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**General Purposes Committee  
Electronic Meeting**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Monday, January 19, 2026  
4:00 p.m.**

Pg. #      ITEM

**MINUTES**

**GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on January 5, 2026.*



**FINANCE AND CORPORATE SERVICES DIVISION**

1.    **AWARD OF CONTRACT – 8490P SUPPLY AND DELIVERY OF  
COMPUTER EQUIPMENT AND RELATED SERVICES**  
(File Ref. No. 04-1300-01) (REDMS No. 8254315)

**GP-5**

**See Page GP-5 for full report**

*Designated Speaker: Grant Fengstad*

**STAFF RECOMMENDATION**

- (1)    *That Contract 8490P – Supply and Delivery of Computer Equipment and Related Services be awarded to 341234 BC Ltd. (Microserve), for an initial five-year term at an estimated contract value of \$2,572,107 exclusive of taxes, as described in the report titled “Award of Contract – Supply and Delivery of Computer Equipment and Related Services”, dated December 19, 2025, from the Director, Information Technology;*

- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the initial five-year contract, up to the maximum total term of seven years, for the maximum total amount of \$3,748,680, as described in the report titled “Award of Contract – Supply and Delivery of Computer Equipment and Related Services” dated December 19, 2025, from the Director, Information Technology; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute Contract 8490P Supply and Delivery of Computer Equipment and Related Services and all related documentation with 341234 BC Ltd. (Microserve).*



## ENGINEERING AND PUBLIC WORKS DIVISION

### 2. **PROPOSED UPDATE TO RICHMOND’S DEMOLITION WASTE AND RECYCLABLE MATERIALS BYLAW NO. 9516 TO INCREASE DIVERSION**

(File Ref. No. 10-6125-07-04) (REDMS No. 8206701)

GP-10

See Page GP-10 for full report

*Designated Speakers: Marcos Alejandro Badra and Jovan Cheema*

#### STAFF RECOMMENDATION

- (1) *That each of the following bylaws be introduced and given first, second and third readings:*
  - (a) *Demolition Waste and Recyclable Materials Bylaw No. 9516, Amendment Bylaw No. 10664;*
  - (b) *Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10717; and*
- (2) *That the implementation plan as outlined in the report titled “Proposed Update to Richmond’s Demolition Waste and Recyclable Materials Bylaw No. 9516 to Increase Diversion”, dated December 4, 2025, from the Director, Climate and Environment, be approved.*



## ADJOURNMENT





## General Purposes Committee

Date: Monday, January 5, 2026

Place: Anderson Room  
Richmond City Hall

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

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on December 15, 2025, be adopted as circulated.*

**CARRIED**

### PLANNING AND DEVELOPMENT DIVISION

1. **RESPONSE TO METRO VANCOUVER'S REFERRAL: METRO 2050 REGIONAL GROWTH STRATEGY AMENDMENT PROPOSED BY THE CITY OF SURREY FOR THE PROPERTY LOCATED AT 6480 – 152 STREET**  
(File Ref. No. 01-0157-30-RGST1) (REDMS No. 8228746)

**General Purposes Committee**  
**Monday, January 5, 2026**

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It was moved and seconded

*That the Metro Vancouver Regional District Board be advised that the City of Richmond has no concerns on the proposed amendment to the Metro 2050 Regional Growth Strategy and that this recommendation and accompanying report titled “Response to Metro Vancouver’s Referral: Metro 2050 Regional Growth Strategy Amendment Proposed by the City of Surrey for the Property Located at 6480 – 152 Street”, dated December 11, 2025 from the Director, Policy Planning be provided to the Metro Vancouver Regional District Board.*

The question on the motion was not called as discussion ensued regarding the deadline to submit comments to Metro Vancouver and concerns related to development pressures to nearby agricultural land and potential losses to the flood plain.

The question was then called and it was **CARRIED** with Cllrs. Day and Wolfe opposed.



## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:05 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, January 5, 2026.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Acting Corporate Officer



# City of Richmond

## Report to Committee

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<b>To:</b>	General Purposes Committee	<b>Date:</b>	December 19, 2025
<b>From:</b>	Grant Fengstad Director, Information Technology	<b>File:</b>	04-1300-01/2025-Vol 01
<b>Re:</b>	<b>Award of Contract – 8490P Supply and Delivery of Computer Equipment and Related Services</b>		

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### Staff Recommendations

1. That Contract 8490P – Supply and Delivery of Computer Equipment and Related Services be awarded to 341234 BC Ltd. (Microserve), for an initial five-year term at an estimated contract value of \$2,572,107 exclusive of taxes, as described in the report titled “Award of Contract – Supply and Delivery of Computer Equipment and Related Services”, dated December 19, 2025, from the Director, Information Technology;
2. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the initial five-year contract, up to the maximum total term of seven years, for the maximum total amount of \$3,748,680, as described in the report titled “Award of Contract – Supply and Delivery of Computer Equipment and Related Services” dated December 19, 2025, from the Director, Information Technology; and
3. That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute Contract 8490P Supply and Delivery of Computer Equipment and Related Services and all related documentation with 341234 BC Ltd. (Microserve).

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

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

## Staff Report

### Origin

The City has implemented a “best practice” refresh program to ensure IT assets offer the best value and are updated when they reach the end of their lifecycle. Corporate computers are replaced every five years, keeping technology current for City employees and allowing them to work efficiently and meet community needs. Implementing a managed refresh schedule minimises risk by proactively planning equipment replacements, rather than responding to unforeseen device failures. Additionally, the program facilitates the direction of transitioning from desktops to laptops for knowledge-based workers.

Information Technology currently oversees an inventory of approximately 720 desktop computers and 800 laptops. During the COVID-19 pandemic, a strategic transition was implemented to equip staff with laptops rather than desktops.

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

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

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

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

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

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

### Analysis

#### RFP Process

RFP 8490P - Supply and Delivery of Computer Equipment and Related Services was posted to BC Bid on September 22, 2025, and closed on October 20, 2025.

The RFP set out the City’s requirements for computer equipment for a five-year period, detailing technical specifications, quantities required by year and service level expectations.

Four proposals were received by the closing date from the following proponents:

- 341234 BC Ltd. (Microserve)

- Compugen Inc.
- Island Key Computers
- ADGTech Solutions Inc.

### Review Process

Staff initially evaluated the four proposals against pre-determined criteria that included:

- Proponent profile and experience, including references
- Ability to meet technical requirements, including stated specifications
- Financial proposal and value offering
- Circular economy assessment

Based on the submitted proposals, staff evaluated and scored against the evaluation criteria with the results summarized in Table 1.

Table 1- Results of Evaluation

Proponent	Weighted Evaluation Score	Proposed price to supply required equipment for five-year contract term
<b>341234 BC Ltd. (Microserve)</b>	91.7%	\$2,572,107
<b>Compugen Inc.</b>	79.8%	\$3,028,297
<b>Island Key Computers</b>	74.3%	\$2,789,635
<b>ADG Tech Solutions</b>	66.3%	\$3,521,085

Once the first phase of the evaluation was concluded, staff then asked the primary proponent to provide representative equipment that was directly evaluated against requirements and suitability.

Based on the team's evaluation of proposals and the results of the second phase technical testing and certification process, the proposal received from 341234 BC Ltd. (Microserve) received the highest overall score (shown in Table 1) which reflected their capability to meet all of the operational requirements described in the RFP and provide best value to the City due to favourable pricing.

As part of the value offering, Microserve is contributing funds towards integrating their supply management system to our IT asset management system, which will ensure all assets are captured upon shipment.



### **Contract Term**

The recommended contract length is for an initial five-year term with an option to renew for an additional two-year term, for a maximum of seven years.

### **Financial Impact**

The total value of the contract for the initial five-year term is estimated to be \$2,572,107, excluding taxes. Funding for these expenditures has been approved by Council as part of the 2026 Capital Budget and is captured as part of the five-year financial plan. The forecasted spend for the additional two-year term is \$1,176,573 and will be included in the future years' capital submissions as part of the annual budget process for Council's consideration.

### **Conclusion**

This report presents the results of a competitive procurement process for Contract 8490P – Supply and Delivery of Computer Equipment and Related Services. It is recommended that the contract be awarded to 341234 BC Ltd. (Microserve) for an initial five-year term, with the option to extend the contract for an additional two-year term, to a maximum of seven years, upon mutual consent of both parties. This is for an estimated total value of \$3,748,680 exclusive of taxes.



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

GF:gf



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Chad Paulin  
Director, Climate and Environment  
**Date:** December 4, 2025  
**File:** 10-6125-07-04/2025-Vol 01  
**Re:** **Proposed Update to Richmond's Demolition Waste and Recyclable Materials Bylaw No. 9516 to Increase Diversion**

### Staff Recommendations

1. That each of the following bylaws be introduced and given first, second and third readings:
  - a. Demolition Waste and Recyclable Materials Bylaw No. 9516, Amendment Bylaw No. 10664;
  - b. Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10717; and
2. That the implementation plan as outlined in the report titled "Proposed Update to Richmond's Demolition Waste and Recyclable Materials Bylaw No. 9516 to Increase Diversion", dated December 4, 2025, from the Director, Climate and Environment, be approved.

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

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

## Staff Report

### Origin

Adopted in 2016 to align with Metro Vancouver’s regional waste diversion targets, Richmond’s Demolition Waste and Recyclable Materials Bylaw No. 9516 require one- and two-family dwelling demolition projects to divert 70 per cent of materials by weight from landfill. Upon review, 556 demolition permits indicate they are exceeding the target and achieving an average diversion rate of 85 per cent and a compliance rate exceeding 95 per cent, with all recyclable materials processed at local or regional facilities within Metro Vancouver. While compliance rates remain high for one- and two-family dwellings, the Bylaw currently excludes multifamily and non-residential buildings, which generate a substantial share of construction and demolition waste in Richmond.

This report responds to a referral from the October 27, 2025, Council meeting, which requested:

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

The purpose of this report is to present the proposed *Demolition Waste and Recyclable Materials Bylaw No. 9516, Amendment Bylaw No. 10664*, the related *Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10717*, and the accompanying implementation plan for Council’s consideration.

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

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

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.*

## Analysis

On October 27, 2025, Council directed staff to prepare amendments to the City’s Demolition Waste and Recyclable Materials Bylaw No. 9516. The proposed amendments summarized in Table 1 below are informed by the City’s comprehensive 2024–2025 engagement program with industry stakeholders and other levels of government.

**Table 1: Summary of Proposed Amendments to the Bylaw No. 9516**

Requirement Area	Description	Bylaw Section(s)	Effective Date(s)
<b>Scope Expansion</b>	Includes multifamily, commercial, institutional, and industrial buildings.	Part Six – Section WORK (Interpretation)	Jan 5, 2027
<b>Diversion Targets – One- and Two-Family Dwellings</b>	80% (Weight)*	Part Two – Section 2.1	Jan 5, 2027
	90% (Weight)*	Part Two – Section 2.1	Jul 1, 2029
<b>Diversion Targets – Multifamily and Non-Residential Buildings</b>	70% (Weight)*	Part Two – Section 2.1	Jan 5, 2027
	80% (Weight)*	Part Two – Section 2.1	Jul 1, 2029
<b>Material Recovery Approach</b>	Establishes requirements to preserve material value through increased diversion, aligned with regional practices. Methodology for achieving diversion is not prescribed.	Part Two – Sections 2.4 and 2.5	Jan 5, 2027
<b>Incorporation of Circular Practices</b>	Specifies circular practices and meets diversion targets; introduces new definitions for <i>Circular Practices</i> , <i>Deconstruction</i> , <i>Relocation</i> , <i>Reuse</i> , <i>Salvage</i> , and <i>Value</i> .	Part Two – Sections 2.4 and 2.5; Part Six – Interpretation	Jan 5, 2027
<b>Enhanced Compliance Reporting</b>	Updates record-keeping and compliance reporting by clarifying recyclable material recovery and reuse documentation, expanding acceptable forms of evidence.	Part Three – Sections 3.1 and 3.2	Jan 5, 2027
<b>Schedules A and B</b>	Replace Schedules A and B with staff-issued Bulletins.	Schedules A and B	Jan 5, 2027
<b>Alignment with Strategic Policies and Plans</b>	Updates <i>WHEREAS</i> clauses to reference the Richmond Circular City Strategy and Community Energy and Emissions Plan.	Preamble	Jan 5, 2027
<b>Administrative Fee for Unclaimed Securities</b>	Introduce an annual \$1,000 administrative fee for each full year a security remains unclaimed after two years from permit issuance.	Part Four – Section 4.3	Jan 5, 2027

\*\$3.75 per square foot refundable fee with a maximum of \$75,000 per application.

## Proposed Fee Structure and Implementation Plan

Staff recommend maintaining the current fee structure, which includes a \$302 non-refundable application fee and a \$3.75 per square foot refundable deposit, with a maximum of \$75,000 per application. Amendments to the Bylaw Violation Dispute Adjudication Bylaw No. 8122, Schedule A, are proposed to align with the updated definitions and compliance provisions of Part 2 and Part 3 of the Bylaw No. 9516.

During consultation on advancing the diversion targets and implementation schedule, industry stakeholders emphasized that the proposed one-year lead time and phased approach to the diversion targets are essential to adjust business models and operations, upgrade processing

capacity, and plan for salvage and reuse. Industry stakeholders expressed strong support for a phased implementation approach, recognizing it as a strategic mechanism to sustain progress, foster innovation, and align with expanding recovery capacity, emerging technologies, and circular business models. While staff will continue to monitor industry capacity and opportunities to advance circular practices, the recommended implementation schedule reflects the timeline as recommended by industry and other stakeholders. Staff will work with industry associations and regional partners to co-develop practical guidance, templates, and examples to support consistent implementation and compliance.

The proposed implementation plan, as outlined in Table 2, includes ongoing engagement, education, support and collaboration with industry throughout 2026. The plan is designed to remain flexible to evolve with emerging opportunities while ensuring alignment with regional circular initiatives prior to the bylaw's effective dates. As the effective date of the amended bylaws is January 5, 2027, applications submitted before this date will not be subject to the updated bylaw requirements. However, through the implementation plan, staff will encourage voluntary early adoption of higher diversion ahead of the effective date.

**Table 2: Proposed Implementation Plan 2026 – 2029**

Action Area	Key Activities	Timeline
<b>System Integration &amp; Process Alignment</b>	<ul style="list-style-type: none"> <li>• Configure and test AMANDA forms, workflows, and reporting.</li> <li>• Update internal procedures for permit intake and compliance review.</li> <li>• Train City staff on new processes.</li> </ul>	Complete system and updates in Nov 2026; maintain and refine 2027–2029
<b>Development of Bulletins (Schedules A and B)</b>	<ul style="list-style-type: none"> <li>• Develop staff-issued Bulletins to replace Schedules A and B, including definitions, acceptable materials, documentation requirements, and sample templates.</li> <li>• Engage industry stakeholders and regional partners.</li> <li>• Update Bulletins to reflect emerging practices, materials, and markets.</li> </ul>	Develop and finalize Bulletins in Nov 2026; implement and update 2027–2029
<b>Targeted Industry Support</b>	<ul style="list-style-type: none"> <li>• Develop and update technical guides, factsheets, and templates.</li> <li>• Maintain a centralized online resource integrated with the Circular Learning Hub.</li> <li>• Support to address project-specific questions and share lessons</li> </ul>	Launch materials in Oct 2026; provide continuous support 2027–2029
<b>Capacity Building &amp; Workshops</b>	<ul style="list-style-type: none"> <li>• Deliver workshops, webinars, and peer-learning sessions.</li> <li>• Integrate applied learning from pilot projects.</li> <li>• Collaborate to deliver practical training and capacity-building activities.</li> </ul>	Begin training in Nov 2026; expand and repeat sessions 2027–2029
<b>Demonstration Projects</b>	<ul style="list-style-type: none"> <li>• Implement pilot and demonstration projects highlighting recovery of key materials such as concrete, wood, and metals.</li> <li>• Document lessons learned and shared outcomes</li> <li>• Encourage industry participation in testing new recovery approaches, technologies, and circular business models.</li> </ul>	Initiate and continue projects Dec 2026–2029
<b>Collaboration &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Collaborate with industry, academic institutions, and regional agencies.</li> <li>• Establish a collaborative circular hub to support co-design, innovation, and knowledge exchange across sectors.</li> <li>• Participate in networks to harmonize standards and attract funding.</li> </ul>	Sustain collaboration 2026–2029
<b>Feedback, Monitoring &amp; Iteration</b>	<ul style="list-style-type: none"> <li>• Conduct surveys and consultations with permit applicants, recyclers, and other stakeholders to assess clarity, feasibility, and impacts.</li> <li>• Update tools and guidance based on feedback and emerging best practices.</li> <li>• Integrate findings into future approaches and strategies.</li> </ul>	Begin monitoring in 2027; ongoing updates 2027–2029

<b>Incentives &amp; Policy Alignment</b>	<ul style="list-style-type: none"> <li>• Promote cost savings and potential tax incentives linked to salvage, reuse, and high diversion performance where applicable.</li> <li>• Align local implementation with regional and federal circular economy and waste reduction programs.</li> <li>• Use data and findings to inform future metrics, reporting frameworks, and potential incentive or recognition programs.</li> </ul>	Advance alignment 2026–2029
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## Financial Impact

If approved, updates will be required to the City’s internal file management system AMANDA. A one-time additional level request was approved in the 2026 budget process to request these resources in advance of this report.

## Conclusion

The proposed amendment Bylaws presented with this report will increase the required diversion targets for single and multifamily dwellings in a progressive fashion, commencing January 5, 2027, and July 1, 2029, to reduce construction and demolition waste, preserve material value, and advance circular economy practices. Staff will implement a phased approach to facilitate industry readiness and ensure a smooth transition without impacting project timelines. These changes also support the objectives of the Richmond Circular City Strategy by promoting material recovery and reducing embodied carbon in the built environment. Staff will monitor implementation and report back on progress and outcomes.



Marcos Alejandro Badra  
Program Manager, Circular Economy  
(604-204-8643)

MB:mb



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**Demolition Waste and Recyclable Materials Bylaw No. 9516  
Amendment Bylaw No. 10664**

The Council of the City of Richmond enacts as follows:

1. **Demolition Waste and Recyclable Materials Bylaw No. 9516**, is amended by deleting the entirety of the Recitals and replacing them with the following:

“**WHEREAS** Part 2, Division 1, Section 8 of the *Community Charter* confers upon the **City** authority to, by bylaw, regulate, prohibit, and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to refuse, garbage or other material that is noxious, offensive or unwholesome, and in relation to the use of waste disposal and recycling services;

**AND WHEREAS** Part 7, Division 2, Section 194 of the *Community Charter* confers upon the **City** authority to, by bylaw, impose a fee in respect of the exercise of authority to regulate, prohibit or impose requirements;

**AND WHEREAS** the Greater Vancouver Sewerage and Drainage District, Greater Vancouver Regional District, and their respective member municipalities, including the **City**, have set a target in the Integrated Solid Waste and Resource Management Plan of 70% diversion of municipal solid waste from disposal by 2015;

**AND WHEREAS** the **Richmond Circular City Strategy** sets a target to achieve 100% circularity by 2050, with objectives of maximizing material reuse, minimizing construction and demolition waste, and reducing embodied carbon through **circular practices** that preserve building material **value**;

**AND WHEREAS** Richmond’s **Community Energy and Emissions Plan** establishes a target to achieve net-zero greenhouse gas emissions by 2050, including emissions from building operations, transportation, and the anaerobic decomposition of waste, and recognizes the need to reduce emissions associated with building materials and demolition waste as part of the **City’s** transition to a low-carbon, energy-efficient built environment;

**AND WHEREAS** it is deemed desirable to regulate, prohibit, and impose requirements with respect to the use of waste disposal and recycling services to ensure that waste and recyclable materials resulting from demolition work are managed in a manner that enhances and protects the well-being of the community and the target diversion rate is achieved,

**NOW THEREFORE**, the Council of the City of Richmond enacts as follows:”

2. **Demolition Waste and Recyclable Materials Bylaw No. 9516**, is amended in Part One: Application and Agreement by deleting in its entirety Section 1.4 and replacing it with the following:

“1.4 Neither the review nor acceptance of a **recycling and waste diversion plan**, or **compliance report** constitutes a representation, warranty, assurance or statement by the **City** that the **owner** has complied with the **Building Bylaw**, this Bylaw, or any other applicable enactment, law, or regulation respecting safety.”

3. **Demolition Waste and Recyclable Materials Bylaw No. 9516**, is amended by deleting the entirety of Part Two: Mandatory Recycling and replacing it with the following:

**“PART TWO: MANDATORY RECYCLING**

- 2.1 The **work** must achieve the following minimum **waste diversion** rates, measured by the total weight of materials diverted from **disposal**:

(a) **One-family dwellings and two-family dwellings:**

- i) 70% until January 4, 2027;
- ii) 80% from January 5, 2027 to June 30, 2029; and
- iii) 90% from July 1, 2029 onward.

(b) **Multi-family residential and non-residential buildings:**

- i) 70% from January 5, 2027 to June 30, 2029; and
- ii) 80% from July 1, 2029 onward.

- 2.2 At the time of submitting an application for a **building permit** for **work**, a properly completed **recycling and waste diversion plan** regarding the management of **recyclable material** and **waste** must be signed by the **owner** or **agent** and submitted to the **building inspector**.

- 2.3 No person shall commence or continue, or cause or allow the commencement or continuation of, any **work** unless the **building inspector** has approved a **recycling and waste diversion plan** for that **work**.

- 2.4 Where practicable, **recyclable materials** must be **recovered** through **circular practices** that preserve material **value** and enable the **reuse** or **salvage** of **building components**.

- 2.5 If **recyclable material** is removed from a **site**, the **recyclable material** must be removed:

- (a) to a **recycling facility**; or



- (b) in accordance with an approved **recycling and waste diversion plan**, including **reuse** by the **owner** or **agent**, removal to a **recycling facility** or as otherwise set out therein; or
  - (c) through other methods specified in the approved **recycling and waste diversion plan**, provided the **recyclable material** is not sent to a **disposal facility**, but is instead managed through selling, donation, repurposing for another project, or any other material recovery approach approved by the **General Manager**.
- 2.6 If **waste**, other than **recyclable material**, is removed from a **site**, the **waste** must be removed to a **disposal facility**.”
- 4. **Demolition Waste and Recyclable Materials Bylaw No. 9516**, is amended by deleting the entirety of Part Three: Compliance Reporting and Record Keeping and replacing it with the following:

**“PART THREE: COMPLIANCE AND RECORD KEEPING**

- 3.1 To ensure compliance with this Bylaw, the **owner** or **agent** must keep records of the surveying, removal, handling, and management of **recyclable material** and **waste**, the recycling of **recyclable material**, and the **disposal** of **waste**, including:
  - (a) payment receipts, donation receipts, selling receipts, weigh bills, inspection reports, clearance letters, sampling reports, waste transport manifests, and recycling verification letters from mixed load **recycling facilities** detailing the percentage of **waste** recycled, **reused** or **disposed**;
  - (b) photographs, if applicable, recording the removal of **recyclable material** from the **site** as specified in an approved **recycling and waste diversion plan**;
  - (c) any other records that the **building inspector** specifies, at the time of application for a **building permit for work**, must be kept; and
  - (d) for **recyclable materials** integrated into another project, a letter of material acceptance from the recipient project owner, general contractor, or site developer confirming the material’s intended **reuse**, or other supporting documentation such as a contract, project permits, or delivery receipts verifying material transfer and integration.
- 3.2 Within ninety (90) days after **project completion**, the **owner** or **agent** must submit the following to the **building inspector**:
  - (a) a properly completed **compliance report**; and
  - (b) originals of the records required to be kept under section 3.1 above.”

5. **Demolition Waste and Recyclable Materials Bylaw No. 9516**, is amended by deleting the entirety of Part Four: Fees and replacing it with the following:

**“PART FOUR: FEES**

- 4.1 Every person who performs, or causes or allows the performance of **work**, must pay the non-refundable **application fee** and the **waste disposal and recycling services fee** at the time of submitting the **recycling and waste diversion plan**.
- 4.2 The holder of the **building permit** for the **work** is eligible for a **fee refund**, as calculated in accordance with the **recycling and waste diversion plan**, if the following have also been completed to the satisfaction of the **building inspector**:
- (a) a **recycling and waste diversion plan**;
  - (b) within ninety (90) days after **project completion**,
    - (i) a **compliance report**;
    - (ii) submission of the originals of the records required to be kept under section 3.1 above; and
    - (iii) an application to the **building inspector** for the **fee refund**; and
  - (c) within seven (7) days of being requested to do so, submission to the **building inspector** of any of the records required to be kept under this Bylaw, in addition to those submitted under 4.2(b)(ii) above, to evaluate eligibility for the **fee refund**.
- 4.3 Where a **waste disposal and recycling services fee** is paid under Section 4.1 and is not refunded pursuant to Section 4.2 by the **two-year date**, the **City** will charge the person who paid the **waste disposal and recycling services fee** an annual **Administrative Fee** for each full year in which there is no **fee refund** following the **two-year date**. The **City** may, but is not required to, pay any **Administrative Fee** owing from the **waste disposal and recycling services fee** held by the **City**, and any **fee return** will be reduced by any amount so used.”

6. **Demolition Waste and Recyclable Materials Bylaw No. 9516**, is amended by deleting the entirety of Part Five: Offences, Penalties and Enforcement and replacing it with the following:

**“PART FIVE: OFFENCES, PENALITIES AND ENFORCEMENT**

- 5.1 (a) A violation of any of the provisions identified in this bylaw shall 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 and replaced from time to time; and

(b) A violation of any of the provisions identified in this bylaw shall be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time, in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60*, as amended and replaced from time to time.

5.2 Any person who gives false information required under this Bylaw is deemed to have committed an infraction of, or an offence against, this Bylaw, and is liable on summary conviction to a penalty of not more than \$50,000 in addition to the costs of the prosecution, and each day that such violation is caused or allowed to continue constitutes a separate offence.

5.3 Any person who contravenes or violates any provision of this Bylaw, or any **building permit for work** issued in connection with this Bylaw, or who suffers or allows any act or thing to be done in contravention or violation of this Bylaw, or any **building permit for work** issued in connection with this Bylaw, or who fails or neglects to do anything required to be done under this Bylaw, or any **building permit for work** issued in connection with this Bylaw, commits an offence and upon conviction shall be liable to a fine of not more than Fifty Thousand Dollars (\$50,000.00), 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.”

7. **Development Application Fees Bylaw No. 8951**, is amended by deleting the entirety of Part Six: Interpretation and replacing it with the following:

#### “PART SIX: INTERPRETATION

6.1 In this Bylaw, unless the context requires otherwise:

<b>AGENT</b>	means a person authorized in writing to act on behalf of the <b>owner</b> in connection with a <b>building permit</b> , including a hired tradesman or contractor.
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<b>ADMINISTRATION FEE</b>	means an annual fee in the amount of \$1,000.00 CAD.
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<b>APPLICATION FEE</b>	means the fee set-out in the City’s <i>Consolidated Fees Bylaw No. 8636</i> , as amended or replaced from time to time.
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<b>BUILDING BYLAW</b>	means the <b>City’s Building Regulation Bylaw No. 7230</b> , as amended or replaced from time to time.
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<b>BUILDING INSPECTOR</b>	means the Director, Building Approvals Department or those positions or persons
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	designated by Council to act under the <b>Building Bylaw</b> in the place of the manager.
<b>BUILDING PERMIT</b>	has the same meaning defined in the <b>Building Bylaw</b> .
<b>CIRCULAR ECONOMY</b>	means an approach to resource management that maximizes the value of materials by design, through responsible consumption, minimizing waste, and reimagining how resources flow in a sustainable, equitable, and low-carbon economy.
<b>CIRCULAR PRACTICES</b>	means processes that add, retain or recover the <b>value</b> of materials by extending their utility beyond the end of a building's life, including but not limited to <b>deconstruction, relocation, reuse, salvage</b> , recycling or any other approved method by the <b>General Manager</b> that supports material recovery objectives.
<b>CITY</b>	means the City of Richmond.
<b>COMMUNITY CHARTER</b>	means <i>Community Charter</i> , SBC 2003, c. 26, as amended or replaced from time to time.
<b>COMMUNITY ENERGY AND EMISSIONS PLAN</b>	means the <b>City's</b> strategy for reducing greenhouse gas emissions, improving energy efficiency, and transitioning to a low-carbon built environment, approved by <b>Council</b> on March 13, 2025.
<b>COMPLIANCE REPORT</b>	means a report substantially in the form in the <b>recycling and waste diversion plan</b> , as modified from time to time by the <b>building inspector</b> .
<b>COUNCIL</b>	means the Council of the <b>City</b> .
<b>CORPORATE OFFICER</b>	means the person appointed by <b>Council</b> pursuant to section 148 of the <i>Community Charter</i> as the Corporate Officer of the <b>City</b> , or his or her designate.
<b>DECONSTRUCTION</b>	means the systematic disassembly of a building, typically in the reverse order of its construction, in a manner that prioritizes the

recovery of materials for **reuse** or recycling and preserves material **value** by minimizing damage during removal.

## **DISPOSAL**

means:

- (a) the abandonment, discard, or destruction of any materials, substances, or objects; and
- (b) the application, release, or incorporation of materials, substances or objects in or to land.

## **DISPOSAL FACILITY**

means a **facility** that:

- (a) has a valid and subsisting permit, licence, or operational certificate issued under **GVS&DD's Municipal Solid Waste and Recyclable Material Regulatory Bylaw** for the operation of a disposal facility regulated under that bylaw;
- (b) is approved as a disposal facility under the **Integrated Solid Waste and Resource Management Plan**; or
- (c) destroys or landfills **waste** in the course of conducting an industry, trade, or business.

## **FACILITY**

means any land, building, site, or structure.

## **FEE REFUND**

means the refund of a **waste disposal and recycling services fee** paid in respect of a **recycling and waste diversion plan** as calculated in accordance with **recycling and waste diversion plan**.

## **GENERAL MANAGER**

means a senior administrative officer responsible for the overall management and administration of the **City's** operations.

## **GVS&DD**

means the Greater Vancouver Sewerage and Drainage District.

## **HAZARDOUS MATERIALS**

means any material, product, or substance regulated as a controlled product or hazardous waste under the *B.C. Workers Compensation*

*Act* and *B.C. Environmental Management Act*, respectively, that is present on a **site** or is produced, originates, or results from **work**.

**INTEGRATED SOLID  
WASTE AND RESOURCE  
MANAGEMENT PLAN**

means **GVS&DD**'s approved Integrated Solid Waste and Resource Management Plan.

**MULTI-FAMILY RESIDENTIAL** means a building containing three (3) or more dwelling units, including but not limited to apartments, townhouses, and small-scale multi-unit housing.

**MUNICIPAL SOLID WASTE  
AND RECYCLABLE  
MATERIAL REGULATORY  
BYLAW**

means the **GVS&DD**'s *Municipal Solid Waste and Recyclable Material Regulatory Bylaw No. 181, 1996*, as amended or replaced from time to time.

**NON-RESIDENTIAL BUILDING** means a building or portion of a building used for purposes other than residential occupancy, including but not limited to commercial, industrial, and institutional buildings.

**ONE-FAMILY DWELLING** has the same meaning defined in the **Building Bylaw**.

**OWNER**

means the registered owner of an estate in fee simple, the registered owner of a leasehold estate and also includes:

- (a) the tenant for life under a registered life estate;
- (b) the registered holder of the last registered agreement for sale;
- (c) an Indian who is an **owner** under the letters patent of a municipality, incorporated under Section 9 of the *Local Government Act*;
- (d) a lessee or licensee with authority to build on land;
- (e) an occupier, tenant or holder of an interest in respect of the surface of water;

(f) the Province or Canada, or a crown corporation or agency of either of them, if the government, corporation or agency applies for a **building permit**, a **gas permit**, or a **plumbing permit** under this bylaw, in respect of **parcel** in which it holds an interest; and

(g) an **agent**.

**PROJECT COMPLETION**

means the date of completion and final approval of **work** as determined in accordance with the **Building Bylaw**.

**RECYCLABLE MATERIAL**

means a material, substance, or object that is produced, originates or results from **work** and satisfies at least one of the following:

- (a) is an organic material capable of being composted;
- (b) is managed as a marketable commodity with an established market by the **owner** or operator of a **recycling facility**;
- (c) is processed for recycling through collection, transport, sorting, cleaning, or reprocessing to obtain recovered resources for use in manufacturing a new product or as an intermediate stage in an existing production process;
- (d) is repurposed by adapting a product or its components for a different function than originally intended, without major modifications to its physical or chemical structure;
- (e) is remanufactured through an industrial process that restores a product or component to a like-new condition in terms of quality and performance;
- (f) is being **reused** by the **owner**, or the **agent** on or off the **site** for **construction**;  
or

- (g) is a material, product or substance prescribed in the **recycling and waste diversion plan** as a **recyclable material**;

but excluding **hazardous materials**.

## **RECYCLING FACILITY**

means a **facility** or licensed business, other than a **disposal facility** or an incinerator facility, and that:

- (a) has a valid and subsisting permit, licence, or operational certificate issued under the **GVS&DD's Municipal Solid Waste and Recyclable Material Regulatory Bylaw**;
- (b) is required to provide information on quantities of received and transferred material to the **GVS&DD** through the **GVS&DD's Municipal Solid Waste and Recyclable Material Regulatory Bylaw**;
- (c) is approved as (i) a organics processing facility; or (ii) a publicly-owned transfer station or landfill, under the Integrated Solid Waste and Resource Management Plan for purposes other than **disposal**;
- (d) is a drop off depot which is owned or operated by a charitable organization registered under the *Income Tax Act* (Canada) or a non-profit organization to which section 149 of the *Income Tax Act* applies;
- (e) is a **facility** where the owner or operator purchases or otherwise pays valuable consideration for all **recyclable material** received, cleaned, sorted, baled or packaged at the **facility**;
- (f) accepts only asphalt and concrete for the purposes of reprocessing, resale and **reuse**; or
- (g) builds products using recycled or **reused** buildings materials or resells **salvaged** building materials under a valid business license.



**RELOCATION**

means the partial or total moving of a building or structure to another site without disassembly beyond what is necessary for transport and reinstallation to allow its continued use.

**REUSE**

means the further or repeated use of building materials for their original purpose or an adapted function without reprocessing, including storage intended for such use.

**RICHMOND CIRCULAR CITY STRATEGY**

means the **City's** approved strategy for advancing the **circular economy** in Richmond, approved by **Council**.

**SALVAGE**

means the selective removal of individual materials or building components in a manner that protects them from damage, preserves their value, and keeps them intact for **reuse** or recycling.

**SITE**

means any land, building, structure, or improvements where **work** is or is intended to be performed.

**TWO-FAMILY DWELLING**

has the same meaning defined in the **Building Bylaw**.

**TWO-YEAR DATE**

means that date that is two (2) years following the date of issuance of the **building permit** for the **work**.

**VALUE**

means the gains or benefits derived from satisfying needs or expectations in relation to the use and conservation of materials, which may be financial or non-financial, including but not limited to revenue, savings, productivity, public health, social, environmental benefit, and the reduction of embodied carbon impacts.

**WASTE**

means any discarded or abandoned material, substance, or object that is produced, originates, or results from **work**, and any other prescribed material, substance or object, but excluding **hazardous materials**.

**WASTE DISPOSAL AND  
RECYCLING SERVICES FEE**

means the fee set-out in the **City's** Consolidated Fees Bylaw No. 8636, as amended from time to time.

**RECYCLING AND WASTE  
DIVERSION PLAN**

means the form of plan approved by the **General Manager**.

**WORK**

means the demolition, **deconstruction**, or systematic disassembly of a **one-family dwelling**, a **two-family dwelling**, a **multifamily residential building**, or a **non-residential building**, and any accessory structures on the same **site**, regulated by the **Building Bylaw**.

- 6.2 References in this Bylaw to enactments, bylaws of the **City**, or the bylaws or plans of **GVS&DD**, include those enactments, bylaws, and plans as they may be amended or replaced from time to time.
- 6.3 Unless otherwise defined herein, all words or expressions used in this Bylaw have the same meaning as the same or like words or expressions used in the **Building Bylaw**.”
8. **Demolition Waste and Recyclable Materials Bylaw 9516**, is amended by deleting the entirety of Schedule “A”, Schedule “B” and Schedule “C”.
9. This Bylaw is cited as “**Demolition Waste and Recyclable Materials Bylaw 9516, Amendment Bylaw No. 10664**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10717**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended is further amended at Schedule A by deleting in its entirety the “Schedule – Demolition Waste and Recyclable Materials Bylaw No. 9516” and replacing it with Schedule 1 attached hereto.:
2. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10717**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED for content by originating Division 
APPROVED for legality by Solicitor 

<b>Schedule – Demolition Waste and Recyclable Materials Bylaw No. 9516</b> Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Option	A8 Compliance Agreement Discount
Demolition Waste and Recyclable Materials Bylaw No. 9516	<b>Period of Time from Receipt (inclusive)</b>		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to submit a completed recycling and waste diversion plan with an application for a building permit for demolition	2.2	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Commencing, continuing, causing or allowing the commencement or continuation of demolition work without an approved recycling and waste diversion plan	2.3	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Removing recyclable material from a site to a location other than a recycling facility or as otherwise set out in an approved recycling and waste diversion plan	2.5	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Removing waste (other than recyclable materials) from a site to a location other than a disposal facility	2.6	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Failure to keep records of the surveying, removal, handling, and management of recyclable material and waste, the recycling of recyclable material and the disposal of waste	3.1	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a