



**Planning Committee  
Electronic Meeting**

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

**Tuesday, January 24, 2023  
4:00 p.m.**

Pg. #      ITEM

**MINUTES**

**PLN-3**      *Motion to adopt the **minutes** of the meeting of the Planning Committee held on January 10, 2023.*



**NEXT COMMITTEE MEETING DATE**

February 7, 2023, (tentative date) at 4:00 p.m. in the Council Chambers.

**PLANNING AND DEVELOPMENT DIVISION**

- 1. RICHMOND SENIORS ADVISORY COMMITTEE 2022 ANNUAL REPORT AND 2023 WORK PROGRAM**  
(File Ref. No. 08-4055-01) (REDMS No. 7079916)

**PLN-7**

**See Page PLN-7 for full report**

*Designated Speaker: Claire Adamson*

**STAFF RECOMMENDATION**

*That the staff report titled “Richmond Seniors Advisory Committee 2022 Annual Report and 2023 Work Program,” dated December 8, 2022, from the Director, Community Social Development, be approved.*



## Planning Committee Agenda – Tuesday, January 24, 2023

Pg. #      ITEM

2.    **RICHMOND ADVISORY COMMITTEE ON THE ENVIRONMENT  
2022 ANNUAL REPORT AND 2023 WORK PROGRAM**

(File Ref. No. 01-0100-30-ACEN1-01) (REDMS No. 7084758)

PLN-17

See Page PLN-17 for full report

*Designated Speaker: John Hopkins*

STAFF RECOMMENDATION

- (1)    *That the Richmond Advisory Committee on the Environment 2022 Annual Report, as presented in the staff report titled “Richmond Advisory Committee on the Environment 2022 Annual Report and 2023 Work Program”, dated December 13, 2022 from the Director of Policy Planning, be received for information; and*
- (2)    *That the Richmond Advisory Committee on the Environment 2023 Work Program, as presented in the staff report titled “Richmond Advisory Committee on the Environment 2022 Annual Report and 2023 Work Program”, dated December 13, 2022 from the Director of Policy Planning, be approved.*



3.    **PROCESS OPTIMIZATION - DEVELOPMENT AND BUILDING  
PERMITTING**

(File Ref. No. 08-4100-00) (REDMS No. 7052196)

PLN-22

See Page PLN-22 for full report

*Designated Speakers: Wayne Craig & James Cooper*

STAFF RECOMMENDATION

*The report titled “Process Optimization - Development and Building Permitting”, dated December 15, 2022 from the Director, Development and the Director, Building Approvals be received for information.*



4.    **MANAGER’S REPORT**

ADJOURNMENT





## Planning Committee

Date: Tuesday, January 10, 2023

Place: Council Chambers  
Richmond City Hall

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

Also Present: Councillor Laura Gillanders  
Councillor Michael Wolfe (by teleconference)

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on December 6, 2022, be adopted as circulated.*

**CARRIED**

### PLANNING AND DEVELOPMENT DIVISION

**1. APPLICATION BY GURJIT POONI FOR REZONING AT 8691 HEATHER STREET FROM “SINGLE DETACHED (RS1/B)” ZONE TO “SINGLE DETACHED (RS2/K)” ZONE**

(File Ref. No. RZ 21-940333) (REDMS No. 7002725)

Staff reviewed the application and highlighted that (i) this redevelopment proposes to rezone and subdivide an existing single-family lot into two new single-family lots with vehicular access for Lot A off Dolphin Avenue and access to Lot B off Heather Street, (ii) the applicant has proposed to construct a minimum one-bedroom secondary suite in each of the new dwellings, (iii) a \$25,000 Tree Survival Security is required for the retention of four City trees, and (iv) three additional trees will be planted on each lot.

**Planning Committee**  
**Tuesday, January 10, 2023**

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It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10416, for the rezoning of 8691 Heather Street from “Single Detached (RS1/B)” zone to “Single Detached (RS2/K)” zone, be introduced and given first reading.*

**CARRIED**

**2. APPLICATION BY RAV BAINS FOR REZONING AT 8420 HEATHER STREET FROM “RESIDENTIAL SINGLE DETACHED (RS1/B)” ZONE TO “RESIDENTIAL SINGLE DETACHED (RS2/A)” ZONE**

(File Ref. No. RZ 21-938262) (REDMS No. 7060487)

Staff reviewed the application and highlighted that (i) this redevelopment proposes to subdivide an existing single-family lot into two new single-family lots with secondary suites, (ii) two replacement trees will be planted on each proposed lot, and (iii) a landscape security is required to ensure the four trees are planted and maintained.

In reply to queries from Committee, staff advised that (i) secondary suites in single-family homes are secured through covenants and used as determined by the property owner, and (ii) during the Official Community Plan review requirements for secondary suites can be examined.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10435, for the rezoning of 8420 Heather Street from “Residential Single Detached (RS1/B)” zone to “Residential Single Detached (RS2/A)” zone, be introduced and given first reading.*

**CARRIED**

**3. APPLICATION BY MATTHEW CHENG ARCHITECT INC. FOR AN AGRICULTURAL LAND RESERVE NON-FARM USE AT 8160 NO. 5 ROAD**

(File Ref. No. AG 22-007407) (REDMS No. 7033442)

Staff reviewed the application and highlighted that (i) the Non-Farm Use application is to allow religious statues and an accessory parking lot within the westerly 110 m of 8160 No. 5 Road, (ii) the subject parcel has been actively farmed for at least five consecutive years, which is consistent with the No. 5 Road Backlands Policy, (iii) in 2017, Council considered a similar non-farm use application however, deadlines passed and Agricultural Land Commission (ALC) staff confirmed that a new non-farm use application is required for the proposal to proceed, and (iv) should Council and the ALC approve the subject non-farm use application, a subsequent rezoning application to rezone the westerly 110 m would also be required.

**Planning Committee**  
**Tuesday, January 10, 2023**

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In reply to queries from Committee, staff advised that (i) once the non-farm use application has been approved, the rezoning application will detail building materials for the parking lot, (ii) the front portion of the property is not zoned for assembly use, and (iii) the current parking lot is non-conforming.

It was moved and seconded

*That the application by Matthew Cheng Architect Inc. for an Agricultural Land Reserve Non- Farm Use to allow religious statues and an accessory parking lot within the westerly 110 m of 8160 No. 5 Road be forwarded to the Agricultural Land Commission.*

**CARRIED**

**4. MANAGER'S REPORT**

**(i) Commercial Storage Facility**

Staff advised (i) that they are reviewing a Development Permit for a Commercial Storage Facility at the south end of No. 2 Road, (ii) a Development permit is required as a small portion of the lot is designated Environmentally Sensitive Area, (iii) the proposed land use is consistent with the current zoning, (iv) due to concerns received from the public the applicant has been advised to hold a public information meeting and Council members will be notified of the date via staff memorandum, and (v) the City's Transportation Department will conduct a standard traffic review.

**(ii) Rezoning Application for Land Assembly on No. 2 Road**

Staff advised that (i) they are reviewing a rezoning application for a land assembly at No. Road and Westminster Highway, (ii) the applicant is requesting significantly more density than envisioned in the City Centre Area Plan (CCAP) and as such staff will be requesting the applicant make significant changes to the proposal, and (iii) should Council wish to change the CCAP then redevelopment can occur within those changes.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:22 p.m.).*

**CARRIED**

**Planning Committee**  
**Tuesday, January 10, 2023**

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Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, January 10, 2023.

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Councillor Bill McNulty  
Chair

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Sarah Goddard  
Legislative Services Associate



# City of Richmond

## Report to Committee

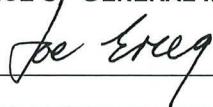


**To:** Planning Committee  
**From:** Kim Somerville  
Director, Community Social Development  
**Date:** December 8, 2022  
**File:** 08-4055-01/2022-Vol 01  
**Re:** **Richmond Seniors Advisory Committee 2022 Annual Report and 2023 Work Program**

### Staff Recommendation

That the staff report titled "Richmond Seniors Advisory Committee 2022 Annual Report and 2023 Work Program," dated December 8, 2022, from the Director, Community Social Development, be approved.

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

Att. 2

| REPORT CONCURRENCE   |  |
|--|--|
| CONCURRENCE OF GENERAL MANAGER<br> |  |
| SENIOR STAFF REPORT REVIEW   | INITIALS:<br> |
| APPROVED BY CAO<br>                |  |

## Staff Report

### Origin

The Richmond Seniors Advisory Committee (RSAC) was formed in 1991 to act as a resource, provide advice to City Council, and to support and enhance the health and well-being of the seniors (55+) population living in Richmond. Each year, RSAC submits to Council an annual report and financial statement for the completed year and a proposed work plan and proposed budget for the upcoming year. This report presents the RSAC 2022 Annual Report (Attachment 1) and Proposed 2023 Work Program (Attachment 2).

This report supports the Social Development Strategy 2013–2022 Strategic Direction #3: Address the Needs of an Aging Population:

*Action 7 – Implement, monitor and update the Older Adults Service Plan.*

*Action 9 – Support aging-in-place initiatives and the ongoing development of Richmond as an age-friendly community.*

This report supports the Seniors Strategy 2022–2032 Strategic Direction #4: Education and Understanding of Healthy Aging:

*4.3 Facilitate ongoing dialogue and engagement opportunities with seniors through accessible platforms and communication methods to seek feedback on issues and opportunities related to health.*

### Analysis

The RSAC comprises up to 15 voting members that bring unique perspectives, knowledge and experiences to committee meetings, fostering meaningful discussion and information sharing to provide input and advice to the City that supports and enhances the well-being of seniors living in Richmond. The RSAC 2022 Work Program focused on supporting the development of the new Seniors Strategy (2022–2032), monitoring seniors' issues and emerging trends, and supporting public awareness and community engagement.

### 2022 Annual Report

The RSAC 2022 Annual Report provides an overview of the committee's work during the past year. Highlights for 2022 include:

- Participating in and providing input on the development of the Seniors Strategy, including two members serving on the Seniors Strategy Stakeholder Advisory Committee throughout the year and several members volunteering to support and promote public engagement on the draft Seniors Strategy in April 2022.
- Developing enhanced partnerships with community organizations that serve seniors in Richmond through the updated RSAC Terms of Reference that, for the first time, included representatives from seniors-serving organizations in Richmond as part of the membership composition.



- Engaging in opportunities to enhance RSAC's knowledge of seniors' issues through coordinating monthly guest speakers on key topics, sharing information and research, and participating in educational opportunities such as the 2022 Provincial Summit on Aging.
- Conducting regular RSAC meetings and subcommittee meetings and participating in related Council-appointed Advisory Committees.

Throughout 2022, RSAC was actively involved in various initiatives related to the development of the Seniors Strategy and continued to monitor trends related to seniors in Richmond, including impacts and seniors' perceptions towards the safe return to programs and services following the COVID-19 pandemic.

The RSAC receives an annual operating budget of \$2,500. Expenses for 2022 totalled \$1,250 and included costs related to meeting coordination and administration, and registration for the Provincial Summit on Aging. Meeting expenses were lower than budgeted due to the virtual format of the monthly RSAC meetings.

#### Proposed 2023 Work Program

The Proposed 2023 Work Program was discussed at the RSAC meeting held on November 9, 2022. Highlights of the 2023 Work Program include:

- Building on and improving the RSAC's knowledge of seniors' issues in Richmond through information sharing, guest speakers and educational opportunities;
- Acting as a resource to the City, providing recommendations and seniors' perspectives on issues relating to seniors in Richmond. This includes providing advice on the implementation of the new Seniors Strategy (2022–2032);
- Encouraging public awareness and community engagement related to the needs and concerns of seniors in Richmond; and
- Supporting priority seniors-related initiatives through subcommittee work and discussions at RSAC meetings.

Throughout 2023, the RSAC will meet regularly to discuss seniors-related matters, advise City Council and staff, and participate in City initiatives that support the health and well-being of seniors in Richmond. The RSAC will continue to provide input and a seniors' perspective on related policies, plans and initiatives and respond to requests and referrals from Council as they arise. The Proposed 2023 Work Program supports the implementation of the Seniors Strategy and various actions within other Council-adopted strategies and plans that impact seniors in Richmond. The 2023 Work Program will be revised as necessary to respond to emerging opportunities related to the RSAC's advisory role.

The RSAC Work Program will be implemented within the committee's annual operating budget of \$2,500.

#### **Financial Impact**

None.

## Conclusion

The Proposed 2023 RSAC Work Program supports the Seniors Strategy, and several actions in City Council adopted strategies and plans for seniors. The 2023 Work Program builds upon work accomplished in 2022, as described in the RSAC 2022 Annual Report, and outlines the committee's commitment to monitor and address current and emerging issues and trends impacting the growing number of seniors in Richmond. RSAC will continue to provide input and advice to the City to enhance the development and implementation of City strategies, programs and services that support seniors to remain informed, healthy and connected to their community.



Claire Adamson  
Manager, Community Social Development  
(604-247-4482)

CA:ca

- Att. 1: Richmond Seniors Advisory Committee (RSAC) 2022 Annual Report (Prepared by  
Sandra Gebhardt, RSAC Chair)  
2: Richmond Seniors Advisory Committee (RSAC) Proposed 2023 Work Program

## **Richmond Seniors Advisory Committee (RSAC) 2022 Annual Report**

### **Purpose**

The role of the Richmond Seniors Advisory Committee (RSAC) is to act as a resource, provide advice to City Council, and to support and enhance the health and well-being of seniors (55+) in Richmond. The RSAC helps identify seniors' concerns and works with various community organizations and agencies, including City staff.

### **2022 Membership**

Effective January 2022, the RSAC Terms of Reference was updated and the composition of its membership was revised to include up to 11 citizen representatives and up to four representatives from organizations that support seniors in Richmond. These organizations include: S.U.C.C.E.S.S.; Richmond Centre for Disability (RCD); Richmond Cares, Richmond Gives (RCRG); and Vancouver Coastal Health (VCH). By bringing these agencies to the table, RSAC benefited from their knowledge regarding seniors' needs and issues, and learned first-hand about the programs and services available for seniors.

The RSAC consisted of 12 voting members in 2022:

- |                                 |                    |
|---------------------------------|--------------------|
| • Penny Chan                    | • Lawrence Ho      |
| • Queenie Choo (S.U.C.C.E.S.S.) | • Ella Huang (RCD) |
| • Frank Deyell                  | • Diana Leung      |
| • Carol Dickson (RCRG)          | • Ihsan Malik      |
| • Sandra Gebhardt               | • Mumtaz Nathu     |
| • Nina Graham                   | • Yasmin Rahman    |

The RSAC also included three non-voting City of Richmond representatives:

- Councillor Carol Day (Council Liaison)
- Claire Adamson, Manager, Community Social Development (Staff Liaison)
- Sean Davies, Area Coordinator, Seniors Centre, Minoru Centre for Active Living

### **Meetings**

The RSAC held 10 meetings in 2022. City staff provided information and resources to RSAC on topics related to seniors, including City and community programs and services, support services for seniors and the Richmond Seniors Resource Guide.

### **RSAC Membership Roles on City Committees and RSAC Subcommittees**

RSAC members may volunteer to sit on related City-led committees and on RSAC subcommittees. In 2022, members participated in the following committees and subcommittees:

- City Council appointed Advisory Committees, including the Richmond Community Services Advisory Committee (RCSAC) and the Richmond Intercultural Advisory Committee (RIAC);
- RSAC subcommittees, including the Aging Well and Education and Speakers subcommittees; and
- Ad-hoc committees, including the Seniors Strategy Stakeholder Advisory Committee.

## 2022 Highlights

Highlights of the RSAC's work and participation in seniors-related initiatives in 2022 included:

- The **Richmond Community Services Advisory Committee (RCSAC)** comprises social service agencies that provide programs and services to the community of Richmond. RSAC continued to bring the voice of seniors to this table on issues that include food security, poverty reduction and homelessness.
- The **Richmond Intercultural Advisory Committee (RIAC)** recognizes the diverse nature of Richmond and focuses on reducing cultural barriers and creating a harmonious community. The annual City of Richmond Diversity Symposium was a highlight in 2022. Included in its program was a session on Disrupting the Digital Divide: Creating Resilient Pathways for Older Adults.
- The **Aging Well** subcommittee, now in its second year, looks at seniors' needs from a holistic perspective and gathers information on related topics and issues such as affordable housing, homelessness, ageism, cost of living, safety, specifically the safety and walkability in Richmond, digital literacy and the impact of the COVID-19 pandemic, transportation and social prescribing. The subcommittee's priorities included supporting seniors to live in their own homes as long as possible, food security and safe sidewalks/crosswalks. The Aging Well subcommittee reported back to the broader committee to support a fuller discussion and provide additional information and resources to the RSAC.
- The **Education and Speakers** subcommittee finds relevant speakers for the monthly RSAC meetings based on information, questions and concerns raised by seniors in Richmond throughout the year. Guest speakers in 2022 included:
  - Carol Dickson, Manager, Senior Community Support Services, Richmond Cares, Richmond Gives
  - Ella Huang, Executive Director, Richmond Centre for Disability
  - Queenie Choo, Chief Executive Officer, S.U.C.C.E.S.S.
  - Chris Chan, Travel Training Manager, Public Affairs, TransLink
  - Valerie Watson, Program Lead, Homelessness, City of Richmond
  - Hajira Hussain, Executive Director, Richmond Food Bank
  - Bahareh Kardeh, Executive Director, Stakeholders' Walkability/Wheelability Audit in Neighbourhoods (SWAN)
  - Claire Adamson, Manager, Community Social Development, City of Richmond
  - Manvir Aujla, Accessibility Coordinator, City of Richmond
- The **Seniors Strategy (2022–2032) Stakeholder Advisory Committee** engaged members in the Seniors Strategy planning process, including seeking input on the Seniors Strategies directions and actions. Two RSAC members, Sandra Gebhardt and Frank Deyell sat on this committee and shared their input and perspectives, relaying pertinent information back to the broader RSAC.
- **Community Engagement** – As part of the RSAC's input into the draft Seniors Strategy community engagement plan, members reinforced the importance of creating equal opportunities for seniors with low computer literacy to provide feedback and voice their opinions. The RSAC supported the City's in-person engagement opportunities by volunteering at Seniors Strategy public engagement drop-in sessions hosted at various community centres, the Brighthouse Branch of the Richmond Public Library and

S.U.C.C.E.S.S. The success of this activity was twofold; it allowed all seniors to participate and it allowed for one-on-one discussions about seniors-related issues. RSAC will continue to engage seniors in these meaningful discussions and share findings with the appropriate committees and City staff.

- **Terms of Reference and Annual Work Plan** – As in previous years, the RSAC reviewed its Terms of Reference and developed its annual Work Plan. In 2022, the committee added actions within the Seniors Strategy to its work program and is committed to supporting the City to achieve its implementation goals.
- **Information Sessions, Webinars and Conferences** – Three members from the RSAC attended the 2022 Provincial Summit on Aging, titled *Better Together*, hosted by the United Way. Participants across Canada came together to discuss current issues and new programs for seniors. The Summit was extremely informative and covered topics such as Social Prescribing: A Holistic and Community-led Approach to Health and Wellbeing; Emergency Preparedness, Response, and Recovery; Bridging the Digital Divide, Let's Talk!; Harnessing the Power of Community to Enable the Future of the Car; and Addressing Ageism: Principles for Strategies and Tools for Action.

The Richmond Seniors Advisory Committee would like to thank Mayor Malcolm Brodie and City Councillors for their support of the RSAC and are honoured to be of service to Richmond's seniors. The committee would also like to thank Council Liaison Carol Day for keeping the RSAC informed and updated on issues arising at City Council that impact seniors. We look forward to meeting in person again in the near future!

**Report prepared by:**

*Sandra Gebhardt, Chair*

*Richmond Seniors Advisory Committee*

**Richmond Seniors Advisory Committee (RSAC)  
Proposed 2023 Work Program**

The RSAC Proposed 2023 Work Program outlines several initiatives with associated actions that support RSAC's mandate to act as a resource, provide advice to City Council, and to support and enhance the health and well-being of the seniors (55+) population living in Richmond.

| <b>RSAC Proposed 2023 Work Program</b>   |  |   |
|--|--|---|
| <b>Initiative</b>  | <b>Actions</b>   | <b>Expected Outcome</b>   |
| 1. Participate in an RSAC orientation.   | <p>1.1 Members participate in an orientation to the RSAC to learn about the roles and responsibilities of advisory committee members, the RSAC Terms of Reference and the City's current strategies and initiatives related to seniors.</p> <p>1.2 Members may indicate an interest in participating in RSAC subcommittees and taking on additional related roles within the scope of the RSAC Terms of Reference.</p> | <p>Members are aware of and understand the following:</p> <ul style="list-style-type: none"> <li>• The RSAC Terms of Reference</li> <li>• Their role as an appointed member of the RSAC</li> <li>• The 2023 Work Program</li> <li>• Current City of Richmond strategies and initiatives related to seniors</li> <li>• Additional opportunities for involvement as part of RSAC</li> </ul> |
| 2. Build on and improve the RSAC's knowledge of seniors' issues through information sharing, guest speakers and educational opportunities. | <p>2.1 Invite guest speakers to present on issues and trends that impact seniors in the community at regular RSAC meetings.</p> <p>2.2 Identify seniors-related educational opportunities for members to learn about issues and trends impacting seniors that can inform the City's policies or practices.</p> <p>2.3 Monitor seniors' issues and emerging trends.</p>   | <p>The RSAC is informed of trends and concerns raised by community members aged 55+.</p> <p>The RSAC is informed and well equipped to provide seniors' perspective and recommendations to City staff and Council, as requested.</p>   |

| RSAC Proposed 2023 Work Program   |   |   |
|---|---|---|
| Initiative  | Actions   | Expected Outcome  |
| 3. Act as a resource to the City by providing recommendations and perspectives on issues relating to seniors in Richmond to the City. | <p>3.1 Respond to City Council requests and provide advice on issues relating to seniors in Richmond, as requested.</p> <p>3.2 Consult and provide input on City plans, strategies, projects and policies that impact seniors.</p> <p>3.3 Participate in and promote initiatives related to the implementation of the Seniors Strategy.</p> <p>3.4 Provide input and feedback to City staff on existing programs and services for seniors.</p>            | <p>The RSAC is informed and well-equipped to provide seniors' perspectives and recommendations to City staff and Council, as requested.</p> <p>The RSAC will provide ongoing feedback on City strategies, policies and initiatives related to seniors.</p> <p>The RSAC supports and provides input on the implementation of the Seniors Strategy.</p> |
| 4. Encourage public awareness and community engagement related to the needs and concerns of seniors in Richmond.                      | <p>4.1 Discuss seniors-related matters arising as a standing item on the RSAC agenda and when possible, provide feedback to those who raised the concern.</p> <p>4.2 Participate in information sessions, educational activities and special events open to the public that focus on issues impacting Richmond seniors.</p> <p>4.3 Promote opportunities for seniors to participate in public engagement opportunities led and supported by the City.</p> | <p>RSAC is informed of trends and concerns raised by community members aged 55+.</p> <p>RSAC helps to ensure Richmond seniors are aware of opportunities to provide input on initiatives that impact them.</p>  |
| 5. Support priority seniors-related City initiatives through aligning RSAC agenda discussion topics and subcommittees.                | <p>5.1 Review current and upcoming City initiatives related to seniors and determine where RSAC participation will be most effective within the scope of the committee's advisory role.</p> <p>5.2 Align subcommittee work with Council-approved initiatives.</p>   | <p>The RSAC's work and focus are aligned with Council-approved priorities related to seniors in Richmond.</p> <p>RSAC work informs current policy updates and initiatives from various City departments related to seniors.</p>   |

| RSAC Proposed 2023 Work Program |  |   |
|---------------------------------|--|---|
| Initiative                      | Actions  | Expected Outcome  |
|                                 | 5.3 Discuss subcommittee work, updates on initiatives, and other important and emerging topics during monthly RSAC meetings for broader committee input and information. | Communication is streamlined between the broader RSAC, subcommittees and work on various initiatives that impact seniors. |





# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** December 13, 2022  
**From:** John Hopkins **File:** 01-0100-30-ACEN1-  
Director, Policy Planning 01/2022-Vol 01  
**Re:** **Richmond Advisory Committee on the Environment 2022 Annual Report and  
2023 Work Program**

### Staff Recommendation

1. That the Richmond Advisory Committee on the Environment 2022 Annual Report, as presented in the staff report titled "Richmond Advisory Committee on the Environment 2022 Annual Report and 2023 Work Program", dated December 13, 2022 from the Director of Policy Planning, be received for information; and
2. That the Richmond Advisory Committee on the Environment 2023 Work Program, as presented in the staff report titled "Richmond Advisory Committee on the Environment 2022 Annual Report and 2023 Work Program", dated December 13, 2022 from the Director of Policy Planning, be approved.

John Hopkins  
Director, Policy Planning  
(604-276-4279)

Att. 2

| REPORT CONCURRENCE                 |                                     |                                       |
|------------------------------------|-------------------------------------|---------------------------------------|
| <b>ROUTED TO:</b>                  | <b>CONCURRENCE</b>                  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Sustainability and District Energy | <input checked="" type="checkbox"/> |                                       |
| <b>SENIOR STAFF REPORT REVIEW</b>  | <b>INITIALS:</b>                    | <b>APPROVED BY CAO</b>                |
|                                    |                                     |                                       |

## **Staff Report**

### **Origin**

The role of the Advisory Committee on the Environment (ACE) is to provide advice to Council on environmental issues of concern to the community and receive information and offer feedback on City initiatives and projects in support of the City's sustainability goals and objectives.

This report:

- Summarizes activities of the ACE in 2022; and
- Recommends a 2023 Work Program for consideration and approval by Council.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

*Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.*

### **2022 Annual Report**

The 2022 Annual Report is contained in Attachment 1 and includes the following highlights:

- In support of the City's flood protection plans, the Committee received information on Dike Master Plan Phase 4 between No. 6 Road and Boundary Road and provided feedback to staff.
- Received information and provided input to staff on the City's Spill Response Protocol.
- Information sharing and environmental awareness on the development of regional sustainability strategies (i.e., Metro Vancouver) and environmental plans and initiatives being implemented through the Vancouver Airport Authority (YVR).
- The Committee had an in-person Tour of the Alexandra District Energy Utility facility and received information on the facility's district energy systems and roles in sustainable energy transfer to buildings in the nearby neighbourhood.

### **2023 Work Program**

The Committee endorsed the proposed 2023 Work Program at their December 14, 2022 meeting. The 2023 Work Program is contained in Attachment 2 and includes the following highlights:

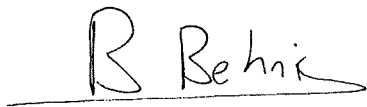
- Provide feedback on a number of projects and initiatives with an environmental component being led by a variety of departments in support of the City's sustainability goals.
- Provide feedback on the targeted update to the Official Community Plan as it relates to Environmental Protection and Enhancement.
- Information sharing by the Council liaison and staff liaison to the ACE on environmental issues, including updates from representatives that participate in the Food Security and Agricultural Advisory Committee (FSAAC) and Vancouver International Airport Environmental Advisory Committee (YVR EAC).

### **Financial Impact**

None.

### **Conclusion**

The Advisory Committee on the Environment (ACE) serves an important role in providing guidance to Council on achieving a sustainable environment and promoting awareness on a wide-range of environmental issues. The 2022 Annual Report is submitted for information and the 2023 Work Program is recommended for Council's approval.

A handwritten signature in black ink, appearing to read "B Behnia", is written over a horizontal line.

Babak Behnia  
Planner 2  
(604-204-8639)

BB:cas

- Att. 1: Advisory Committee on the Environment 2022 Annual Report  
2: Advisory Committee on the Environment 2023 Work Program

**2022 Annual Report**  
**The Richmond Advisory Committee on the Environment (ACE)**

| Projects/Initiatives                                 | Results   | Accomplishments and Comments  |
|--|---|---|
| Emergency Preparedness                               | Received information about and provided input to staff on emergency preparedness programs and resiliency and adaptation due to climate change and severe weather phenomena. | <ul style="list-style-type: none"> <li>Staff from Emergency Programs identified a number of programs and plans that the City is undertaking to prepare the City for future weather-related events and crisis due to climate change.</li> </ul>  |
| Metro Vancouver – Adjustments to Water PH/Alkalinity | Regional stakeholder consultation with the ACE.   | <ul style="list-style-type: none"> <li>Metro Vancouver staff presented to the Committee on the regional drinking water systems, quality control and future plans for growth.</li> </ul>   |
| YVR Environmental Advisory Committee                 | Information sharing and updates provided to the ACE.  | <ul style="list-style-type: none"> <li>Various environmental initiatives, plans and construction activities presented to the YVR EAC were presented and summarized to the ACE members for information sharing purposes.</li> </ul>  |
| Recycling and Solid Waste Management                 | Received information about and provided input to staff on recycling and solid waste management programs and infrastructure in Richmond.                                     | <ul style="list-style-type: none"> <li>Environment programs staff provided information on recycling and solid waste management initiatives being looked at for 2022.</li> </ul>   |
| Flood Protection                                     | Information sharing and obtained feedback from the Committee.   | <ul style="list-style-type: none"> <li>Staff from Engineering presented on ongoing Dike Master Plan (Phase 4) between No. 6 Road and Boundary Road as part of the overall City initiative to adapt to climate change effects on sea level rise in the next 50 years.</li> </ul>                 |
| District Energy                                      | In-person tour of the Alexandra district Energy Utility.  | <ul style="list-style-type: none"> <li>Staff from Lulu Island Energy Company hosted an in-person Tour of the Alexandra District Energy Utility site and provided information on the heat recovery system and connection to nearby buildings and overall sustainability achievements.</li> </ul> |
| Parks  | In-person tour of the Minoru Lakes Park currently under construction for upgrades.  | <ul style="list-style-type: none"> <li>Parks staff provided an in-person tour of the Minoru Lakes Park and highlighted some of the environmentally significant features of the future upgrades of the lakes district to the Committee.</li> </ul>   |
| Circular Economy                                     | Information sharing and obtained feedback from the Committee.   | <ul style="list-style-type: none"> <li>Staff from the Sustainability Department provided a presentation on the Richmond City Circular City Strategy and asked for feedback and future engagement with the Committee to develop the strategy further.</li> </ul>                                 |
| Information sharing                                  | Information sharing amongst ACE members, Council and staff.   | <ul style="list-style-type: none"> <li>Monthly updates provided by the Council and staff liaisons to the ACE.</li> <li>Information sharing between the Food Security and Agricultural Advisory Committee (FSAAC) and the ACE.</li> </ul>  |

## 2023 Work Program

### The Advisory Committee on the Environment

| Projects/Initiatives                     | Expected Results                             | Objectives and Deliverables  |
|--|--|--|
| Flood Protection and Dike Master Plan    | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Provide an update on the City's flood protection program as well as present and obtain feedback on the Dike Master Plan Phase 4 (Lead Department Engineering).</li> </ul>   |
| Garden City Lands                        | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Provide information on initiatives, programs and studies being undertaken on the Garden City Lands (Lead Department Parks)</li> </ul>   |
| Park Programs – Initiatives              | Information and awareness                    | <ul style="list-style-type: none"> <li>Updates on Park Programs initiatives related to feral rabbits (Lead Department Parks).</li> </ul>   |
| Parks – Partners for Beautification      | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Provide project updates on the work to update and enhance the Partners for Beautification program at the City (Lead Department Parks).</li> </ul>   |
| Parks – Lansdowne Major Park Master Plan | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Presentation by Parks and obtain feedback on the future public park design and guiding principles.</li> </ul>   |
| Parks – Environmental Enhancement Grant  | Information and awareness                    | <ul style="list-style-type: none"> <li>Provide information on the results/outcomes of the 2022 Environmental Enhancement Grant program. (Lead Department Parks).</li> </ul>  |
| Nature Park Hydrological Study           | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Provide an overview of the study, including objectives and criteria. (Lead Department Parks).</li> </ul>  |
| Environmental education and awareness    | Information and awareness                    | <ul style="list-style-type: none"> <li>Tour of Terra Nova Park (Lead Department Parks).</li> <li>City Centre Sewer Heat Recover Energy Plant (Lead Department Lulu Island Energy Company).</li> </ul>  |
| Official Community Plan Targeted Update  | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Engage with the Committee on Target Area Number 3 (Environmental Protection and Enhancement) (Lead Department Policy Planning).</li> </ul>  |
| Circular Economy                         | Information and awareness                    | <ul style="list-style-type: none"> <li>Provide information and updates on City programs and initiatives related to Circular Economy principles (Lead Department Sustainability).</li> </ul>  |
| Community Energy and Emissions Plan      | Information and awareness                    | <ul style="list-style-type: none"> <li>Provide updates on the status of the plan and initiatives related to implementation (Lead Department Sustainability).</li> </ul>  |
| Solar Panels on Buildings                | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Provide updates on City work conducted to examine the application of solar panel and power systems on buildings (Lead Department Sustainability).</li> </ul>  |
| Electric Vehicle Charging Infrastructure | Information and awareness                    | <ul style="list-style-type: none"> <li>Provide information on electric vehicle charging infrastructure and initiatives, including City owned infrastructure (Lead Department Sustainability).</li> </ul>   |
| Recycling and Solid Waste                | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Receive information about the City's reporting on recycling and solid waste management and updates on initiatives and programs (Lead Department Environmental Programs).</li> </ul>   |
| Emergency Preparedness                   | Information and awareness<br>Obtain feedback | <ul style="list-style-type: none"> <li>Provide information on the role of Emergency Programs at the City and preparedness education in relation to severe weather and climate adaptation (Lead Department Emergency Programs).</li> </ul>  |
| YVR Environmental Advisory Committee     | Information sharing and awareness            | <ul style="list-style-type: none"> <li>Presentation on the YVR Annual Sustainability Report (Lead agency YVR).</li> </ul>  |
| Information sharing                      | Education and awareness                      | <ul style="list-style-type: none"> <li>Regular updates on matters related to sustainability and the environment arising from Council/Committee.</li> <li>Regular updates on the activities of the Food Security and Agricultural Advisory Committee and YVR Environmental Advisory Committee.</li> </ul> |



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** December 15, 2022  
**File:** 08-4100-00/Vol 01

James Cooper  
Director, Building Approvals

**Re:** Process Optimization - Development and Building Permitting

### Staff Recommendation

The report titled "Process Optimization - Development and Building Permitting", dated December 15, 2022 from the Director, Development and the Director, Building Approvals be received for information.

Wayne Craig  
Director, Development  
(604-247-4625)

James Cooper  
Director, Building Approvals  
(604-247-4606)

| REPORT CONCURRENCE                |                                     |                                       |
|-----------------------------------|-------------------------------------|---------------------------------------|
| <b>ROUTED TO:</b>                 | <b>CONCURRENCE</b>                  | <b>CONCURRENCE OF GENERAL MANAGER</b> |
| Information Technology            | <input checked="" type="checkbox"/> |                                       |
| Business Services                 | <input checked="" type="checkbox"/> |                                       |
| <b>SENIOR STAFF REPORT REVIEW</b> | <b>INITIALS:</b>                    | <b>APPROVED BY CAO</b>                |
|                                   |                                     |                                       |

## Staff Report

### Origin

This report has been prepared to provide an update on current and ongoing initiatives within the Planning and Development division to optimize the Development and Building Permit application process.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

*Leadership in effective and sustainable growth that supports Richmond's physical and social needs.*

*6.1 Ensure an effective OCP and ensure development aligns with it.*

### Overview

The Planning and Development Division regularly identifies and implements improvements to optimize the review and consideration of new development activities and permitting functions, consistent with the City's culture of continuous improvement.

In 2021, a significant upgrade and modernization of the City's primary permitting processing platform (AMANDA) was undertaken and completed. In May of 2021, Council authorized staff to apply to the UBCM's Local Government Development Approvals Program to optimize and streamline the permitting process while leveraging technology to improve the customer experience. The City's application to the grant program was ultimately unsuccessful and staff were told that the program was heavily oversubscribed by member municipalities. While the City did not receive grant funding, in late 2021, Council amended the 5-Year Capital Plan to proceed with the improvements consistent with the UBCM grant program application, with the intent to foster continued innovation of City practices and respond to increasing demands for shortened approval timelines for all project types.

The project, named the Permit Optimization Project, or POP, is focused on delivering an enhanced customer experience whereby existing City practices within the Planning and Development Division are optimized for convenience, time efficiency, quality control and cost effectiveness for both the applicants and City staff. In line with the City's principles of innovation, the project is premised on leveraging available technology advancements, observed industry best practices, and incorporating user feedback (customers and staff) through an initial business process review phase.

Key objectives of the Permit Optimization Program are to:

1. Optimize the end-to-end permitting process, including application intake, review, approval and permit issuance;
2. Develop a public-facing online service portal enabling streamlined digital application submission, review notifications and exchanges and permit issuance with end-to-end visibility of the process and status of applications for all stakeholders;
3. Ensure consistency across the various departmental review processes; and
4. Develop performance and reporting metrics related to building and development processes.

### **POP Project Update**

The project is currently underway and the POP team has been conducting the review of existing established processes, adopted technology and assessing internal user feedback to identify factors that contribute to the overall permitting and application processing time.

Throughout this review and assessment, staff have identified a number of benefits for both our customers and the City, examples include but are not limited to:

- Providing a self-serve option for customers to apply for and manage permits anytime, anywhere;
- Improving access to information and application status tracking;
- Improving quality of applications through modernizing application forms for online submission, and providing guided assistance to applicants through use of examples, bulletins and reference materials;
- Supporting digital plan submission and review process;
- Reducing administrative time through automation;
- Automating permit issuance for eligible Trades permits (plumbing, gas, sprinkler) within a defined period of time;
- Identifying KPIs to allow staff to better manage staff resources and predict building/development trends and statistics; and
- Reducing overall application process timelines.

To ensure the success of this project, it is being implemented through a phased approach, with the first phase focused on supporting guided online application submission, enabling credit card payment and issuance of “over the counter” Trades Permits, such as plumbing, gas, simple fire suppression sprinklers and Servicing Agreement applications. Phase 1 will leverage existing software platforms and technology (AMANDA and E-Plan) and scale them to the Development and Building Permit application process.



This Phased approach will provide immediate benefits while establishing a foundation for the future Phase 2 work and wider application to more permit and application types. A summary of the project milestones for Phase 1 is provided below.

| Timeline   | Project Milestones for Phase 1  | Status   |
|------------|---|----------|
| Q1 2022    | <ul style="list-style-type: none"> <li>Develop project plan and conduct business analysis</li> </ul>  | Complete |
| Q2–Q3 2022 | <ul style="list-style-type: none"> <li>Review business rules and requirements</li> <li>Design the system/business solution</li> </ul>                   | Complete |
| Q4 2022    | <ul style="list-style-type: none"> <li>Procurement of vendor to deliver business solution</li> </ul>  | Complete |
| Q2 2023    | <ul style="list-style-type: none"> <li>Stakeholder consultation</li> <li>Implement online portal for Trades Permits and Servicing Agreements</li> </ul> | On-Track |

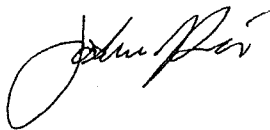
### Other/Ongoing Initiatives

There are a number of other actions, in addition to POP, which the City has taken or are underway to support the City's application review process and include:

- Concurrent review of Rezoning, Development Permit and Building Permit applications;
- Priority review of affordable housing and rental housing projects;
- Digital submission and review of Servicing Agreement applications and single family Building Permit applications;
- Preliminary Building Permit application screening to identify those that may be issued straight away, avoiding unnecessary queuing;
- Implementing simplified plan review for retail tenant improvements within major malls;
- Fast Track option for simple Rezoning and Development Permit applications;
- Information sharing and improving the quality of submissions;
- Pre-application meetings with applicants and developers; and
- Continued participation in the Province's Development Approvals Process Review.

### Conclusion

The Permit Optimization Project is underway and staff are excited to soon harness the improvements of the project and will provide Council with regular updates as the project progresses through 2023.



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Fred Tewfik  
Manager, Inspections  
(604-276-4184)

WC/JC:jdr/ft