



**Planning Committee
Electronic Meeting**

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

**Tuesday, January 6, 2026
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-4 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on December 16, 2025.*



NEXT COMMITTEE MEETING DATE

January 20, 2026, (tentative date) at 4:00 p.m. in the Anderson Room.

PLANNING AND DEVELOPMENT DIVISION

- 1. APPLICATION BY HAVEN CRAFT HOMES LTD. FOR REZONING AT 8560 HEATHER STREET FROM “SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)” ZONE TO “SMALL-SCALE MULTI-UNIT HOUSING (RSM/S)” ZONE**

(File Ref. No. RZ 24-049110) (REDMS No. 8230084)

PLN-6

See Page PLN-6 for full report

Designated Speakers: Emma Lovas & Chris Bishop

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10730, for the rezoning of 8560 Heather Street from “Small-Scale Multi-Unit Housing (RSM/M)” to “Small-Scale Multi-Unit Housing (RSM/S)” zone, be introduced and given first, second and third reading.



2. **APPLICATION BY CITY OF RICHMOND FOR REZONING AT 12871, 12873, 12875 RAILWAY AVENUE FROM “LOW DENSITY TOWNHOUSES (RTL1)” ZONE TO “MEDIUM DENSITY LOW RISE APARTMENTS (RAM1)” ZONE**

(File Ref. No. RZ 25-029406) (REDMS No. 8251599)

PLN-23

See Page PLN-23 for full report

Designated Speakers: Mark Tennenhouse & Andrew Norton

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10734, to amend the “Medium Density Low Rise Apartments (RAM1)” zone, and to rezone 12871, 12873, 12875 Railway Avenue from “Low Density Townhouses (RTL1)” zone to “Medium Density Low Rise Apartments (RAM1)” zone, be introduced and given first, second and third reading.



3. **RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2025 ANNUAL REPORT AND 2026 WORK PROGRAM**

(File Ref. No. 01-0100-30-CCDE1-01) (REDMS No. 8219745)

PLN-42

See Page PLN-42 for full report

Designated Speaker: Chris Duggan

STAFF RECOMMENDATIONS

- (1) *That the Richmond Child Care Development Advisory Committee’s 2025 Annual Report, as outlined in the report titled, “Richmond Child Care Development Advisory Committee 2025 Annual Report and 2026 Work Program”, dated December 5, 2025, from the Director ,Community Social Development, be received for information; and*

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Pg. #

ITEM

- (2) *That the Richmond Child Care Development Advisory Committee's 2026 Work Program be approved.*

☐

4. **RICHMOND ACCESSIBILITY ADVISORY COMMITTEE 2025 ANNUAL REPORT AND 2026 WORK PROGRAM**
(File Ref. No. 01-0100-30-RACC1-01) (REDMS No. 8226803)

PLN-55

See Page PLN-55 for full report

Designated Speaker: Melanie Burner

STAFF RECOMMENDATIONS

- (1) *That the Richmond Accessibility Advisory Committee's 2025 Annual Report, as outlined in the report titled "Richmond Accessibility Advisory Committee 2025 Annual Report and 2026 Work Program", dated December 5, 2025, from the Director, Community Social Development, be received for information; and*
- (2) *That the Richmond Accessibility Advisory Committee's 2026 Work Program be approved.*

☐

5. **MANAGER'S REPORT**

ADJOURNMENT

☐



Planning Committee

Date: Tuesday, December 16, 2025

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Michael Wolfe (by teleconference)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on December 2, 2025, be adopted as circulated.

CARRIED

DEPUTY CAO'S OFFICE

1. **HOUSING AGREEMENT AMENDMENT APPLICATION FOR 5766
AND 5788 GILBERT ROAD**

(File Ref. No. 08-4057-05) (REDMS No. 8226870)

Staff advised that this is the first Housing Agreement where the LEMR Tenant asset limit of \$100,000 has been included.

It was moved and seconded

Planning Committee
Tuesday, December 16, 2025

That Housing Agreement (5766 and 5788 Gilbert Road) Bylaw No. 9739, Amendment Bylaw No. 10692 be introduced and given first, second, and third readings.

CARRIED

2. MANAGER'S REPORT

Amended Development Cost Charge (DCC) legislation

Staff advised Committee that the Provincial Government has introduced new regulations with respect to installment payments of DCC's which will come in effect on January 1, 2026. Under the new framework, 25 percent of the charges are to be paid upfront at Subdivision approval or Building Permit issuance, with the balance being paid on the earlier of four years or occupancy of the building. In addition, the regulations provide for the use of a surety bond as security. Staff have updated their processes to insure a smooth transition to the new installment process.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:05 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, December 16, 2025.

Councillor Bill McNulty
Chair

Raman Grewal
Legislative Services Associate



City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development

Date: December 15, 2025
File: RZ 24-049110

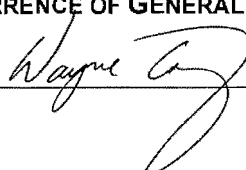
Re: Application by Haven Craft Homes Ltd. for Rezoning at 8560 Heather Street from "Small-Scale Multi-Unit Housing (RSM/M)" Zone to "Small-Scale Multi-Unit Housing (RSM/S)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10730, for the rezoning of 8560 Heather Street from "Small-Scale Multi-Unit Housing (RSM/M)" to "Small-Scale Multi-Unit Housing (RSM/S)" zone, be introduced and given first, second and third reading.

Joshua Reis
Director, Development
(604-247-4625)

JR:eml
Att. 6

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

Staff Report

Origin

Haven Craft Homes Ltd. (Hari Gill), on behalf of the property owner (Gurinder Birring), has applied to the City of Richmond to rezone 8560 Heather Street from “Small-Scale Multi-Unit Housing (RSM/M)” zone to “Small-Scale Multi-Unit Housing (RSM/S)” zone to facilitate the property to be subdivided to create two new lots. The applicant proposed to construct a single-family dwelling on each new lot, each with a secondary suite. Access is to be provided from Heather Street. A location map and aerial photograph of the subject site are provided in Attachment 1. A survey of the proposed subdivision is provided in Attachment 2.

Findings of Fact

A Development Application Data sheet providing details of the development proposal is provided in Attachment 3.

Subject Site and Existing Housing Profile

The existing single-family dwelling is currently owner-occupied.

Surrounding Development

Development immediately surrounding the site is as follows:

- To the North: Single-family residential developments on lots zoned “Small-Scale Multi-Unit Housing (RSM/M)” fronting Dayton Avenue.
- To the South: A single-family residential development on a lot zoned “Small-Scale Multi-Unit Housing (RSM/S)” fronting Heather Street.
- To the East: A single-family residential development on a lot zoned “Small-Scale Multi-Unit Housing (RSM/S)” fronting Dayton Avenue.
- To the West: Single-family residential developments on lots zoned “Small-Scale Multi-Unit Housing (RSM/M)” and “Small-Scale Multi-Unit Housing (RSM/S)” fronting Heather Street.

Existing Legal Encumbrances

There is an existing 3.0 metre wide Statutory Right-of-Way (SRW) along the subject site’s east property line for sanitary sewer services. The applicant is aware that encroachment into the SRW is not permitted.

Related Policies & Studies

Official Community Plan – Broadmoor Planning Area

The subject property is designated as “Neighbourhood Residential” in the Official Community Plan (OCP) and is located in the Broadmoor Planning Area and is designated for “Low Density Residential in the Broadmoor Area – Ash Street Sub Area Plan (Attachment 4).

The City has considered a number of rezoning applications in the area, which have resulted in lots between 9.0 and 10.0 m wide (11.0 m for corner lots). The proposed rezoning and subdivision are consistent with the designation.

Floodplain Management Implementation Strategy

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

Public Consultation

A rezoning sign has been installed on the subject site. Staff have not received any comments from the public about the rezoning application to date.

Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the subject rezoning application.

Analysis

This redevelopment proposes to rezone and subdivide an existing single-family lot into two new single-family lots with vehicular access for both new lots off Heather Street. This rezoning and subdivision are consistent with the lot fabric and vehicular access along Heather Street. Similar applications to rezone and subdivide properties have been approved in the surrounding neighbourhood.

Transportation and Site Access

The subject site currently has vehicle access from Heather Street. Vehicle access to the proposed Lot 1 and proposed Lot 2 will be from Heather Street. The existing driveway to the site from Heather Street is to be closed permanently. The applicant will be responsible for the removal of the existing driveway letdown. The new driveway crossings are to be constructed to meet the requirements of the City of Richmond's Engineering Design Specifications. This work is to be designed and constructed as part of the required Servicing Agreement (SA) to be entered into prior to subdivision.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report, which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development.

The City's Tree Preservation Coordinator and Parks Department have reviewed the Arborist's Report and support the Arborist's findings with the following comments:

- Two (2) trees, tag #0706 (cherry tree, 51 cm caliper) and tag #0707 (cherry tree, 47 cm caliper) are both in very poor condition.

Tree #0706 has been repeatedly topped and is also in conflict with the driveway access. Tree #0707 has been severely topped, and the main stem is compromised. Both trees are recommended for removal with replacement at a 2:1 ratio.

The applicant is required to plant replacement trees at a ratio of 2:1 as per the OCP. Replacement trees are to be of the following minimum sizes.

No. of New and Replacement Trees	Minimum Caliper of Deciduous Replacement Trees	Minimum Height of Coniferous Replacement Tree
4	8.0 cm	4.0 m

Prior to final adoption of the rezoning bylaw, the applicant must submit a Landscape Security of \$3,000.00 (\$750/tree) to ensure that all four new trees will be planted, monitored and maintained. A tree management plan is provided in Attachment 5.

Affordable Housing Strategy

The applicant proposes to construct a second unit (which can include a secondary suite) on each future lot. The second unit would be a minimum area of 33.7 m² (356.58 ft²). To ensure that two units are built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title to each lot, stating that no final Building Permit (BP) inspection will be granted until two units (which may include a secondary suite being a minimum one-bedroom 33.7 m² [356.58 ft²] in size) is constructed to the satisfaction of the City in accordance with the BC Building Code and Richmond Zoning Bylaw 8500 or, the owner submits to the City a cash contribution in lieu of a second dwelling unit on a future lot, consistent with the Affordable Housing Strategy. Registration of this legal agreement is required prior to final adoption of the rezoning bylaw.

Sustainability

Prior to BP issuance, the applicant will be required to submit a report, signed and sealed by a Qualified Professional, confirming that the proposed design is compliant with the energy efficiency targets as set out in the BC Energy Step Code: either to Step 5 w/ EL-2 or Step 4 w/ EL-3 or alternatively Step 3 w/ EL-4.

Site Servicing and Frontage Improvements

Prior to subdivision approval, the applicant must enter into an SA for the design and construction of the required site servicing and frontage improvements as described in Attachment 6, including but not limited to:

- Removal of the existing driveway letdown;
- Installation of two new driveway crossings;
- Heather Street frontage to be upgraded with a new 2.0 m sidewalk at the property line, a new 1.5 m treed/grassed boulevard and a new 0.15 m curb and gutter; and
- water, storm and sanitary service connections.

Complete details of the site servicing and frontage improvements required for this application are included in the rezoning considerations in Attachment 6.

Financial Impact

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

Conclusion

This application is to rezone the property at 8560 Heather Street from "Small-Scale Multi Unit Housing (RSM/M)" zone to "Small-Scale Multi Unit Housing (RSM/S)" zone to permit the property to be subdivided to create two new lots, each with a single-family home and a secondary suite.

This rezoning application complies with the land use designations and applicable policies for the subject site that are contained within the OCP.

The list of rezoning considerations are included in Attachment 6, which has been agreed to by the applicant (signed concurrence on file).

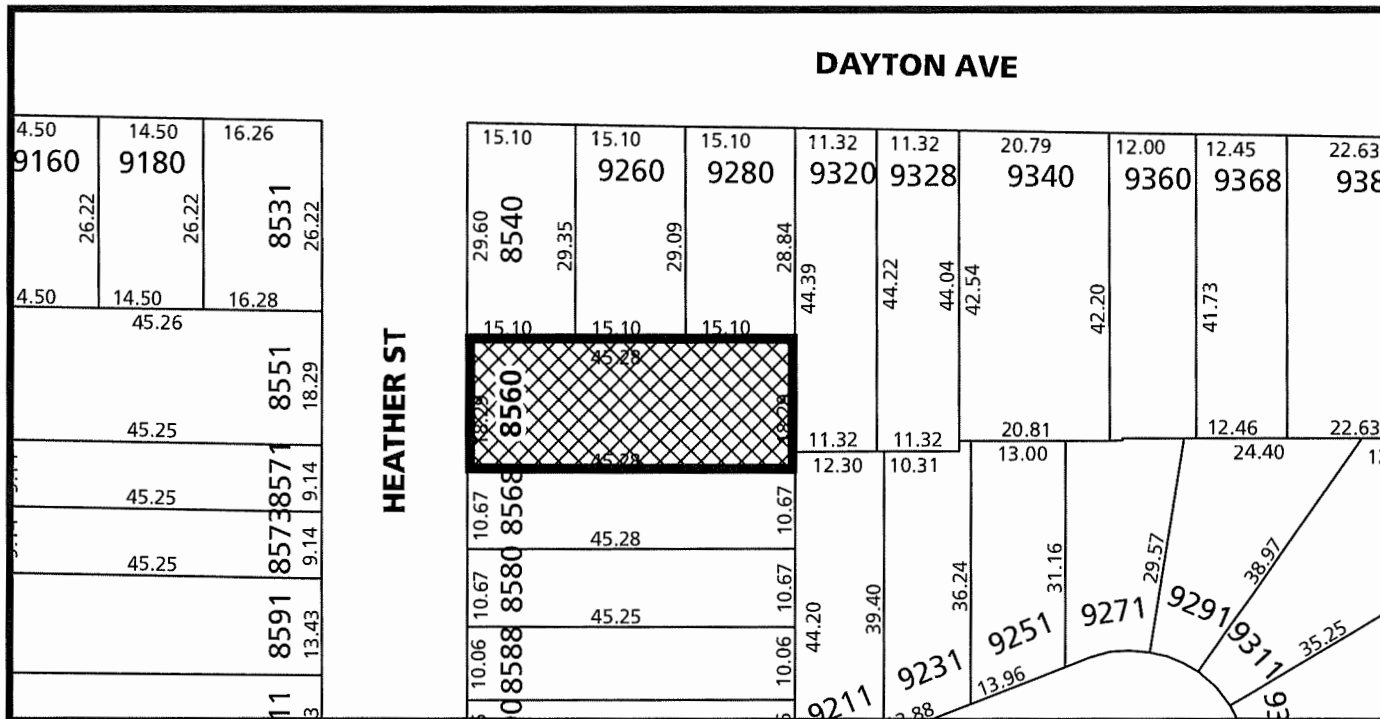
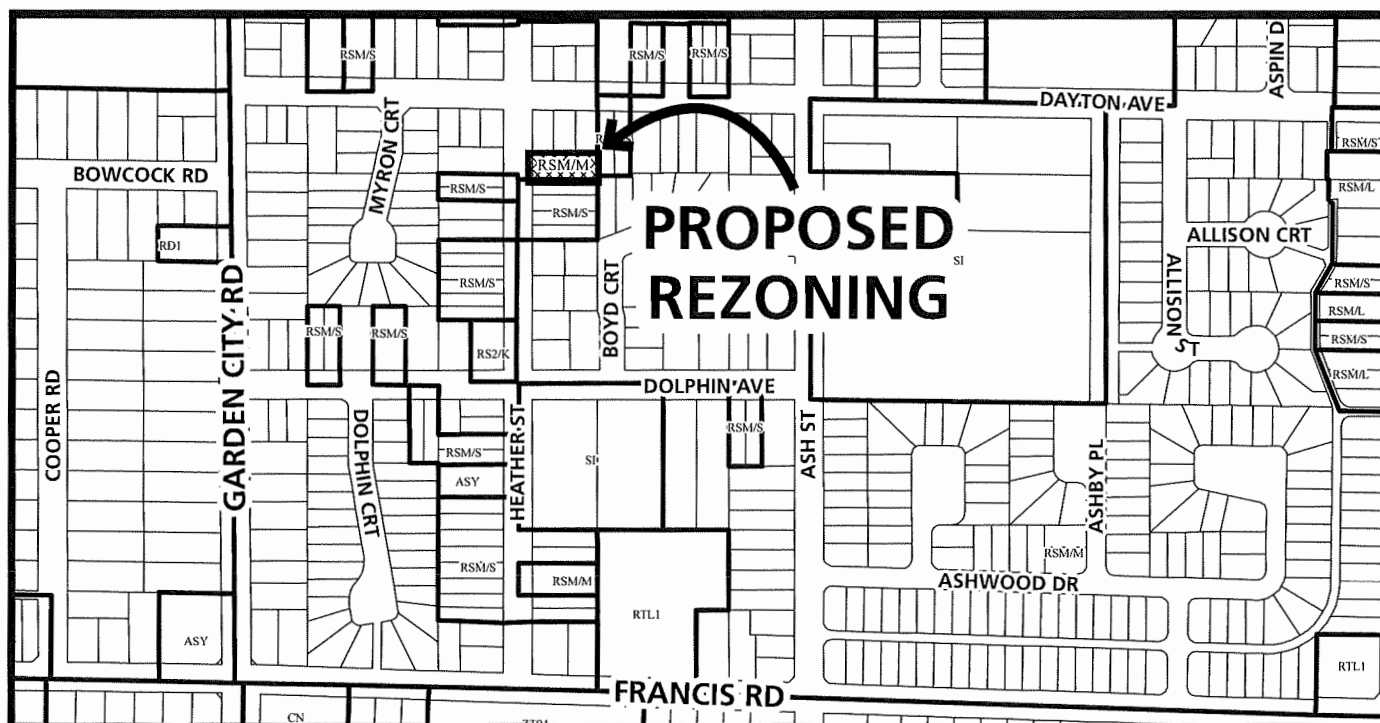
It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10730 be introduced and given first, second and third reading.



Emma Lovas
Planning Technician – Design
(604-276-4262)

EML:js

- Att.
1. Location Map
 2. Site Survey and Subdivision Plan
 3. Development Application Data Sheet
 4. Ash Street Sub-Area Plan Bylaw 7100
 5. Tree Management Plan
 6. Rezoning Considerations



RZ 24-049110

Original Date: 12/19/24
Revision Date:

Note: Dimensions are in METRES



City of
Richmond



RZ 24-049110

Original Date: 12/10/24

Revision Date:

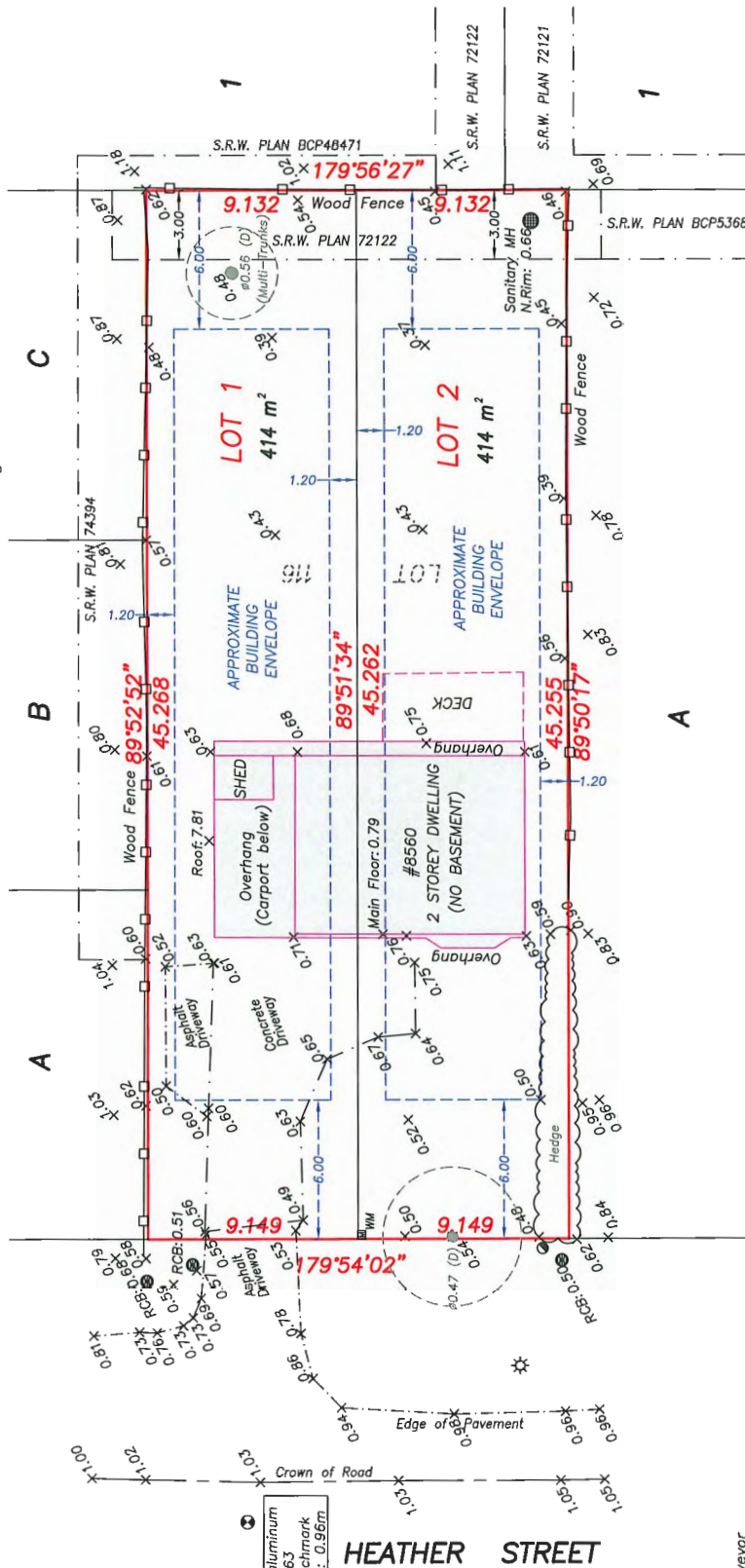
Note: Dimensions are in METRES

PLN - 12

TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 116 SECTION 22 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 31912

#8560 HEATHER STREET,
RICHMOND, B.C.
P.I.D. 000-506-788

ZONING: RSM/M



HEATHER STREET

Nail in aluminum
Tag #7563
Site Benchmark
Elevation: 0.96m

CERTIFIED CORRECT:
LOT DIMENSION ACCORDING TO
FIELD SURVEY.

- LEGEND:**
- (D) denotes deciduous
 - ⊙ denotes round catch basin
 - MH denotes manhole
 - WY denotes water meter
 - ⊙ denotes lamp standard
 - ⊙ denotes power post

NOTE:
Elevations shown are based on
City of Richmond HPN
Benchmark network.
Benchmark: GCM #51649
Control Monument 77H4983
Elevation: 1.001m

Copyright
J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 - 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Website: www.jctam.com
Job No. 8207
FB-437 P125-128
Drawn By: KA

DWG No. 8207-TOPO

NOTE:
Use site Benchmark Tag #7563 for
construction elevation control.

JOHNSON C. TAM, B.C.L.S., C.L.S.
JULY 2nd, 2024.



RZ 24-049110

Attachment 3

Address: 8560 Heather Street

Applicant: Haven Craft Homes Ltd.

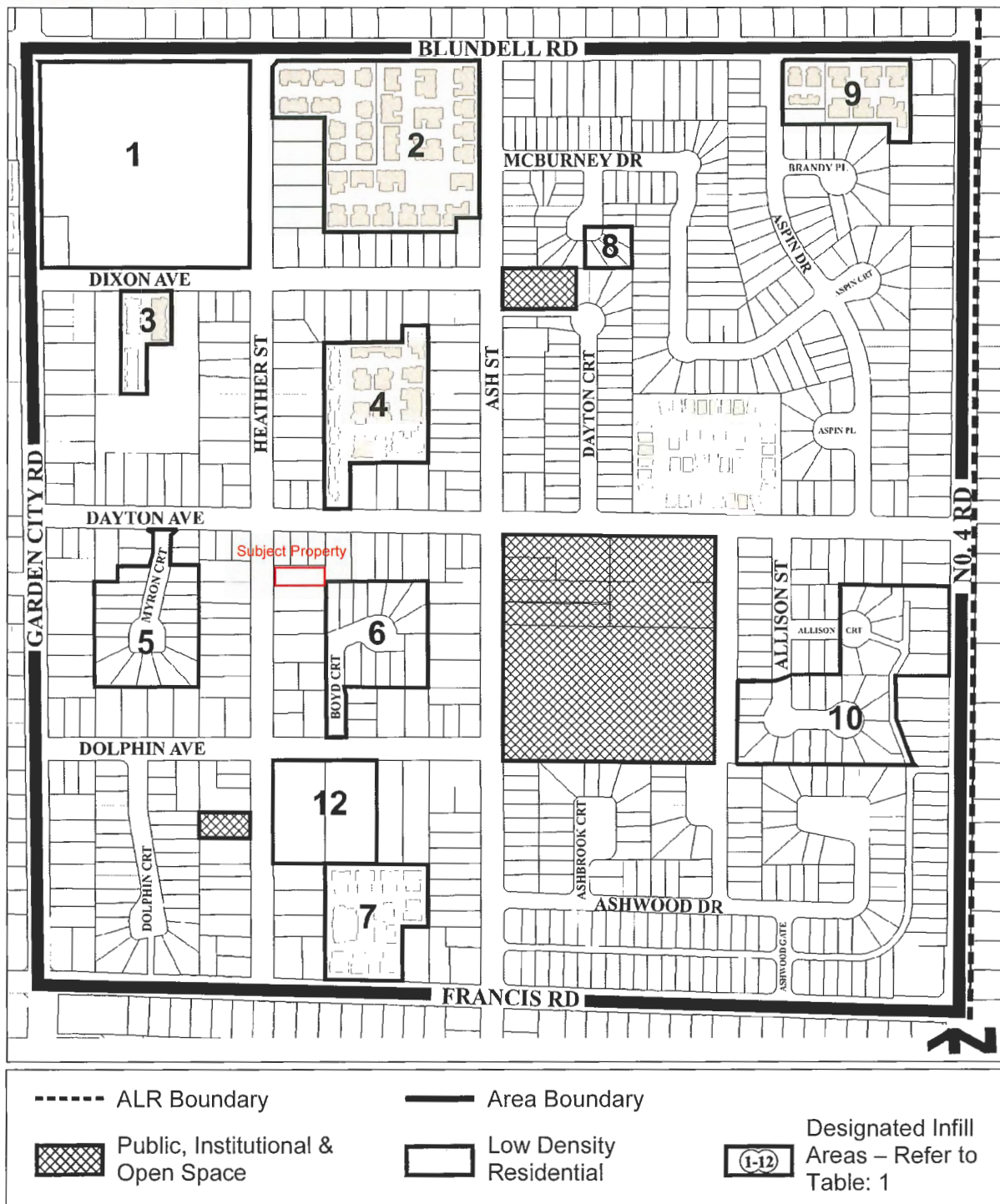
Planning Area(s): Broadmoor

	Existing	Proposed
Site Area	828.0 m ²	Lot 1: 414.0 m ² Lot 2: 414.0 m ²
Land Uses	Single-Detached	Single-Detached
OCP Designation	Neighbourhood Residential	Neighbourhood Residential
Zoning:	Small-Scale Multi-Unit Housing (RSM/M)	Small-Scale Multi-Unit Housing (RSM/S)
Number of Units	1	Lot 1: 2 Lot 2: 2

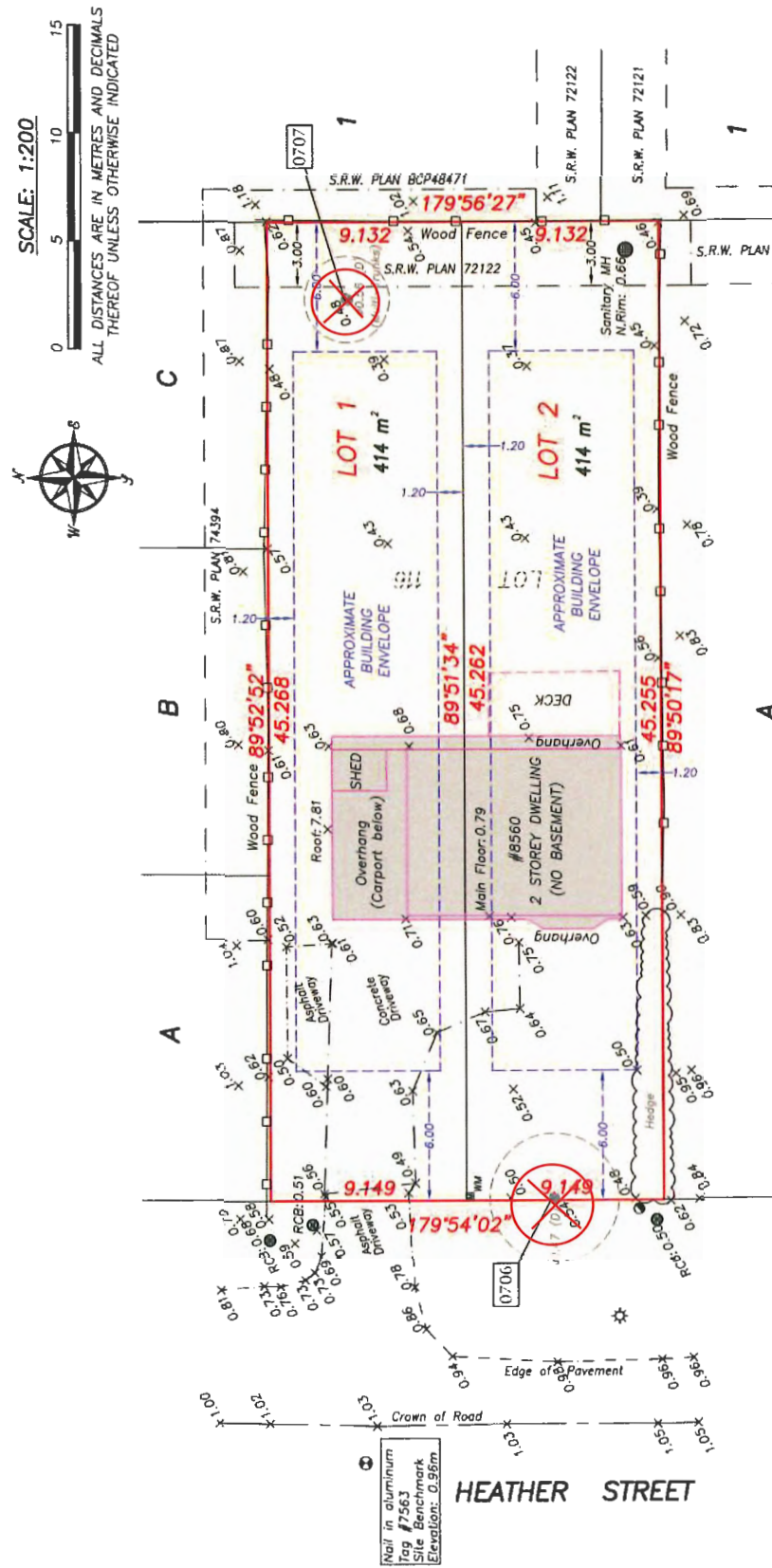
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5m ²	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5m ²	None permitted
Lot Coverage (% of lot area)	Building: Max. 45% Non-Porous Surfaces: Max. 70%	Building: Max. 45% Non-Porous Surfaces: Max. 70%	None permitted
Setback – Front Yard	Min. 6.0 m	Lot 1: 7.93 m Lot 2: 7.93 m	None permitted
Setback – North Side Yard	Min. 1.2 m	Lot 1: 1.23m Lot 2: 1.20m	None permitted
Setback – South Side Yard	Min. 1.2 m	Lot 1: 1.22m Lot 2: 1.23m	None permitted
Setback – Rear Yard	Min. 6.0 m	Lot 1: 12.8 m Lot 2: 12.7 m	None permitted
Height (m)	Max. 10.0 m	Lot 1: 9.0 m Lot 2: 9.0 m	None permitted
Lot Size	270.0 m ²	Lot 1: 414.0 m ² Lot 2: 414.0 m ²	None permitted
Off-street Parking Spaces	0.5 per unit	4 (2 per lot)	None permitted

City of Richmond

Land Use Map

 Bylaw 9489
2016/07/18


Tree Management Plan





City of
Richmond

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

Address: 8560 Heather Street

File No.: RZ 24-049110

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10730, the developer is required to complete the following:

1. **(Landscape Security)** Submission of a Landscape Security in the amount of \$3,000.00 (\$750/tree) to ensure that a total of two (2) replacement trees are planted and maintained on each lot proposed (for a total of four (4) trees); minimum 8.0 cm deciduous caliper or 4.0 m high conifers). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**
2. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title (2.9 m GSC – Area A).
3. **(Dwelling Units, Secondary Suite)** Registration of a legal agreement on title to ensure that no final Building Permit inspected is granted until either:
 - a) A minimum of two (2) dwelling units, each with an area of a minimum of 33.7 m² (356.58 ft²), one (1) of which may be a secondary suite with an area of a minimum of 33.7 m² (356.58 ft²), are constructed on each future lot, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw; or
 - b) The owner submits to the City a cash contribution in lieu of a second dwelling unit on a future lot, consistent with the Affordable Housing Strategy.
4. **(Fees - Notices)** Payment of all fees in full for the cost associated with the First Reading Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

At Subdivision* stage, the developer must complete the following requirements:

1. A Demolition Permit will be required for demolition of the existing building on the subject site.
2. Pay the current year's taxes, following year's estimates taxes (If approval is sought on or after September 1st in any year), Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the required servicing works.
3. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

Water Works

- a) Using the OCP Model, there is 317.0 L/s of water available at a 20 psi residual at the Heather St frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b) At Developer's cost, the Developer is required to:
 - i) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - ii) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.

- iii) Re-use the existing water service connection at the Heather St frontage to service proposed southern lot to be created from the subdivision application.
- c) At Developer's cost, the City will:
 - i) Complete all tie-ins for the proposed works to existing City infrastructure.
 - ii) Relocate the existing water meter currently located in 8560 Heather St to the west into the boulevard, eliminating the requirement for a right of way to contain the water meter.
 - iii) Install a new water service connection tied into the existing 200mm watermain at the Heather St frontage to service the northern lot, complete with a water meter in the boulevard just west of the property line. The details of the water service connection shall be finalized via the servicing agreement review.

Storm Sewer Works:

- d) At Developer's cost, the Developer is required to:
 - i) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
 - ii) Confirm the condition of the existing storm sewer laterals (e.g. SLAT89221 and SLAT69390) and connections (e.g. STCN156379 and STCN156391) at the northwest and southwest corner of the development site along the Heather St frontage, via CCTV inspection.
 - (1) If the CCTV inspection confirms adequate condition for the proposed development, re-use the existing storm lateral and connection lines to service the proposed northern and southern lot.
 - (2) If the CCTV inspection confirms inadequate condition for the proposed development, the existing lateral and connection lines shall be replaced with new pipes.
 - iii) Confirm the condition of the existing storm inspection chambers (e.g. STIC53310 and STIC42464) at the northwest and southwest corner of the development site along the Heather St frontage.
 - (1) If the inspection chambers are in an adequate condition for the proposed development, re-use the existing inspection chambers to tie in the storm lateral and connection lines.
 - (2) If the inspection chambers are in an inadequate condition for the proposed development, the existing inspection chambers shall be replaced with new inspection chambers.
- e) At Developer's cost, the City will:
 - i) Complete all tie-ins for the proposed works to existing City infrastructure.
 - ii) Replace the existing lateral and connection lines with a new pipe, complete with an inspection chamber, if the CCTV inspection confirm inadequate condition of the existing storm system along Heather St frontage.

Sanitary Sewer Works:

- f) At Developer's cost, the Developer is required to:
 - i) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
 - ii) Not encroach into the City's sanitary sewer right of way along the east property line with proposed trees, retaining walls, non-removable fences, or other non-removable structures. The proposed retaining wall along the north and south property line encroach into the existing sanitary right of way along the east property line, which is not acceptable. Retaining walls and tie backs to facilitate site raising at the existing right of ways that contain the existing sanitary lines along the east property line are not permitted because these will obstruct maintenance access to the sanitary lines.
 - iii) Upgrade the existing 150mm diameter sanitary lateral SLAT9355 along the entire east property line of 8560 Heather St to a 200mm diameter sewer system as per the City's Engineering specifications. The south-end of the new sanitary main shall be tied into the existing sanitary manhole SMH1230, and the north-end of the new sanitary main shall be tied into the new sanitary manhole installed in replacement of the existing sanitary inspection chamber SIC3441.
 - (a) Maintain the sanitary service connections in an operating condition for the neighbouring properties affected by the sanitary sewer works to be done (e.g. 8540 Heather St, and 9260, 9280, 9320, 9328 Dayton Ave) while the ultimate sanitary line is being constructed. This may require a bypass to convey the sanitary flows from 8540 Heather St and 9260, 9280, 9320, 9328 Dayton Ave to the nearest existing sanitary manhole while the required ultimate sanitary line is being constructed. This

may require written consent from the owners of the neighbouring properties to allow the required sanitary bypass works in private properties.

- iv) Replace the existing inspection chamber SIC3441, located at the southeast corner of 9280 Dayton Ave, with a new sanitary manhole to tie in the new 200mm diameter sewer along the east property line of 8560 Heather St and the existing 150mm diameter lateral along the north property line of 8560 Heather St.
 - v) The developer is required to send a notification letter to the adjacent property owners for any required sanitary works that may impact access to their site, landscaping features, fences, and other private improvements. Each property must be sent a notification letter via registered mail that includes the scope of works, the potentially effected items (i.e. landscaping, driveways, fences, private trees, etc.), and the proposed impact mitigation strategy. Prior to sending the letters to the property owners, each letter must be submitted to the City for review and approval.
 - vi) Confirm the condition of the existing sanitary sewer connection SCON26262 at the southeast corner of the development site, via CCTV inspection.
 - (1) If the CCTV inspection confirms adequate condition for the proposed development, re-use the existing sanitary connection SCON26262 to service the proposed southern lot.
 - (2) If the CCTV inspection confirms inadequate condition for the proposed development, the existing connection SCON26262 shall be replaced with a new pipe and tied into the existing manhole SMH1230 to service the proposed southern lot.
 - vii) Install a new sanitary service connection tied into the new 200mm sanitary main along the east property line of the development site, complete with an inspection chamber in a right of way, to service the northern lot. The exact location of the sanitary service connection shall be finalized during the servicing agreement process.
 - viii) Provide a 1.5m x 1.5m right of way for the required sanitary inspection chamber to service the proposed northern lot from the sanitary main along the east property line of the development site.
- g) At Developer's cost, the City will:
- i) Complete all tie-ins for the proposed works to existing City infrastructure.

Street Lighting:

- h) At Developer's cost, the Developer is required to:
- i) Review street lighting levels along all road and lane frontages, and upgrade as required.

Frontage Improvements

- a) The following frontage improvements will be required at the applicant's cost as part of the Servicing Agreement:
- (1) The existing driveway along the site's Heather Street frontage shall be closed permanently. The applicant is responsible for the removal of the existing driveway letdown and replace with curb, gutter and boulevard
 - (2) The new driveway crossings are to be constructed to meet the requirements of the City of Richmond's Engineering Design Specifications.
 - (3) The applicant shall be required to construct the following along the full frontage of the site along Heather Street:
 - (a) From east to west, starting at the property's west property line:
 - (i) Minimum 2.0 m wide sidewalk;
 - (ii) Minimum 1.5 m wide boulevard
 - (iii) 0.15 m curb and gutter;
 - (iv) Curb and gutter alignment to accommodate the total pavement width of 9.0 m curb face to curb face.

General Items:

- i) At Developer's cost, the Developer is required to:

- i) Complete other frontage improvements as per Transportation requirements.
 - (a) The proposed driveway for the southern lot is in conflict with the existing pole and the proposed location is not as per the City's specification under Bylaw No 7222 Schedule B and C. Any proposal of driveways must be clear of the existing pole.
- ii) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (1) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.

The existing pole located near the southwest corner of the development site may need to be relocated based on the required frontage improvements, subject to Transportation requirements. Any proposal of driveways must be clear of the existing pole.
- iii) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
- iv) Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream. The developer's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
 - (a) Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
 - (b) Pipe sizes, material and slopes.
 - (c) Location of manholes and fire hydrants.
 - (d) Road grades, high points and low points.
 - (e) Alignment of ultimate and interim curbs.
 - (f) Proposed street lights design.
- v) Enter into, if required, additional legal agreements, as determined through the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

Prior to Building Permit Issuance, the developer must complete the following requirements:

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Provide Plans that are compliant with City's EV-Ready Construction Requirements and Zoning Bylaw and demonstrate that all new residential parking stalls will be equipped with Level 2 energised outlets or higher.
3. Provide a report, signed and sealed by a Qualified Professional, confirming that the proposed plans are in compliance with the energy efficiency targets set out in the BC Energy Step Code: to either Step 5 w/ EL-2 or Step 4 w/ EL-3 or alternatively Step 3 w/ EL-4.
4. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.

- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- If the development will be constructed in phases and stratified, a [Phased Strata Subdivision Application](#) is required. Each phase of a phased strata plan should be treated as a separate parcel, each phase to comply with the Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements. Please arrange to have the City's Approving Officer review the proposed phased boundaries in the early DP stages. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed _____

Date _____



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10730 (RZ 24-049110)
8560 Heather Street**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **"SMALL-SCALE MULTI-UNIT HOUSING (RSM/S)"**.

P.I.D 000-506-788

Lot 116 Section 22 Block 4 North Range 6 West New Westminster Plan NWP31912

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10730"**.



FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee

Date: December 17, 2025

From: Joshua Reis
Director, Development

File: RZ 25-029406

Re: Application by City of Richmond for Rezoning at 12871, 12873, 12875 Railway Avenue from "Low Density Townhouses (RTL1)" Zone to "Medium Density Low Rise Apartments (RAM1)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10734, to amend the "Medium Density Low Rise Apartments (RAM1)" zone, and to rezone 12871, 12873, 12875 Railway Avenue from "Low Density Townhouses (RTL1)" zone to "Medium Density Low Rise Apartments (RAM1)" zone, be introduced and given first, second and third reading.

Joshua Reis
Director, Development
(604-247-4625)

JR:mt
Att. 4

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

The City of Richmond has initiated an application to rezone 12871, 12873 and 12875 Railway Avenue (“subject site”) from the “Low Density Townhouses (RTL1)” zone to the “Medium Density Low Rise Apartments (RAM1)” zone, to align the zoning for the subject site with its existing land use and three and a half storey apartment form. The subject site is currently legal non-conforming. A location and aerial map of the subject site are provided in Attachment 1.

The proposed rezoning is not in anticipation of new development. Accordingly, a Development Permit (DP), Building Permit (BP) and servicing upgrades are not required.

Background

History of Subject Site’s Zoning Designation

On May 9, 1988, a DP (DP 87-377) was issued to permit the construction of the subject site’s existing three and a half storey apartment buildings in conformance with its then “Multiple Family Residential Districts III (MF/3)” zoning. A BP was subsequently issued in January 1989.

Three months later, a City-wide Zoning Bylaw update was finalized when Zoning Bylaw 5300 was adopted in April 1989. As a result, after the BP was issued but prior to the apartments being built, the subject site’s MF/3 zone was replaced with the “Townhouse District (R2)” zone. Other existing apartment buildings previously zoned MF/3 were rezoned to the “Townhouse & Apartment District (R3)” zone in alignment with their existing land use and apartment form. Despite its apartment form, the subject site was rezoned R2, resulting in its legal non-conforming status, which has remained until the present day.

In 2009, the City adopted Zoning Bylaw 8500. As a result, the subject site was rezoned from the R2 zone to its current “Low Density Townhouses (RTL1)” zoning. Comparable apartment buildings were rezoned from the R3 zone to the “Medium Density Low Rise Apartments (RAM1)” zone. This rezoning application proposes to rezone the subject site to the RAM1 zone, consistent with comparable apartment buildings that were also zoned MF/3 prior to 1989.

In 2025, the strata approached the City about these inconsistencies between the properties' use and zoning. The City is undertaking this rezoning to rectify the initial miscategorising of the site in 1989. No development is proposed and the strata are aware and supportive of this administrative change.

Findings of Fact

A Development Application Data Sheet providing details about the subject rezoning is provided in Attachment 2.

The subject site is a 2.8-acre, panhandle shaped property at the terminus of Railway Avenue. It includes three, three and a half storey apartment buildings containing 78 stratified dwelling units and an underground parking garage with 156 parking stalls. The subject site and underground parking are accessed from Railway Avenue.

The previously issued BP drawings for the subject site that are associated with the approved DP (DP 87-377) are provided in Attachment 3 for information purposes only.

Surrounding Development

The existing development immediately surrounding the subject site is as follows:

To the North: Across Railway Avenue are single-detached homes on properties zoned “Small Scale Multi Unit Housing (RSM/M)” and the Railway Moncton Community Gardens on a property zoned “School & Institutional Use (SI)”.

To the South: A four-storey, 112-unit apartment development on a property zoned “Residential/Limited Commercial (RCL1)”.

To the East: Across from a pedestrian pathway connecting Railway Avenue and Westwater Drive is Tomekichi Homma Elementary School on a property zoned “School & Institutional Use (SI)”.

To the West: Across Railway Avenue is a 43-unit townhouse development on a property zoned “Low Density Townhouses (RTL1)”.

Related Policies & Studies

Official Community Plan / Steveston Area Plan

The subject property is designated as “Apartment Residential” in the Official Community Plan (OCP), and the Steveston Area Plan designates the subject site as “Multiple Family”, consistent with its current apartment form (Attachment 4). The subject rezoning complies with both the “Apartment Residential” and “Multiple Family” land use designations.

Public Consultation

Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the subject rezoning application.

The strata council is aware of and supportive of the rezoning application.

Analysis

This City initiated rezoning is to align the zoning for the properties at 12871, 12873 and 12875 Railway Avenue, with its existing land use and apartment form, consistent with the zoning of similar developments in the area. As new development is not proposed as part of the subject rezoning, no changes to the site’s existing form and architectural character, parking and site access or landscaping are proposed.

The existing apartment buildings at the subject site are generally in compliance with the RAM1 zone, except for density, building height and setback provisions. As part of the subject rezoning, the RAM1 zone would be amended to accommodate the existing development, with the following amendments applicable only to the subject site to permit:

- A maximum Floor Area Ratio (FAR) of 0.85;
- A change of the maximum building height from 15.0 m to 16.0 m; and
- A change of the front and side yard setback from 6.0 m to 4.0 m.

The amendments address the subject site's existing development and facilitate RAM1 zoning in keeping with comparable apartment buildings zoned MF/3 prior to 1989.

Financial Impact

None.

Conclusion

Staff recommend that Richmond Zoning Bylaw 8500, Amendment Bylaw 10734, to amend the "Medium Density Low Rise Apartments (RAM1)" zone, and to rezone 12871, 12873, 12875 Railway Avenue from "Low Density Townhouses (RTL1)" zone to "Medium Density Low Rise Apartments (RAM1)" zone, be introduced and given first, second and third reading.



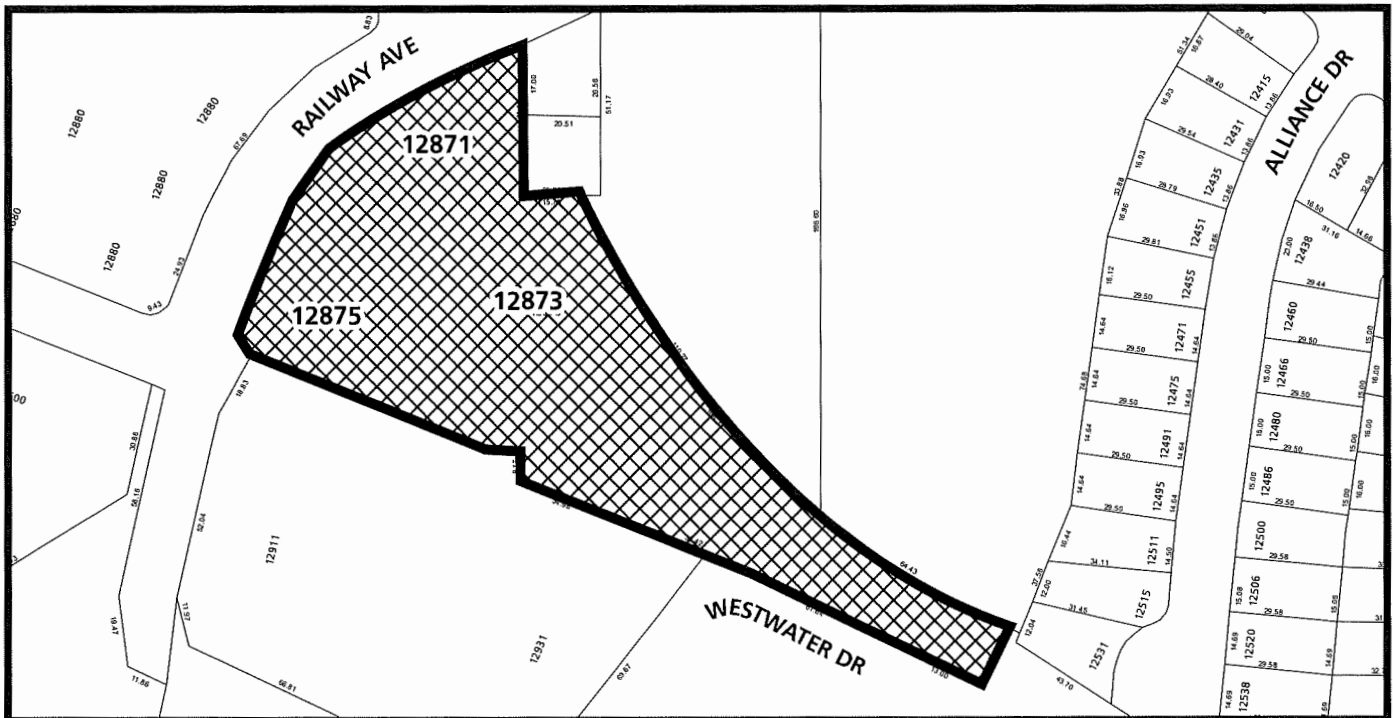
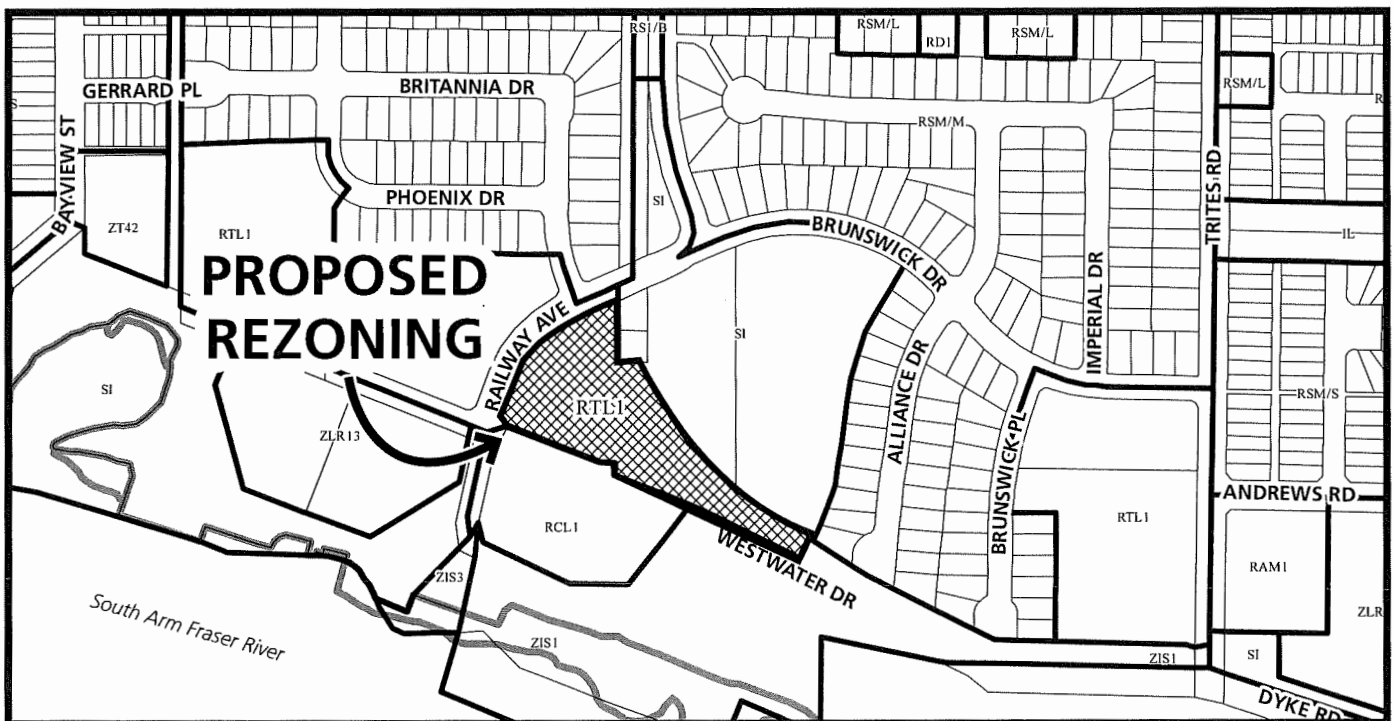
Mark Tennenhouse
Planning Technician
(604-276-4090)

MT:aa

- Att.
- 1: Location Map
 - 2: Development Application Data Sheet
 - 3: Previously Approved Building Permit Plans for the Subject Site
 - 4: Steveston Area Land Use Map



City of
Richmond



RZ 25-029406

Original Date: 12/09/25
Revision Date:

Note: Dimensions are in METRES



City of
Richmond



RZ 25-029406

Original Date: 12/09/25
Revision Date:

Note: Dimensions are in METRES

PLN - 28



RZ 25-029406

Attachment 2

Address: 12871, 12873, 12875 Railway Avenue

Applicant: City of Richmond

Planning Area(s): Steveston

	Existing	Proposed
Owner:	NW3101 Westwater Views	NW3101 Westwater Views
Site Size (m ²):	11,299.98m ²	11,299.98m ²
Land Uses:	Housing, Apartment	Housing, Apartment
OCP Designation:	Apartment Residential	Apartment Residential
Area Plan Designation:	Multiple Family	Multiple Family
Zoning:	RTL1	RAM1
Number of Units:	78	78

	Bylaw Requirement (RAM1)	Existing	Variance
Floor Area Ratio (FAR):	0.85	0.84	None
Buildable Floor Area (m ²):	Max. 9604.9 m ²	9,441.8 m ²	None
Lot Coverage (% of lot area):	Building: Max. 50% Non-porous Surfaces: Max. 80%	Building: 33.2% Non-porous Surfaces: Max. <60%	None
Lot Dimensions (m):	Min. Width: 30.0 m Min Depth: 35.0 m	Width: 66 m Depth: 150 m	None
Setbacks (m):	Front: Min. 4 m Rear: Min. 4 m Side: Min. 4 m Exterior Side: Min. 4 m	Front: Min. 4.87 m Rear: Min. 100 m Side: Min. 4.0 m Exterior Side: Min. 4.5	None
Height (m):	16.0 m	15.9 m	None
Parking	156	156	None

SCALE 1 inch = 40 feet

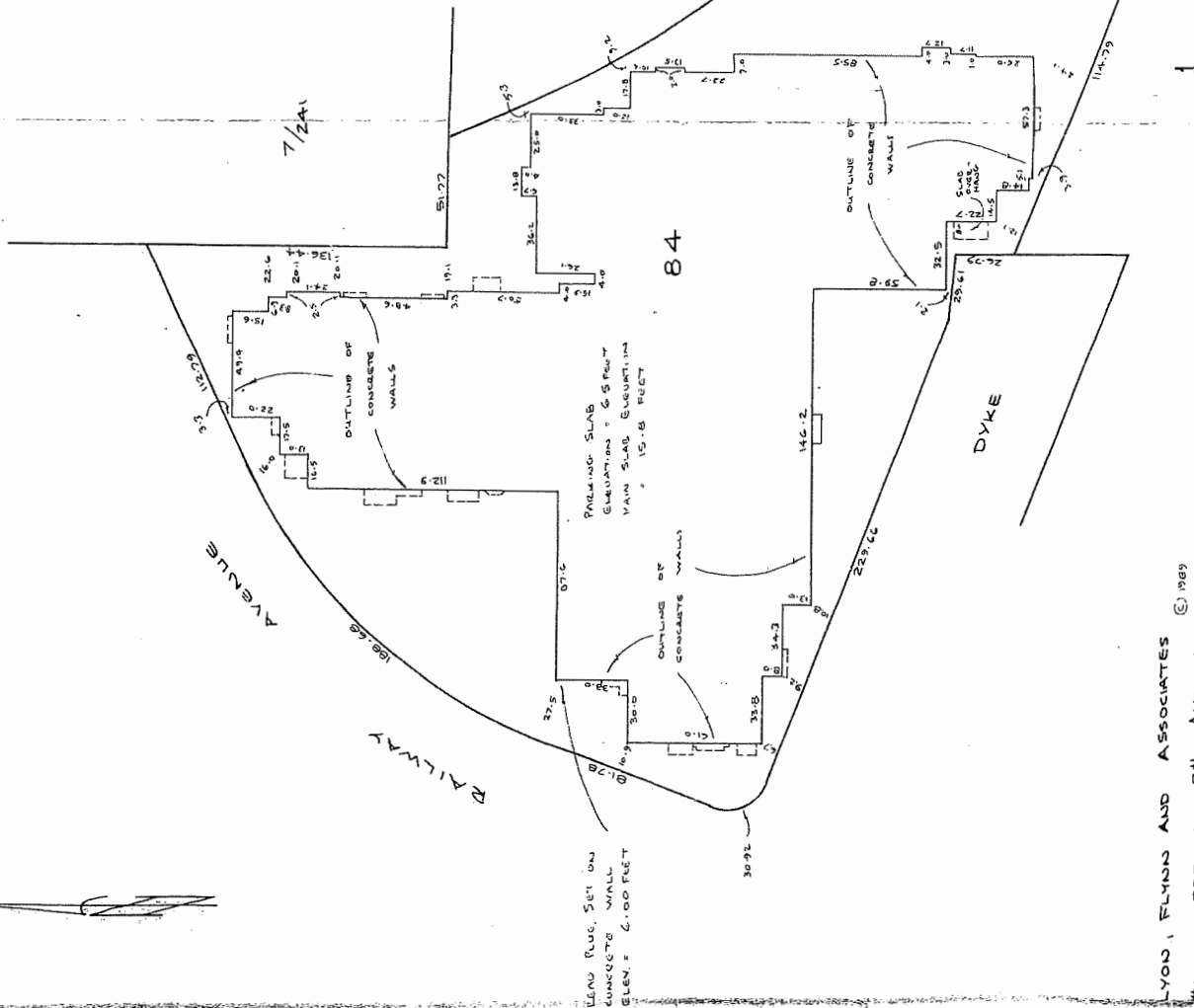


ELEVATIONS ARE IN FEET TO
GEODETIC DATUM

REVISION	DATE	SIGNATURE	BLOCK
0	28 FEB 89	BUILDING WALL NEST	CEILING GRAB DROCK CITY
1	13 JUL 89	REMAINING WALLS ADDED	2nd floor

THIS DOCUMENT IS NOT
VALID UNLESS ORIGINALLY
SIGNED AND SEALED.


 R. A. Brown
 1000 1000-1000
 1000 1000-1000



REVISION 1 13 JULY 1989

LYON, FLYNN AND ASSOCIATES
102 - 1537 W. 8th AVENUE
VANCOUVER B.C.
© 1989

TEL: 737-8777

FAX : 737 - 8794

FILE No: 88-1856 DRAWING "C"

12871-12873-12875 RAILWAY AVE. D.P. 87-377

the main building design and this design is the property of E. Lallier, Architect and was not made to meet the requirements of the building.

NO.	DESCRIPTION	DATE

The following information is provided for informational purposes only. It is not intended to be used as a substitute for professional advice. Please consult your physician or other healthcare provider for more information.

78 UNIT
APARTMENT
BUILDING
12871 RAILWAY AVE
for "Dyke" Project



ALL FUNCTIONS, TWO TELEPHONE LINES BUILT

SITE PLAN

[illegible]

PLN - 31

[illegible]

78 UNIT
APARTMENT
BUILDING
12871 RAILWAY AVE

USE & DISCARD FREELY
DATE 3 Dec 80
BY JS



This drawing is not to be used for construction purposes unless stated "for construction".

This drawing was not prepared by a professional engineer or architect and is not intended to be used for construction purposes.

This drawing was not prepared by a professional engineer or architect and is not intended to be used for construction purposes.

NO.	DESCRIPTION	DATE

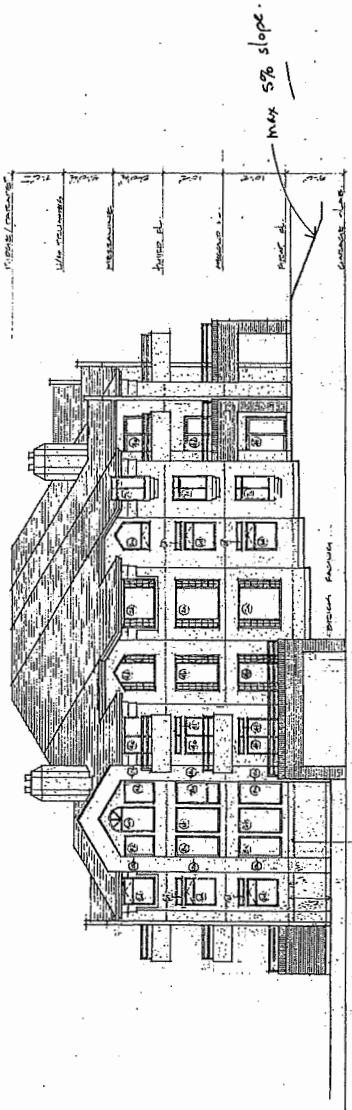
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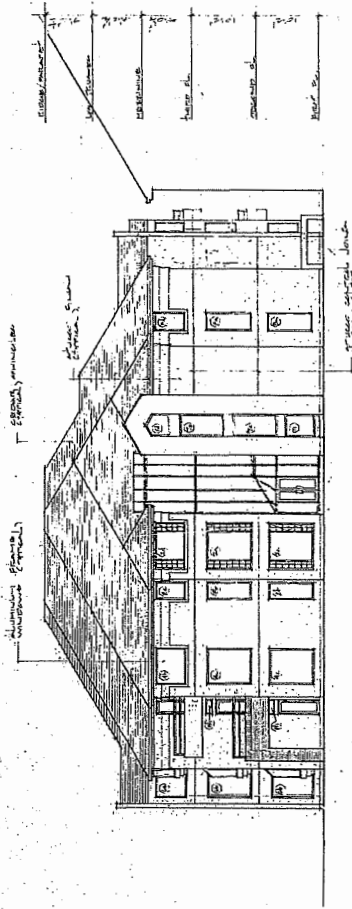


SCALE	DATE
1/4" = 1'-0"	10/10/1990
REVISION	DRAWING
	A23

CONSTRUCTION OF THE BUILDING OF RECORD
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NORTH ELEVATION BUILDING 1



SOUTH ELEVATION BUILDING 1

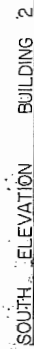
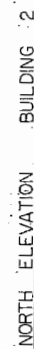
This drawing must not be sealed. The General Contractor shall verify all dimensions, depths and levels prior to commencement of work. All changes and additions to be reported immediately to the Architect. Variations and modifications shall be shown on these drawings shall not be incorporated without written permission from the Architect.

[illegible]

78 UNIT
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BUILDING
12871 RAILWAY AVE
for "Olym. Project"

PLAYERS
OF THE
FUTURE

DATE	JULY 2nd 1968
SCALE	1" = 10'
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NO.	DESCRIPTION	DATE

**COMPARISON OF THE TOWNSHIP OF RICHMOND
BASIN, DEPARTMENT**

78 UNIT
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BUILDING
12871 RAILWAY AVE
for: Cyke Projects

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FOREIGN VESSELS

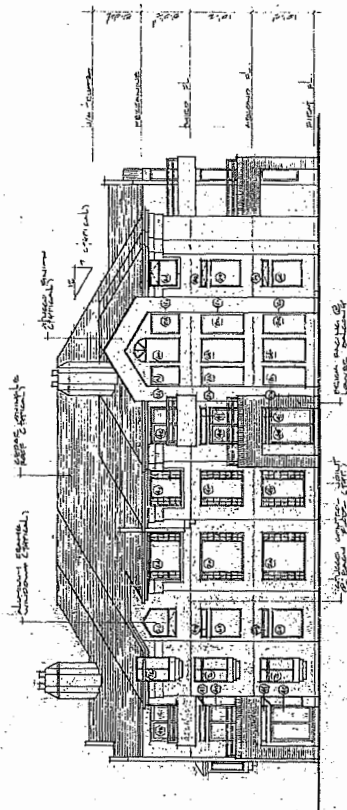
By Chris 3 Dec 88

L.D. FADLILVI
ARCHITECTURE

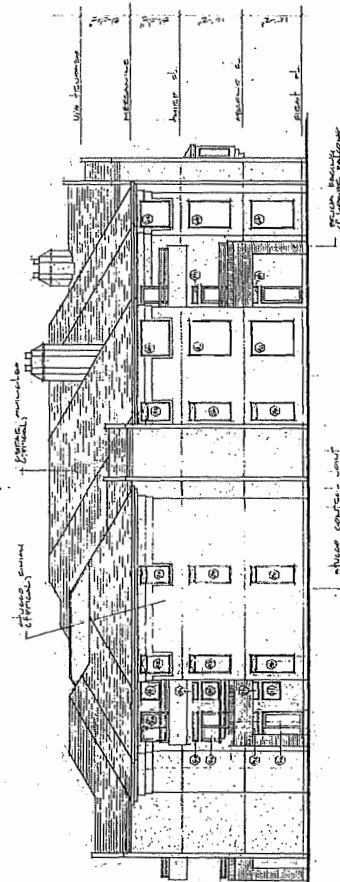
DATE 10/27/2009

SCALE 16.1

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WEST ELEVATION... BUILDING 2



EAST ELEVATION BUILDING 2

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF THE ARCHITECT AND ARE NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT HIS WRITTEN PERMISSION. ANY VIOLATION OF THIS NOTICE WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

NO.	DESCRIPTION	DATE

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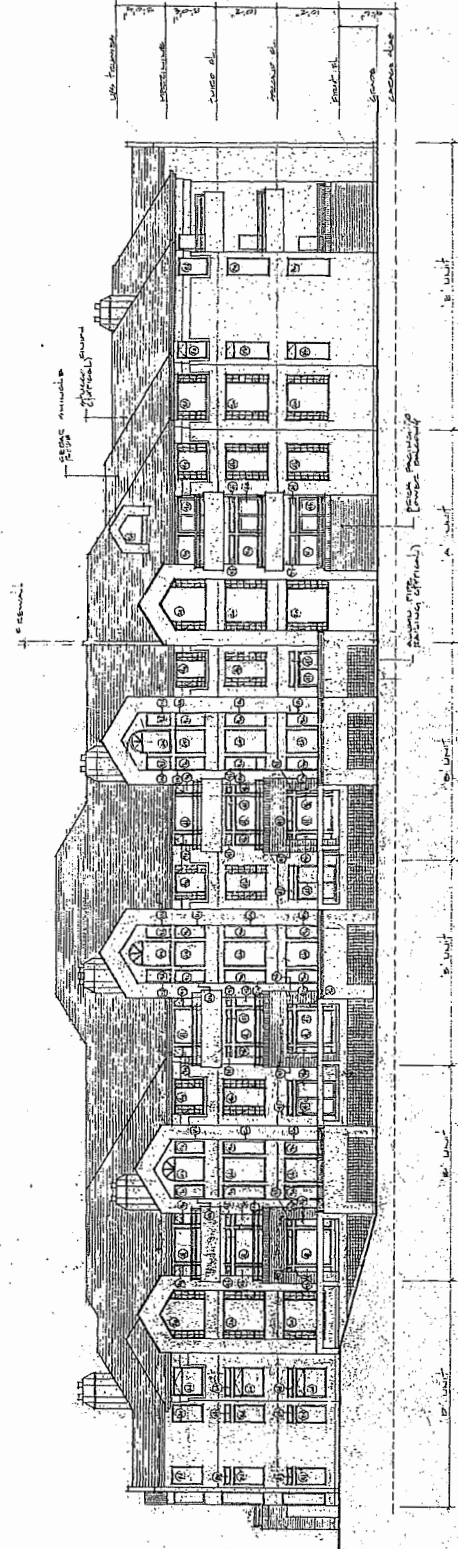
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78 UNIT
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BUILDING
12871 RAILWAY AVE
for Doyle Project

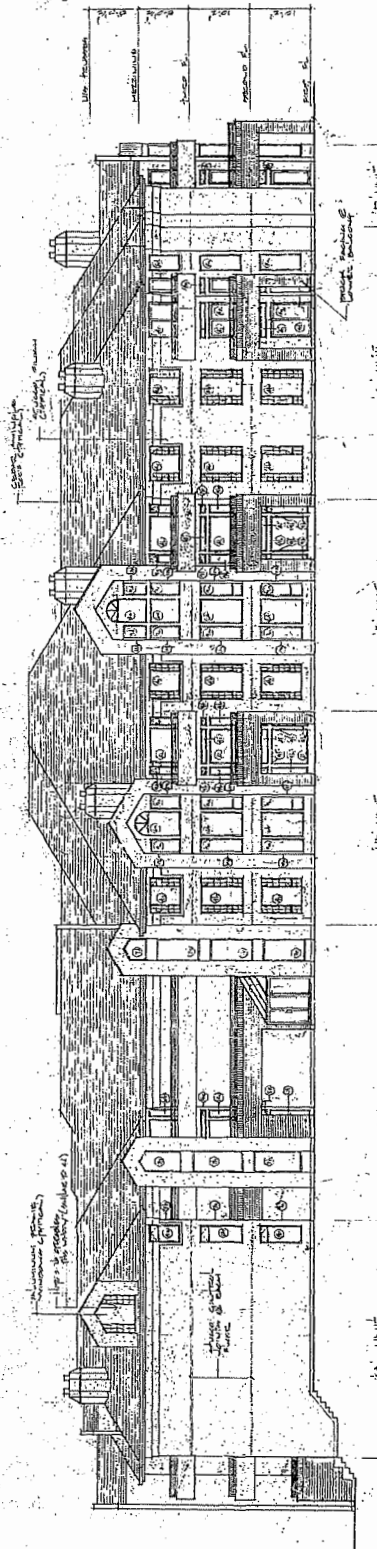
12871 RAILWAY
ARCHITECTURE

DATE
1/15/68

REVISION
A26



EAST ELEVATION BUILDING 3



WEST ELEVATION BUILDING 3

NO.	DESCRIPTION	DATE
		REVISIONS

COMMISSION OF THE UNITED STATES
FEDERAL BUREAU OF INVESTIGATION

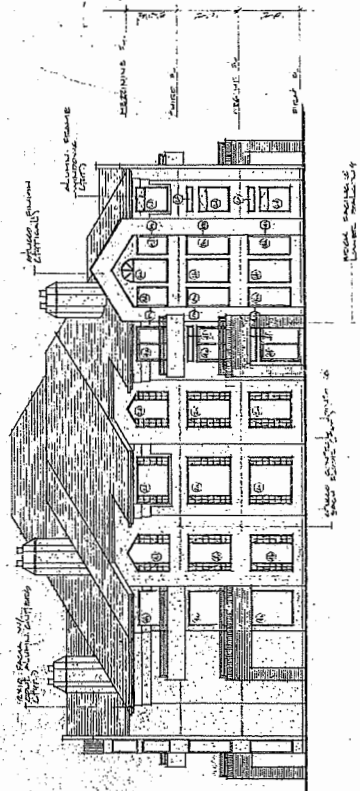
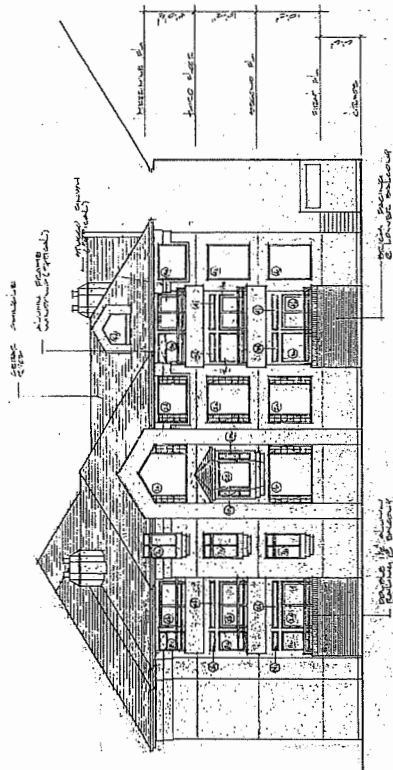
NAME - JOHN J. BROWN
B/ JOHN J. BROWN
Date 3 Dec 88

78 UNIT
APARTMENT
BUILDING
12871 RAILWAY AVE
for Dyke Protection

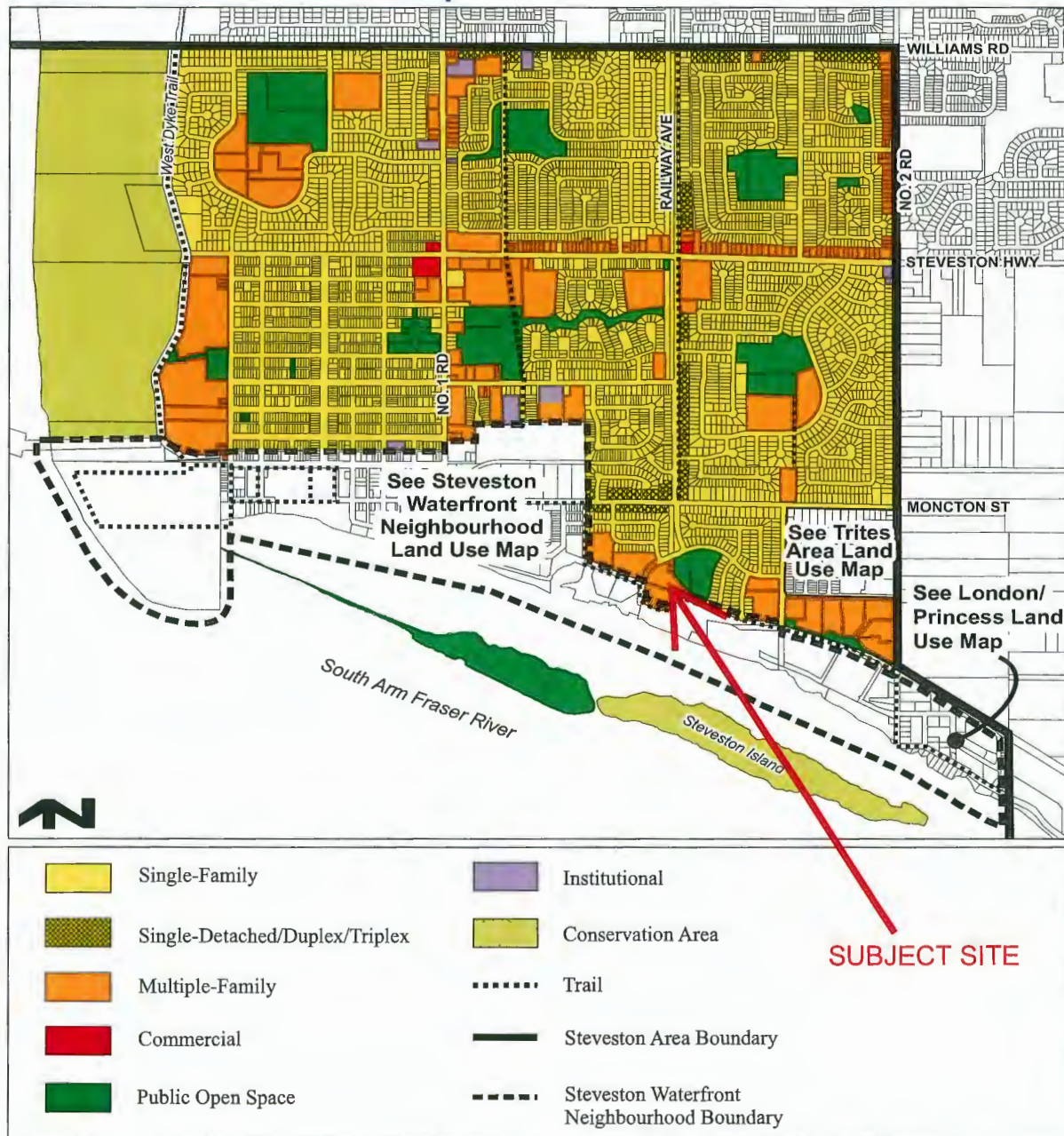
P.D. VIDLAW
ARCHITECTURE

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A27



City of Richmond

Steveston Area Land Use MapBylaw 10155
2023/11/27



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10734 (25-029406)
12871, 12873, 12875 Railway Avenue**

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

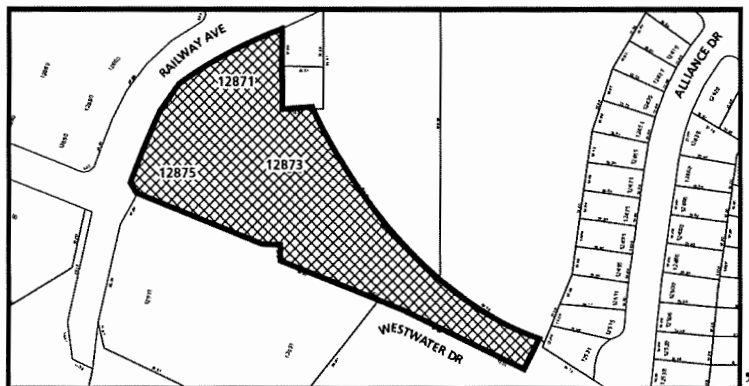
1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by repealing the existing zoning designation for the following area, outlined in bold on “Schedule A attached to and forming part of Bylaw 10734”, and designating it “**Medium Density Low Rise Apartments (RAM1)**”:

Strata Lots 1-78, and the Common Property
Section 11 and 12, Block 3 North
Range 7 West New Westminster District
Strata Plan NWS3101

2. Richmond Zoning Bylaw 8500, as amended, is further amended at Section 8.11 by inserting the following as new subsection 8.11.13.3:

- “3. Notwithstanding Section 8.11.5, 8.11.7 and 8.11.8, the **site** municipally known as 12871, 12873, 12875 Railway Avenue and identified in **figure 1** below shall have:
 - a) a maximum **floor area ratio** of 0.85;
 - b) a maximum **height for buildings** of 16.0 m; and
 - c) a minimum **front yard, interior side yard and exterior side yard** of 4.0 m.

Figure 1



3. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10734**”.

FIRST READING

SECOND READING

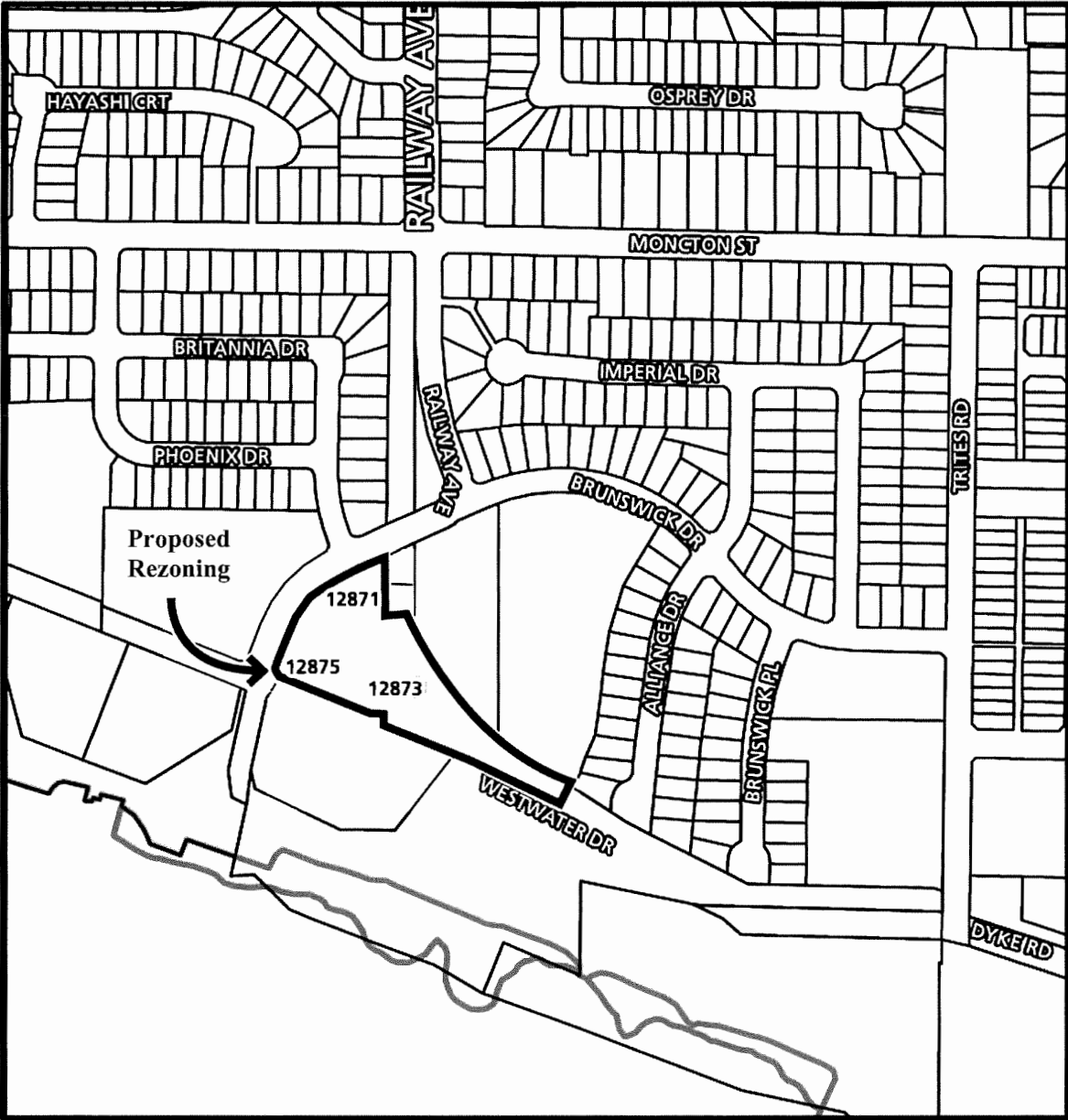
THIRD READING


ADOPTED

CITY OF RICHMOND
APPROVED by <i>MT</i>
APPROVED by Director or Solicitor <i>A. Noe</i>

MAYOR

CORPORATE OFFICER



	<p>Bylaw 10734 Schedule "A"</p>	<p>Original Date: 12/11/25 Revision Date: Note: Dimensions are in METRES</p>
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City of Richmond

Report to Committee

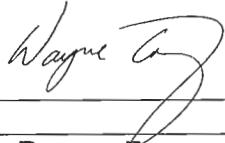


To: Planning Committee
From: Kim Somerville
Director, Community Social Development
Date: December 5, 2025
File: 01-0100-30-CCDE1-01/2025-Vol 01
Re: **Richmond Child Care Development Advisory Committee 2025 Annual Report and 2026 Work Program**

Staff Recommendations

1. That the Richmond Child Care Development Advisory Committee's 2025 Annual Report, as outlined in the report titled, "Richmond Child Care Development Advisory Committee 2025 Annual Report and 2026 Work Program", dated December 5, 2025, from the Director, Community Social Development, be received for information; and
2. That the Richmond Child Care Development Advisory Committee's 2026 Work Program be approved.

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

Att.2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

The Child Care Development Advisory Committee (CCDAC) was established in 1994 to provide Council with advice in relation to the planning, development, support and promotion of a range of child care options in Richmond. As the City implements the *Richmond Child Care Strategy 2024–2034* (the Strategy), the CCDAC will continue to serve an important role in helping to advance the Strategy for the next 10 years.

This report presents a summary of the CCDAC activities throughout 2025 for information and the CCDAC 2026 Work Program for approval.

This report supports Council’s Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

This report also supports the *Richmond Child Care Strategy 2024–2034*:

Strategic Direction 3 – Advocacy

Action 3.1: Advocate for a universal, affordable child care system that supports equitable access for families and child care providers.

Strategic Direction 5 – Education and Information

Action 5.6: Enhance public education on the importance of child care and the role of the City of Richmond in relation to the provision of child care in the community.

The Work Program also supports the *2021–2031 Richmond Child Care Action Plan*:

Sector Quality and Sustainability:

Action 3.1: Ensure that the City continues to be well-informed about the latest trends, research and advocacy efforts concerning child care matters.

Analysis

The CCDAC’s role is to act as a resource and provide advice to City Council by offering information and recommendations regarding issues and opportunities related to child care and to provide input into the implementation and monitoring of child care-related strategies and plans.

2025 Annual Report

The CCDAC completed a number of activities in 2025 and these are described in the 2025 Annual Report (Attachment 1). Highlights of the CCDAC's work include:

1. Planning and hosting events to celebrate Child Care Month in May, including a children's art exhibition and a symposium for Early Childhood Educators, child care providers and parents, titled 'Supporting Richmond's Caregivers'. This was the seventh annual symposium and it took place at Richmond City Hall on May 3, 2025. The Art Exhibition was held at the Richmond Public Library (Brighthouse Branch) from May 2–31, 2025;
2. Offering input, advice and guidance to inform the implementation of the *Richmond Child Care Strategy 2024–2034* (the Strategy) in 2025. Members of the CCDAC facilitated two engagement activities to share information about the Strategy and to gather input from the community;
3. Providing feedback on the draft Social Development Strategy (2025–2035) and taking part in engagement to inform the development of a new Richmond Economic Development Strategy; and
4. Reviewing and recommending allocations for the 2026 City of Richmond Child Care Grants.

2026 Work Program

The proposed 2026 Work Program (Attachment 2) was endorsed at the CCDAC meeting held on December 3, 2025. In 2026, the CCDAC will give priority to:

1. Making recommendations to Council regarding advocacy to senior levels of government that advances the ongoing implementation of the Federal Multilateral Early Learning and Care Framework, the Provincial ChildCareBC Plan, the Richmond Child Care Strategy 2024–2034, and the 2021–2031 Richmond Child Care Action Plan;
2. Providing input on the implementation of the *Richmond Child Care Strategy 2024–2034* and the *2021–2031 Richmond Child Care Action Plan*;
3. Proposing and implementing activities for Child Care Month in May to celebrate the child care sector and to provide education and information to educators, child care providers and the community; and
4. Reviewing and recommending allocations for the 2027 City of Richmond Child Care Grants.


The 2026 CCDAC Work Program outlines CCDAC's intention to monitor and address emerging issues affecting child care services throughout the year and to advise City Council as necessary.

Financial Impact

None.

Conclusion

The Child Care Development Advisory Committee's 2025 Annual Report provides information on the activities undertaken by the CCDAC over the past year. The 2026 Work Program outlines priorities that will guide the CCDAC in the upcoming year to further the development of a universal affordable child care system that supports equitable access for families and child care providers.

A handwritten signature in black ink, appearing to read 'Chris Duggan', with a long horizontal line extending to the right.

Chris Duggan
Manager, Community Social Development
(604-204-8621)

- Att. 1: City of Richmond Child Care Development Advisory Committee 2025 Annual Report
2: City of Richmond Child Care Development Advisory Committee 2026 Work Program

City of Richmond Child Care Development Advisory Committee 2025 Annual Report

Highlights of the Child Care Development Advisory Committee (CCDAC) meetings and events in 2025 are outlined below:

1. ‘Supporting Richmond’s Caregivers’, a symposium for Early Childhood Educators, child care providers and parents celebrating Child Care Month, was planned and delivered by the CCDAC. This was the seventh annual Symposium and it took place at Richmond City Hall on May 3, 2025. This year’s event featured a keynote presentation by Samantha Johnstone from Early Years Thriving titled ‘What Caregivers Really Need to Thrive: a Path to Well-being’. This was followed by a choice of two workshops: ‘Stronger Together: Building Team Resilience in Child Care’ by Angela Yodogawa and Karen Jensen and ‘Nurturing Wellness in Educators’, also by Samantha Johnstone. The Symposium was attended by 70 participants. Eighty-eight per cent of respondents either strongly agreed or agreed that the keynote presentation met their expectations and 97 per cent indicated that they learned new information. For the workshops, 90 per cent agreed or strongly agreed that the presentation met their expectations and 80 per cent said they learned new information. The Symposium also included a presentation and participatory activity related to the *Richmond Child Care Strategy 2024–2034*, through which 98 per cent reported learning something new and key priorities for implementation were identified.
2. The fifth annual Children’s Art Exhibition to celebrate Child Care Month was hosted by the Richmond Public Library (Brighthouse Branch) from May 2–31, 2025. This year’s theme was ‘Kindness’. The 14 pieces of art on display were created by children attending licensed child care programs in Richmond. The children ranged in age from two to 12 years.
3. The CCDAC offered input, advice and guidance on the implementation of the *Richmond Child Care Strategy 2024–2034* (the Strategy) in 2025. Members of the CCDAC facilitated two engagement activities to share information about the Strategy and to gather input from the community on the implementation. Participants, who included Early Childhood Educators and child care providers, identified actions from the Strategy that, in their experience reflected high priorities for the community.
4. The CCDAC provided feedback on the draft *Social Development Strategy (2025–2035)* and took part in engagement to inform the development of a new Economic Development Strategy.
5. The CCDAC reviewed information on Federal and Provincial policy updates and initiatives related to Child Care and discussed implications for Richmond. These included:
 - a. The extension of the Canada-wide Early Learning and Child Care Agreement between the Government of Canada and the Province; and

- b. The implementation of Amenity Cost Charges, a new development-finance tool introduced by the Province of B.C. under Bill 46, which allows local governments to collect funds from new developments to support community amenities, including child care facilities.
6. The CCDAC reviewed and recommended allocations for the 2026 City of Richmond Child Care Grants.

Members of the 2025 Child Care Development Advisory Committee

Voting Members

1. Chantelle Pereira (Chair)
2. Maryam Bawa (Vice Chair)
3. Geovany Cheng
4. Kevin Ching
5. Karen Jensen
6. Mei Kang
7. Maho Kawasaki
8. Tania Lam
9. Joyce Lin
10. Kathy Moncalieri
11. Yanjie Zhao
12. Daniel Suen

External Organizations (Non-Voting)

1. Caitlin Lamb (Richmond Child Care Resource and Referral)

School Board Liaison (Non-Voting)

1. Trustee Heather Larson

Council Liaison (Non-Voting)

1. Councillor Carol Day

Staff Liaison (Non-Voting)

1. Chris Duggan, Manager, Community Social Development

2025 CCDAC Budget

As an Advisory Committee to Council, the CCDAC's activities are fully supported by the City's operating budget.

Closing Comments

Through eight virtual and two in-person meetings this year, the CCDAC continued to deliver the activities outlined in the 2025 Work Program and has played an integral advisory role for the City, especially in relation to the implementation of the Child Care Strategy. The Committee continued to provide high quality professional development for educators and parents in Richmond through the annual Child Care Symposium, provided input and recommendations for the City of Richmond's 2026 Child Care Grant Program allocations and continued to monitor child care-related initiatives and activities at the municipal, provincial and federal levels. The CCDAC members have continued to bring a wide range of expertise and diverse perspectives to the Committee and its valuable work.

Committee members shared feedback on their experience and participation in the CCDAC over the past year through an annual questionnaire. All members who responded described their experience as positive. The following quotes are a sample of the overall comments about the role of the CCDAC and individual members' involvement:

- *"The Committee provides a structured platform for evidence-informed input into Richmond's child care planning and policy, which ensures that decisions are shaped by community realities, data, and professional insight. For the child care sector, it strengthens coordination between municipal planning and service delivery, supporting equitable access and quality improvement. Personally, it allows me to apply strategic planning and analytical skills in a way that contributes to meaningful public outcomes."*
- *"The Committee provides tremendous value to Richmond by serving as a bridge between policy, practice, and community needs. It ensures that the voices of families and child care providers are considered in the City's long-term planning. The CCDAC promotes a shared understanding of local challenges—such as staffing shortages, access to affordable spaces, and the sustainability of programs—while advocating for strategies and funding that directly support quality care."*
- *"Through the Committee, I have been able to stay current with policy developments, funding opportunities, and strategic directions. This awareness has helped me identify areas where my professional experience and perspective can contribute to discussions and decisions that support better outcomes for families and providers."*
- *"A highlight was the Child Care Symposium in May, which focused on the important topic of mental health and educator well-being. The conversations and workshops offered practical tools and inspired reflection on how we can better support the emotional and mental health of those working in the early years sector. It was a powerful reminder of how essential it is to care for the caregivers who support children and families every day."*
- *"A key highlight for the Committee was the Child Care Symposium in May, which brought strong attention to workforce well-being and professional resilience in the child care sector."*

- *“I am really proud of the work we have done as a Committee this year, and especially proud of the success of the Child Care Symposium. It felt like such a meaningful and well-received event that brought people together across the sector. I was happy to contribute by creating some of the marketing materials for the Symposium, and to see the positive energy and engagement it generated within the community.”*
- *“Being part of this Committee allows me to connect with like-minded professionals, gain a deeper understanding of the municipal and provincial landscape, and contribute my on-the-ground perspective as a licensed operator working daily with families and educators. It is rewarding to see how our collective input influences policy and strengthens Richmond’s early years system.”*

Comments from the CCDAC Chair

The CCDAC includes child care operators, community members and service providers who support the provision of quality child care in Richmond. In addition, the CCDAC includes parents who understand the needs of families and the necessity of having access to licensed child care. The CCDAC benefited from their insight and from hearing their stories over the past year. The collective experience and passion for child care in Richmond is evident in CCDAC discussions. This committee and its varied representation provide a broad lens through which to consider the needs in the community and evaluate the resources currently available.

The CCDAC is thankful for the support and participation of Councillor Carol Day as the Council Liaison and Trustee Heather Larson as the School Board Liaison in 2025. They have been valued and important members of the committee and their contributions are vital to our discussions.

The CCDAC also functions with support of Chris Duggan, Staff Liaison, whose passion for child care is evident in all that she says and does. On behalf of all the members of the CCDAC we thank Chris and the team for their hard work and the support they provide by coordinating meetings, assisting sub-committees, contributing to special events as well as providing us with information to guide and inform discussions. They have taught us to listen to the voices of the community, discuss together and then put our collective thoughts and ideas into action so that we can be a voice for children and families in Richmond.

I am very proud of the work the committee has done over the past year. We once again hosted a Child Care Symposium at City Hall in celebration and honour of Child Care Month. This year the theme was “Caring for Richmond’s Caregivers”, and it provided an opportunity to gather with educators to support them and celebrate the important work that they do.

It has been an honour to serve as the Chair of the Child Care Development Advisory Committee again this year alongside the current Vice Chair, Maryam Bawa. I thank the Mayor and City Council for the opportunity to serve the community in this way. Thank you for your support and for investing in child care in the city. I wish this committee all the best.

Prepared by:

Chantelle Pereira, Chair

Child Care Development Advisory Committee, December 2025

**City of Richmond Child Care Development Advisory Committee
2026 Work Program**

The proposed 2026 Work Program is consistent with the Child Care Development Advisory Committee's (CCDAC) mandate to act as a resource and provide advice to Council regarding the planning, development, support and promotion of quality, affordable and accessible child care in Richmond.

The Work Program supports Council's Strategic Plan 2022–2026 Strategic Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

The Work Program supports the *Richmond Child Care Strategy 2024–2034*:

Strategic Direction 3 – Advocacy

Action 3.1: Advocate for a universal, affordable child care system that supports equitable access for families and child care providers.

Strategic Direction 5 – Education and Information

Action 5.6: Enhance public education on the importance of child care and the role of the City of Richmond in relation to the provision of child care in the community.

The Work Program also supports the *2021–2031 Richmond Child Care Action Plan*:

Sector Quality and Sustainability:

Action 3.1: Ensure that the City continues to be well-informed about the latest trends, research and advocacy efforts concerning child care matters.

2026 CCDAC Work Program

The 2026 Work Program was endorsed by the Committee at the CCDAC meeting held on December 3, 2025. This year the Committee will give priority to the initiatives outlined in the table below.

Advocacy	
Initiative #1	<ul style="list-style-type: none"> • Make recommendations to Council regarding advocacy to senior levels of government that advances the ongoing implementation of the Federal Multilateral Early Learning and Care Framework, the Provincial ChildCareBC Plan, the <i>Richmond Child Care Strategy 2024–2034</i>, and the <i>2021–2031 Richmond Child Care Action Plan</i>.
CCDAC Actions/Steps	<ul style="list-style-type: none"> • Monitor child care data, issues and emerging trends; • Monitor senior government announcements and changes to child care policy and funding for creating new child care spaces; • Discuss child care-related issues that come to the CCDAC's attention, consider related roles and actions that could be taken or recommended; • Pass motions or resolutions; • Prepare letters and briefs; and • Submit advice to Council through the Staff Liaison.
Expected Outcome	<ul style="list-style-type: none"> • Council will be informed about child care issues in the community that may be pursued with senior levels of government.
Indicator of Success	<ul style="list-style-type: none"> • Increased funding from senior levels of government and improved funding processes.
Partners	<ul style="list-style-type: none"> • Community Care Facilities Licensing (Vancouver Coastal Health); • Provincial Government; and • Federal Government.
Initiative #2	<ul style="list-style-type: none"> • Liaise with the Manager, Community Social Development and the Staff Liaison regarding issues that need further attention, action or clarification.
CCDAC Actions/Steps	<ul style="list-style-type: none"> • At monthly meetings, provide the Staff Liaison with information and the CCDAC's perspective on key child care issues impacting Richmond child care operators, providers and families; • Participate in actions noted in the <i>Richmond Child Care Strategy 2024–2034</i> and the <i>2021–2031 Richmond Child Care Action Plan</i> where the CCDAC involvement is identified; • Provide advice on future City of Richmond child care initiatives; • Provide ideas for communication materials that will assist child care operators and parents; and • Respond to Council referrals through the Staff Liaison.
Expected Outcome	<ul style="list-style-type: none"> • The Staff Liaison to the CCDAC will be informed on the CCDAC's perspective regarding key child care issues.
Indicator of Success	<ul style="list-style-type: none"> • The Staff Liaison, working with the CCDAC's advice and under Council's direction, will address priority child care issues for Richmond.
Partners	<ul style="list-style-type: none"> • Key organizations and individuals; and • Child care providers and Early Childhood Educators.

Initiative #3	<ul style="list-style-type: none"> Participate in City consultations that interface with or are directly related to child care.
CCDAC Actions/Steps	<ul style="list-style-type: none"> Continue to engage in discussions related to child care to inform the implementation of the <i>2021–2031 Richmond Child Care Action Plan</i>; Provide input into the implementation of the <i>Richmond Child Care Strategy 2024–2034</i>; and Provide input into other City consultation processes as they relate to the CCDAC's mandate.
Expected Outcome	<ul style="list-style-type: none"> Implementation of actions with or related to child care in the <i>Richmond Child Care Strategy 2024–2034</i> and the <i>2021–2031 Richmond Child Care Action Plan</i>, incorporating the CCDAC's perspective; and The CCDAC's advice is provided to City consultation processes that are relevant to its mandate.
Indicator of Success	<ul style="list-style-type: none"> Plans for future growth of City services and amenities will address the need for quality, affordable child care.
Partners	<ul style="list-style-type: none"> Key organizations and individuals; and Child care providers and Early Childhood Educators.
Initiative #4	<ul style="list-style-type: none"> Advise City Council on the expansion or development of City-owned child care centres and early childhood development hubs and opportunities to utilize funds acquired through the proposed new Amenity Cost Charges Bylaw.
CCDAC Actions/Steps	<ul style="list-style-type: none"> Review proposals for City-owned child care facilities and early childhood development hubs as early in the planning and development process as possible.
Expected Outcome	<ul style="list-style-type: none"> The CCDAC is consulted on the planning and development of new City-owned child care facilities secured through rezoning processes or in City-owned buildings or projects.
Indicator of Success	<ul style="list-style-type: none"> Child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location and programs offered.
Partners	<ul style="list-style-type: none"> Developers; Key organizations and individuals; and Child care operators.
Initiative #5	<ul style="list-style-type: none"> Identify and provide information to the CCDAC members on community advocacy initiatives that impact children and families.
CCDAC Actions/Steps	<ul style="list-style-type: none"> At monthly meetings, or as relevant, share information with the CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families.
Expected Outcome	<ul style="list-style-type: none"> The CCDAC will be informed about community advocacy issues related to children and families.
Indicator of Success	<ul style="list-style-type: none"> The CCDAC members have better access to information on advocacy initiatives related to child care, children and families.
Partners	<ul style="list-style-type: none"> Key organizations and individuals.

Child Care Grants	
Initiative	<ul style="list-style-type: none"> Recommend City of Richmond Child Care Grant allocations.
CCDAC Actions/Steps	<ul style="list-style-type: none"> Review and adjudicate Child Care Grant applications.
Expected Outcome	<ul style="list-style-type: none"> Council endorses grant recommendations and allocates grants to non-profit societies so these organizations can undertake capital projects to improve the quality of their furnishings, equipment and physical space; and Richmond's Early Childhood Educators will receive training opportunities and resources as a result of the City's allocation of Professional and Program Development Grants.
Indicator of Success	<ul style="list-style-type: none"> The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program.
Partners	<ul style="list-style-type: none"> Key organizations and individuals; and Child care operators.

Child Care Month	
Initiative	<ul style="list-style-type: none"> Propose and implement activities for Child Care Month in May to celebrate the child care sector and to provide education and information.
CCDAC Actions/Steps	<ul style="list-style-type: none"> Plan an annual event for Richmond during Child Care Month that includes professional development opportunities for Richmond child care providers and/or exhibitions to highlight the work of Richmond's child care providers.
Expected Outcome	<ul style="list-style-type: none"> Richmond residents will learn about child care services in their community; Richmond child care providers will have an opportunity to receive useful information for professional development; and Richmond child care providers will be supported and celebrated for their work.
Indicator of Success	<ul style="list-style-type: none"> Child Care Month activities enhance the work of child care professionals in Richmond and support parents.
Partners	<ul style="list-style-type: none"> Key organizations and individuals; and Child care providers and early childhood educators.

Implementation of the Richmond Child Care Strategy 2024–2034	
Initiative	<ul style="list-style-type: none"> Provide input into the implementation of the <i>Richmond Child Care Strategy 2024–2034</i>.
CCDAC Actions/Steps	<ul style="list-style-type: none"> Provide advice on actions within the <i>Richmond Child Care Strategy 2024–2034</i> as requested by the Manager, Community Social Development.
Expected Outcome	<ul style="list-style-type: none"> Short-term actions noted in the <i>Richmond Child Care Strategy 2024–2034</i> will be initiated and, dependent on identified timelines, completed; particularly those identified as involving the CCDAC.
Indicators of Success	<ul style="list-style-type: none"> A number of the 'short-term' actions will be initiated and in progress by the end of 2025; The creation of new child care spaces aligns with the Vision of the Child Care Strategy to be affordable, accessible, inclusive and high quality; and The quality of child care programs in Richmond is enhanced.
Partners	<ul style="list-style-type: none"> Public Partners (School District No. 38, Vancouver Coastal Health); Key organizations and individuals; and Child care providers and Early Childhood Educators.

2021–2031 Richmond Child Care Action Plan – Implementation Actions	
Initiative	<ul style="list-style-type: none"> • Provide input into the implementation of the <i>2021–2031 Richmond Child Care Action Plan</i>.
CCDAC Actions/Steps	<ul style="list-style-type: none"> • Provide advice on actions within the <i>2021–2031 Richmond Child Care Action Plan</i> as requested by the Manager, Community Social Development.
Expected Outcome	<ul style="list-style-type: none"> • Short and medium-term actions noted in the <i>2021–2031 Richmond Child Care Action Plan</i> are initiated and, dependent on identified timelines, completed; particularly those identified as involving the CCDAC.
Indicators of Success	<ul style="list-style-type: none"> • Increased child care spaces are available in Richmond; and • Child care quality, accessibility and inclusiveness are enhanced.
Partners	<ul style="list-style-type: none"> • Public Partners (School District No. 38, Vancouver Coastal Health); • Key organizations and individuals; and • Child care operators, providers and Early Childhood Educators.

2026 CCDAC Budget

As an Advisory Committee to Council, the CCDAC’s activities are fully supported by the City’s operating budget.

Child care is an essential service for families who live, work and study in Richmond. The 2026 CCDAC Work Program, which supports Council’s Strategic Plan 2022–2026, the *Richmond Child Care Strategy 2024–2034* and the *2021–2031 Richmond Child Care Action Plan*, outlines the Committee’s intention to monitor and address emerging issues affecting child care services throughout the year. Through its annual work program, the CCDAC continues to support the vision that:

The community has access to a range of affordable, inclusive, accessible and quality child care options that support and enhance child development, learning and growth and meet the needs of families who live or work in Richmond.



City of Richmond

Report to Committee

To: Planning Committee **Date:** December 5, 2025
From: Kim Somerville **File:** 01-0100-30-RACC1-01/Vol 01
Director, Community Social Development
Re: **Richmond Accessibility Advisory Committee 2025 Annual Report and 2026 Work Program**

Staff Recommendations

1. That the Richmond Accessibility Advisory Committee's 2025 Annual Report, as outlined in the report titled "Richmond Accessibility Advisory Committee 2025 Annual Report and 2026 Work Program", dated December 5, 2025, from the Director, Community Social Development, be received for information; and
2. That the Richmond Accessibility Advisory Committee's 2026 Work Program be approved.

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

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The Richmond Accessibility Advisory Committee (RAAC) was established in 2023 in response to one of the initial requirements of the Accessible British Columbia Act. The RAAC acts as a resource and provides advice to Council to support the advancement of accessibility in the city, so that people with disabilities are able to participate fully in all aspects of community life.

This report provides a summary of RAAC activities throughout 2025 and presents the RAAC 2026 Work Program for approval.

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 #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

This report also supports the Council-adopted Richmond Accessibility Plan (2023–2033) Action #6.2:

Continue to work closely with the Richmond Accessibility Advisory Committee and Interdepartmental Accessibility Committee to monitor and evaluate the implementation of the Plan and report out on a biennial basis.

Analysis

The RAAC acts as a resource and provides advice to Council to support the identification, removal and prevention of barriers experienced by people with disabilities in the community.

2025 Annual Report

Activities undertaken by the RAAC last year are outlined in the 2025 Annual Report (Attachment 1). Highlights of the Committee's work include:

- Providing accessibility feedback on City initiatives by inviting City departments to present on accessibility-related projects. Examples of initiatives included the City's Official Community Plan (OCP) Targeted Update, the draft Social Development Strategy (2025–2035) and the Commemorative Crosswalk installed at No. 3 Road and Anderson Road;
- Applying an accessibility lens to community initiatives, including the inaugural OneAbility Games and the Richmond Art Gallery exhibition, titled *Speak No (emergency)*;
- Identifying accessibility barriers experienced by people with disabilities in the community such as garbage cans placed directly below the braille signage on bus stop sign posts, accessibility barriers at bus stops, and attitudinal barriers experienced by

people with disabilities. The RAAC advised and supported the City on ways to remove and prevent these barriers; and

- Representing RAAC in a panel discussion at the inaugural BC Municipal Accessibility Network Conference, titled “Committee to Collaboration: Working in Right Relationship” to share highlights of the RAAC’s work to enhance accessibility in Richmond, which featured representatives from municipal accessibility advisory committees.

2026 Work Program

The proposed 2026 Work Program (Attachment 2) was discussed at the RAAC meeting held on November 12, 2025. Priorities for the Committee in 2026 include:

- Supporting the implementation, monitoring and updating of the Council-adopted Richmond Accessibility Plan (2023–2033);
- Providing advice and recommendations related to the advancement of accessibility in the community, including providing input to support the development of City strategies, initiatives and policies; and
- Increasing RAAC members’ awareness on issues and trends that impact people with disabilities in the community through guest speakers, presentations and educational opportunities.

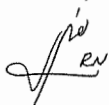
In 2026, the RAAC will meet monthly to discuss accessibility-related matters, advise City Council and staff as necessary, and provide an accessibility lens to the review of City policies, plans and initiatives that will impact accessibility in the community.

Financial Impact

None.

Conclusion

The RAAC 2025 Annual Report provides a summary of the activities undertaken by the Committee during the 2025 calendar year. The proposed RAAC 2026 Work Program outlines the Committee’s priorities for the upcoming year to fulfil its mandate to support the advancement of accessibility in Richmond, so that people with disabilities are able to participate fully in all aspects of community life.



Rojan Nasiri
Planner 1 (Accessibility)
(604-247-4678)

- Att. 1: Richmond Accessibility Advisory Committee 2025 Annual Report
2: Richmond Accessibility Advisory Committee 2026 Work Program

Richmond Accessibility Advisory Committee 2025 Annual Report

Introduction

The Richmond Accessibility Advisory Committee (RAAC) was established in 2023. The RAAC acts as a resource and provides advice to Council to support the advancement of accessibility in the city, so that people with disabilities are able to participate fully in all aspects of community life. Through ongoing discussion and knowledge sharing, the RAAC assists with identifying accessibility barriers in the community and advises the City on how to remove and prevent these barriers. This ensures the Committee's work is consistent with related requirements of the Accessible British Columbia Act. To support the alignment of the City's and Library's efforts to advance accessibility in Richmond, a representative from Richmond Public Library participates as a member of the RAAC.

2025 Membership

The RAAC is comprised of up to 12 Council-appointed voting members, consisting of eight citizen representatives and four organization representatives, representing Aspire Richmond, Pathways Clubhouse, Richmond Centre for Disability and Vancouver Coastal Health. Following the resignation of the Youth Representative in January 2025, the Committee began its work in 2025 with 11 voting members. A new Youth Representative was appointed to the RAAC in May 2025, bringing the RAAC to its full complement of 12 voting members for the remainder of the year.

Citizen Appointees

- Rob Sleath, Chair
- Deborah Ling, Vice-Chair
- Melanie Arnis, Citizen Member
- Pam Andrews, Citizen Member
- Tommy Leung, Citizen Member
- Mark Downey, Citizen Member
- Richard Marion, Citizen Member
- Nat Ho, Citizen Member (as of May 2025)

Organizational Representatives

- Cindy Larden, Vancouver Coastal Health
- Laura Clarke, Pathways Clubhouse
- Ian Yeung, Richmond Centre for Disability
- Sue Jones, Aspire Richmond

The RAAC also included three non-voting representatives. The non-voting members included:

- Councillor Bill McNulty, Council Liaison
- Melanie Burner, Program Manager, Social Development, Staff Liaison
- Ariana Galeano, Richmond Public Library Liaison

2025 Highlights

The RAAC held 10 meetings in 2025, with no meetings scheduled in August and December. The Committee provided accessibility input on a number of City and community initiatives to help enhance accessibility in Richmond. The RAAC also identified a wide range of issues and barriers experienced by people with disabilities in the community and offered advice on how to remove and prevent these barriers. The Committee served as both an advisory committee and as a forum for information sharing between the City, local non-profits and accessibility advisory committees from other municipalities in British Columbia (BC). Highlights of the RAAC's 2025 meetings included:

1) Providing accessibility feedback on City initiatives

The RAAC provided accessibility feedback on a number of City initiatives, including the City's Official Community Plan (OCP) Targeted Update and the draft Social Development Strategy (2025–2035). The Committee also reviewed and advised on the accessibility features of the proposed Garden City Park Gathering Space design as well as a potential Memorial Garden in Richmond. In particular, the RAAC was engaged in the development of the new Commemorative Crosswalk that was installed at No. 3 Road and Anderson Road. The Committee applied an accessibility lens to the design of the crosswalk to ensure the crosswalk is accessible for individuals with sensory and cognitive disabilities.

2) Applying an accessibility lens to Community initiatives

The RAAC provided input to enhance the accessibility of several community initiatives in 2025 including the inaugural OneAbility Games, which will be held in May 2026 at the Richmond Olympic Oval. The Committee also participated in a guided tour of Richmond Art Gallery exhibition titled Speak No (emergency) that featured a number of accessibility enhancements, including artwork labels with QR codes linking to audio descriptions, braille labels and a tactile art piece. The Committee shared feedback and learnings from their tour with Gallery staff to support the enhancement of accessibility of future exhibitions.

3) Identifying accessibility barriers in the community

The RAAC actively identified accessibility barriers experienced by people with disabilities in Richmond and advised the City on ways to remove and prevent these barriers. One issue identified by the Committee was the placement of garbage cans directly below the braille signage located on bus stop sign posts, with the issue identified at approximately 100 bus stops across Richmond. The Committee advised the City on how to eliminate this barrier and work is ongoing to address the issue at the affected bus stops. The Committee engaged in ongoing discussions about opportunities to enhance the accessibility of floating and mid-point bus stops across the city.

Additionally, the Committee identified opportunities to address attitudinal barriers experienced by people with disabilities and supported efforts to increase awareness and understanding in the community and among City staff. This included providing input on and participating in the City's National AccessAbility Week initiatives as well as identifying training opportunities to support City staff when interacting with persons with sight loss.

4) Representing RAAC at the inaugural BC Municipal Accessibility Network Conference

A RAAC member participated in a panel discussion at the inaugural BC Municipal Accessibility Network Conference titled "Committee to Collaboration: Working in Right Relationship". This panel featured representatives from municipal accessibility advisory committees who shared highlights from their respective committees' work to enhance accessibility.

Presentations

The RAAC hosted monthly guest speakers to highlight new City strategies and initiatives and provide opportunities for feedback to advance accessibility across City planning and operations.

- **January – Committee Orientation**

Melanie Burner (Program Manager, Social Development, City of Richmond) led a committee orientation and presented an overview of the RAAC mandate, terms of reference and member roles and responsibilities.

- **February – Transportation Updates**

Lloyd Bie (Director, Transportation, City of Richmond) discussed transportation-related items with the Committee, including the use of Leading Pedestrian Intervals in Richmond and the design of the buffer strip that delineates the transition between the plaza and the bike lane at Capstan Station.

- **March – Guided Tour of Richmond Art Gallery Exhibit Speak No (emergency)**

Shaun Dacey (Director, Richmond Art Gallery, City of Richmond) and Zoë Chan (Curator, Richmond Art Gallery, City of Richmond) led committee members on a guided tour of the Richmond Art Gallery exhibit Speak No (emergency).

- **April – Emergency Planning at the City of Richmond**

Brennan MacLachlan (Program Manager, Emergency Planning, City of Richmond) presented on emergency planning at the City, including how the emergency plans account for the needs of people with disabilities.

- **May – Recreation and Sport Services at the City of Richmond**

Debi Jones (Coordinator, Leisure Services, City of Richmond), Donna Bishop (Fitness and Wellness Leader, City of Richmond) and Loryn Legear (Community Facilities Coordinator, City of Richmond) presented on accessible features in recreation programs offered at community facilities.

- **June – Official Community Plan (OCP) Targeted Update**

Minhee Park (Planner 3, Policy Planning, City of Richmond) and Emily Huang (Planner 2, Policy Planning, City of Richmond) presented the OCP targeted update for Committee feedback, with a focus on how an equity lens and accessibility framework is being incorporated into land use planning at the City.

- **July – Seniors Strategy and Age-Friendly Neighbourhood Groups**

Niloofer Hedayati (Planner 1, Seniors, Community Social Development, City of Richmond) presented findings from the City's 2024 Age-Friendly Neighbourhood Group projects and highlighted the connections between age-friendly planning and accessibility considerations.

- **September – Garden City Park Gathering Space, OneAbility Games**

Yihong Liao (Park Planner, Parks Service, City of Richmond) shared the proposed design for the Garden City Park Gathering Space for Committee feedback on the design's accessibility.

Andrea Carey (Director of Games, OneAbility Games) and Jessica Kruger (Community Engagement Coordinator, OneAbility Games) presented on the inaugural OneAbility Games, which will feature competitive and recreational sports for people with disabilities.

- **October – Draft Social Development Strategy (2025–2035)**

Dorothy Jo (Program Manager, Social Planning, Community Social Development, City of Richmond) and Jyotika Dangwal (Research Planner 2, Community Social Development, City of Richmond) presented the Social Development Strategy for accessibility input and engagement.

- **November – Housing Office**

Peter Russell (Director, Housing, City of Richmond) and Victor Tran (Program Manager, Housing Policy, City of Richmond) provided an overview of the Housing Office and affordable, accessible housing in Richmond.

During each meeting held in 2025, the RAAC designated time to discuss barriers that they or individuals they support have identified in the community, as well as potential ways to remove and prevent these barriers. Areas of concern identified by the Committee were forwarded to the appropriate City departments for resolution.

Conclusion and Acknowledgements

Throughout 2025, the Committee has been honoured to represent a broad and diverse range of disability perspectives in Richmond and remains committed to supporting the City in meeting the legislative requirements of the Accessible British Columbia Act. We would like to thank City Council for their support of the RAAC, as well as to express our gratitude to City staff for

addressing the RAAC's feedback on accessibility barriers in the community. We look forward to continuing to make Richmond more accessible and inclusive through our work in 2026.

Submitted by:

A handwritten signature in black ink, appearing to be 'Rob Sleath', with a large, sweeping loop at the end.

*Rob Sleath, Chair
Richmond Accessibility Advisory
Committee*

A handwritten signature in black ink, appearing to be 'Deborah Ling', with a large, sweeping loop at the end.

*Deborah Ling, Vice-Chair
Richmond Accessibility Advisory
Committee*

Richmond Accessibility Advisory Committee 2026 Work Program

The proposed 2026 Work Program is consistent with the Richmond Accessibility Advisory Committee's (RAAC) mandate to act as a resource and provide advice to City Council to support the advancement of accessibility in the city, so that people with disabilities are able to participate fully in all aspects of community life.

This work program 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 work program supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

This work program also supports the Council-adopted Richmond Accessibility Plan (2023–2033) Action #6.2:

Continue to work closely with the Richmond Accessibility Advisory Committee and Interdepartmental Accessibility Committee to monitor and evaluate the implementation of the Plan and report out on a biennial basis.

Initiative 1: Participate in a RAAC orientation

Action

- 1.1 Members participate in an orientation to the RAAC to learn about the roles and responsibilities of advisory committee members, the RAAC Terms of Reference and the City's current strategies and initiatives related to accessibility.

Expected Outcomes

Members are aware of and understand the following:

- The RAAC Terms of Reference;
- Their role as an appointed member of the RAAC;
- The City's Respectful Workplace Policy 6800;
- The 2026 RAAC Work Program; and
- Current City of Richmond strategies and initiatives related to accessibility, including the Richmond Accessibility Plan (2023–2033).

Initiative 2: Act as a resource to the City by providing recommendations and perspectives on issues and opportunities related to advancing accessibility in Richmond

Actions

- 2.2 Respond to Council requests and provide advice on issues related to advancing accessibility in Richmond.
- 2.3 Consult and provide input on City strategies, initiatives and policies that impact accessibility in Richmond.
- 2.4 Provide input and feedback to City staff on the accessibility of City programs, communications, technology, services and the built environment.
- 2.5 Review and discuss feedback received through the City's Accessibility Feedback Tool to support the ongoing prevention and removal of barriers in the community.

Expected Outcomes

The RAAC applies an accessibility lens to support the development and updating of City strategies, initiatives and policies, and advises Council and staff, as requested.

The RAAC provides ongoing feedback to support the identification, removal and prevention of barriers in existing City programs, communications, technology, services and the built environment.

Initiative 3: Support the implementation, monitoring and updating of the Council-adopted Richmond Accessibility Plan (2023–2033)

Actions

- 3.1 Participate in and provide advice and recommendations related to the implementation of the Richmond Accessibility Plan (the Plan).
- 3.2 Support City staff in monitoring and evaluating the progress of the Plan.
- 3.3 Advise the City on potential updates to the Plan based on emerging needs and community feedback.

Expected Outcome

The RAAC supports implementation and updating of the Plan by providing input on new and ongoing initiatives that advance actions outlined in the Plan.

Initiative 4: Build on the RAAC's knowledge of accessibility issues through information sharing, guest speakers and educational opportunities

Actions

- 4.1 Invite guest speakers to present on issues and trends that impact people with disabilities at regular RAAC meetings.
- 4.2 Identify accessibility-related educational opportunities for members to learn about emerging issues and trends impacting people with disabilities that can inform the City's policies or practices.
- 4.3 Monitor accessibility-related issues and emerging trends.

Expected Outcomes

The RAAC is informed of trends and issues raised by people with disabilities in the community.

The RAAC is well-equipped to provide an accessibility lens to City strategies, policies and initiatives, as requested.

Initiative 5: Encourage public awareness and community engagement to understand the needs and concerns of people with disabilities in Richmond

Actions

- 5.1 Discuss accessibility-related matters, trends and barriers identified in the community arising as a standing item on the RAAC agenda.
- 5.2 Promote opportunities for people with disabilities to participate in public engagement opportunities led and supported by the City.

Expected Outcomes

Accessibility-related matters, trends and barriers that are raised by RAAC are identified, removed and prevented.

People with disabilities are increasingly aware of engagement opportunities related to advancing accessibility in Richmond.

Initiative 6: Support Council-approved priorities related to advancing accessibility in Richmond through aligning RAAC agenda and discussion topics

Action

- 6.1 Review current and upcoming City accessibility initiatives and determine where RAAC participation will be most effective within the scope of the Committee's advisory role.

Expected Outcomes

The RAAC's work and focus are aligned with Council-approved priorities related to advancing accessibility in Richmond.

The RAAC's work informs current policy updates and initiatives from various City departments related to advancing accessibility.