



**Planning Committee
Electronic Meeting**

**Anderson Room, City Hall
6911 No. 3 Road
Tuesday, October 21, 2025
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-3 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on October 7, 2025.*



NEXT COMMITTEE MEETING DATE

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

PLANNING AND DEVELOPMENT DIVISION

- 1. EARLY REVIEW OF REZONING APPLICATIONS INVOLVING A MAJOR OCP AMENDMENT – ONE YEAR IMPLEMENTATION REVIEW**

(File Ref. No. 08-4105-00) (REDMS No. 8137422)

PLN-7

See Page PLN-7 for full report

Designated Speakers: Joshua Reis and Sara Badyal

Planning Committee Agenda – Tuesday, October 21, 2025

Pg. #

ITEM

STAFF RECOMMENDATION

That the report titled “Early Review of Rezoning Applications Involving a Major OCP – One Year Implementation Review”, dated September 26, 2025, from the Director, Development be received for information.

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2. REFERRAL RESPONSE: TREE SURVIVAL SECURITIES

(File Ref. No. 08-4000-01) (REDMS No. 8152467)

PLN-11

See Page PLN-11 for full report

Designated Speakers: James Cooper and Matthew Huk

STAFF RECOMMENDATION

- (1) *That the approved Pilot Program for On-Demand/Irrevocable Surety Bonds be extended to include Tree Survival Securities; and*
- (2) *That Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715, be introduced and given first, second and third readings.*

☐

3. MANAGER’S REPORT

ADJOURNMENT

☐



Planning Committee

Date: Tuesday, October 7, 2025

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Chak Au

Also Present: Councillor Laura Gillanders
Councillor Kash Heed
Councillor Michael Wolfe

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on September 16, 2025, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY SANSTOR FARMS LTD. FOR AN AGRICULTURAL LAND RESERVE NON- FARM USE (SAND STORAGE AND TRUCK PARKING) AT 14671 WILLIAMS ROAD**
(File Ref. No. AG 25-019652) (REDMS No. 8166569)

Staff provided an overview of the application.

Planning Committee

Tuesday, October 7, 2025

In response to queries from Committee, staff advised that (i) there are a number of sites designated and zoned for truck parking in Richmond, and Council recently endorsed a Truck Parking Pilot Program, (ii) should Council endorse the Agricultural Land Reserve (ALR) Non-Farm Use application, it will be forwarded to the Agricultural Land Commission (ALC) for consideration. Upon ALC approval, a rezoning application and Environmentally Sensitive Area (ESA) Development Permit application would be required to be submitted to the City, (iii) through the rezoning process staff will review suitable zones and uses for the subject site, considering the proposal includes reclamation of the site back to ALR, , (iv) the ALC can approve both or either component of the application, impose conditions, and choose to split the application, whether it's submitted as a comprehensive application or not, (v) a majority of the City's Food Security and Agricultural Advisory Committee supported the application, (vi) the applicant has previously indicated that the approximate proportion of sand provided for agricultural activities is 25% (vii) if a rezoning were to proceed, the City would secure the applicant's proposal to undertake site reclamation after 25 years, secured by a \$850,000 security bond to be held by the City, (viii) the rezoning application will involve a comprehensive technical review to be undertaken by applicable City stakeholders to ensure all issues are addressed, including a Traffic Impact Assessment to examine impacts to road networks, (xi) the primary difference between the 2018 application and the current application is the added commercial truck parking component, the 2018 proposal retained farming and included additional technical items.

Discussion ensued with respect to (i) splitting the proposal into two separate components, (ii) the proposed non-farm use application's inconsistency with City land use policies for Official Community Plan (OCP) designated Agricultural areas within the ALR, (iii) reclamation of the subject property, (iv) the remediation of a gravel parking lot back to farmland, (v) the proposal's impact to adjacent properties, (vi) communication with Vancouver Fraser Port Authority with respect to the subject application, and (vii) dredging and removal of sand from the river.

It was moved and seconded

That the Application by Sanstor Farms Ltd. for an Agricultural Land Reserve Non-Farm Use application for the storage of sand and commercial vehicle truck parking as presented to the Planning Committee, be forwarded to the Agricultural Land Commission.

Planning Committee
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The question on the motion was not called as discussion ensued with respect to referring the report back to staff for further review, including discussions with the Vancouver Fraser Port Authority, a Traffic Impact Assessment study, splitting the proposal, and exploring other land options for sand operations and truck parking.

The question on the motion was then called it was **CARRIED** with Cllr. Day opposed.

2. **APPOINTMENT OF APPROVING OFFICER**

(File Ref. No. 01-0172-02) (REDMS No. 8140014)

It was moved and seconded

That Chris Bishop, Manager, Development – East, be appointed as an Approving Officer in accordance with Section 77 of the Land Title Act.

CARRIED

DEPUTY CAO'S OFFICE

3. **HOUSING AGREEMENT AMENDMENT APPLICATION FOR 7811 ALDERBRIDGE WAY**

(File Ref. No. 08-4057-05) (REDMS No. 8159105)

It was moved and seconded

That Housing Agreement (7811 Alderbridge Way) Bylaw No.10090, Amendment Bylaw No. 10645 be introduced and given first, second, and third readings.

The question on the motion was not called as discussion ensued with respect to how many Low-End Market Rental (LEMR) units would be required if the development were being proposed under the City's current day LEMR Program framework. It was requested that the information be available at the time of Council's consideration of the application.

The question on the motion was then called and it was **CARRIED**.

4. **MANAGER'S REPORT**

None

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:02 p.m.).

CARRIED

3.

Planning Committee
Tuesday, October 7, 2025

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, October 7, 2025.

Councillor Bill McNulty
Chair

Raman Grewal
Legislative Services Associate



City of Richmond

Report to Committee

To: Planning Committee **Date:** September 26, 2025
From: Joshua Reis **File:** 08-4105-00/Vol 01
Director, Development
Re: **Early Review of Rezoning Applications Involving a Major OCP Amendment –
One Year Implementation Review**

Staff Recommendation

That the report titled “Early Review of Rezoning Applications Involving a Major OCP – One Year Implementation Review”, dated September 26, 2025, from the Director, Development be received for information.

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

JR:sb

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

On September 23, 2024, Council passed the following resolution:

- (1) That staff bring forward all new rezoning applications involving a major amendment to the City's Official Community Plan for early review by Planning Committee and Council, as described in the report titled "Early Review of Rezoning Applications Involving a Major OCP Amendment", dated August 22, 2024, from the Director, Development;*
- (2) That staff provide a review of the "Early Review of Rezoning Applications Involving a Major OCP Amendment" process after one year of implementation; and*
- (3) That staff bring forward to the Finance Committee amendments to the Consolidated Fees Bylaw, reflecting a nominal fee for applicants who pursue this option.*

This report responds to item (2) in the above referral and provides a review of the implementation of the early review process. With respect to item (3), Council approved and implemented a \$5,000.00 fee for the new early review process on November 25, 2024.

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

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

Analysis

Early Review Process and Application Review Criteria

As directed by Council, rezoning applications received by the City after September 23, 2024 that include a major Official Community Plan (OCP) amendment are forwarded to Planning Committee for Planning Committee and Council information, and the opportunity for early informal review comments regarding the proposed OCP amendment prior to staff's comprehensive review of the application.

Major OCP amendments are those amendments that change or increase the permitted land use prescribed in the OCP or change the location of lands designated for park purposes. Examples include, but are not limited to, requests to amend the OCP to:

- change the land use designation from industrial to commercial or residential use;
- change the form of development from townhouses to apartments; or
- change the location of lands designated as Park (e.g., move lands designated as park from one location on a subject site to another).

Applicable applications are forwarded to Planning Committee and Council for early review within approximately three months of their receipt by the City, and prior to a formal technical review being undertaken by staff.

The purpose of the early review process is for City staff to receive, and the applicant to consider, preliminary comments provided by Planning Committee and Council pertaining to the request for a major OCP amendment. These comments are used to help inform the subsequent technical and comprehensive review of the rezoning application prior to any future staff report and associated bylaws being brought to Planning Committee and Council for consideration. The future staff report and bylaws would, if endorsed by Council, be forwarded to a Public Hearing where members of Council would have the opportunity to hear from the community.

One-Year Implementation Summary

Since September 23, 2024, two rezoning applications which included major OCP amendments proposing land use designation changes were received by the City. This volume is consistent with what staff had anticipated when the early review process was recommended. Both applications were brought forward to Planning Committee and Council through the early review process within approximately three months of their receipt by the City. Below is a summary of the two applications and their current status.

Address	13131, 13111, 13031, 12931 and 12771 No. 2 Road
File Number	RZ 25-009451
Applicant	Jim Pattison Developments
Description	Rezoning application in the Steveston Waterfront Neighbourhood that includes a request to change the OCP land use designation from industrial to mixed-use to allow for commercial and residential use on the site.
Planning Committee Date	May 21, 2025
Council Date	May 26, 2025
Early Review Input	Topics discussed included location of LEMR and market rental units, building siting, massing, height and character, site grading and infrastructure needs.
Current Status	Application under review – Subsequent to the early review process, staff met with the applicant to discuss the early input received. The applicant is considering the input provided through the early review process and is working on revisions to their proposal to address Council's feedback.

Address	10471 No. 3 Road
File Number	RZ 25-012598
Applicant	Jeremy Stam
Description	Rezoning application in the Broadmoor planning area that includes a request to change the OCP land use designation from neighbourhood residential to allow for higher-density residential development, including apartments.
Planning Committee Date	July 8, 2025
Council Date	July 14, 2025
Early Review Input	Topics discussed included building siting, design and layout, massing, height, integration into adjacent neighbourhood and tree retention.
Current Status	Application withdrawn – Subsequent to the early review process and in response to the concerns expressed by members of Council, the applicant has withdrawn their application and is reconsidering development options for their site.

The early input received from Council for the two highlighted applications has helped to inform staff's subsequent technical review and provide clearer project expectations for the respective applicants. In the case of the application for 10471 No. 3 Road, the early input received informed the applicant's decision to withdraw their application to explore a revised project more in line with Council's objectives and feedback.

Staff will continue to monitor these types of applications, and should any changes to the program be warranted, the changes would be brought forward to Planning Committee and Council for consideration.

Financial Impact

None.

Conclusion

The early review process of new rezoning applications that have an associated major amendment to the City's OCP provides City Staff and the applicant with comments and feedback to help inform the technical and comprehensive review process. Two applications have been considered by Planning Committee and Council since this process was first introduced. Staff will continue to implement the early input review process as applications are received.



Sara Badyal, M. Arch, MCIP, RPP
Program Manager, Housing (Development Applications)
(604-276-4282)

SB:aa



City of Richmond

Report to Committee

To: Planning Committee
From: James Cooper, Architect AIBC
Director, Building Approvals
Date: September 29, 2025
File: 08-4000-01/2025-Vol 01
Re: Referral Response: Tree Survival Securities

Staff Recommendations

1. That the approved Pilot Program for On-Demand/Irrevocable Surety Bonds be extended to include Tree Survival Securities;
2. That Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715, be introduced and given first, second and third readings.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Risk Management	☒	
Parks Services	☒	
Law	☒	
Finance	☒	
Development Applications	☒	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the July 8, 2025, Planning Committee, staff received the following referral: *That staff look at Surety Bonds as they relate to Tree Survival Securities or some sort of mechanism to tie the survival of the tree to the user of the property and report back.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 and #5:

Focus Area #2: Strategic and Sustainable Community Growth:

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

Focus Area #5 A Leader in Environmental Sustainability:

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

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

Findings of Fact

During the development application process, staff undertake a detailed review of the site's tree inventory to identify opportunities for the retention of existing trees in good condition and suitable location, such that they can be retained and protected during development. Tree Survival Securities are secured by the City through development applications (e.g. Rezoning, Development Permit, Subdivision), or prior to Building Permit issuance on sites where trees identified for retention are significant.

This ensures that existing trees identified for retention are protected in accordance with the terms and conditions set forth by an arborist contract, as agreed upon between the City and the applicant. The Tree Survival Agreement and associated security enable the City to complete works and/or remedy defaults related to the ongoing viability of the retained trees.

Tree Survival Securities have typically been released on a phased approach, whereby 90 per cent of the security is released at the substantial completion of construction pending the submission of a Post-Construction Assessment Report, with the remaining 10 per cent returned following a one-year maintenance period and the submission of a Final Post-Construction Assessment Report.

At the City's discretion, if the terms and conditions outlined in the arborist contract have been fully complied with, and there is no evidence of decline in the health of the trees, the City may release the entire security at the substantial completion of construction and forego the maintenance period.

Tree Survival Agreements include a clause regarding sale of the lands whereby the applicant agrees to notify any potential purchaser or transferee and to include, in any agreement relating to the sale or transfer of lands, a covenant upon which the purchaser or transferee:

- Acknowledges that the purchaser is aware of the terms of the Tree Survival Agreement;
- Assumes and agrees to observe and perform the terms of the Agreement; and
- Replaces any security currently held by the City, or otherwise has the existing security assigned from the applicant to the purchaser.

Staff have reviewed past construction to determine whether a phased security release, with an associated monitoring period, substantially increased retained trees' survival. The research focused on projects where ownership changed prior to the end of the monitoring period. Staff conclude that the one-year monitoring period has not substantially increased the likelihood of tree survival, and that the critical time for ongoing tree viability is during the construction period.

Analysis

Standardizing 100 Per Cent Release of Tree Survival Securities When the Terms and Conditions of the Permit Have Been Followed, and the Retained Trees Remain Viable

Pending the submission of a Post-Construction Assessment Report and inspection by Tree Preservation staff, the construction's substantial completion is the critical time to determine the likelihood of tree survival, concluding whether the terms outlined in the arborist contract were followed.

Staff recommend that 100 per cent of the Tree Survival Security be released at the substantial completion of construction, as outlined in Attachment 1: Tree Survival Security Return Flow Chart. This incentivizes the applicant to follow all terms and conditions of the arborist contract as agreed upon. Tree Bylaw non-compliance will continue to be addressed with the applicant when applicable. The applicant will not be penalized in instances where they exercised full compliance with the permit, but the trees die or are unlikely to survive due to natural causes.

This also protects the applicant from security forfeiture resulting from a purchaser impacting the trees' ongoing viability when the property changes ownership during a maintenance period. Any enforceable Tree Bylaw infractions during the foregone maintenance period will continue to be enforced by the City using the Tree Bylaw, with the survival of trees remaining the responsibility of the owner(s) of the property.

Inclusion of Tree Survival Securities into the Approved Surety Bond Pilot Program

On July 14, 2025, Council approved a Pilot Program for the use of On-Demand/Irrevocable Surety Bonds as an acceptable form of security for Development Cost Charges (DCC) instalment payments, Servicing Agreements, and Development Permit landscaping securities. A \$750 fee applies to any applicant who elects to use Surety Bonds to cover the City's associated legal administrative fees. Financial and Legal analysis concludes that Surety Bonds can be used for Tree Survival Securities. Staff recommend that Tree Survival Securities be included in the Pilot Program under the same program limits and criteria outlined in the June 12, 2025 report to Committee re: Pilot Program for On-Demand/Irrevocable Surety Bonds.

Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715

Amendments to the Tree Protection Bylaw No. 8057 are recommended to streamline security release, and to allow for the use of On-Demand/Irrevocable Surety Bonds as an acceptable form of security.

Financial Impact

None.

Conclusion

Staff recommend approval for Tree Survival Securities to be included in the approved Pilot Program for On-Demand/Irrevocable Surety Bonds as outlined in this report. Staff also recommend bylaw amendments to allow for the discretionary return of 100 per cent of the Tree Survival Security at substantial completion, as outlined in Attachment 1.

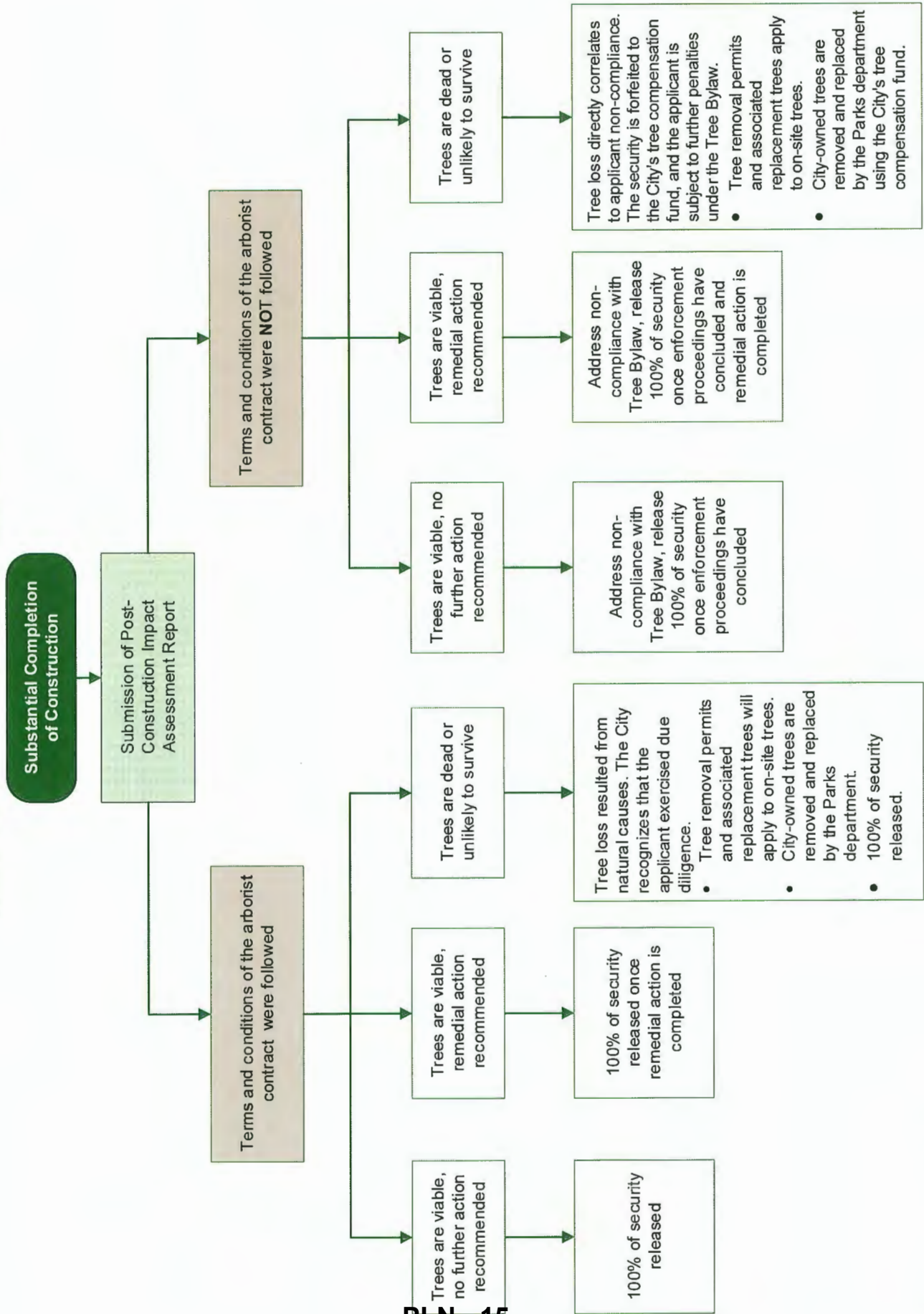
Matthew Huk

Matthew Huk, RPF
Program Manager, Tree Preservation
(604-247-4684)

MH:fa

Att. 1: Tree Survival Security Return Flow Chart

Tree Survival Security Release Flow Chart





**Tree Protection Bylaw No. 8057,
Amendment Bylaw No. 10715**

The Council of the City of Richmond enacts as follows:

1. **Tree Protection Bylaw No. 8057**, as amended, is further amended at Section 2.1 by:
 - (a) in the definition of “**Letter of Undertaking**”, subsection (vi), deleting the words “one (1) year” and replacing them with the words “for a period of time determined by the Director”; and
 - (b) in the definition of “**Security Deposit**”, removing the period and adding the following words to the end of the definition:

“or an on-demand irrevocable bond, without expiry and issued by a prequalified institution satisfactory to the **Director**.”.
2. **Tree Protection Bylaw No. 8057**, as amended, is further amended at Part Four: Permit Application Process by:
 - (a) adding the following words in the first sentence of Section 4.4.2 following the words “the City may immediately”:

“make a claim under any bond held as the **security deposit** and apply such proceeds,”;
and
 - (b) inserting the following as a new Section 4.4.9:

“If a **security deposit** is in the form of an on-demand irrevocable bond, the bond will be without expiry, be issued on the **City’s** then current form of irrevocable bond by a prequalified institution satisfactory to the **Director** and acceptance by the **City** will be subject to an administration fee.”.
3. **Tree Protection Bylaw No. 8057**, as amended, is further amended at Part Five: Regulations by:
 - (a) adding the following words in the first sentence of Section 5.2.7 following the words “The City may immediately”:

“make a claim under any bond held as the **security deposit** and apply such proceeds,”;

- (b) deleting subsection 5.2.7(b) in its entirety and replacing it with the following:

“Notwithstanding subsection 5.2.7(a), if an **owner** complies with the provisions of the bylaw, the **City** will:

- i) return up to 100% of the remaining **security deposit**, with no interest, to the **owner**, or upon written request of the **owner** to the **owner’s** agent, within six (6) months after the later of:
 - (A) substantial completion of the **works** and confirmation that the **retained tree(s)** have been protected in accordance with the **letter of undertaking**, as demonstrated by a site inspection and/or by delivery to the **Director** of a post-construction assessment report from a **certified tree risk assessor**, to the satisfaction of the Director; and
 - (B) completion of the planting of the **replacement trees** as demonstrated by a site inspection and/or by delivery to the **Director** of a tree replacement completion report from a **certified tree risk assessor**, to the satisfaction of the **Director**; or
- ii) retain up to 100% of the **security deposit** if the **Director** is not satisfied with the site inspection, post-construction assessment report or tree replacement completion report, as the case may be, until the **owner** has completed any and all remedial action recommended by a **certified tree risk assessor**, to the satisfaction of the **Director**, at which time the City will return up to 100% of the remaining **security deposit**, with no interest, to the **owner**, or upon written request of the **owner** to the **owner’s** agent.”;

- (c) inserting the following as a new Section 5.2.7(e):

“If a **security deposit** is in the form of an on-demand irrevocable bond, the bond will be without expiry, be issued on the **City’s** then current form of irrevocable bond by a prequalified institution satisfactory to the **Director** and acceptance by the **City** will be subject to an administration fee.”; and

- (d) inserting the following as a new Section 5.2.7(f):

“If an **owner** disposes or otherwise transfers its ownership of a **parcel** subject to the preservation of one or more **retained trees**, the transferee will be bound by the requirements, restrictions and regulations of such building permit or conditions for subdivision, the **letter of undertaking** and this bylaw and the **security deposit** held by the **City** will continue to secure such obligations including the preservation of such **retained tree(s)** and the **owner** will be deemed to have assigned its **security deposit** to the transferee unless the **owner** causes the transferee to replace any **security deposit** held by the **City** in a form acceptable to the **Director** upon the disposition or otherwise transfer of ownership.”.

4. This Bylaw is cited as **“Tree Protection Bylaw No. 8057, Amendment Bylaw No. 10715”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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