout the City Centre area. This servicing strategy requires developments in the City Centre area to utilize LIEC's onsite low-carbon energy plants to provide space heating, space cooling, and domestic hot water heating services to the customers. A future permanent energy centre is planned to be completed by 2030 and will interconnect with CCDEU customer buildings. Over the next 30 years district energy infrastructure will continue to expand and the connected floor area will grow to approximately 52 million ft².

- The Steveston Community Centre and Library project is advancing civic innovation by integrating mass timber and low-carbon concrete into its design and construction. As a facility that was previously a high GHG emitter, the new center will transition to a fully electric system, significantly reducing its carbon footprint. The initiative focuses on reducing embodied carbon in civic buildings while promoting greater circularity in facility projects. This work is being carried out through industry collaboration and stakeholder engagement, positioning the City as a leader in sustainable building practices. At the conclusion of the project, the City will publish a Life Cycle Assessment (LCA) report to share lessons learned and guide future projects.
- Richmond Lawn Bowling Clubhouse was deconstructed in March 2024, rather than demolished, in order to recover materials. All wood and concrete were salvaged and donated to a non-profit organization, exemplifying the City's leadership in sustainable construction. By prioritizing deconstruction and material reuse, the project reduced GHG emissions associated with new material production and transportation, while supporting community reuse initiatives.
- West Richmond Pavilion will be built based on the Passive House standard, the most rigorous energy-performance benchmark in the industry. This approach reduces heating and cooling demand through passive measures such as insulation, airtight construction, and heat-recovery ventilation, while maintaining comfort and air quality. Compared to LEED Gold, Passive House achieves up to 90% energy savings, 70% less annual energy use, and 85–95% fewer greenhouse gas emissions, significantly lowering operating costs and enhancing climate resilience.
- City Hall Chiller Replacement Project has replaced the existing gas-fired hydronic system with two new air-source heat pumps (ASHPs), resulting in an estimated 70% reduction in GHG emissions, equivalent to approximately 135 tonnes of CO₂e annually. The system will add an estimated 250,000 kWh of electricity per year, supporting the City's decarbonization goals. The project has received \$136,000 incentive from CleanBC.

***Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to the transportation sector.**

- ☒ Corporate
- ☒ Community

Corporate transportation policies, programs and actions.

- ☒ Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- ☒ Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- ☒ Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.
- ☒ Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.
- ☒ Implemented a zero-emission vehicle preference or requirement for contracted work from a service provider.
- ☒ Active transportation infrastructure investments.
- ☒ Active transportation education and encouragement programs.
- ☒ Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for use of bikes/scooters).
- ☒ Installation of secure bike parking (i.e. bike valet).
- ☒ Electric vehicle charging studies/planning.
- ☒ Electric vehicle charging infrastructure investments.

- ☒ Electric vehicle purchases and electric equipment/machinery purchases (i.e. electric ice resurfacers)
- ☐ Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.
- ☒ Other:
 - Fleet Operations is working on a new Green Fleet Action Plan 2030 with a 50% reduction of corporate vehicle emissions from the baseline year of 2007.
 - The City's Works Yard Replacement Project will be built in 4 phases. Each phase will bring in more EV chargers for corporate vehicles and for staff vehicles. This project is currently in the planning and development stage. Construction on phase 1 is estimated to begin in early 2026.
 - GPS/AVL technology is being installed in all corporate vehicles to enhance the useful life of the equipment and to ensure that vehicles are being used efficiently. Also, to identify where low vehicle use exists and to try and replace low use vehicles with more pooled/shared vehicles.
 - Richmond Fire Rescue has transitioned many traditionally gas powered tools to battery-powered, uses inverters for power vs gas generators, and is currently investigating the use of portable batteries for mobile power sources to mitigate being tethered to the apparatus.

Community-wide transportation policies, programs and actions.

- ☒ Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- ☒ Improving or expanding public transportation.
- ☒ Mode shift targets for passenger and/or commercial transportation (shifting from private vehicles to sustainable modes like walking, cycling and public transit) in Official Community Plan, Regional Growth Strategy or other guiding documents.
- ☒ Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- ☐ Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.
- ☒ Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first).
- ☒ Revising existing bylaws or implementing new ones to support active transportation.
- ☒ Active transportation planning.
- ☒ Active transportation infrastructure investments.
- ☒ Active transportation education and encouragement programs.
- ☒ Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for bikes/scooter uses).
- ☒ Bylaws that reduce or eliminate off street parking requirements.
- ☒ Implement pedestrian plazas, car-free streets (temporary or permanent) or limited-access automobile streets.
- ☒ Installation of secure public bike parking (i.e. bike valet).
- ☒ Neighbourhood or community-wide speed limit reductions.
- ☒ Electric vehicle charging studies/planning.
- ☒ Mandatory EV infrastructure in new construction.
- ☒ Established electric vehicle charging ready bylaws.
- ☒ Electric vehicle charging infrastructure investments.
- ☐ Streamlined hydrogen fueling station permitting process.
- ☐ Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.

- ☐ Required green roads certification for any new or significantly modified existing roads.
- ☐ Other:

***Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to transportation.**

- **Richmond-owned Electric Vehicle Charging Expansion:** The City of Richmond is planning its largest expansion to date to the public electric vehicle (EV) charging network with the installation of 24 to 30 new direct current fast chargers across three strategic locations, as part of Phase 1 of the City's DCFC expansion plan approved by Council. This upgrade will increase the total power output of the City's EV charging network by sixfold, significantly improving access to fast, reliable charging—particularly in underserved neighbourhoods and for residents without access to home charging. Since the launch of Richmond's public EV charging program over 5 years ago, the network has dispensed over 2,950,000 kWh of energy, supporting a growing number of EV drivers and contributing to the City's climate action goals. Once operational, the new stations are projected to dispense an additional 4,280,000 kWh annually, further reducing transportation-related greenhouse gas emissions.
- **Active Transportation Infrastructure Improvements:** In 2024, the City completed a number of infrastructure upgrades to support active transportation, including construction of new protected multi-use pathways on No. 2 Road between Steveston Highway and Williams Road and on Steveston Highway between Shell Road and Mortfield Gate. Improvements to a multi-use pathway on Garden City Road between Francis Road and Williams Road was also implemented.
- **Active Transportation Education and Improvement Programs:** In 2024, the City hosted the 22nd Island City By Bike Tour, bike to school education for students, Go by Bike Week, Bike to Shop Week, and 2024 Walk to School Initiative and participated in a number of education and outreach programs in partnership with the Richmond RCMP and Lime such as the E-scooter Safety and Skills Challenge encouraging residents to adopt active modes of travel.
- **Community Driven Neighbourhood Traffic Calming Program:** The City successfully implemented a number of traffic calming programs within local neighbourhoods in 2024 to enhance the comfort of people walking and cycling on local roads. Residents are engaged to determine appropriate speed management measures on local streets. Through this program, traffic calming measures were implemented on Springfield Drive, Kittiwake Drive and the Steveston and Hamilton neighbourhoods.

***Question 12: Please indicate all other climate initiatives (excluding buildings, transportation, and adaptation and resilience) your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to community-wide and corporate action.**

- ☒ Corporate
- ☒ Community

Corporate climate policies, programs and actions

- | | |
|--|---|
| ☒ Circular economy or zero waste strategy. | ☒ Sustainable procurement policy. |
| ☒ Renewable energy investments (e.g. district energy, waste heat recovery, biomass). | ☐ Supporting green/blue carbon sequestration. |
| ☐ Developing compliance carbon offset projects. | ☐ Developing voluntary carbon offset projects. |

☒ Other:

- The measurement and reporting of embodied carbon emissions reductions in infrastructure projects using circular approaches. The City developed internal methodologies and applied them to track embodied carbon reductions achieved through material reuse and circular design in asphalt pavement and dikes infrastructure projects.
- Compostable waste diversion (see below)

Community-wide climate policies, programs and actions.

- | | |
|---|---|
| ☒ Complete, compact communities | ☒ Organics diversion |
| ☒ Circular economy or zero waste strategy | ☒ Renewable energy investments (e.g. district energy, waste heat recovery, biomass) |
| ☐ Supporting green/blue carbon sequestration | ☒ Climate engagement |
| ☐ Other: | |

Complete, Compact Communities - Please select all that apply.

- | | | |
|---|--|--|
| ☒ Rezoning | ☒ Smaller lots | ☒ Density bonuses |
| ☒ Infill development | ☒ Urban containment boundaries | ☒ Regional Growth Strategies |
| ☒ Community Development Plans | | |

***Please highlight a community project(s) that was in-progress, ongoing or completed in the 2024 calendar year related to community-wide or corporate action.**

- **Rezoning for compact development:** In June 2024: Adoption of a new bylaw that prescribes minimum residential densities and building heights for areas within 800 metres of a rapid transit station as per Bill 47 (Transit oriented Areas);
- Adoption of amendments to the Zoning Bylaw for areas traditionally zoned for single-family or duplex housing to allow 3, 4 or 6 units depending on lot size and proximity to frequent transit as per Bill 44 (small-scale multi-unit housing); and
Adoption of bylaw amendments to reduce parking minimums or not include parking minimums for areas in close proximity to frequent transit and within 800 metres of a rapid transit station as per Bills 44 and 47.
- **Targeted update of Richmond's OCP:** From September to November 2024, the City engaged with residents and interested parties on a targeted update of the Official Community Plan (OCP) with a focus on addressing housing affordability, equitable communities, climate change & adaptation, and environmental protection & enhancement. The City has recently endorsed proposed strategic policy directions for public engagement from June to September 2025. It is anticipated that a revised OCP will be adopted by the end of 2025.
- **Multi-authored Comic Book addressing Climate Change in Richmond:** "Hidden Stories of the Bioverse" was an exploration of personal storytelling, expressed through a hybrid of comics, poetry, and observations in nature. The project engaged young artist-writers at Dixon Elementary, through the exploration of their narratives, ones that look closely at the diverse world of plants, animals, and other species inhabiting the ecosystems near and around the school. This project envisions the creation of comics by young learners as a practice in place-based art creation, centered on the theme of flood protection in the climate crisis. Exploring outdoor learning environments, the students developed a weekly practice of ecological observation in tandem with comics creation. The legacy work includes a multi-authored comic book and traffic cabinet art wraps located at Francis and No. 1 Road.
- **Richmond's Green Cart Program - ongoing successes with organic waste diversion:** The City of Richmond was one of the first municipalities in the region to implement food scraps collection starting in April 2010 for single-family homes. This initiative was then expanded to all residential units in townhomes and multi-family complexes in 2013, ahead of the regional disposal ban on food scraps from landfills in 2015. Annually, more than 76,670 units receive weekly organics collection, diverting more than 21,815 tonnes of organic waste from the landfill and helping to reduce greenhouse gas emissions. Since the program's implementation, Richmond has successfully turned 265,507 tonnes of organic materials into nutrient-rich soil.

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating climate adaptation principles into decisions and everyday activities.

***Question 13 a): Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2024 calendar year to adapt to and build resilience to climate impacts.**

- ☒ Corporate
- ☒ Community

Corporate resilience and adaptation policies, programs and actions.

- | | |
|---|---|
| <ul style="list-style-type: none"> ☒ Undertaking or completing a risk assessment at the asset or project level. ☒ Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions. ☒ Monitoring climate risks or impacts (floods, wildfire, etc.). ☐ Creation of policy/procedures to affect change (climate considerations into decision-making processes). ☒ Utilizing natural assets/nature-based solutions. | <ul style="list-style-type: none"> ☐ Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the asset or project level. ☒ Collaboration with other communities on resilience planning/initiatives. ☒ Providing training (adaptation and mitigation skills). ☒ Creating data systems to support climate action. ☒ Developing emergency/hazard response plans. ☐ Developing business continuity or similar plan(s) ☐ Other: |
|---|---|

Community-wide resilience and adaptation policies, programs and actions.

- | | |
|---|---|
| <ul style="list-style-type: none"> ☒ Undertaking or completing a risk assessment at the community level. ☒ Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions. ☐ Hydro climatological data collection. ☒ Public engagement on climate risks and actions. ☐ Creation of policy/procedures to affect change (climate considerations into decision-making processes). ☒ Developing, acquiring, or already have hazard or climate risk mapping (e.g., floodplains), data or similar information. | <ul style="list-style-type: none"> ☐ Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level. ☒ Collaboration with other communities on resilience planning/initiatives. ☒ Monitoring climate risks or impacts (floods, wildfire, etc.). ☒ Providing training (adaptation and mitigation skills). ☐ Creating data systems to support climate action. ☐ Utilizing natural assets/nature-based solutions. ☒ Developing emergency/hazard response plans. ☐ Other: |
|---|---|

***Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2024 calendar year to reduce risk and increase resilience.**

- Development of hydrodynamic modelling and emergency dike reconstruction strategy, development of dike operations and maintenance manual, implementation of multi-family water metering program.
- **Richmond Heat Vulnerability Map:** Emergency Programs, with funding from UBCM, completed a Heat Vulnerability Map for City of Richmond. This was reported as ongoing last year, and it was completed this year.
- **Federation of Canada Municipalities Climate Risk Assessment:** The objective of the study, funding by FCM, is to identify and evaluate the risks that climate hazards may pose to the City's seven major infrastructure assets and to develop preparedness and adaptation strategies.

***Question 13 b): Staff time for developing plans and assessments. How many full-time equivalent (FTE) staff are dedicated to developing the plans and assessments listed below? This includes plans and assessments done collaboratively with other local or Indigenous government partners.**

- | | |
|---|---|
| <ul style="list-style-type: none"> ☒ Emergency management plans that address preparedness, response and/or recovery; also includes hazard specific response plans such as an extreme heat response plan – 4 FTE ☒ Hazard and climate risk assessments (e.g., Hazard, Risk and Vulnerability Assessment (HRVA), floodplain mapping, sea level rise risk assessment). • Engineering Planning – 1.5 FTE • Emergency Programs – 1 FTE | <ul style="list-style-type: none"> ☒ Business continuity plans <ul style="list-style-type: none"> • RFR and EP: 5.5 FTE ☒ Hazard and climate risk reduction / adaptation plans (e.g., flood risk management plan, community wildfire protection plan, water supply management plans) <ul style="list-style-type: none"> • Engineering Planning – 5.25 FTE |
|---|---|

***Question 13 c): Funding for developing plans and assessments What is the annual budget allocated for the plans and assessments listed below? This includes plans and assessments done collaboratively with other local or Indigenous government partners.**

- ☒ Emergency management plans that address preparedness, response and/or recovery; also includes hazard specific response plans such as an extreme heat response plan)
 - Engineering Planning – approx. 150000
 - Emergency Programs - 500000
- ☐ Business continuity plans
- ☒ Hazard and climate risk assessments (e.g., Hazard, Risk and Vulnerability Assessment (HRVA), flood plain mapping, sea level rise risk assessment)
 - Emergency Programs – 30000 for extreme heat map, funded through a UBCM grant
- ☒ Hazard and climate risk mitigation/adaptation plans (e.g., flood risk management plan, community wildfire protection plan, water supply management plans)
 - Engineering Planning – approx. 500000
 - RFR – approx. 30000

***Question 14 a): Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?**

- | | |
|--|--|
| <ul style="list-style-type: none"> ☒ Yes at the community level <ul style="list-style-type: none"> • Engineering Planning – Flood Protection Management Strategy - 2019 • [NOT USED: Emergency Programs – City Heat Map] | <ul style="list-style-type: none"> ☐ Yes at the asset or project level |
|--|--|

If available, please provide a link to the document:

- Flood Protection Management Strategy 2019:
https://www.richmond.ca/shared/assets/Flood_Protection_Management_Strategy57596.pdf

***Question 14 b): Are you integrating climate risk into asset management, budgeting and climate action plans?**

- ☒ Yes, in asset management ☒ Yes, in budgeting ☒ Yes, in climate action plans

***Question 15: Please select the most significant climate hazards and impacts faced by your jurisdiction and please specify the associated adaptation measures completed or in-progress in the 2024 calendar year, if any.**

- ☒ Extreme heat and heat stress
- Public information campaigns focused on heat mitigation strategies for individual households. A consultant was hired to produce a 'heat map' of the City highlighting warmer areas of the City and overlaid population, building types, and other layers for risk analysis and planning.
- ☐ Extreme cold, snow and ice
- ☒ **Water shortages:** Implementation of water conservation program, multi-family water metering program.
- ☒ **Wildfire:** RFR – City of Richmond's Community Wildfire Resiliency Plan
- ☒ **Wildfire smoke:** Public information campaigns on the risks inherent to poor air quality and appropriate steps to take to mitigate impacts both for staff and the public.
- ☒ **Overland flooding:** Develop flood protection utility budget to support capital program
- ☒ **Coastal flooding, storm surge events and/or other coastal hazards:** Development of hydrodynamic modelling and emergency dike reconstruction strategy, development of dike operations and maintenance manual, development of flood protection utility budget to support capital program
- ☒ Wind, rain, and other storm events: Develop flood protection utility budget to support capital program
- ☐ Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)
- ☐ Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)
- ☐ Human health impacts
- ☒ **Power outages:** Installation of uninterrupted power supply (UPS) at intersections to improve resilience of the traffic signal system.
- ☐ Landslides
- ☐ Not applicable/no hazards
- ☐ Not sure
- ☐ Other:

***Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the hazards and impacts identified in Question 15?**

- ☒ Local knowledge
- ☒ Localized climate modelling and projected scenarios
- ☒ Assessment of potential community impacts
- ☒ Assessment of community vulnerabilities
- ☒ Risk assessment of hazards
- ☒ Mapping of climate change impacts and hazards
- ☒ Demographic information
- ☒ Projected development
- ☒ Adaptation planning information
- ☒ Technical expertise to implement solutions
- ☒ Community/partner engagement and support

- ☒ Information on partnership opportunities
- ☒ Examples of actions taken by other communities
- ☐ Not sure
- ☒ Other:

- Building types and ratings for insulation and climate control (AC/Heating).
- Urban tree canopy.
- Regional climate impact modelling that factors in implemented adaptation measures.

Optional: What climate resilience indicators are of the most value to your local government or Nation?

E.g., Percentage of buildings retrofitted for energy efficiency and climate resilience; Percentage of urban tree canopy cover to mitigate heat island effects; Number of households with access to cooling centers during extreme heat events

***Question 17: Please indicate all initiatives your local government or Nation had in-progress, ongoing or completed in the 2024 calendar year related to collaborating with their neighbouring communities, businesses or community organizations, critical infrastructure providers and/or other partners.**

- ☒ Emergency Management and Disaster Climate Risk Management related activities such as preparing, reviewing or revising hazard risk assessments, emergency/hazard response and/or hazard risks plans.
- ☐ Entering into agreements with other jurisdictions related to emergency management, hazard and climate risk reduction, etc. (This request would exclude information on mutual aid type of agreements in relation to (e.g.) fire protection services.)
- ☒ Preparing, reviewing or revising a risk assessment or an emergency management plan.

***Question 18: Has your local government or Nation completed a natural asset inventory (an assessment of natural resources like forests, wetlands, and waterways for their ecosystem services and value)?**

- ☐ Yes
- ☒ No
- ☐ Currently in progress

If no, what are the primary barriers preventing your local government or Nation from completing a natural asset inventory?

- ☒ Lack of funding
- ☒ Lack of capacity (staff, expertise, etc.)

Is your local government or Nation actively managing your natural assets based on this inventory?

- ☐ Yes
- ☐ No
- ☐ Planning to start soon

If your local government or Nation is not actively managing natural assets, what are the primary reasons?

- | | |
|---|---|
| ☐ Not required/mandated | ☒ Lack of funding |
| ☐ Lack of understanding of the benefits | ☒ Other (please specify): Direction #1 of the |
| ☐ Lack of capacity (staff, expertise, etc.) | Richmond Circular City Strategy includes the goal of |
| ☐ Not a current priority for council, directors, or leadership | assessing Richmond's natural assets. The Strategy |
| | was approved by Council, but this initiative has not |
| | been developed. |

Equity

Certain populations are disproportionately affected/more vulnerable by climate hazards and impacts (e.g. people experiencing homelessness, low-income households, seniors/elders, people living alone). Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

***Question 19: How does your local government or Nation ensure equitable access to and distribution of climate action opportunities and benefits?**

- ☒ By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.
- ☒ By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.
- ☒ By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.
- ☐ There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.
- ☐ Not sure how to integrate equity into our climate action work.
- ☐ Not sure if equity is being integrated into our climate action work.

Optional: Please highlight a climate initiative completed or in-progress in the 2024 calendar year that promotes equity and inclusion.

- In 2024 the City's Emergency Programs and Community Social Development departments worked together to embed considerations for isolated seniors and individuals who may be experiencing homelessness or sheltering outdoors or in vehicles into climate related emergency planning. The City's Extreme Heat and Poor Air Quality Operations Guide is linked to the Richmond Extreme Heat and Air Quality Community Response Plan for vulnerable members of the community. To ensure that there is a plan and steps in place to support City and community partner staff and to share information and resources, distribute emergency supplies and conduct wellness checks on individuals who may be more at risk during extreme weather.

LGCAP Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

***Question 20 a): How has your local government or Nation spent or committed its LGCAP funding received in March 2024?**

- ☐ Corporate ☒ Funds on hold: 1658659 ☐ Community

Funds on hold - How will funds be allocated?

- ☐ Please indicate the project(s) and the amount of funding that will be allocated to each of them, if known.
- ☒ No decision has been made.

*** To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in March 2024 has gone towards**

- Staffing, Consulting Services related to CEEP projects, education programs and project related expenses.

***Question 20 b): How has your local government or Nation spent or committed its remaining LGCAP funding received in 2022 and 2023?**

The total amount of \$1,132,164 in LGCAP funding received from the Province in 2022 and 2023. The \$104,200 has been already spent in 2023 and the remaining amount of \$1,027,964 was either spent in 2024 or allocated for use in 2025.

- ☒ Corporate
- ☒ Community

Corporate Initiatives

- ☒ Staffing
 - 774210
- ☐ Climate study
- ☐ Asset management
- ☐ Leveraging funds from other sources/ grant stacking
- ☐ Transportation initiatives
- ☐ Resilience and adaptation initiatives
- ☐ Energy study
- ☐ Traditional services emissions reporting
- ☐ Climate finance planning
- ☐ Buildings initiatives
- ☐ Corporate-wide initiatives
- ☒ Other: 598.98 (For PDF Passive House Training)

Corporate buildings policies, programs and actions.

- ☐ Highest efficiency standards for new space and water heating equipment.
- ☐ Zero Carbon Step Code adoption.
- ☐ Requirement to use mass timber in buildings construction.
- ☒ Other: 20000 (Building Benchmark BC)
- ☐ BC Energy Step Code adoption (Step 4 or higher).
- ☐ Efficiency upgrades/retrofits.
- ☐ Requirement to measure embodied carbon.

Community-wide Initiatives.

- ☒ Climate engagement
 - 17844 (Cool It!, circular economy)
- ☐ Energy study
- ☐ Buildings initiatives
- ☒ Community-wide initiatives
 - 28522.50 (Energy and GHG emissions analysis)
- ☐ Topping up programs/incentives
- ☐ Climate study
- ☐ Asset management
- ☐ Transportation initiatives
- ☐ Resilience and adaptation initiatives
- ☐ Other

Community-wide buildings policies, programs and actions.

- ☐ Topping up Provincial energy efficiency incentive programs.
- ☒ Zero Carbon Step Code adoption: 33195
- ☐ Requirement to measure embodied carbon.
- ☒ Buildings initiatives: 36000 (Retrofit Financing Feasibility Study)
- ☒ BC Energy Step Code adoption (Step 4 or higher) 33195
- ☐ Requirement to use mass timber in buildings construction.
- ☒ Other:
 - 29981 (Strategic energy planning)

Community-wide transportation policies, programs and actions.

- ☐ Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- ☐ Mode shift targets for passenger and/or commercial transportation (shifting from private vehicles to sustainable modes like walking, cycling and public transit) in Official Community Plan, Regional Growth Strategy or other guiding documents.
- ☐ Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.
- ☐ Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for use of bikes/scooters).
- ☐ Installation of public secure bike parking (i.e. bike valet).
- ☐ Mandatory EV infrastructure in new construction.
- ☐ Streamlined hydrogen fueling station permitting process.
- ☐ Required green roads certification for any new or significantly modified existing roads.
- ☐ Improving or expanding public transportation.
- ☐ Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- ☐ Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first).
- ☐ Revising existing bylaws or implementing new ones to support active transportation.
- ☐ Active transportation planning.
- ☐ Active transportation infrastructure investments.
- ☒ **Active transportation education and encouragement programs: 16750**
- ☐ Bylaws that reduce or eliminate off street parking requirements.
- ☐ Implement pedestrian plazas, car-free streets (temporary or permanent) or limited-access automobile streets.
- ☐ Neighbourhood or community-wide speed limit reductions.
- ☐ Electric vehicle charging infrastructure investments.
- ☒ **Electric vehicle charging studies/planning. 28000**
- ☐ Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.

☐ Other:

Community-wide climate policies, programs and actions.

- ☐ Complete, compact communities
- ☒ **Circular economy or zero waste strategy: 9668**
- ☐ Supporting green/blue carbon sequestration
- ☐ Organics diversion
- ☐ Renewable energy investments (e.g. district energy, waste heat recovery, biomass)
- ☐ Other:

Complete, compact communities.

- ☐ Rezoning
- ☐ Density bonuses
- ☐ Urban containment boundaries
- ☐ Regional Growth Strategies
- ☐ Other
- ☐ Smaller lots
- ☐ Infill development
- ☐ Official Community Plans
- ☐ Community Development Plans

Community-wide resilience and adaptation policies, programs and actions.

- | | |
|---|---|
| <ul style="list-style-type: none"> ☐ Undertaking or completing a risk assessment at the community level. ☐ Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions. ☐ Hydroclimatological data collection. ☐ Public engagement on climate risks and actions. ☐ Creating data systems to support climate action. ☐ Utilizing natural assets/nature-based solutions. ☐ Developing emergency/hazard response plans. ☐ Other: | <ul style="list-style-type: none"> ☐ Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level. ☐ Collaboration with other communities on resilience planning/initiatives. ☐ Monitoring climate risks or impacts (floods, wildfire, etc.). ☐ Creation of policy/procedures to affect change (climate considerations into decision-making processes). ☐ Developing, acquiring, or already have hazard or climate risk mapping (e.g., floodplains), data or similar information. |
|---|---|

***To expand upon your selection(s), please highlight the initiative(s) your local government or Nation's LGCAP funding received in 2022 and 2023 has gone towards.**

- Energy & Zero Carbon Step Code support: Funded modelling, industry engagement, and analysis to guide adoption of BC's Step Code pathways for net-zero-ready Part 9 homes in Richmond.
- Building Benchmark BC participation: Supported benchmarking and public reporting of energy use and GHG emissions in City civic facilities.
- Climate & Circular-Economy Engagement: Funded public engagement on climate adaptation and circular-economy initiatives—including:
 - Richmond's Circular Learning Hub, community workshops on waste reduction and reuse.
 - Cool It! Student climate education and engagement program; and
 - HUB Cycling to promote active transportation, organize cycling advocacy and community rides, and build resident collaboration on mobility and climate action.
- Community-wide GHG inventory for covered buildings: Funded development of a community emissions inventory framework, including stakeholder engagement on proposed energy and GHG reporting requirements for large non-residential buildings in Richmond.
- Circular City Strategy implementation: Enabled Richmond's rollout of circular-economy strategies—reducing waste, increasing reuse and recycling frameworks.

***Question 21 a): How much additional external funding for climate action were you able to invest by leveraging your 2024 LGCAP funds? This could include matching grants as well as private investment.**

- 0

***Question 21 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).**

- 0

***Question 22: What is your internal decision criteria for spending LGCAP dollars?**

- The City of Richmond has allocated a large portion of its LGCAP fundings to hire additional climate action implementation staff. Past experience indicates that while developing and implementing new programs and bylaws requires significant staff resources, this investment enables significant and ongoing GHG reductions.

LGCAP funds are also used for consulting studies, public outreach and stakeholder engagement initiatives done as part of the program development and policy implementation process.

***Question 23: Does your local government or Nation use a formal framework to apply a [climate lens](#) on infrastructure planning and decision-making?**

☒ Yes

☐ No

Question 24: What is the value in the Program's continuity for your community and how does it support other priority initiatives for your local government or Nation (e.g. affordability, health, economic growth/resilience, etc.)?

- Meaningful progress toward the City of Richmond's Council-adopted GHG emissions reduction targets requires ongoing policy, program and regulatory efforts by the City, with most of these initiatives seen to be multi-year to have the desired impact. The Province of BC's commitment to sustained funding through the LGCAP program has enabled the City to add three Climate Action specialist positions (two in Q4 2023 and one in Q4 2024) to develop and lead new initiatives targeting existing buildings and zero emission mobility.

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person): Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds received in 2022 and 2023 were spent by March 31, 2025 or an LGCAP Spending Forecast Form was submitted by February 28, 2025 and approved.
3. That Local Government Climate Action Program funds received in 2024 will be spent by March 31, 2028.
4. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2025.

***Attested by (first name, last name):** Jerry Chong, CPA, CA

***Professional title:** General Manager, Finance and Corporate Services

***Local government or Modern Treaty Nation:** City of Richmond

***Date:**

***Attestor signature:**

2024 Corporate Energy and Emissions Inventory

Local Government Name:	The City of Richmond
Year:	2024
Contact Information:	
Name:	Jerry Chong
Position:	General Manager of Finance and Corporate Services
Telephone Number:	604-276-4064
Email address:	JChong@richmond.ca

Stationary Emission Sources:				
Building Fuel	Units	Consumption	Emissions Factor	Emissions (tCO₂e)
01 - FortisBC Natural Gas	GJ	71,137	0.050221453	3573
Electricity - BC Hydro	kWh	42,159,644	0.000009900	417
Mobile Emission Sources:				
Vehicle Class	Units	Consumption	Emissions Factor	Emissions (tCO₂e)
01 Light-duty Vehicle - Gasoline	L	32,812.28	0.002201676	72
02 Light-duty Vehicle - Diesel	L	15.68	0.002633008	0
07 Light-duty Truck - Gasoline	L	187,111.85	0.002201676	412
08 Light-duty Truck - Diesel	L	10,082.51	0.002633484	27
09 Light-duty Truck - Propane	L	4,823.68	0.001540340	7
13 Heavy Duty - Gasoline	L	114,317.52	0.002246839	257
14 Heavy Duty - Diesel	L	236,358.94	0.002616375	618
Heavy Duty Propane	L	105,859.98	0.001540340	163
18 Off-Road - Gasoline E5	L	20,337.60	0.002351258	48
19 Off-Road - Diesel	L	68,884.66	0.002635377	182
Total Directly Delivered Services Emissions				5,776
Contracted Mobile Emission Sources:				
Vehicle Class	Units	Consumption	Emissions Factor	Emissions (tCO₂e)
14 Heavy Duty - Diesel	L	19,055	0.002616375	50
Heavy Duty - Diesel B5	L	467,952	0.002589570	1201
Heavy Duty Propane	L	75,968	0.001540340	117
Heavy Duty Natural Gas	L	32,441	0.000002170	0
13 Heavy Duty - Gasoline	L	8,380	0.002246839	19
19 Off-Road - Diesel	L	346,554	0.002635377	913
Total Contracted Services Emissions				2,300
Total Traditional Services GHG Emissions				8,076



City of Richmond

Report to Committee

To: General Purposes Committee

Date: August 25, 2025

From: Lloyd Bie, P.Eng.
Director, Transportation

File: 10-6360-16-01/2024-
Vol 01

Re: **Proposed Commercial Truck Parking Strategies**

Staff Recommendations

1. That the proposed On-Street Commercial Truck Parking Pilot Program and Recommended Actions as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, be approved;
2. That Staff report back to Council with the associated bylaw amendments required to implement Option A: Paid Monthly Permit Fee for the proposed On-Street Commercial Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation; and
3. That Staff include the estimated costs for the proposed On-Street Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, as part of the 2026 budget process for Council consideration.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering	☒	
Community Bylaws	☒	
Business Services	☒	Suzanne Bycraft, Acting GM
Real Estate	☒	
Policy Planning	☒	
Law	☒	
Development Applications	☒	
Finance	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

At the November 18, 2024, General Purposes Committee, staff received the following direction:

- (1) That staff explore further locations beyond those previously identified in reports for potential truck parking areas in Richmond, assessing their feasibility based on a realistic evaluation;*
- (2) That staff revise and/or create policies regarding land use, transportation, and agriculture to address the current demands and challenges associated with truck parking in Richmond; and*
- (3) That updates on items 1 and 2 be presented to the Council within a three-month time frame.*

This report addresses 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.

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

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

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

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

Analysis

Introduction

In Richmond, the trucking industry supports sectors such as construction and freight delivery, playing a critical role in local supply chains and the local economy. Truck parking is essential to this industry and enabling the flow of goods and services.

Securing adequate space for overnight truck parking has been a long-standing and complex challenge in the region.

The Canadian Trucking Association of BC indicates additional space for long haul large truck tractor parking is needed in the region, particularly in Surrey and Langley and other areas along the highway network. Recognizing that these challenges require action from other levels of government, the Metro Vancouver Regional District Board sent a letter to the Ministry of Transportation and Transit (MoTT) in 2024 advocating for provincial action on this issue.

This report provides the results of staff's comprehensive review of the commercial truck parking context in Richmond, recommends actions to support the trucking industry and summarizes results of engagement with other levels of government on this matter.

A. Review of Commercial Truck Parking in Richmond

Existing Truck Parking Policies and Bylaws

Truck parking in the City is guided by the following bylaws and policies:

Traffic Bylaw

A commercial vehicle is defined as a truck or truck tractor with a licenced minimum gross vehicle weight of 5,500 kilograms. Richmond's Traffic Bylaw No. 5870 prohibits parking commercial vehicles between 7:00pm to 7:00am on a public street, unless it is engaged in immediate activity such as loading or unloading

Zoning Bylaw and Official Community Plan (OCP)

The City's Zoning Bylaw allows for commercial vehicle parking and storage in all standard industrial zones. There are also lands designated for industrial land uses in the City's Official Community Plan (OCP) that allow for a wide range of industrial and supporting land uses, including allowing commercial vehicle parking. There is approximately 3,600 acres (1,455 hectares) of land currently zoned for industrial uses that permits commercial vehicle parking and an additional 230 acres (95 hectares) of land designated for industrial uses in the OCP that are not currently zoned industrial. A City Bulletin reflecting the permitted land uses that can have commercial truck parking and storage was posted to the City's website in January 2025 (Attachment 1).

16,000 Block of River Road Land Use Policy

In 2008, Council approved interim and long-term action plans for the 16,000 block of River Road, which identified the area for commercial vehicle parking and storage as an interim use.

Currently, eight of the 14 properties in this area are already zoned industrial and permit commercial truck parking (including four sites that were rezoned under the interim action plan).

A further two properties (16820 & 16960 River Road) are currently under active development applications (RZ 23-026564 and RZ 22-013271) which propose commercial truck parking. Staff anticipate the application at 16960 River Road to be brought forward to Council in September 2025 for consideration. Both applications intend to rezone each property from Agriculture to Industrial, which would be consistent with the existing Industrial land use designation in the OCP, in order to permit commercial truck parking.

For the remaining four properties (16500, 16680, 16860 and 16880 River Road), staff sent letters in January 2025 to notify the property owners of the option to rezone their property consistent with the interim action plan for the 16,000 block of River Road. To date, staff have not received any follow-up correspondence or inquiries for this area and will continue to monitor activity.

Staff also conducted outreach in the 16,000-block area, engaging with sites currently used for truck parking to gather general information on available space that could accommodate additional vehicle parking. Based on these discussions, operators/property owners indicated that additional vehicle parking on their site for trucks was not currently available. Feedback reflected that the entire site was needed for the fleet of vehicles associated with the onsite business.

Agricultural Lands

The City does not permit commercial truck parking on land designated or zoned for agricultural uses and contained in the Agricultural Land Reserve (ALR), unless it is accessory to and directly supports the operation of an existing farm. This is consistent with ALR regulations on truck parking. The Agricultural Land Commission (ALC) generally restricts the use of ALR lands to agricultural purposes. This means that using ALR land for commercial truck parking, which is not associated with an agricultural activity, would require a non-farm use application and approval from both Council and the ALC. The above regulations restricting commercial truck parking in the ALR are aligned with the City's OCP land use policies, which supports use of agricultural land for farming and discourages use/activities that are not related to agricultural activity. There is currently a non-farm use application at 14671 Williams Road (AG 25-019652) under review that proposes to use a portion of the property for truck parking. Staff anticipate the application to be brought forward to Council in October 2025.

Evaluation of Commercial Truck Operation in Richmond

Richmond Registered Trucks

According to 2023 ICBC data, there are 6,591 commercial vehicles weighing over 5,500 kilograms registered in Richmond. Table 1 below illustrates that the majority of the commercial vehicles registered in Richmond are cube vans (Figure 1). The remaining 31% of registered commercial vehicles in Richmond comprise of Semi-Truck/ Tractors and Trailers (Figure 2), and other types of commercial vehicles including buses and dump trucks.

Table 1: Commercial Trucks Registered in Richmond (min. 5500 kg)

Commercial Trucks by Type Registered in Richmond	Number	Percent
Cube Van	4574	69%
Semi-Truck/ Tractor and Trailer	780	12%
Dump Truck	406	6%
Bus	387	6%
Other (Flat Deck, Utility, etc.)	444	7%
Total	6591	100%



Figure 1: Example of a Cube Van



Figure 2: Example of a Semi Truck/ Tractor and Trailer

Truck Traffic on Richmond Roads

TransLink's 2017 Regional Goods Movement Study provides the quantity and types of trucks using Richmond roads (Attachment 2). Most trucks in Richmond are smaller trucks used for local deliveries. Semi-trucks with a gross vehicle weight exceeding 11,793 kilograms mainly travel on Highways 91 and 99. These trucks typically move goods to and from gateway locations like the airport, ports and to industrial areas in East Richmond.

Richmond has fewer semi-trucks on City streets compared to other parts of the region. Areas with the highest truck traffic include the routes from Deltaport, the South Fraser Perimeter Road, Knight Street in Vancouver, Highway 1, and McBride/Royal Avenue leading to the Pattullo Bridge in New Westminster.

Truck Parking Enforcement

Parking enforcement conducts proactive patrols, which includes a focus on overnight commercial vehicle parking. The majority of trucks in the City are observed to park in compliance with the traffic regulations as the trucking companies operating within the City generally provide parking spaces for their own fleets. Table 2 below provides the number of tickets issued between January 2022 and December 2024. A total of 939 tickets were issued during this period for commercial vehicles parked overnight. The increase in violations since 2022 is attributed to the increase in enforcement efforts.

The majority of overnight violations in Richmond involve smaller trucks (e.g. delivery vans and cube trucks) rather than tractor-trailer type units and 60% of those trucks in violation were registered outside of Richmond.

Table 2: Overnight Truck Parking Tickets Between 2022 to 2024

Overnight Truck Parking Violations		
2022	2023	2024
175	348	416
Total Violations: 939		

An additional targeted enforcement effort was conducted on July 7, 2025, in industrial areas, resulting in seven tickets for overnight commercial vehicle parking. Four tickets were issued on Mitchell Island, and two tickets in the Fraserwood industrial area.

From the historical ticketing data, the most frequent violation areas were concentrated within East Richmond's industrial zones. The data also indicates that approximately 8% of violations involved repeat offenders (three tickets or more), indicating that truck parking demand is primarily the result of transient vehicles rather than local fleets. The majority of the commercial vehicles ticketed were associated with logistics and freight transport, and not construction related vehicles.

Summary of Truck Parking Demand in Richmond

Data from ICBC, TransLink truck volumes, and enforcement efforts all indicate a higher presence of smaller trucks operating on City streets. This suggests that local commercial parking demand in Richmond is primarily for these smaller vehicles, rather than for semi-trucks more commonly found along provincial highways and in other parts of the region. The data also indicates that truck parking demand in Richmond is for short-term, rather than for long-term needs and is more commonly an isolated occurrence by an operator.

Staff will contact operators who have received multiple overnight parking tickets (representing 8% of total violations) to provide guidance on traffic bylaws and available truck parking locations.

B. Potential Initiatives to Increase the Supply of Truck Parking in Richmond

Options to increase the supply of truck parking facilities within the City and better meet the needs of truck operators were reviewed.

1. Proposed On-Street Commercial Truck Parking Pilot Program

Currently, commercial trucks are permitted to park on the road between the hours of 7:00am and 7:00pm for up to 3 hours. A detailed road analysis for the provision of dedicated 24-hours on-street commercial truck parking in industrial areas was undertaken and described in Table 3 below. Review of the existing roads included suitable access routes, road width, driveway clearances, sightlines, surrounding parking demand and adequate turnaround. The estimated number of parking spaces represents an equal mix of large semi-trailers and smaller commercial trucks.

Table 3: Use of Existing Streets for Potential Truck Parking Zones

On-Street Commercial Truck Parking Location	Description	Comments
Fraserwood Industrial Area	Approximately 30 parking spaces distributed throughout the street network. Considerations of overnight truck parking in this area include the impacts to adjacent businesses who use the street parking overnight.	Does create some lengthy access /egress routes for trucks due to local road network. Recommend as part of pilot program and monitor impacts.
Ironwood Industrial Area	A review of the streets in the Ironwood area resulted in a potential to create approximately 15 commercial parking spaces.	Recommend as part of pilot project and monitor impacts.
Mitchell Island	Approximately 10 parking spaces distributed throughout the local street network.	Recommend as part of pilot project and monitor impacts.

Ferguson Road	The location proposed could accommodate up to 22 parking spaces on Ferguson Road.	This is an isolated City road segment and truck turnaround within City property is not available. This option would also impact roads within YVR' jurisdiction. Not recommended as part of pilot program.
Shell Road (Alderbridge Way to Westminster Highway)	Wide gravel shoulder on the west side approximately 420 metres in length that can accommodate truck parking. This location is also near the highway system and could yield a parking supply of approximately 20 parking spaces.	Due to drainage issues (ponding) along the roadway, the current gravel shoulder could require road works including road structure improvement, paving, curb and gutter, drainage, and lighting to facilitate truck parking. The estimated costs of these roadworks are \$1,800,000. Not recommended as part of pilot program due to high costs. 

Based on this review, approximately 55 commercial truck parking spaces in the Fraserwood, Ironwood, and Mitchell Island industrial areas can be established. Proposed locations have been identified in Attachment 3.

To balance commercial truck parking capacity and impact to the surrounding community, Staff propose opening the designated street parking to the general public during the day between 7:00am-7:00pm and restricting it to only permitted commercial vehicles overnight.

Proposed On-Street Commercial Truck Parking Pilot Program Location and Registration Information

A one-year pilot program is recommended in the Fraserwood, Ironwood and Mitchell Island industrial areas. The pilot program will create approximately 55 on-street truck parking spaces. Signage would be used to designate the permitted parking zones to permit overnight truck parking from 7 pm to 7am. The pilot program will allow the City to determine the feasibility of a potential longer-term formal commercial vehicle parking program. To assess utilization and commercial truck parking demand and assist with enforcement of these spaces during the pilot, a registration system is proposed. Operators will have to register their truck licence plate by phone or email with the City in order to participate in the pilot program. This will enable use of Licence Plate Recognition (LPR) instead of physical decals. Once registered, the licence plate number will be recognized by the City's Enforcement Officers as valid for parking. Information on the pilot program and how to participate will published on the City's website. Details regarding the pilot program will also be posted at the designated truck parking locations (website and contact information).

The pilot program will monitor and collect information on the following:

- The increase in truck traffic on City roads.
- The level of participation by commercial vehicles registered in Richmond.
- Impact to street parking.
- Wear and tear of the road conditions.
- The need for additional enforcement resources.
- Feedback from business owners, industry stakeholders and the community.

Additional costs for parking signage and expanded enforcement and maintenance would also be required to support this option. Currently, monthly overnight enforcement is scheduled outside regular operating hours which requires shift rescheduling and often incurs overtime costs.

Proposed Pilot Program Fees

A review of parking charges for public truck parking areas in the region are illustrated in Table 4 below:

Table 4: Review of Parking Charges

Jurisdiction	User Fee
Ministry Of Transportation and Transit	No Parking Fees
City of Surrey	\$400/month
Township of Langley	No Parking Fees

There are two options for fees associated with the pilot program.

Option A: Paid Monthly Permit Fee (Recommended)

Staff recommend that fees associated with this program be based on the existing rate for the City-wide on-street parking permit. Currently a fee of \$55.25 per calendar month, is established through the City's Consolidated Fees Bylaw No. 8636. These permits are issued to private vehicles that have a total length of six metres. As commercial trucks occupy more curb space than a passenger vehicle, this option proposes a monthly permit parking fee for commercial trucks based on length calculated as a multiple of a standard passenger car length described in Table 5 below:

Table 5: Proposed Commercial Truck Pilot Program Parking Fees

Truck Size	Proposed Monthly Parking Fee
Small commercial trucks up to 12m in total length (e.g., cube vans, heavy single unit)	\$110.50
Large commercial trucks greater than 12 metres in total length (semi-trailer truck)	\$165.75

The fees collected would help offset the enforcement and administration costs for implementing the program.

Should Council wish to include user payment fees as part of the pilot program, staff will bring forward the associated bylaw amendments.

Option B: No Permit Fee

Through this option, overnight truck parking is made available to commercial vehicle owners on a first come first serve basis via a vehicle registration system. Parking will be signed to restrict use to registered commercial vehicles only in the pilot zones between the hours of 7 pm and 7 am. This option would allow for a future payment fee to be developed based on the measured demand for street parking by overnight trucks and the costs incurred by the City to operate the pilot program. None of the proposed commercial truck parking zones are currently in pay or permit parking designated areas.

Should Council approve the pilot program, the associated bylaw amendments for this option would be brought forward for Council consideration. A one-time additional level request will be brought forward as part of the 2026 budget process to support the pilot program. Staff estimate that the pilot program could be launched in the first quarter (Q1) of 2026.

2. Review of City Owned Lands

Staff undertook a comprehensive review of City owned parcels for consideration of commercial truck parking, including land assets on Rice Mill Road, Triangle Road and Sidaway Road as described below:

- 12751 Rice Mill Road: The property is committed to the Province of BC Fraser River Tunnel Project on a land lease for a term of seven years commencing on January 1, 2026, and an option to extend term of two years. It is also zoned "Agriculture (AG1)" and would require rezoning to permit commercial vehicle parking.
- 6631 Sidaway Road: This property was first developed as a go-kart site in 1962, pre-dating the ALR regulations, and operated until the end of 2019.

This site is within the ALR and zoned "Agriculture (AG1)" and truck parking is not permitted. To permit truck parking, a non-farm use application would require approval from both Council and the ALC.

- Triangle Road Properties: The property comprises of six contiguous parcels. A large portion of this property is currently committed under a license agreement.

A portion of this site which is zoned "Light Industrial (IL)" and permits commercial vehicle parking could be used to construct an off-street commercial vehicle parking lot consisting of 40 truck parking spaces. The cost to construct the site for truck parking is estimated at \$4.5 million. The major costs component include ground improvements and pavement works to facilitate truck parking. Due to the high costs, staff do not recommend pursuing an off-street commercial truck parking area on Triangle Road. This site also has potential for other uses that could be considered by the City that might generate significant revenue.

In addition, fifteen other City owned properties zoned appropriately for truck parking were reviewed. These properties are generally committed, or are undedicated road allowances, or have Parks designation.

3. *Engaging Industrial Zoned Lands*

Staff compiled a preliminary list of all industrial zoned lands to evaluate the number of potential sites that are currently zoned industrial and permitted for commercial parking use.

Approximately 1,500 industrial zoned properties exist, not accounting for all the tenants that may exist on a single property, lots having multiple owners, and stratified industrial properties which will increase this number. Research from other cities that have engaged private businesses to seek their interest of third-party truck parking on their property, cited impacts to their existing business as well security, space availability, and maintenance issues as the key concerns.

Staff recommend a targeted survey mail-out to the larger industrial property owners. The survey will advise of the current zoning permitting commercial truck parking and seek feedback on interest in utilizing surplus land for third party truck parking.

Due to their proximity to the provincial highway network, outreach to industrial properties in the Ironwood, Fraserwood business areas and Mitchell Island will be a focus to pursue onsite parking for commercial vehicles during non-business hours.

C. Commercial Truck Parking Efforts by Other Levels of Government

Ministry of Transportation and Transit (MoTT)

Truck parking is a regional issue which requires intergovernmental solutions. In the past few years, the federal and provincial governments have invested in truck parking facilities to provide overnight parking, washroom facilities and security features in Metro Vancouver (Attachment 5).

The facility at Nordel Way near the Alex Fraser Bridge in northeast Delta can accommodate up to 40 commercial trucks and the facility on the north side of Highway 17, near the Port Mann Bridge, can accommodate 106 commercial trucks.

A new parking facility is being proposed in the southwest quadrant of the 264 Interchange as part of the Highway 1 improvement project. This facility is anticipated to accommodate 25 truck parking stalls. Additionally, the Province is proposing to upgrade the Bradner Rest Area to potentially include 30 commercial truck parking stalls.

The Deltaport Truck Staging Facility in Delta was completed in 2020 and was built to provide a designated port container truck staging area for trucks going to the Deltaport container terminal in Roberts Bank. The facility can accommodate up to 140 trucks and includes a secure vehicle access gate requiring a valid Port Pass by truck operators. This facility was jointly funded by Transport Canada, MoTT and the Vancouver Fraser Port Authority.

Staff met with MoTT and they advised that based on the need and location for larger commercial truck parking in high demand areas like Surrey, Langley and Abbotsford, there are no further planned initiatives in the immediate vicinity of Richmond.

Staff recommend writing a letter to MoTT to advocate for a facility to address overnight truck parking on Provincial lands in Richmond.

Metro Vancouver

Regionally, Metro 2050 identifies the importance of transportation networks to ensure the efficient movement of goods within the region, including truck parking.

At the Regional Planning Committee on January 12, 2024, Metro Vancouver staff provided a report on Commercial Truck Parking on Agricultural Lands. The report focused on illegal truck parking activities that Metro Vancouver municipalities are facing in the Agricultural Land Reserve (ALR).

The report recommended:

- Advocacy roles for Metro Vancouver, including encouraging federal and provincial governments to construct and maintain additional truck parking facilities.
- The Province and/or other agencies provide a truck parking app for the entire region to match truck operators with owners of permitted available land.
- The Port of Vancouver share data collection, and that transportation companies that contract non-fleet trucks to allow truck parking on their available lands.

The report also made recommendations for municipal consideration. Some of these have already been implemented by the City, while the other recommendations were reviewed as part of this report. The report recommended that municipalities:

- Explore the potential of utilizing private or municipal lands to create additional truck parking.
- Review the options for overnight on-street parking in industrial areas.
- Consider a Temporary Use Permit process for truck parking facilities in appropriate areas.

To support advocacy of the construction and management of truck parking sites in Metro Vancouver, staff recommend a future resolution on this topic be prepared for submission to the Union of BC Municipalities (UBCM).

Vancouver Airport (YVR)

Staff met with the Vancouver International Airport (YVR). YVR staff advised that designated areas are available at the airport for authorized fleet and tenant truck staging only. These areas are not available for the provisioning of non-fleet public commercial parking. YVR has indicated there are currently no plans to permit public commercial truck parking.

Port of Vancouver

The Port of Vancouver has a number of properties in Richmond, however, these are generally committed or have significant revenue generating through existing lease agreements. Since 2014, the Port has significantly reduced the number of authorized trucks in their fleet from 2,400 to 1,500 (local and long haul based). These trucks are based out of and operate in locations across the Lower Mainland. The Port's Access Agreements require licensed companies to have adequate owned or leased land sufficient for parking their assets and independent operator trucks.

This requirement was established because of the long-standing truck parking issue in the region. Staff met with the Port to discuss opportunities for public truck parking on any of their sites. The Port has not identified any such sites, at this time.

Other Municipalities

A scan of overnight commercial truck parking regulations in other municipalities (Abbotsford, Chilliwack, Delta, Langley Township and Surrey) concluded truck parking rules are generally consistent. No municipality currently permits overnight commercial truck parking on public City roads. Two new initiatives, include:

- The City of Surrey permitting commercial vehicle parking on City owned properties through a leasing agreement with a private parking management company.
- The Township of Langley has initiated a pilot project to allow on-street truck parking on select industrial roads with no permit fees.

D. Summary of Recommended Actions

In addition to the proposed on-street commercial truck parking pilot program, a summary of the recommended commercial truck parking strategies include:

- Continue with proactive truck parking enforcement.
- Contact the operators receiving multiple parking tickets (8% of all infractions) to offer guidance regarding the traffic bylaws and appropriate truck parking locations in the region.
- Update the City's website to provide information on the authorized truck parking areas in the region and about the pilot program.
- Survey larger industrial property owners on their interest to consider utilizing surplus land for third party truck parking.
- Send a letter to MoTT to advocate for a facility in Richmond to address overnight truck parking on Provincial land.
- Advocate for the construction of additional truck parking sites in Metro Vancouver to the Union of BC Municipalities (UBCM).

Financial Impact

The estimated capital cost for implementing the proposed one-year on-street commercial vehicle parking spaces is \$20,000 for new signage. This amount can be accommodated in current Transportation approved capital programs. Additional operational costs, including a one-time increased service level for Bylaw Officers and the addition of a registration system to support the enforcement of the overnight commercial truck pilot program is anticipated at \$120,000 (\$100,000 for enforcement and \$20,000 for administration). Any parking permit fees collected as part of this program will be used to offset associated costs. Should Council support the pilot program, funding for these additional services, totalling \$120,000, will be brought forward for Council consideration as part of the 2026 budget process.

Conclusion

A number of past initiatives have helped to address unauthorized truck parking and have led to an increase in the development of temporary truck parking facilities in the City.

Staff have completed a comprehensive assessment of the current commercial truck parking characteristics in the City and feasibility of additional commercial truck parking beyond those previously identified in reports for potential truck parking areas in Richmond.

Staff propose a paid on-street commercial truck parking pilot program. The pilot program will trial approximately 55 on-street commercial truck parking spaces in the Fraserwood, Ironwood, and Mitchell Island and allow for monitoring of the road impacts and opportunity to receive feedback from area business, local residents and industry stakeholders.

Should Council approve of the proposed one-year commercial truck parking pilot program, Staff will report back with required bylaw amendments and information regarding including the pilot program within the 2026 budget process.



Sonali Hingorani, P.Eng.
Manager, Transportation Planning and New Mobility
(604-247-4049)

SH:ck

- Att. 1: Commercial Truck Parking Zoning and Land Use Information Bulletin
- Att. 2: Truck Volumes on all Roads in Metro Vancouver
- Att. 3: Potential On-Street Truck Parking Pilot Locations
- Att. 4: Ministry of Transportation and Transit Overnight Commercial Parking Areas

Commercial Truck Parking Zoning and Land Use Information Bulletin



**City of
Richmond**

Bulletin

Planning and Development Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Commercial Truck Parking Zoning and Land Use Information

No.: INFO-61
Date: 2025-01-22

Purpose

To provide zoning and land use information to the commercial trucking sector, truck operators and the public about commercial truck parking and storage activities in the City of Richmond.

Zoning Regulations and Official Community Plan (OCP) Information

Commercial vehicle parking and storage activities are a defined use in *Richmond Zoning Bylaw 8500* that includes commercial truck parking. This use, if permitted, allows for the outdoor parking or storage of commercial vehicles in accordance with the zoning provisions. *Richmond Zoning Bylaw 8500* allows for commercial vehicle parking and storage in all standard industrial zones (Industrial – I; Light Industrial – IL; Industrial Business Park – IB; Industrial Retail – IR; Industrial Storage – IS) and in a select number of site-specific industrial zoning districts. Areas where zoning permits commercial vehicle parking and storage are generally designated for 'Industrial' or 'Mixed Employment' in the OCP.

Areas Where Commercial Truck Parking is Not Permitted

Commercial vehicle parking and storage is not permitted in the following areas:

- residential zones and zones that permit residential uses; and
- within the Agricultural Land Reserve, where the commercial vehicle(s) does not directly support the operation of an existing farm.

Rezoning Land to Allow for Commercial Truck Parking

To facilitate the creation commercial truck parking areas in the City, there are lands that are designated 'Industrial' and/or 'Mixed Employment' in the OCP but not currently zoned to allow for industrial uses. In these circumstances, submission of a rezoning application is an option available to implement zoning in appropriately designated OCP areas to allow for commercial vehicle parking activities.

Additional Information

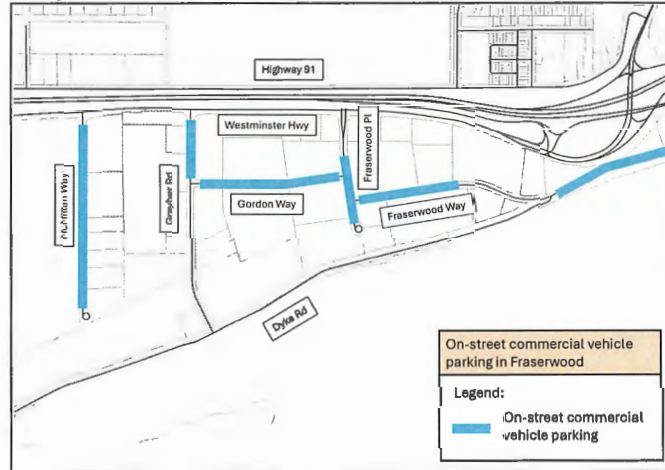
Zoning related questions can be directed to the City's Zoning Clerk at 604-276-4017 or zoning@richmond.ca.

Inquiries about the rezoning of land and related land use policies can be directed to Kevin Eng (Policy Planning Department) at 604-247-4626 or keng@richmond.ca.

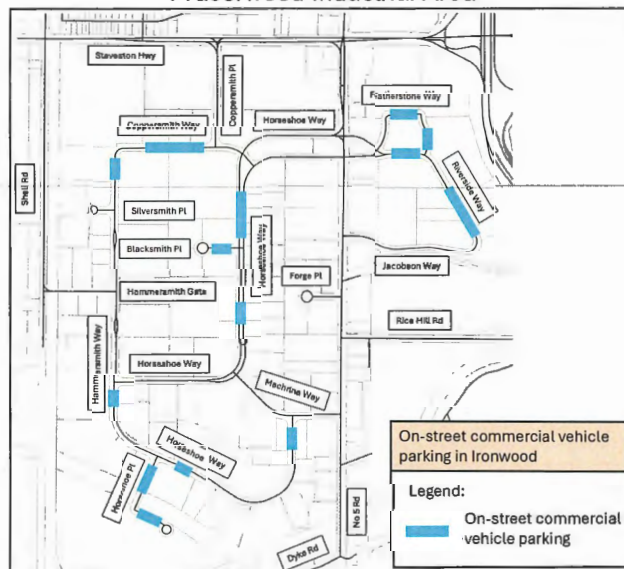
Truck Volumes on all Roads in Metro Vancouver



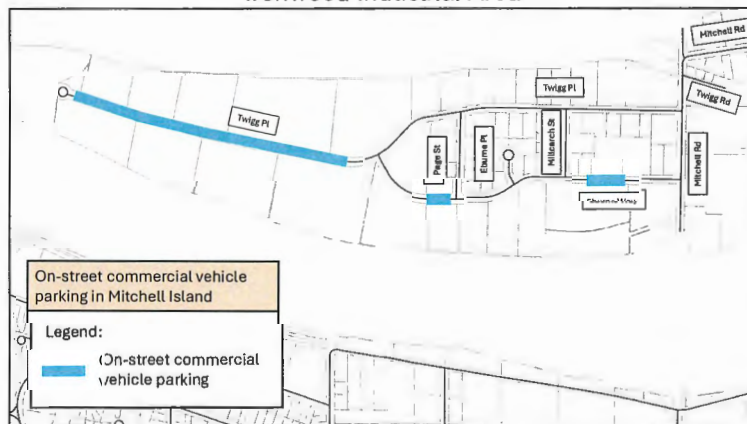
Proposed On-Street Truck Parking Pilot Locations



Fraserwood Industrial Area



Ironwood Industrial Area



Mitchell Island

Ministry of Transportation and Transit Overnight Commercial Parking Areas





City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development

Date: September 3, 2025

File: RZ 22-013271

Re: Application by Boathouse Design Group Inc. for Rezoning at 16960 River Road and PID 005-478-111 from the "Agriculture (AG1)" Zone to the "Industrial Storage (IS1)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10710, for the rezoning of 16960 River Road and PID 005-478-111 from the "Agriculture (AG1)" zone to the "Industrial Storage (IS1)" zone to permit Commercial Vehicle Parking and Storage, be introduced and given first reading.

Joshua Reis, MCIP, RPP, AICP
Director, Development
(604-247-4625)

JR:bb
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering	☒	 _____
Transportation	☒	

Staff Report

Origin

The applicant, Boathouse Design Inc., on behalf of the owner (Fanny Liang), has applied to the City of Richmond to rezone 16960 River Road together with the larger unaddressed lot directly to the south (PID 005-478-111) from the “Agriculture (AG1)” zone to the “Industrial Storage (IS1)” zone to facilitate a proposed commercial truck parking operation. Location and aerial maps of the subject site are provided in Attachment 1.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is included in Attachment 2.

Surrounding Development

The subject site is situated along the south side of River Road and includes an existing single-family dwelling, which is located on the northern parcel addressed 16960 River Road. The dwelling and other structures on the site are impacted by the proposed site plan and would be required to be demolished and removed prior to the adoption of the Zoning Bylaw Amendment 10710.

To the North: North of River Road, an existing shipyard on the lots addressed 16971, 17011 and 17111 River Road and zoned “Agriculture (AG1)” and located within the Agricultural Land Reserve (ALR).

To the South: An unaddressed parcel (PID 005-478-111) zoned “Agriculture (AG1)” and Railway Right-of-Way owned by Canadian National Rail (CNR) and zoned “Agriculture (AG1)” and located within the Agricultural Land Reserve (ALR).

To the East: An unopened road allowance, and beyond that lands zoned “Agriculture (AG1)” and located within the ALR.

To the West: A property zoned “Agriculture (AG1)”, and designated Industrial in the Official Community Plan (OCP) containing a single-family dwelling.

Related Policies & Studies

Official Community Plan/East Richmond Area Plan

The subject site is designated “Industrial” in the Official Community Plan (OCP). The proposed rezoning for commercial truck parking and storage is consistent with the designation.

Interim and Long Term Action Plan – 16000 Block of River Road

In 2008, Council approved an Interim and Long Term Action Plan for the 16000 Block of River Road as a land use strategy to help guide consideration of certain interim land uses (i.e., commercial vehicle truck parking, outdoor storage and limited light industrial development) in

this area, consistent with the existing OCP industrial land use designation. These interim uses respond to technical limitations with respect to transportation capacity on River Road and No. 7 Road, and access to storm and sanitary services in the area to service more intensive industrial development. In the long-term, more intensive industrial uses may be considered in coordination with the establishment of a new road access along the south property line from No. 7 Road to serve as access and appropriate servicing infrastructure (which entails significant works to be undertaken).

Rezoning applications must be submitted for these uses and supporting materials to address traffic, existing watercourse (Riparian Management Areas) and landscape buffers must be provided. This rezoning application is consistent with the Interim and Long Term Action Plan.

There is a history of rezoning applications at the 16000 Block of River Road whereby properties have requested zoning to allow for limited light industrial activities generally restricted to outdoor storage, commercial truck parking and storage and small industrial/workshop spaces. The rationale for these previous rezonings was to enable those properties to be utilized for uses compatible with the “Industrial” Official Community Plan land use designation for this area, while also acknowledging the limited City services (i.e. City provided sanitary sewer service) necessary to facilitate more intensive industrial development (i.e. warehousing and manufacturing).

Six adjacent properties in the area have been previously approved, through five rezoning applications, to allow for interim industrial land uses (i.e. outdoor storage and commercial vehicle parking and storage):

- 16360 River Road (RZ 10-523713)
- 16160 and 16268 River Road (ZT 15-707253)
- 16780 River Road (RZ 09-503308)
- 16700 River Road (RZ 12-603740)
- 16540 River Road (RT 10-524476)

Attachment 3 contains a map of the previously approved rezoning applications in the 16000 Block of River Road. In addition, the property at 16820 River Road has applied for rezoning (RZ 23-026564) for the purpose of allowing commercial truck parking and storage, which will be presented via a separate staff report in the future.

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 would be required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject site. Staff have not received any comments from the public about the rezoning application to date 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 OCP amendment and rezoning bylaws, the bylaws 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 Richmond Zoning Bylaw 8500.

Analysis

Existing Legal Encumbrances

There are no legal encumbrances precluding the proposed rezoning.

Site Plan and Access

The owner is proposing a commercial truck parking and storage use that would provide parking for up to 14 commercial trucks. Conceptual plans are provided as Attachment 4. The parking area would be buffered from the side property lines by existing and proposed landscape improvements and would be set back from the side property lines at a distance of 1.8 m from both side property lines.

Diking Upgrades and Dedication

As a condition of rezoning, the owner has agreed to dedicate a total of 20.9 m of land to the City adjacent to River Road, with 13.4 m to be accounting for the future dike along the River Road frontage and another 7.5 m of buffer south of this to account for access to the dike for repairs, maintenance and routine service. Additionally, the owner has agreed to provide a cash contribution to the City for future construction and maintenance of the dike along their portion of the future River Road dike in the amount of \$955,522.79, prior to Rezoning bylaw adoption.

The City will be undertaking design and construction of the dike to an elevation of 4.7 m (GSC) along the entire portion of River Road between No. 7 Road and No. 8 Road, including in front of the subject site. The dike is expected to be constructed in this area in the next 10-15 years.

The applicant has been advised to consider the interim access and future access conditions to the site from River Road to accommodate the raising of the dike in the future. Grading of the site would be further reviewed as part of the future development permit (DP).

Transportation and Site Access

The owner is proposing to remove the existing wooden pedestrian bridge and provide vehicular access from River Road by constructing a new 15 m wide driveway and water crossing. The owner is proposing to install a gateway on the driveway to secure access to and from the site. The gateway would be installed on 16960 River Road at a location of at least one tractor trailer's length from the north property line to ensure that trucks entering the site and awaiting the gate to open would not cause road blockage and traffic on River Road.

The owner would be required to submit a Watercourse Crossing Permit application to the City prior to the final adoption of the rezoning, coupled with a Construction Environmental Management Plan (CEMP) for the watercourse crossing area, as this access area would transect the 15.0 m wide Riparian Management Area (RMA). As a consideration of the rezoning, the owner is required to remove the vehicular access from the east property line (currently via the informal roadway along the City-owned parcel along the east side of the site).

Future Transportation Infrastructure

Consistent with the Interim and Long-Term Action Plan for the 16000 Block of River Road and the City's long term transportation objective to establish a dedicated industrial service road, a 20.0 m wide land dedication along the entire south edge of the subject site is being secured as a rezoning consideration and is consistent with other land dedications secured in the area (to the east).

In the future and upon completion of the east-west industrial road to the south, any driveway accesses along River Road must be closed and driveway/culvert crossings removed at the property owner's cost. Registration of a legal agreement on 16960 River Road to require removal of the existing vehicle access/driveway from River Road once the new industrial road services the subject properties is required and secured as a rezoning consideration.

Environmentally Sensitive Area (ESA) Assessment

The subject site is partially designated as "Upland Forest" ESA. This designation covers an area of approximately 6,185 m² of the subject site. This type of ESA lands generally includes a range of wooded, grassy old fields and treed areas and associated habitats. An Environmental Impact Assessment (EIA) prepared by a qualified environmental professional was submitted by the owner, providing an inventory of existing flora and fauna that may be attributed to this type of ESA. The ESA is currently comprised of forested areas towards the south of the unaddressed lot and is inundated with invasive species, namely Himalayan blackberry and Knotweed. The ESA does not contain any critical habitat features, and not federally and provincially regulated and protected species were observed or found on-site in the ESA.

The proposal to provide space for parking and storage of commercial trucks would necessitate the redevelopment of approximately 2,987 m² of the land that is designated as ESA. The owner is proposing to provide a landscape buffer of 1.8 m along the east side of the property to buffer the truck parking area from both the informal roadway to the east and to ensure adequate buffering from the ALR boundary further to the east and in general compliance with the City's ALR buffering policy. The owner is also providing a 1.8 m landscape buffer along the west side.

Staff worked with the owner to modify the original plans for redevelopment of the site, and through this collaboration, the proposal was modified to ensure retention and protection of several healthy trees on-site and off-site, including the retention of the heavily forested area to the south of the site. The ESA compensation package and landscaping materials will be further reviewed through the DP.

Riparian Management Area (RMA)

There is an existing 15.0 m wide RMA along the subject property's River Road frontage, accounting for an existing watercourse. The RMA includes five bylaw-sized trees and is moderately vegetated with riparian grade shrubs as well as invasive species (Knotweed). The watercourse does not contain significant or sensitive fish habitats and the QEP has assessed the watercourse as containing marginal amphibian habitat potential.

The RMA is proposed to be modified to provide vehicular access to the site for the purpose of accommodating commercial truck parking and storage. The RMA is located within the area of land proposed to be dedicated to the City for future dike area and dike access. As part of future dike improvements, the City would undertake dike design and construction and would include environmental remediation strategies to ensure that any critical habitats and natural features are preserved, enhanced and/or compensated.

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 has identified and assessed 34 bylaw-sized tagged trees on the subject site, 26 untagged trees on-site and south of the area proposed for development, five off-site trees on the neighbouring property to the west and nine city trees along River Road and the Road allowance to the east.

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

- Five trees on-site (tagged #12, #13-15 and #124) are to be retained and protected.
- The 26 untagged trees (a mix of deciduous and coniferous species) located in the southern portion of the site are proposed to be retained as these trees are outside the scope of the proposed development.
- Five trees located off-site on the neighbouring property to the west (tagged #125, #126, #131-133) are proposed to be retained and protected.
- Four City trees adjacent to the east property line (tagged # C120-#C123) are proposed to be retained and protected.
- 29 on-site trees (tagged #7-11, #101-119, #127-130, and #134) are proposed to be removed to accommodate the commercial parking and storage area as well as internal drive aisle and access to the parking and storage area. The health of these trees has been assessed as "very poor" or "moderate" with several of the trees exhibiting signs of decay.
- Five City trees along the northern edge of the property (Tagged #C1-C5), which are in moderate health but exhibiting signs of decay and root and branch damage, are located in the area earmarked for new driveway access as well as the dike area dedication. These trees are proposed to be removed to accommodate both driveway access to the site as well as to prepare the site for the dike construction and access.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

Tree Replacement

The applicant wishes to remove 34 on-site and City trees. The 2:1 replacement ratio for 32 of the trees proposed to be removed would require a total of 64 replacement trees as per the OCP. In addition, for the removal of the City trees #s C1-C2, the City's Parks Services staff have advised a replacement ratio of 3:1 as appropriate. Accordingly, the total required replacement trees is 70 trees. The owner has agreed to plant the required 70 trees, to be provided within landscaping buffers, and which will be further reviewed through the DP.

The required replacement trees are to be of the following minimum sizes (8 cm caliper for deciduous trees and 4.0 m tall for coniferous trees), based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

Tree Protection

Five trees on neighbouring property to the west and the City's parcel to the east, five on-site tagged trees and 26 untagged trees, are to be retained and protected. The owner has submitted a tree Management plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submit a tree retention security deposit in the amount of \$60,000.00 for the retention and protection of five on-site trees in proximity to the area of development and four City trees in accordance with the Tree Protection Bylaw No. 8057.
- 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.

ESA Compensation and Planting

Landscaping is proposed along the side property lines within a 1.8 m wide buffer flanking the parking area as well as the southern portion of the site, which would not be dedicated to the City for the future industrial road. The landscaping buffer along the east property line would result in a total setback of 11.3 m from the ALR boundary to the east of the site (1.8 m landscaping coupled with a 9.5 m setback from the east property line to the ALR boundary). This setback would be generally compatible with Richmond's Agricultural Land Reserve (ALR) Landscape Buffers under section 14.2.1.4 (c) of the City's OCP.

The owner would be required to provide a detailed landscape planting plan for all compensation areas, including landscaping protection details such as fencing, as well as confirm installation of retaining walls, drainage management and other protection mechanisms as part of the review of the DP.

Site Servicing and Frontage Improvements

Engineering Planning staff have not identified any servicing works or infrastructure upgrades, notwithstanding the previously noted diking requirements and land dedications for both diking works along River Road and the future industrial road along the south side of the property. As such, a Servicing Agreement will not be required.

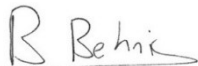
Financial Impact or Economic Impact

This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure.

Conclusion

The owner is proposing to rezone the subject site at 16960 River Road, as well as the unaddressed parcel to its south with PID 005-478-111 from “Agriculture (AG1)” to “Industrial Storage (IS1)”, to consolidate the two lots and to obtain an ESA DP to permit commercial vehicle parking and storage on the property. A full list of the agreed to considerations is attached (Attachment 6).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10710 be introduced and given first reading.



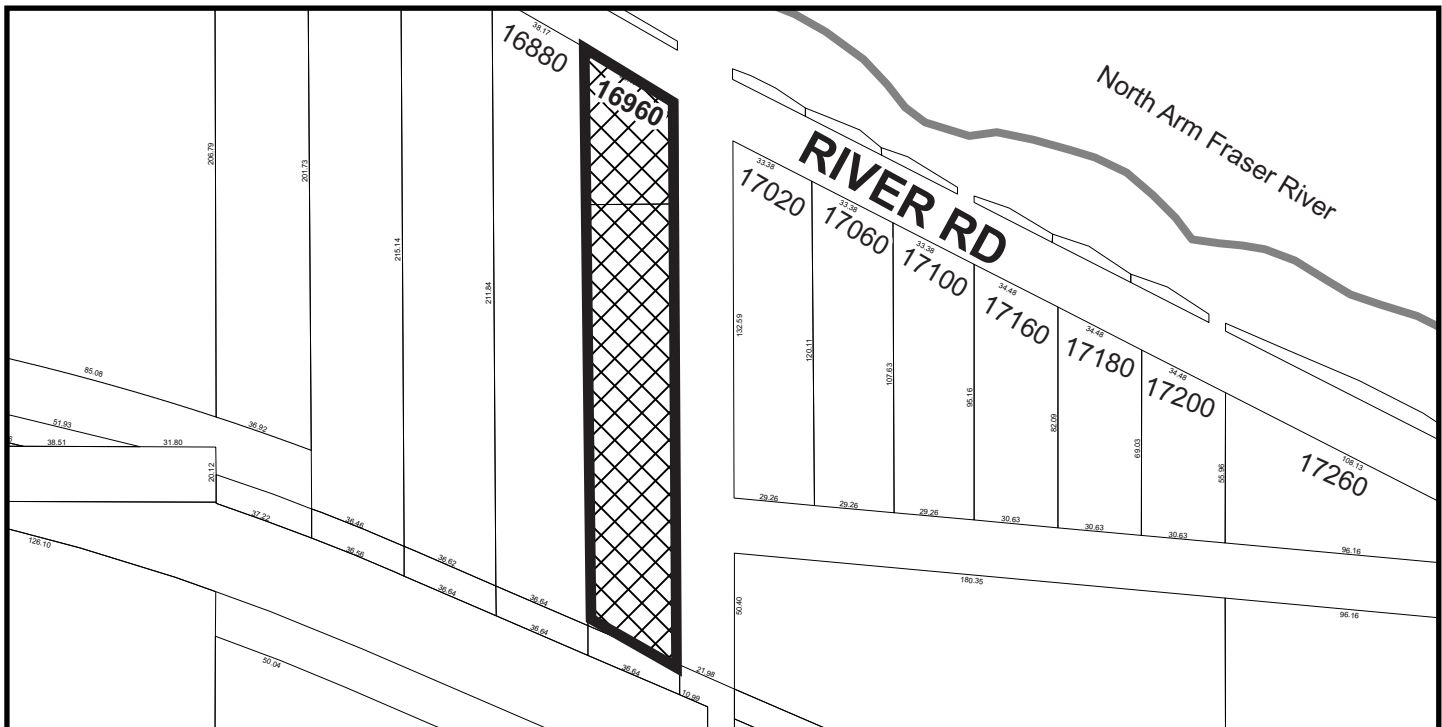
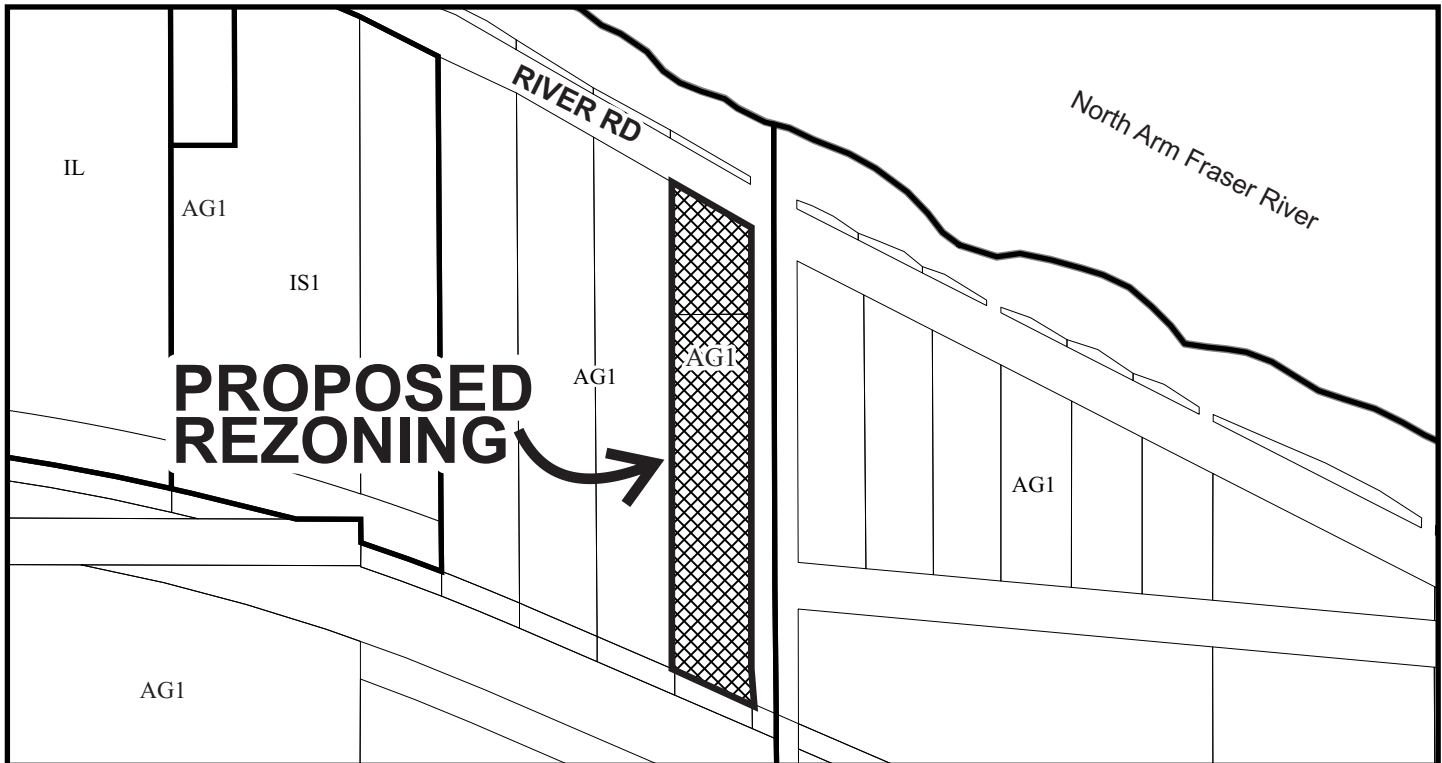
Babak Behnia
Planner 2
(604-204-8639)

BB:cas

- Att. 1: Location Map and Aerial Photo
 2: Development Application Data Sheet
 3: Map of Rezoning Applications in the 16000 Block of River Road
 4: Conceptual Development Plan
 5: Tree Management Plan
 6: Rezoning Considerations



City of Richmond



RZ 22-013271

CNCL – 96

Original Date: 07/12/22

Revision Date: 08/08/22

Note: Dimensions are in METRES



City of Richmond



RZ 22-013271

CNCL - 97

Original Date: 07/12/22

Revision Date: 07/21/22

Note: Dimensions are in METRES



RZ 22-013271

Attachment 2

Address: 16960 River Road

Applicant: Boathouse Design Group Inc.

Planning Area(s): East Richmond

	Existing	Proposed
Owner:	Fanny Liang	No change
Site Size (m²):	16960 River Road: 1,604.4 m ² PID 005-478-111: 5,285.8 m ²	After Consolidation and Land Dedications [Dike and Future Road]: 5,500 m ²
Land Uses:	Residential	Industrial (Commercial Vehicle Parking and Storage)
OCP Designation:	Industrial	Industrial
Area Plan Designation:	East Richmond	East Richmond
Zoning:	Agriculture (AG1)	Industrial Storage (IS1)

SUBJECT SITES
16160 & 16268 RIVER RD
ZT 15-707253

North Arm Fraser River

16700 River Rd
RZ 12-603740

RIVER RD

NO. 7 RD

KARTNER RD R/W

16360 River Rd
RZ 10-523713

16540 River Rd
ZT 12-610945
RZ 10-524476

16780 River Dr
RZ 09-503308



20 m Road Dedication (Existing
or to be secured)



Rezoning Applications in the 16000 Block of River Road

CNCL – 99

Original Date: 03/31/09

Amended Date: 03/06/17

Note: Dimensions are in METRES

PROJECT STATISTICS

LEGAL LOT SECTION 44 NORTH RANGE 5 - WEST NORTH PLAN 5463
ADDRESS: 16360 RIVER ROAD, RICHMOND, BC
LOT AREA: 16,360 SQ. METERS (12)
ZONING DESIGNATION: INDUSTRIAL
CURRENT ZONING: A51
PROPOSED LAND USE: TRUCK PARKING
PROPOSED ZONING: I (INDUSTRIAL)

THIS PLAN IS IN COMPLIANCE WITH BUILDING CODE 2012

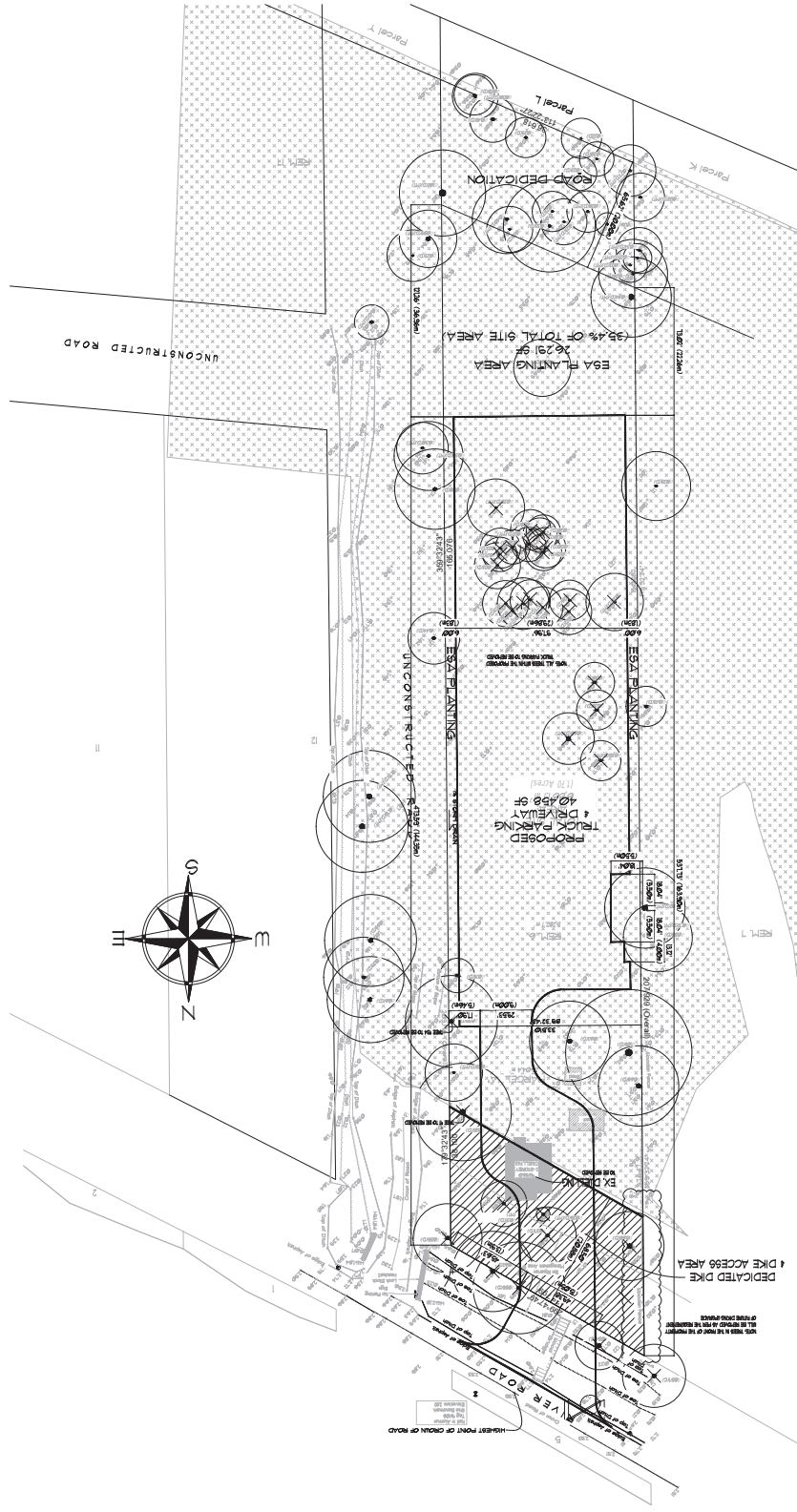
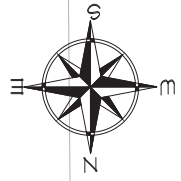
THE GENERAL CONTRACTOR SHALL REVIEW THE DOCUMENTS FOR CONFORMANCE CODES AND BY-LAWS AND SHALL ADVISE THE DESIGNER OF ANY DISCREPANCIES OR CONFLICTS. THE GENERAL CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS TO THE DESIGNER. THE DESIGNER SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE DIMENSIONS AND ARCHITECTURAL INFORMATION ONLY. THE CONTRACTOR AND ANY OTHER PERSONS USING THESE DRAWINGS INFORMATION ARE ADVISED TO CHECK THE DIMENSIONS AND ARCHITECTURAL INFORMATION AGAINST THE ORIGINAL DRAWINGS RELATING TO THESE DIMENSIONS.

THIS DRAWING IS THE EXCLUSIVE PROPERTY OF BOUTHOUSE DESIGN GROUP INC. NO PART OF THIS DRAWING IS TO BE REPRODUCED WITHOUT THE WRITTEN APPROVAL OF BOUTHOUSE DESIGN GROUP INC.

AREA SCHEMATIC 1/64" = 1'-0"

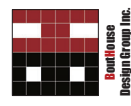


CNCL - 100



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

ISSUED FOR
REZONING
&
SOIL DEPOSIT
APPLICATION



SUITE 224 - 8679 GREENALL AVE.
BURNABY, BC V5J 3M6
Email: info@bouthouse@gmail.com

Project Name
NEW
TRUCK PARKING
AT
16360 RIVER RD,
RICHMOND, BC

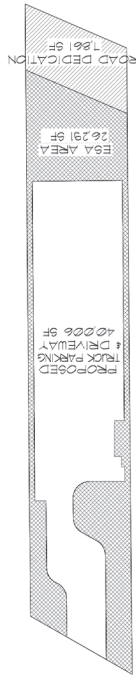
Sheet Name
SITE PLAN
PROJECT STATISTICS

Date
Drawn by
AUG 23, 2023
HARVEY
A-1
Scale
1/32" = 1'-0"

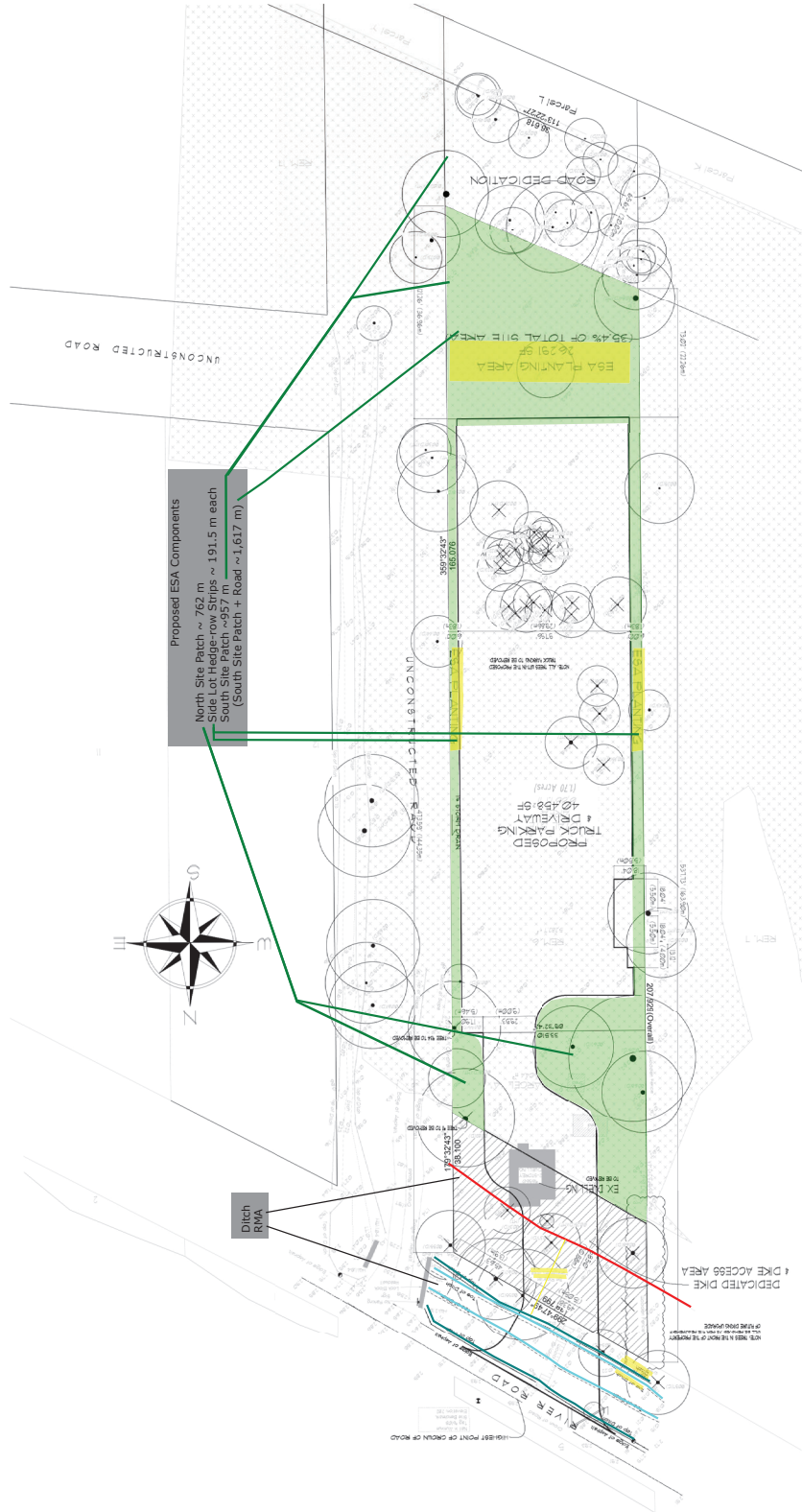
PROJECT STATISTICS

ADDRESS: 16340 RIVER ROAD, RICHMOND, BC
 LOT AREA: 14,450 SF (6,800 SQ FT)
 LOT AREA: 14,450 SF (6,800 SQ FT)
 ZONING: INDUSTRIAL
 CURRENT ZONING: A-1
 PROPOSED ZONING: I (INDUSTRIAL)

THESE PLANS ARE IN COMPLIANCE WITH
 BUILDING CODE 2012
 THE GENERAL CONTRACTOR SHALL REVIEW THE
 DOCUMENTS FOR COMPLIANCE CODES AND
 SPECIFICATIONS AND SHALL ADVISE THE ENGINEER OF
 ANY DISCREPANCIES OR OMISSIONS TO THE
 GENERAL CONTRACTOR SHALL CHECK AND
 VERIFY ALL DIMENSIONS AND REPAIR ALL
 ERRORS AND OMISSIONS TO THE ENGINEER
 THE ENGINEER SHALL BE RESPONSIBLE FOR
 THEIR DRAWINGS AND NOT FOR THE
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 CONTRACTOR AND ANY OTHER PERSON USING
 THESE DRAWINGS NOTATIONS ARE ADVISED TO
 BE RESPONSIBLE FOR THE DESIGN OF THE
 STRUCTURE, ELECTRICAL, AND INTERIOR DESIGN
 RELATING TO THESE DISCIPLINES.
 THIS DRAWING IS THE EXCLUSIVE
 PROPERTY OF THE ENGINEER AND SHALL NOT BE
 REPRODUCED OR TRANSMITTED IN ANY FORM OR
 BY ANY MEANS, ELECTRONIC OR MECHANICAL,
 INCLUDING PHOTOCOPYING, RECORDING, OR BY
 INFORMATION STORAGE AND RETRIEVAL SYSTEMS,
 WITHOUT THE WRITTEN APPROVAL
 OF THE ENGINEER.



AREA SCHEMATIC 1/64" = 1'-0"



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

CNCL – 101

No.	Revisions	Date
1.	Update of new Survey	May/2022
2.	Update of new Access Report	Jun/2022
3.	Update of Emergency Change	Aug/2022
4.	Update of new Planting Area	Aug/2022
5.	Update of new Planting Area	Aug/2022

ISSUED FOR
 REZONING
 &
 SOIL DEPOSIT
 APPLICATION



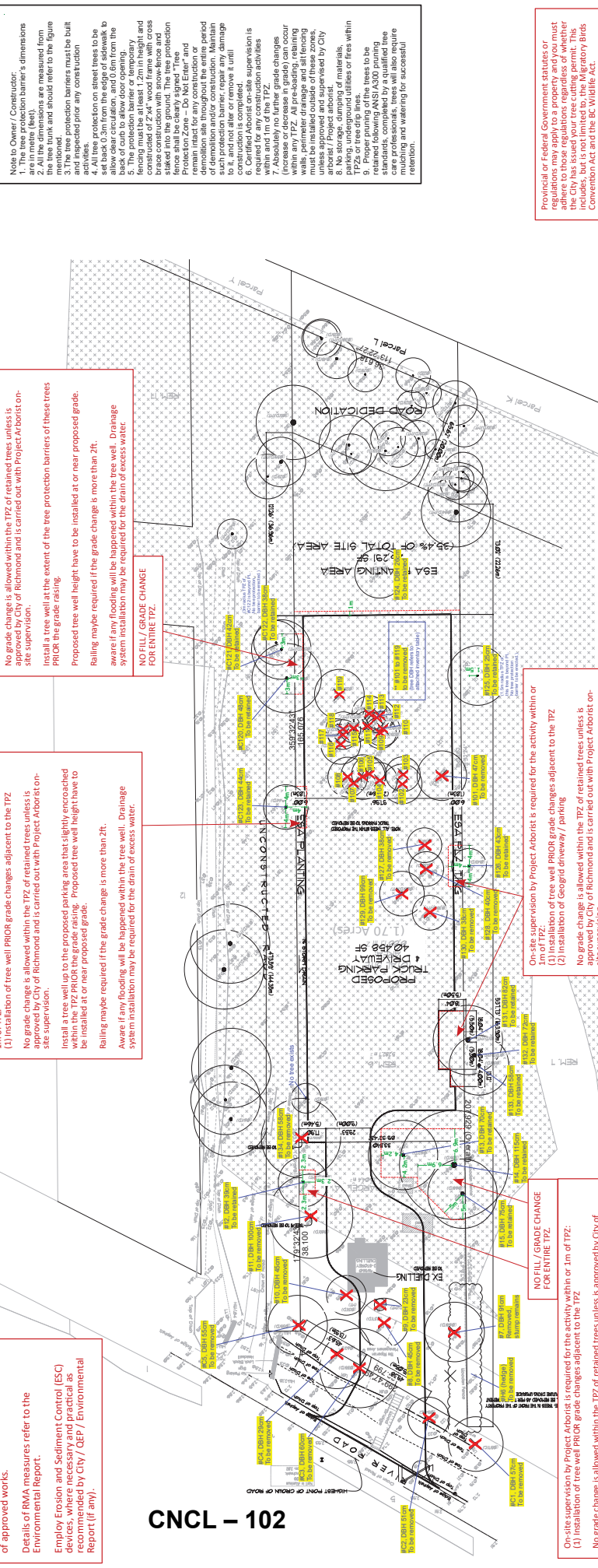
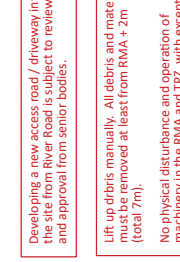
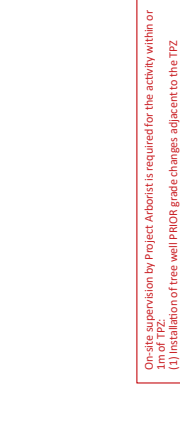
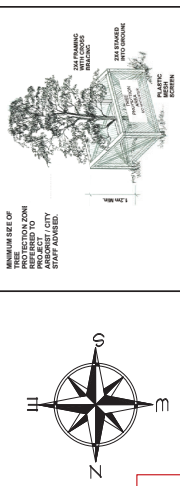
Bontouche
 Design Group Inc.
 SUITE 224 - 5675 GREENALL AVE.
 BURNABY, BC V5B 3B6
 Email: info.bontouche@gmail.com

Project Name
 NEW
 TRUCK PARKING
 AT
 16340 RIVER RD,
 RICHMOND, BC

Sheet Name
 SITE PLAN
 &
 PROJECT STATISTICS

Date
 Drawn by
 AUG 25, 2022
 LARRY DU

A-1
 Scale
 1/32" = 1'-0"



is the builder/homeowner responsibility to ensure that the development does not adversely affect any neighboring plantings. Please ensure all neighbors' vegetation is respected throughout the project phases and that any proposed vegetation removal that may be shared with neighbors is discussed and coordinated with the adjacent property owner(s) to avoid a civil matter.

Tree protection barrier(s) is recommended on neighbors' hedges (if any) or due diligence.



Address: 16960 River Road

File No.: RZ 22-013271

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 8639, the developer is required to complete the following:

1. **(Development Permit)** The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
2. **(Road Dedication)** 20 m wide dedication along the entire south property line of the unaddressed parcel with PID 005-478-111 planned to be used for the future industrial road connecting the site to No. 7 Road.
3. **(Lot Consolidation)** Consolidation of the lot addressed 16960 River Road with the unaddressed parcel with PID 005-478-111.
4. **(Existing Dwelling)** Demolition of the existing single family dwelling and all structures from the site.
5. **(Agricultural Land Reserve Buffer)** Registration of a legal agreement on title ensuring that the proposed development would be respecting the ALR Buffering Guidelines and would not be causing nuisance.
6. **(Dike Dedication and Dike Access Dedication)** Provide a 20.88 m wide dike dedication area (measured from the north property line) (accounting for 13.38 m area for dike and 7.5 m wide area for dike access area) in order to secure the land needed for the future dike and dike access area along River Road.
7. **(Dike-related Cash Contribution)** Submission of a \$955,522.79 Cash Contribution to the City for the design and construction of future dike and related upgrades as set out in the City of Richmond Dike Master Plan Phase 4.
8. **(Watercourse Crossing Permit)** Submission and approval of a watercourse crossing permit pertaining to the proposed driveway crossing over the RMA (dike dedication area) to the site. The permit would require submission of a Construction Environmental Management Plan (CEMPT) by a Qualified Environmental Professional (QEP) providing details on any habitat retention and restoration in the 15 m wide RMA before and/or after dike construction in the same area, to the satisfaction of Director of Engineering.
9. **(Legal Agreement for Vehicular Access to the Site and Future Industrial Road Access)** Registration of a legal agreement on title ensuring that vehicular access to the site would be solely provided via a new driveway crossing from River Road generally consistent with the plans attached to the report (Conceptual Development Plans), and, no vehicular access would be provided via the informal road along the east side of the property. The new driveway from River Road must also be noted to be constructed at an elevation of 4.7 m GSC consistent with diking upgrades requirements set out in the City's Dike Master Plan Phase 4 and the crossing would be designed to accommodate the future dike or be modifiable to accommodate the future dike in the area. The Agreement would also have to note that the proposed driveway access and culvert over the dike area from River Road must be closed and removed once the new industrial road on the south portion of the property is operation and services the site. Any on-site changes required to facilitate this change in access shall be at the sole cost of the property owner. The legal agreement will also include provisions for the owner of 16960 River Road to obtain the necessary approvals and permits for works to remove the driveway access/culvert crossing, ensuring that all works comply with Provincial Riparian Area Regulations as well as ensuring that the area would be cleared so that the City can finalize the diking upgrades and ensure diking infrastructure is continuous and as per the standards of Dike Master Plan Phase 4 or updated standards at the time of the decommissioning of the driveway, as applicable.
10. **(Arborists Contract)** Submission of a Contract 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.

11. **(Tree Survival Security)** Submission of a Tree Survival Security to the City in the amount of \$60,000 for the retention and protection of 13 trees assessed against the size of each tree as required under Richmond's Tree Protection Bylaw No. 8057
12. **(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.
13. **(Flood Covenant)** Registration of a flood plain covenant on title identifying a minimum habitable elevation of 3.1 m GSC.
14. **(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 and Ecological Restoration Plan)** Submit a Detailed Landscape and Ecological Restoration Plan, prepared by a Qualified Environmental Professional (QEP) or a Registered Landscape Architect to address Environmentally Sensitive Area (ESA) Compensation requirements on-site in relation to the development of the property for commercial vehicle parking and storage. The QEP Restoration Plan should be accompanied with the following:
 - a) Generally consistent with the proposed landscape buffering and ESA areas to be retained and not developed for vehicular traffic and parking/storage, as shown on the Conceptual Development Plans.
 - b) Compliant with all Provincial Riparian Area Regulations, if applicable.
 - c) QEP is required to provide a Construction Environmental Management Plan (CEMP) for submission and approval by the City, including a provision for ongoing annual reporting and monitoring of the works for a period of 5 years to the City by the QEP, to be secured via a Landscape and Ecological Restoration Agreement.
 - d) Plan is required to be consistent and support the CEMP submitted as part of the Watercourse Crossing Permit for the proposed driveway access over the existing riparian ditch over the 15 m wide Riparian Management Area (RMA).
 - e) A cost estimate for works is required to be included in the plan submission by the QEP. A bond based on the approved cost estimate by the City is required to be submitted prior to consideration of approval of the ESA DP.
 - f) Works to be supervised by a QEP to ensure no disturbance to those areas earmarked for retention and protection from development and site landscaping and restoration occur.
2. **(Environmentally Sensitive Area (ESA) Enhancement Agreement)** Registration of an ESA Enhancement Agreement on title to ensure the landscaping, ecological retention and restoration, as prescribed by the QEP earlier, are secured. The agreement would note that the owner would be required to submit annual monitoring and maintenance reporting via their QEP to the City for a period of 5 years and the bonding collected by the City for the purpose of completing ecological restoration and planting would be returned to the owner piecemeal within the 5 year monitoring and maintenance period.
3. **(Future Road Access)** Submission of a detailed road access plan to the future industrial road indicating how the site would be accessed for vehicular traffic once River Road is closed and once the industrial road is fully constructed.

Prior to Building Permit Issuance or Work Order (if Building Permit is not required), 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 Master Municipal Construction Document (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. All applicable servicing for Water Works, Storm Sewer Works and Sanitary Sewer Works to be done at the developer's sole cost via City Work Order.

4. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
5. 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.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10710 (RZ 22-013271)
16960 River Road and PID 005-478-111**

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

1. The Zoning Map of the City of Richmond, which accompanied and forms part of Richmond Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**INDUSTRIAL STORAGE (IS1)**”.

P.I.D 011-126-493

PARCEL "A" (EXPLANATORY PLAN 8781) LOT 6 SECTION 14 BLOCK 5 NORTH
RANGE 5 WEST NEW WESTMINSTER DISTRICT PLAN 5063

P.I.D 005-478-111

LOT 6 EXCEPT FIRSTLY: PARCEL "A" (EXPLANATORY PLAN 8781); SECONDLY: PART
ON SRW PLAN 71683; SECTIONS 14 AND 23 BLOCK 5 NORTH RANGE 5 WEST NEW
WESTMINSTER DISTRICT PLAN 5063

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10710**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by BB
APPROVED by Director or Solicitor CB

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee

Date: September 2, 2025

From: Joshua Reis
Director, Development

File: HA 24-045011

Re: **Heritage Alteration Permit Application at 3580 Moncton Street, Unit 100
(Hepworth Block)**

Staff Recommendation

That a Heritage Alteration Permit be issued for the protected heritage building at 3580 Moncton Street (Hepworth Block) which would permit a new sign and exterior painting on unit 100.

Joshua Reis, MCIP, RPP, AICP
Director, Development
(604) 247-4625

JR:jm

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning	☒	

Staff Report

Origin

Nest Designs Ltd. has applied to the City of Richmond on behalf of the property owners for permission to make exterior alterations to the protected heritage building known as the Hepworth Block, located at 3580 Moncton Street in the Steveston Village Heritage Conservation Area. The proposed alterations require a Heritage Alteration Permit (HAP).

The proposal is for exterior painting of the corner storefront (unit 100) in a new colour scheme and the installation of a new business sign on the storefront fascia. No changes are proposed to the design or materials of the building. Unit 100 continues in use as a retail store, as permitted under the current zoning “Steveston Commercial (CS2)”.

A location map and aerial view is provided in Attachment 1.

Background

Heritage Value

The Hepworth Block at 3580 Moncton Street is one of 17 protected heritage buildings in the Steveston Village Heritage Conservation Area. It is a two-storey masonry commercial building on the principal commercial street in the historic Steveston townsite. With its brick facade, the Hepworth Block is a prominent local landmark, and one of the oldest and continually operating commercial structures in Steveston. It was constructed in 1913 and contributes significantly to the historic character of the heritage conservation area.

The heritage value of the Hepworth Block lies in its association with the Edwardian-era development of the commercial district of Steveston, its connection with the original owner and developer, William G. Hepworth and with the architect Thomas Hooper who designed many buildings across British Columbia during the Edwardian period. The character-defining elements include its landmark status and prominent location, masonry construction and wood trim elements, Edwardian Commercial architectural features including wood-frame storefronts, recessed entryways, large display windows, brick pilasters, continuous crown moulding and rooftop cornice, and other features including painted ghost signs.

More detailed information about the heritage value and character-defining elements of the Hepworth Block can be found in the Statement of Significance (Attachment 2).

Surrounding Development

To the North: Across Moncton Street is the one-storey protected heritage property, Marine Garage, at 3611 Moncton Street, zoned “Gas & Service Stations (CG2)”, and a one and two-storey non-heritage commercial building at 3651 Moncton Street, zoned “Steveston Commercial (CS2)”.

To the South: A City-owned non-heritage property at 12200 2nd Avenue, zoned “Steveston Commercial (CS2)” and currently in use as a surface parking lot for public use.

To the East: The one-and-one-half storey protected heritage property, Wakita Grocery, at 3680 Moncton Street, zoned “Steveston Commercial (CS2)”.

To the West: Across 2nd Avenue is the non-heritage building at 3560 Moncton Street, formerly Steveston Marine and Hardware, zoned “Steveston Commercial (CS2)” and subject of a current rezoning application (received 3rd reading on July 17, 2023) for development of a two-storey mixed-use building.

Related Policies & Studies

Official Community Plan & Steveston Area Plan

The City’s Official Community Plan (OCP) provides city-wide direction and policy to preserve, promote and celebrate community heritage. The subject site is designated “Neighbourhood Service Centre” in the OCP and “Heritage Mixed-Use (Commercial-Industrial with Residential & Office Above)” in the Steveston Area Plan. The continued retail and office use of the Hepworth Block is consistent with the plan and the current zoning of “Steveston Commercial (CS2)”.

Steveston Village Heritage Conservation Area

Steveston Village is designated as a Heritage Conservation Area (HCA) in the Steveston Area Plan. In the HCA, 17 buildings and some landscape features are identified as heritage resources. The subject building is one of the 17 protected heritage properties.

The Steveston Area Plan seeks to conserve significant heritage resources throughout the Steveston area and conserve the identified heritage resources within the Steveston Village Node as outlined in the Steveston Village Conservation Strategy. All properties within the HCA are subject to the City’s conservation requirements and applicable heritage policies and design guidelines.

An HAP is required for exterior alterations to protected heritage buildings in accordance with the *Local Government Act* (Part 15) to help retain the heritage values and special heritage character of Steveston Village. This includes for changes to exterior painting and signs, as proposed. Signs and exterior colours for protected heritage properties should be in keeping with the history and heritage character of the building and be guided by the Steveston Village Conservation Strategy (2009) and the *Standards and Guidelines for the Conservation of Historic Places in Canada*. Signs should also meet the requirements of the Signage section of the Development Permit Guidelines in the Steveston Area Plan. The proposed changes to the storefront facades are limited to paint colour and signage.

The Standards and Guidelines for the Conservation of Historic Places in Canada

The *Standards and Guidelines for the Conservation of Historic Places in Canada* (2nd edition, 2010, Parks Canada), pan-Canadian best-practice principles and guidance, is used as a guide in managing the protected heritage resources in Steveston Village.

The *Standards and Guidelines* defines conservation as “all actions or processes aimed at safeguarding the character-defining elements of an historic place to retain its heritage value and extend its physical life. This may involve Preservation, Rehabilitation, Restoration, or a combination of these actions or processes.”

The proposed painting and sign for the corner storefront are consistent with the *Standards and Guidelines for the Conservation of Historic Places in Canada*, including supporting the continued retail use, maintaining painting of the wood elements of the storefront and being compatible with the historic building in terms of scale, design, material and colour. They do not negatively impact the heritage value or character-defining elements identified in the Statement of Significance. The proposed painting will enhance the character-defining elements of the storefront through an historically appropriate colour scheme.

Public Consultation

An HAP notification sign has been installed on the subject property, and early notification notices have been mailed to residents and property owners within 100 metres of the subject site. Staff have received two email inquiries from the public expressing opposition to changes to the historic signage and heritage building (Attachment 3). Staff have responded and clarified that the scope of the proposed work would not impact the historical painted sign on the brickwork of the building.

Richmond Heritage Commission

The HAP application was presented to the Richmond Heritage Commission on July 23, 2025. The Commission supported the application while recommending that the applicant consider enlarging the font of the sign to be similar to the other storefront signs on the Hepworth Block. The Commission also suggested encouraging the property owner to develop a unified colour scheme for all the storefronts and to restore the original brick pilasters and glazing. An excerpt from the draft Commission meeting minutes is included in Attachment 4.

The applicant confirmed that they do not wish to amend the design of the proposed sign as it accommodates the full store name with the current font size. Staff are supportive of keeping the current font size as it is consistent with the signage guidelines in the Steveston Area Plan. The applicant has also adjusted the proposed colour of the continuous crown moulding above the storefront to make it consistent with that above unit 150 and other architectural wood elements of the façade. This retains it as a unifying element and enhances this character-defining element identified in the Statement of Significance.

Analysis

The current proposal is to paint the exterior of the corner storefront (unit 100) in a new colour scheme and to install a new business sign on the storefront fascia. In 2024, the storefront was painted a modern white, which is not consistent with the history and heritage character of the building, and the entry door was painted black. This work had been undertaken without appropriate permit. The previous storefront signage was also painted over. This proposal includes a more historically appropriate colour scheme. No changes are proposed to the design

or materials of the building facades. Unit 100 continues in use as a retail store, occupied by tenant Nest Designs Ltd., as permitted under the current zoning “Steveston Commercial (CS2)”.

The proposed paint scheme utilizes colours included in the True Colours Historical Paint Palette from Vancouver Heritage Foundation, which identifies authentic paint colours used in the region from the 1880s to the 1920s (Attachment 5). The proposed colours have been selected to be appropriate to the period, architecture and history of the building: Oxford Ivory for the wood storefront and Gloss Black for the entry door. Both were used historically on commercial buildings of the era. Archival images of the building indicate that the storefronts and other wood elements of the building were originally all painted in one light colour similar to the proposed colour for this storefront.

The continuous crown moulding across the top of the storefront will be repainted to match the black used across the top of the pilasters and of the storefront of unit 150 (Nikaido) as well as on the other architectural wood elements of the building including the roof cornice. This will contribute to unifying the façade design.

The proposed business sign uses black wooden (plywood) letters individually adhered to the storefront fascia. The sign format, material and size meet the signage guidelines in the Steveston Area Plan. Additionally, for protected heritage buildings such as the Hepworth Block, signage should be designed in a traditional format and materials that are compatible with the heritage character and history of the building. The proposed sign expresses the brand of the tenant business in a simple format of wood letters.

The placement of the sign on the storefront fascia fronting Moncton Street is consistent with those on the adjacent storefronts. Historical photographs indicate that signage for the retail spaces was originally limited and did not include fascia signs. However, with modifications to the storefronts over four decades ago (by 1984), fascia signs became the primary sign type for the retail spaces.

Given the limited scope of work on the exterior for a new retail tenant, comprehensive heritage restoration of the building and its facades is not proposed at this time. The Steveston Village Heritage Conservation Grant Program could support heritage planning and exterior conservation of the Hepworth Block in future.

Conclusion

The proposed colour scheme and signage are consistent with the applicable policies and guidelines for Steveston Village and therefore, it is recommended that the Heritage Alteration

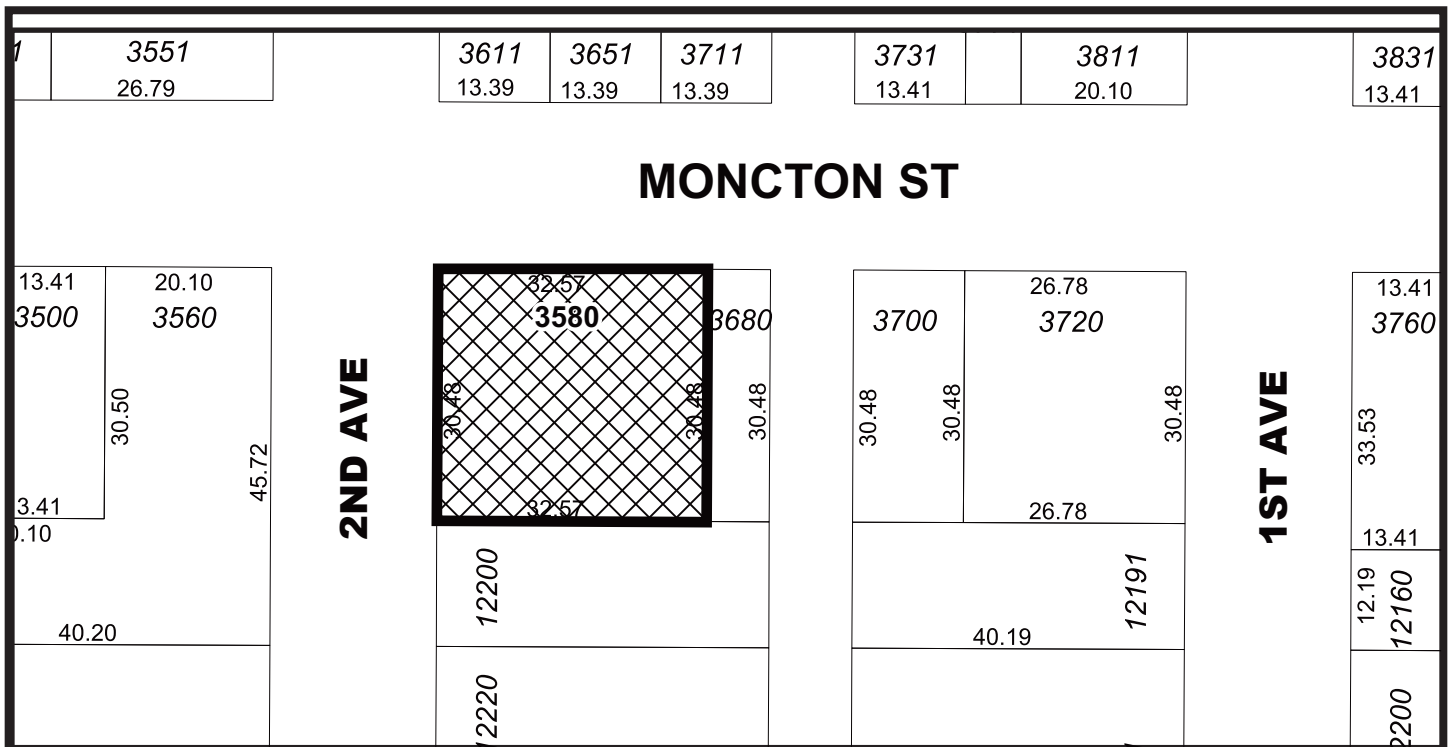
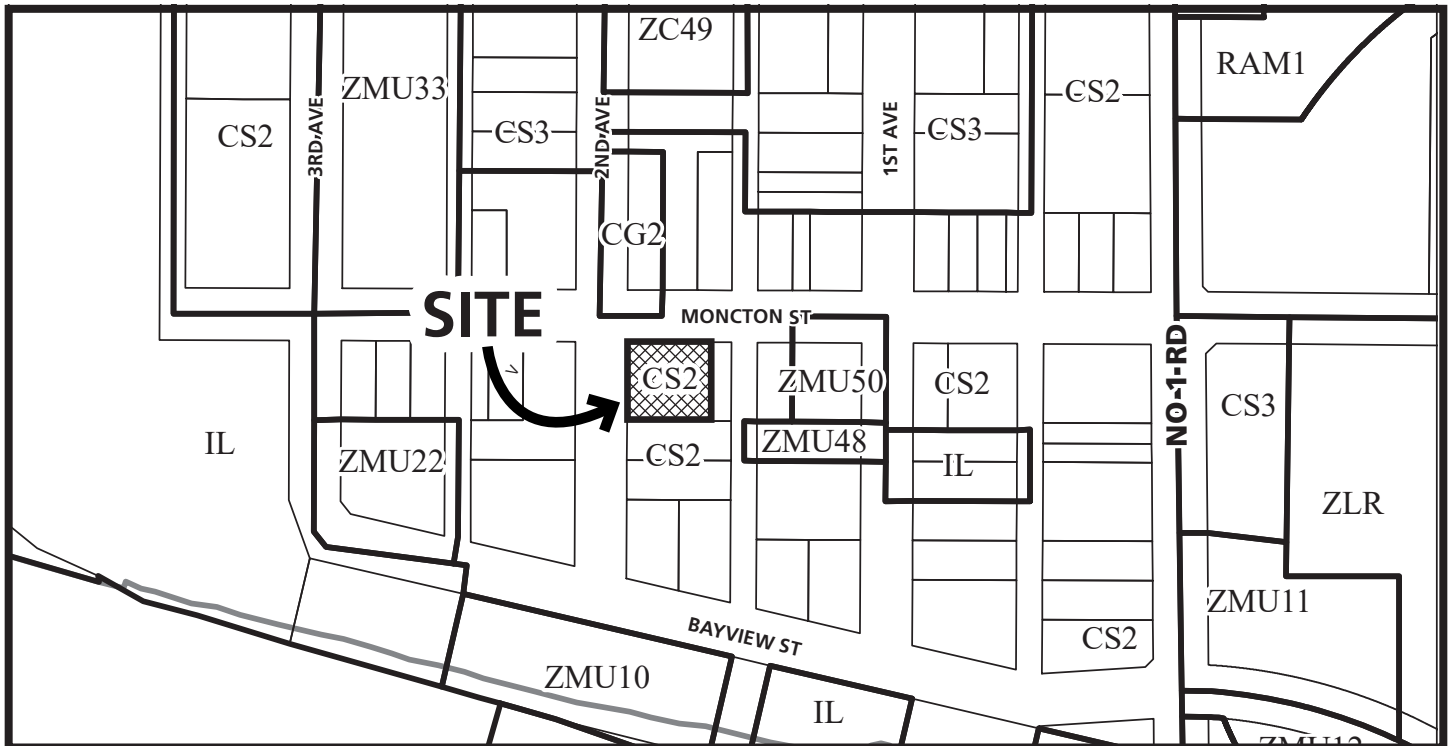
Permit (HA 24-045011) for 3580 Moncton Street, unit 100, be issued to permit the proposed exterior painting and new sign.



for
Judith Mosley
Planner 2 (Policy Planning) - Heritage Planner

JM:cas

- Att.
- 1: Location Map and Aerial Photo
 - 2: Statement of Significance
 - 3: Correspondence from Public Consultation
 - 4: Excerpt from the July 23, 2025 Richmond Heritage Commission Minutes
 - 5: True Colours Palette





City of
Richmond



HA 24-045011

CNCL – 114

Original Date: 09/23/24

Revision Date:

Note: Dimensions are in METRES

STATEMENT OF SIGNIFICANCE

RESOURCE NAME(S)	Hepworth Block
ADDRESS	3580 Moncton Street
MUNICIPALITY	City of Richmond
NEIGHBOURHOOD	Steveston
LEGAL DESCRIPTION	Lots 9-11, Block 5, Plan NWP249
PARCEL IDENTIFIER (PID)	003-474-097
YEAR BUILT	1912-1913
ORIGINAL OWNER(S)	William G. Hepworth
BUILDER	Michael M. Cunningham
ARCHITECT/DESIGNER	Thomas Hooper

CONTEMPORARY PHOTO



DESCRIPTION OF HISTORIC PLACE

Located on the southeast corner of Moncton Street and 2nd Avenue, the Hepworth Block is a two-storey masonry commercial building in the historic Steveston townsite. Featuring a flat roof with a cornice and rectangular modillions, symmetrical plan, and wood storefronts, the Hepworth Block is one of the oldest and continually-operating commercial structures in Steveston.

HERITAGE VALUE OF HISTORIC PLACE

The Hepworth Block is valued for its association with the Edwardian-era development of the commercial district of Steveston. The community became the epicentre of the province's fishing and canning industry in the decades succeeding the opening of the first cannery in 1882 on what would become its waterfront along the Fraser River. While the local economy ebbed and flowed, fluctuating with the volume of fish caught and processed each season, the Edwardian-era brought an unprecedented amount of real estate speculation and development across the Lower Mainland, and Canada in general, driven by increased foreign investment, international trade, and immigration. As a result, the construction of new residential and commercial buildings was prevalent, and the Hepworth Block was built at the height of this expansionary economy to serve an increasing demand for retail stores in Steveston. Formerly containing four commercial units on the ground floor, early tenants of the Hepworth Block included a drugstore, Okuyama Co. (a Japanese general goods store), the Steveston post office, and a P. Burns & Co. meat market, with professional offices on the upper storey. The Hepworth Block was nearly destroyed by the disastrous Steveston fire of May 1918, which completely gutted the second storey, though the commercial premises below remained mostly unscathed.

The Hepworth Block is also valued for its connection with its original owner and developer, William G. Hepworth (1869-1920). Born in London, England, William migrated to Canada, settling in Winnipeg, and pursued an education at McGill University's Faculty of Medicine where he graduated in 1894 and became a physician. Following his return to Manitoba, he began gradually moving westward over the next several years, practicing in Virden (Manitoba), Grand Forks (British Columbia), Dawson City (Yukon), and Fairbanks (Alaska) before moving to Steveston in 1908 where he was appointed as the Medical Health Officer for the Township of Richmond. William commissioned the construction of the Hepworth Block in 1912, and upon its completion in February 1913, he established the Steveston Drug Company (later, Steveston Drugs), a retailer which operated from the corner commercial space in the building. Following his untimely passing in 1920, William's position as Medical Health Officer was entrusted to Charles A. Graves (1896-1980), who also took over the proprietorship of the Steveston Drug Store, which he managed until 1949. Steveston Drugs continued to operate in the Hepworth Block until 1976.

The Hepworth Block is additionally valued for its affiliation with the prolific architect, Thomas Hooper (1857-1935). Also born in England, his family moved to Ontario in 1871 where Thomas became a carpenter and later began practicing as an architect with his brother in Winnipeg. He made his way further west, arriving at Vancouver in 1886 and establishing his own architectural firm the following year. His advantageous arrival shortly after the Great Vancouver Fire brought an abundance of work. By the Edwardian era, Hooper was commissioned for work across the province, designing residences, churches, public and commercial buildings, warehouses, and other institutional structures. His notable, extant work includes Vancouver's *Hycroft* mansion and the R.V. Winch Building, and Chilliwack's 1912 City Hall. Following the economic downturn of 1913, he personally never recovered financially, and while pursuing some design work in the late 1920s, he was unable to achieve the prominence he enjoyed in the decades prior. While modest, Thomas' Edwardian Commercial design for the Hepworth Block was, and continues to be unique in the Steveston townsite for its scale, form, and use of red brick masonry, and has remained a landmark in the community since its construction.

CHARACTER-DEFINING ELEMENTS

The elements that define the heritage character of the Hepworth Block include, but are not limited to its:

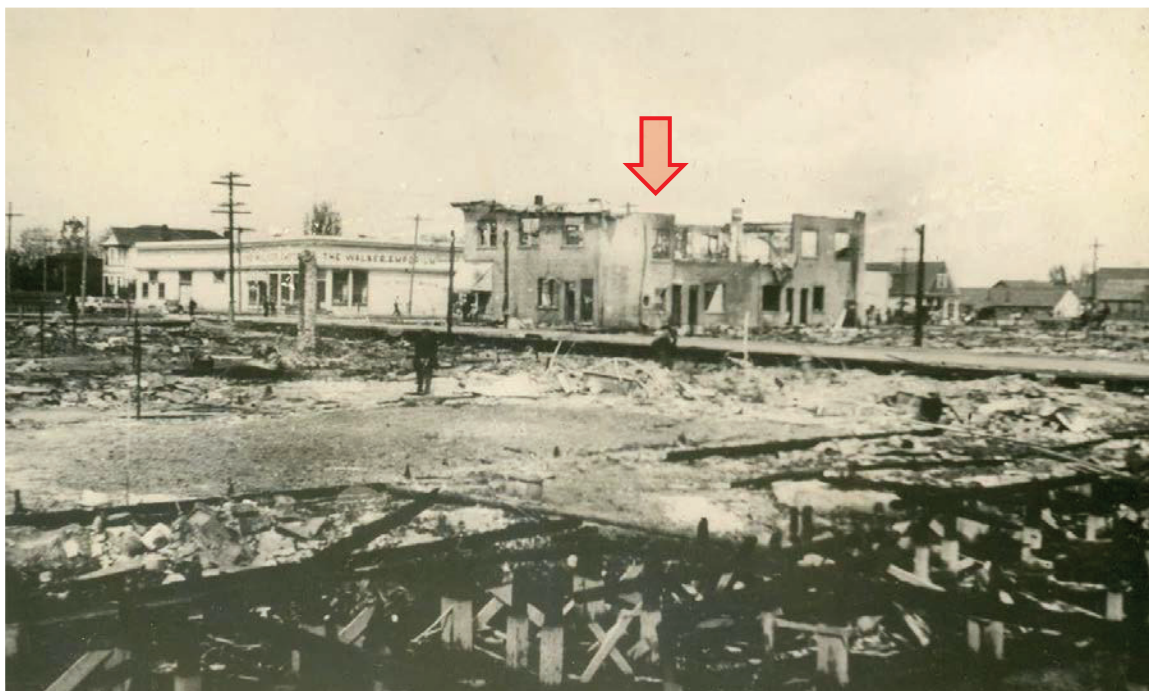
- location on the southeast corner of Moncton Street and 2nd Avenue, fronting the former, in the Steveston community of Richmond;
 - form, scale, and massing as expressed by its: rectangular plan; symmetrical plan; two storey height; and flat roof with parapet;
 - masonry construction with a concrete foundation; face, red bricks laid in a running bond; concrete window sills; and wood trim elements including door and window frames, tongue-and-groove fascia, frieze, and soffit;
 - Edwardian Commercial features including: wood-frame storefronts, with a return on 2nd Avenue, and recessed entryways, panelled bulkheads, large display windows, faux storefront transoms, wood sash transoms over storefront doorways; brick pilasters between adjacent storefronts; continuous wood crown moulding above storefronts and brick pilasters; and wood, rooftop cornice with modillions on Moncton Street and 2nd Avenue elevations;
 - fenestration including single and double assembly windows; wood mullions; 1-over-1 hung wood sash configurations; wood doors with glazing on front elevation; and single-door entrances, with transoms, on side and rear elevations; and
 - other features including the circa 1940s "STEVESTON DRUGS" and "DRUGS" painted ghost signs over the corner storefront.
-

HISTORICAL IMAGE



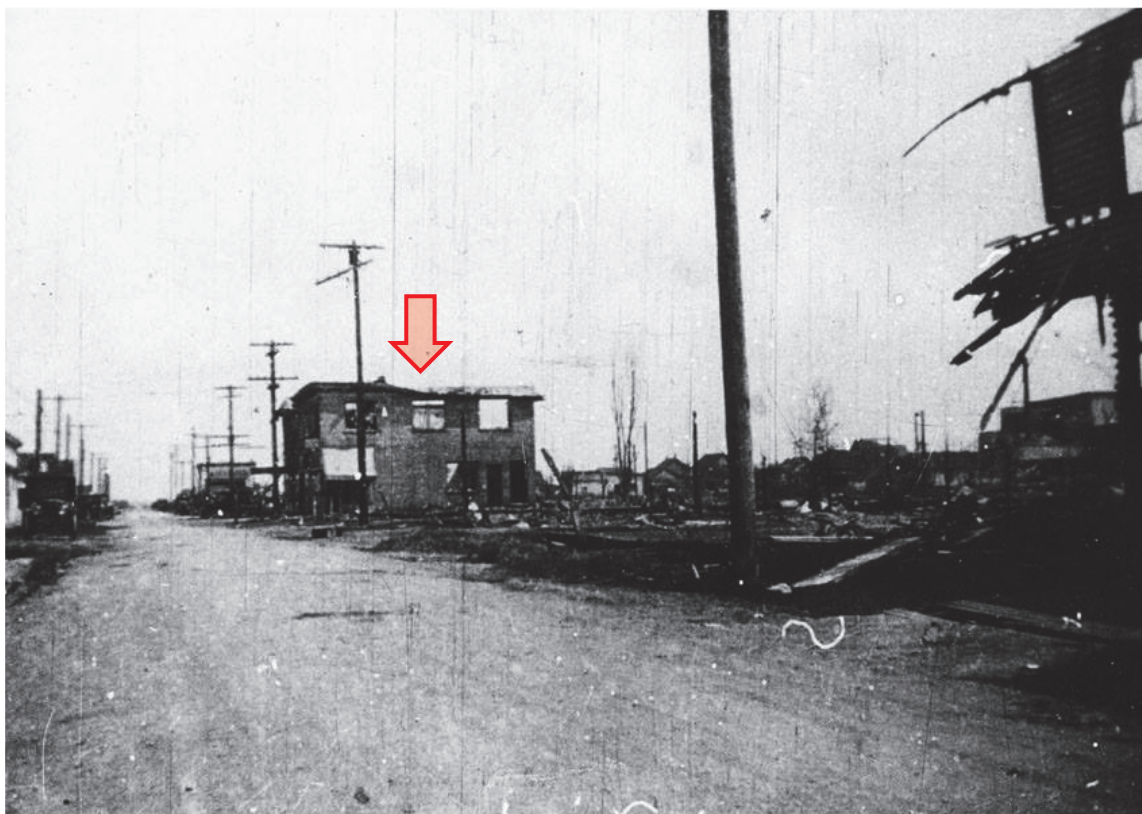
CAPTION	The Hepworth Block as it appeared shortly after its construction. Note the much more ornate rooftop cornice. Following extensive repairs after the 1918 fire, this cornice was not restored to this design.
DATE	circa 1913
SOURCE	City or Richmond Archives (1985-41-1)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	Northeast view of the devastation of the 1918 Steveston fire, with the Hepworth Block (centre) significantly damaged.
DATE	May 1918
SOURCE	City or Richmond Archives (1978-5-2)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	View looking east down Moncton Street, showing the devastation of the 1918 Steveston fire, with the Hepworth Block (centre-left) significantly damaged.
DATE	May 1918
SOURCE	City or Richmond Archives (1978-5-5)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	Northwest view of the devastation of the 1918 Steveston fire, with the Hepworth Block (top-left) significantly damaged.
DATE	May 1918
SOURCE	City or Richmond Archives (1977-23-1)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	View of the Hepworth Block several years after the Steveston fire. Note the rooftop cornice is different from the original 1913 cornice.
DATE	1923
SOURCE	City or Richmond Archives (1985-39-134)
COPYRIGHT	Unknown

HISTORICAL IMAGE



CAPTION	A child and two gentlemen in front of the corner commercial unit of the Hepworth Block, occupied by the Steveston Drug Company, which originally featured a chamfered corner entrance.
DATE	<i>Unknown</i>
SOURCE	City or Richmond Archives (1977-4-14)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	View of the interior of the Steveston Drug Company in the Hepworth Block, with Charles A. Graves standing in the middle of the store.
DATE	circa 1924
SOURCE	City or Richmond Archives (1978-31-63)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	Looking west down Moncton Street with the Hepworth Block on the left.
DATE	1939
SOURCE	City or Richmond Archives (1977-2-13)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	Looking east down Moncton Street with the Hepworth Block on the right.
DATE	1939
SOURCE	City or Richmond Archives (1977-2-14)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	View of the Hepworth Block (right), and adjacent commercial structures to its east.
DATE	circa 1984
SOURCE	City or Richmond Archives (2010-47-8)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	View of the Hepworth Block.
DATE	circa 1984
SOURCE	City or Richmond Archives (2010-47-9)
COPYRIGHT	<i>Unknown</i>

HISTORICAL IMAGE



CAPTION	View of the Hepworth Block (right), and adjacent commercial structures to its east.
DATE	circa 1987
SOURCE	City or Richmond Archives (1985-8-93)
COPYRIGHT	<i>Unknown</i>

SITE PHOTO



CAPTION	View of the Hepworth Block (right), and adjacent commercial structures to its east.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	View of the front elevation of the Hepworth Block.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	View of the front elevation of the Hepworth Block. The panelled signbands above the storefronts are not original, and obscure (or have replaced) what were large faux transoms.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	Detail of the central double-assembly window on the upper storey of the front elevation of the Hepworth Block.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO	
	
CAPTION	Detail of the “STEVESTON DRUGS” painted ghost sign above the corner commercial unit.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	Detail of the commercial corner unit of the Hepworth Block. While the Hepworth Block featured panelled bulkheads, those presently installed are not original, but are of a similar design. The panelled signbands above the storefronts are not original, and obscure (or have replaced) what were large faux transoms.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	View of the west elevation of the Hepworth Block.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	Detail of the “DRUGS” painted ghost sign on the west elevation of the Hepworth Block.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	View of the west (left) and rear (right) elevations of the Hepworth Block.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	Detail of the wood cornice at the southwest corner of the Hepworth Block. This cornice replaced the destroyed original cornice after the 1918 fire.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	View of the rear elevation of the Hepworth Block.
DATE	Aug. 1, 2024
SOURCE	Luxton

SITE PHOTO



CAPTION	Detail of fenestration on the rear elevation of the Hepworth Block, showing transoms over the doors, and 1-over-1 wood sash, single assembly windows.
DATE	Aug. 1, 2024
SOURCE	Luxton

RESEARCH SOURCES

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- *Insurance Plan of the Municipality of Richmond B.C.* British Columbia: B.C. Underwriters' Association, 1938 (rev. 1946). *RBSC-ARC-1272 Richmond-1949*
- *Insurance Plan of the Township of Richmond, B.C.* Ottawa, ON: Underwriters' Survey Bureau, 1960. *RBSC-ARC-1667 Richmond-1960*
- *Steveston [Insurance Plans]*. British Columbia: B.C. Underwriters' Association, 1924 (rev. 1928, 1938, 1946). *RBSC-ARC-1272 Steveston-1946*

Online Resources

- Ancestry.ca
- "Hooper, Thomas." *Biographical Dictionary of Architects in Canada*. <http://www.dictionarhofarchitectsincanada.org/node/1524> (accessed Jun. 2024).

From: [Mosley, Judith](#)
To: ["marciadash1234@hotmail.com"](mailto:marciadash1234@hotmail.com)
Subject: FW: Heritage Alteration application HA24-045011
Date: Monday, March 24, 2025 12:03:45 PM

Dear Ms. Dash,

Thank you for your email regarding the application for a heritage alteration permit for unit 100, 3580 Moncton Street (HA 24-045011). The application proposes painting of the wood storefront and the installation of a business sign on the storefront above the window facing Moncton Street. No change is proposed to the historical painted sign on the brickwork above the storefront. Please could you let me know if you still have concerns about the proposal.

Kind regards,

Judith Mosley, CAHP, IHBC

Heritage Planner | Planning and Development
City of Richmond | 6911 No. 3 Road, Richmond BC V6Y 2C1
T: (604) 276-4170
E: jmosley@richmond.ca

-----Original Message-----

From: marcia dash <marciadash1234@hotmail.com>
Sent: March 24, 2025 11:36 AM
To: DevApps <DevApps@richmond.ca>
Subject: Heritage Alteration application HA24-045011

[You don't often get email from marciadash1234@hotmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe..

Hi

As a long term resident of Steveston of nearly 50 years, I want to express my opposition to this application as this building is a treasured historical site and the old signage should not be changed in any way. I do hope this will not be allowed.

Thank you
Marcia Dash

Sent from my iPad

PW: Strongly Against this motion !



Reply Reply All Forward ...
Mon 3/24/2025 11:56 AM

Dear Ms. Richard,

Thank you for your email regarding the application for a heritage alteration permit for unit 100, 3580 Moncton Street (HA 24-045011). The application proposes painting of the wood storefront and the installation of a business sign on the storefront above the window facing Moncton Street. Please could you let me know if you have specific concerns about the proposal.

Kind regards,

Judith Mosley, CAHP, IHBC

Heritage Planner | Planning and Development

City of Richmond | 6911 No. 3 Road, Richmond BC V6Y 2C1

T: (604) 276-4170

E: jmosley@richmond.ca

From: Sue Richard <susanruth13@gmail.com>

Sent: March 23, 2025 11:01 AM

To: DevApps <DevApps@richmond.ca>

Subject: Strongly Against this motion !

[You don't often get email from susanruth13@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe..

Thank you Hopefully Steveston can hold onto its heritage. Very few places left that do that



**For more information
please contact:**

Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

**Excerpt from the Draft Minutes to the
Richmond Heritage Commission Meeting**

**Wednesday, July 23, 2025 - 7:00 pm
Microsoft Teams Online Meeting**

Heritage Alteration Permit for 3580 Moncton Street, unit 100 – HA 24-045011

The Heritage Commission was asked to review and comment on the Heritage Alteration Permit application for the corner storefront unit in the Hepworth Block. Judith Mosley, Heritage Planner, provided an overview of the application, including the heritage status of the property and details of the proposed alterations. This included the following information:

- The application is for exterior painting of the wood storefront and a new business sign on the store's fascia.
- The Hepworth Block is a protected heritage property within the Steveston Village Heritage Conservation Area.
- It was built in 1913. A statement of significance was provided to the Commission with details of the heritage values and character-defining elements.
- The proposed colour scheme of Oxford Ivory for the wood storefront and Gloss Black for the entry door uses colours from the True Colours historical paint palette, chosen as appropriate to the period, architecture and history of the building.
- The proposed business sign has black wooden letters individually adhered to the fascia. The format and size meet the signage guidelines in the Steveston Area Plan.

In response to the Commission's questions and comments, Ms. Mosley provided the following additional information:

- The applicant is a new tenant in the retail unit, prompting a change in colours and signage.
- Historic photos indicate consistent treatment of one colour across the crown moulding and all wood elements. The proposal returns to this approach rather than following the other storefronts' current designs.
- Changes have been made to the storefront since it was built. Originally, it had a corner entry and more glazing. The entry was later moved to the Moncton Street facade and glazing areas reduced and replaced with wood panels.
- The scope of the application is limited to painting and signage and does not include the brick pilasters or façade restoration.
- The Steveston Village Heritage Conservation Grant Program could support exterior restoration.

The Commission provided the following comments:

- The colour scheme and signage proposal as presented are acceptable.
- The size of the lettering on the sign could be increased to be more similar to the other two fascia signs.
- Consideration should be given by the building owner and tenants to a consistent approach across the storefronts and to further restoring the building façade, including:

- Restoring the corner storefront windows to their historical format, which included more glazing, both for the restoration of the building and for the benefit of the tenant retail space.
- The crown moulding across the top of the storefronts should all be the same colour and would provide a unifying element. It should be coordinated with the other wood elements.
- The brick pilasters should be restored to their original unpainted appearance.

It was moved and seconded:

That the Richmond Heritage Commission:

- 1. supports the Heritage Alteration Permit application for 3580 Moncton Street, unit 100 (HA 24-045011), recommending a larger font to be more similar to the other signs on site; and***
- 2. suggests Council encourage the owner to later develop a unified colour scheme for all the storefronts and to restore the original brick pilasters and glazing shown in historical photographs.***

CARRIED



True Colours

Historical Paint Colours for Western Canada

CNCL - 149



VANCOUVER
HERITAGE
FOUNDATION

Proudly featuring



**SHERWIN
WILLIAMS.**

VHF Historical True Colours

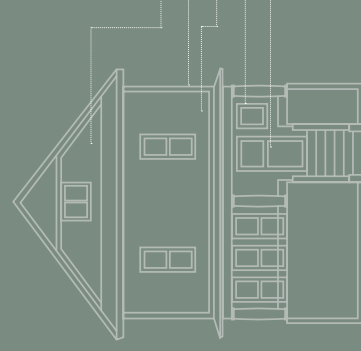
available in Sherwin-Williams™ paint

Classical White (SW 2829)	Oxford Ivory (SW 2833)	Craftsman Cream (SW 6681)
Pendrell Cream	Harris Cream (SW 7687)	Dunbar Buff
Edwardian Buff (SW 7691)	Edwardian Cream (SW 2834)	Mt. Pleasant Buff
Kitsilano Gold	Srathcona Gold (SW 6383)	Comox Gold
Mt. Pleasant Tan (SW 2824)	Dunbar Grey	Bute Taupe
Point Grey (SW 7074)	Edwardian Porch Grey (SW 7075)	Edwardian Pewter (SW 2848)
Haddington Grey (SW 2845)	Harris Grey	Victorian Peridot
Pendrell Verdigris (SW 2811)	Pendrell Green	Lonsdale Green
Vancouver Green (SW 2847)	Harris Green	Comox Green
Cambie Olive	Srathcona Red (SW 2719)	Mellish Rust

All colours are approximations, please test paint samples before proceeding.
Sherwin-Williams color numbers have been added for quick reference when available.

Pendrell Red (SW 2802)	Hastings Red (SW 2801)	Harris Brown (SW 6048)
Mellish Mahogany (SW 7630)	Craftsman Brown	Srathcona Mahogany (SW 2838)
Tudor Brown	Wilmar Brown	Alhambra Green
Gloss Black (SW 6258)		

The True Colours paint palette for Western Canada® is the product of more than 30 years of research by Vancouver Heritage Foundation. The style and era of homes affects the placement of colour and is key to an authentic historic scheme.



VHF recommends the following products and finishes for a hard-wearing, authentic look:

- Gable** Sherwin-Williams® Emerald® Rain Refresh - Satin
 - Trim** Sherwin-Williams® Emerald® Rain Refresh - Semi-Gloss
 - Body** Sherwin-Williams® Emerald® Rain Refresh - Satin
 - Window sashes** Sherwin-Williams® Emerald® Urethane Gloss
 - Doors** Sherwin-Williams® Emerald® Urethane Gloss
- Trim should be painted on all sides in trim colour.



Craftsman Example

Body Mellish Rust
Trim Edwardian Buff
Sash Hastings Red
Stucco Haddington Grey

Craftsman homes typically had darker body colours with a light trim and a dark sash. Two tone bodies were not uncommon.

Edwardian Buff

Hastings Red

Mellish Rust

Haddington Grey



Victorian Example

Body Pendrell Verdigris
Trim Pendrell Green
Sash Gloss Black

Victorian houses typically had a mid-light tone body with darker trim and dark window sashes. Sometimes an accent colour would be painted in the gable end.

Pendrell Verdigris

Pendrell Green

Gloss Black



Edwardian Example

Body Strathcona Gold
Trim Oxford Ivory
Sash Gloss Black

Edwardian houses typically had mid-dark tone body with lighter trim and dark window sashes. The Edwardian style is characterized by little ornamentation.

Strathcona Gold

Oxford Ivory

Gloss Black





File No.: HA 24-045011

To the Holder: Nest Designs Ltd.

Property Address: 3580 Moncton Street, Unit 100

Legal Description: Section 10 Block 3 North Range 7 West New Westminster District Plan 64754
Parcel 40

(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 on the attached Schedule "A", and any and all buildings, structures and other development thereon.
3. This Heritage Alteration Permit is issued to authorize the proposed exterior alterations to the corner storefront, Unit 100, as shown in the attached Plan #1 to Plan #4:
 - Exterior painting in a new colour scheme as shown in Plan #1.
 - Installation of a new business sign on the storefront fascia.
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 Sign Permit.

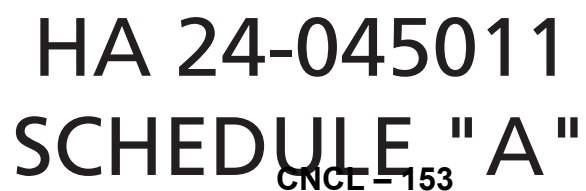
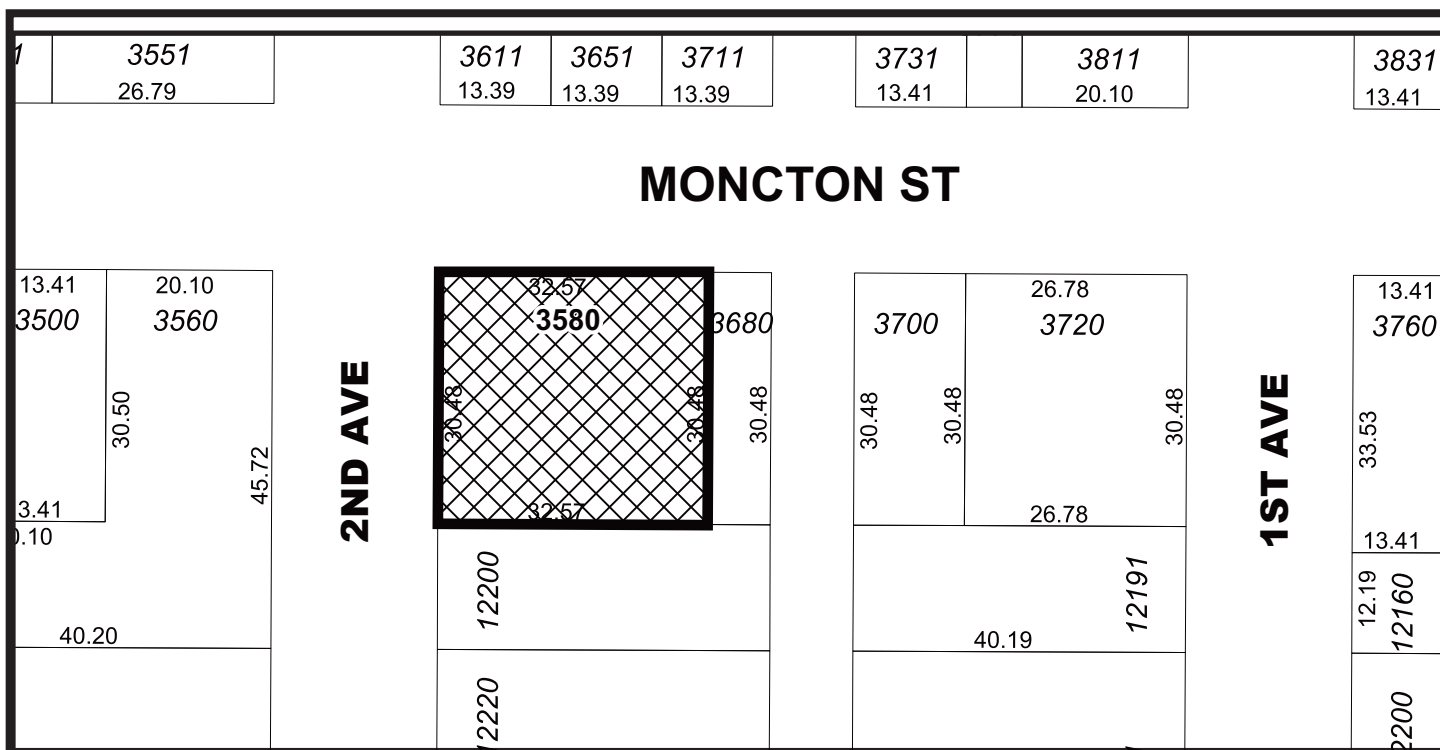
AUTHORIZING RESOLUTION NO. <Resolution No.> ISSUED BY THE COUNCIL THE DAY OF
<Date>

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.



Note: Dimensions are in METRES

HA 24-045011: 3580 MONCTON STREET UNIT 100



Oxford Ivory (SW 2833)



Gloss Black (SW 6258)

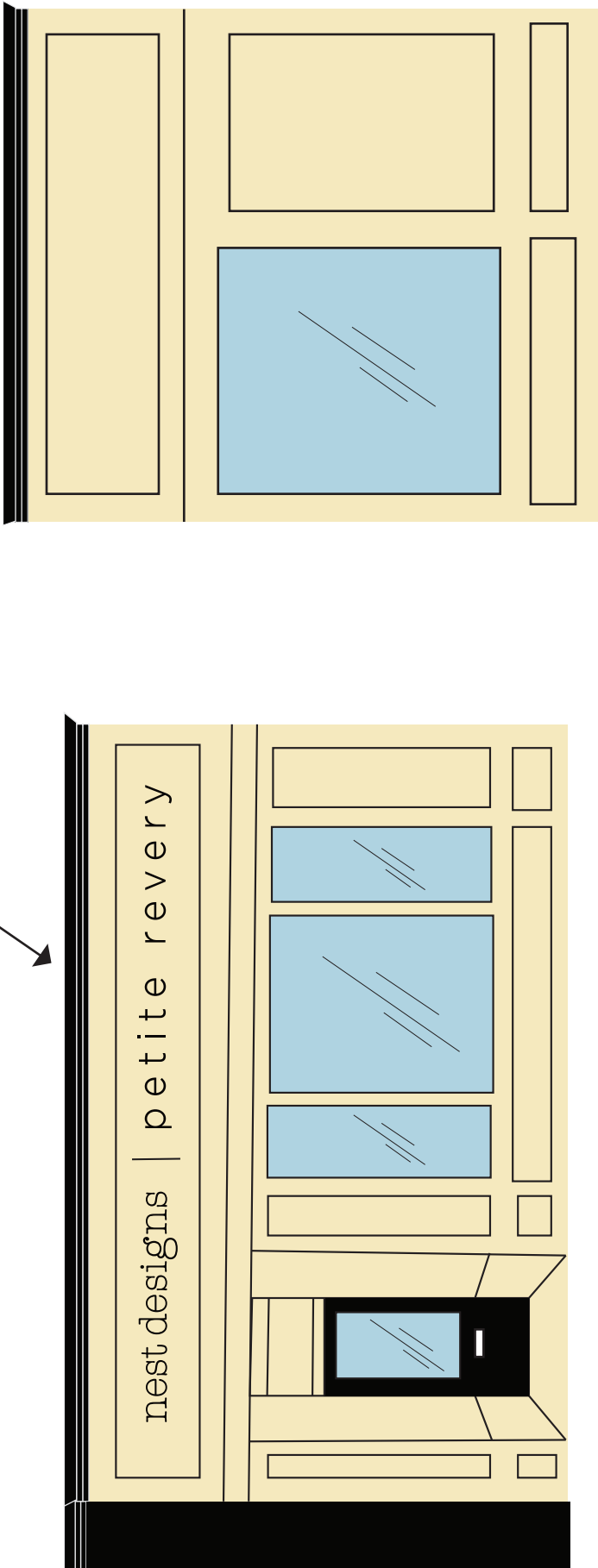
Oxford Ivory: All wood surfaces of storefront below crown moulding
Gloss Black: Entry door
Other: Crown moulding to match other on building

Side view



Store front

CNCL – 154





Richmond
193988 Maycrest Way #290, Richmond, B.C. V6V3C3
Tel: (604) 237-7445 F: (604) 273-7465
info@signarama-richmond.bc.ca

Surrey
13375 72nd Ave.
Surrey, B.C. V3W 2N5
(604) 597-9590

Langley
20530 Langley Bypass #102
Langley, B.C. V3A 6K8
(604) 532-1860

PLAN #2
E-Proof No.: PERMIT 3

USE ORACLE USE ONLY
DATE: 5/22/2025
DESIGNER: KYLE H

PROJECT NAME: NEST DESIGNS

ADDRESS: #100 - 3580 Moncton Street, Richmond, V7E 3A5

Date: May 22, 2025

Non-Lit Exterior Sign

QUANTITY: 1 SET LETTERS
NO BACKER (existing painted wood fascia)

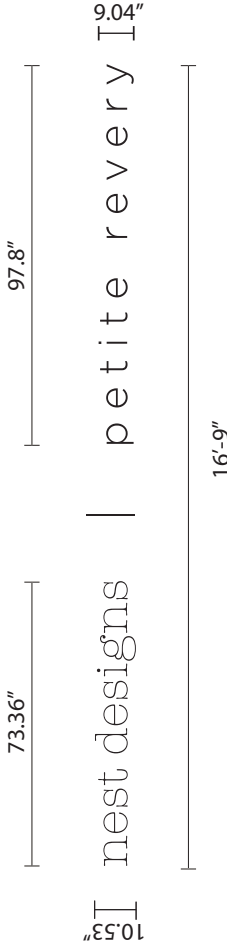
BACKER
BACKER: EXISTING PAINTED WOOD

COPY
LETTERS: 1/2 inch CREZON (MDO) PAINTED BLACK
INSTALLATION: VHB TAPE & CONSTRUCTION GLUE

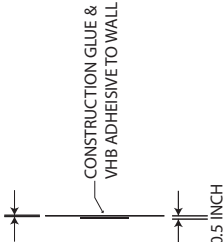
CNCL - 155

**** Building facade & existing
surfaces restoration and
paint done by others**

FRONT VIEW



PROFILE



3D VIEW



SCALE: 3/8"=1'

LAYOUT/DATA & STRUCTURAL

☐ REQUIRE PRINTED COLOR SAMPLE (\$10) FLAT FEE.

☐ APPROVED FOR PRODUCTION ☒ WITH INSTALLATION ☐ FOR SHIPPING ☐ FOR PICKUP
☐ SURREY ☐ LANGLEY ☒ RICHMOND

SITE CHECK COMPLETED JUNE 3, 2024

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I HAVE REVIEWED THE ABOVE SPECIFICATIONS & HEREBY FULLY UNDERSTAND THE CONTENT OF WORK TO BE PERFORMED & APPROVE THIS PROJECT TO BEGIN.
CUSTOMER APPROVAL SIGNED BY: _____ DATE: _____
PRINT: _____
LANDLORD APPROVAL SIGNED BY: _____ DATE: _____
PRINT: _____

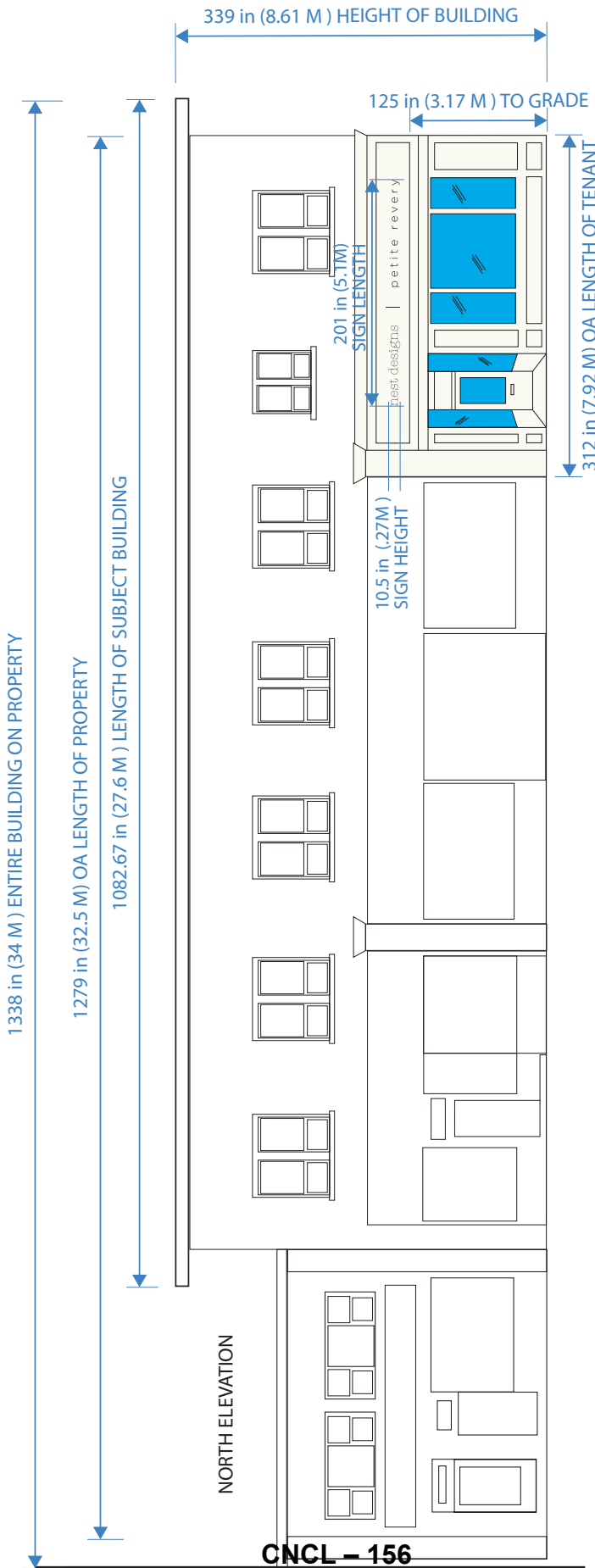
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DESIGNER

KYLE H

Non-Lit Exterior Sign



FRONTAGE - 312" LINEAL FEET (7.9 M)
OA SIGN - 11.5 SQ. FT. (1.06 M²)
COPY - 11.5 SQ. FT. (1.06 M²)

SCALE: 1/8"=1'

ELEVATION DRAWING

☐	APPROVED FOR PRODUCTION	☒	WITH INSTALLATION	☐	FOR SHIPPING	☐	FOR PICKUP
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☐ REQUIRE PRINTED COLOR SAMPLE (\$10) FLAT FEE.

SITE CHECK COMPLETED JUNE 3, 2024

☐ SURREY ☐ LANGLEY ☒ RICHMOND

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PRINT: _____ DATE: _____

LANDLORD APPROVAL SIGNED BY:

PRINT: _____ **DATE:** _____

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KYLE H



Richmond
193988 Maycrest Way #290, Richmond, B.C. V6V3C3
Tel: (604) 237-7445 F: (604) 273-7465
info@signarama-richmondbc.ca

Surrey
13375 72nd Ave.
Surrey, B.C. V3W 2N5
(604) 597-9590

Langley
20530 Langley Bypass #102
Langley, B.C. V3A 6K8
(604) 532-1860

PLAN #4

E-Proof No.: PERMIT 3

PROJECT NAME: NEST DESIGNS

ADDRESS: #100 - 3580 Moncton Street, Richmond, V7E 3A5

Date: May 22, 2025

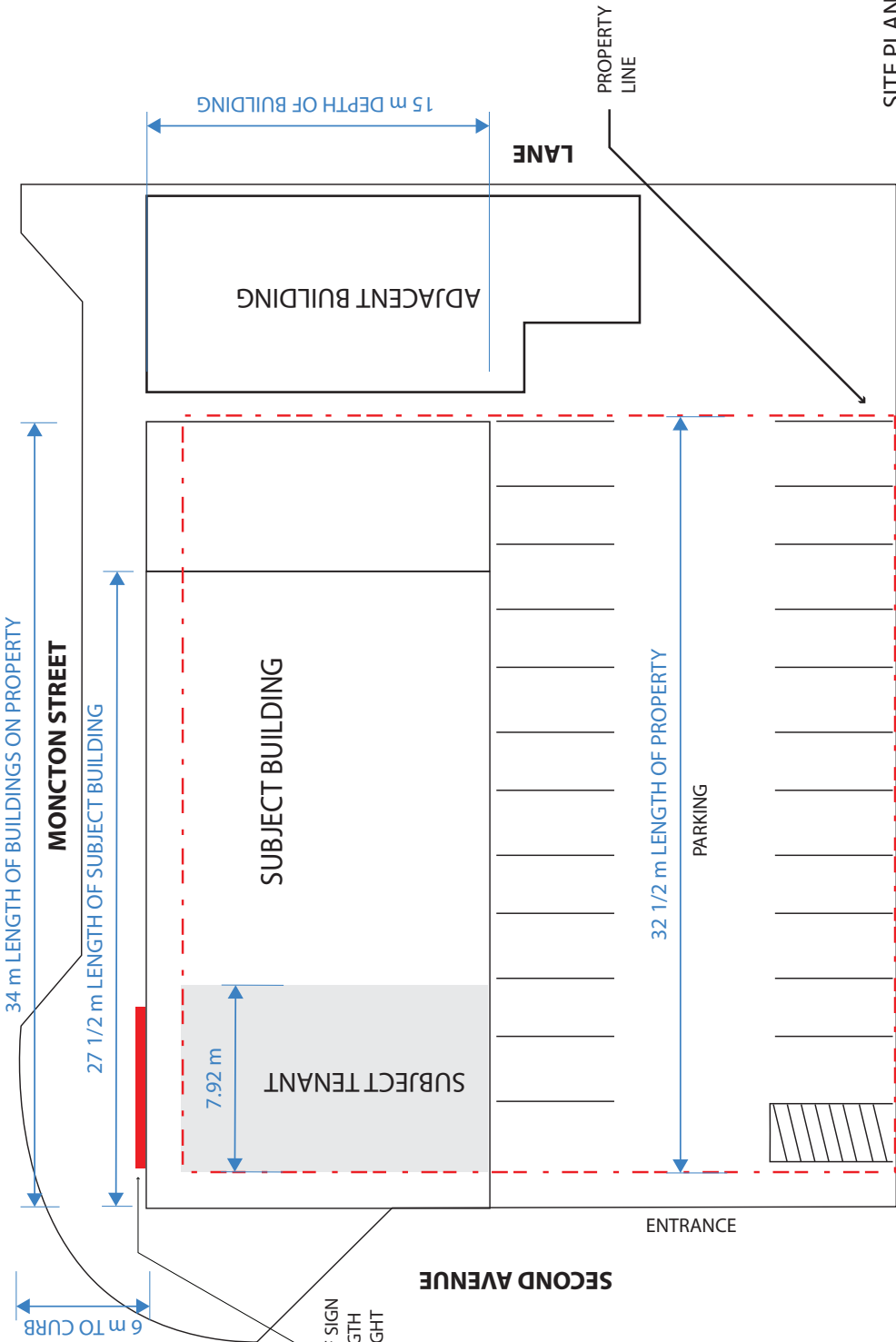
Non-Lit Exterior Sign

SUBJECT TENANT
NEST DESIGNS/PETITE REVER
3580 MONCTON STREET
RICHMOND, BC V7E 3A5

Property Details
Richmond Key 23750
Property Type Property
Address 3580 Moncton St
Zoning CS2
Rd 089057061
Phone 003-474-097
Lot 10 - 3 - 7
SEC 64754
Plan 64754
Parcel Area 993 sq.m
0.22 acres
0.1 hectares

LOCATION OF SIGN
6.95 M LENGTH
X 7.77 M HEIGHT

GNCL 157



SITE PLAN

☐ REQUIRE PRINTED COLOR SAMPLE (\$10) FLAT FEE.

☐ APPROVED FOR PRODUCTION

☒ WITH INSTALLATION

☐ FOR SHIPPING

☐ FOR PICKUP

SITE CHECK COMPLETED JUNE 3, 2024

☒ RICHMOND

☐ LANGLEY

☐ SURREY

I HAVE REVIEWED THE ABOVE SPECIFICATIONS & HEREBY FULLY UNDERSTAND THE CONTENT OF WORK TO BE PERFORMED & APPROVE THIS PROJECT TO BEGIN:

CUSTOMER APPROVAL SIGNED BY:

DATE:

LANDLORD APPROVAL SIGNED BY:

DATE:

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DESIGNER

KYLE H



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Date: August 18, 2025
File: 10-6455-05-01/2025-
Vol 01
Re: River Road Traffic Assessment Update – Hamilton Neighbourhood
Engagement Results

Staff Recommendation

That the roadside enhancements to protect some of the utility poles as described in the staff report titled "River Road Traffic Assessment Update – Hamilton Neighbourhood Engagement Results" dated August 18, 2025, from the Director, Transportation be approved.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering RCMP	☒ ☒	 Suzanne Bycraft, Acting GM
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the April 23, 2025, Public Works and Transportation Committee, the following referral motion was moved and seconded:

That the staff report titled “River Road – Traffic Assessment” be referred back to staff for further public consultation in the Hamilton area and report back.

This report addresses 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.

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.

Analysis

Background

At the April 23, 2025, Public Works and Transportation Committee meeting, the committee considered the staff report titled “River Road - Traffic Assessment.” The report provided the results of a survey of River Road residents regarding potential traffic calming measures on River Road to address speeding. Resident feedback from the survey indicated 62% of respondents did not support any traffic calming measures on River Road. The preference of River Road residents was for increased speeding enforcement in lieu of any physical traffic calming measures. Committee provided direction to staff to conduct further consultation with residents in the Hamilton area regarding traffic calming on River Road and report back.

Results of Consultation with Hamilton Area Residents

A meeting with Hamilton area residents was held on May 28, 2025, at the Hamilton Community Centre. The results of the staff’s technical assessment along with potential traffic calming measures on River Road were presented for feedback (Table 1).

Table 1: Results of Community Meeting

Attendees	Purpose	Feedback/Outcome
30 attendees (8 – Hamilton Area residents) (22 – River Road Area residents)	- Present staff's technical assessment. - Discuss concerns and options for traffic calming measures.	- River Road residents reiterated their lack of support for changing River Road. Did not support traffic calming and indicted support for increased enforcement. - Local farmers expressed concerns regarding the potential impacts of traffic calming on River Road rerouting trucks to other roads, including No. 7 Road. - Hamilton residents expressed concerns about power outages.

At the Hamilton community meeting, a petition from an additional 29 residents along River Road was submitted indicting opposition to any traffic calming measures or speed limit reduction on River Road.

Hamilton Resident Survey Results

A survey to gather feedback from the Hamilton community on the proposed traffic calming measures on River Road was undertaken from May 8, 2025, to May 30, 2025. A total of 1,667 surveys were distributed to Hamilton residents. 231 responses were received, resulting in a response rate of approximately 14%.

Of the 231 Hamilton respondents:

- 88 (38%) did not support any traffic calming measure on River Road.
- 111 (48%) supported the installation of speed cushions.
- 32 (14%) supported other solutions.

Based on these results, there is lack of majority support by respondents in Hamilton for any traffic calming on River Road. Further, when combined with the previous engagement results with the River Road residents, there is overall lack of majority support for any traffic calming on River Road (45% of all respondents and 6% of all surveyed support traffic calming).

The survey results indicated that 17% of the Hamilton respondents use River Road on a daily basis and 35% on a weekly basis.

BC Hydro Considerations

Hamilton area residents raised concerns regarding power disruptions in Hamilton caused by vehicle collisions with hydro poles along River Road. BC Hydro has confirmed that, in the past two years, there have been approximately eight outages in the Hamilton area with three related to motor vehicle collisions with hydro poles on River Road.

Staff reviewed BC Hydro's data and the most recent five-year ICBC crash data (2019 to 2023) for collisions involving BC Hydro poles on River Road.

There was a total of 4 incidents that were identified over this period in the ICBC data. Speeding was not identified as the cause for these collisions. In all cases, the vehicles collided with the poles while negotiating a turning movement.

To improve the resilience of the hydro poles in these four locations and address the concerns expressed by the Hamilton neighbourhood, staff recommend additional treatment, as shown in Figures 1 and 2.

This will add protection and increase visibility of the hydro poles that are more prone to vehicle incidents according to the BC Hydro and ICBC data. There are 4 such locations where staff recommend implementing this treatment and monitoring the results of future power outages caused by vehicle impacts.



Figure 1: Example of Proposed Roadside Treatment on River Road and Burdette Street



Figure 2: Example of Hydro Pole Protection at River Road and No. 6 Road

Engagement with BC Hydro

Staff have confirmed with BC Hydro that there are no current plans to relocate the poles along River Road or address the outages with additional redundancy and circuit tie ins in the electrical circuit system. BC Hydro has acknowledged the issue of power outages, attributing them in part to poor weather and fallen trees. Staff met with BC Hydro who indicated support for the short-term measures and potential funding. Staff will continue discussions with BC Hydro regarding long-term solutions to power disruptions in the Hamilton area, as well as coordination and potential funding for roadside enhancements to the poles, as proposed by staff.

Financial Impact

The estimated costs to implement the roadside enhancements at the hydro pole locations is \$12,000. This amount can be accommodated in the approved 2025 Arterial Road Improvement Program.

Conclusion

The City conducted public consultation with both the River Road and Hamilton residents to assess support for potential traffic calming measures, including speed cushions. Survey feedback from Hamilton residents showed 48% support of respondents for speed cushions on River Road. River Road residents previously expressed significantly lower support for traffic calming on River Road with 62% of respondents opposed.

Given the lack of majority support for traffic calming on River Road, staff do not recommend proceeding with the installation of speed cushions. As the preference of River Road residents is for enforcement rather than traffic calming, staff continue to coordinate targeted enforcement with Richmond RCMP when feasible in consideration of other enforcement needs.

To address the concerns expressed by Hamilton area residents regarding power outages in their neighbourhood attributed to vehicle conflicts with the poles on River Road, staff recommend improving the visibility and protection of the BC Hydro poles along the road edge with the use of concrete barriers and/or hazard markers. Staff will continue discussions with BC Hydro regarding potential mitigations to reduce power outages in the Hamilton area.



Sonali Hingorani, P.Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)

SH:ck



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Re: **Springfield Drive - Traffic Calming**

Date: August 25, 2025
File: Vol 01
10-6450-09-01/2025-

Staff Recommendation

That Option 2 to implement two asphalt speed cushions on Springfield Drive, as described in the staff report titled "Springfield Drive - Traffic Calming" dated August 25, 2025, from the Director, Transportation, be approved.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering	☒	 Suzanne Bycraft, Acting GM
Fire Rescue	☒	
Public Works	☒	
RCMP	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report provides an update to the staff report titled "Springfield Drive - Traffic Calming" dated June 17, 2024, which recommended the implementation of two temporary rubber speed cushions on Springfield Drive in response to resident concerns regarding vehicle speeds. The installation of two temporary rubber speed cushions occurred in September 2024. Residents along Springfield Drive have provided positive feedback regarding reduced vehicle speeds as a result of the traffic calming measures. However, some residents adjacent to these devices, have expressed concerns of noise and vibrations. This report seeks Council direction regarding the next steps of this traffic calming project.

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

Background

Springfield Drive is a local street within the neighbourhood north of Steveston Highway and west of No. 1 Road. In January 2024, staff received a request from residents 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 and Council subsequently approved the installation of two temporary prefabricated rubber speed cushions with upgrade to asphalt versions to occur following the trial period provided the speed improvements are achieved and there are no concerns from residents. The speed cushions (Figure 1) were installed in September 2024.



Figure 1: Springfield Drive Existing Rubber Speed Cushions

Results of the Traffic Calming Trial

During the trial period, a speed study to assess the effectiveness of these devices was conducted and feedback from residents was received.

Speed Study

Table 1 below summarizes the vehicle operating speeds on Springfield Drive prior to any traffic calming measure and the results after the installation of the two temporary speed cushions.

Table 1: 85th Percentile Traffic Speeds on Springfield Drive

	Westbound	Eastbound
Before Traffic Calming Installation	52 km/h	89 km/h
After Rubberized Speed Cushion Installation	36 km/h	37 km/h

The results indicate the speed cushions have been successful at reducing vehicle operating speeds on Springfield Drive. 85 per cent of traffic on this street is travelling at speeds lower than 37 km/h.

Resident Feedback

Resident feedback has been received both in-person at a resident engagement session held in May 2025, and via written submissions. Three residents attended the engagement at West Richmond Community Centre on May 15, 2025. Two residents expressed noise and vibration emitted by the rubber speed cushions.

In addition, a total of 10 written submissions have been received from residents with 6 residents in support of keeping the speed cushions and 4 residents not in support of the rubber speed cushions.

Next Steps

The results of the speed study confirmed that the traffic calming measures have been effective at discouraging speeding vehicles. However, noise and vibration concerns have been expressed by a total of 6 residents on Springfield Drive immediately adjacent to the rubber speed cushions. Based on these combined factors, staff have identified the following possible options for next steps.

Option 1: Remove Traffic Calming (Not Recommended)

Staff do not recommend this option as the pre-installation speed study recorded 85 percentile speeds of 52 km/h in the westbound direction and 89km/h in the eastbound direction on Springfield Drive. The temporary traffic calming measures have been effective at reducing vehicle speeding on Springfield Drive to enhance safety.

Option 2: Installation of Asphalt Speed Cushions (Recommended)

Staff recommend replacing the rubber speed cushions with installation of asphalt speed cushions. The asphalt versions will be constructed with a lower profile than the temporary measures to address the noise and vibration concerns. The temporary rubber speed cushions have a height of 9 cm and the proposed profile for the asphalt speed cushions will be similar to the ones installed along Kittiwake Drive with a height of 7 cm. The asphalt speed cushions also have a longer transition on the approach and are constructed flush with the pavement unlike the prefabricated speed cushions that are bolted to the roadway and have abrupt connection point as a result. The use of these lower height and smoother design asphalt speed cushions have been successful at addressing vibration and noise emissions yet still help to discourage speeding.

Should Option 2 be approved, staff will monitor the vehicle speeds and resident feedback. Any concerns raised regarding noise and vibration will be reviewed and alterations will be made, where possible, to address concerns.

Financial Impact

Construction of the asphalt speed cushions are planned for fall 2025, weather permitting. The cost to implement the asphalt speed cushions is \$25,000, which can be funded through the Council-approved 2025 Neighbourhood Traffic Calming Program.

Conclusion

Implementation of traffic calming measures on local streets in the City is an inclusive and community-driven program. Following the trial period involving the installation of two rubber speed cushions on Springfield Drive, staff evaluated the effectiveness of these traffic calming devices in reducing vehicle speeds. The result of a post installation speed study indicates a decrease in the 85th percentile operating speed of 16 km/h westbound and 52 km/h eastbound.

To address the noise and vibration concerns expressed by residents immediately adjacent to the temporary devices during the trial. Staff recommend installing reduced height asphalt speed cushions on Springfield Drive. The asphalt versions have been effective in other locations to reduce noise concerns and to maintain lower speed levels in the neighbourhood. Staff will monitor the improvements to traffic safety and endeavour to address any concerns from area residents post-installation.



Sonali Hingorani, P.Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)

SH:ck



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Suzanne Bycraft
Director, Public Works Operations
Re: Reusable Containers Review

Date: August 18, 2025
File: 10-6370-01/2025-Vol
01

Staff Recommendation

That Option 3, as outlined in the staff report titled "Reusable Containers Review", dated August 18, 2025 from the Director, Public Works Operations, be approved.

Suzanne Bycraft
Director, Public Works Operations
(604-233-3338)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Economic Development	☒	 Suzanne Bycraft Acting General Manager
Arts, Culture & Heritage	☒	
Recreation and Sports Services	☒	
Climate & Environment	☒	
Law Department	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report responds to the referral from the January 22, 2025 Public Works and Transportation Committee meeting:

“to accelerate the reduction of plastic pollution, by directing staff to research the feasibility of implementing the use of reusable food containers at restaurants and large events.”

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.

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

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

Analysis

Background

An estimated three million tonnes of plastic waste is thrown away across Canada each year. Due to its lightweight nature, plastic can become windblown and/or littered, causing pollution in the natural environment. Through degradation, plastic continues to break down into smaller and smaller pieces, forming what are known as microplastics, which have been detected in air, water, soil, food and beverages, indicating human exposure is pervasive. While medical research is underway on the health implications of plastic pollution, some early studies have detected adverse affects. Reusable alternatives, such as bags, containers, straws and cutlery play a fundamental role in the circular economy by extending the useful lifespan of products, reducing waste and conserving resources.

Through education and enforcement of its *Single-Use Plastic and Other Items Bylaw No. 10000* (Bylaw 10000) which bans plastic checkout bags, plastic straws, and foam food service ware, the City shares information on reusable alternative options for food service providers. The City’s Business Recycling Resources Pilot Program, which is designed to promote greater commercial recycling efforts, is another avenue where staff opportunistically share information on reusables. Both cost and competitiveness are key considerations for businesses when pursuing new options.

Regulatory Landscape

Senior Government Actions

In addition to the City's enactment of Bylaw 10000, senior levels of government have also implemented policies and regulations to restrict access to harmful single-use items and reduce their prevalence in the environment. Food service operators in Richmond must comply with the City's *Single-Use Plastic & Other Items Bylaw No. 10000*, the provincial *Single-Use and Plastic Waste Prevention Regulation*, and federal *Single-use Plastics Prohibition Regulations*. Attachment 1 provides a summary of items captured under each regulation.

Regionally, Metro Vancouver has created the "Superhabits" behaviour change campaign to encourage reusable food service ware and is developing a guidance document for events to consult when implementing reuse. Metro Vancouver has also contracted Ocean Ambassadors Canada, which is a registered non-profit organization that helps to promote reuse and reduction of single-use items at events throughout the lower mainland.

All levels of government support reuse initiatives, but consistent regulations from senior levels of government would help reduce the confusion caused by varying municipal bylaws, especially since many food service operators work across multiple jurisdictions. Lessons learned from the single-use movement highlight the value of coordinated, higher-level policy.

Local Government Actions

In Canada, initiatives are primarily led by municipalities and often built upon bylaws banning single-use items. The most common actions relating to reusable food service ware that others have enacted are presented in Table 1 below, with further details in Attachment 2.

Table 1: Enacted policy/actions by Canadian jurisdictions

Policy/Action	Jurisdictions
Requiring food service providers to accept customers' own reusable cup/container for take-out	City of Edmonton Town of Banff City of Toronto (cups) City of Guelph Ville de Terrebonne City of Toronto (containers)*
Reusable food service ware required to be provided for on-site dining	City of Victoria City of Edmonton Ville de Terrebonne City of Toronto* Town of Banff
Requiring minimum seating for restaurants (to avoid loophole to take-out only models)	Town of Banff
Fees on disposable single-use items (e.g. to-go coffee cups, plastic/paper food containers)	Town of Banff

Policy/Action	Jurisdictions
Support for reusable cup or container share programs	Town of Banff City of Ottawa District of Saanich (Event Pilot) Metro Vancouver (Education)
Grants for businesses to support transition (e.g. purchasing dishwashers, dishware)	BC Provincial Government Fraser Valley Regional District Capital Regional District Ville de Terrebonne

*Consultation fall 2025

International Actions

Policies are also emerging across the globe. Specifically, the European Union's (EU) *Packaging and Packaging Waste Regulation*, which comes into effect August 2026 and will require take-away businesses to offer customers the option to bring their own container. EU member states must also comply with *Directive 2019/904 Single-use Plastics – Fighting the Impact on the Environment*, which bans certain single-use plastics from being placed on the market and requires ambitious reduction of consumption of other single-use plastic products by 2026. The 27 EU member states transposed the directive into national law, with several countries going above and beyond, banning single-use plastics from festivals (Luxembourg), government agencies (Greece), and implementing a plastic tax to disincentive the use of plastics overall (Belgium, Italy). Within the United States, various policies and requirements are being implemented to support and/or require reuse in 5 states and 43 cities.

Industry-led Actions

The food service industry is also taking action by establishing their own sustainable or circular actions, with some Richmond businesses encouraging customers to reuse cups or bring their own cups offering discounts ranging from \$0.10 to \$3.00 as an incentive.

Additionally, the Richmond School District launched a one month reusable food service ware pilot at J.N. Burnett Secondary School and H.J. Cambie Secondary School during the 2024-2025 school year, partnering with the company Friendlier to pilot reusable plastic containers within their cafeterias. Analysis of pilot results is underway by the School District.

The Richmond Night Market is run by a private operator with authorization from the land owner and is not a City event. It is permitted via a 3-year Temporary Commercial Use Permit, and all vendors are required to abide by all food service operator requirements and single-use regulations. Visitors are able to bring their reusable water bottles and select vendors offer their drinks in special, reusable drink containers.

City of Richmond Actions

With Council's leadership and commitment to fostering circularity through the *Richmond Circular City Strategy* and the *Community Energy and Emissions Plan*, the City has implemented several initiatives to promote waste reduction and sustainability. These include the Let's Choose to Reuse campaign to encourage reusable options, free recycling bin rentals for community events (supporting 75 events with 962 bins in 2024), and the Green Ambassadors program, where youth volunteers educate the public on proper recycling at major city events.

The Richmond Event Approval Coordination Team (REACT) application process also provides information for event organizers such as the Richmond Sustainable Event Toolkit which includes a 7-step guide to hosting eco-friendly community and major events. For hands on events, the Reuse and Repair Cafes have repaired 987 items and expanded in 2024 to include an item exchange with 283 items reused to date.

Current Reusables Landscape

The concept of reuse and integration of reusable food service ware is emerging around the world. A review of current service providers and policies/actions by various jurisdictions which are designed to address reusable food service ware is outlined below.

Current Service Providers

There are currently three active reusable food service ware companies operating within the region; Friendlier, Reusables.com, and ShareWares. These companies provide borrowing platforms that allow organizations, businesses, and events to serve takeout orders in reusable food service ware rather than single-use items. They supply the food service ware, handle collection, and sanitize them for repeated use. The organizer or business then has a choice to offer the reusable food service ware to their customers utilizing a deposit system, or not. Deposit systems shift the cost of lost or damaged food service ware to the customer through a refundable fee at purchase, while no-deposit systems place that financial responsibility on the organizer or business.

Staff considered creating a City-owned reusable food service ware program to eliminate the need for a third-party provider for City events. Due to the significant upfront capital costs to purchase the reusable food service ware, as well as, ongoing storage, cleaning, logistics/coordination and staff resources to manage, it would cost considerably more than working with third party providers.

A preliminary cost analysis has been completed for a sample event of 5,000 attendees with food trucks:

- For an event where a deposit is required, the estimated cost would be approximately \$4,000.
- For an event where deposits are not required, the cost could increase by as much as \$3,000 per event, for a total of \$7,000.

There has been a notable withdrawal of reusable food service ware share programs from restaurants in the region, as market demand and overall reuse infrastructure does not currently support this application. Friendlier and ShareWares have indicated that the best use of reusable food service ware at this time is within closed-loop systems, such as educational institutions, corporate offices, stadiums, or events, as these locations generally have limited food service operators with established contracts, and reduced points of access or egress, which reduces food service ware loss.

Challenges to Reusables

Health Guidelines

In addition to business licensing requirements, Fire Department inspections and City permits, food service operators, including food trucks, are also required to abide by the *Public Health Act*, *Food Premises Regulation*, *Food Safety Act* and submit a 'Food Safety Plan' and 'Sanitation Plan' to their local health authority for approval. These plans address how the business will prevent customers from becoming sick after eating their food, and ensure the premises is maintained in a clean and sanitary manner. Should a business wish to implement or accept reusable food service ware, amendments to these plans must be made and approved by an Environmental Health Officer.

To help food service operators navigate these requirements, the Province developed the *Provincial Policy on the Use of Reusable Food Containers in Food Premises in British Columbia*, which provides a framework that must be met to protect the health and safety of customers when food is dispensed in reusable food service ware, including a customer's own container.

Vancouver Coastal Health also has templates and examples of these plans in their Food Premises Orientation Package which can be found on their website and recently updated their Food Safety & Sanitation Plan Template to discuss reusable food container programs. However, staff note there remains room for further clarity and templates specific to the use of reusable food service ware to reduce barriers for restaurants and food trucks.

Implications for Businesses

In addition to health authority requirements, transitioning to reusable food service ware in restaurants and food trucks often involves significant financial and operational adjustments, such as high upfront implementation costs, difficulty amending health plans, limited dishwashing infrastructure, increased water and electricity for washing and inadequate space to handle reusable food service ware safely to prevent cross-contamination. Current customer preference for the convenience of single-use items adds another challenge.

However, it is important to note that the integration of reusable food service ware with a deposit fee model has resulted in cost savings over time for businesses¹. The more a reusable item is used, the lower the overall cost in comparison to the disposable item it replaces. Cost savings occur as a result of no longer purchasing single-use items on a regular basis and no longer needing to pay for waste disposal of the single-use items after use. Reusable food service ware can also act as incentive to draw in customers, as they are often a more pleasant dining experience, exhibit lower greenhouse gas emissions and typically use less water over its lifecycle.

Legal Authority

As regulation of the natural environment falls under the *Spheres of Concurrent Jurisdiction* with the Province, based on recent decisions, the City is likely required to submit any future bylaws regulating reusables to the Minister of Environment and Parks for approval.

¹ https://www.sustain.ubc.ca/sites/default/files/2024-039_Case_Studies_Reusable_Food_Service_Ware_Wiehr.pdf

Options

As a next step to encourage circular behaviours in the community, staff have identified the options below for Council's consideration:

Option 1 – Continue Education Plus Advocate for Provincial Requirements

Under this option, staff will continue to enforce Bylaw 10000, educate businesses on alternative options to encourage reuse, continue the Let's Choose to Reuse behaviour change campaign and look for opportunities to expand the City's Reuse and Repair Cafes. Staff will also update the Richmond Sustainable Event Toolkit and 7 Step Quick Guide to provide tips and resources to encourage reusable food service ware at events within the city.

This option would also include advocacy to the Province by writing a letter to the Minister of Environment and Parks to encourage reuse and reusable food service ware share programs by amending the *Single-Use and Plastic Waste Prevention Regulation* to include requirements and actions for reuse. This option would ensure that Richmond businesses are not put at a competitive disadvantage with other businesses in the province by bearing any additional costs or other challenges that may come with incorporating reusable alternatives into their businesses.

Option 2 – Stakeholder and Community Consultation and Engagement

Under this option, two phases of consultation would be undertaken regarding reusable containers. The first with restaurants, food trucks and stakeholder industry organizations to gain insights on effective strategies and to understand the opportunities and challenges faced by food service operators in implementing reusable food service ware at restaurants and large events. This consultation would include surveys, workshops, site visits, and other activities.

The second phase would involve consultation with residents as part of raising awareness about the benefits and opportunities of reusable food service ware, and public opinion on policy approaches.

This option is estimated to take one year to complete and cost \$100,000, for community engagement, education and promotion, as well as staffing costs. Staff would report back to Council with an engagement report, including an assessment of future options to support reusable food service ware in the community for consideration. This one-time cost could be funded from the Solid Waste and Recycling Provision if selected.

Option 3 – Advocate for Provincial Requirements Plus Pilot Program (recommended)

This option includes Option 1, with the addition of implementing a reusable food service ware pilot program at two City events, the Cherry Blossom Festival and Farm Fest for 2026. These events would make excellent pilots as the attendance is approximately 5,000 people, there is a limited and defined event area and a manageable number of food vendors. City staff will work with vendors to voluntarily trial reusable food service ware to establish feasibility. There will be no additional costs to participating food trucks or customers.

Subject to approval from Vancouver Coastal Health through the REACT application process, the City will engage a reusable food service ware company for the two events, with an estimated cost of \$14,000, which can be accommodated within existing Solid Waste and Recycling program budgets.

This expanded option will allow staff to determine the feasibility of integrating reusable food service ware as part of City-supported events and identify any challenges or barriers, while advocating for provincial policy levers to regulate reuse on a broader scale. Staff will report back to Council with lessons learned from the two events including feedback from participating food vendors and general public feedback, as well as an assessment of future options to support reusable food service ware in the community for consideration.

Financial Impact

The recommended Option 3, has an associated cost of \$14,000 which can be accommodated within existing Solid Waste and Recycling program budgets.

Conclusion

As a next step towards circularity in Richmond, staff are seeking Council endorsement to initiate Option 3, which includes advocating to the Province for broad actions to support reusable food service ware adoption, and a pilot for reusable food service ware at two City-led events. These initiatives align with recommended actions in the *Richmond Circular City Strategy* and the *Community Energy and Emissions Plan*.

Piloting reusable food service ware presents a valuable opportunity to test feasibility and work towards enhancing Richmond's approach to encourage reusable food service ware at City-supported events on a broader scale, reduce single-use items and advance the City's transition toward a more circular economy.



Kristina Grozdanich
Manager, Recycling and Waste Recovery
(604-244-1280)

KG:kg

- Att. 1: Comparison of Bylaw 10000, Provincial and Federal Regulations
2: Approaches by Other Jurisdictions

Consolidated Summary of Bylaw 10000, Provincial and Federal Regulations

Summary of Federal, Provincial and City of Richmond Single-Use Regulations

SHOPPING BAGS Designed to carry goods purchased from a business (e.g., grocery or retail store), typically provided to a customer at the point of sale.		REGULATION
Plastic (including plastic labelled "compostable" or "biodegradable")		Banned X
Paper		Fee (must charge \$0.25 or more) 40% recycled content
Reusable		Fee (must charge \$2.00 or more) Must be machine washable 100 times
CUTLERY Includes forks, knives, spoons, chopsticks and splash plugs.		REGULATION
Plastic (including plastic labelled "compostable" or "biodegradable")		Banned X
All other alternative materials		By request
STIR STICKS		REGULATION
Plastic (including plastic labelled "compostable" or "biodegradable")		Banned X
All other alternative materials		By request
DISPOSABLE ACCESSORIES		REGULATION
Condiment sachets, garnish (e.g., drink umbrellas, plastic sushi grass), napkins, wet wipes, cup lids, cup sleeves		By request
DRINKING STRAWS		REGULATION
Plastic straws (including plastic labelled "compostable" or "biodegradable")		Banned X
Non-plastic drinking straws		By request
FOOD SERVICE WARE: POLYSTYRENE FOAM		REGULATION
Clamshell containers, bowls, cups, platters, trays etc.		Banned X
FOOD SERVICE WARE: IMMEDIATE CONSUMPTION Designed for serving or transporting food or beverage that is ready to be consumed. Includes clamshell containers, lidded containers, boxes, cups, plates or bowls.		REGULATION
#3 plastics PVC, PVDC, oxo-degradable plastics, carbon black		Banned X
Plastics labelled "compostable" or "biodegradable"		Banned X
FOOD SERVICE WARE: NOT FOR IMMEDIATE CONSUMPTION Includes bowls, boxes, cartons, cups, plates, platters, trays, hinged containers, lidded containers, egg cartons and film wrap – used to hold food and drinks not intended for immediate consumption.		REGULATION
#3 plastics PVC, PVDC, oxo-degradable plastics, or "biodegradable"		Banned X
OXO-DEGRADABLE PACKAGING AND PRODUCTS Contain an additive that breaks down through oxidation and fragments into tiny pieces (microplastics).		REGULATION
Dog waste bags, drycleaning over-bags, tea sachets and garbage bags		Banned X
RING CARRIERS		REGULATION
Plastic ring carriers (including plastic labelled "compostable" or "biodegradable")		Banned X
POLYVINYL CHLORIDE (PVC) FILM WRAP		REGULATION
Polyvinyl chloride film wrap (cling wrap)		Banned X (Effective July 1, 2028)
FOAM MEAT TRAYS		REGULATION
Foam meat trays (including plastic labelled "compostable" or "biodegradable")		Banned X (Effective July 1, 2030)

Approaches by Other Jurisdictions

British Columbia

- **Government of BC – Grant Funding** – CleanBC Plastics Action Fund provides funding to local businesses, foundations and First Nations to develop creative and effective ways to repair, reuse and recycle plastics into new products to reduce waste. This includes initiatives that support the use of reusable food service ware.
- **City of Vancouver – Take-out Cup/Container Program/Pilot** – the 'Return-It to Reuse It and Recycle It' 2022-2024 pilot included public space bins and partner locations for collecting reusable and single-use cups across Vancouver. This was a partnership between Return-It, Tim Hortons, Starbucks, A&W Canada, McDonald's Canada, City of Vancouver, Metro Vancouver and Merlin Plastics.
- **Metro Vancouver – Take-out Cup/Container Program/Pilot** – In 2024, Metro Vancouver contracted Ocean Ambassadors to promote reuse and reduction of single-use items. This included Ocean Ambassadors working with the New Westminster Hyack Festival and Vancouver Folk Festival to reduce their plastic waste through the use of reusable food service ware. A best practice guide for events is in development.
- **City of Victoria – Reusable Container Policy (for customer containers)** – Effective March 5, 2026, businesses will be required to use only reusable products for dine-in services.
- **Capital Regional District – Grant Funding** – The Zero Waste Event Grant offers up to \$10,000 of funding to organizations planning and hosting events, particularly through the use of reusable products and zero-waste practices. The Community Grant provides up to \$5,000 towards funding projects to help reduce the region's waste, such as purchasing a dishwasher to eliminate use of single use plates/cutlery.
- **Fraser Valley Regional District – Grant Funding** – the Waste Reduction Initiative Fund is a two-year pilot program to assist non-profit organizations with waste reduction projects. \$20,000 is available each year, with up to \$5,000 per project. Example projects include the use of reusable containers at events.

Municipalities across Canada

- **Town of Banff**

- **Reusable Dishware (dine-in requirements)** – Effective January 1, 2024:
 - Businesses such as restaurants, cafes and bars must provide reusable food ware, such as plates, bowls, cups, cutlery and other accessory items, for any food or beverages consumed on the premises.
 - Businesses must also have reusable options at self-serve stations for customers (in addition to any disposable single-use items).
- **Dishwashing Facilities and Minimum Seating Requirements** – Effective January 1, 2024: Businesses serving food and beverages ready for consumption must have suitable dishwashing facilities to clean the reusable food ware, and provide adequate seating (minimum of 10 seats) for consumption on the premises.
- **Reusable Container Policy (for customer containers)** – Effective July 1, 2023: Businesses and event organizers serving food or beverages must have a written policy to accept reusable cups and containers that customers bring to the business or event.
- **Take-out Cup/Container Program/Pilot** – Banff Borrow Reusable Cup Program allows customers to borrow a cup along with a drink purchase, and then return at a participating location. Businesses participate with the City paying business subscription fees until the end of the pilot phase in December 2024. The City put out an RFP and contracted Muuse for the program.

- **Ville de Terrebonne** – Effective January 1, 2024:

- **Reusable Dishware (dine-in requirements)** – Businesses must use reusable dishes in dining rooms. All disposable tableware in the dining room is prohibited (glasses, cups, mugs, lids, bowls, plates, utensils, trays, or other containers and their lids). Subject merchants must therefore provide and use reusable tableware when consuming food in the dining room with or without table service and on terraces with table service.
- **Reusable Container Policy (for customer containers)** – Businesses must accept consumer containers. This includes packaging leftovers at restaurants and for products sold in bulk and/or at a counter.
- **Grant Funding** – Maximum grant amount per business unit are based on type of eligible product. Eligible products include: dishwasher, reusable tableware, bulk station, cash register or system, water fountain, washer station, waste sorting islands, and waste reduction hiring. A maximum of \$15,000 per business unit may be granted during the grant period.

- **City of Edmonton** – Effective July 1, 2023:

- **Reusable Dishware (dine-in requirements)** – Restaurants are expected to serve dine-in drink orders in reusable cups. Reusable cups are made from durable materials

like metal, ceramic or hard plastic, and can withstand repeated washing, sanitizing and use.

- **Reusable Container Policy (for customer containers)** – Restaurants are expected to have a written policy for accepting reusable customer cups. Drive-thrus are encouraged, but not required, to accept reusable cups.
- **Event Policy (for customer containers)** – Events expecting more than 1,500 attendees are required to comply with parts of the single-use bylaw as well, including the organization must have a written policy for accepting customers' reusable cups.
- **City of Ottawa – Take-out Cup/Container Program/Pilot** – A reusable food container pilot launched in Ottawa in mid 2024, with participation by grocers and restaurants. The pilot is a collaborative effort between Circular Innovation Council, an environmental not-for-profit organization, and major Canadian grocery retailers – Metro, Sobeys, Farm Boy, and Walmart Canada – with the support of Environment and Climate Change Canada and the City of Ottawa.
- **City of Guelph – Reusable Container Policy (for customer containers)** – Effective September 1, 2025, businesses in Guelph must accept customers' reusable containers for food orders, whether the food is eaten on-site or taken away. Alternatively, businesses can provide their own reusable containers instead.
- **City of Toronto – Reusable Cup Policy (for customer cups)** – Effective March 1, 2024: Businesses must accept the use of reusable beverage cups by customers. Effective September 2, 2024: Require retail business establishments to post signage that they accept reusable beverage cups. Fall 2025: City of Toronto will conduct consultation on reusable dishes for dine-in, accepting customer reusable food containers and reusables at large venues.



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: August 25, 2025

From: Todd Gross
Director, Parks Services

File: 06-2345-20-
TNRP1/Vol 01

Re: Terra Nova Rural Park Historic Assets Phase 2 Draft Program Plan

Staff Recommendations

1. That the Proposed Programming Priorities and Decision Making Framework for purposes of stakeholder consultation as outlined in the staff report titled "Terra Nova Rural Park Historic Assets Phase 2 Draft Program Plan", dated August 25, 2025, from the Director, Parks Services, be approved; and
2. That staff proceed with Phase 3 of the Terra Nova Rural Park Historical Assets Draft Program Plan.

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

Att. 5

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations and Protocol Unit	☒	
Arts, Culture and Heritage	☒	
Recreation and Sport Services	☒	
Policy Planning	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report responds to the following referrals from Council on January 15, 2024.

1. *That the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles as outlined in the staff report titled “Terra Nova Rural Park Historical Assets Program Plan Guiding Principles and Next Steps,” dated November 15, 2023, from the Director, Parks Services, be endorsed; and*
2. *That staff proceed with Phase 2 of the Terra Nova Rural Park Historical Assets Program Plan.*

The purpose of this report is to:

- Provide a project status update;
- Provide an overview of the results of the community engagement process that took place between April 2, 2024, and June 12, 2024; and
- Introduce the proposed programming priorities and draft decision making framework that will be finalized during Phase 3 of the project.

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

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

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

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

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

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

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

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

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

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

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

Background

The incremental development of Terra Nova Rural Park (the Park) over the past 20 years has been guided by the vision for the Park that was approved by Council in 2004:

To preserve the unique rural character while providing a balance between agricultural heritage, wildlife conservation, and recreational uses.

The Terra Nova Program Plan project is aligned with the vision according to the project objectives:

- To balance additional programming for the assets that are currently underutilized with the existing public usage and ecological values of the Park; and
- To recommend programming priorities for the assets and a decision making framework that will assist staff in evaluating proposed programs relative to the community benefit offered and the capacity of each asset to accommodate new or increased uses.

The development of the Program Plan is comprised of three phases. They are:

Phase 1 (April 2023 to November 2023)

- Background research and site analysis;
- Development of Draft Guiding Principles;
- Guiding Principles Workshop with staff and community partners;
- Preliminary Public Outreach at Richmond Garlic Fest; and
- Council endorsement of the Guiding Principles and next steps.

Phase 2 (January 2024 to September 2025)

- Public engagement, including a Let's Talk Richmond survey and public open houses;
- Analysis of engagement results;
- Development of proposed Programming Priorities and Proposed Decision Making Framework; and
- Report to Council with the results of Phase 2.

We are here

Phase 3 (October 2025 to Q2 2026)

- Consultation with staff, stakeholders and Council Advisory Committees;
- Complete building condition assessments;
- Refine the Programming Priorities and Decision Making Framework; and
- Report to Council with the completed Terra Nova Rural Park Historic Assets Program Plan.

The focus of the Program Plan is on the buildings and landscapes that are essential to the heritage of the Park and also those that have the potential to accommodate increased programming use. The assets included in the Program Plan are identified in the Terra Nova Rural Park Context Map, Attachment 1:

1. Four heritage buildings in the Heritage Precinct; the Parsons House, the Edwardian Cottage, the Cannery Store, and the Mellis House (2640, 2680 and 2840 River Road).
2. Two contemporary buildings on Westminster Highway; the Terra Nova Red Barn (2631 Westminster Highway) and the City-owned house (2380 Westminster Highway).
3. The remnants of the canneries on the river foreshore, the historic landscapes surrounding the heritage buildings, as well as the hedgerows, drainage ditches and fields that outline the historic subdivision of the land which began in the 1890s.

Current Asset Status

The condition of the assets included in the study varies as does their readiness to accommodate potential programs.

Heritage Buildings:

- The Edwardian Cottage: previously restored to an operational state and is currently the only fully programmed heritage building in the Park. Thompson Community Association operates the Terra Nova Nature School from this building;
- The Parsons House: a full condition assessment is required to be completed to determine the exact condition of the building. Any exterior restoration work would follow the Standards and Guidelines for the Conservation of Historic Places in Canada;
- The Cannery Store: the building's exterior was previously restored and its interior received mechanical and electrical service upgrades in 2016. The building is not currently occupied and additional interior finishing is required to make the space ready for use; and
- The Mellis House: a full condition assessment is required to be completed to determine the exact condition of the building. Staff have completed some site work (removal of plant material on and around the building) to minimize further deterioration of the building. Any exterior restoration work would follow the Standards and Guidelines for the Conservation of Historic Places in Canada.

The Parsons and Mellis Houses require additional technical and heritage condition assessments that will be completed this fall and the findings will be brought forward for Council consideration as part of the Phase 3 Heritage Asset Program Plan.

Contemporary Buildings:

- The Terra Nova Red Barn, which has the capacity to accommodate increased programming, is used by the three community partners that operate programs at the Park: the Sharing Farm, Thompson Community Society and Urban Bounty; and
- The house at 2380 Westminster Highway is in its original condition and is not currently occupied. A full condition assessment is required to be completed to determine the exact condition of the building.

For more information about the Heritage and Contemporary Buildings, see Attachment 2.

Cannery Remnants and Agriculture:

- The traces of the former canneries along the riverfront which consist of some remnant piles and a notch in the shoreline. These remnants are quiet reminders of past activities but are not necessarily legible to the community and to park visitors. The history of the canneries is inextricably linked to the settlement to the south, including the buildings of the Heritage Precinct.
- The agricultural fields to the south of the Heritage Precinct are being maintained as old field habitat and so are mowed periodically. The ditches and hedgerows which mark the historic property lines still exist but need rejuvenation in order to contribute to the interpretation of the Heritage Precinct and to improve their ecological function.
- The agricultural remnants of historical orchards, primarily in the vicinity of the Cannery Store and the Mellis House, could also be considered for restoration and interpretation.

Phase 1 Summary

The major milestones of the first phase of the Program Plan were the Council endorsement of the Guiding Principles in January 2024, the completion of the public engagement process from April to June of 2024, and the completion of the Environmental Overview Assessment.

The Council-endorsed Guiding Principles, Attachment 3, are divided into three themes;

1. Park Ecosystems and Uses Are Balanced;
2. Protect, Celebrate and Activate; and
3. Program for Current and Future Generations.

Analysis

Stakeholder and Community Engagement

A variety of community and stakeholder engagement methods were used to develop a shared set of programming priorities. The engagement process consisted of workshops with staff from multiple departments, stakeholder groups currently operating programs at the Park (Urban Bounty, the Sharing Farm, and Thompson Community Association) and advisory committees (Richmond Heritage Commission, the Advisory Committee on the Environment, the Seniors Advisory Committee and the Accessibility Advisory Committee). Two public open houses and a Let's Talk Richmond Survey were also completed.

Engagement Results

The Let's Talk Richmond survey was open for three weeks in April 2024 with a total of 127 surveys completed. The survey included general questions about the Park followed by questions asking respondents to choose the most important guiding principle and about their interests regarding programs.

The three stakeholders currently actively operating programs at Terra Nova (Urban Bounty, the Sharing Farm, and Thompson Community Association) have each indicated their desire to potentially expand their programs through the use of additional indoor and outdoor space.

In April 2024, two public open houses were held. Both were well attended and most attendees had decided to participate as a result of the communications issued by the City or as a result of their connection to the programs already in place.

Consistent throughout the engagement process was the theme of finding balance between additional program activities, protecting the environment and the tranquility of the Park and potential uses of the buildings of the Heritage Precinct. The guiding principle that was chosen as the most important by survey respondents was “Balance the Park’s unique rural character with wildlife, cultural and recreational uses.”

In terms of future programming, the most prominent area of interest was on low impact activities that focused on the Park’s ecology, such as:

- Nature-based education for all ages;
- Workshops for environmental awareness and understanding;
- Trails connecting the historic precinct to the rest of the Park;
- Restoration of heritage buildings and landscape features in keeping with the natural areas of the Park;
- Heritage, landscape and environmental interpretation; and
- Preserving the natural areas and leaving the Park with the experience of wild.

Two other key areas of interest stood out. The first was for more recognition of the Indigenous and Japanese history within the Park site, and for providing expanded cultural and heritage programming. This could include interpretive signage, a storyteller-in-residence, and other opportunities which could be identified through additional collaboration.

The second area of interest focused on the accessibility of the Park which was identified at the open houses, through the survey and from the Advisory Committees of Council. Desired accessibility features included:

- Access through transit;
- Access through park improvements; and
- Access to the historic buildings.

Specific to the buildings in the Heritage Precinct, feedback was received that identified potential future programming opportunities and the best “fit” for each of the existing buildings in the Park. For example, the Cannery Store was identified for a number of activations including retail and food services. The Red Barn was identified for expansion of event bookings and greater utilization of the existing commercial kitchen facilities. Additionally, the Parsons House was identified by several stakeholders as a potential site for the future expansion of the Terra Nova Nature School (in addition to existing programs at the Edwardian Cottage). Staff met with descendants of the Shimano family in August 2025, who indicated a strong desire to see interpretive signage be placed at the Parsons House to recognize the family’s former ownership of the building and the overall Japanese-Canadian history on the site as connected to the former cannery and fishing industry related activities which occurred in the area.

For additional details of the feedback received from the engagement process, see the Terra Nova Historic Assets Program Plan Stakeholder and Community Engagement Results, Attachment 4.

Environmental Overview Assessment

In conjunction with the Program Plan process, an Environmental Overview Assessment has been prepared to identify the ecological values within the study area and to highlight those that may be impacted by increased activity related to programs. The assessment highlights two primary considerations for park programming:

- Protection of natural areas that provide the greatest ecological value; and
- Pursue opportunities to restore high value areas that have been disturbed.

The four following principles to guide future programming while protecting the environment have been identified:

1. Protect the remaining natural areas;
2. Protect and restore vegetated setbacks from ditches;
3. Protect the highest value wildlife habitat areas; and
4. Reduce the spread of invasive plant species.

The natural areas of the Park that are included in the study area are shown in Environmentally Sensitive Areas Map, Attachment 5.

Proposed Programming Priorities

Recommendations for the Park's programming priorities are informed by the community engagement results and findings from the background research. A strong focus on ensuring balance and maintaining the natural environment of the Park, in alignment with the project's Guiding Principles, was a common theme. Should Council approve the recommendations of this report, more specific and refined programming options will be the focus of the final program plan in Phase 3 which will inform the evaluation of programs (e.g., new community partners, community events, leases, building and park space allocation.)

Staff recommend the following priorities for future program consideration:

- Provide programs for all ages to learn about the ecology and natural features of the Park;
- Provide opportunities for enhanced community's knowledge of the Park's history;
- Continue the legacy of food production without negatively impacting natural features;
- Expand programming, which ensures the long-term sustainability of the Park and its buildings and assets, including social, economic and environmental considerations; and
- Expand stewardship and collaborative opportunities, which protect and celebrate the Park.

Proposed Decision Making Framework

A Decision Making Framework is proposed to be utilized when evaluating program proposals for the assignment of heritage building use, expansion of community events, and/or park space to ensure the proposed programming is appropriate for the Park and its heritage and ecological context.

The proposed six questions will be utilized to evaluate program proposals:

1. To what extent does programming balance the activation of the assets with protection of the natural areas and wildlife?
2. To what extent does the programming offer information and understanding of Richmond's rich and complex history while conserving the heritage assets and landscape features?
3. To what extent does the programming offer learning and discovery for all ages?
4. To what extent does the programming recognize and celebrate Richmond's agricultural and community identity?
5. How is the programming suitable for the capacity of the asset?
6. To what extent does the programming help to develop stakeholder engagement and park stewardship?

Programming options that meet the above criteria would then be evaluated and ranked according to the following weighting for each of the criteria:

Criteria	Importance	Weighting
1. Balance between activating and protecting	Very high – 5	100%
2. Heritage information and understanding	Very high – 5	100%
3. Learning and discovery for all ages	High – 4	80%
4. Agricultural and community identity	High – 4	80%
5. Capacity of asset	High – 4	80%
6. Stakeholder engagement and park stewardship	Moderate – 3	60%

Staff propose reviewing the above program evaluation criteria with key stakeholders as part of the Phase 3 engagement process. Feedback will be incorporated into the final draft of the Program Plan. The finalized criteria will assist staff to evaluate new programming proposals received through a future Request for Proposals process. A scoring matrix will be used to evaluate and ensure a fair and defensible asset allocation process.

Next Steps

Should Council approve the Proposed Programming Priorities and the Decision Making Framework as outlined in this report, the project will proceed to Phase 3. Immediate steps will include additional technical and heritage condition assessments of Parsons and Mellis Houses.

Phase 3 of the project will include follow-up consultation with staff, expanded and targeted partners (for example, local First Nations and Japanese Canadian families) and two advisory committees (the Heritage Commission and the Advisory Committee on the Environment) to review the findings of the engagement process and confirm the Programming Priorities and the Decision Making Framework.

The final Phase 3 report, the Terra Nova Heritage Assets Program Plan, will then be prepared to include the following recommendations and topics for Council consideration:

- The final Program Plan and Decision Making Framework;
- Condition assessments and recommendations for future restoration of three buildings;
- Matching programming with the appropriate facility and/or park space; and
- Specific programming recommendations for the landscape and built assets.

While the Program Plan will indicate which built asset matches most appropriately with any of the potential program uses, full technical assessments and capital building restoration requirements will be the subject of further study and reports to Council as per the Capital Building Process.

The final Phase 3 report will be presented for Council consideration in early 2026.

Financial Impact

None.

Conclusion

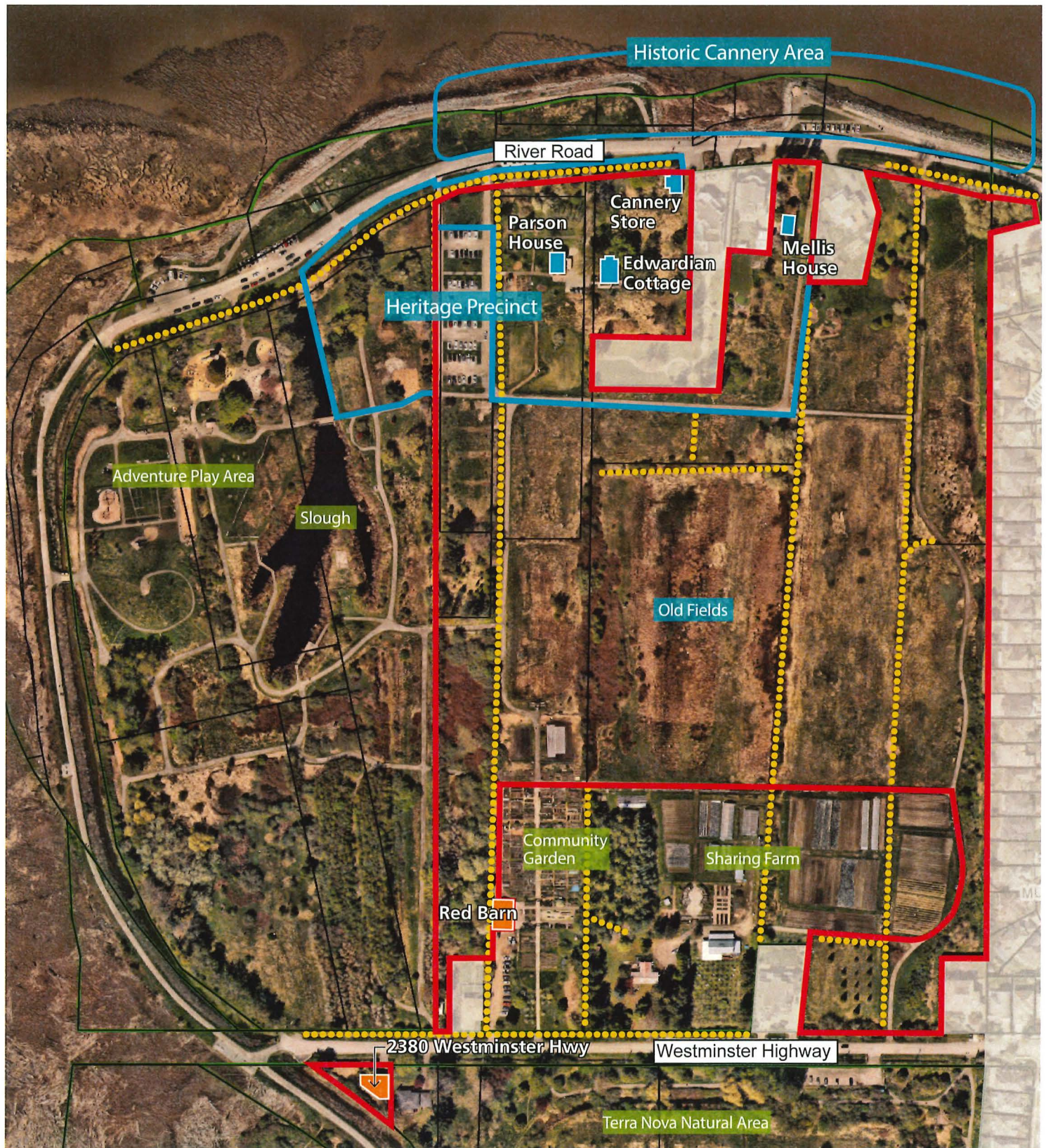
It is recommended that Council approve the proposed Programming Priorities and the Proposed Decision Making Framework, and that staff proceed with the next steps included in Phase 3 of the project. The stakeholder and community engagement process that was conducted in the spring of 2024 confirmed that there is support for increased programming of the heritage and under-utilized assets in the Park and that the community highly values the Park's natural environment. Defined programming priorities and a process for evaluating future proposed programs is intended to allow activation of the heritage and under-utilized assets while maintaining the balance that the community desires.



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

- Att. 1: Terra Nova Rural Park Context Map
2: Heritage and Contemporary Buildings
3: Guiding Principles
4: Terra Nova Historic Assets Program Plan Stakeholder and Community Engagement Results
5: Environmentally Sensitive Areas Map

Terra Nova Rural Park Context Map



- Study Area
- Heritage Assets
- Non-Heritage Assets
- Historic Hedgerows and Ditches



Heritage and Contemporary Buildings

Heritage Buildings

There are a variety of heritage buildings that tell the stories of the people who shaped the land at Terra Nova Rural Park. These buildings are under consideration to potentially be used for public programs:



Parsons House (2640 River Road)

The Parsons House dates from the early 1890s and is one of the older buildings remaining in the city. A rare example of Queen Anne Revival style, it was built on one of the original eight lots when Terra Nova was first settled. The exterior of the building was restored in 2007.



Edwardian Cottage (2680 River Road)

The Edwardian Cottage was constructed around 1905 and is significant as a simple, cottage-style building, unique to both the Terra Nova settlement and to Richmond. It has been completely restored and is currently programmed by Thompson Community Association for a full-time, nature-based preschool and after school care programs.



Cannery Store (2760 River Road)

The Cannery Store, constructed around 1897, was part of the Terra Nova cannery complex and was the cannery's office and company store. The building was restored in 2014 with some modifications to prepare it for public use.



Mellis House (2840 River Road)

The Mellis House, also known as Cold Comfort Farm, was constructed in 1891 and may be one of the first houses built by the Terra Nova settlers. It has an unusual combination of architectural style elements reflecting the owner's roots in Nova Scotia.

Non-heritage Buildings (Contemporary)

In addition to the buildings within the Heritage Precinct, two other contemporary buildings fall within Terra Nova and have been included in the Program Plan to consider their potential for future use. These include:



Terra Nova Red Barn (2631 Westminster Highway)

The Terra Nova Red Barn is a modern structure of approximately 1,000 sq. ft. (305 m²). Half of the building is a multipurpose room space that can be used for workshops, classes or other events. The other half of the building is a commercial-grade kitchen.



City-Owned Home (2380 Westminster Highway)

2380 Westminister Highway is a residential house that was built in 1983. It is 2,200 sq. ft (204 m²). The house is within the Terra Nova Natural Area and has views across the dike to the Sturgeon Banks.

Guiding Principles

Richmond City Council has endorsed these guiding principles which will be used guide decision making about future uses and interpretive programs:

Park Ecosystem and Uses Are Balanced

1. Balance the park's unique rural character with wildlife, cultural and recreational uses.
2. Activate and interpret the park to minimize impacts to natural areas while maximizing the potential of active and passive recreation zones.

Protect, Celebrate and Activate

1. Bring natural and cultural heritage to life through active engagement, education and interpretation.
2. Protect the heritage values of historical assets while minimizing changes to the character and heritage defining elements.
3. Celebrate Terra Nova's significance as a key component of Richmond's Ecological Network, the Fraser River Estuary and the Pacific Flyway.

Program For Current and Future Generations

1. Program sustainably to preserve the site for future generations.
2. Recognize the impact of climate change and adaptation when programming the site and its impacts to the site's ecology.
3. Support and enhance the site's role in addressing food security and local food production in Richmond.

Terra Nova Historic Assets Program Plan Stakeholder and Community Engagement Results

Stakeholder and community engagement was conducted in several ways over the course of Phase 1 of the project. The following is an overview of the results.

1. Staff Workshop

The workshop was attended by 15 City staff from Parks Operations, Parks Programming, Parks Planning, Museum and Heritage Services, Heritage Planning, Arts Services, Transportation Planning and Recreation Services and Community Social Development.

Overarching considerations:

- Consider activity levels for the different areas of Terra Nova Rural Park (the Park) e.g., natural areas would have low activity, agricultural heritage areas could have moderate activity, and recreation areas could have high activity.
- Ensure that future programming would complement or at least not conflict with current park uses including protecting the natural experience of the Park with the goal of not “loving the park to death.”

Specific programming ideas:

- Indigenous programming and reconciliation;
- Child care with consideration of impacts to environmentally-sensitive areas;
- Increased opportunities for food security;
- Nature Interpretation;
- Interpretive signage and wayfinding;
- Bird watching amenities (birding blinds);
- Slough and fish habitat restoration and education;
- Art and photography studio, and public art displays;
- Concession stand;
- Public washrooms;
- Interpretive Centre;
- Indigenous ceremony space;
- Climate adaptive plantings; and
- Bird and bat monitoring programs.

2. Stakeholder consultation sessions

Individual consultation sessions were held with each of the three non-profits currently offering programs at the Park: Urban Bounty, the Sharing Farm and Thompson Community Association. They each expressed an interest in additional space at the park in order to expand their programs.

Urban Bounty programming ideas:

- Moving away from the colonial perspective to integrate more Indigenous and Japanese history of the site
- “Amplify and protect” – give the park a bigger presence but protect its unique character
- More active use of the Cannery Store
- Promoting diversity, equity and inclusion through programming at the Red Barn

Sharing Farm programming ideas:

- On-site farm manager's residence in a City-owned building
- The Sharing Farm as a site of learning and research about sustainable agriculture
- A sign on Westminster Highway for the Sharing Farm's entrance
- Acknowledgement and signage associated with Musqueam Nation
- The Cannery Store for the sales of farm produce

Thompson Community Association (Terra Nova Nature School) programming ideas:

- A full-day child care for children 3–5
- Shower facilities for the biking community
- More storage space
- Signage and explanations of how the areas are currently used
- Information on the history of the buildings and stories behind them

3. Advisory Committee meetings

The staff and consultant team attended four Advisory Committee meetings to receive input from their particular areas of interest and expertise.

Accessibility Advisory Committee

- Emphasized the need to consider all types of barriers including, but not limited to mobility-related barriers.
- Recommended the project team incorporate accessibility considerations into the project, including an accessibility audit and accessible wayfinding elements.

Advisory Committee on the Environment

- Terra Nova can offer access to heritage that is less busy and programmed than other historical sites such as Britannia Shipyards and London Farm.
- Programming could be influenced by the seasons, such as bird migrations or agricultural activities.
- There was a strong interest in recognizing First Nations' ties to the site and incorporating Indigenous place names.
- Some members mentioned an interest in bringing forward personal histories and stories tied to the park.
- The Committee also noted how future programming can consider the park adapting to the impacts of climate change.
- The park could be more accessible through public transit which is currently determined by TransLink routing and schedules.

Seniors Advisory Committee

- The importance of First Nations stories was raised and it was suggested that more information be provided about the Indigenous history of the park site in addition to the settler history.

- Identified park improvements that can make the site more welcoming to seniors, such as seating throughout the park, accessible and connected pathways, and more public washrooms.
- It was suggested that Terra Nova has important natural features which distinguish it from other heritage sites such as Steveston, and that it is important to protect the tranquility of the park.

Heritage Commission

- Members indicated an interest in a greater understanding of the complex history of the Park including the Japanese-Canadian and the Indigenous relationships to the place.
- There was interest in ensuring the natural experience of the Park is not compromised by future park programming.
- There was discussion regarding an opportunity to relocate the Mellis House which is situated between two large private residences. Given the condition of the Mellis House it was suggested that moving it is not likely an option.
- A final comment was made that the Park is a unique place and it is amazing that it has been kept intact to the degree that it has.

4. Open Houses

Two open houses were held, one at Thompson Community Centre and the other at the Terra Nova Red Barn. Feedback was collected on site through conversations with staff and consultants, as well as participants placing dots and post-it notes on information boards to identify areas of interest. Participants also had the opportunity to complete hard copy surveys.

The common themes from the two open houses were:

- Offer more education and environmental programming;
- Connect and improve trails;
- Provide interpretive signage about the wildlife and natural areas;
- Include interpretive signage about the heritage of the site;
- Add Indigenous storytelling throughout the site;
- Increase public amenities including bike parking, picnic areas, benches and waste receptacles;
- Provide programming and/or signage along the north waterfront walk to connect visitors with the heritage of the Park; and
- Recognize the importance of birding in the park and migrating birds along the Pacific Flyway.

The dots on the outreach boards indicated the most “popular” programming and site improvements were:

1. Nature-based education
2. Artist/storyteller in Residence
3. Heritage Interpretation
4. Public events/festivals
5. Food concession

5. Lets Talk Richmond Survey

There were 197 respondents to the survey which included six multiple choice questions about the Park's programming with opportunities to provide open-ended feedback. The top three responses (or four where the fourth has a similar response rate) are shown below with the number of responses in brackets.

Question 1: I visit the following areas in Terra Nova Rural Park:

1. Natural areas to the north of Westminster Highway (163)
2. Natural area to the south of Westminster Highway (137)
3. Community garden (102)
4. Adventure Play Environment (102)

Question 2: The aspects of Terra Nova Rural Park I most value are:

1. Trails (108)
2. Wildlife habitat (82)
3. Waterfront/Fraser River (78)

Question 3: I feel the most important Guiding Principles are:

1. Balance the park's unique rural character with wildlife, cultural and recreational uses" (135)
2. Protect the heritage values of historical assets while minimizing changes to character defining elements (81)
3. Support and enhance the site's role in addressing food security and local food production in Richmond (56)

Question 4: I would like to see the following possible types of programs offered in Terra Nova Rural Park:

1. Recreation and nature-based education programming for all ages (134)
2. Workshops for environmental awareness and understanding (98)
3. Heritage interpretation programs (80)

Question 5: I would like to see the following programs offered for the Historic Landscapes:

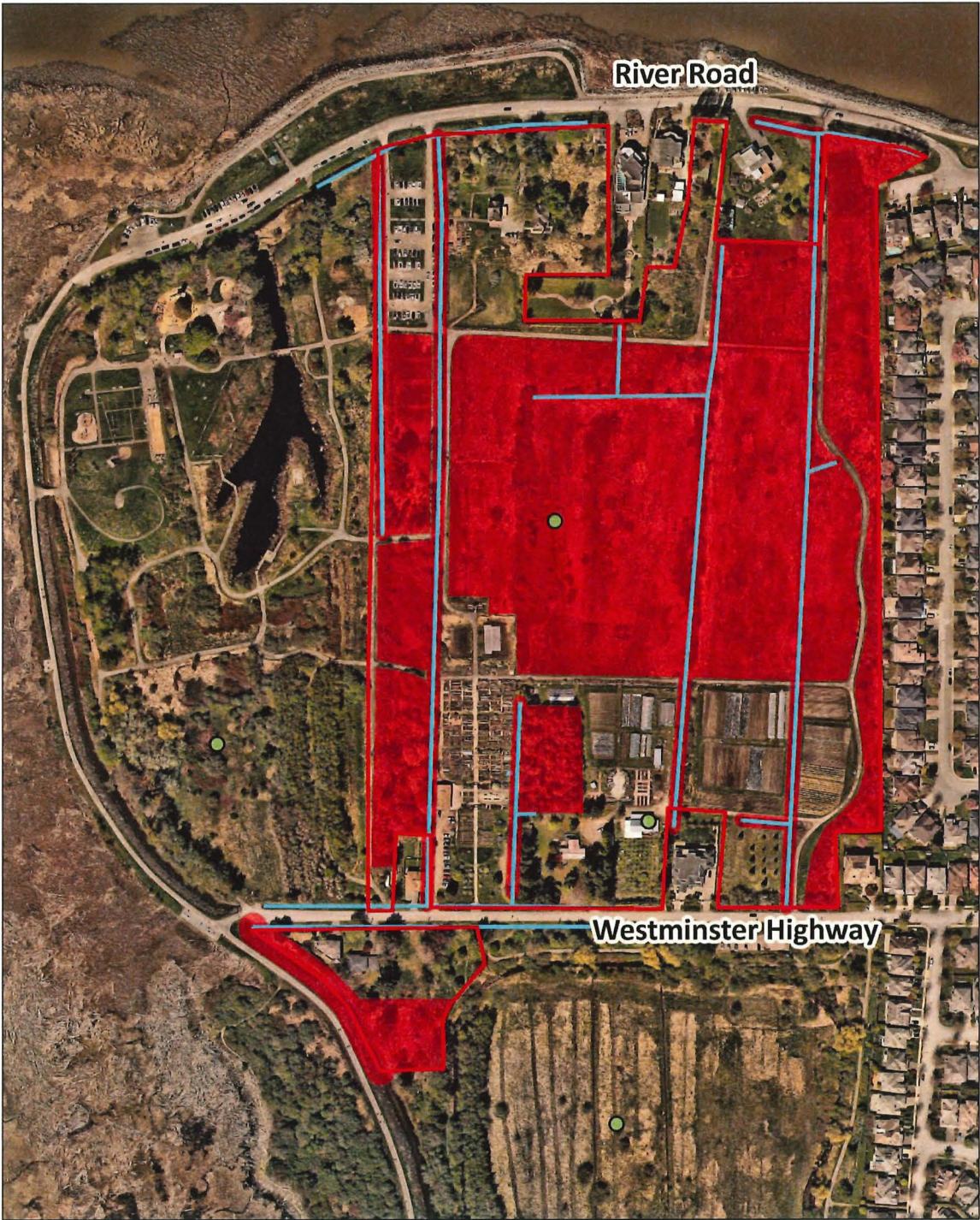
1. Restoration of landscape features (e.g. homestead sites, hedgerows) (134)
2. Interpretive signage (108)
3. Walking tours (99)

Question 6: I would like to see the following additional features included at Terra Nova Rural Park:

1. Trails connecting the heritage buildings to the rest of the park (128)
2. Informational signage about the natural features (120)
3. Birdwatching areas (78)
4. Interpretation of the cultural landscapes (76)

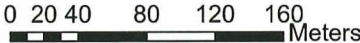
Question 7: I have the following additional comments about future programming at Terra Nova Rural Park:

1. The greatest number of comments (25) referred to preserving the natural areas and leaving the park with the experience of nature.
2. Restoration and use of heritage buildings was the second most common comment (13), and with survey respondents indicating a desire to see the buildings restored and used in keeping with the natural areas of the park.
3. There were eleven (11) comments about expanding the nature-based preschool or potentially adding child care. Complementing this were five (5) comments about providing educational opportunities for school aged children and adults.



Terra Nova Rural Park, Richmond

Map Produced: 2024-09-13
Aerial Photograph: 2023
Locations are approximate



Legend

- Study Area
- Owl Box
- Ditches

Environmentally Sensitive Areas

CNCL – 198





City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: August 14, 2025

From: Todd Gross
Director, Parks Services

File: 06-2345-20-ILAN1/Vol 01

Re: Wharves Regulation Bylaw No. 10182 Amendments

Staff Recommendations

1. That Wharves Bylaw No. 10182, Amendment Bylaw No. 10698, be introduced and given first, second and third readings; and
2. That Consolidated Fees Bylaw No. 8366, Amendment Bylaw No. 10699, be introduced and given first, second and third readings.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Community Bylaws	☒	
Law	☒	
Finance	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report introduces a proposed amendment to the Wharves Regulation Bylaw No. 10182 (the Bylaw) and the Consolidated Fees Bylaw No. 8366 to include additional language to permit the City to charge a Commercial Vessel Docking and Service Fee at Imperial Landing, which will replace the current cost recovery model.

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

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

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

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

Background

The Bylaw was adopted by Council in July 2023 to effectively manage activities on the waterfront (Attachment 1). The Bylaw only applies to City water lots, with its primary application being applied to regulating activities at the Imperial Landing dock. Usage of the dock is shared between pay for stay transient moorage for pleasure craft and recreational fishing activities. Presently, moorage of a vessel that is being used for business or commercial services (commercial vessels) at a City wharf is prohibited, unless otherwise approved by the General Manager (GM) of Parks, Recreation and Culture. As per Part 6 of the Bylaw, the GM is given authority to approve the temporary use of a facility for commercial use.

Analysis

Commercial Vessels at Imperial Landing

Imperial Landing is designated by Transport Canada as an occasional-use marine facility, which permits the visit of commercial vessels to recreational docking facilities for up to 10 visits per year and a maximum of 100 passengers (excluding the ship's crew) per vessel. To ensure the City's compliance with applicable Transport Canada's marine regulations, the City must have a certified Marine Facility Safety Officer (MFSO) staff person on site to oversee any commercial vessel use.

Under the current Bylaw process, the City allows National Geographic (NG) Society vessels to dock at Imperial Landing (Attachment 2) for the purposes of entering Canadian waters in the spring and re-positioning to the United States in the fall. The vessel and crew clear customs and border control (Canada Border Services Agency) and receive the necessary inspections (e.g., Health Canada) when entering Canada.

The NG Society operates two Merchant Vessels and are operated on a for-profit basis (Attachment 3). Imperial Landing is the only facility in British Columbia's south-coast region (including those facilities operated by the Steveston Harbour Authority) available to accommodate NG's vessels. This is based on the vessels' size, number of passengers, and servicing requirements, as well as Imperial Landing's proximity to YVR and marine facility designation.

The City charges a fee for each NG vessel docking event at Imperial Landing. The current fee structure is based on a cost recovery model to recoup the direct, event-related costs, including staff time, materials and equipment. Services provided by the City include erecting fencing and signage to secure the dock, providing site security and control, temporary reserved parking, bylaw enforcement and towing (as necessary).

Recommended Bylaw Amendment

In an effort to improve customer service, diversify use, enhance economic cost recovery and provide a more thorough and inclusive price structure staff recommend the introduction of a Commercial Vessel Docking and Service Fee at Imperial Landing. This new fee is inclusive of all direct costs associated with commercial use, including staff training and recertification fees (related to compliance with Transport Canada regulations), administrative costs, staff time (for coordination and planning leading up to and following each docking event), allowance for the ongoing repair and maintenance of dock infrastructure (at Imperial Landing) and an allowance to call upon 24-hour emergency marine towing services.

A bylaw amendment is required to permit the City to charge NG and other commercial vessels a fee based on the above cost analysis and remove the current requirement of gaining the GM's approval to moor a commercial vessel at a City wharf, as per Section 3.2 of the Bylaw.

Staff recommend that the Commercial Vessel Docking and Service Fee be allocated based on the vessel's official total length (Length Overall) in feet for each 24-hour period the vessel is moored at Imperial Landing (\$36.25 per lineal foot). A non-refundable deposit is due 60 days prior to the vessel operator notifying the City of their intended date to dock at Imperial Landing.

Staff have been in correspondence with NG (and their shipping agent) regarding the City's intention to alter the docking fee structure. Feedback indicated their understanding for the City's direction and recognition of the benefit to them regarding a firm cost for each docking event as well as a more timely process by the City.

Financial Impact

Based on a projected four visits per year, the proposed fee will generate an estimated \$10,000 to \$12,000 annual net revenue.

Conclusion

For over a decade, the City has facilitated occasional commercial use by NG at Imperial Landing as part of the City's waterfront activation strategy. The temporary accommodation of these vessels diversifies the use of the City's waterfront and benefits the community by generating significant interest from local residents and the boating community. These benefits align with the objectives of the City's Waterfront Strategy.

Cost certainty provided through the proposed Commercial Vessel Docking and Service Fee will expand the opportunities for other potential commercial vessel operators to dock at this facility, thus further animating the City's waterfront. The new Commercial Vessel Docking and Service Fee will provide funds for the City to adequately cover the costs to maintain Imperial Landing and to continue to provide a high level of service and safety to the public.



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

- Att. 1. Wharves Regulation Bylaw No. 10182
2. Commercial Vessel Imperial Landing Site Plan
3. National Geographic Vessels – MV Sea Lion and MV Sea Bird



CITY OF RICHMOND

WHARVES REGULATION

BYLAW NO. 10182

DATE OF ADOPTION – July 24, 2023

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

AMENDMENT BYLAW

DATE OF ADOPTION

EFFECTIVE DATE

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Bylaw No. 10605

December 18, 2024

WHARVES REGULATION

BYLAW NO. 10182

TABLE OF CONTENTS

PART ONE: GENERAL.....	1
1.1 Application.....	1
PART TWO: PROHIBITED ACTIVITIES.....	1
2.1 General – Prohibitions	1
2.2 Fishing – Prohibitions.....	2
2.3 Wharf and Vessel Activities – Prohibitions.....	2
PART THREE: PROHIBITED ACTIVITIES – EXCEPT WITH WRITTEN AUTHORIZATION	4
3.1 Infrastructure and Surrounding Areas – Prohibited Activities Requiring Authorization	4
3.2 Commercial Activity – Prohibited Activities Requiring Authorization	4
3.3 Events – Prohibited Activities Requiring Authorization	5
3.4 Hours of Wharf Closures	6
3.5 Wharf and Vessel Activities – Prohibited Activities Requiring Authorization	6
PART FOUR: MOORAGE REGULATIONS.....	7
4.1 Moorage Fee	7
4.2 Moorage Regulations	8
4.3 Removal of a Vessel.....	9
4.4 Public Auction	10
PART FIVE: SPECIAL AUTHORITY.....	11
5.1 Special Authority to Close Wharf.....	11
PART SIX: WRITTEN AUTHORIZATIONS.....	11
6.1 Procedure for Written Authorization	11
PART SEVEN: VIOLATIONS AND PENALTIES	11
PART EIGHT: INTERPRETATION.....	12
PART NINE: SEVERABILITY AND CITATION.....	16
SCHEDULE A: LIST OF WHARVES AVAILABLE FOR PUBLIC MOORAGE	17
SCHEDULE B: WHARF PROCEDURES AND REGULATIONS	19

CITY OF RICHMOND

**WHARVES REGULATION
BYLAW NO. 10182**

The Council of the City of Richmond enacts as follows:

PART ONE: GENERAL

1.1 Application

1.1.1 The prohibitions in this bylaw do not apply to:

- (a) any **City** officer or employee in the performance of their lawful duties;
- (b) any **City** agent, contractor or volunteer, working under the supervision of a **City** officer or employee, in the performance of their lawful duties at the **City's** request;
- (c) a **police officer** in the performance of their lawful duties;
- (d) a **provincial officer** in the performance of their lawful duties; or
- (e) a **federal officer** in the performance of their lawful duties.

PART TWO: PROHIBITED ACTIVITIES

2.1 General – Prohibitions

2.1.1 A person or organization must not:

- (a) conduct themselves in a disorderly or offensive manner;
- (b) behave in a manner that endangers themselves;
- (c) harass, disturb, frighten, endanger or injure any other person;
- (d) interfere with or obstruct the lawful use and enjoyment of any **wharf** or **waterlot area** by any other person;
- (e) interfere with, obstruct, impede, hinder or prevent:
 - (i) any **City** officer or employee in the performance of their lawful duties;
 - (ii) any **City** agent, contractor or volunteer in the performance of their lawful duties at the **City's** request; or

- (f) violate any law, statute, bylaw, rule, regulation, notice or order of the **City**, the Province or the Federal government, including without limitation the BC Fire Code;

at any **wharf** or in any **waterlot area**.

2.2 Fishing – Prohibitions

2.2.1 A person or organization must not:

- (a) engage in any fishing, crabbing or catching of **marine life** at, on or off of a **wharf** for non-commercial purposes, unless:
 - (i) in an area specifically designated by signage that such activity is permitted; and
 - (ii) that person or organization holds a valid licence to engage in such activity; or
- (b) engage in commercial fishing, crabbing or catching of **marine life** at, on or off of a **wharf** even if the person or organization holds a commercial fishing, crabbing or other applicable licence.

2.3 Wharf and Vessel Activities – Prohibitions

2.3.1 A person or organization must not:

- (a) **abandon a vessel** at a **wharf** or in a **waterlot area**;
- (b) **abandon or moor a wreck** at a **wharf** or in a **waterlot area**;
- (c) anchor a **wreck** in a **waterlot area**;
- (d) permit a **vessel** to exist in a **dilapidated**, derelict, unseaworthy or unsafe condition while in a **waterlot area** or **moored** at a **wharf**;
- (e) **moor a vessel** at a **wharf** and secure it by the use of a lock or otherwise in a manner that prevents any **police officer**, the **Fire Chief**, a **fire rescue member**, a **bylaw enforcement officer**, a **wharf attendant**, the **General Manager, Community Services**, a **federal officer**, or a **moorage enforcement agent** from relocating the **vessel**;
- (f) **moor a vessel** at a **wharf** in such a manner as to unduly obstruct the movement of other **vessels**;
- (g) **moor a vessel** at a **wharf** with lines or cables across the **wharf**, or to anything other than the fastenings provided for the purpose of **moorage**, or in any way that poses a danger to other **vessels** or the public;
- (h) impede the passage or safe passage of a **vessel** in a **waterlot area**;

- (i) **moor** a **vessel** anywhere at a **wharf** in contravention of a sign indicating that **moorage** is prohibited or restricted;
- (j) light or operate a generator, open flame or wood stove, camp stove or barbeque, or a natural gas or propane fuelled appliance on a **wharf**, or expose a **wharf** to such device or impact at any time;
- (k) permit the escape of electrical currents from a **vessel**;
- (l) dump or dispose of the following onto a **wharf** or in a **waterlot area**:
 - (i) waste, unless it is into an authorized receptacle;
 - (ii) fuel, or black or gray water; or
 - (iii) **Pollutants**;
- (m) clean fish or dispose of fish parts or offal at, on or off of a **wharf** or **waterlot area**;
- (n) use paints, solvents, chemical paint removers, spray paint, abrasive paint remover, hull cleaning products, pressure washers, or other materials toxic to **marine life, animals** or humans, or do any sanding, on a **wharf**, or onboard a **vessel** while alongside a **wharf** or in a **waterlot area**;
- (o) **moor** a **vessel** carrying **dangerous goods** or **explosives** at a **wharf**;
- (p) store, treat, generate, transport, process, handle, produce or dispose of any **dangerous goods, explosives, fireworks** or hazardous or contaminated materials or substances at or on a **wharf** or **waterlot area**;
- (q) drive, operate, ride, **stop, park** or leave a **vehicle**, trailer, golf cart/buggy, moped, scooter, bicycle, skateboard, skates, rollerblades, ridden or herded **animal** or other mode of transportation, regardless of motive power, on a **wharf**;
- (r) **moor** a **vessel** at a **wharf**, or otherwise use a **wharf** or **waterlot area**, in contravention of any of the provisions of this bylaw; or
- (s) **raft** a **vessel** in a **waterlot area**.

2.3.2 The provisions of Section 2.3.1(q) do not apply to any single-person-use transport, such as a wheelchair or scooter, required by a person with a disability for mobility-assistance purposes.

PART THREE: PROHIBITED ACTIVITIES – EXCEPT WITH WRITTEN AUTHORIZATION

3.1 Infrastructure and Surrounding Areas – Prohibited Activities Requiring Authorization

3.1.1 A person or organization must not undertake any of the following activities at a **wharf** or in a **waterlot area** without first receiving written authorization under the provisions of Part Six:

- (a) cut, break, injure, damage, deface, destroy, remove, alter, misuse, abuse or interfere with any pavilion, building, structure, wall, fence, railing, sign, notice, seat, bench, equipment, landscaping, post, pole, memorial, sculpture, fire and life safety equipment, ornament or object of any kind;
- (b) install, erect, construct or build a tent, shelter, pavilion, building, structure, wall, fence, railing, sign, notice, seat, bench, post, pole, sculpture, ornament or object of any kind; or
- (c) deposit or remove topsoil, sand, wood, rock or other material.

3.1.2 In the event that an obstruction, article or object is placed at a **wharf** or in a **waterlot area** contrary to Section 3.1.1, the **General Manager, Community Services** is authorized:

- (a) to remove or cause to be removed any such obstruction, article or thing at the violator's expense; and
- (b) to do every lawful act required to have any such removal be completed in the shortest possible time.

3.2 Commercial Activity – Prohibited Activities Requiring Authorization

3.2.1 A person or organization must not undertake any of the following activities at any **wharf** or **waterlot area** unless that person or organization is in compliance with *Business Regulation Bylaw No. 7538*, as amended or replaced from time to time, and has received prior written authorization under the provisions of Part Six:

- (a) sell or expose for sale any refreshment, food (including **marine life**), good, article or thing;
- (b) offer any service or private instruction for a fee or other form of compensation;
- (c) solicit funds or any type of goods or services;
- (d) post, paint or affix any advertising or promotional material of a commercial nature, including but not limited to bills, flyers, posters, pictures, banners, flags, pamphlets, cards, signs, products or merchandise on a pavilion, building, structure, wall, fence, railing, sign, seat, bench, tree, shrub, landscaping, post, pole, sculpture, ornament or object of any kind;

- (e) distribute or deliver any advertising or promotional material of a commercial nature, including but not limited to bills, flyers, posters, pictures, flags, pamphlets, cards, signs, products or merchandise;
 - (f) install, erect, construct or build a display for advertising or promotional purposes;
 - (g) **moor** a **vessel** that is being used for business or commercial services at a **wharf**; or
 - (h) drive, operate, **stop**, **park**, **moor**, or leave a **vehicle**, **vessel**, golf cart/buggy, moped, scooter, bicycle, skateboard, skates, rollerblades, ridden or herded **animal** or other mode of transportation for the specific purpose of displaying or broadcasting advertisements or promotional messages of a commercial nature, by way of the **vehicle**, **vessel** or transportation mode's interior, exterior or equipment.
- 3.2.2 If a person or organization is authorized under Part Six to undertake any of the activities listed in Section 3.2.1, that person or organization shall be responsible for:
- (a) cleaning and removing any waste or debris resulting from such activity;
 - (b) restoring the area or site to its former state;
 - (c) arranging liability insurance coverage satisfactory to the **Risk Manager** which names the City as an additional insured, with no liability to the City for the premium or deductible; and
 - (d) indemnifying the **City** with respect to any third party claims which may be advanced arising from such activity.
- 3.2.3 In the event that a person or organization posts, distributes, places or leaves any obstruction, article or thing at any **wharf** or **waterlot area** contrary to Sections 3.2.1 or 3.2.2, the **General Manager, Community Services** is authorized:
- (a) to clean, remove or cause to be cleaned or removed any such obstruction, article or thing at the violator's expense; and
 - (b) to do every lawful act required to have any such removal or clean-up be completed in the shortest possible time.

3.3 Events – Prohibited Activities Requiring Authorization

- 3.3.1 A person or organization must not undertake any of the following activities at any **wharf** or **waterlot area** without first receiving written authorization under the provisions of Part Six:
- (a) fire or explode any combustible or other **explosive** material, including but not limited to **fireworks**;

- (b) **moor** a **vessel** carrying **fireworks**;
- (c) operate an amplifying system or loud speaker;
- (d) hold a tournament, series of games or competition; or
- (e) hold or participate in a procession, parade, march, drill, demonstration, rally, performance, play, ceremony, concert, meeting or other gathering, excluding family or social gatherings not exceeding 50 persons.

3.4 Hours of Wharf Closures

3.4.1 A person must not enter or remain at any **wharf** between the hours of 11:00 p.m. and 5:00 a.m., or as otherwise posted, except:

- (a) to access a **vessel** which is **moored** with permission under this Bylaw at such **wharf**; or
- (b) as specified in a written authorization under the provisions of Part Six.

3.5 Wharf and Vessel Activities – Prohibited Activities Requiring Authorization

3.5.1 A person or organization must not undertake any of the following activities without first receiving written authorization under the provisions of Part Six:

- (a) **moor** a **vessel** at any **wharf** other than those listed in Schedule A of this bylaw;
- (b) anchor a **vessel** in a **waterlot area** surrounding a **wharf**;
- (c) use any **vessel moored** at a **wharf** or in a **waterlot area** for **live-aboard** activity;
- (d) build upon or place any structure on a **wharf**, or alter any infrastructure at a **wharf** (including, without limitation, electrical boxes);
- (e) store any items on a **wharf**;
- (f) use the surface of a **wharf** for any maintenance or repair work; or
- (g) conduct any repair, maintenance or restoration work on a **vessel** while it is **moored** at a **wharf** or in a **waterlot area**.

PART FOUR: MOORAGE REGULATIONS

4.1 Moorage Fee

4.1.1 Subject to sections 4.1.5 and 4.2, a person or organization may only **moor** a **vessel** at a **wharf** listed in Schedule A if:

- (a) the required payment has been inserted and a **moorage receipt** obtained from a **vessel moorage meter**;
- (b) the **moorage receipt** has been:
 - (i) placed inside the window of the **vessel** which faces the **wharf**, such that the writing on the face of the **moorage receipt** is clearly visible from outside the **vessel** on the **wharf**-side showing the amount paid, time and date purchased and expiry time and date; or
 - (ii) secured to the **vessel** in such manner that it is protected from the elements and readily found and visible from outside the **vessel** on the **wharf**-side showing the amount paid, time and date purchased and expiry time and date, if the moorage receipt cannot be placed inside a window of the vessel in accordance with subsection (i) above;
- (c) the time period for which a fee has been paid, as indicated on the **moorage receipt** issued by the **vessel moorage meter** and displayed in accordance with subsection (b) above, has not expired; and
- (d) the **moored vessel's**:
 - (i) name, registration, licence or hull serial number; and
 - (ii) an emergency contact name and telephone number

are clearly posted on the **vessel** in such a manner that they are protected from the elements and readily found and visible from outside the **vessel** on the **wharf**-side.

4.1.2 The fees payable for **moorage** at a **wharf** listed in Schedule A are set out in the *Consolidated Fees Bylaw No. 8636*, as amended or replaced from time to time, and are based on the **length** of the **vessel** and the time period for **moorage**.

4.1.3 A person must not insert a slug or any object other than an accepted form of payment into any **vessel moorage meter**.

4.1.4 By **mooring** a **vessel** at a **wharf**, the **owner** of the **vessel** agrees that should the **vessel** leave the **wharf** or **waterlot area** without paying all fees (and fines), the **City** retains a lien against the **vessel** for all outstanding amounts.

4.1.5 Section 4.1.1 does not apply to the **moorage** of a kayak, canoe, non-motorized rowboat or stand up paddle board.

4.2 Moorage Regulations

4.2.1 Unless a person has received prior written authorization under the provisions of Part Six, a person or organization must not **moor** a **vessel** at a particular **wharf** listed in Schedule A for more than three (3) consecutive days within a fourteen (14) day period.

4.2.2 Any vessel moored at a **wharf** listed in Schedule A must carry at least \$2 million in marine liability insurance including coverage for **wreck** removal as well as remediation expenses resulting from any sudden and accidental pollution which may be arising out of any actual, alleged, potential or threatened spillage, release, escape, discharge, emission, seepage, leakage, migration, disposal or dumping, dispersal, or presence of **pollutants**.

4.2.3 An **owner** of a **vessel moored** at a **wharf** must provide proof of insurance for the **vessel**, and proof of ownership for the **vessel**, within two (2) days of request by the **City**.

4.2.4 The Wharf Procedures and Regulations, contained in Schedule B of this bylaw, apply to all **wharves**. It is an offence under this bylaw for any person using any of the **wharves** to fail to adhere to the Wharf Procedures and Regulations contained in Schedule B of this bylaw.

4.2.5 The **General Manager, Community Services** may restrict **moorage** at any **wharf** for special events or for pre-booked **moorage** approved by the **General Manager, Community Services**.

4.2.6 A **police officer, Fire Chief, fire rescue member, federal officer, bylaw enforcement officer, wharf attendant, the General Manager, Community Services, or moorage enforcement agent**, may:

- (a) prohibit a person from **mooring** a **vessel** at a **wharf** where there are unpaid fees or fines in respect of that **vessel** or in respect of a different **vessel** owned or operated by that person, until such time as all such unpaid fees and fines have been paid in full to the **City**;
- (b) order a person or organization who does anything contrary to this bylaw to leave a **wharf** or **waterlot area** immediately, or within a period of time specified by a **police officer, Fire Chief, fire rescue member, federal officer, bylaw enforcement officer, wharf attendant, the General Manager, Community Services, or moorage enforcement agent**, and every person or organization so ordered shall comply with the order and leave the **wharf** or **waterlot area** immediately or within the period of time specified;

- (c) order a person or organization to remove a **vessel** from a **wharf** or **waterlot area** immediately, or within a period of time specified by a **police officer, Fire Chief, fire rescue member, federal officer, bylaw enforcement officer, wharf attendant, the General Manager, Community Services, or moorage enforcement agent**, and every person or organization so ordered shall comply with the order and remove their **vessel** immediately or within the period of time specified;
- (d) direct a person or organization on the position, time, place and manner in which a **vessel** may be **moored**, loaded, or unloaded at a **wharf**, and every person or organization so directed shall comply with such directions, without any liability to such **police officer, Fire Chief, fire rescue member, federal officer, bylaw enforcement officer, wharf attendant, the General Manager, Community Services, or moorage enforcement agent**, resulting from their direction, even if caused by their negligence; and
- (e) permit, regulate or prohibit access to power and water at any **wharf**.

4.2.7 While on a **wharf** or a **vessel moored** to a **wharf** or in a **waterlot area**, a person or organization shall, at the request of a **police officer, Fire Chief, fire rescue member, federal officer, bylaw enforcement officer, wharf attendant, the General Manager, Community Services, or moorage enforcement agent**, state correctly their name and the contact details for the **owner** of the **vessel** if that person is not also the **owner**.

4.2.8 Any person using a **wharf** or **waterlot area** does so at their own risk and is solely responsible for any losses, injuries, claims or actions which may result to them, their passengers, their property or the **vessel**.

4.3 Removal of a Vessel

4.3.1 Where a **vessel**, chattel or obstruction is left **moored** to a **wharf**, anchored in a **waterlot area**, or otherwise obstructs a **wharf** or **waterlot area**, in violation of the provisions of Part Two, Part Three, Part Four, or Part Five, or is left at a **wharf** or in a **waterlot area** in a position that could cause or causes it to interfere with emergency **vessels**, a City **vessel** or a **vessel** hired by the City to be used in connection with maintenance or repairs, a **police officer, Fire Chief, fire rescue member, federal officer, wharf attendant, bylaw enforcement officer, the General Manager, Community Services, or moorage enforcement agent**, may:

- (a) move or cause the **vessel**, chattel or obstruction to be moved, or require the **owner**, operator or person in charge of the **vessel** to move it to a position determined by such **police officer, Fire Chief, fire rescue member, federal officer, bylaw enforcement officer, wharf attendant, the General Manager, Community Services, or moorage enforcement agent**; or
- (b) take the **vessel**, chattel or obstruction into their custody, and cause it to be taken to be stored.

- 4.3.2 All costs and charges for the removal, care or storage of a **vessel**, chattel or obstruction under this section must be paid by the **owner** of such **vessel**, chattel or obstruction and are a lien on such **vessel**, chattel or obstruction even if title to the **vessel** changes.
- 4.3.3 Any **vessel**, chattel or obstruction removed and impounded under this section may be recovered by the **owner** upon presenting proof of entitlement to possession of the **vessel**, chattel or obstruction, satisfactory to the **City**, and upon payment in full of all fees, costs, fines and expenses levied under this bylaw to the **City**.

4.4 Public Auction

- 4.4.1 In the event that a **vessel**, chattel or obstruction is not claimed by its **owner** in accordance with section 4.3.3 within 90 days of the date of removal of the **vessel**, chattel or obstruction from a **wharf** or a **waterlot area**, the **City** or its agents may sell such **vessel**, chattel or obstruction by public auction without further notice to the **owner**.
- 4.4.2 The proceeds of the sale of a **vessel**, chattel or obstruction by public auction under section 4.4.1 shall be applied firstly against any expense for such sale and all charges for which the **owner** is liable under this bylaw and, if applicable, the *Public Parks and School Grounds Regulation Bylaw No. 8771*, as amended or replaced from time to time, and the balance of the proceeds, if any, shall be paid, without interest, to the **owner** upon application of the **owner** to the **City Clerk**. A non-refundable administrative fee of \$1,000 will be charged by the **City** and paid from the proceeds of sale of the **vessel**, chattel or obstruction for each year that the **City** retains the proceeds of sale commencing six (6) months after the sale.
- 4.4.3 If the proceeds of sale of a **vessel**, chattel or obstruction by public auction are insufficient to cover the expenses for sale and all charges for which the **owner** is liable under this bylaw and, if applicable, the *Public Parks and School Grounds Regulation Bylaw No. 8771*, as amended or replaced from time to time, the remaining expenses incurred in the removal or disposal are recoverable as a debt due to the **City** from the **owner** of such **vessel**, chattel or obstruction.
- 4.4.4 Should any **vessel**, chattel or obstruction not be purchased at public auction under section 4.4.1, then it may be disposed of in the **City** dump, or such other place determined by the **City**, and the expenses incurred in the removal or disposal, less the proceeds (if any) of disposal, are recoverable as a debt due to the **City** from the **owner** of such **vessel**, chattel or obstruction.
- 4.4.5 Where any **vessel**, chattel or obstruction has an apparent market value of less than \$250.00, as determined by the **General Manager, Community Services**, and is not claimed by its **owner** within 90 days of the date of removal of such **vessel**, chattel or obstruction from a **wharf** or a **waterlot area**, it may be removed and disposed of by the **City** without notice to the **owner** and the full costs of removal and disposal shall be charged to the **owner** and shall be a debt due and owing to the **City**.

PART FIVE: SPECIAL AUTHORITY

5.1 Special Authority to Close Wharf

- 5.1.1 Notwithstanding the provisions of Part Three and Part Four, the **General Manager, Community Services** may close any **wharf** or **waterlot area**, or part thereof if, in their opinion, the circumstances warrant such closure, including but not limited to fire hazard, prevention or assisting the prevention of a breach of the peace or threat thereto, violation of the criminal law or protection of members of the public from injury or damage.

PART SIX: WRITTEN AUTHORIZATIONS

6.1 Procedure for Written Authorization

- 6.1.1. Notwithstanding the provisions of Part Three and Part Four, a prohibited activity may be carried on within a **wharf** or **waterlot area** if a person or applicant organization first receives written authorization for such activity from the **General Manager, Community Services**, and complies with all conditions of such authorization and all applicable requirements under other municipal, regional, provincial, and federal laws, bylaws, legislation, regulations and policies.
- 6.1.2 A written authorization given in accordance with section 6.1.1 may contain restrictions as to the times and specific places where such activities may be carried on, together with any other restrictions considered appropriate.

PART SEVEN: VIOLATIONS AND PENALTIES

- 7.1 The **owner** of a **vessel**, and the **vessel** itself, in rem, are liable for any violation of the regulations in this bylaw, notwithstanding that, at the time of the violation, the **vessel** is unattended or in the possession of another person.
- 7.2 A violation of any of the provisions identified in this bylaw shall:
- (a) result in liability for penalties and late payment amounts established in Schedule A of the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended or replaced from time to time;
 - (b) be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122* in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, as they may be amended or replaced from time to time; and
 - (c) be subject to such fines as may be prescribed in the *Municipal Ticket Information Authorization Bylaw No. 7321*.
- 7.3 Any person or organization who:
- (a) violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened;

- (b) fails to comply with any of the provisions of this bylaw;
- (c) neglects or refrains from doing anything required under the provisions of this bylaw; or
- (d) makes any false or misleading statement to a **police officer, Fire Chief, federal officer, bylaw enforcement officer, General Manager, Community Services**, or their designates respecting compliance with this bylaw;

commits an offence and upon conviction shall be liable to a fine of not more than Fifty Thousand Dollars (\$50,000), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence. The **vessel** shall also be liable, in rem, for the fine.

- 7.4** No person other than the **owner** or operator of a **vessel** is permitted to remove any notice placed on or affixed to such **vessel** by a **bylaw enforcement officer, General Manager, Community Services, a wharf attendant, or a moorage enforcement agent** who is enforcing or administering this bylaw.
- 7.5** Once any notice has been placed on, or affixed to, a **vessel** by a **bylaw enforcement officer, the General Manager, Community Services, a wharf attendant, or a moorage enforcement agent**, it is unlawful for any person to alter such notice in any manner that it may be used or acted upon by any person as if the alteration was genuine.

PART EIGHT: INTERPRETATION

- 8.1** In this bylaw, the following words have the following meaning:

ABANDON/ABANDONED	means leaving a vessel at a wharf or in a waterlot area without providing appropriate payment of moorage fees for a period in excess of three (3) days.
ANIMAL	means a bird, mammal, amphibian or reptile.
BYLAW ENFORCEMENT OFFICER	means an employee of the City , appointed to the job position or title of bylaw enforcement officer.
CITY	means the City of Richmond.
CITY CLERK	means the municipal official of the City assigned responsibility for corporate administration under section 198 of the <i>Local Government Act</i> , RSBC 2015, Ch. 1, as amended or replaced from time to time, and includes a person designated as an alternate.
COUNCIL	means the Council of the City .
DANGEROUS GOODS	means a product, substance or organism that falls within any of the classes designated as such in the <i>Transport of Dangerous Goods Act</i> (Canada), as

amended or replaced from time to time, but shall not include a quantity of such products, substance or organism that if accidentally spilled, is insufficient to cause danger to lives or the environment.

DILAPIDATED

has the meaning given for "dilapidated vessel" in the *Wrecked, Abandoned or Hazardous Vessels Act (Canada)*, as amended or replaced from time to time.

EXPLOSIVE

has the meaning given in the *Explosives Act (Canada)*, as amended or replaced from time to time, but excludes **fireworks**.

FEDERAL OFFICER

means an employee or member of the Canadian Coast Guard or Transport Canada.

FIRE CHIEF

means the Director of Fire and Rescue Services for the **City**, acting as head of Richmond Fire-Rescue, and includes a person designated to act in the place of the Director.

FIRE RESCUE MEMBER

means a person employed by the **City** and holding a position within Richmond Fire-Rescue as an officer or firefighter.

FIREWORKS

means any article containing a combustible or explosive composition or any substance or combination of substances prepared for, capable of, or discharged for the purposes of producing a pyrotechnical display which may or may not be preceded by, accompanied with, or followed by an explosion, or an explosion without any pyrotechnical display, and includes, without limitation, barrages, batteries, bottle rockets, cannon crackers, fireballs, firecrackers, mines, pinwheels, roman candles, skyrockets, squibs, torpedoes, and other items of a similar nature, that are intended for use in pyrotechnical displays or as explosives or that are labelled, advertised, offered, portrayed, presented or otherwise identified for any such purpose.

**GENERAL MANAGER,
COMMUNITY SERVICES**

means the person appointed by **Council** to the position of General Manager, Community Services, and includes a person designated as an alternate.

LENGTH

means:

- (a) in the case of a **vessel** registered under the *Canadian Shipping Act, 2001*, SC 2001, c. 26, as amended or replaced from time to time, the length as shown in the "Certificate of Registry" issued by Transport Canada, unless it can be shown that the vessel's length has been increased in which case the increased length as determined by City

in accordance with the *Vessel Registration and Tonnage Regulations* of the *Canada Shipping Act, 2001*, as amended or replaced from time to time;

- (b) in the case of a **vessel** licensed under the *Small Vessel Regulation* of the *Canada Shipping Act, 2001*, as amended or replaced from time to time, the length from the fore part of the head of the stem to the after part of the head of the stern post; and
- (c) in the case of a **vessel** that is not registered or licensed under *Canada Shipping Act, 2001* or the *Small Vessel Regulation*, as they may be amended or replaced from time to time, the horizontal distance measured between perpendiculars erected at the extreme ends of the outside of the hull.

LIVE-ABOARD

means over-night living accommodation.

MARINE LIFE

means fish, shellfish, molluscs, crustaceans and marine algae.

MOOR/MOORED/MOORING/MOORAGE

means to secure a **vessel** by means of lines or cables.

MOORAGE ENFORCEMENT AGENT

means a person employed to enforce **moorage** regulations by a contractor with whom the **City** has contracted to provide **moorage** enforcement services.

MOORAGE RECEIPT

means a paper receipt issued by a **vessel moorage meter** showing the date and time of purchase, the fee paid and the date and time when the purchased period expires.

OWNER

as applied to a **vessel**, chattel or obstruction means:

- (a) the person who holds the legal title to the **vessel**, chattel or obstruction;
- (b) a person who is a lessee or mortgagor, and is entitled to be, and is, in possession of a **vessel**, chattel or obstruction;
- (c) a person that is the registered **owner** of a **vessel**; or
- (d) the master or authorized representative of the **vessel** and any person that is or appears to be

	in command, control or charge of the vessel or that has management of the vessel .
PARK/PARKED/PARKING	in relation to a vehicle , has the meaning given to those terms in the <i>Public Parks and School Grounds Regulation Bylaw No. 8771</i> , as amended or replaced from time to time.
POLICE OFFICER	means: (a) a member of the Royal Canadian Mounted Police; (b) any person defined as a peace officer by the <i>Criminal Code</i>, RSC 1985, c. C-46, as amended or replaced from time to time; or (c) any person defined as a public officer by the <i>Criminal Code</i>, RSC 1985, c. C-46, as amended or replaced from time to time.
POLLUTANTS	means any solid, liquid, gaseous, thermal or electromagnetic irritant, or contaminant, either naturally occurring or otherwise, and including but not limited to smoke, odour, vapour, soot, fumes, acids, alkalis, chemicals, sewage, micro-organisms, airborne or waterborne particles, waste (including materials to be recycled, reconditioned or reclaimed), paints, solvents, chemical paint removers, urea formaldehyde, electromagnetic currents, fuel, black or gray water, and other toxic or hazardous materials to marine life, animals and humans.
PROVINCIAL OFFICER	means an employee or member of the Ministry of Forests, Lands and Natural Resource Operations.
RAFT	means when one or more vessels is secured to another vessel by means of lines or cables.
RISK MANAGER	means the Risk Manager for the City or a person employed by the City designated as their alternate.
STOP/STOPPED/STOPPING	in relation to a vehicle , has the meaning given to those terms in the <i>Public Parks and School Grounds Regulation Bylaw No. 8771</i> , as amended or replaced from time to time.
VEHICLE	has the meaning set out in the <i>Motor Vehicle Act</i> , RSBC 1996, c. 318, as amended or replaced from time to time, and includes motor vehicle and motorcycle, as defined in the <i>Motor Vehicle Act</i> .

VESSEL

means any boat, ship, or craft of any kind designed, used or capable of being used solely or partly for navigation in, on, through or immediately above water, without regard to method or lack of propulsion or to whether it is under construction or being repurposed or dismantled. It also includes a floating object that is designated to be a vessel in a regulation to the *Wrecked, Abandoned or Hazardous Vessels Act*, SC 2019, c. 1, as amended or replaced from time to time.

VESSEL MOORAGE METER

means an automatic, electronic or mechanical device installed to regulate and control the **moorage** of **vessels** at a **wharf** by accepting payment and issuing a **moorage receipt**.

WATERLOT AREA

means:

- (a) any area owned, leased or licensed to the **City** in which is located a **wharf**; and
- (b) any other area of land covered by water (which may be either contiguous or attached to dry land) which is normally covered with water at high tide, that is either owned, leased or licensed by the **City**.

WHARF/WHARVES

means a wharf, landing pier, ramp, dock, floating dock, or other floating structure that is owned or maintained by the **City** and includes, without limitation, those listed in Schedule A of this bylaw.

WHARF ATTENDANT

means a person designated by the **City** to manage the operation of a **Wharf**.

WRECK

has the meaning set out in the *Wrecked, Abandoned or Hazardous Vessels Act*, as amended or replaced from time to time.

PART NINE: SEVERABILITY AND CITATION

- 9.1 The provisions of this bylaw are severable, and if, for any reason, any part, section, subsection, clause, or sub-clause, or other words in this bylaw are for any reason, found to be invalid or unenforceable by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

9.2 This bylaw is cited as “**Wharves Regulation Bylaw No. 10182**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

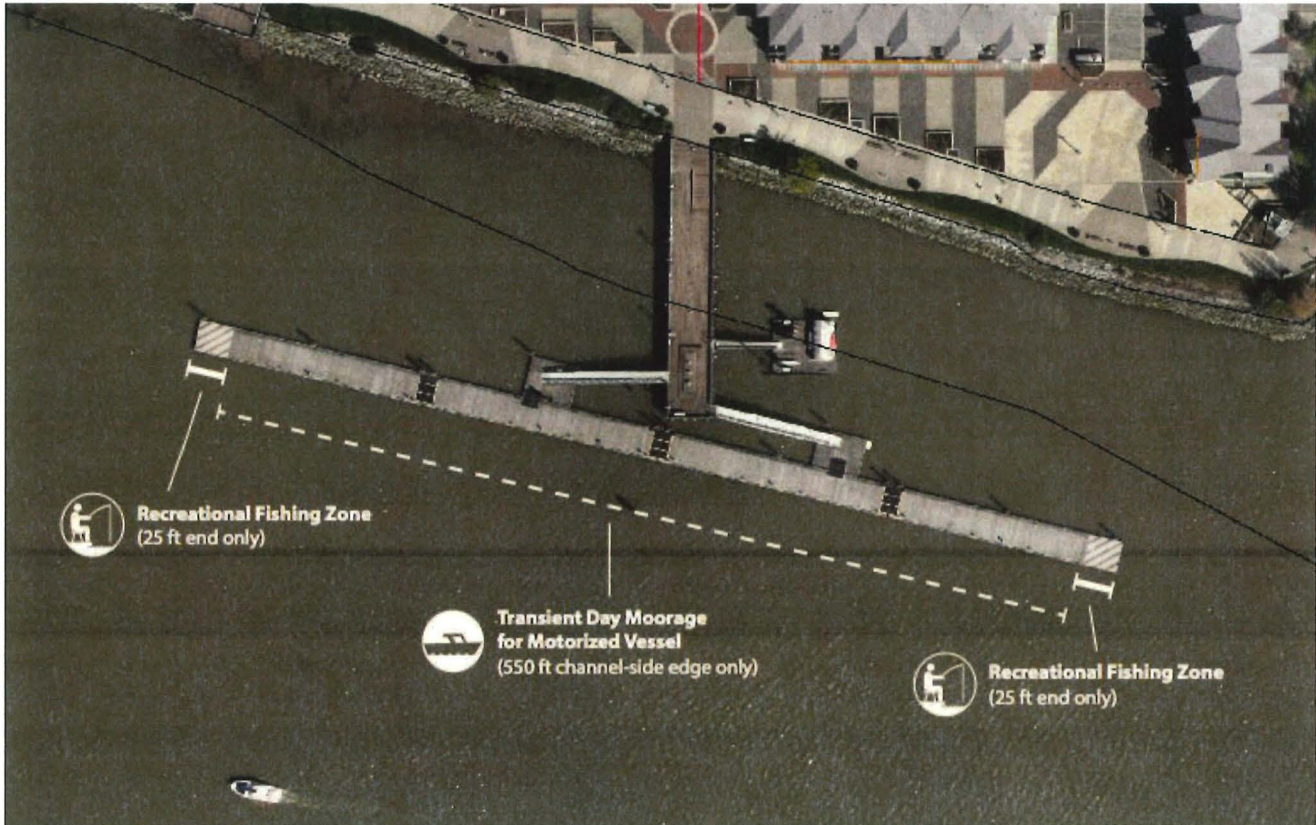
MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 10182

LIST OF WHARVES AVAILABLE FOR PUBLIC MOORAGE

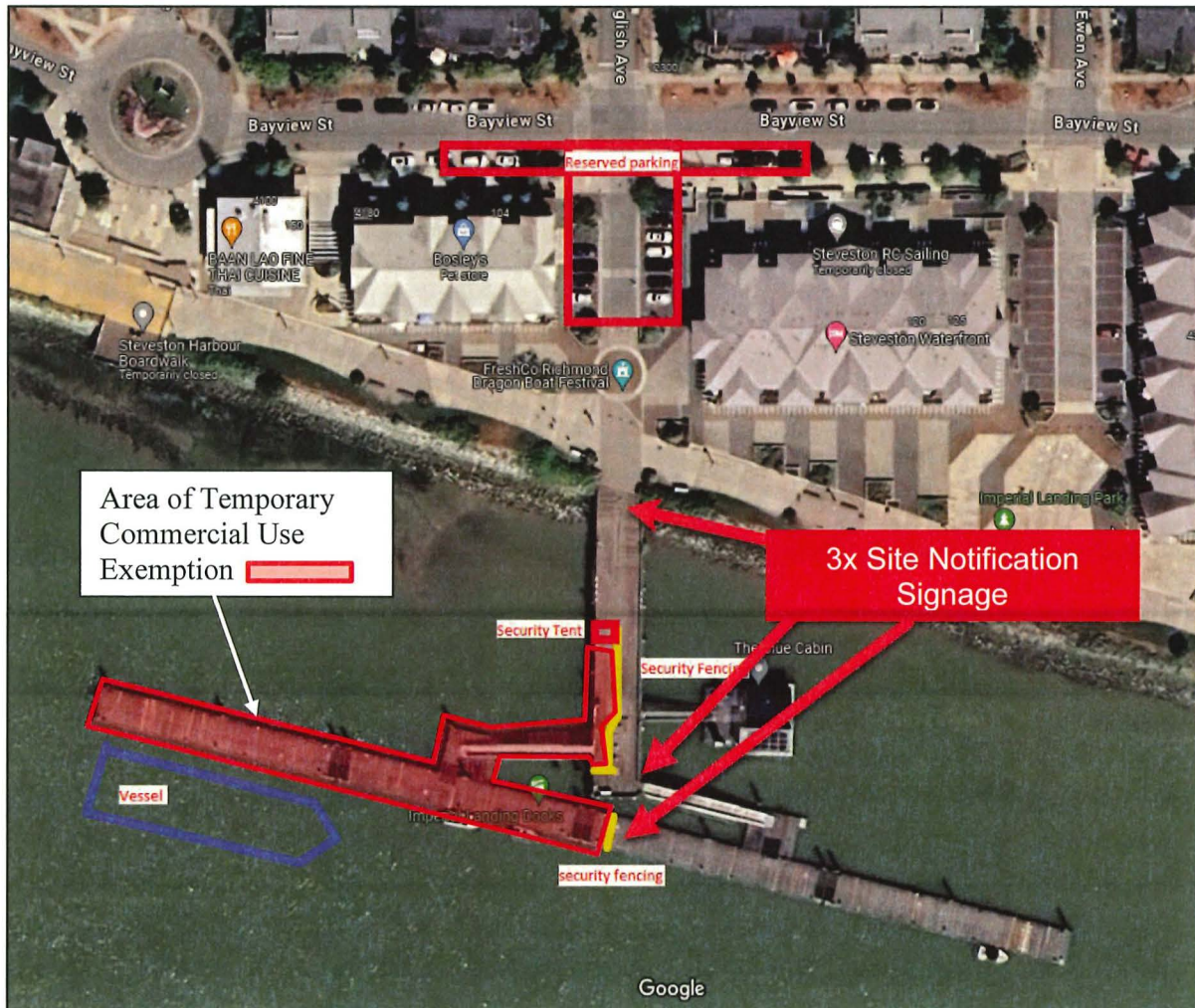
1. Imperial Landing



SCHEDULE B to BYLAW NO. 10182 WHARF PROCEDURES AND REGULATIONS

1. Each **owner** or operator is responsible for the safe **mooring** of their **vessel**. **Owners** and operators shall furnish and maintain their own safe line and chaffing gear. Chaffing gear shall be attached to the **vessel** only and not to the **wharf**.
2. Security is the responsibility of the **vessel owner** or operator.
3. **Owners** and operators are responsible for periodically checking their **vessels**, lines and fenders to ensure they are secure.
4. Gate codes, keys, fobs and other means of access to a **wharf** are to be used by approved **owner** and crew only, and cannot be shared or loaned. Gates cannot be propped open or left in a way that might provide unsupervised access to the **wharf**. Access to a **wharf** may be restricted from time to time and special conditions may be put in place for anyone visiting a **wharf**. Any special conditions will be communicated to **owners**, operators and crew of **vessels** in advance and must be followed.
5. No direct subletting of **moorage** space at the **wharves** is permitted.
6. The City reserves the right to determine the **moorage** location of a **vessel** at a particular **wharf**.
7. **Vessel owners**, operators, crew or visitors are not permitted to board, move or alter any **vessel** at the **wharf** other than their own.
8. Dogs are prohibited on the **wharf** unless on a leash under the control of the owner.
9. All **vessels moored** at a **wharf** must be equipped with a functioning engine and/or be able to be relocated along the **wharf** when requested by the **City**.
10. The **City** reserves the right to change **moorage** locations or temporarily relocate **vessels moored** at a **wharf**. Any movement or relocation requests will be communicated to **vessel owners** and crew in advance with reasonable notice.
11. Sanitary services are not available to **vessels** at a **wharf**. All **vessels moored** at a **wharf** must be equipped with holding tanks.
12. All waste products and other contaminants must be contained onboard a **vessel moored** at the **wharf** for later disposal at an appropriate waste disposal facility.
13. The City assumes no liability for damages incurred to **vessels moored** at a **wharf** or to property lost or damaged while a **vessel** is **moored** at a **wharf**.
14. **Vessels** may not be officially, or unofficially, posted for sale at a **wharf**.
15. **Vessel owners**, operators, crew and guests at a **wharf** must conduct themselves in a manner conducive to the safety of the harbour and the quiet enjoyment of others.

Commercial Vessel Imperial Landing Site Plan



Note: Not to scale. Top of the page is North

National Geographic Vessels – MV Sea Lion and MV Sea Bird



Above: National Geographic MV “Sea Lion”: 138.2 feet (40.46 metres) long with a capacity of 62 guests and 31 crew.



Above: National Geographic MV “Sea Bird”: 152 feet (46.3 metres) long with a capacity of 62 guests and 31 crew.



**Wharves Regulation Bylaw No. 10182
Amendment Bylaw No. 10698**

The Council of the City of Richmond enacts as follows:

1. **Wharves Regulation Bylaw No. 10182**, as amended, is further amended by adding the following as Section 6.1.3:
 - 6.1.3 Notwithstanding Section 3.2.1(g), written authorization from the General Manager, Community Services to **moor** a **vessel** that is being used for business or commercial services at a **wharf** will not be required if the following conditions are met:
 - (a) the **owner** of the vessel wanting to **moor** provides at least 60 days prior notice to the City of the earliest date it wants to **moor** the vessel along with the non-refundable deposit in the amount of \$1,000;
 - (b) the **mooring** of the vessel will not cause the City to infringe upon any applicable laws, including, without limitation, the City's Occasional Use Marine Facility Designation License;
 - (c) City staff and the **owner** of the vessel wanting to moor are able to coordinate on an agreeable date(s) based on availability at the **wharf** as determined by City staff and other conditions of moorage;
 - (d) the **owner** of the vessel pays to the City within 30 days of the agreed upon **mooring** date pursuant to Section 6.1.3(c), the fee as set out in the City's Consolidated Fees Bylaw 8636. The fee is charged for each 24-hour period the vessel is **moored** to the **wharf**, commencing at the time the vessel is fully secured to the **wharf** as determined by the City; and
 - (e) the **owner** of the vessel provides to the City prior to the **mooring** of the vessel, written confirmation that the following services will be provided for by the owner:
 - (i) the necessary services to provide international vessels the ability to enter and exit Canadian waters (that is, per CBSA/Passport control) and Health Canada Inspections;
 - (ii) refueling of the vessel;
 - (iii) re-provisioning of on-board food and beverages; and

- (iv) sanitary servicing of the vessel, including without limitation the removal of blackwater which must be done through a barge.

Notwithstanding that all conditions have been met, the City maintains its sole discretion to prohibit a vessel from **mooring** at a **wharf** if it is believed that the **mooring** of the vessel may cause a safety concern to the wharf, City staff or the general public.

For all **vessels** which **moor** pursuant to this provision, the City will provide all staffing, equipment, supplies, servicing to provide a secure **wharf** as required by applicable law.

- 2. This Bylaw is cited as, “**Wharves Regulation Bylaw No. 10182, Amendment Bylaw No. 10698**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor
LB

MAYOR

CORPORATE OFFICER



**CONSOLIDATED FEES BYLAW NO. 8636,
AMENDMENT BYLAW NO. 10699**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as a schedule to Consolidated Fees Bylaw No. 8636, in alphabetical order.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10699.**”

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE – WHARVES REGULATION**Wharves Regulation Bylaw No. 10182****Moorage Fees****Section 4.1**

Description	Fee
Non-Commercial Pleasure Craft Moorage Fee - Per Lineal Foot per 24 hour period:	\$2.00
Commercial Vessel Docking fee at Imperial Landing - Per Lineal Foot per 24 hour period: 1. A Non-Refundable deposit, set out in the Wharves Regulation Bylaw No. 10182, is required for Commercial Vessel Docking at time of notification of intent to use Imperial Landing; 2. Balance is due within 30 days of the vessel sailing at the Commercial Vessel Docking and Service Fee LESS the non-refundable deposit.	\$36.25

Note: All stays, by non-commercial pleasure crafts, at Imperial Landing are limited to a maximum of three (3) consecutive days within a fourteen (14) day period.

Separate tickets must be purchased for each day of moorage (i.e. 24 hour period). The separate tickets may be purchased at the same time OR a single ticket can be purchased at the beginning of each day.

Tickets are non-transferable.



**Development Permit Panel
Wednesday, August 27, 2025**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: Wayne Craig, General Manager, Planning and Development, Chair
Lloyd Bie, Director, Transportation
James Cooper, Director, Building Approvals

The meeting was called to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on July 30, 2025 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 19-869484
(REDMS No. 8039192)

APPLICANT: David J. Ho Architecture Inc.

PROPERTY LOCATION: 7890 No. 5 Road

INTENT OF ESA DEVELOPMENT PERMIT:

Facilitate the construction of an elementary school and associated amenities within the area of the lot which is zoned "Assembly (ASY)".

Development Permit Panel

Wednesday, August 27, 2025

Applicant's Comments

Todd Chow, of Cornerstone Evangelical Baptist Church, introduced the project and spoke about the history of the church, the establishment of the elementary school in 1997, and the existing portable school buildings nearing end of life, which has necessitated the proposed construction of a new elementary school building and associated educational amenities for students that could also be utilized for church programs.

David Ho, of David J. Ho Architecture Inc., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the proposed development, highlighting the following:

- the subject site consists of lands within the Agricultural Land Reserve (ALR) which are zoned "Assembly (ASY)" in the western portion and "Agriculture (AG1)" in the eastern portion;
- a significant portion of the site is designated as an Environmentally Sensitive Area (ESA), which includes the entire "Agriculture (AG1)" area and the northwestern portion of the land zoned "Assembly (ASY)";
- the northern portion of the "Agriculture (AG1)" and the northwestern portion of the "Assembly (ASY)" zoned areas are leased to an agricultural operation for farming activities;
- the subject site includes an existing church building and three portable school buildings used for classrooms;
- the existing church building will be retained and the portable school buildings will be removed;
- the proposed development will be constructed in three phases and includes a three-storey school building (first phase), gymnasium/cafeteria (second phase) and auditorium (third phase) which will be located in the northwestern portion of the site zoned "Assembly (ASY)" and within the ESA designated area;
- due to the encroachment of the proposed development into an ESA designated area, an ESA compensation package has been proposed for the site;
- the existing vehicular access to the site on No. 5 Road will be removed and replaced with two vehicular access points on No. 5 Road with right turn only exits;
- additional vehicle parking as well as Class 1 and Class 2 bicycle stalls and storage areas will be provided;
- a pedestrian pathway is proposed from No. 5 Road to the proposed school building; and
- the proposed development has been designed to achieve BC Energy Step Code Level 3.

Development Permit Panel

Wednesday, August 27, 2025

Fred Liu, of Fred Liu and Associates Inc., with the aid of the same visual presentation, briefed the Panel on the landscape aspect of the project, noting that (i) two trees are proposed be installed to frame the pedestrian entrance on No. 5 Road, (ii) trees will be installed in the surface parking area to provide shade, (iii) street trees are proposed along the boulevard on No. 5 Road and low level evergreen shrubs will be planted along the No. 5 Road frontage to provide separation and screening to the surface parking area, (iv) there are cedar hedges along the north property line to provide screening to the adjacent property to the north, (v) a grassed play area for students is proposed at the back of the proposed elementary school building and planting will be installed to provide screening and separation to the loading area to the south for the safety of students, and (vi) the proposed planting for the site includes trees that are flower-bearing and evergreen shrubs and groundcovers to provide seasonal interest.

Chris Lee, of Aquaterra Environmental Ltd., with the aid of the same visual presentation, spoke about the environmental aspect of the project, noting that (i) the contiguous southeast portion of the “Agriculture (AG1)” zoned lands has the highest value habitat and will be retained, (ii) areas occupied by the septic field and existing nursery to the north are proposed restoration planting areas to compensate for ESA designated lands impacted by the proposed development, (iii) an Ecological Restoration Plan (ERP) has been submitted to the City which includes a planting scheme that would result in a higher ecological value for the subject site and offset the impact on ESA designated lands on-site encroached by the proposed development, and (iv) a mapping of the Japanese knotweed on the subject site has been undertaken to develop an appropriate plan for their management, removal and disposal.

Staff Comments

Joshua Reis, Director, Development, noted that (i) the subject site was granted permission by Council to continue the use of the site for school use when Council decided in 2021 to remove schools from the City’s No. 5 Road Backlands Policy, (ii) the proposed development is consistent with the “Assembly (ASY)” zoning of the western portion of the site, (iii) the ESA enhancement on the site includes ecological planting consisting of a variety of different shrubs and trees resulting in ESA restoration at a greater than 1:1 compensation ratio, (iv) the applicant has a lease with the existing farmer in the northeast portion of the site and which will continue to be farmed, (v) the City is securing a Statutory-Rights-of-Way (SRWs) providing Public Rights-of-Passage (PROP) for future road widening along No. 5 Road and Blundell Road, and (vi) there is an extensive Servicing Agreement associated with the project that is required prior to Building Permit issuance including interim frontage works along No. 5 Road and Blundell Road, construction of a new bus pad on No. 5 Road, and appropriate servicing upgrades and utility connections.

In addition, Mr. Reis confirmed that that the proposed development is consistent with the existing Non-Farm approval granted by the Agricultural Land Commission (ALC) in 2008.

Development Permit Panel

Wednesday, August 27, 2025

Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) the existing single vehicular entry and exit and the existing L-shaped parking area present a challenge for the drop off and pick up of students in the subject site, (ii) the proposed development provides two vehicular entry and exit points and a significant number of temporary parking spaces that would improve the drop off and pick up of students, (iii) at the current stage, the applicant will only be removing one existing tree that would be in conflict with the proposed new driveway that would replace the existing driveway, (iv) the proposed play area on the east side of the new school building would be sufficient for the play requirements of students, (v) a traffic impact study for the proposed development indicated that the on-site turning radii would meet fire truck requirements, (vi) a rooftop play area is currently not being considered due to the increased cost of construction, (vii) there is a continuous fence as well as cedar hedge planting along the north property line and a continuous fence the along the boundary between the “Assembly (ASY)” zoned lands in the western portion and the “Agriculture (AG1)” zoned lands in the eastern portion, (viii) the applicant will consult with the Ministry of Education to confirm if the proposed development meets the Independent School Act licensing requirements, (ix) there is no lighting plan at this stage of the project but will be provided at the Building Permit stage, and (x) the timing of the three phases of the project has not yet been determined as they are subject to fundraising.

In reply to a query of the Panel regarding the potential removal of existing trees along No. 5 Road, staff clarified that (i) the interim construction works that are required for frontage improvements do not anticipate the need for removal of existing trees at this time, and (ii) the applicant is required to provide a design for future road improvements to be constructed by the City and staff will continue to work with the applicant through the Servicing Agreement process to review opportunities to retain as many trees as possible.

Correspondence

None.

Gallery Comments

None.

Panel Discussion

As a result of the discussion with the applicant, the Panel provided the following direction:

1. That the applicant consult with the Ministry of Education to confirm whether the proposed development meets the Independent School Act licensing requirements;
2. That the applicant work with staff to install a continuous cedar hedge in addition to the solid fence along the boundary between the “Assembly (ASY)” zoned lands in the western portion and the adjacent “Agriculture (AG1)” zoned portion to the east similar to the landscaping along the north property line;

Development Permit Panel
Wednesday, August 27, 2025

3. That the applicant provide information regarding the exterior lighting plan for the proposed development, particularly for the surface parking area to ensure there is no light spillover onto adjacent properties and across No. 5 Road;

prior to the application moving forward for Council consideration.

Panel Decision

It was moved and seconded

That an Environmentally Sensitive Area Development Permit be issued at 7890 No. 5 Road, which would facilitate the construction of an elementary school and associated amenities within the area of the lot which is zoned "Assembly (ASY)".

CARRIED

2. DEVELOPMENT PERMIT 25-009725

(REDMS No. 8112988)

APPLICANT: Alon Gal

PROPERTY LOCATION: 100 Douglas Crescent

INTENT OF DEVELOPMENT PERMIT:

1. Permit the retention of an existing rear yard infill unit on a site zoned "Small-Scale Multi-Unit Housing (RSM/L)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - (a) reduce the minimum required side yard setback for the rear yard infill unit from 1.2 m to 1.0 m; and
 - (b) reduce the minimum required building separation between the rear yard infill unit and principal dwelling from 6.0 m to 2.1 m.

Applicant's Comments

Orly Gal, Applicant, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 2), provided background information on the application, highlighting the following:

- the applicant acknowledged that the existing two-storey rear yard infill unit was built without appropriate permits and expressed a commitment to comply with the City's requirements;
- the subject site is zoned "Small-Scale Multi-Unit Housing (RSM/L)" that allows coach houses to be built subject to a Development Permit application;

Development Permit Panel

Wednesday, August 27, 2025

- the existing two-storey rear yard infill unit was designed to match the form, character and scale of the primary dwelling on the subject lot;
- two outdoor parking spaces are provided on-site for the use of residents of the primary dwelling and rear yard infill unit;
- a garbage and recycling area is provided for the use of residents of both units;
- wall-mounted downward-facing lighting is installed at the main entry of the rear yard infill unit to highlight the entry but avoid light spillover onto adjacent properties;
- the outdoor amenity area consisting of a deck and grassed area is provided for the shared use of residents of the two units;
- the existing rear yard infill unit complies with the zoning of the subject lot except for the proposed variances to the required side yard setback for the infill unit and building separation between the principal dwelling and rear yard infill unit;
- there are no windows located on the west elevation of the rear yard infill unit to avoid potential privacy concerns with the adjacent property to the west;
- a Building Permit application will be submitted by the applicant to ensure BC Building Code compliance relating to fire protection and other Code requirements; and
- the applicant will register an aircraft noise sensitive use covenant and a flood plain indemnity covenant on Title prior to Development Permit issuance.

Staff Comments

Mr. Reis noted that (i) staff have reviewed the subject site's land use and density and confirmed to be in compliance with the "Small-Scale Multi-Unit Housing (RSM/L)" zoning of the subject site, (ii) the applicant is required to apply for a Building Permit prior to Development Permit issuance that addresses deficiencies that were identified as part of the Building Code Compliance Report submitted by the applicant, (iii) staff conducted a site visit and the existing landscaping was found to be in good health and good condition, and (iv) as the outdoor amenity space between the principal dwelling and rear yard infill unit is for shared use and to secure the unit as rental the applicant has agreed to register a covenant on Title restricting the stratification of the rear yard infill unit.

Panel Discussion

In reply to queries from the Panel, the applicant noted (i) the circumstances and reasons for the rear yard infill unit being constructed without appropriate permits, including the purchase of the subject property and construction of the rear yard infill unit during the pandemic, (ii) the rear yard infill unit's exterior lighting includes building-mounted, downward-focused lighting, (iii) the two outdoor parking stalls are for the use of residents of the principal dwelling and rear yard infill unit, (iv) a Building Code Compliance Report has been submitted by the applicant, and (v) the applicant has not received any complaint from their neighbours regarding privacy concerns as a result of the construction of the two-storey rear yard infill unit.

Development Permit Panel

Wednesday, August 27, 2025

Additionally, staff confirmed that the Building Code Compliance Report prepared by the applicant's consultants is on file and has been reviewed by staff.

Correspondence

None.

Gallery Comments

None.

Panel Discussion

The Panel noted the applicant's explanation for the construction of the rear yard infill unit without appropriate permits, resulting in a complicated process for the retroactive inspection of the building and a more costly undertaking than applying for permits prior to construction.

Panel Decision

It was moved and seconded

That a Development Permit be issued at 100 Douglas Crescent, which would:

1. *permit the retention of an existing rear yard infill unit on a site zoned "Small-Scale Multi-Unit Housing (RSM/L)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - (a) *reduce the minimum required side yard setback for the rear yard infill unit from 1.2 m to 1.0 m; and*
 - (b) *reduce the minimum required building separation between the rear yard infill unit and principal dwelling from 6.0 m to 2.1 m.*

CARRIED

3. New Business

None.

4. Date of Next Meeting: September 10, 2025

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:28 p.m.).

CARRIED

7.

Development Permit Panel
Wednesday, August 27, 2025

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, August 27, 2025.

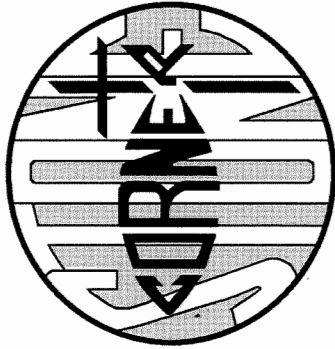
Wayne Craig
Chair

Rustico Agawin
Committee Clerk

Schedule 1 to the Minutes of
the Development Permit Panel
meeting held on Wednesday,
August 27, 2025

Development Permit Panel Presentation

DEVELOPMENT PERMIT 19-869484



CNCL – 238

Cornerstone Evangelical Baptist Church
Development Permit Panel Meeting
August 27, 2025

Background



1978 – Cornerstone Evangelical Baptist Church Established on E14th Ave., Van



1985 - Purchased No. 5 Rd. Property in
1996 - Building completion and first occupancy

Cornerstone Christian Academy



1997 – 1st Year, 6 students & 2 staff

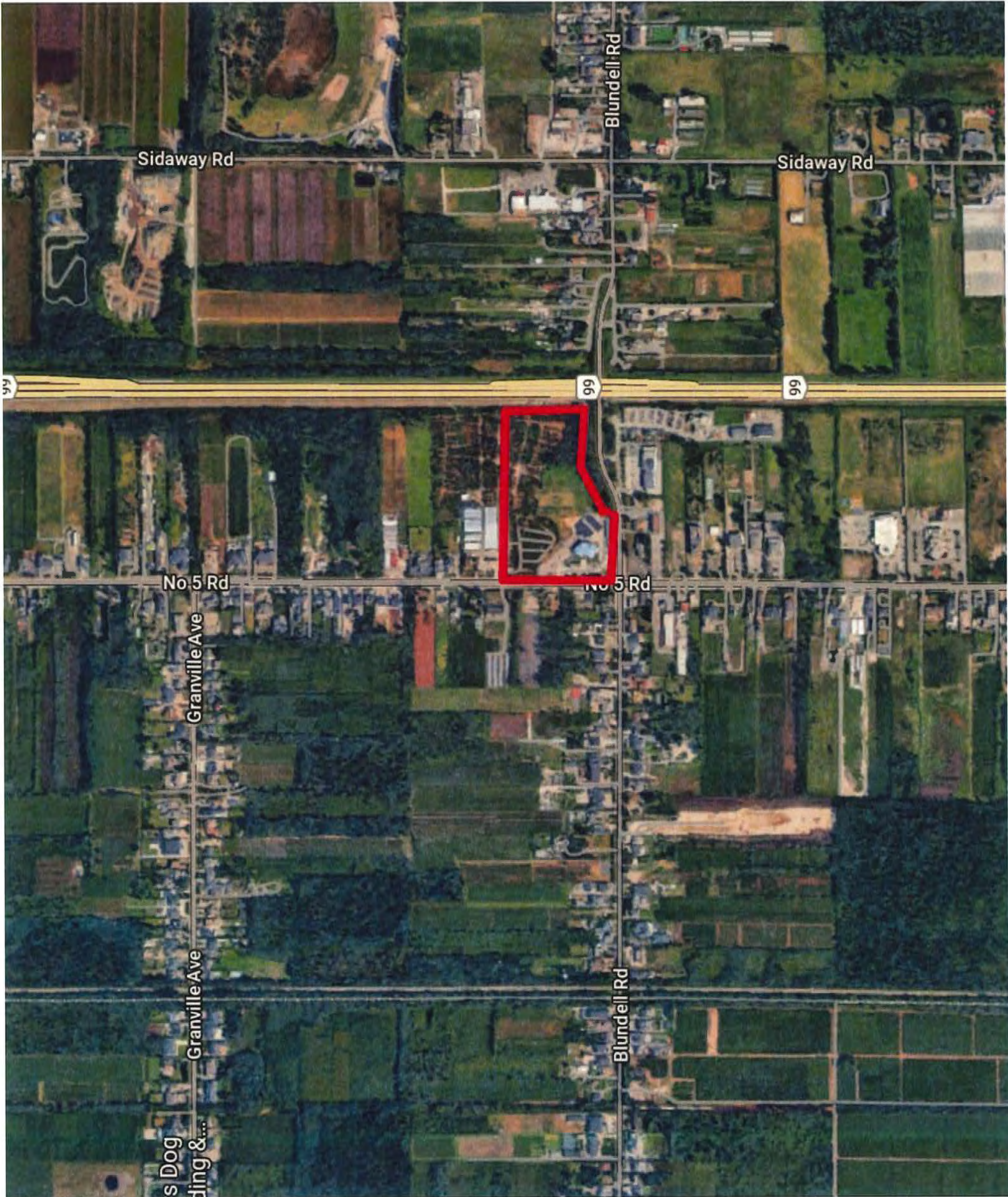
- High educational standards
- Christian based school open to both faith and non-faith based families
- Strong active community supporters
- 317 students (pre-school to Gr. 7)
- 54 full & part-time staff



Need for New Facilities



- Lack of space for classrooms and Church programs
- Portables are at end of life



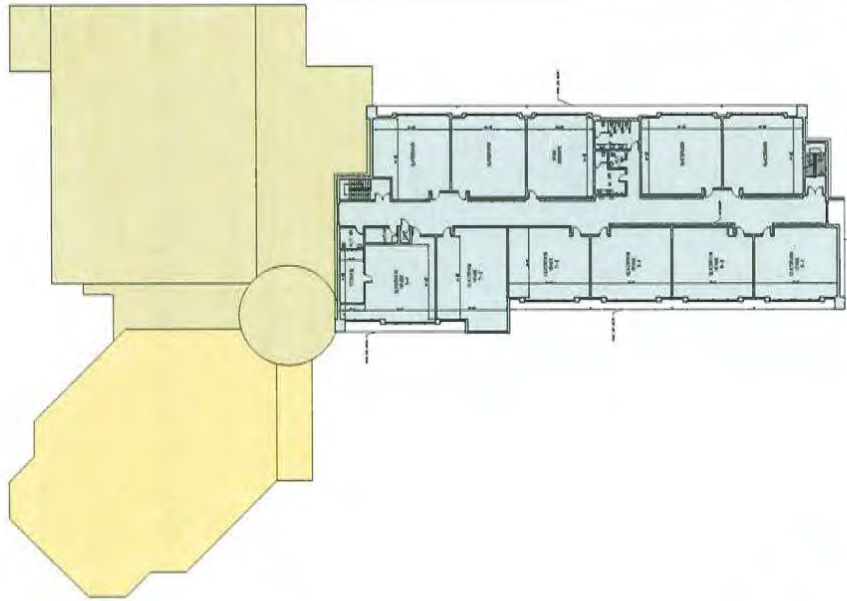
CNCL - 242

DRAWING NO.	A1.1
PROJECT NO.	1707
CHECKED BY	
DRAWN BY	
SCALE	AS SHOWN
DATE	2016-02-18

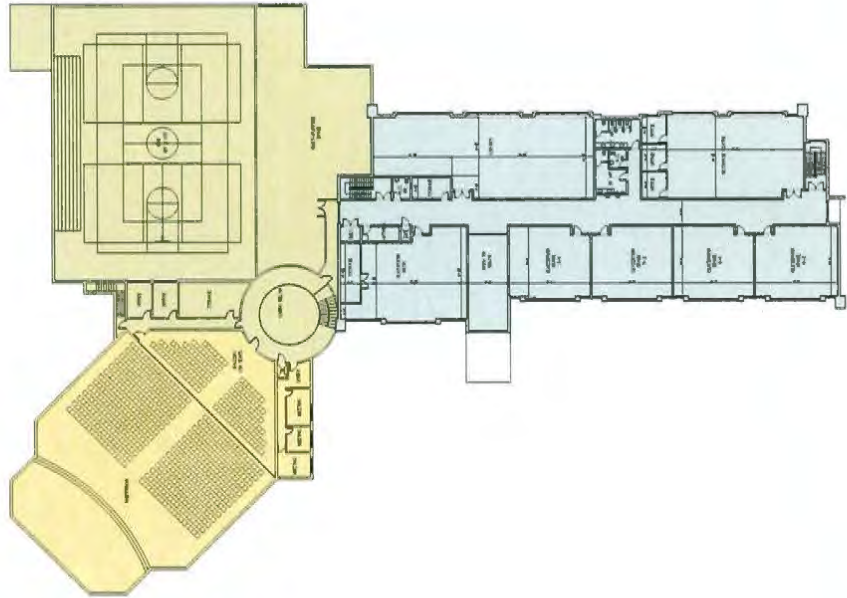
CORNERSTONE EVANGELICAL BAPTIST CHURCH
17800 NO. 5 ROAD, RICHMOND BC
•
FLOOR PLANS

DAVID J HO ARCHITECT INC.
2044 - 2005 ST JOHNS STREET PORT MOODY BC V3H 2C4
PHONE 468-8648 FAX 468-0800

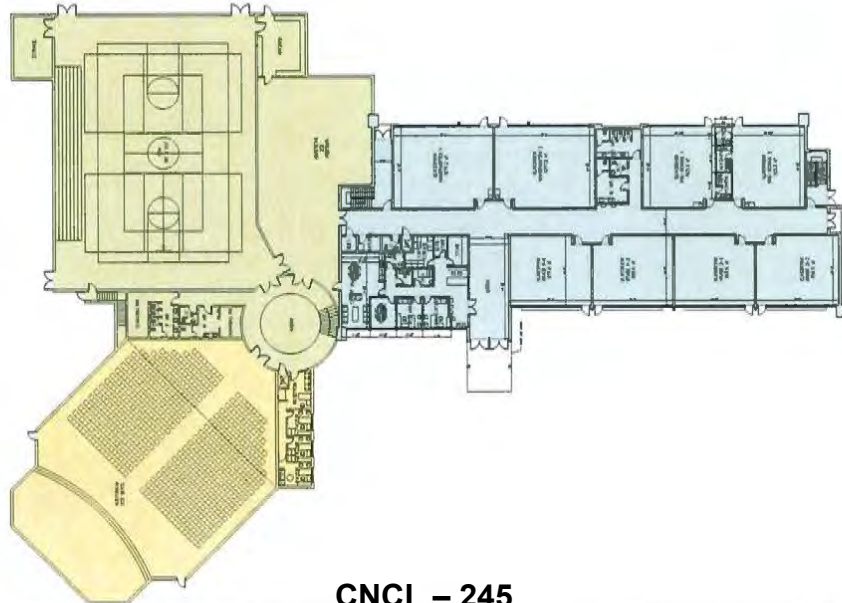
3 THIRD FLOOR PLAN
A1.1 SCALE: NTS

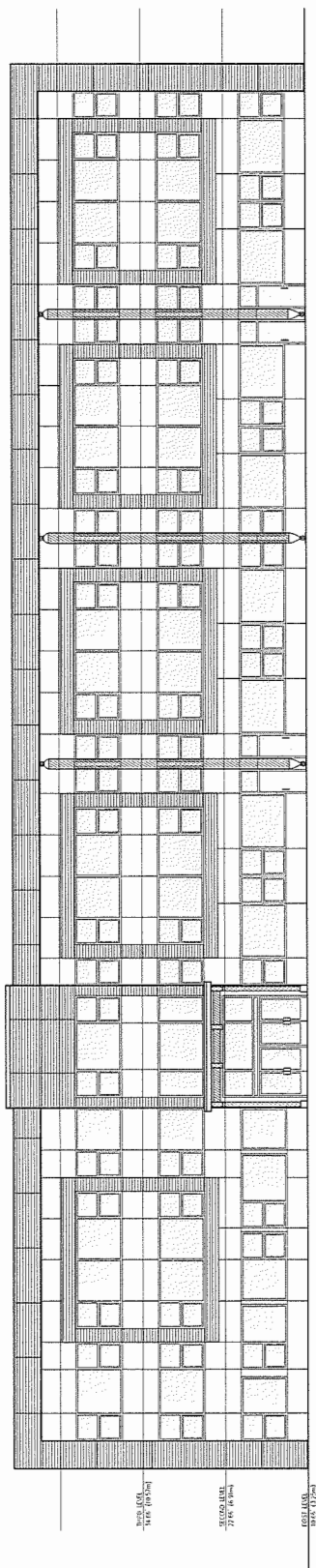


2 SECOND FLOOR PLAN
A1.1 SCALE: NTS

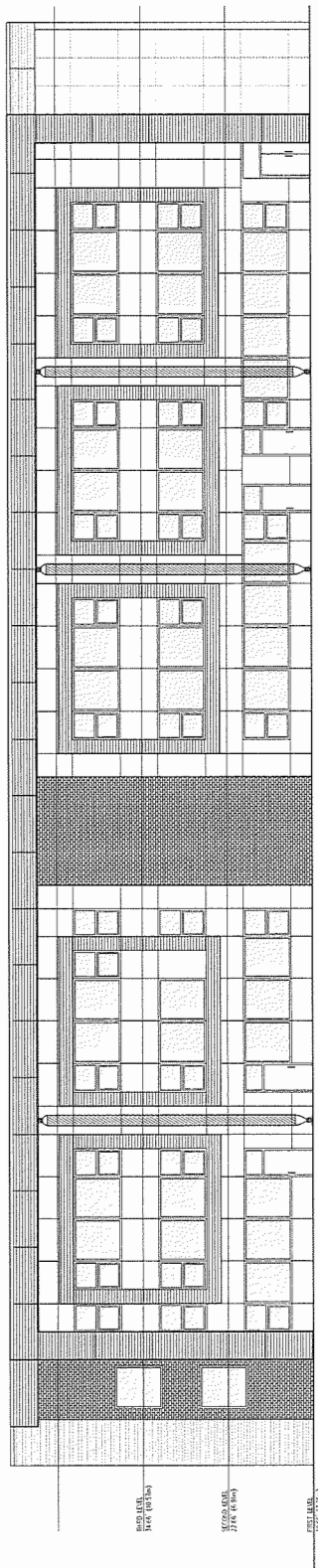


1 MAIN FLOOR PLAN
A1.1 SCALE: NTS

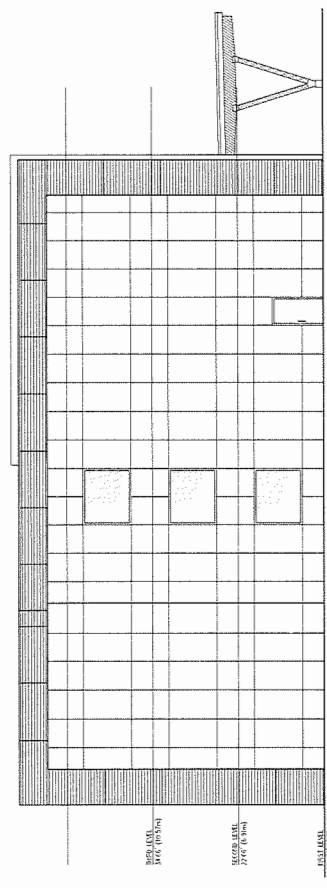




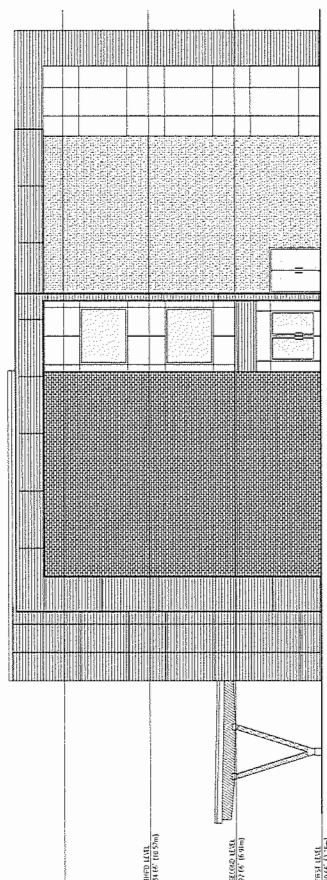
1 WEST ELEVATION
A2.0 SCALE: 1/8" = 1'-0"



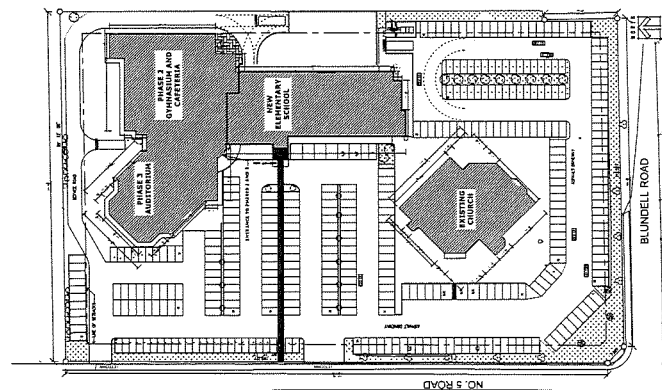
2 EAST ELEVATION
A2.0 SCALE: 1/8" = 1'-0"



3 NORTH ELEVATION



4 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



TOTAL AREA OF MAIN FLOOR
49,909 SQ. FT. (4,636.7 SQ. M.)

MAIN FLOOR PLAN SCALE: 1/64" = 1'-0"

DENSITY

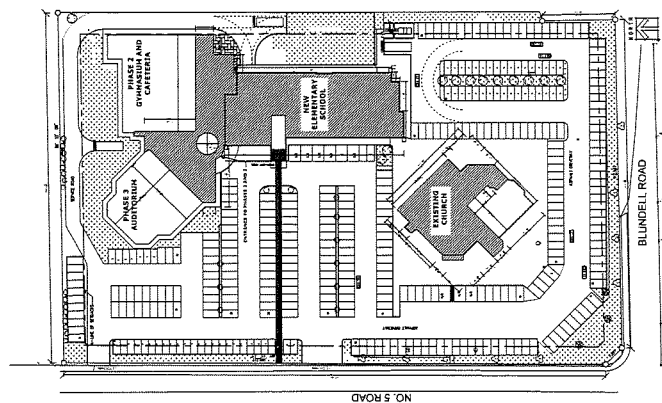
PERMITTED - 0.50

PROPOSED - 0.39

COVERAGE

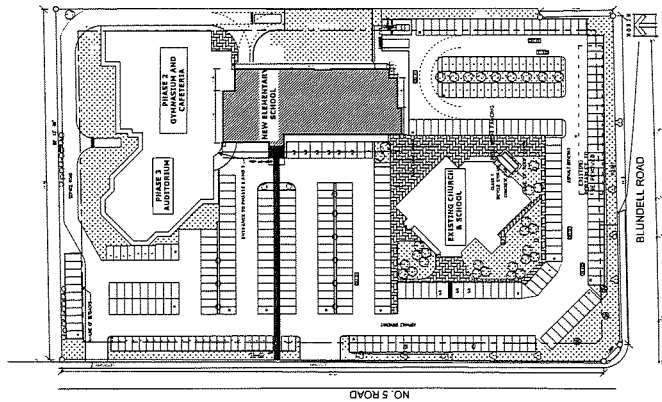
PERMITTED - 35%

PROPOSED - 26.3%



TOTAL AREA OF SECOND FLOOR
30,285.2 SQ. FT. (2,813.6 SQ. M.)

SECOND FLOOR PLAN SCALE: 1/64" = 1'-0"



TOTAL AREA OF THIRD FLOOR
14,972 SQ. FT. (1,391 SQ.M.)

THIRD FLOOR PLAN SCALE: 1/64" = 1'-0"

AREA OF EXISTING BUILDING	
MAIN FLOOR	10,616 SQ.FT. (9,86.25 SQ. M.)
SECOND FLOOR	7,868.22 SQ.FT. (730.97 SQ. M.)
TOTAL	18,484.22 SQ.FT. (1,717.23 SQ. M.)

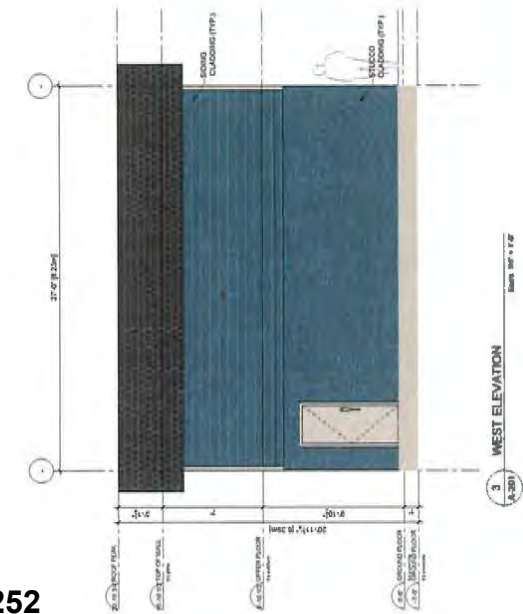
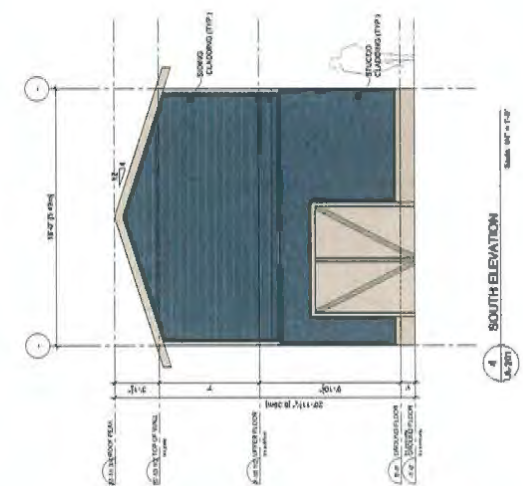
AREA OF NEW ELEMENTARY SCHOOL	
MAIN FLOOR	14,972 SQ.FT. (1,390.93 SQ. M.)
SECOND FLOOR	14,362 SQ.FT. (1,334.26 SQ. M.)
THIRD FLOOR	14,972 SQ.FT. (1,390.93 SQ. M.)
TOTAL	44,306 SQ.FT. (4,116.12 SQ. M.)

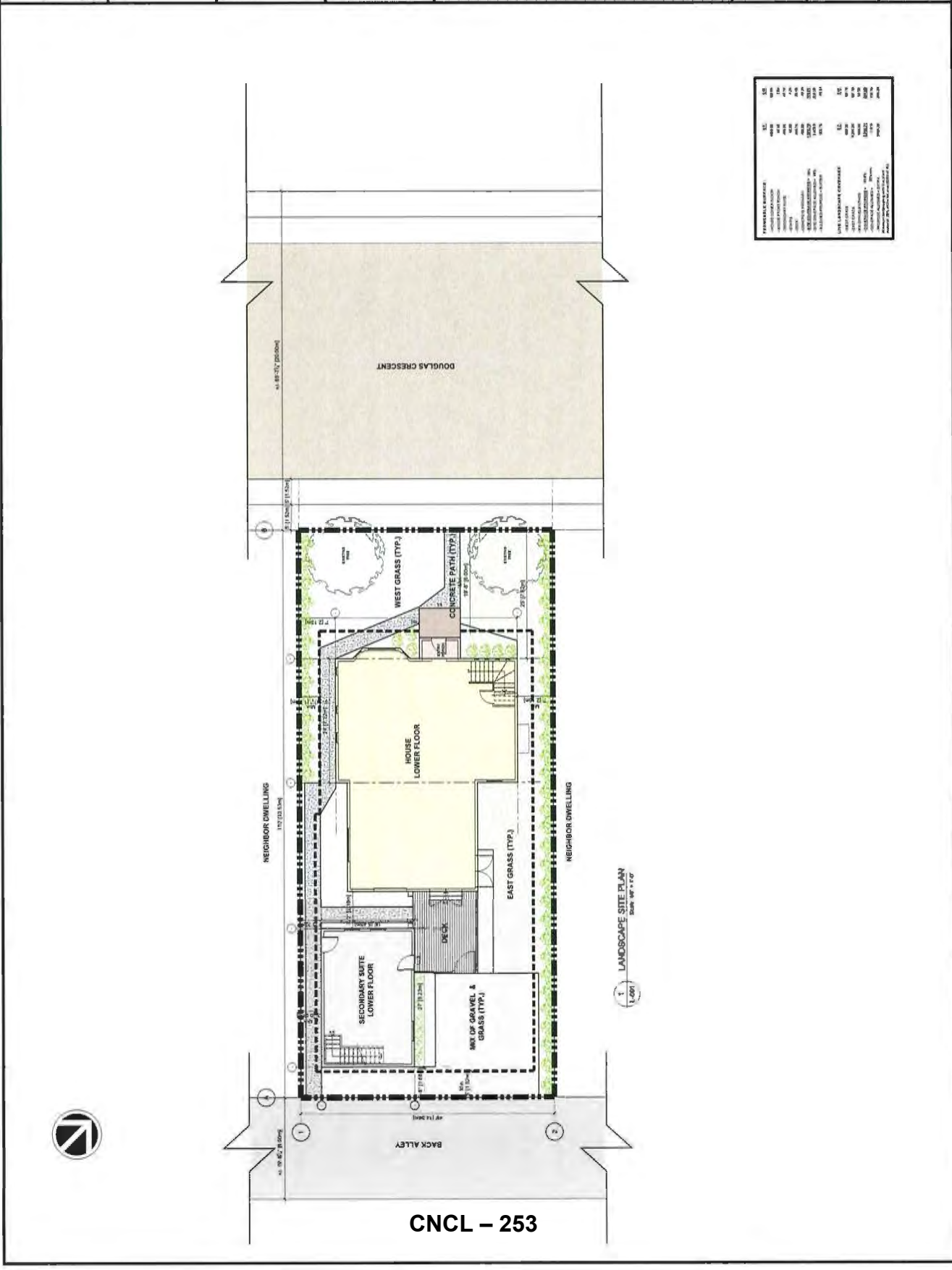
AREA OF FUTURE GYM, AUDITORIUM AND CAFETERIA	
MAIN FLOOR	24,321 SQ.FT. (2,259.47 SQ. M.)
SECOND FLOOR	8,055 SQ.FT. (748.32 SQ. M.)
TOTAL	32,376 SQ.FT. (3,007.80 SQ. M.)





CNCL – 249





CIVIC ADDRESS
#100 DOUGLAS CRESCENT
RICHMOND, B.C.

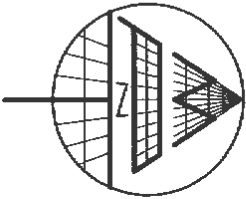
SCALE 1:150
ALL DISTANCES ARE IN METRES
UNLESS INDICATED OTHERWISE.

DIMENSIONS ARE MEASURED
AT GRADE, TO VERTICAL FACE
OF EXTERIOR BUILDING WALLS
UNLESS INDICATED OTHERWISE.

ELEVATIONS:

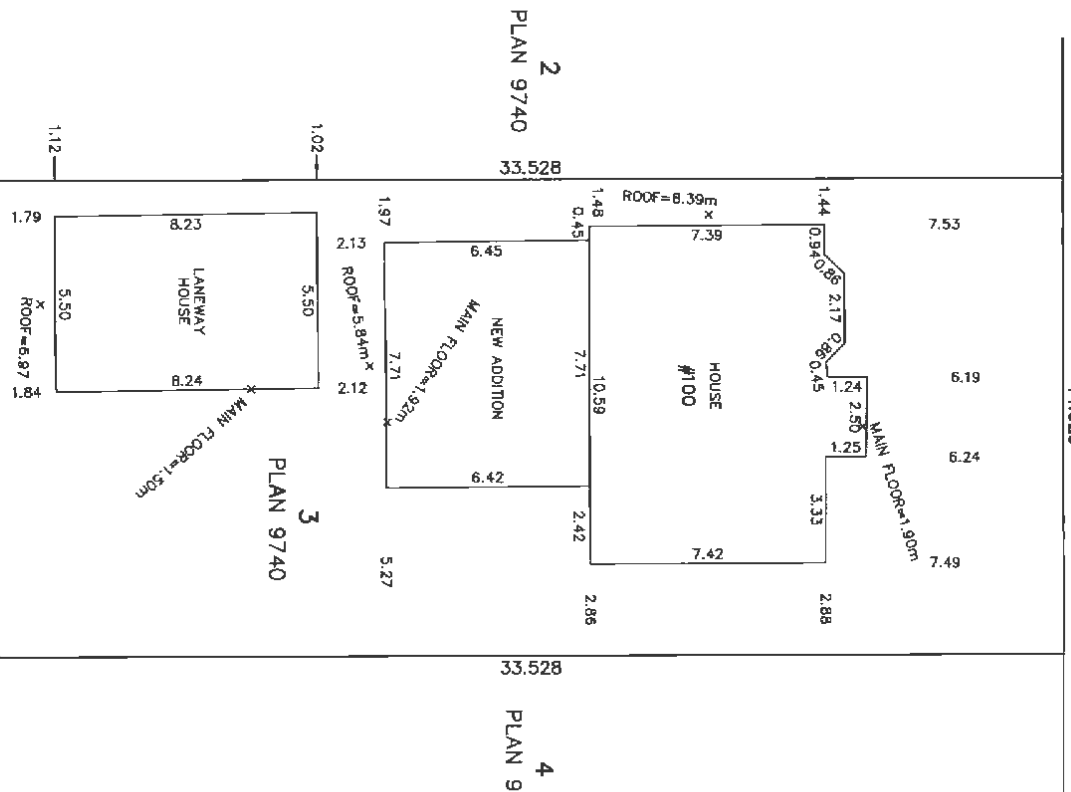
Q ROAD (HIGHEST) = 1.29 METRES

ELEVATIONS ARE REFERENCED TO
RICHMOND GEODETIC DATUM (HPN).



DOUGLAS CRESCENT

14.929



LANE





CONTACT PLAN

Scale: 1:500



1 CONTACT PHOTO #1

Scale: 1:500



2 CONTACT PHOTO #2

Scale: 1:500



3 CONTACT PHOTO #3

Scale: 1:500



4 CONTACT PHOTO #4

Scale: 1:500



5 CONTACT PHOTO #5

Scale: 1:500



6 CONTACT PHOTO #6

Scale: 1:500



7 CONTACT PHOTO #7

Scale: 1:500



8 CONTACT PHOTO #8

Scale: 1:500



9 CONTACT PHOTO #9

Scale: 1:500



10 CONTACT PHOTO #10

Scale: 1:500



**Development Permit Panel
Wednesday, September 10, 2025**

Time: 3:30 p.m.

Place: Remote (Zoom) Meeting

Present: Wayne Craig, General Manager, Planning and Development, Chair
Marie Fenwick, Director, Arts, Culture and Heritage
Milton Chan, Director, Engineering

The meeting was called to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on August 27, 2025 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 24-012258
(REDMS No. 8078092)

APPLICANT: Jim Ralph

PROPERTY LOCATION: 3200 No. 3 Road

INTENT OF DEVELOPMENT PERMIT:

Permit the construction of a hotel and residential development at 3200 No. 3 Road on a site zoned "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)".

Development Permit Panel

Wednesday, September 10, 2025

Applicant's Comments

Jim Ralph, of Pinnacle International, introduced the project, and Doug Nelson, of Bingham + Hill Architects, and Dylan Chernoff, of Durante Kreuk Ltd., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the application, highlighting the following:

- in 2022, a Development Permit (DP 18-821292) was issued by Council for Phase 4 (the subject phase, which includes Building K and Building L), the final phase of the multi-phase Pinnacle Centre at Capstan Village and a Building Permit was subsequently issued later that year;
- in 2024, a Development Permit (DP 24-012258) application proposing changes to the previously approved DP (DP 18-821292) was considered and endorsed by the Development Permit Panel which includes, among others, changing the use and form of Building L from residential to hotel use;
- the subject proposal is proposing further changes affecting both Building K and Building L as part of the previously endorsed DP 24-012258;
- proposed architectural changes include, among others, revisions to the façades of Building K and Building L, modifications to the east elevation of the development adjacent to the auto court, revisions to the residential and hotel floor plans, and changing the arrangement of indoor amenity spaces;
- proposed change of material for the exterior wall at the northeast corner of Building L from metal to glass spandrel to deter graffiti and address Panel concerns at the previous consideration of the subject Development Permit application;
- proposed landscape changes include, among others, relocating the swimming pool and outdoor deck from the podium level to the rooftop of Building L and associated changes to the landscaping on the podium, increasing the number of private outdoor residential terraces on the rooftop of Building K, landscape changes at the entrance to and in the auto court, and installing a planter at the base of the wall at the northeast corner of Building L to restrict access to the wall to avoid graffiti; and
- there will be no changes to the proposed use, building height, number of storeys, gross floor area, and materials and colours of Building K and Building L.

Development Permit Panel

Wednesday, September 10, 2025

Staff Comments

Joshua Reis, Director, Development, noted that (i) the construction of Buildings K and L is currently underway, (ii) there is a Servicing Agreement associated with the proposed development including utility works, frontage improvements including the future road improvement between No. 3 Road and Carscallen Road, and construction of adjacent parks, (iii) the proposed hotel use, height and densities are consistent with the zoning of the subject site, (iv) the applicant is required to register a legal agreement to ensure that the rooftop area is used in a manner that is consistent with the Aeronautical Zoning Regulations applicable to the site with respect to height, (v) the applicant has agreed to register a legal agreement regarding the use of the hotel suites and units to ensure that those units will not be stratified, and (vi) the applicant's consultants have confirmed that the relocation of the pool to the upper level of Building L is structurally feasible.

Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) a number of residential studio units have been combined to create one-bedroom units, thereby reducing the number of residential units while maintaining their gross floor area, (ii) the relocation of the swimming pool from the podium to the rooftop of Building L is proposed to provide for a bigger pool due to the large number of hotel units proposed, avoid the noise from the Skytrain, and allow more sunlight exposure into the pool and deck area, (iii) the planter along the wall at the northeast corner of Building L is proposed to be installed to limit access to the blank wall to deter graffiti, (iv) the terraces on the rooftop of Building K are private outdoor spaces and are not intended for shared use, and (v) the applicant is applying for air space parcel subdivision to separate the residential units.

Correspondence

None.

Gallery Comments

None.

Panel Discussion

The Panel expressed support for the proposal, noting the applicant's attention to detail. Additionally, the Panel encouraged the applicant to work with staff regarding their application for air space parcel subdivision.

Development Permit Panel

Wednesday, September 10, 2025

Panel Decision

It was moved and seconded

That a Development Permit (DP) be issued which would permit the construction of a hotel and residential development at 3200 No. 3 Road on a site zoned "Residential/Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)".

CARRIED

2. DEVELOPMENT VARIANCE PERMIT 25-019257 (REDMS No. 8132067)

APPLICANT: Site Path Consulting Ltd.

PROPERTY LOCATION: 4611 Viking Way

INTENT OF DEVELOPMENT PERMIT:

1. Vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum permitted height for an accessory structure from 20.0 m to 27.0 m, to facilitate construction of a telecommunication monopole tower on a site zoned "Industrial Business Park (IB1)"; and
2. Grant of concurrence by Richmond City Council to the proposed telecommunication monopole tower at 4611 Viking Way.

Applicant's Comments

Brian Gregg, of Site Path Consulting, with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 2), provided background information on the application including the necessity for installing the proposed telecommunication tower, coverage objectives, rationale for selecting the proposed site, and tower design and site plan, highlighting the following:

- there is increasing demand for network connection driven by the rising number of data-intensive devices such as smartphones, tablets and laptops;
- the proposed monopole tower would infill existing coverage gaps in the light industrial and commercial areas including the business parks surrounding the proposed location of the tower;
- the proposed site was selected as the installation of the proposed tower is consistent with the zoning of the site and complies with the requirements of Council Policy 5045 - Telecommunications Antenna Consultation and Siting Protocol;
- the applicant has tried to look for opportunities for co-location on existing towers in nearby areas but was unsuccessful as those towers did not have sufficient space available at the required elevation needed for their infrastructure;

Development Permit Panel

Wednesday, September 10, 2025

- a flush-mounted monopole tower is proposed which provides more visual interest than other tower designs;
- cedar fencing and hedge planting are proposed to provide screening to the tower from the street and enhancements to existing on-site landscaping are also proposed; and
- the proposed tower has been approved by Transport Canada and NAV Canada and had no concerns with regard to its proposed height.

Staff Comments

Mr. Reis noted that (i) cedar fencing and additional landscaping are proposed to further screen the proposed tower at ground level, particularly from Highway 99, (ii) the existing on-site landscaping will be retained and additional planting is proposed, (iii) the proposed tower structure will occupy approximately three parking stalls on the subject site which continues to be compliant with its zoning and required parking under the City 's Zoning Bylaw after the installation of the facility, and (iv) the applicant has confirmed that the proposed tower can support and accommodate future co-location of future antennas.

Panel Discussion

In reply to queries from the Panel, the applicant noted (i) the proposed tower does not require approval from the Canadian Radio-Television and Telecommunications Commission (CRTC), and (ii) should another network provider make a co-location request for the subject tower in the future, they will need to submit a co-location request to the Telus co-location department in accordance with well established procedures, and as per federal tower sharing requirements, Telus would be obligated to respond to a request for co-location and offer a position on the tower.

Correspondence

None.

Gallery Comments

None.

Development Permit Panel
Wednesday, September 10, 2025

Panel Decision

It was moved and seconded

1. *That a Development Variance Permit be issued which would vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum permitted height for an accessory structure from 20.0 m to 27.0 m, to facilitate construction of a telecommunication monopole tower on a site zoned "Industrial Business Park (IB1)"; and*
2. *That Richmond City Council grant concurrence to the proposed telecommunication monopole tower at 4611 Viking Way.*

CARRIED

3. New Business

It was moved and seconded

That the Development Permit Panel meeting tentatively scheduled on Wednesday, September 24, 2025, be cancelled.

4. Date of Next Meeting: October 16, 2025

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:14 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, September 10, 2025.

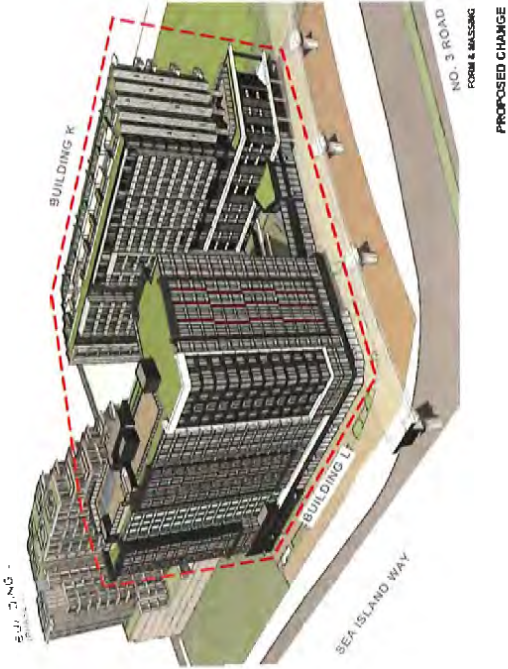
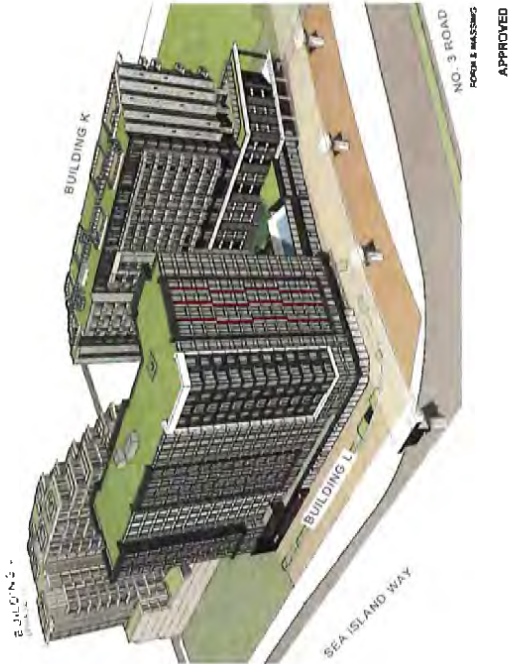
Wayne Craig
Chair

Rustico Agawin
Committee Clerk

**PINNACLE CENTRE
@ CAPSTAN VILLAGE: PHASE 4
PROPOSED MINOR AMENDMENTS**
3200 No. 3 Rd. Richmond BC

DP 18-821292 & 24-012258
DP Panel Presentation: Sep. 10, 2025

CNCL – 263



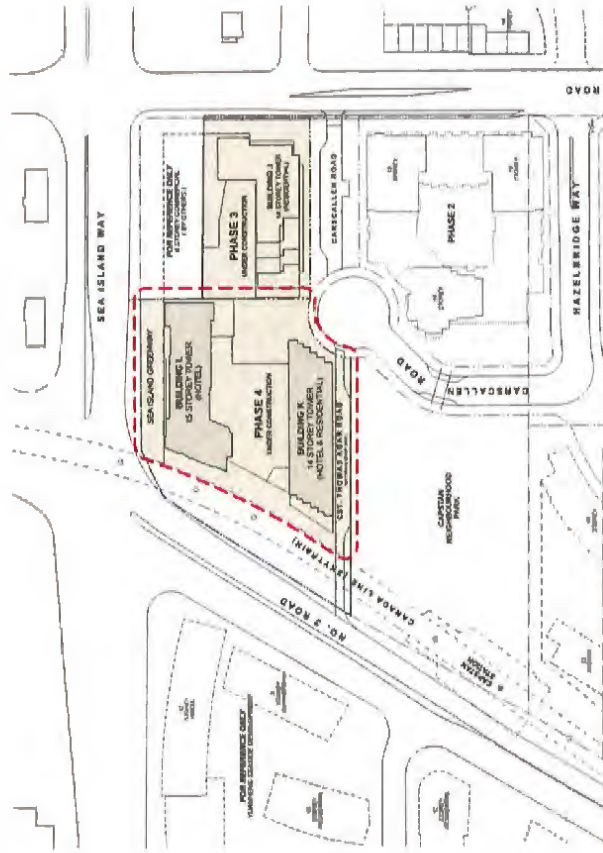
PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025

bingham hill



LOCATION MAP



CONTEXT PLAN

CNCL – 264

LOCATION PLAN

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
 3200 No. 3 Road, Richmond BC
 for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
 DP Panel Presentation: Sep 10, 2025





VIEW FROM SEXSMITH & SEA ISLAND WAY



VIEW FROM NO. 3 ROAD LOOKING NORTH



VIEW FROM NO. 3 ROAD LOOKING NORTH



VIEW FROM NO. 3 ROAD & SEA ISLAND WAY



VIEW FROM NO. 3 ROAD LOOKING SOUTH



VIEW FROM NO. 3 ROAD LOOKING SOUTH



PHASE 4: BUILDING K
September 5, 2025



PHASE 4: BUILDING L
September 5, 2025



PHASE 3
July 15, 2025



PHASE 3
July 15, 2025

CURRENT SITE CONDITION

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

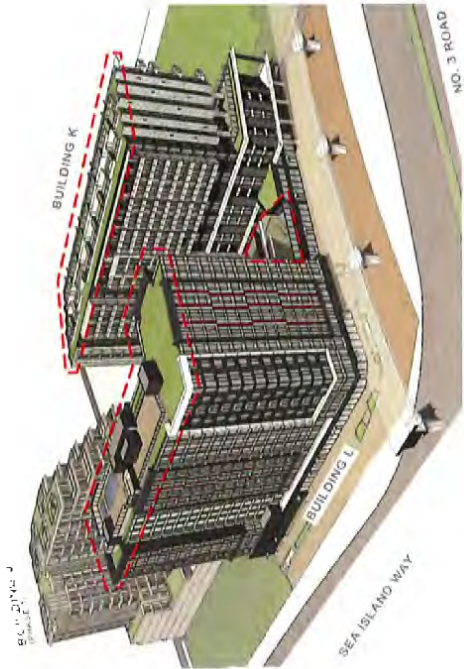
DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025

bingham hill
ARCHITECTS
100-1100 West 104th Avenue
Richmond, BC V6X 3E7
Tel: 604-273-1100
www.binghamhill.ca

4



APPROVED DP



PROPOSED REVISIONS

ZONING BYLAW:	BUILDING K		BUILDING L	
	ZMU25	BUILDING K	ZMU25	BUILDING L
APPROVED USES:	• RESIDENTIAL • HOTEL	• RESIDENTIAL • HOTEL	• RESIDENTIAL • HOTEL	• RESIDENTIAL • HOTEL
GROSS FLOOR AREA:	25,878.9 m ²	25,878.9 m ²	25,878.9 m ²	25,878.9 m ²
BUILDING HEIGHT:	47.0m	47.0m	47.0m	47.0m
NO. STOREYS:	14	14	15	15
NO. RESIDENTIAL UNITS	115	115	N/A	N/A
FAMILY UNITS	41.7% (48)	41.7% (48)	N/A	N/A
NO. HOTEL SUITES	132	132	315	315

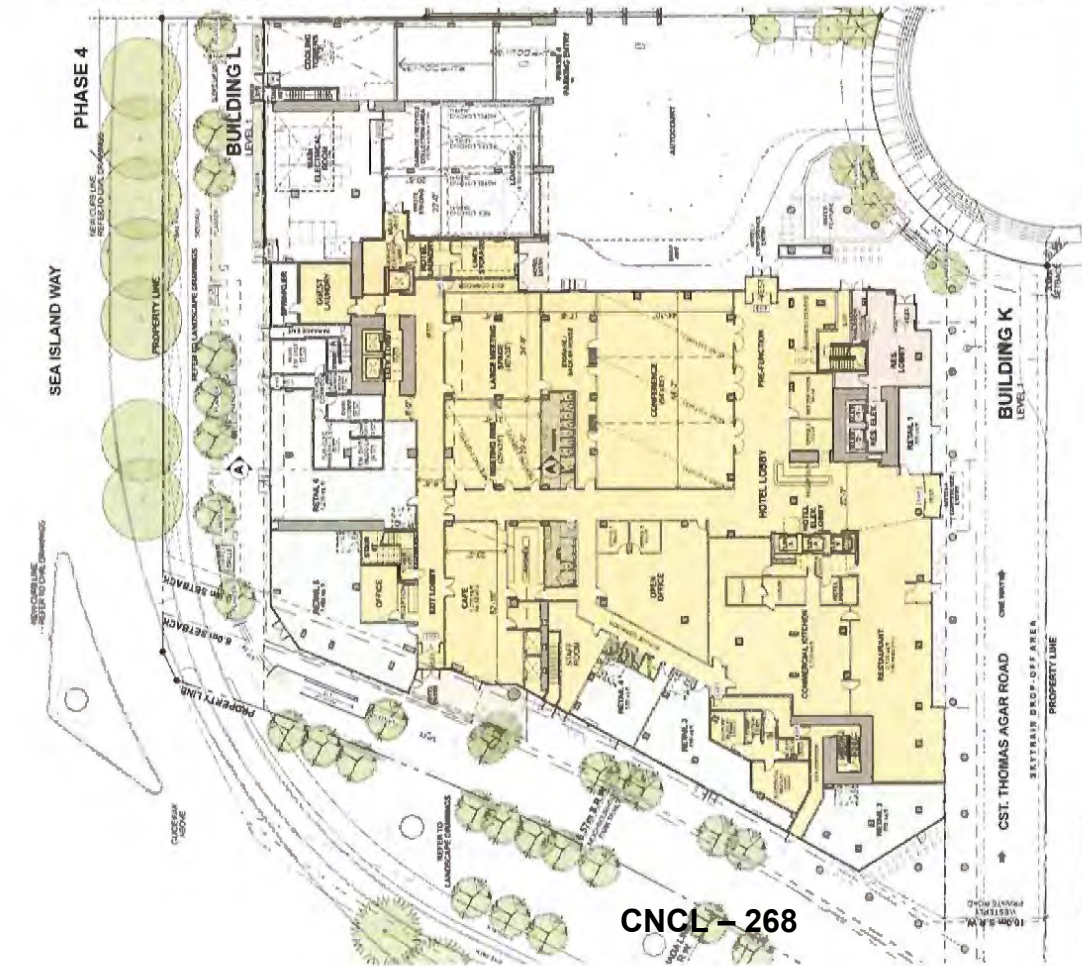
ZONING BYLAW:	BUILDING K		BUILDING L	
	ZMU25	BUILDING K	ZMU25	BUILDING L
PROPOSED USES:	• RESIDENTIAL • HOTEL	• RESIDENTIAL • HOTEL	• RESIDENTIAL • HOTEL	• RESIDENTIAL • HOTEL
GROSS FLOOR AREA:	25,878.9 m ²	25,878.9 m ²	25,878.9 m ²	25,878.9 m ²
BUILDING HEIGHT:	47.0m	47.0m	47.0m	47.0m
NO. STOREYS:	14	14	15	15
NO. RESIDENTIAL UNITS	115	115	N/A	N/A
FAMILY UNITS	41.7% (48)	41.7% (48)	N/A	N/A
NO. HOTEL SUITES	132	132	315	315

SUMMARY STATISTICS

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025

b i n g a m h i l l



CNCL - 268

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
 3200 No. 3 Road, Richmond BC
 for: Pinnacle Living (Capstan Village) Lands Inc.

LEVEL 1

DP 18-821292 & 24-012258
 DP Panel Presentation: Sep 10, 2025



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 Fax: 604.681.1112
 www.binghamhill.ca



CNCL - 269

FLOOR AREA DESIGNATION

- RESIDENTIAL - MARKET
- RESIDENTIAL - AFFORDABLE HOUSING
- RESIDENTIAL - MARKET S.U.N.
- RESIDENTIAL - MARKET
- RESIDENTIAL - MARKET
- NON-RESIDENTIAL OFFICE/RETAIL
- NON-RESIDENTIAL OFFICE/RETAIL
- NON-RESIDENTIAL OFFICE/RETAIL
- NON-RESIDENTIAL OFFICE/RETAIL
- NON-RESIDENTIAL OFFICE/RETAIL

LEVEL 2
APPROVED DP

**INDICATES EXTENT OF
PROPOSED REVISIONS**

LEVEL 2
PROPOSED REVISION

LEVEL 2

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025

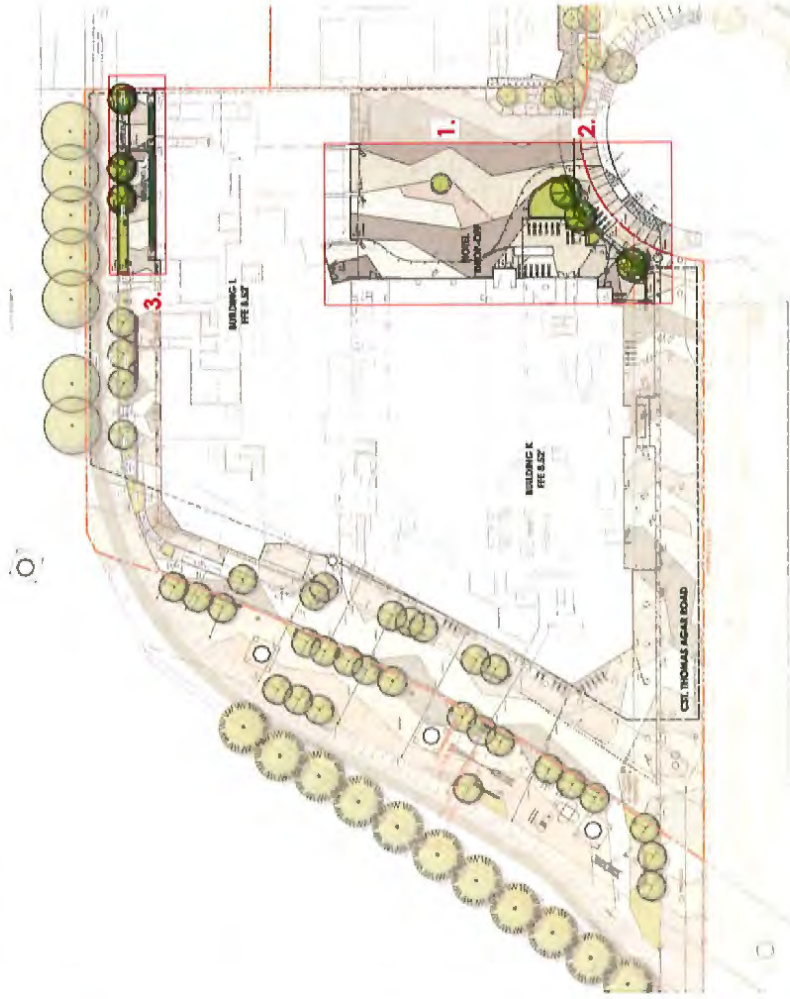
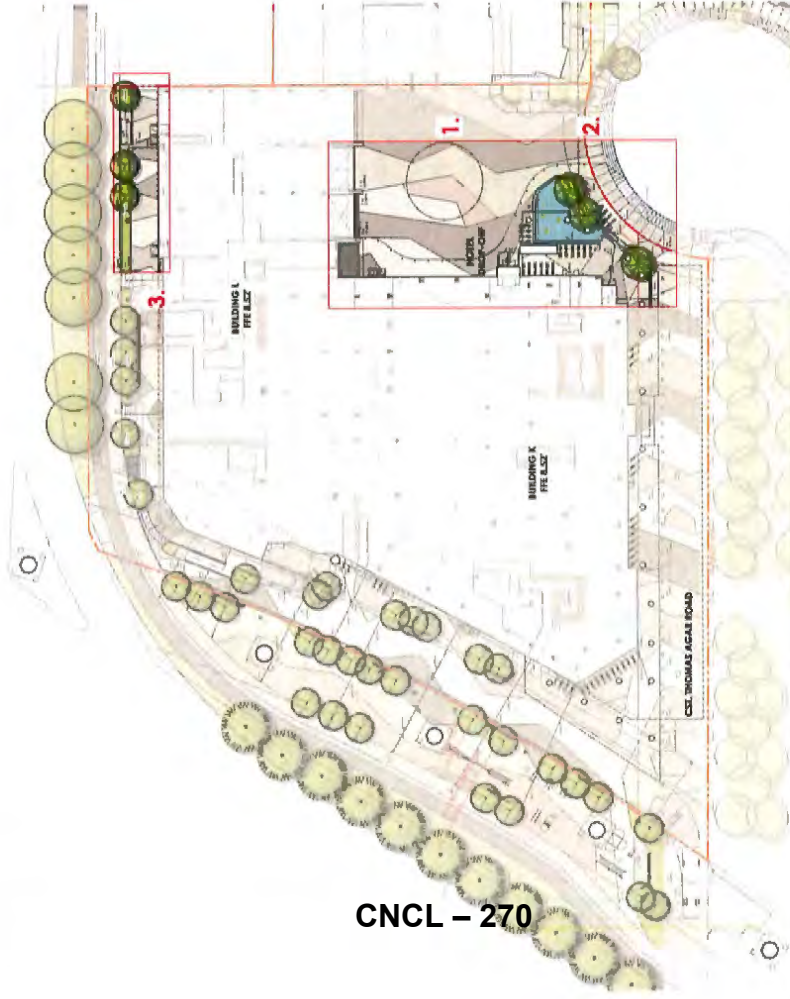


CAPSTAN VILLAGE PHASE 4 - GROUND LEVEL

APPROVED
DP APPLICATION 2024

NEW
DP APPLICATION 2025

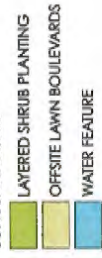
CNCL - 270



PROPOSED REVISIONS:

1. A PLANTER HAS BEEN ADDED TO THE AUTO-COURT.
2. WATER FEATURE CHANGED TO PLANTER WITH SEASONAL PLANTING.
3. A PLANTER HAS BEEN ADDED TO LIMIT ACCESS TO THE BLANK WALL.

SOFTSCAPE LEGEND



CAPSTAN VILLAGE PHASE 4 - LEVEL 2



APPROVED
DP APPLICATION 2024



CNCL - 271

NEW
DP APPLICATION 2025



PROPOSED REVISIONS:

1. EXPANDED AMENITY RE-PROGRAMMED TO ALLOW FOR FLEXIBLE USE.
2. SWIMMING POOL FOR THE NON-RESIDENTIAL AMENITY (HOTEL) RELOCATED TO THE ROOFTOP. OUTDOOR FITNESS EXTENDING FROM THE INDOOR FITNESS ADDED ALONG WITH A PUTTING GREEN.

SEPARATE AMENITY SPACES FOR HOTEL GUESTS AND RESIDENTS

SOFTSCAPE LEGEND

SHRUB PLANTING
HEDGE PLANTING
ARTIFICIAL TURF
OPEN LAWN
SAND



- FLOOR AREA DESIGNATION**
- RESIDENTIAL - MARKET
 - RESIDENTIAL - AFFORDABLE HOUSING
 - RESIDENTIAL - MARKET 8 U/H
 - RESIDENTIAL - INDOOR AMENITY
 - NON-RESIDENTIAL OFFICE/RETAIL
 - NON-RESIDENTIAL INDOOR AMENITY
 - NON-RESIDENTIAL HOTEL
 - NON-RESIDENTIAL INDOOR AMENITY

LEVEL 6
APPROVED DP

**INDICATES EXTENT OF
PROPOSED REVISIONS**

LEVEL 6
PROPOSED REVISION

LEVEL 6

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025





CNCL - 273

- FLOOR AREA DESIGNATION**
- RESIDENTIAL - MARKET
 - RESIDENTIAL - AFFORDABLE HOUSING
 - RESIDENTIAL - MARKET 8 U/L
 - RESIDENTIAL - INDOOR AMENITY
 - NON-RESIDENTIAL, OFFICE/RETAIL
 - NON-RESIDENTIAL, INDOOR AMENITY
 - NON-RESIDENTIAL, HOTEL
 - NON-RESIDENTIAL, INDOOR AMENITY

LEVEL 9 & 10
APPROVED DP

INDICATES EXTENT OF
PROPOSED REVISIONS

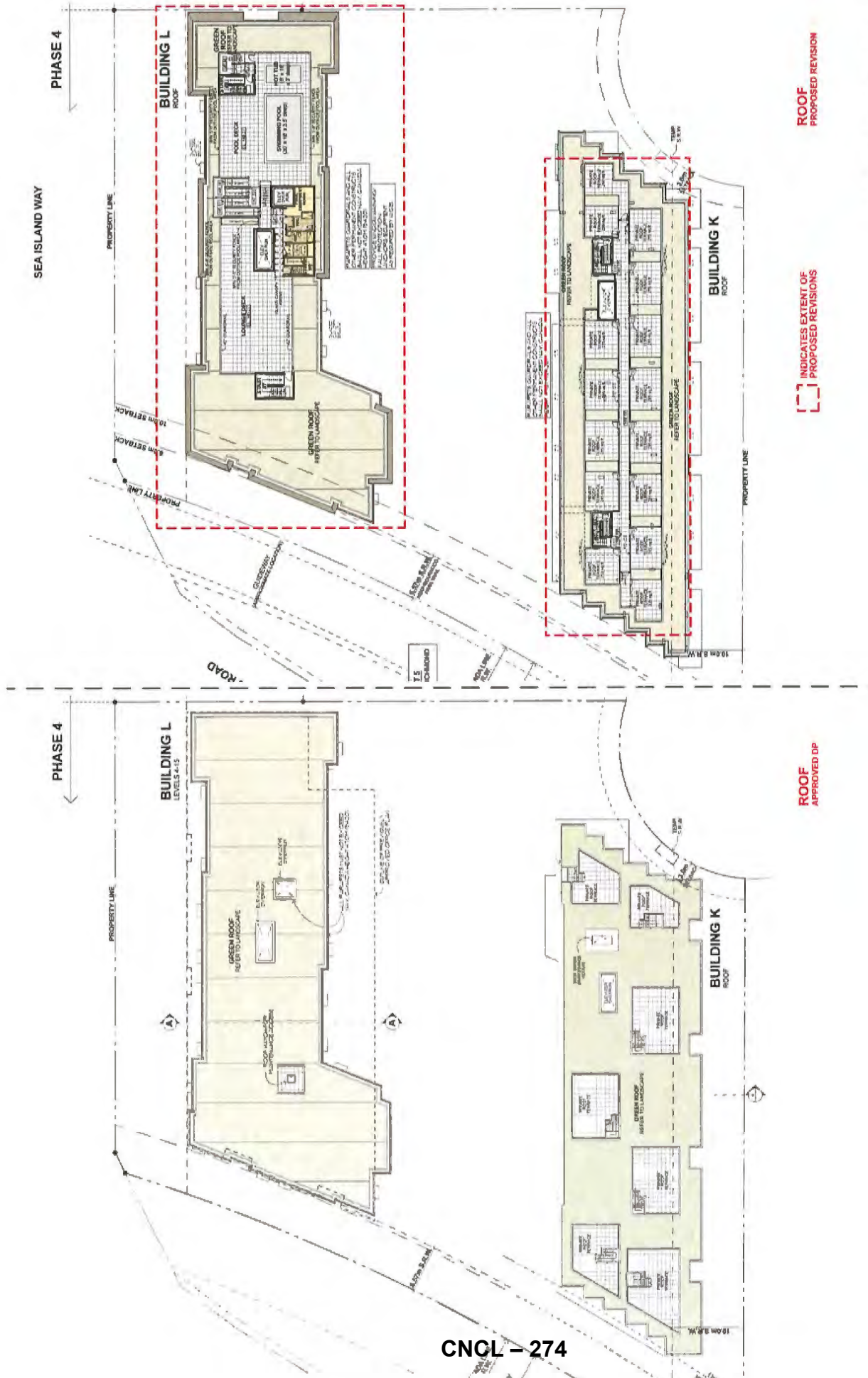
LEVEL 9 & 10
PROPOSED REVISION

LEVEL 9 / 10

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
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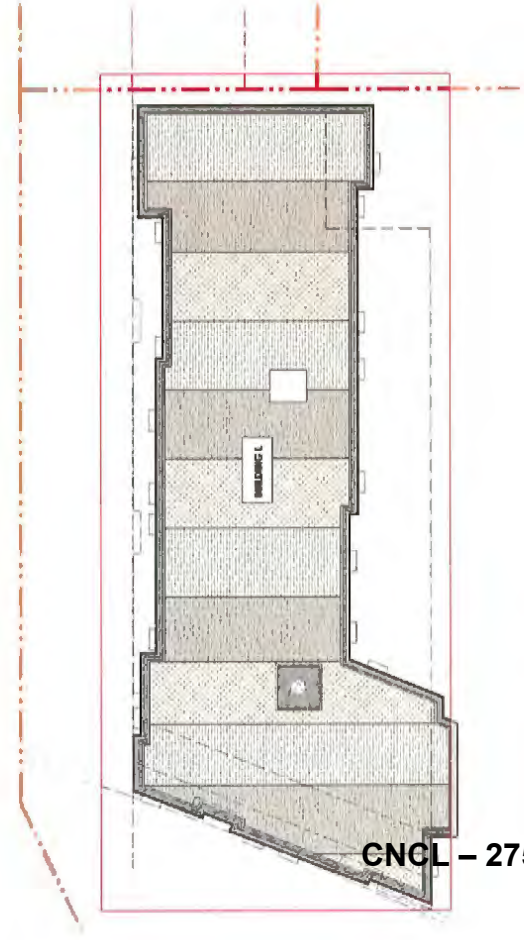
DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025





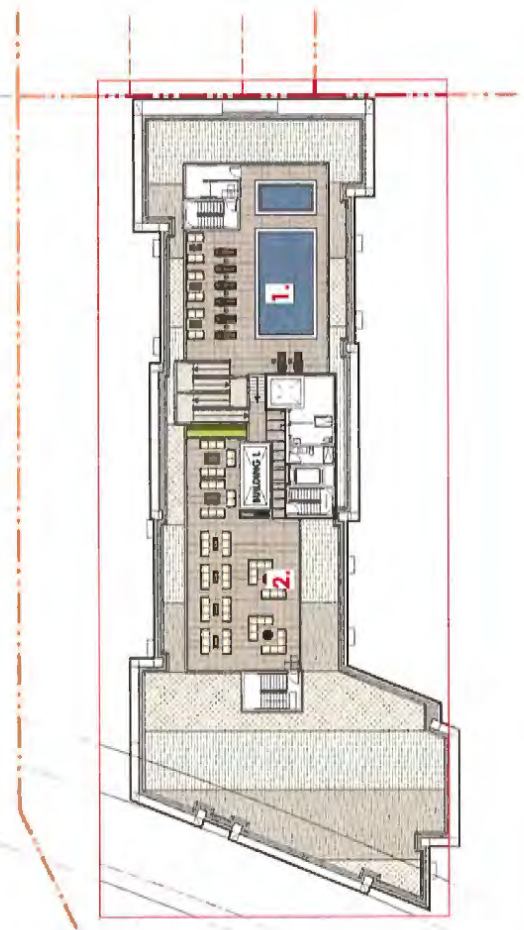
CAPSTAN VILLAGE
PHASE 4 - BUILDING L ROOF

APPROVED
DP APPLICATION 2024



CNCL - 275

NEW
DP APPLICATION 2025



PROPOSED REVISIONS:

- 1. SWIMMING POOL FOR THE NON-RESIDENTIAL AMENITY (HOTEL) RELOCATED TO THE ROOFTOP.
- 2. LOUNGING SPACE ADDED TO THE LOWER AMENITY DECK.

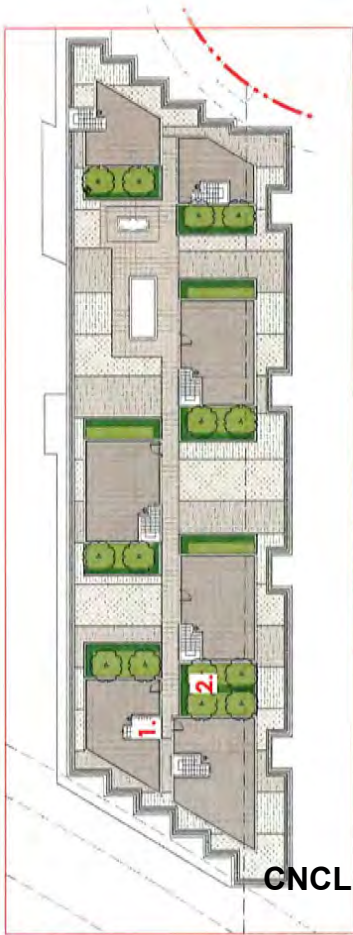
SOFTSCAPE LEGEND

[Green Box]	SHRUB PLANTING
[Dark Green Box]	HEDGE PLANTING
[Blue Box]	SWIMMING POOL
[Light Green Box]	EXTENSIVE GREEN ROOF

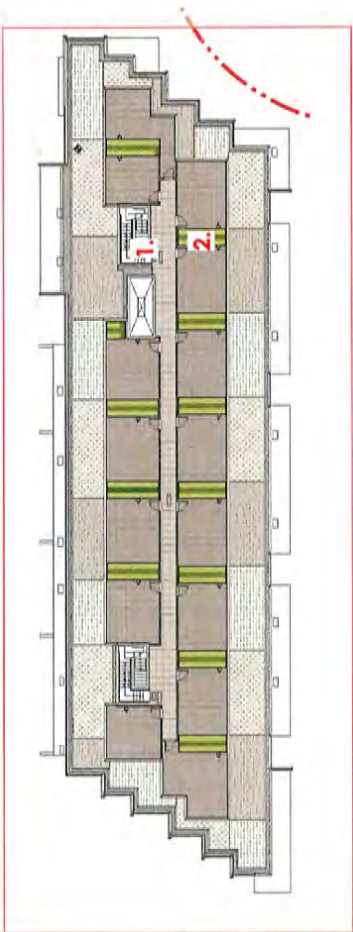
CAPSTAN VILLAGE
PHASE 4 - BUILDING K ROOF

APPROVED
DP APPLICATION 2024

NEW
DP APPLICATION 2025



CNCL – 276

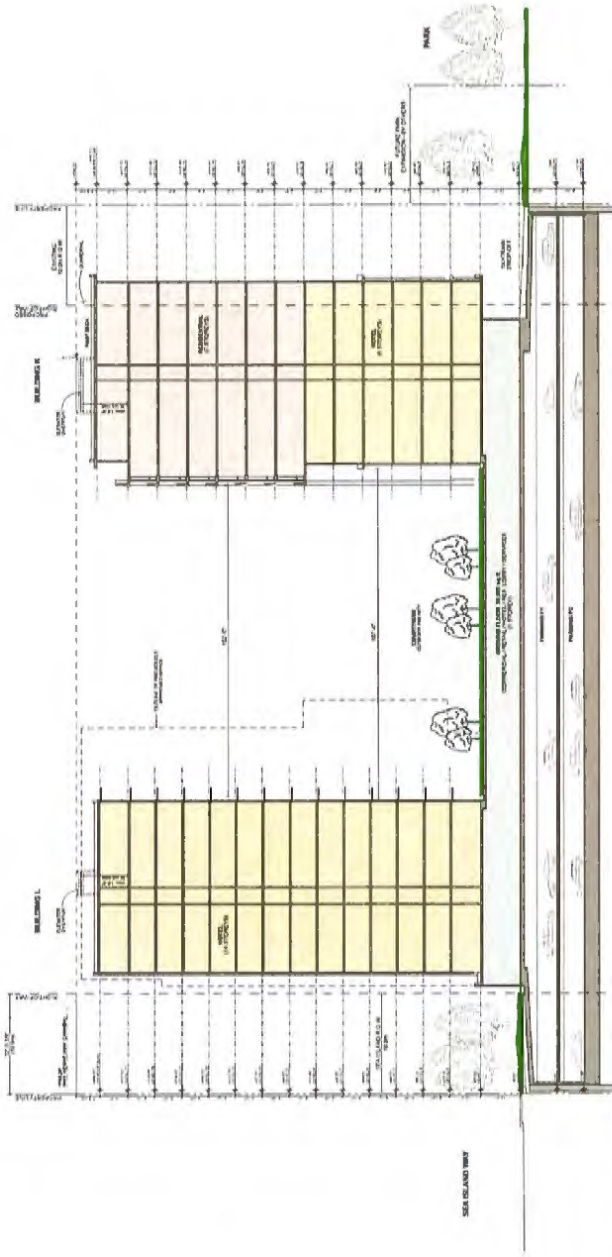


PROPOSED REVISIONS:

1. PATIOS UPDATED TO REFLECT UPDATED COMMON ARCHITECTURAL STAIRCASES.
2. TREES REMOVED FROM THE ROOFTOP AS PER NAVCAN RESTRICTION.

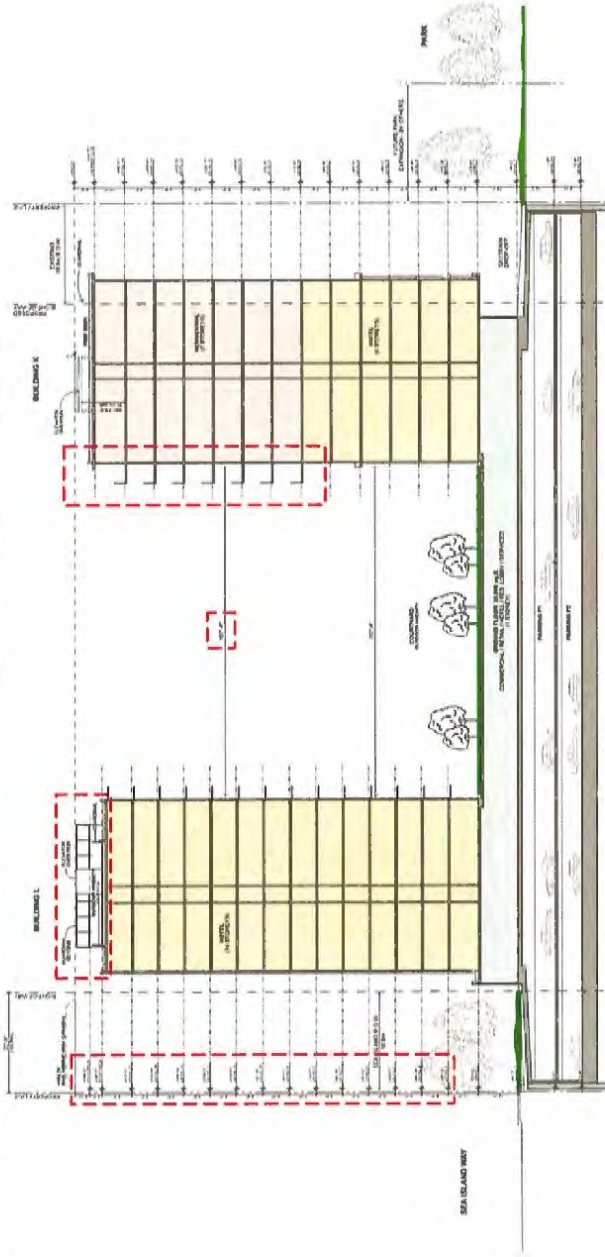
SOFTSCAPE LEGEND

SHRUB PLANTING
HEDGE PLANTING
EXTENSIVE GREEN ROOF



SECTION A
APPROVED DP

CNCL - 277



INDICATES EXTENT OF
PROPOSED REVISIONS

SECTION A
PROPOSED REVISION

SECTION A

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025

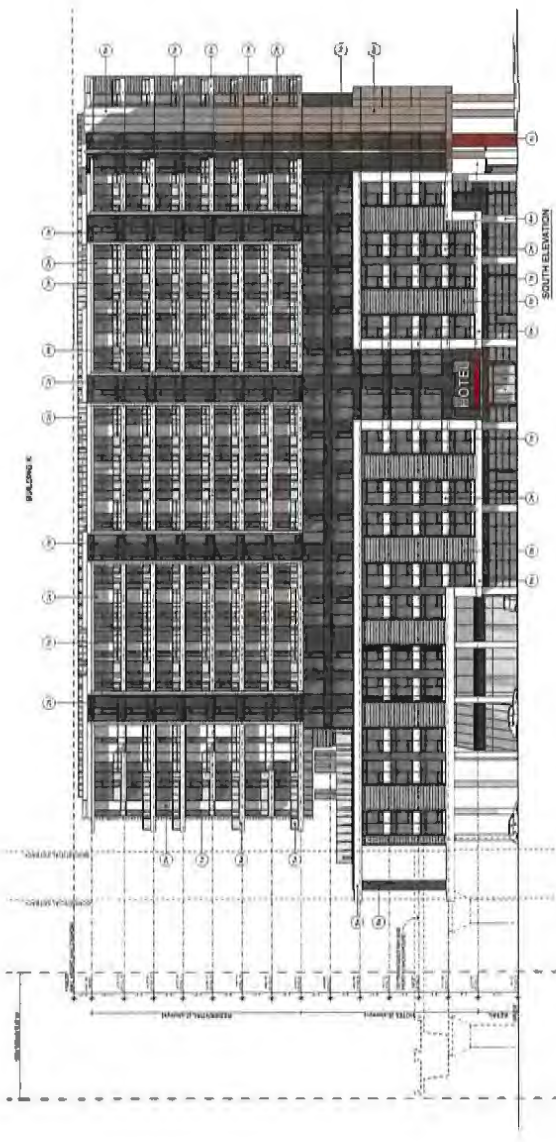
PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

bingham-hill
architects
11-1111 11th Street
Richmond BC V6V 1A1
Tel: 604-273-1111
Fax: 604-273-1112

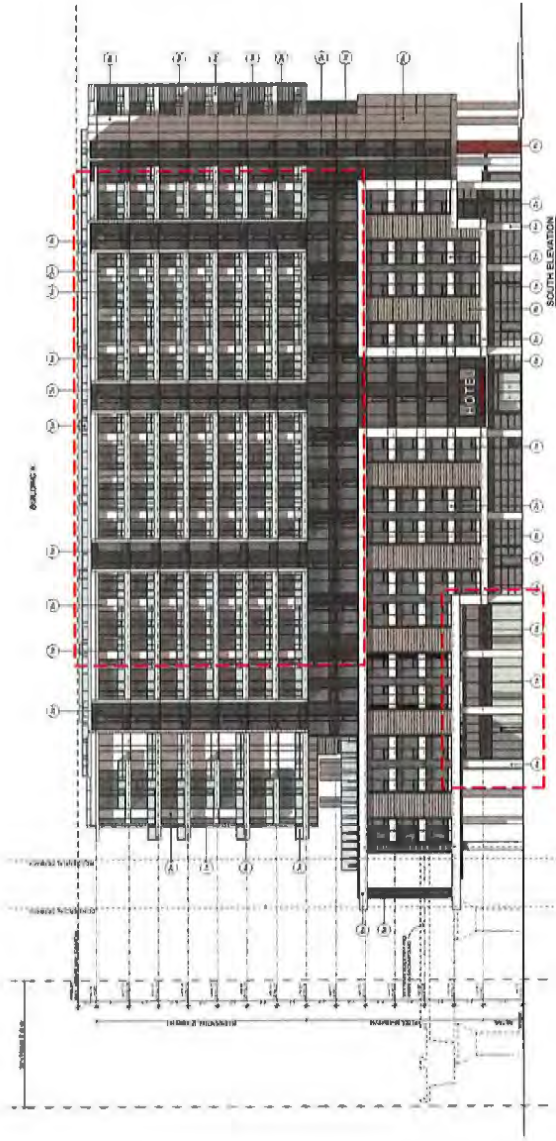
[illegible]

1. **WATERMELON** **PIZZA** **CRUST** **IS** **WATERMELON**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
2. **BLIND** **SHOWER**
a. each shower costs \$12.00
b. each shower costs \$12.00
c. each shower costs \$12.00
d. each shower costs \$12.00
3. **THE** **WATERMELON**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
4. **WATERMELON** **PIZZA**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
5. **WATERMELON** **PIZZA**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
6. **WATERMELON** **PIZZA**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
7. **WATERMELON** **PIZZA**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
8. **WATERMELON** **PIZZA**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00
9. **WATERMELON** **PIZZA**
a. each pizza costs \$12.00
b. each pizza costs \$12.00
c. each pizza costs \$12.00
d. each pizza costs \$12.00





SOUTH ELEVATION
APPROVED DP



SOUTH ELEVATION
INDICATES EXTENT OF
PROPOSED REVISIONS

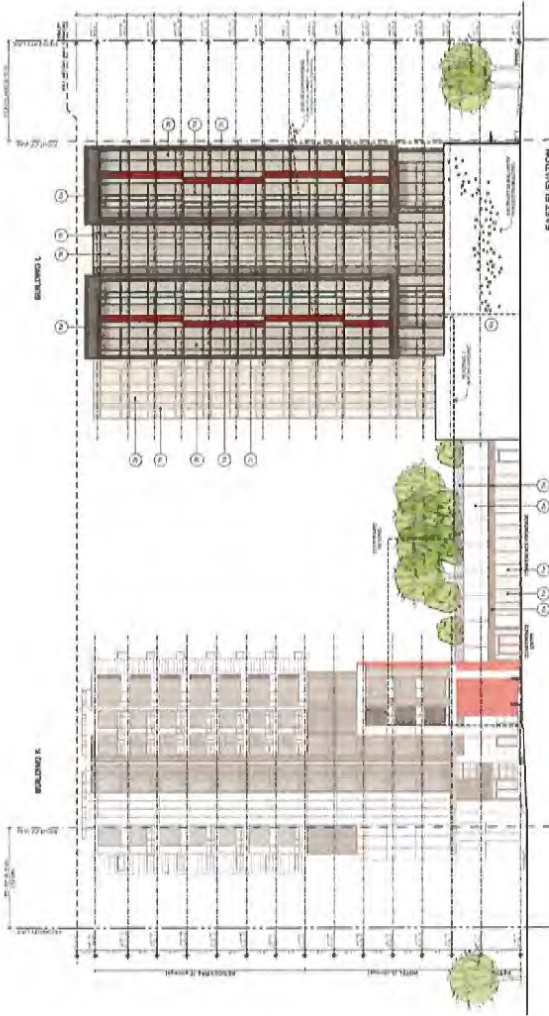
SOUTH ELEVATION
PROPOSED REVISION

LIST OF MATERIALS

1. ALUMINUM FRAMES, GLASS & MASONRY
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
2. GLASS PANELS
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
3. METAL SPANDREL
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
4. PRIMER CONCRETE
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
5. ALUMINUM & GLASS CURTAINS
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
6. METAL LANTERN
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
7. METAL LANTERN
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
8. METAL LANTERN
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
9. SOLAR SCREEN
See elev spec 1.000, match BM 2123 "Black Jack"

LIST OF MATERIALS

1. ALUMINUM FRAMES, GLASS & MASONRY
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
2. GLASS PANELS
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
3. METAL SPANDREL
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
4. PRIMER CONCRETE
See elev spec 1.000, match BM 2123 "Black Jack"
5. ALUMINUM & GLASS CURTAINS
See elev spec 1.000, match BM 2123 "Black Jack"
See elev spec 1.000, match BM 2123 "Black Jack"
6. METAL LANTERN
See elev spec 1.000, match BM 2123 "Black Jack"
7. METAL LANTERN
See elev spec 1.000, match BM 2123 "Black Jack"
8. METAL LANTERN
See elev spec 1.000, match BM 2123 "Black Jack"
9. SOLAR SCREEN
See elev spec 1.000, match BM 2123 "Black Jack"



EAST ELEVATION
APPROVED DP

LIST OF MATERIALS

- 1 ALUMINUM FRAMES, GLASS & INSULATION
30 - clad steel frame, match BM 2133 "Black Jack"
30 - insulated glass units, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 2 GLASS SHOWNEL
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes
- 3 METAL SHOWNEL
30 - clad steel frame, match BM 2133.05 "Opulent Gray"
30 - insulated glass units, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 4 PAINTED CONCRETE
30 - white
- 5 ALUMINUM & GLASS SHOWNEL
30 - clad steel frame, match BM 2133 "Black Jack"
30 - insulated glass units, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 6 METAL LANTERN
30 - clad steel frame, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 7 STEEL & GLASS CANOPY
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes
- 8 METAL LANTERN
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes
- 9 SQUARE SCREEN
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes



INDICATES EXTENT OF
PROPOSED REVISIONS

EAST ELEVATION
PROPOSED REVISION

LIST OF MATERIALS

- 1 ALUMINUM FRAMES, GLASS & INSULATION
30 - clad steel frame, match BM 2133 "Black Jack"
30 - insulated glass units, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 2 GLASS SHOWNEL
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes
- 3 METAL SHOWNEL
30 - clad steel frame, match BM 2133.05 "Opulent Gray"
30 - insulated glass units, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 4 PAINTED CONCRETE
30 - white
- 5 ALUMINUM & GLASS SHOWNEL
30 - clad steel frame, match BM 2133 "Black Jack"
30 - insulated glass units, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 6 METAL LANTERN
30 - clad steel frame, match BM 2133.05 "Opulent Gray"
30 - clear insulated
30 - white tapes
- 7 STEEL & GLASS CANOPY
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes
- 8 METAL LANTERN
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes
- 9 SQUARE SCREEN
30 - clad steel frame, match BM 2133 "Black Jack"
30 - white tapes

LIST OF MATERIALS

1. ALUMINUM FRAMED GLASS & MIRROR
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
13 - white stone
2. GLASS SPANDREL
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
3. METAL SPANDREL
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
4. PAINTED CONCRETE
10 - white
11 - white
5. ALUMINUM GLASS CARBONALS
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
6. METAL LANTERN
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
7. METAL LANTERN
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
8. METAL LANTERN
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
9. SOLAR SCREEN
10 - dark grey frame, match BM 2123-05 "Black Jet"

WEST ELEVATION
APPROVED DP

LIST OF MATERIALS

1. ALUMINUM FRAMED GLASS & MIRROR
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
2. GLASS SPANDREL
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
3. METAL SPANDREL
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
4. PAINTED CONCRETE
10 - white
11 - white
5. ALUMINUM GLASS CARBONALS
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
6. METAL LANTERN
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
7. METAL LANTERN
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
8. METAL LANTERN
10 - dark grey frame, match BM 2123-05 "Black Jet"
11 - clear glass, match BM 2123-05 "Polar Grey"
12 - white stone
9. SOLAR SCREEN
10 - dark grey frame, match BM 2123-05 "Black Jet"

INDICATES EXTENT OF
PROPOSED REVISIONS

WEST ELEVATION
PROPOSED REVISION

CNCL - 281

WEST ELEVATION

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025



[illegible]

INDICATES EXTENT OF PROPOSED REVISIONS

NORTH ELEVATION
PROPOSED REVISION

1. ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
 2. DATE 05/01/2013 BY 60322 UCBAW/STP
 3. REASON FOR DECLASSIFICATION: 25X2, 25X3, 25X5, 25X6, 25X7, 25X8, 25X9, 25Y2, 25Y3, 25Y4, 25Y5, 25Y6, 25Y7, 25Y8, 25Y9, 25Z1, 25Z2, 25Z3, 25Z4, 25Z5, 25Z6, 25Z7, 25Z8, 25Z9, 25Z10, 25Z11, 25Z12, 25Z13, 25Z14, 25Z15, 25Z16, 25Z17, 25Z18, 25Z19, 25Z20, 25Z21, 25Z22, 25Z23, 25Z24, 25Z25, 25Z26, 25Z27, 25Z28, 25Z29, 25Z30, 25Z31, 25Z32, 25Z33, 25Z34, 25Z35, 25Z36, 25Z37, 25Z38, 25Z39, 25Z40, 25Z41, 25Z42, 25Z43, 25Z44, 25Z45, 25Z46, 25Z47, 25Z48, 25Z49, 25Z50, 25Z51, 25Z52, 25Z53, 25Z54, 25Z55, 25Z56, 25Z57, 25Z58, 25Z59, 25Z60, 25Z61, 25Z62, 25Z63, 25Z64, 25Z65, 25Z66, 25Z67, 25Z68, 25Z69, 25Z70, 25Z71, 25Z72, 25Z73, 25Z74, 25Z75, 25Z76, 25Z77, 25Z78, 25Z79, 25Z80, 25Z81, 25Z82, 25Z83, 25Z84, 25Z85, 25Z86, 25Z87, 25Z88, 25Z89, 25Z90, 25Z91, 25Z92, 25Z93, 25Z94, 25Z95, 25Z96, 25Z97, 25Z98, 25Z99, 26X1, 26X2, 26X3, 26X4, 26X5, 26X6, 26X7, 26X8, 26X9, 26Y1, 26Y2, 26Y3, 26Y4, 26Y5, 26Y6, 26Y7, 26Y8, 26Y9, 26Z1, 26Z2, 26Z3, 26Z4, 26Z5, 26Z6, 26Z7, 26Z8, 26Z9, 26Z10, 26Z11, 26Z12, 26Z13, 26Z14, 26Z15, 26Z16, 26Z17, 26Z18, 26Z19, 26Z20, 26Z21, 26Z22, 26Z23, 26Z24, 26Z25, 26Z26, 26Z27, 26Z28, 26Z29, 26Z30, 26Z31, 26Z32, 26Z33, 26Z34, 26Z35, 26Z36, 26Z37, 26Z38, 26Z39, 26Z40, 26Z41, 26Z42, 26Z43, 26Z44, 26Z45, 26Z46, 26Z47, 26Z48, 26Z49, 26Z50, 26Z51, 26Z52, 26Z53, 26Z54, 26Z55, 26Z56, 26Z57, 26Z58, 26Z59, 26Z60, 26Z61, 26Z62, 26Z63, 26Z64, 26Z65, 26Z66, 26Z67, 26Z68, 26Z69, 26Z70, 26Z71, 26Z72, 26Z73, 26Z74, 26Z75, 26Z76, 26Z77, 26Z78, 26Z79, 26Z80, 26Z81, 26Z82, 26Z83, 26Z84, 26Z85, 26Z86, 26Z87, 26Z88, 26Z89, 26Z90, 26Z91, 26Z92, 26Z93, 26Z94, 26Z95, 26Z96, 26Z97, 26Z98, 26Z99, 27X1, 27X2, 27X3, 27X4, 27X5, 27X6, 27X7, 27X8, 27X9, 27Y1, 27Y2, 27Y3, 27Y4, 27Y5, 27Y6, 27Y7, 27Y8, 27Y9, 27Z1, 27Z2, 27Z3, 27Z4, 27Z5, 27Z6, 27Z7, 27Z8, 27Z9, 27Z10, 27Z11, 27Z12, 27Z13, 27Z14, 27Z15, 27Z16, 27Z17, 27Z18, 27Z19, 27Z20, 27Z21, 27Z22, 27Z23, 27Z24, 27Z25, 27Z26, 27Z27, 27Z28, 27Z29, 27Z30, 27Z31, 27Z32, 27Z33, 27Z34, 27Z35, 27Z36, 27Z37, 27Z38, 27Z39, 27Z40, 27Z41, 27Z42, 27Z43, 27Z44, 27Z45, 27Z46, 27Z47, 27Z48, 27Z49, 27Z50, 27Z51, 27Z52, 27Z53, 27Z54, 27Z55, 27Z56, 27Z57, 27Z58, 27Z59, 27Z60, 27Z61, 27Z62, 27Z63, 27Z64, 27Z65, 27Z66, 27Z67, 27Z68, 27Z69, 27Z70, 27Z71, 27Z72, 27Z73, 27Z74, 27Z75, 27Z76, 27Z77, 27Z78, 27Z79, 27Z80, 27Z81, 27Z82, 27Z83, 27Z84, 27Z85, 27Z86, 27Z87, 27Z88, 27Z89, 27Z90, 27Z91, 27Z92, 27Z93, 27Z94, 27Z95, 27Z96, 27Z97, 27Z98, 27Z99, 28X1, 28X2, 28X3, 28X4, 28X5, 28X6, 28X7, 28X8, 28X9, 28Y1, 28Y2, 28Y3, 28Y4, 28Y5, 28Y6, 28Y7, 28Y8, 28Y9, 28Z1, 28Z2, 28Z3, 28Z4, 28Z5, 28Z6, 28Z7, 28Z8, 28Z9, 28Z10, 28Z11, 28Z12, 28Z13, 28Z14, 28Z15, 28Z16, 28Z17, 28Z18, 28Z19, 28Z20, 28Z21, 28Z22, 28Z23, 28Z24, 28Z25, 28Z26, 28Z27, 28Z28, 28Z29, 28Z30, 28Z31, 28Z32, 28Z33, 28Z34, 28Z35, 28Z36, 28Z37, 28Z38, 28Z39, 28Z40, 28Z41, 28Z42, 28Z43, 28Z44, 28Z45, 28Z46, 28Z47, 28Z48, 28Z49, 28Z50, 28Z51, 28Z52, 28Z53, 28Z54, 28Z55, 28Z56, 28Z57, 28Z58, 28Z59, 28Z60, 28Z61, 28Z62, 28Z63, 28Z64, 28Z65, 28Z66, 28Z67, 28Z68, 28Z69, 28Z70, 28Z71, 28Z72, 28Z73, 28Z74, 28Z75, 28Z76, 28Z77, 28Z78, 28Z79, 28Z80, 28Z81, 28Z82, 28Z83, 28Z84, 28Z85, 28Z86, 28Z87, 28Z88, 28Z89, 28Z90, 28Z91, 28Z92, 28Z93, 28Z94, 28Z95, 28Z96, 28Z97, 28Z98, 28Z99, 29X1, 29X2, 29X3, 29X4, 29X5, 29X6, 29X7, 29X8, 29X9, 29Y1, 29Y2, 29Y3, 29Y4, 29Y5, 29Y6, 29Y7, 29Y8, 29Y9, 29Z1, 29Z2, 29Z3, 29Z4, 29Z5, 29Z6, 29Z7, 29Z8, 29Z9, 29Z10, 29Z11, 29Z12, 29Z13, 29Z14, 29Z15, 29Z16, 29Z17, 29Z18, 29Z19, 29Z20, 29Z21, 29Z22, 29Z23, 29Z24, 29Z25, 29Z26, 29Z27, 29Z28, 29Z29, 29Z30, 29Z31, 29Z32, 29Z33, 29Z34, 29Z35, 29Z36, 29Z37, 29Z38, 29Z39, 29Z40, 29Z41, 29Z42, 29Z43, 29Z44, 29Z45, 29Z46, 29Z47, 29Z48, 29Z49, 29Z50, 29Z51, 29Z52, 29Z53, 29Z54, 29Z55, 29Z56, 29Z57, 29Z58, 29Z59, 29Z60, 29Z61, 29Z62, 29Z63, 29Z64, 29Z65, 29Z66, 29Z67, 29Z68, 29Z69, 29Z70, 29Z71, 29Z72, 29Z73, 29Z74, 29Z75, 29Z76, 29Z77, 29Z78, 29Z79, 29Z80, 29Z81, 29Z82, 29Z83, 29Z84, 29Z85, 29Z86, 29Z87, 29Z88, 29Z89, 29Z90, 29Z91, 29Z92, 29Z93, 29Z94, 29Z95, 29Z96, 29Z97, 29Z98, 29Z99, 30X1, 30X2, 30X3, 30X4, 30X5, 30X6, 30X7, 30X8, 30X9, 30Y1, 30Y2, 30Y3, 30Y4,

LIST OF MATERIALS

1. ALUMINUM FRAMES (GROWN & HUNTER)
1a - 2000 grey frame, anodized BM 2133 "Black Jade"
1b - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1c - Clear anodized
1d - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1e - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1f - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1g - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1h - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1i - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
1j - 2000 grey frame, anodized BM 2133-05 "Pigeon Grey"
2. GLASS PANELS
2a - 10mm clear glass
2b - 10mm clear glass
2c - 10mm clear glass
2d - 10mm clear glass
2e - 10mm clear glass
2f - 10mm clear glass
2g - 10mm clear glass
2h - 10mm clear glass
2i - 10mm clear glass
2j - 10mm clear glass
3. METAL PANELS
3a - 10mm clear glass
3b - 10mm clear glass
3c - 10mm clear glass
3d - 10mm clear glass
3e - 10mm clear glass
3f - 10mm clear glass
3g - 10mm clear glass
3h - 10mm clear glass
3i - 10mm clear glass
3j - 10mm clear glass
4. PRECAST CONCRETE
4a - 10mm clear glass
4b - 10mm clear glass
4c - 10mm clear glass
4d - 10mm clear glass
4e - 10mm clear glass
4f - 10mm clear glass
4g - 10mm clear glass
4h - 10mm clear glass
4i - 10mm clear glass
4j - 10mm clear glass
5. ALUMINUM & GLASS CURTAIN WALLS
5a - 10mm clear glass
5b - 10mm clear glass
5c - 10mm clear glass
5d - 10mm clear glass
5e - 10mm clear glass
5f - 10mm clear glass
5g - 10mm clear glass
5h - 10mm clear glass
5i - 10mm clear glass
5j - 10mm clear glass
6. METAL CURTAIN WALLS
6a - 10mm clear glass
6b - 10mm clear glass
6c - 10mm clear glass
6d - 10mm clear glass
6e - 10mm clear glass
6f - 10mm clear glass
6g - 10mm clear glass
6h - 10mm clear glass
6i - 10mm clear glass
6j - 10mm clear glass
7. STEEL & GLASS CURTAIN WALLS
7a - 10mm clear glass
7b - 10mm clear glass
7c - 10mm clear glass
7d - 10mm clear glass
7e - 10mm clear glass
7f - 10mm clear glass
7g - 10mm clear glass
7h - 10mm clear glass
7i - 10mm clear glass
7j - 10mm clear glass
8. METAL PANELS
8a - 10mm clear glass
8b - 10mm clear glass
8c - 10mm clear glass
8d - 10mm clear glass
8e - 10mm clear glass
8f - 10mm clear glass
8g - 10mm clear glass
8h - 10mm clear glass
8i - 10mm clear glass
8j - 10mm clear glass
9. SOLAR SCREENS
9a - 10mm clear glass
9b - 10mm clear glass
9c - 10mm clear glass
9d - 10mm clear glass
9e - 10mm clear glass
9f - 10mm clear glass
9g - 10mm clear glass
9h - 10mm clear glass
9i - 10mm clear glass
9j - 10mm clear glass

SOUTH ELEVATION
APPROVED DP

INDICATES EXTENT OF
PROPOSED REVISIONS

SOUTH ELEVATION
PROPOSED REVISION

CNCL - 283

SOUTH ELEVATION (BLDG L)

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025

21

bingham hill
ARCHITECTS
3200 No. 3 Road, Richmond BC
V6V 1K1
Tel: 604.273.1111
Fax: 604.273.1112
www.binghamhill.ca

METAL

(Including door, window & guardrail frames, spandrel panels, metal panels and bouveris)



1a, 3a, 5a, 6a, 7a, 8a
"Black Jack"



1b, 3b, 5b, 6b, 7b, 8b
"Pigeon Grey"



3c
"Deep Rose"



1c, 6c
"Close Anodized"



1c, 6c
"Close Anodized"

LIST OF MATERIALS

1. ALUMINUM FRAMES (DOORS & WINDOWS)
1a - 1c: 6063-T6 Aluminum, finish: "Black Jack"
1b - 1c: 6063-T6 Aluminum, finish: "Pigeon Grey"
1c - 6c: 6063-T6 Aluminum, finish: "Close Anodized"
2. METAL GUARDRAILS
2a - 6063-T6 Aluminum, finish: "Black Jack"
2b - 6063-T6 Aluminum, finish: "Pigeon Grey"
3. METAL PANELS
3a - 6063-T6 Aluminum, finish: "Black Jack"
3b - 6063-T6 Aluminum, finish: "Pigeon Grey"
3c - 6063-T6 Aluminum, finish: "Deep Rose"
4. METAL CONCRETE
4a - 6063-T6 Aluminum, finish: "Black Jack"
5. METAL GLASS
5a - 6063-T6 Aluminum, finish: "Black Jack"
6. METAL GLASS
6a - 6063-T6 Aluminum, finish: "Black Jack"
7. STEEL & GLASS
7a - 6063-T6 Aluminum, finish: "Black Jack"
8. METAL GLASS
8a - 6063-T6 Aluminum, finish: "Black Jack"
9. METAL GLASS
9a - 6063-T6 Aluminum, finish: "Black Jack"
10. METAL GLASS
10a - 6063-T6 Aluminum, finish: "Black Jack"
11. METAL GLASS
11a - 6063-T6 Aluminum, finish: "Black Jack"
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93a - 6063-T6 Aluminum, finish: "Black Jack"
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99. METAL GLASS
99a - 6063-T6 Aluminum, finish: "Black Jack"
100. METAL GLASS
100a - 6063-T6 Aluminum, finish: "Black Jack"

MATERIALS & COLOURS ARE UNCHANGED

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

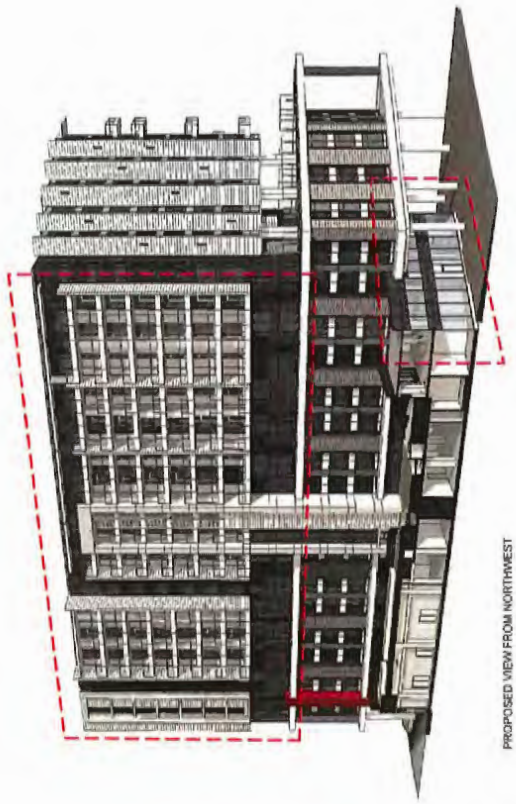


EXISTING VIEW FROM NORTHWEST

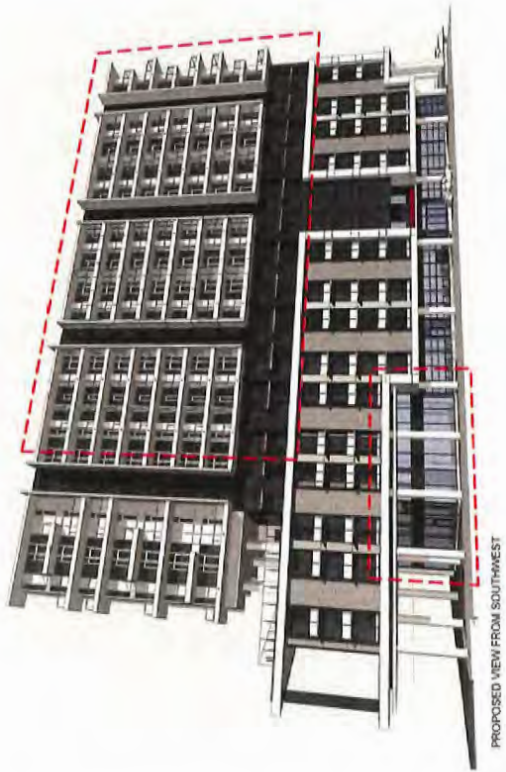


EXISTING VIEW FROM SOUTHWEST

BUILDING K
APPROVED DP



PROPOSED VIEW FROM NORTHWEST



PROPOSED VIEW FROM SOUTHWEST

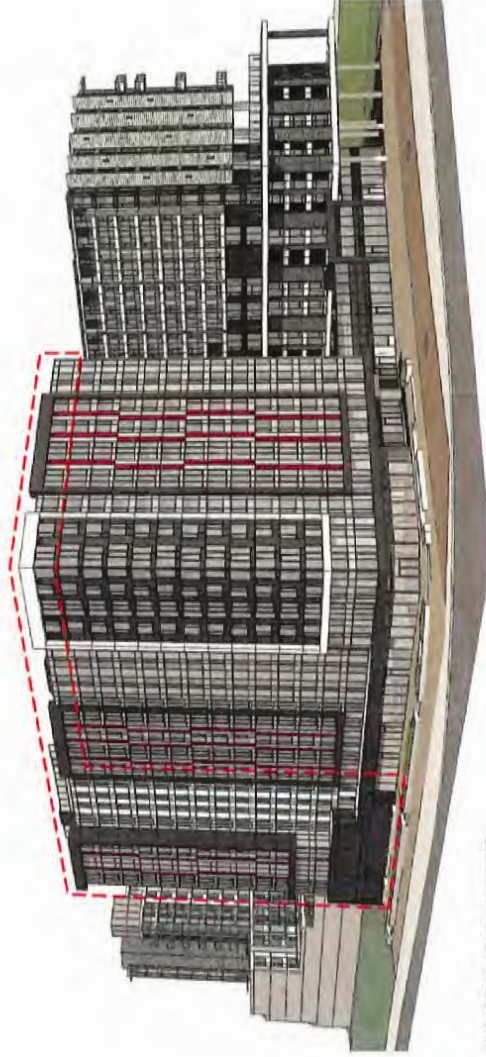
BUILDING K
PROPOSED REVISION

INDICATES EXTENT OF
PROPOSED REVISIONS



EXISTING VIEW FROM NORTHWEST

BUILDING L
APPROVED DP



PROPOSED VIEW FROM NORTHWEST

BUILDING L
PROPOSED REVISION

INDICATES EXTENT OF
PROPOSED REVISIONS

CNCL – 286

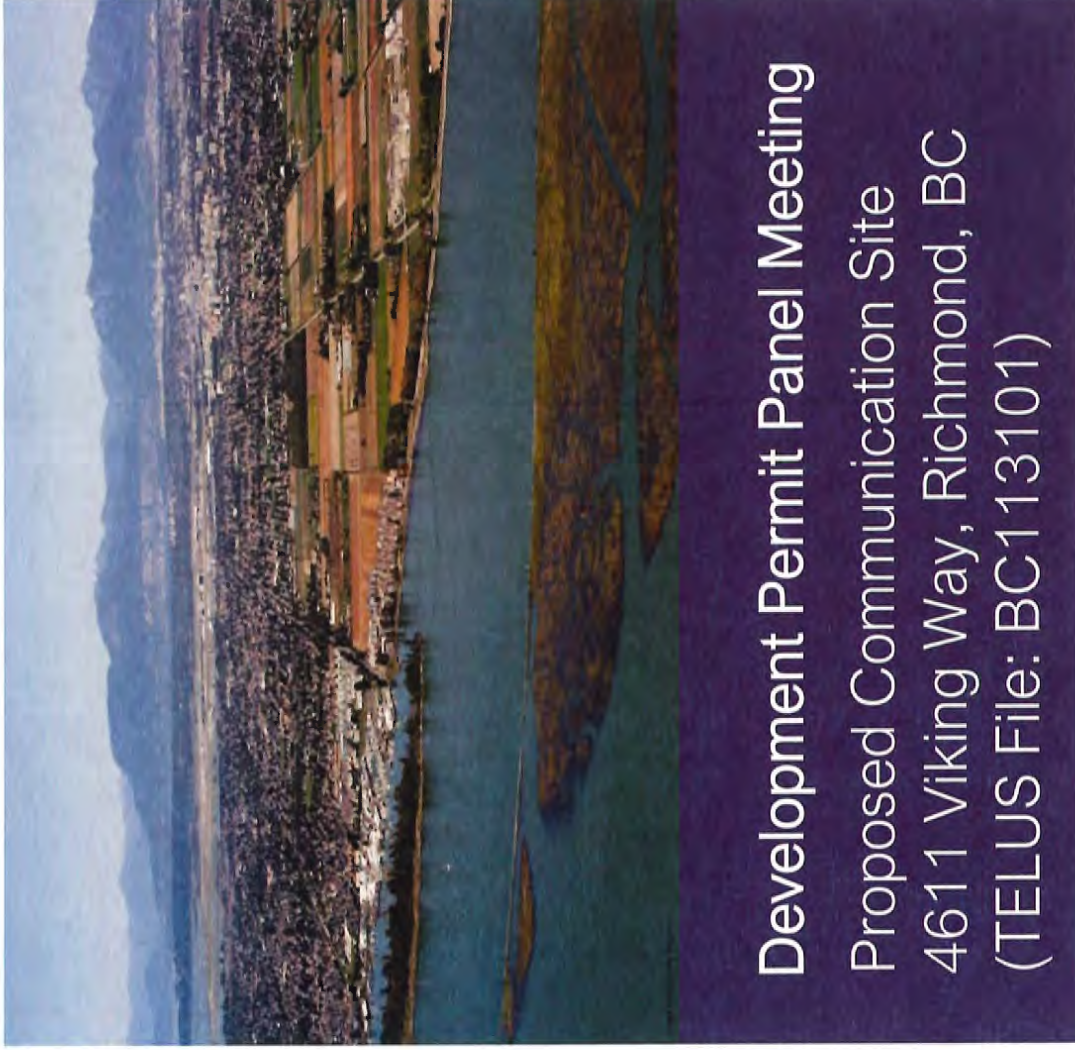
3D VIEW (BLDG L)

PINNACLE CENTRE @ CAPSTAN VILLAGE: PHASE 4
Proposed Minor Amendments
3200 No. 3 Road, Richmond BC
for: Pinnacle Living (Capstan Village) Lands Inc.

DP 18-821292 & 24-012258
DP Panel Presentation: Sep 10, 2025



Thank you!



Development Permit Panel Meeting
Proposed Communication Site
4611 Viking Way, Richmond, BC
(TELUS File: BC113101)

TELUS Communications Inc.

C/O Brian Gregg, RPP, MCIP
SitePath Consulting Ltd.

September 10th, 2025



Why is another tower necessary?

The rapidly increasing capabilities of smartphones has changed the way Canadians interact with one another (Statistics Canada).

Mobile data traffic continues to grow

This is driven both by the **rising number of smartphones** and **increasing average data volume** per subscription, fueled primarily by more viewing of video content at higher resolutions.

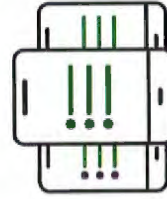


Mobile Phone Subscriptions



As the demand for bandwidth continues to grow, more towers are required to deliver high-quality service.

Mobile Phone Usage

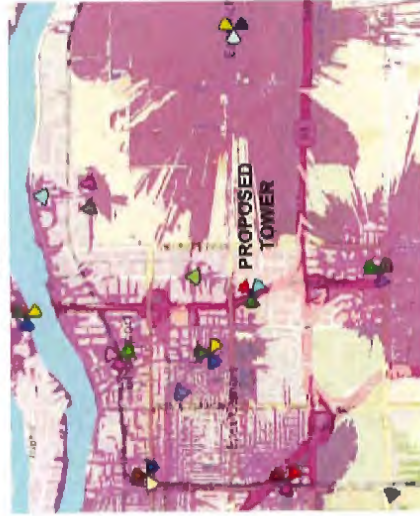


The rapidly increasing capabilities of smartphones has changed the way Canadians interact with one another.

Coverage Objectives

TELUS' primary coverage objective via this proposal is to infill existing coverage gaps in the commercial and light industrial areas on the east and west side of Knight Street to the north of Hwy 91 and south of Bridgeport Rd.

Before



After



Legend
Purple = Good
Service

Note: The above coverage maps are for discussion purposes only. Actual coverage results may vary.

Site Selection Rationale

- ## Site Selection Rationale

[illegible]

Existing Site Locations

- Prior to proposing any new tower structure, TELUS always prioritizes opportunities for co-location or sharing of existing antenna structures.
- The closest existing tower is a Rogers tower at 3600 No. 6 Road as depicted below in red. The other nearby antenna installations are small cells, omni antennas or other small scale rooftop installations that are not suitable for co-location and that provide minimal coverage in targeted areas only.
- TELUS explored co-locating on the Rogers tower, however TELUS was limited to just 9.0-meters of height on the tower which would be the same level as a hydro pole. This would make Safety Code 6 compliance challenging and would severely limit coverage for TELUS.

Existing Antenna Site Locations



Tower Design and Site Plan



Survey Plan

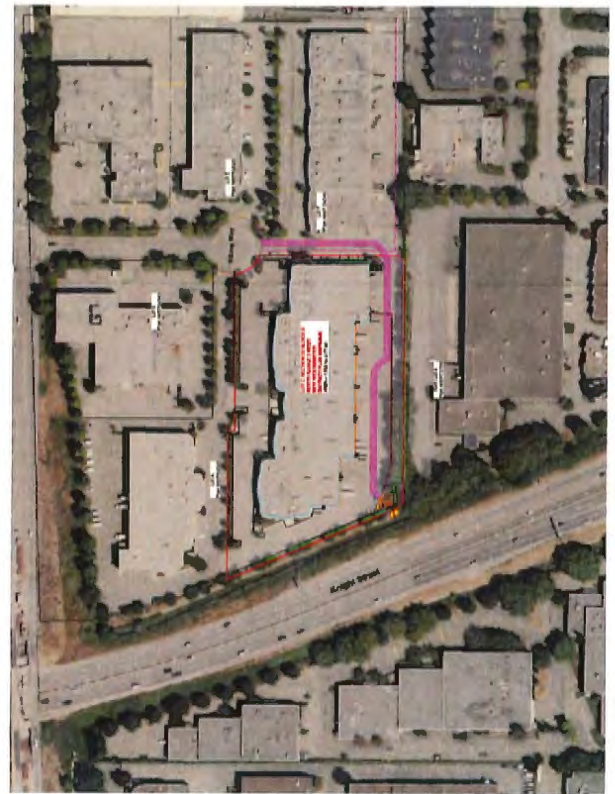


Photo Simulations

View Northeast



View Southeast



