



**General Purposes Committee
Electronic Meeting**

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

**Monday, September 15, 2025
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-4 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on September 2, 2025.*



DELEGATION

1. James Cassano, Projects Director, Graham Construction, to delegate on the Temporary Office Site Trailer for the Redevelopment of Richmond Hospital.

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)

GP-10

See Page GP-10 for full report

Designated Speakers: Grant Fengstad and Vincent Chu

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 often years, for a maximum contract value of \$5,017,500 excluding taxes.*



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)

GP-17

See Page GP-17 for full report

Designated Speakers: Poroshat Assadian and Chad Paulin

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.



4. **PROPOSED COMMERCIAL TRUCK PARKING STRATEGIES**

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

GP-45

See Page GP-45 for full report

Designated Speaker: Sonali Hingorani

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.*



CAO'S OFFICE

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

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

GP-63

See Page GP-63 for full report

Designated Speaker: Serena Lusk

STAFF RECOMMENDATION

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.



ADJOURNMENT





General Purposes Committee

Date: Tuesday, September 2, 2025

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 3:00 p.m.

Mayor Brodie recessed the meeting at 3:01 p.m. for the Closed General Purposes Committee meeting.

The meeting reconvened at 4:37 p.m. with all members of Council present.

AGENDA DELETION

The Chair advised that Item No. 2, "Council Display in City Hall", was removed from the agenda.

General Purposes Committee

Tuesday, September 2, 2025

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on July 21, 2025 and the Special General Purposes Committee held on May 23, 2025 be adopted as circulated.

CARRIED

Cllr. Au left the meeting (4:37 p.m.) and returned (4:40 p.m.).

LAW AND COMMUNITY SAFETY DIVISION

1. **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)

In response to a query from Committee, staff advised that while bylaw officers cannot access the secure side of the airport, the Richmond RCMP does have the authority to enforce City bylaws in that area.

It was moved and seconded

(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.*

CARRIED

General Purposes Committee
Tuesday, September 2, 2025

PARKS, RECREATION & CULTURE DIVISION

2. COUNCIL DISPLAY IN CITY HALL

(File Ref. No. 11-7000-01) (REDMS No. 8106719)

This item was removed from the agenda.

PLANNING AND DEVELOPMENT DIVISION

3. DRAFT SOCIAL DEVELOPMENT STRATEGY (2025–2035)

(File Ref. No. 08-4055-01) (REDMS No. 8060842)

In response to queries from Committee, staff advised that with Council approval, the draft Social Development Strategy (2025-2035) will be endorsed for consultation with residents and interested parties.

Discussion ensued regarding (i) planning for all ages and stages, which encompasses the community's diverse age groups, (ii) creating accessible and inclusive environments for all community members to use and enjoy, (iii) engaging with the broader community in addition to working with equity-deserving groups, City Council Advisory Committees and community tables to obtain different perspectives, and (iv) community consultation, including surveys hosted on the City's public engagement platform, Let's Talk Richmond, public pop-up events, focus groups, and meetings with Advisory Committee members.

In response to a query from Committee, staff advised that six focus groups and two pop-up events were held with equity-deserving groups in Richmond to reach those who might have otherwise been underrepresented during the consultation process, including seniors, youth, newcomers, unhoused individuals, low-income households and other groups.

It was moved and seconded

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

CARRIED

General Purposes Committee
Tuesday, September 2, 2025

4. 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)

In response to queries from Committee, staff advised that (i) the final phase (Phase Three) of the Official Community Plan (OCP) targeted update will focus on the preparation of updated objectives and policies based on the draft principles, (ii) a report regarding updating the relevant sections of the current OCP is forthcoming, (iii) Part A amendments to the OCP would include various items that are not related to the provincial deadline, and the City intends to accomplish them by the end of 2025, (iv) more details will be developed in the policy approach, and (v) the City is on track to meet the mandatory updates as prescribed by the Province by the December 31, 2025 deadline.

Discussion ensued regarding (i) reviewing the OCP, specifically regarding land use designations, and having a more fulsome discussion as a Council, (ii) the pace of development and the impact on neighbourhoods, (iii) the concept of Local Village centers, (iv) key legislation with respect to transportation and concerns regarding transportation, (v) the City's ongoing relationship with TransLink, (vi) the OCP update being more graphically oriented and public engagement including a more visual component, and (vii) the community engagement activities that included in-person engagement sessions, online information sessions, and Let's Talk Richmond online surveys.

It was moved and seconded

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.

CARRIED

COUNCILLOR KASH HEED

5. STEVESTON COMMUNITY CENTRE AND LIBRARY CAPITAL PROJECT

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

Discussed ensued regarding the desire to include the ongoing build of the Steveston Community Centre and Library as part of the Major Projects Oversight Committee as another precautionary measure to ensure it is built within the estimated budget.

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In response to queries from Committee, staff advised that fixed-price contracts have been awarded for the building and washroom, and that the only outstanding contract to be awarded is for the demolition.

Discussion ensued regarding (i) the Major Projects Oversight Committee's involvement in the Works Yard replacement project, (ii) timing of the Committee's review of the Steveston Community Centre and Library Capital Project, (iii) the Steveston Community Centre and Library Capital Project being on time and on budget and the reports that have been submitted thus far, (iv) the criteria for projects to be reviewed by the Major Projects Oversight Committee, and (v) the City's procurement process, which includes obtaining three quotations from the market, a Quantity Surveyor estimate, a Construction Manager estimate, and a third party that peer reviews the estimates.

Councillor Heed introduced a motion to have Council meet with the Major Projects Oversight Committee with just the CAO to discuss the Steveston Community Centre and Library Capital Project.

As a result of the call of a Notice of Motion to Defer, Mayor Brodie advised that "Council and CAO meeting with Major Projects Oversight Committee" motion would be placed on the September 15, 2025 General Purposes Committee agenda.

It was moved and seconded

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

CARRIED

Opposed: Mayor Brodie
Cllrs. Au
Hobbs
Loo

DEPUTY CAO'S OFFICE

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

(File Ref. No. 08-4057-05-2025) (REDMS No.)

In response to queries from Committee, staff advised that follow-up comments with a map can be provided.

Discussion ensued regarding meeting the housing targets and Richmond's support and implementation of the proposed objective for Build Canada Homes of significantly expanding affordable rental housing supply.

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It was moved and seconded

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.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:24 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, September 2, 2025.

Mayor Malcolm D. Brodie
Chair

Shannon Unrau
Legislative Services Associate



City of Richmond

Report to Committee

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

Staff Recommendations

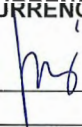


1. That Contract 8409P – Document and Records Management System Modernization Project, be awarded to Cadence Solutions Inc. for an initial five-year term for an estimated value of \$3,350,000 excluding taxes, as described in the report titled “Award of Contract 8409P - Document and Records Management 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	<input checked="" type="checkbox"/>	 Acting GM
Finance	<input checked="" type="checkbox"/>	
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	<input checked="" type="checkbox"/>	 Suzanne Bycraft, Acting GM
Finance Department	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Public Works Operations	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Lulu Island Energy Company	<input checked="" type="checkbox"/>	
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).

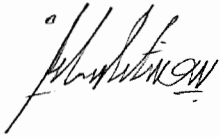
Financial Impact

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.**

- | | |
|--|--|
| <input type="checkbox"/> Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC). | <input type="checkbox"/> GCoM Common Reporting Framework (CRF). |
| <input type="checkbox"/> 2006 IPCC Guidelines for National Greenhouse Gas Inventories. | <input type="checkbox"/> U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI USA). |
| <input checked="" type="checkbox"/> Regional specific methodology (CEEI). | <input type="checkbox"/> Jurisdiction specific methodology. |
| <input type="checkbox"/> 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.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Yes: Community-wide net-zero target | <input type="checkbox"/> Yes: Corporate net-zero target |
| <input checked="" type="checkbox"/> Yes: Corporate carbon neutrality | <input type="checkbox"/> 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.**

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

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

Community-wide buildings policies, programs and actions.

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

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- **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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Circular economy or zero waste strategy. | <input checked="" type="checkbox"/> Sustainable procurement policy. |
| <input checked="" type="checkbox"/> Renewable energy investments (e.g. district energy, waste heat recovery, biomass). | <input type="checkbox"/> Supporting green/blue carbon sequestration. |
| <input type="checkbox"/> Developing compliance carbon offset projects. | <input type="checkbox"/> 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.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Complete, compact communities | <input checked="" type="checkbox"/> Organics diversion |
| <input checked="" type="checkbox"/> Circular economy or zero waste strategy | <input checked="" type="checkbox"/> Renewable energy investments (e.g. district energy, waste heat recovery, biomass) |
| <input type="checkbox"/> Supporting green/blue carbon sequestration | <input checked="" type="checkbox"/> Climate engagement |
| <input type="checkbox"/> Other: | |

Complete, Compact Communities - Please select all that apply.

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

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

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Undertaking or completing a risk assessment at the community level. <input checked="" type="checkbox"/> Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions. <input type="checkbox"/> Hydro climatological data collection. <input checked="" type="checkbox"/> Public engagement on climate risks and actions. <input type="checkbox"/> Creation of policy/procedures to affect change (climate considerations into decision-making processes). <input checked="" type="checkbox"/> Developing, acquiring, or already have hazard or climate risk mapping (e.g., floodplains), data or similar information. | <ul style="list-style-type: none"> <input type="checkbox"/> Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level. <input checked="" type="checkbox"/> Collaboration with other communities on resilience planning/initiatives. <input checked="" type="checkbox"/> Monitoring climate risks or impacts (floods, wildfire, etc.). <input checked="" type="checkbox"/> Providing training (adaptation and mitigation skills). <input type="checkbox"/> Creating data systems to support climate action. <input type="checkbox"/> Utilizing natural assets/nature-based solutions. <input checked="" type="checkbox"/> Developing emergency/hazard response plans. <input type="checkbox"/> 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 adaption 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"> <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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"> <input checked="" type="checkbox"/> Business continuity plans <ul style="list-style-type: none"> • RFR and EP: 5.5 FTE <input checked="" type="checkbox"/> 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"> <input checked="" type="checkbox"/> 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"> <input type="checkbox"/> 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?

- | | |
|---|---|
| <input type="checkbox"/> Not required/mandated | <input checked="" type="checkbox"/> Lack of funding |
| <input type="checkbox"/> Lack of understanding of the benefits | <input checked="" type="checkbox"/> Other (please specify): Direction #1 of the |
| <input type="checkbox"/> Lack of capacity (staff, expertise, etc.) | Richmond Circular City Strategy includes the goal of |
| <input type="checkbox"/> 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"> <input type="checkbox"/> Undertaking or completing a risk assessment at the community level. <input type="checkbox"/> Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions. <input type="checkbox"/> Hydroclimatological data collection. <input type="checkbox"/> Public engagement on climate risks and actions. <input type="checkbox"/> Creating data systems to support climate action. <input type="checkbox"/> Utilizing natural assets/nature-based solutions. <input type="checkbox"/> Developing emergency/hazard response plans. <input type="checkbox"/> Other: | <ul style="list-style-type: none"> <input type="checkbox"/> Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level. <input type="checkbox"/> Collaboration with other communities on resilience planning/initiatives. <input type="checkbox"/> Monitoring climate risks or impacts (floods, wildfire, etc.). <input type="checkbox"/> Creation of policy/procedures to affect change (climate considerations into decision-making processes). <input type="checkbox"/> 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	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	Suzanne Bycraft, Acting GM
Real Estate	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
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:

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:

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

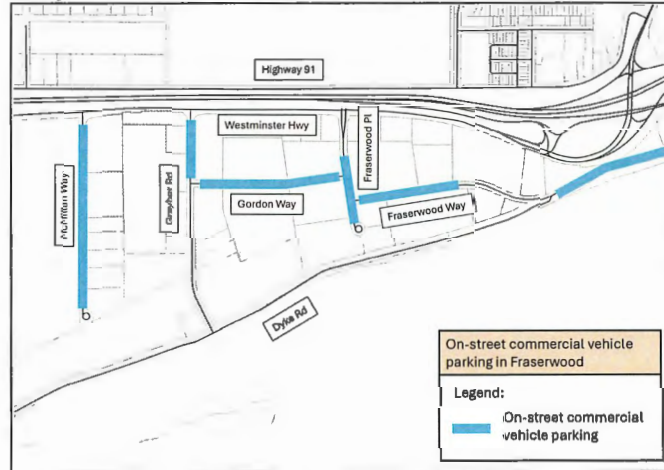
Zoning related questions can be directed to the City's Zoning Clerk at 604-276-4017 or zoning@richmond.ca.

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.

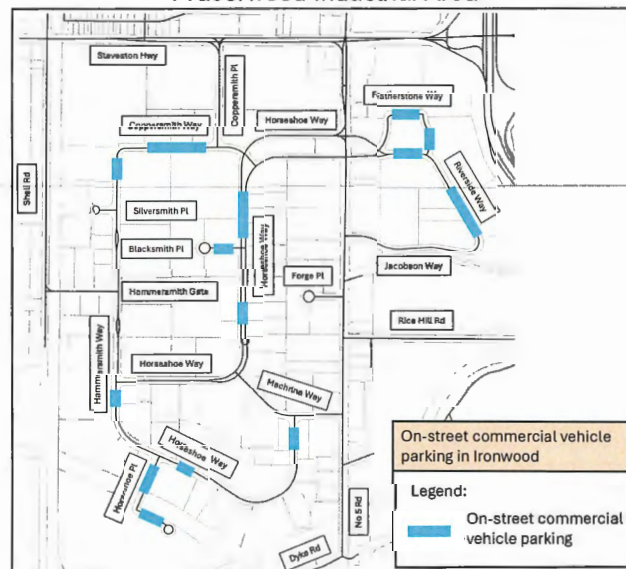
Truck Volumes on all Roads in Metro Vancouver



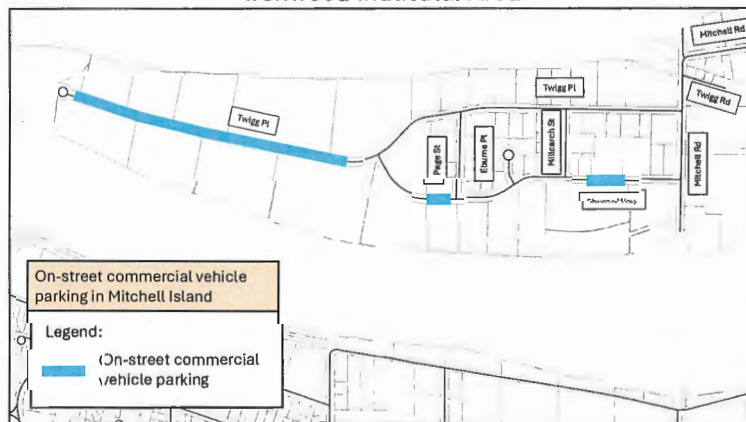
Proposed On-Street Truck Parking Pilot Locations



Fraserwood Industrial Area



Ironwood Industrial Area



Mitchell Island





To:	General Purposes Committee	Date:	September 2, 2025
From:	Serena Lusk Chief Administrative Officer	File:	99-LAW/2025-Vol 01
Re:	Examination of Ethical Implications Regarding Council Members Voting on Issues with Personal Financial Interests		

Staff Recommendation

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.

Serena Lusk
Chief Administrative Officer

Att. 2

Staff Report

Origin

At the General Purposes Committee Meeting held on June 2, 2025, the Committee made the following referral:

- (1) That the Chief Administrative Officer (CAO) investigate the legal precedents surrounding the matter of Council members voting on issues with Personal Financial Interests;
- (2) That the CAO consider seeking a review from an ethics or conflict commissioner to gain further guidance on appropriate actions for Council members in similar situations; and
- (3) That the CAO report back to Council within three months.

This report responds to the above referral by providing legal information and guidance.

This report also 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.

Analysis

Peter Johnson, Barrister and Solicitor, is a well-respected senior municipal law lawyer who is often called upon to provide advice to local governments on conflict of interest matters. Mr. Johnson was also appointed as the Ethics Commissioner for the City of Surrey in 2023 and continues in the role today. Given Mr. Johnson's background, he was retained to undertake both the necessary investigation and to provide guidance as requested in parts 1 and 2 of the referral.

Per the referral and discussion during the meeting, Mr. Johnson was not asked to investigate specific circumstances nor provide situation-specific advice.

Mr. Johnson's analysis is appended as Attachment 1 to this report and his biography is appended as Attachment 2.

Financial Impact

None

Conclusion

In response to a referral, both legal background and guidance regarding conflicts of interest has been provided to Council.



Serena Lusk
Chief Administrative Officer

Att. 1: Legal Counsel's analysis
2: Biography

PRIVILEGED & CONFIDENTIAL

September 4, 2025

File No.: 233 027

VIA EMAIL: CAOoffice@richmond.ca

Ms. Serena Lusk
Chief Administrative Officer
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Ms. Lusk:

RE: Conflict of Interest of Elected Officials – Personal Financial Interests

The City of Richmond has requested that we provide City Council with a legal review of the case law surrounding the matter of Council members voting on issues in which they have a personal financial interest, and guidance on appropriate actions that Council members should take if they consider they may have a personal financial interest in a matter before Council.

We wish to caution at the outset that each case involving a potential conflict of interest has to be considered based upon its own unique facts, as to whether the interest that a member of Council has in the matter under consideration disqualifies them from discussing and voting on the matter, and whether a failure to declare the conflict and abstain from participating in discussing and voting on the matter could lead to disqualification from holding office. Accordingly, while this review provides some general guidance for Council members, it is important that each individual Council member's situation be considered in light of all relevant facts before coming to any conclusions about a potential conflict of interest. Additionally, a Council member who is concerned about a potential conflict of interest in any particular case should obtain their own independent legal advice.

1.0 Conflict of Interest Rules Under the Community Charter

The conflict of interest rules for elected local government officials in British Columbia are set out in Part 4, Division 6 of the *Community Charter*. The rules apply equally to municipal council members and (by virtue of section 205 of the *Local Government Act*) to the elected and appointed directors of regional district boards.

Section 100 of the *Community Charter* provides that where a Council member attending a meeting considers that they are not entitled to participate in the discussion of the matter because the member has:

- a) a direct or indirect pecuniary interest in the matter;



- b) another interest in the matter that constitutes a conflict of interest¹,

the Council member must declare this at the meeting and must state in general terms the reason why the member considers they have a conflict. After making the declaration, the Council member must not do anything referred to in section 101(2).

Section 101(2) of the *Community Charter* prohibits a council member who has a direct or indirect pecuniary interest in a matter from:

- a) remaining or attending at any part of a meeting during which the matter is under consideration;
- b) participating in any discussion of the matter at such a meeting;
- c) voting on a question in respect of the matter at such a meeting, or
- d) attempting in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

A Council member who has a pecuniary interest in a matter and contravenes section 101(2) of the *Community Charter* is disqualified from continuing to hold office unless either the saving provisions of section 101(3) apply, or one of the exceptions under section 104 of the *Community Charter* applies. In summary, a Council member is not disqualified despite the existence of a pecuniary conflict of interest where:

- a) the contravention of the conflict of interest rules results from inadvertence or an error in judgment made in good faith (section 101(3));
- b) the pecuniary interest of the member is a pecuniary interest in common with electors of a municipality generally (section 104(1)(a));
- c) in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax (section 104(1)(b));
- d) the matter relates to remuneration or expenses payable to one or more members in relation to their duties as council members (section 104(1)(c));
- e) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter (section 104(1)(d));
- f) the pecuniary interest is of a nature prescribed by regulation (section 104(1)(e)).

We will discuss the application of the saving provisions and the exceptions in more detail below.

Under section 100(4) of the *Community Charter*, if a council member has made a declaration under subsection 101(2) and, after receiving legal advice on the issue, determines that the member was wrong respecting the member's entitlement to participate in respect of the matter, the member may:

- a) return to the meeting or attend another meeting of Council,

¹ Non-financial personal interests in a matter can also give rise to a conflict of interest, but those types of personal interests are outside of the scope of the review Council has requested.



- b) withdraw the declaration by stating in general terms the basis on which the member has determined that the member is entitled to participate, and
- c) after this, participate and vote in relation to the matter.

2.0 Determining Whether a Pecuniary Interest Exists

The *Community Charter* conflict of interest rules apply to matters that affect the personal financial interests of a Council member, whether directly or indirectly. In considering whether a conflict of interest arises, it is important to keep in mind the underlying purpose of the legislation.

The decision of the Supreme Court of Canada in *Old St. Boniface Residents Assn. Inc. v. Winnipeg (City)*, [1990] 3 S.C.R. 1170, contains the following statement which summarizes the purpose of the conflict of interest rules:

"It is not part of the job description that municipal councillors be personally interested in matters that come before them beyond the interest that they have in common with the other citizens in the municipality. Where such an interest is found, both at common law and by statute, a member of Council is disqualified if the interest is so related to the exercise of public duty that a reasonably well-informed person would conclude that the interest might influence the exercise of that duty. This is commonly referred to as a conflict of interest." [Emphasis added]

In the recent B.C. Court of Appeal decision in *Schlenker v. Torgrimson*, 2013 BCCA 9, the Court put it this way:

*"The purpose of such legislation was eloquently described by Robins J. (later J.A.) speaking for the Ontario Divisional Court in *Re Moll and Fisher* (1979), 96 D.L.R. (3d) 506 at 509:*

This enactment, like all conflict-of-interest rules, is based on the moral principle, long embodied in our jurisprudence, that no man can serve two masters. It recognizes the fact that the judgment of even the most well-meaning men and women may be impaired when their personal financial interests are affected. Public office is a trust conferred by public authority for public purpose. And the Act, by its broad proscription, enjoins holders of public offices within its ambit from any participation in matters in which their economic self-interest may be in conflict with their public duty. The public's confidence in its elected representatives demands no less.

Legislation of this nature must, it is clear, be construed broadly and in a manner consistent with its purpose."



2.1 Direct Pecuniary Interests

A direct pecuniary interest exists where the personal financial or business interests of a Council member are directly affected by a matter before Council.

Examples where a concern about a direct pecuniary interest would typically arise include:

- a) A rezoning bylaw that applies to a Council member's property, especially if the value of the Council member's land, or the land's development potential, is affected by the bylaw.
- b) A municipal infrastructure project that affects the business interests of a Council member, for example a highway project, or a proposed highway closure, which will impact access to the member's business premises, with the potential to affect business earnings.

In the following cases the council member was alleged to have a direct pecuniary interest in a matter.

In *Fairbrass v. Hansma*, 2010 BCCA 319, the Mayor voted on an amendment to the Official Community Plan that paved the way for zoning changes to reduce minimum lot size requirements and setbacks in an area where the Mayor owned land, and where his sons owned land as well. The Mayor owned a parcel of land that was smaller in area than the reduced minimum lot size proposed by the amendment, and the OCP change did not affect the subdivision potential of his property. The court noted that the petitioners had the burden of proving that the Mayor had a pecuniary interest and had not produced any evidence that the amending bylaw would make his land more valuable. No conflict of interest was found. We refer to this case below in relation to the allegation that the Mayor also had an indirect pecuniary interest as a result of his sons' ownership of land in the same area.

In *Grand Forks (City) v. Butler*, 2016 BCSC 349, a Council member who had a landscaping and gardening business was found to have had a direct pecuniary interest in a municipal program to install water meters and to charge a user fee for water consumption, in the interest of water conservation. She had campaigned against the program when seeking election to the Council, and after her election she had expressed concern at a Council meeting about the potential impact of the program on the financial viability of her business. However, by the time the bylaw was introduced and voted on she had sold the business, and the court was satisfied that as a result of divesting herself of her business she no longer had a conflict of interest when voting on the bylaw. She had a direct pecuniary interest in the matter when she participated in discussions about the program while she still owned the business, but was not disqualified from office because the court application was not commenced within the time required under section 111(4) of the *Community Charter*.

2.2 Indirect Pecuniary Interests

Indirect pecuniary interests may arise because of an employer-employee relationship, a family relationship, or a business relationship with a third party. As noted below, in some cases – particularly where employer-employee and business interests are concerned - the existence of a disqualifying indirect interest is clear and obvious from the facts, even though the amount of any personal financial gain may



be difficult to quantify. In the case of family relationships, the courts will require proof that the financial interests of the Council member and their family member are shared or interconnected.

2.2.1 Employer/Employee Relationships

Employer and employee relationships can give rise to a pecuniary interest on the part of the employee, in relation to matters before Council that affect the financial interests of the employer. In *Guimond v. Sornberger*, (1984) 13 MPLR 134, the Alberta Court of Appeal stated the following:

“...the interests of an employee in a matter affecting his employer will, in the normal course of the relationship, be supportive of those of his employer not only by reason of his general obligations to his employer but also by his selfish interest in maintaining and improving the relationship itself. Such matters are dependent in large measure on the goodwill of the employer: promotion, salary increases, even continuation of employment should reduction of staff be contemplated. Those are the considerations inherent in the relationship.”

Where a matter that affects the financial interests of a Council member's employer is under consideration, there is a good chance that a court will find that the member has an indirect pecuniary interest in the matter.

2.2.2 Business Interests and Business Relationships

Business relationships and business interests can give rise to an indirect pecuniary interest in a matter. The following cases provide examples:

- A council member owned a store which sold various products including lottery tickets. The store was located in the vicinity of a grocery store. She voted against the sale of municipal land to the grocery store owner, who had exercised an option to purchase the land. The grocery store owner needed the land to provide additional customer parking and had recently obtained their own licence to sell lottery tickets. The council member was held to have an indirect pecuniary interest in the matter, given that delaying the sale could reasonably be expected to affect the financial viability of their competitor's business, thus benefiting the member's business interests. While the actual impact on the business was not easily measurable, the court was satisfied that the interest was not too speculative or remote: *Arbez v. Johnson* (1998), 46 M.P.L.R. (2d) 285 (Man. C.A.).
- An elected official voted in favour of seeking permission from the Province to improve access from a highway to an adjoining shopping centre. The elected official was the part-owner of a laundromat located in the shopping centre and was held to have a conflict of interest in the matter given that the improvement in access for his customers could reasonably be expected to improve his business. The court stated that it did not matter whether the amount of any potential financial gain was “trifling”: *Wanamaker v. Paterson* [1973] 5 WWR 193 (Alta. C.A.).
- A Council member, a real estate agent, participated in the discussion and voted on an application for a property owner's application for a permit to remove topsoil from a lot that the member was



the listing agent for. The council member was found to have an indirect pecuniary interest in the matter. Even if topsoil permit applications were minor, routine matters, a reasonable elector would inevitably be concerned that the member's business relationship with the owner would affect his decision. However, the member was found to have committed a bona fide error in judgment and was not disqualified: *Campbell v. Dowdall*, (1992) 12 MPLR (2d) 27 (Ont. Gen. Div.).

- A Council member who owned a convenience store and gas bar was found to be in a conflict of interest when he voted on an application for a conditional use variation application to allow development of a recreational facility on nearby lands. The court concluded that the council member stood to gain financially, given the close proximity of his business to the lands in question, given that the development would reasonably be expected to increase the member's convenience store business, since applicant had no plans to sell food or drinks to his customers: *Cornwallis v. Selent*, [1998] 1 W.W.R. 312 (Man. Q.B.).
- In *Godfrey v Bird*, 2005 BSCS 626, the B.C. Supreme Court concluded that a long-standing business relationship gave rise to an indirect pecuniary conflict of interest. In that case the disqualified councillor was a realtor who had an ongoing social and business relationship with a resident of the municipality who owned a number of properties. The matter in question was the rezoning of a number of properties including ones owned by the councillor's business associate. In concluding that the councillor had an indirect pecuniary interest in the matter that was not so remote or insignificant that it would not reasonably be regarded as likely to influence the council member in the exercise of his powers in a public office, the court said this:

"If electors are to continue to have confidence in the electoral process and the integrity of those who discharge public duties, then councillors such as Mr. Bird must undertake an even-handed and independent consideration of the matters before Council unaffected by a direct or indirect pecuniary interest. Here, I conclude that Mr. Bird had a pecuniary interest, albeit indirect, in the Application which related to a property owned by his good friend, his business partner, his some-time lender, and his principal in a number of purchases and sales of properties on Vancouver Island from which Mr. Bird as an agent for his principal earned substantial commissions and from which Mr. Schayes from time to time received favourable treatment relating to the commissions paid.

... Mr. Bird allowed his judgment to be impaired by his personal financial interests and allowed his economic self-interest to conflict with his public duty to do what was in the best interests of the District and not do that which was merely in the best interests of Mr. Schayes, the Ardmore Property, or the economic interests of Mr. Bird all of which were intertwined in the financial affairs of Mr. Schayes."

- In contrast, in *Highlands Preservation Society v. Highlands (District)*, (2005), 17 M.P.L.R. (4th) 117, the BC Supreme Court declined to draw an inference of bias on the part of a council member who had had past business dealings with the proponent of a zoning bylaw amendment. The court accepted that since being elected, the council member had not sought or accepted any work from



the proponent. The court stated that the mere potential for future business dealings was an insufficient connection to give rise to a conflict in relation to the matter under consideration.

2.2.3 Family Relationships

An indirect pecuniary interest will not be presumed just because the matter affects the financial interests of a Council member's family: *Fairbrass v. Hansma*, 2009 BCSC 878 (B.C. Supreme Court), affirmed 2010 BCCA 319. In *Fairbrass v. Hansma*, the court noted that no evidence had been presented of the Mayor's financial interests being interconnected with the interests of his sons, whose lands benefited from an OCP amendment. The allegation of an indirect pecuniary interest was entirely speculative.

The British Columbia Supreme Court cited the Fairbrass decision with approval in *Conibear v Dahling*, 2010 BCSC 985, again holding that the mere existence of a family relationship – in which a family member may gain some economic benefit through a council decision – is not enough on its own to warrant disqualification. In that case, the Mayor's granddaughter was the daughter of the promoter of a music festival (the promoter had been in a brief relationship with the Mayor's son, who was the father of the granddaughter). It was alleged that the Mayor had an indirect pecuniary interest in voting in favour of the festival since allowing the festival to proceed would somehow enhance her granddaughter's financial position. The Court rejected that suggestion, citing Fairbrass and stating that a mere relationship is not enough. A petition to disqualify a member on the grounds of an indirect financial interest requires an identifiable economic connection, supported by evidence.

However, an indirect pecuniary interest will likely arise where the family member whose financial interests are affected lives in the same household as the Council member, especially where they own assets in common or otherwise have interconnected finances.

2.2.4 Campaign Contributions

In a number of cases the B.C. courts have held that a campaign contribution, on its own, does not give rise to an indirect pecuniary interest in matters before Council that affect the financial interests of the donor. For example, in *Allan v. Froese*, 2021 BCSC 28, an application to disqualify the mayor and two council members from office was dismissed. Each had received campaign contributions from individuals connected to development companies, at a time when those companies were actively seeking Council approval of a number of projects. The contributions were all properly disclosed in accordance with local government campaign finance rules. There was no evidence that the respondents had a direct or indirect pecuniary interest in the projects, such as some form of "quid pro quo" or agreement to vote in favour of the project in exchange for the campaign contribution.

2.2.4 Fiduciary Obligations

In *Schlenker v Torgimson*, 2013 BCCA 9, the BC Court of Appeal held that if a council member votes on a matter that financially benefits an organization (a registered society, or business corporation) of which the member is a director, a disqualifying pecuniary interest arises because of the council member's fiduciary duty, as a director, to put the organization's interests first. In *Schlenker v Torgimson*, the



respondents were elected trustees and had local government responsibilities for the land use planning and regulation in the Salt Spring Island Local Trust Area. The respondents also held positions as directors of two societies that were active in climate change and environmental issues. At a Trust Committee meeting, the respondents voted in favour of a \$4,000 grant to one of the societies they were directors of. The Court of Appeal confirmed that they had a disqualifying pecuniary interest in the matter, given that the matter involved the expenditure of public funds, and that the respondents had an interest in the matter which a well-informed elector would conclude conflicted with their duty as elected officials. It made no difference that they did not gain anything personally. As the Court stated, "[t]he public is disadvantaged by the conflict, whether the respondents derived any personal gain or not, because the public did not have the undivided loyalty of their elected officials".

The potential impact of this decision on local government elected officials, who are sometimes appointed by their Council or Board to sit as directors of a society or corporation, has been mitigated by the Province's adoption of the *Conflict of Interest Exceptions Regulation 91/2016*. Under this regulation, a council member appointed by their council to the board of a society, or a corporation that provides a service to the municipality, is deemed not to have a conflict of interest in a matter concerning an expenditure or grant to the society or corporation.

3.0 Exceptions to the Conflict of Interest Rules

If a Council member is found to have a pecuniary interest in a matter, they are not disqualified from office if one of the statutory exceptions under section 104 of the *Community Charter* applies. If court proceedings are commenced seeking a declaration that a Council member is disqualified from office as a result of a pecuniary conflict of interest, and if the petitioners prove the existence of a disqualifying pecuniary interest, the onus is then on the Council member to demonstrate that an exception applies to their situation.

3.1 Community of Interest

Under section 104(1)(a) of the *Community Charter* the conflict of interest restrictions do not apply where the pecuniary interest of the elected official is an interest in common with the interests of the electors of the municipality generally. As an example, voting on a bylaw to set the property tax rates for the municipality each year does not rise to a disqualifying conflict of interest, even though the bylaw affects the property taxes payable by a council member who owns property in the community. Similarly, consideration of a new Official Community Plan would not usually give rise to conflict of interest concerns where the personal interests of the members of council as resident property owners are substantially the same as those of other members of the community.

The courts have held in a number of cases that the interest in common exception can apply even where the pecuniary interest of the elected official is not shared with all other electors. An interest held in common with a "significant segment" of the electors may be sufficient to engage the exception. In *Redmond v Wiebe*, 2022 BCCA 244, an elected official voted in favour of a motion to expand outdoor patio licences for restaurants during the COVID-10 pandemic. The Council member was the owner/operator of a restaurant business and was an investor in a pub. The Court of Appeal found that



the interest in common exception did not apply. The proper “comparator group” that shared same pecuniary interest as the Council member was the relatively small group of restaurant operators who, like the Council member, were in an immediate position to apply for licences and take advantage of the program, not (as the Council member argued) the 3,127 holders of restaurant licences in the City of Vancouver. The number of restaurant operators who were able to immediately take advantage of the program was far too small for the interest in common exception to apply.

3.2 Local Services

Section 104(1)(b) provides that where a matter before Council relates to a local service, a Council member is not disqualified if their pecuniary interest is in common with other persons who are or would be liable for the local service tax. So, for example, a Council member who owns property in a business improvement area (BIA) established by the municipality and is subject to a local service tax that supports the BIA is not, on that account, disqualified from participating in matters related to the BIA.

3.3 Council Remuneration

Section 104(1)(c) provides an exception for remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members. This exception also applies to remuneration, expenses or benefits payable to directors of a regional district board in relation to their duties as directors.

There do not appear to be any court cases in British Columbia where the exception under section 104(1)(c) of the *Community Charter* has been considered. In *Louie v Louie*, 2015 BCCA 247 (a case involving a decision by members of a Band Council to pay themselves a “retroactive honorarium” of \$5,000 each) the B.C. Court of Appeal held that the statutory rules allowing elected officials to make decisions concerning their own remuneration must be strictly complied with. We think it is fair to say that the exception for Council remuneration reflects the Legislature's policy choice that elected officials should be able to make decisions about their remuneration without concerns for potential pecuniary conflicts, provided that those decisions are made in an open meeting in full view of the public, and given that elected officials on a council or regional district board all share the same financial interest when making such decisions.

3.4 Remote and Insignificant Interests

Section 104(1)(d) of the *Community Charter* states that the conflict of interest rules do not apply where the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Council member in relation to the matter.

However, it should be noted that even relatively small amounts of money have been held to create a disqualifying interest. In *Mino v. D'Arcey*, (1991) 4 MPLR (2d) 26 the amount in question was a potential profit of only \$300 on a contract. The Court stated:



"Nor can I find that the respondent's profit of approximately \$300 was so insignificant as to render his interest insignificant. Three hundred dollars might well be an insignificant amount to the respondent, in the overall operations of his business; but, as Robins J. said in Re Moll and Fisher, the standard is an objective one. Certain ratepayers of Howick Township might not consider that amount in any way insignificant..."

Levy v. Knight is an example of a case where an employer-employee relationship gave rise to a pecuniary conflict of interest, even though the matter under consideration involved the interests of a company owned by the employer. The court held that the interest of the council member was not too remote.

In *Sacks v. Campbell*, (1991) 8 MPLR (2d) 143 the court also rejected an argument that the interest was too remote and insignificant where the council member, who was in the business of selling sand and gravel, participated in a decision to rezone lands owned by a developer who had loaned money to the member for the purchase of a quarry. The member also had an agreement to supply gravel to the developer., in circumstances where the elected official's gravel supply business might be affected by the development. The court stated:

"Hence, the situation existed where the appellant was advancing resolutions before a municipal council to the advantage of his creditor, Edey, in relation to redevelopments which could potentially affect Campbell's gravel business. This is a situation which is bound to shake public confidence in the administration of the affairs of this municipality."

In *Campbell v. Dowdall*, referred to above, the court also rejected the argument that an interest was too remote and insignificant to support the finding of a conflict of interest. Even though topsoil removal applications were routine matters:

"...the reasonable elector would inevitably fear that a councillor's discretion concerning almost any public matter involving the land would be fettered by a conflicting interest if that councillor was at the same time the selling agent for that land. That conflicting interest is the money-related alliance a real estate agent has with his principal's objective of selling the land."

4.0 Interests Prescribed by Regulation

Section 104(1)(e) of the *Community Charter* authorizes regulations that prescribe pecuniary interests that the conflict of interest rules do not apply to. We referred above to the *Conflict of Interest Exceptions Regulation 91/2016*.

5.0 Inadvertence

If there is a conflict of interest, a council member may be excused from the consequences of the conflict where the conflict of interest rules were contravened "inadvertently". Inadvertence implies a lack of knowledge. In *Holstine v. Wentz*, (1979) 11 Alta. LR (2nd) 164, a mayor who voted on a lease of facilities to a local hockey team in which she owned two shares was deemed to have voted "inadvertently" in the sense of being careless and unwitting, but innocent. In determining whether a breach is inadvertent or



not, the court considers the council member's state of mind, their actual knowledge, and the context in which the vote is held.

6.0 Error of Judgment Made in Good Faith

In order for there to be an error of judgment, there must be a conscious exercise of judgment: *Holstine v. Wentz*.

A court will also consider whether there was any suppression of facts, any secret dealings or undisclosed facts, whether anyone had in the past had raised the issue of a possible conflict, and whether the elected official's views were "understandable": *Jafine v. Morton*, (1999) 50 MPLR (2nd) 218 (Ontario CJ).

In *Campbell v. Dowdall*, mentioned above, the court found that the breach of the conflict of interest rules had been inadvertent where the elected official made a bona fide honest error in judgment, as he honestly felt he did not have any "pecuniary interest" in the particular matter. Of note, he had excused himself from previous meetings where development applications affecting his listing client's property were considered. He honestly, but mistakenly, thought that a topsoil removal application related to one of the properties was a "routine matter" that did not give rise to a pecuniary interest on his part.

As another example, in *Conibear v Dahling*, mentioned above, during the initial proposal to Council, the Mayor was forthright with Council about her connection to the promoter and explained that she had no personal or business relationship with the promoter. From this, the Court found that even if there was a pecuniary interest, "her contravention would be properly characterized as an error in judgment made in good faith (per s 101(3) [of the Charter])" (at para 22). According to the Court, the Mayor's disclosure to council related to her awareness of the possibility of the perception of a conflict and the disclosure of the relevant facts indicated that she was acting in good faith.

In some cases, failing to obtain legal advice in advance of a vote or disregarding advice may impair the ability of an elected official to take the position that they had acted inadvertently or in good faith: *Begin v. MacInnis*, (1991) 4 MPLR (2nd) 315 (Ontario General Division). In *Fairbrass v Hansma*, the British Columbia Court of Appeal suggested that good faith reliance on erroneous legal advice is a valid defence to an application for disqualification.

7.0 General Guidance for Council Members and Conclusions

As mentioned at the outset, each potential conflict of interest situation must be considered in light of its specific facts, including the nature of the "matter" that Council is considering, and whether the Council member, or a person with whom the Council member has a close relationship, has a personal financial interest in the matter that is different from the interests of the electors generally. Each Council member has the individual responsibility to identify their own potential conflicts of interest, because they have knowledge of the personal and financial interests that could give rise to a conflict.



The examples referred to in this opinion are not exhaustive. As a matter of general guidance, if a Council member is concerned that they may have a disqualifying pecuniary interest in a matter, a good starting point is to ask:

Do I, my business, my employer, a close family member, or a business associate, stand to be affected financially from this decision? If so, is my direct or indirect financial interest in this matter the same as all other members of the community, or a substantial segment of the community, or will this decision benefit or harm my financial situation, or that of my business, my employer, close family member, or business associate, in a way that is different from the other members of the community?

If the Council member's personal financial interest in a matter is different from that of other community members, the courts will likely find that a disqualifying pecuniary interest exists.

It is important to keep in mind that while the legislation provides an exception for "remote and insignificant interests", there are cases where even "trifling" financial benefits or interests have been held to disqualify council members. A financial interest is not considered "remote" or "insignificant" simply because the Council member considers that the interest will not affect their judgment.

In cases where a Council member has a concern about a potential pecuniary conflict of interest and is not certain whether the conflict of interest rules apply, they should seek independent legal advice. As noted above, good faith reliance on legal advice may avoid disqualification from office, even if the Court finds that the Council member had a disqualifying pecuniary interest in the matter.

Finally, this review addresses the issue of personal pecuniary (financial) interests. As noted above, other forms of personal interests in a matter can give rise to conflicts of interest. While it is only the direct and indirect pecuniary interests that can lead to disqualification from holding office, Council members are not entitled to participate and vote in respect of matters where they have another form of personal interest that is not in common with the electors generally. Participating and voting in respect of matters where the Council member has a non-pecuniary interest can jeopardize the Council's decision making process, and Council members must be equally vigilant to avoid conflicts of interest of that kind.

Yours truly,

STEWART McDANNOLD STUART

Per:

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cc: Anthony Capuccinello Iraci, City Solicitor


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Biography

Peter is a deeply experienced and trusted advisor to local governments. A partner in the firm's solicitors group, Peter provides legal advice and assistance to local governments throughout the province on a wide variety of matters, including: interpretation of local government legislation; planning and development law; real estate and other commercial transactions; contract tendering issues; construction projects; bylaw drafting; expropriation; environmental law issues; freedom of information and privacy issues; and conflicts of interest. Since 2023, Peter has also acted as the Ethics Commissioner for the City of Surrey.

Before joining the firm in 2001, Peter was the Assistant City Solicitor with a large and growing municipality in the Lower Mainland of Vancouver. Prior to that experience, Peter practiced civil litigation with a major Vancouver law firm, appearing before all levels of court in British Columbia. Peter graduated with his Bachelor of Laws degree from the University of British Columbia in 1988 and then acted as a Law Clerk with the County Court of Vancouver before being called to the BC Bar in 1990.

Peter is a frequent contributor to the firm newsletter, "LoGo Notebook", and he is a sought-after speaker at local government conferences. Peter is the past Chair of the Municipal Law Section of the Canadian Bar Association (BC Branch), and is a contributing author of Canada Law Book's *Annotated British Columbia Local Government Act and Community Charter*.

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Representative Work

- Ethics Commissioner for the City of Surrey – 2023 to present.
- Master Development Agreement for The Railyards multi-phase, mixed residential development in Victoria.
- In the early 2000s, umbrella partnering agreement, design-build agreement, and operating agreement for the civic arena in Victoria.
- Development of a construction agreement for repairs and upgrades to the Canada Games Aquatic Centre in Kamloops, involving the first use in BC of an Integrated Project Delivery Agreement for a large-scale local government construction project.
- Agreements for the sale and development of the Dockside Lands brownfield site in Victoria.

- Assisted the Nature Conservancy of Canada with numerous conservation projects including the acquisition of the 63,000-hectare Darkwoods property in the West Kootenays.
- Interpretation and opinions concerning legislation affecting local governments such as the *Local Government Act*, the *Community Charter*, and the *Environmental Management Act*.
- Advice on development cost charges, development permits, board of variance matters, building permits, public hearings, and subdivision approval.
- Complex real estate transactions, including the purchase and sale of real property, and commercial lease agreements.
- Advice on liability and risk management issues, access and privacy issues under the *Freedom of Information and Protection of Privacy Act*, property taxation and assessment, expropriation, contract interpretation, conflicts of interest, bylaw enforcement, relations with First Nations, and contract tendering issues.
- Construction contracts, service agreements, utility transfer agreements, and public-private partnerships.

Year of Call

- British Columbia, 1988

Education

- Bachelor of Laws, University of British Columbia, 1988
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LEGAL UPDATES

In June 2025, Mr. Justice Coval found that the Langley's Community Amenity Contributions constituted an improper mandatory amenity regime, which meant the CAC Policy was invalid. The decision is published as *Lorval De v. Langley (Township)*, 2025 BCSC 1148. Josh I. Krusell is the Managing Partner [...]

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