



**Planning Committee
Electronic Meeting**

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

**Tuesday, March 17, 2026
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-5 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on March 3, 2026.*



NEXT COMMITTEE MEETING DATE

April 8, 2026, (tentative date) at 4:00 p.m. in the Anderson Room.

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY SULTAN HUSSAIN FOR REZONING AT 10391/10411 BIRD ROAD FROM THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)” ZONE TO THE “SMALL-SCALE MULTI-UNIT HOUSING (RSM/M)” ZONE**

(File Ref. No. RZ 21-938041) (REDMS No. 8300035)

PLN-9

See Page PLN-9 for full report

Designated Speakers: Mark Tennenhouse & Chris Bishop

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10742, for the rezoning of 10391/10411 Bird Road from the “Small-Scale Multi-Unit Housing (RSM/L)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone, be introduced and given first, second and third reading.



2. **RICHMOND HERITAGE COMMISSION 2025 ANNUAL REPORT AND 2026 WORK PROGRAM AND BUDGET ALLOCATION**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 8315095)

PLN-25

See Page PLN-25 for full report

Designated Speakers: Judith Mosley & John Hopkins

STAFF RECOMMENDATIONS

- (1) *That the Richmond Heritage Commission 2025 Annual Report, as presented in the report titled “Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation” dated February 17, 2026 from the Director, Policy Planning, be received for information; and*
- (2) *That the Richmond Heritage Commission’s 2026 Work Program and Budget Allocation be approved.*



3. **HOUSING TARGET ORDER**

(File Ref. No. 12-8360-01) (REDMS No. 8296448)

PLN-32

See Page PLN-32 for full report

Designated Speakers: Kathryn McCreary & James Cooper

STAFF RECOMMENDATIONS

- (1) *That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and*
- (2) *That the Housing Target Progress Report be published on the City of Richmond website.*



Pg. # ITEM

4. **LOCAL GOVERNMENT DEVELOPMENT APPROVALS PROGRAM – 2026 UBCM GRANT APPLICATION**
(File Ref. No. 12-8360-01) (REDMS No. 8327589)

PLN-51

See Page PLN-51 for full report

Designated Speaker: James Cooper

STAFF RECOMMENDATIONS

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program funding stream, as outlined in the report titled “Local Government Development Approvals Program - 2026 UBCM Grant Application” dated March 3, 2026, from the Director, Building Approvals, be endorsed; and*
- (2) *That, should the grant application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement with UBCM on behalf of the City, and the Consolidated 5 Year Financial Plan (2026-2030) be amended accordingly.*



DEPUTY CAO'S OFFICE

5. **HOUSING AGREEMENT AMENDMENT APPLICATION FOR 10388 NO 2 ROAD (FORMERLY 10440 AND 10460 NO. 2 ROAD)**
(File Ref. No. 08-4057-05) (REDMS No. 8276087)

PLN-70

See Page PLN-70 for full report

Designated Speakers: Greg Newman & Laurel Eyton

STAFF RECOMMENDATION

That Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.



6. **MANAGER'S REPORT**

Pg. # ITEM

ADJOURNMENT





Planning Committee

Date: Tuesday, March 3, 2026
Place: Anderson Room
Richmond City Hall
Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
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 February 18, 2026, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **RESPONSE TO METRO VANCOUVER'S PRE-CONSULTATION:
METRO 2050 AMENDMENT OPTIONS IN RESPONSE TO SOUTH
OF THE FRASER MAYORS' REQUEST**

(File Ref. No. 01-0157-30) (REDMS No. 8307869)

Staff provided an overview of the report, highlighting that the report responds to Metro Vancouver's request for pre-consultation input on potential changes to Metro Vancouver's Regional Growth Strategy (RGS), Metro 2050. Three South of the Fraser municipalities expressed that the current RGS amendment framework is limiting their ability to accommodate the region's growing demand for housing, employment lands, and essential services. As part of

Planning Committee
Tuesday, March 3, 2026

Metro Vancouver's consultation process, the City of Richmond has been invited to provide written comments on the proposed amendments by March 20, 2026.

Discussion ensued regarding (i) reclassifying some amendments to require lower decision-making thresholds, (ii) adding new Special Study Areas for inclusion in Metro 20250, (iii) densifying industrial land, (iv) the collaborative effort between municipalities and Metro Vancouver, and (v) amendment opportunities for properties contiguous with the Urban Containment Boundary.

In response to a query from Committee, staff advised that (i) Type 1 amendments require an amendment bylaw to be passed by a 50% +1 weighted vote of the Metro Vancouver Regional District (MVRD) Board and unanimous acceptance by all affected local governments, (ii) Type 2 amendments require an amendment bylaw to be passed by a two-thirds weighted vote of the MVRD Board, but does not require unanimous local government acceptance, and (iii) Type 3 amendments require an amendment bylaw to be passed by a 50% +1 weighted vote of the MVRD Board, but local government acceptance is not required.

It was moved and seconded

That comments, as described in the report entitled "Response to Metro Vancouver's Pre-Consultation: Metro 2050 Amendment Options in Response to South of the Fraser Mayors' Request", dated February 12, 2026, from the Director, Policy Planning, be endorsed and submitted to the Metro Vancouver Regional District Board as part of Metro Vancouver's consultation process on potential amendments to the Regional Growth Strategy, Metro 2050.

CARRIED

2. HARMONIZATION OF THE BASIC UNIVERSAL HOUSING FEATURES WITH THE BC BUILDING CODE "ADAPTABLE DWELLING UNIT" REGULATIONS

(File Ref. No. 08-4000-01) (REDMS No. 8225045)

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10728, to harmonize the existing provisions of the Basic Universal Housing Features (Section 4.16) with those described in Section 3.8.5, Adaptable Dwelling Unit, of the current British Columbia Building Code, be introduced and given first reading.

CARRIED

DEPUTY CAO'S OFFICE

3. **HOUSING AGREEMENT (MODERATE MARKET RENTAL HOUSING) (9000 NO. 3 ROAD) BYLAW NO. 10690 TO PERMIT THE CITY OF RICHMOND TO SECURE MODERATE MARKET RENTAL UNITS AT 9000 NO. 3 ROAD**

(File Ref. No. 08-4057-05) (REDMS No. 8277470)

Discussion ensued regarding the timeline of the proposed development.

In response to a query from Committee, staff advised that the application is being fast-tracked as the proposed development consists of 100% rental housing.

It was moved and seconded

That Housing Agreement (Moderate Market Rental Housing) (9000 No. 3 Road) Bylaw No. 10690 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement in accordance with the requirements of Section 483 of the Local Government Act, to secure the Moderate Market Rental homes required by Rezoning Application RZ 23-033712.

CARRIED

4. **HOUSING AGREEMENT AMENDMENT APPLICATION BY BC HOUSING AND POLYGON FOR TALISTAR DEVELOPMENT AT 3468 KETCHESON COURT**

(File Ref. No. 08-4057-05) (REDMS No. 8307643)

It was moved and seconded

That Housing Agreement (Affordable Housing) (8671, 8731, 8771, 8831/8851 Cambie Road, 8791 Cambie Road and 3600 Sexsmith Road) Bylaw No. 10437, Amendment Bylaw No. 10743 be introduced and given first, second, and third readings.

CARRIED

Planning Committee
Tuesday, March 3, 2026

5. **MANAGER'S REPORT**

(i) *Applicant-Led Public Information Session for the Rezoning Application at 13131, 13111, 13031, 12931 and 12771 No. 2 Road*

Staff advised that Jim Pattison Developments is hosting and leading a drop-in style public information session associated with the proposed OCP amendment and rezoning application to permit the development of five and six-storey residential (mixed tenure) and commercial mixed-use development at 13131, 13111, 13031, 12931 and 12771 No. 2 Road. The session will be held on March 12, 2026 from 5:00 to 7:00 p.m. at the Steveston Hub. Staff advised that public comments provided as part of the applicant-led public information session will be documented and a summary report of the applicant's public engagement will be submitted to City staff as part of the processing of the rezoning application. Upon completion of the City's technical review, the rezoning application will be advanced to a future Committee and Council meeting for consideration.

In response to queries from Committee, staff advised that (i) the information presented at the session would be circulated to Committee, (ii) the notification radius was 100 metres from the subject property, in addition to online digital advertising to reach a broader audience, and (iii) staff have been working with the applicant on a revised concept.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:17 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, March 3, 2026.

Councillor Bill McNulty
Chair

Shannon Unrau
Legislative Services Associate



City of Richmond

Report to Committee

To: Planning Committee

Date: March 3, 2026

From: Joshua Reis
Director, Development

File: RZ 21-938041

Re: **Application by Sultan Hussain for Rezoning at 10391/10411 Bird Road from the "Small-Scale Multi-Unit Housing (RSM/L)" Zone to the "Small-Scale Multi-Unit Housing (RSM/M)" Zone**

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10742, for the rezoning of 10391/10411 Bird Road from the "Small-Scale Multi-Unit Housing (RSM/L)" zone to the "Small-Scale Multi-Unit Housing (RSM/M)" zone, be introduced and given first, second and third reading.

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

JR:mt
Att. 6

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

Staff Report

Origin

Sultan Hussain, on behalf of the owners: Pavitar Singh, Hardeep Pangly, Kulwant Takhar and Santokh Takhar, has applied to the City of Richmond to rezone 10391/10411 Bird Road from the “Small-Scale Multi-Unit Housing (RSM/L)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone to facilitate the property to be subdivided into two lots. The applicant proposes to construct a single-family home on each new lot, each with a secondary suite, with access provided from Bird Road. A location map and aerial photograph of the subject site are provided in Attachment 1. A topographic survey of the proposed subdivision is provided in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

Subject Site Existing Housing Profile

The subject site currently contains an un-stratified duplex with both units currently tenanted. The tenants are aware of the proposed rezoning application and will be provided with notice in accordance with the *Residential Tenancy Act*.

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: An east-west hydro corridor zoned “School and Institutional Use (SI)”. Further north, there is a residential townhouse complex zoned “Low Density Townhouses (RLT1)” fronting north onto Bridgeport Road.

To the South: Across Bird Road, single-family dwellings on lots zoned “Small-Scale Multi-Unit Housing (RSM/M)” fronting Bird Road. The lots were rezoned and subdivided in the early 1990s.

To the East: Single-family dwellings on lots zoned “Small-Scale Multi-Unit Housing (RSM/M)” fronting Bird Road. The lots were rezoned and subdivided in 2005.

To the West: A strata-titled duplex on a lot zoned “Small-Scale Multi-Unit Housing (RSM/L)” fronting Bird Road.

Related Policies & Studies

Official Community Plan / East Cambie Area Plan

The subject property is designated as “Neighbourhood Residential – Tier 1” in the Official Community Plan (OCP) as adopted by Council on February 9, 2026, and “Residential (Single-Family Only)” in the East Cambie Area Plan (Attachment 4). The proposed rezoning and subdivision are consistent with these designations.

The proposed rezoning and subdivision are also consistent with the OCP's Small-Scale Multi-Unit Housing (SSMUH) Lot Size Map (Attachment 5). This map provides guidance for the consideration of rezoning of lots for the purpose of subdivision.

Floodplain Management Implementation Strategy

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

Aircraft Noise Sensitive Development (ANSD) Policy

The Aircraft Noise Sensitive Development (ANSD) Policy applies to the subject site, which is located within the "Aircraft Noise Notification Area (Area 4)". In accordance with this Policy, all aircraft noise sensitive land uses may be considered. Prior to rezoning adoption, the applicants are required to register an aircraft noise sensitive use covenant on Title to address public awareness and to ensure aircraft noise mitigation is incorporated into dwelling design and construction.

Ministry of Transportation & Transit Approval

As the subject property is located within 800 m of an intersection of a Provincial Limited Access Highway and a City road, this redevelopment proposal was referred to the Ministry of Transportation and Transit (MOTT). MOTT has provided a preliminary approval letter. The applicant is required to secure final approval from MOTT prior to rezoning adoption.

Public Consultation

A rezoning sign has been installed on the subject property. At the time of writing this report, staff have not received any comments from the public about the rezoning application.

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 SSMUH lot into two lots with vehicular access from Bird Road.

Existing Legal Encumbrances

There is an existing 6.0 m wide Statutory Right-of-Way (SRW) running east to west in the rear yard for sanitary sewer services. The applicant is aware that encroachment into the City's SRW is not permitted. There is also an SRW in favour of the BC Hydro and Power Authority. The applicant's solicitor has confirmed that their proposal does not conflict with any of the encumbrances on Title.

Transportation and Site Access

The existing duplex is currently accessed by two driveways on Bird Road. The subject rezoning proposes to maintain the existing configuration, with one driveway accessing each subdivided lot. At the Building Permit (BP) stage, the applicant will confirm that the driveway design meets the requirements of the City’s Engineering Design Specifications.

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 Report assesses zero bylaw-sized trees on the subject property, one tree on neighbouring properties and zero street trees on adjacent City property.

The City’s Tree Preservation Manager has reviewed the Arborist’s Report, visited the subject site and provided the following comments:

- One tree located on the adjacent neighbouring property is in good health and its canopy encroaches onto the subject property. Given this tree's location in the rear yard and the proposed scope of work, tree protection fencing is not required.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

Tree Replacement

Prior to applying for rezoning, two on-site trees - a multi-stemmed fruit tree and a hemlock were removed from the property without a permit. Approximately \$8,000.00 in fines were issued and paid by the owners in 2022. In addition to the fines collected, the 2:1 replacement ratio requires a total of four replacement trees. The applicant has agreed to plant three trees on each lot proposed for a total of six new trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
6	8.0 cm	4.0 m

Prior to final adoption of the rezoning bylaw, the applicant must submit a Landscape Security of \$4,500.00 (\$750/tree). This security is to ensure that all six new trees will be planted in appropriate locations on-site and outside of the existing SRWs, and that they will be monitored and maintained.

Affordable Housing Strategy

The City’s Affordable Housing Strategy requires rezonings that would enable subdivision to provide a secondary suite or an equivalent cash contribution to the City’s Affordable Housing Reserve on each new lot. The applicant proposes to construct a secondary suite having a minimum area of 37.2 m² (400 ft²) on each new lot, for a total of two secondary suites.

Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite of approximately 37.2 m² (400 ft²) is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning 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.

Servicing and Frontage Improvements

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

- A new concrete sidewalk, boulevard and curb along the property frontage.
- Removal of existing driveways and construction of new driveway crossings.
- New 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 10391/10411 Bird Road from the “Small-Scale Multi-Unit Housing (RSM/L)” zone to the “Small-Scale Multi-Unit Housing (RSM/M)” zone to facilitate the property to be subdivided to create two single-family homes, each with a secondary suite.

The rezoning application complies with the land use designations and applicable polices within the OCP.

The list of rezoning considerations is 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 10742 be introduced and given first, second and third reading.



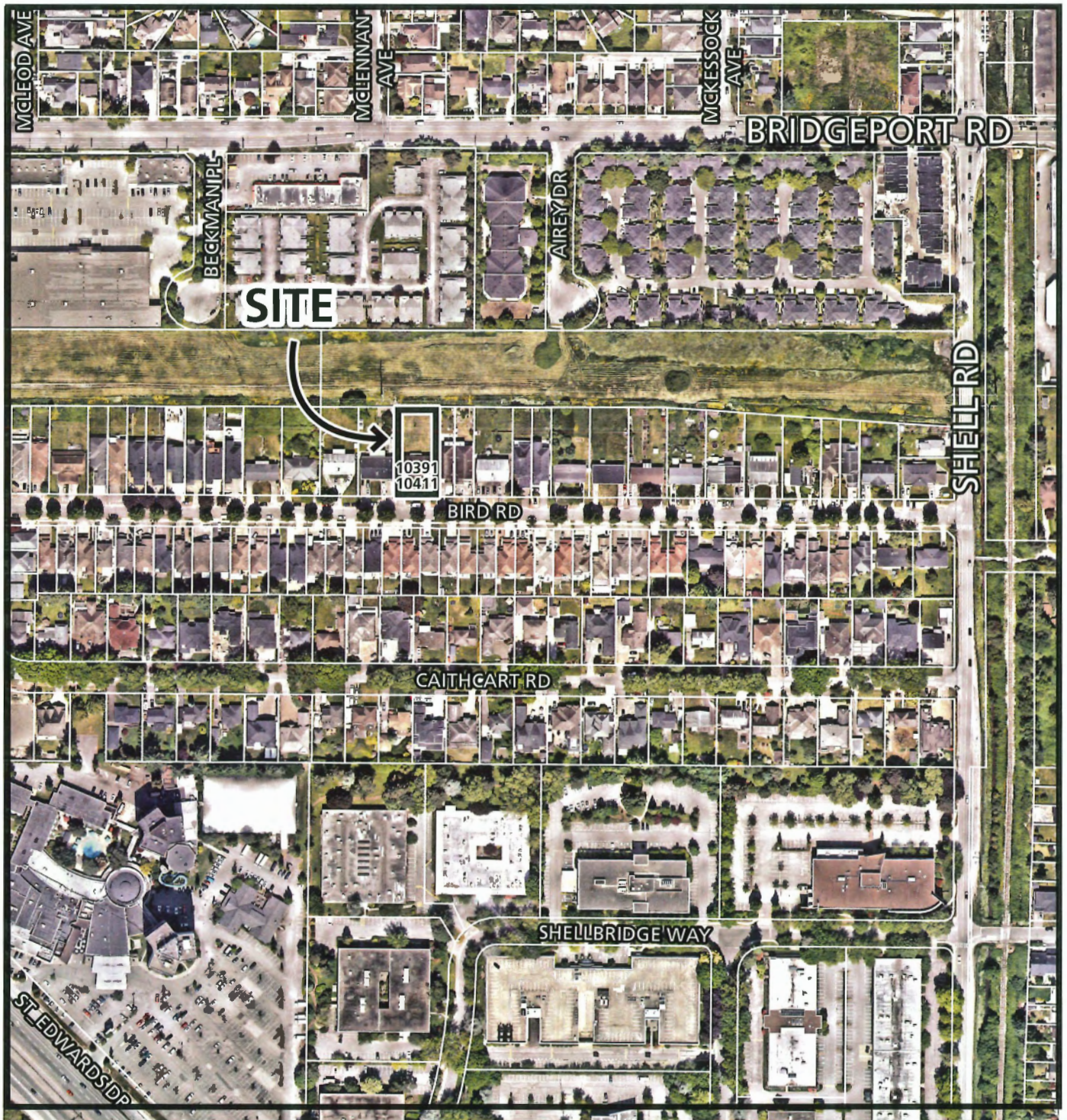
Mark Tennenhouse
Planning Technician
(604-276-4090)

MT:js

- Att. 1: Location & Aerial Maps
 2: Topographic Survey & Subdivision Plan
 3: Development Application Data Sheet
 4: East Cambie Area Plan
 5: SSMUH Lot Size Map
 6: Rezoning Considerations



City of Richmond

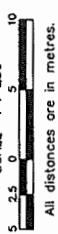


RZ 21-938041

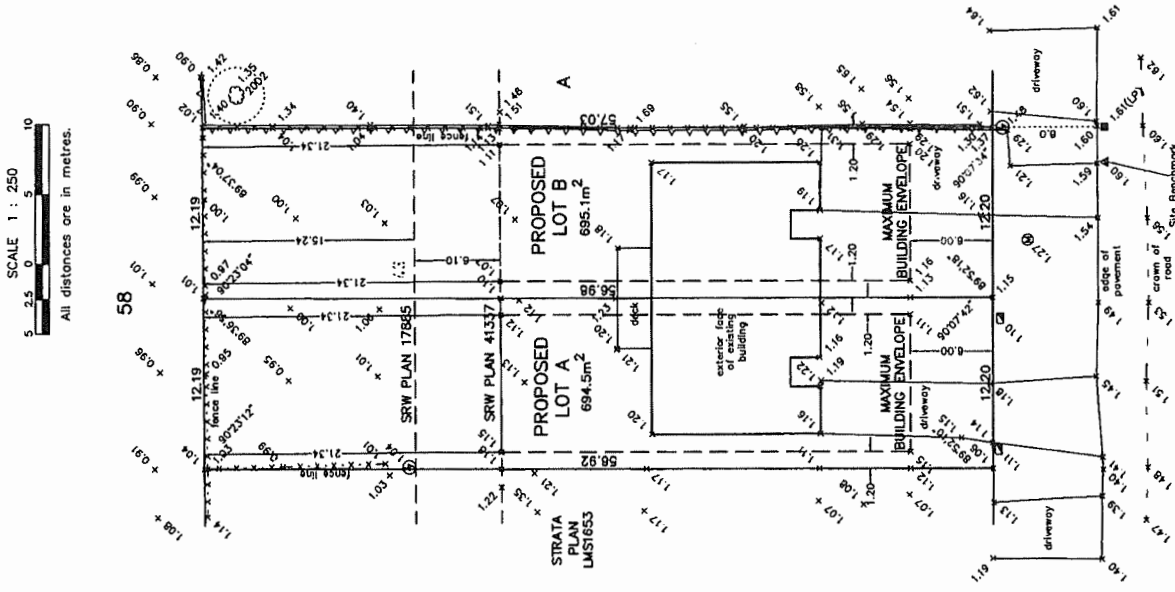
Original Date: 01/26/26
Revision Date:

Note: Dimensions are in METRES

**SURVEY PLAN OF PROPOSED LOTS A AND B, CURRENTLY LOT 43
BLOCK "B", SECTION 26, BLOCK 5 NORTH, RANGE 6 WEST
NEW WESTMINSTER DISTRICT, PLAN 14105**



- NOTES:**
- Lot dimensions are derived from field survey.
 - Elevations are based on the HFN Datum of Richmond and are derived from 11896(7/24/97) situated at 1.79 metres above Flood and Swampy Road.
 - Elevation = 1.79 metres.
 - For elevation control, use lead plug or site benchmark as shown only. Elevation control must be checked and risk when carrying out work using elevation control.
 - All trees and stumps shown as required by municipal bylaws.
 - Symbols plotted are for illustrative purposes and are not representative of their true size.
 - denotes standard iron post (IP).
 - denotes lead plug (LP).
 - denotes hydr. pole.
 - denotes top of wall.
 - denotes bottom of wall.
 - denotes catch basin.
 - denotes manhole.
 - denotes tree.



BIRD ROAD

CIVIC ADDRESS
10391/10411 BIRD ROAD
RICHMOND, B.C.
ZONING: RS1/E

CERTIFIED CORRECT.
DATED THIS 23RD DAY OF FEB., 2021

IVAN NGAN B.C.L.S.

L N L S METRO VANCOUVER LAND SURVEYORS
1528 KINGSWAY, VANCOUVER, BC, V5N 2R9
T 604.327.1535 WEB WWW.LNLS.CA

PID: 003-622-452
FILE: 20017_02TP



RZ 21-938041

Attachment 3

Address: 10391/10411 Bird Road

Applicant: Sultan Hussain

Planning Area(s): East Cambie

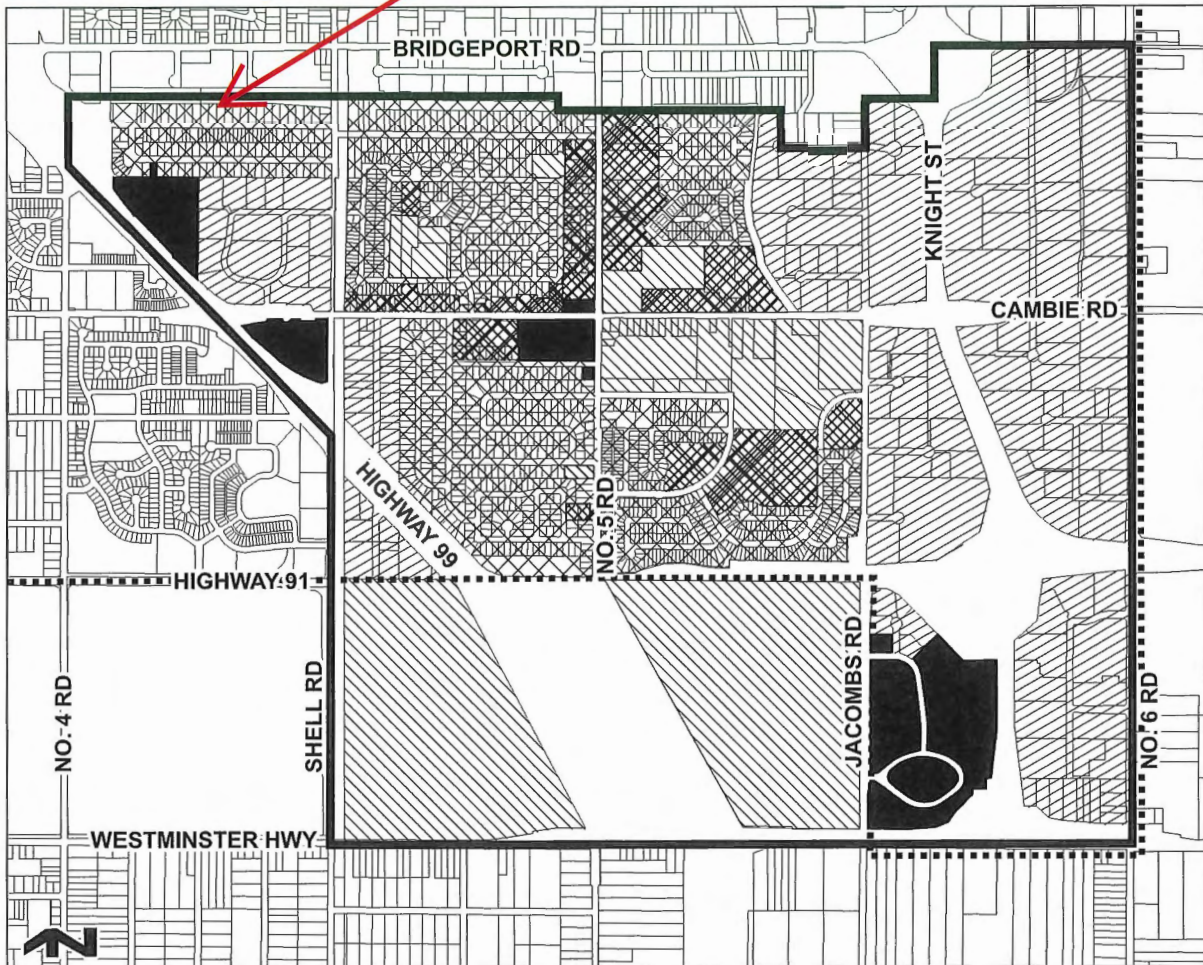
	Existing	Proposed
Owner:	Hardeep Pangly, Santokh Takhar, Kulwant Takhar, Pavitar Singh	No change
Site Size (m²):	1,390 m ²	Lot A: 694.5 m ² Lot B: 695.1 m ²
Land Uses:	Housing, Small-Scale Multi-Unit	Housing, Small-Scale Multi-Unit
OCP Designation:	Neighbourhood Residential	Neighbourhood Residential
Area Plan Designation:	Residential	Residential
Zoning:	RSM/L	RSM/M
Number of Units:	2	4 (2 units + 2 secondary suites)

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 464.5 m ²	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none
Buildable Floor Area (m ²):*	Lot A: Max. 324.5 m ² (3493 ft ²) Lot B: Max. 324.7 m ² (3494 ft ²)	Lot A: Max. 324.5 m ² (3493 ft ²) Lot B: Max. 324.7 m ² (3494 ft ²)	none
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70%	Building: Max. 45% Non-porous Surfaces: Max. 70%	none
Lot Size:	360 m ² (minimum)	695 m ²	none
Lot Dimensions (m):	Width: 12.0 m ² Depth: 24.0 m ²	Width: 12.19 m ² Depth: 57.0 m ²	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 – 10.7m Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. 6.0 m – 10.7m Side: Min. 1.2 m	none
Height (m):	10.0 m	10.0 m	none
Off-street Parking Spaces – Total:	Minimum 1	Minimum 1	none

City of Richmond

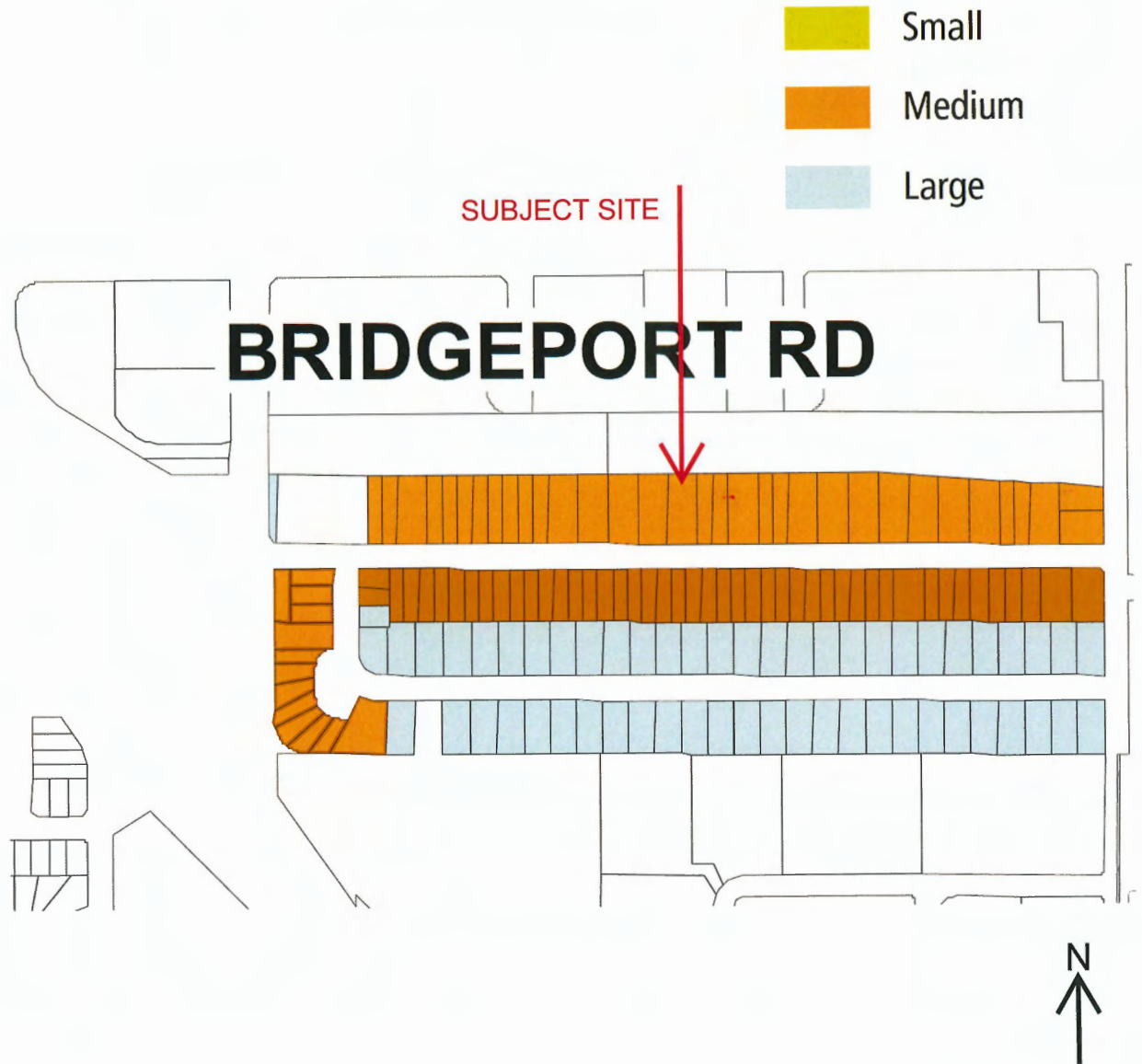
subject rezoning

Land Use Map Bylaw 9874
2024/04/22



	Residential		Industrial		Agricultural Land Reserve Boundary
	Residential (Single-Family Only)		School/Park Institutional		Area Boundary
	Commercial				

Excerpt from the Small-Scale Multi-Unit Housing (SSMUH)
Lot Size Map





Address: 10391/10411 Bird Road

File No.: RZ 21-938041

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10742, the developer is required to complete the following:

1. **(MOTT Approval)** Provincial Ministry of Transportation & Transit Approval.
2. **(Tree Replacement Security)** Submission of a Security in the amount of \$4,500 (\$750/tree) to ensure that a total of 3 replacement trees are planted and maintained on each lot proposed (for a total of 6 trees); minimum 8 cm deciduous caliper or 4.0 m high conifers). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057.**
3. **(Aircraft Noise – Sensitive Use)** Registration of an aircraft noise sensitive use covenant on title.
4. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title (2.9 m GSC – Area A).
5. **(Secondary Suite)** Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite having a minimum area of 37.2 m² (400 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.
6. **(Fees - Notices)** Payment of all fees in full for the cost associated with the Notices of First Reading, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

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

8. **(Charges)** Pay the current year's taxes, Development Cost Charges (City, GVS & DD and Translink), School Site Acquisition Charge, Address Assignment Fees.
9. Enter into a Servicing Agreement* for the design and construction of engineering and transportation 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:
 - a) **Water Works**
 - (1) Using the OCP Model, there is 197 L/s of water available at a 20 psi residual at the Bird Road frontage. Based on the proposed development, the site requires a minimum fire flow of 95 L/s.
 - (2) At Developer's cost, the Developer is required to:
 - (a) 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.
 - (b) Install two new water service connections complete with water meters per City standards on the Bird Road frontage to service Lot A and Lot B.
 - (c) Cut and cap at main the existing copper water service connection and remove water meter on the Bird Road frontage.
 - (d) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process (or via the servicing agreement process, if one is required).
 - (3) At Developer's cost, the City will:
 - (a) Complete all tie-ins for the proposed works to existing City infrastructure.
 - b) **Storm Sewer Works**
 - (1) At Developer's cost, the Developer is required to:
 - (a) 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.

- (b) Inspect existing storm service connections near the south property line of both Lot A and Lot B. Reuse if in good condition to service Lot A and Lot B.
- (2) At Developer's cost, the City will:
 - (a) Complete all tie-ins for the proposed works to existing City infrastructure.
- c) **Sanitary Sewer Works**
 - (1) At Developer's cost, the Developer is required to:
 - (a) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
 - (b) Install a new sanitary sewer service connection complete with inspection chamber near the northeast corner of Lot B to service Lot B.
 - (c) Inspect existing sanitary sewer service connection near the northwest corner of Lot A. Reuse if in good condition to service Lot A.
 - (2) At Developer's cost, the City will:
 - (a) Complete all tie-ins for the proposed works to existing City infrastructure
- d) **Street Lighting**
 - (1) At Developer's cost, the Developer is required to:
 - (a) Review street lighting levels along all road and lane frontages, and upgrade as required.
- e) **General Items**
 - (1) At Developer's cost, the Developer is required to:
 - (a) Complete other frontage improvements as per Transportation department requirements.
 - (b) 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.
 - (2) **Frontage Improvements** The following frontage improvements will be required at the applicant's cost as part of the Servicing Agreement. Using the existing curb/gutter along the south side of the road as a reference, provide:
 - (a) A pavement width no less than 8.5 m; the pavement along this section of Bird Road is to be widened as required.
 - (b) 0.15 m wide curb and gutter
 - (c) 1.5 m treed/grassed boulevard
 - (d) 1.5 m wide concrete sidewalk

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

- 10. 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.
- 11. 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.
- 12. If applicable, payment of latecomer agreement charges, plus applicable interest associated with eligible latecomer works.
- 13. 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.
- 14. 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: either Step 5 with EL-2, Step 4 with EL-3 or alternatively Step 3 with EL-4.

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.
- If the development intends to create one or more air space parcels, an [Air Space Parcel Subdivision Application](#) is required. 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 concurrence on file

Signed _____

Date _____



Richmond Zoning Bylaw 8500
Amendment Bylaw 10742 (RZ 21-938041)
10391/10411 Bird Road

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/M)".

P.I.D 003-622-452
LOT 43 BLOCK "B" SECTION 26 BLOCK 5 NORTH RANGE 6 WEST
NEW WESTMINSTER DISTRICT PLAN 14105

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10742".

FIRST READING

SECOND READING

THIRD READING

MOTT APPROVAL

OTHER CONDITIONS SATISFIED

ADOPTED

Horizontal lines for signatures and dates corresponding to the reading stages.

CITY OF RICHMOND
APPROVED by [Signature]
APPROVED by Director or Solicitor [Signature]

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

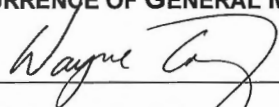


To: Planning Committee **Date:** February 17, 2026
From: John Hopkins **File:** 01-0100-30-HCOM1-01/2025-Vol 01
 Director, Policy Planning
Re: **Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation**

Staff Recommendation

1. That the Richmond Heritage Commission 2025 Annual Report, as presented in the report titled "Richmond Heritage Commission 2025 Annual Report and 2026 Work Program and Budget Allocation" dated February 17, 2026 from the Director, Policy Planning, be received for information; and
2. That the Richmond Heritage Commission's 2026 Work Program and Budget Allocation be approved.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Arts, Culture & Heritage	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The Richmond Heritage Commission (RHC) was established by bylaw in 1998 (Bylaw No. 7906), which requires preparation of a work program, budget allocation and an annual report to be presented each year to Council.

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.

6.5 Enhance and preserve arts and heritage assets in the community.

Analysis

2025 Annual Report

Activities undertaken by the RHC are outlined in the 2025 Annual Report (Attachment 1). Highlights of the Commission's work included:

- Reviewed and commented on a total of four (4) development applications, three for properties located within the Steveston Village Heritage Conservation Area and one at Britannia Shipyards;
- Received information and regular updates on various City policies, initiatives and programs;
- Organized the annual Richmond Heritage Awards and selected four (4) recipients;
- Provided sponsorship to the Richmond Regional Heritage Fair and the Richmond Museum's Oral History project;
- Presented a display and interactive activity for Heritage Week at the Richmond Children's Arts Festival; and
- Hosted a Heritage Awards presentation and networking event for award recipients and local heritage organizations.

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

In 2026, the RHC will continue to advise Council on heritage conservation and promotion matters, and undertake and provide support for activities that benefit and advance heritage in the city.

2026 Work Program and Budget Allocation

The proposed 2026 Work Program (Attachment 2) and Budget Allocation (Attachment 3) priorities for the Commission include:

- Review and provide recommendations on development applications and the City's heritage-related policy projects;
- Receive information from staff on programs, initiatives and projects related to City-owned heritage places and museums and provide feedback;
- Receive information and comment on the City's capital budget items related to heritage;
- Invite and receive Richmond Heritage Award nominations, and select and publicly recognize the recipients;
- Provide sponsorship to the Richmond Regional Heritage Fair and Richmond Museum's Oral History project;
- Develop and present initiatives to raise public awareness of Richmond's heritage resources;
- Identify potential RHC initiatives and support collaboration through networking with local and regional heritage groups and a site visit or workshop; and
- Develop a work program for 2027.

The RHC Work Program outlines the RHC's priorities in the coming year to advance the Commission's mandate of advising Council on heritage conservation and promotion matters, and undertaking and providing support for activities that benefit and advance heritage in the city.

The 2026 Budget Allocation provides for a total operating budget of \$5,000 for the RHC. This includes funds for organizing and presenting the Richmond Heritage Awards, for public awareness initiatives such as a Heritage Week display, for sponsorships, and for networking with local and regional heritage groups to exchange knowledge and advance the City's heritage objectives.

The RHC Work Program and Budget Allocation may be revised if necessary, based on emerging issues and future Council priorities.

Financial Impact

The allocated \$5,000 is being funded from available operating funds approved for these services.

Conclusion

The RHC 2025 Annual Report provides a summary of the activities undertaken by the Commission during the 2025 calendar year. The RHC 2026 Work Program and Budget Allocation outlines the Commission's priorities for the upcoming year on advising Council on heritage conservation and promotion matters, and undertaking and providing support for activities that benefit and advance heritage in the city.

It is recommended that the RHC 2025 Annual Report be received for information and the 2026 Work Program and Budget Allocation be approved.



Judith Mosley
Planner 2 (Policy Planning) – Heritage Planner
(604-276-4170)

JM:cas

- Att. 1: Richmond Heritage Commission 2025 Annual Report
- 2: Richmond Heritage Commission 2026 Work Program
- 3: Richmond Heritage Commission 2026 Budget Allocation

**2025 Annual Report
Richmond Heritage Commission**

Projects/Initiatives	Results	Accomplishments/Comments
Development Applications	Provided heritage perspective and advice to staff and Council	<ul style="list-style-type: none"> Reviewed and commented on a total of four (4) development applications, three for properties in the Steveston Village Heritage Conservation Area and one at Britannia Shipyards.
City Heritage-Related Policy		<ul style="list-style-type: none"> Commented on City initiatives and programs.
City-led Heritage Projects		<ul style="list-style-type: none"> Received information on programs, initiatives and projects related to City-owned heritage places and museums.
Richmond Heritage Awards	Recognized accomplishments of individuals and organizations	<ul style="list-style-type: none"> Organized the annual Richmond Heritage Awards and selected four (4) recipients. Hosted an Awards Presentation and Networking event.
Community-led Heritage Projects	Sponsored and supported community initiatives	<ul style="list-style-type: none"> Provided \$1,800 to the Richmond Regional Heritage Fair and participated in judging. Provided \$350 to Richmond Museum's Oral History project.
Public Awareness of Richmond Heritage and the RHC	Completed promotional and networking activities	<ul style="list-style-type: none"> Presented a display and interactive activity for Heritage Week. Hosted a networking event with local heritage organizations.
RHC Pre-Planning	Completed work program planning	<ul style="list-style-type: none"> Finalized 2025 work program and budget allocation; Commenced 2026 planning.

List of Applications Reviewed in 2025

Application	Address	Proposal
HA 24-045011	3580 Moncton Street, unit 100 (Hepworth Block)	<ul style="list-style-type: none"> Exterior painting and new business sign
HA 25-020472	12451 Trites Road (Seine Net Loft, Britannia Shipyards)	<ul style="list-style-type: none"> Structural and envelope conservation
HRA 23-016568 HA 25-022755 Grant application	3831 Moncton Street (Ikeda Dry Goods)	<ul style="list-style-type: none"> Conservation of heritage building and new hotel addition
HA 25-026393	3811 Moncton Street (Japanese Fishermen's Benevolent Society Building)	<ul style="list-style-type: none"> Facility sign, National Historic Event plaque and landscaping

**2026 Work Program Summary
Richmond Heritage Commission**

Projects/Initiatives	Results Expected	Comments
Development Applications	Advice to staff and Council	<ul style="list-style-type: none"> Review and provide recommendations on relevant development applications or other initiatives that may have an impact on the conservation of heritage resources city-wide and in Steveston Village.
City Heritage-related Policy		<ul style="list-style-type: none"> Review and provide comments on policy projects.
City-led Heritage Projects		<ul style="list-style-type: none"> Receive information from staff on programs, initiatives and projects related to City-owned heritage places and museums and provide feedback. Review and provide comments on City capital budget items related to heritage.
Richmond Heritage Awards	Organize/host competition	<ul style="list-style-type: none"> Encourage and receive award nominations, and select and publicly recognize the winners. Raise public awareness of the Heritage Awards.
Community-led Heritage Projects	Sponsorship support	<ul style="list-style-type: none"> Richmond Regional Heritage Fair (including participation in judging). Oral History Project.
Public Awareness of Heritage Resources	Promotional initiatives	<ul style="list-style-type: none"> Display for Heritage Week, other events and activities.
Program Development	Site visit or workshop	<ul style="list-style-type: none"> Explore local heritage topics and identify potential RHC initiatives.
	Host a networking event	<ul style="list-style-type: none"> Networking event with local heritage groups to support collaboration and identify potential RHC initiatives. Connect with other heritage advisory committees in the region to share best practices and identify potential RHC initiatives.
RHC Pre-Planning	Work program planning	<ul style="list-style-type: none"> Develop work program for 2027.

**2026 Budget Allocation
Richmond Heritage Commission**

Work Item	Budget
Advice to Staff and Council	Nil
Richmond Heritage Awards (advertising, promotion, framing of awards, presentation event)	\$1,500
Annual Sponsorship – Heritage Fair	\$1,800
Annual Sponsorship – Oral History Project	\$350
Promotional Initiatives, including: <ul style="list-style-type: none"> • Display for Heritage Week • Other event participation and activities 	\$500
Program Development	\$700
Meeting refreshments (in-person meetings, spring and fall)	\$150
Contingency	N/A
Total	\$5,000



City of Richmond

Report to Committee

To: Planning Committee
From: James Cooper
 Director, Building Approvals
Re: **Housing Target Order**

Date: February 23, 2026
File: 12-8360-01/2025-Vol
 01

Staff Recommendations

1. That the completed Housing Target Progress Report be forwarded to the BC Ministry of Housing and Municipal Affairs; and
2. That the Housing Target Progress Report be published on the City of Richmond website.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Housing Office	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The provincial government has set housing targets, through the Housing Supply Act, for 40 municipalities to attain over a five-year period. Housing targets have been issued to four groups of 10 municipalities, and the City of Richmond is part of Group 4, which received its Housing Target Order (HTO) on August 18, 2025 (Attachment 1).

As part of the requirements, each municipality is to provide an interim six-month progress report, during the first-year reporting period, which is the timeframe this report covers. This report accompanies the housing target data, compiled in the Housing Target Progress Report Form (Attachment 2), to be provided to the Province.

Background

On August 18, 2025, the Province issued an HTO to the City of Richmond under the Housing Supply Act, which was brought into force by Regulation on May 31, 2023. It gives the Province authority to set housing targets for municipalities. The Act's intention is to build on the municipal Housing Needs Reports and the various provincial housing bills (Bill 44, 46 and 47) that were given Royal Assent in late 2023.

Although the Province has the authority to set housing targets, the City does not generally build housing, and investment from housing providers or the Provincial and/or Federal government is needed to advance housing projects. In addition, there are housing types, such as below market and supportive rental, included in the HTO guidelines (Attachment 3) and HTO reporting requirements that are not generally provided by the development industry and require support and funding from other levels of government to deliver.

The main goal of the HTO is to require the City to meet the total minimum number of net new completed housing units (new units granted occupancy minus those lost to demolition), set out annually over a five-year period. The Province's methodology has indicated that a total of 9,004 homes are needed in Richmond between 2025 and 2030. Based on this, the Province has determined that the housing targets would reflect 75 per cent of this total. As a result, the five-year housing target issued uniquely for the City of Richmond is 6,753 units, which is the total minimum number of net new completed housing units required. The five-year housing target is further broken down into yearly totals that include the total from the year before, as shown in Schedule A of the HTO.

If the City fails to meet the HTO requirements, specifically failure to meet targets or demonstrate satisfactory progress in reporting, the Province may intervene by appointing an advisor to review progress and make recommendations, issuing directives to force bylaw changes, or using Orders in Council to bypass local government approval processes for housing projects.

The interim report covers the reporting period between September 1, 2025, and February 28, 2026, and City housing data for the first six-month period has been compiled. The reporting for the five-year period ends on August 31, 2030. Generally, each reporting period is required to be

annual, except for the first year, when two reports are required. This report represents the six-month reporting in the first year.

All municipalities must use the Housing Target Progress Report Form to complete the requirements for progress reporting under the Housing Supply Act. The information provided will be evaluated by the Ministry of Housing and Municipal Affairs to determine whether targets have been met or satisfactory progress has been made towards meeting the targets.

The City must have Council receive the report by Council resolution within 45 days of the end of the reporting period, as per Schedule C of the HTO. Secondly, the report must be sent to the Province by April 14, 2026, since the initial reporting period ends on February 28, 2026. Lastly, the report must be published on the City of Richmond website.

Analysis

As outlined in Schedule A of the HTO, the annual number of net new housing units granted occupancy for the first-year housing target is 1,013 units. The number of net new units recorded at the occupancy stage in the City since September 1, 2025, is 2,054 units, as documented in Section 2 of the Housing Target Progress Report Form, and exceeds the number required for the first-year housing target. It is important to know that housing data generally reflect the cyclical nature of the development industry, so over shorter periods, the number of completed housing units may vary dramatically, and should not be interpreted as a trend.

The Housing Target Progress Report Form also requires subsequent reporting details, including the following:

- Section 3: number of housing units by category and type
- Section 4: municipal actions and partnerships to enable more housing supply
- Section 5: approved housing development applications
- Section 6: withdrawn or not approved housing development applications
- Section 7: other information; and
- Section 8: summary of planned actions to meet targets (not applicable for initial six-month reporting).

Sections 3 and 5 of the Housing Target Progress Report Form include a detailed breakdown of net new units by size, denoted by the number of bedrooms, which is not something the City has historically kept statistics on. As a result, City staff have implemented new data collection processes and systems. Collecting this housing data has added an administrative burden and has required the updating of various forms and systems in order to compile information in the manner legislated by the Province.

In addition, the Province has given guidelines for unit breakdown by size, tenure, rental affordability and those rental units with on-site supports specific to each municipality, as guidance for the delivery of diverse housing needs. The unit guidelines are not included as part of a Housing Target Order, but the City is expected to report on progress toward achieving a mix of housing types.

It is important to highlight that the rental affordability guideline indicates the Province is seeking more than 50 per cent of units to be below market, which requires federal and provincial investment. Also, the Province is seeking 334 supportive rental units with on-site supports, which requires third-party partnerships and investment to become feasible to attain and provide.

Financial Impact

None.

Conclusion

Complying with provincial legislation, staff have developed a reporting structure to satisfy the requirements of the HTO. The City is on track to exceed the housing target set by the Province for the first year, given the positive results of the current six-month reporting period.



Kathryn McCreary
Manager, Plan Review
(604-204-8515)

KM:jc

- Att. 1: Housing Target Order
- 2: Housing Target Progress Report Form
- 3: Housing Unit Guidelines

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF HOUSING AND MUNICIPAL AFFAIRS

Housing Supply Act

Ministerial Order No. M262

WHEREAS

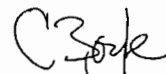
- A. The minister has, prior to making this Housing Target Order, considered the information set out in section 3 (1) *Housing Supply Act*, SBC 2022, c.38, in relation to the City of Richmond.
- B. In accordance with section 3(2) and (3) *Housing Supply Act*, SBC 2022, c. 38, the minister has consulted with the City of Richmond regarding this housing target order.
- C. The minister has:
- i. provided a description of the proposed Housing Target Order to the City of Richmond.
 - ii. in accordance with section 4(1), Housing Supply Regulation, B.C. Reg. 133/2023, provided the City of Richmond an opportunity to provide written comments to the minister.
- D. An extension to the consultation period, if any, granted by the minister to the City of Richmond, pursuant to section 4(2), Housing Supply Regulation, Reg. 133/2023, has elapsed.

NOW THEREFORE Pursuant to section 2, *Housing Supply Act*, SBC 2022, c. 38, the Minister of Housing and Municipal Affairs orders as follows:

1. A housing target order is made for the City of Richmond, effective September 1, 2025 (the “**Effective Date**”).
2. The housing targets for the City of Richmond under this housing target order are set out in the attached **Schedule A** (*Housing Targets*).
3. The performance indicators by which progress by the City of Richmond toward meeting each housing target is to be assessed are described in the attached **Schedule B** (*Performance Indicators*).
4. This Housing Target Order begins on the Effective Date and ends on August 31, 2030 (the “**End Date**”).

August 18, 2025

Date



Minister of Housing and Municipal Affairs

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Housing Supply Act*, S.B.C. 2022, c. 38, s 2Other: Housing Supply Regulation, B.C. Reg. 133/2023

5. The City of Richmond must prepare and submit a housing target progress report at the intervals set out in the attached **Schedule C** (*Housing Targets Progress Reporting*).

SCHEDULE A
Housing Targets

1. The five-year housing target for the City of Richmond is **6,753 Units**, which is the total minimum number of net new completed housing units required to comply with this Provincial Housing Target Order.
2. The above housing targets reflect 75% of total Provincial Housing Needs Estimate for the City of Richmond.
3. For each Progress Reporting Period as set out in Schedule C, the annual cumulative number of net new housing units will be measured as follows:
 - a. Year 1: 1,013
 - b. Year 2: 2,093
 - c. Year 3: 3,343
 - d. Year 4: 4,862
 - e. Year 5: 6,753

SCHEDULE B
Performance Indicators

1. The performance indicators to measure annual progress toward achieving the housing target are set out in Table 1 and are based on:
- a. Progress toward achieving the annual cumulative housing target; and
 - b. Actions taken by the municipality toward meeting the annual housing target.

Table 1 - Performance Indicators

Category	Performance Indicator	Data to Measure
Annual cumulative housing target	Satisfactory progress to meet annual cumulative housing target, measured by completed net new housing units.	Total number of net new housing units (completions minus demolitions) during the reporting period.
Actions taken by the municipality toward meeting the annual cumulative housing target	Satisfactory progress demonstrated by: <ol style="list-style-type: none"> 1. Update of land use planning documents to align with housing targets; 2. Adoption of policies and initiatives to meet housing targets; and 3. Residential approvals complete and/or in progress that met or will meet housing targets. 	<ol style="list-style-type: none"> 1. Relevant information about updates to land use planning documents such as the Official Community Plan, Zoning Bylaw, Housing Needs Report, Housing Action Plan/Strategy (other documents, e.g., Strategic Plan) including date of last update and related policies that align with achieving annual housing targets. 2. Description of new/amended bylaws and policies, innovative approaches, and pilot projects undertaken to achieve housing targets. 3. The number of applications received and permits issued in relation to residential development such as development, building and rezonings.

SCHEDULE C
Housing Targets Progress Reporting

The City of Richmond must receive the progress report by resolution within 45 days of the end of the reporting period:

- Reporting Period 1.1: September 1, 2025 – February 28, 2026
- Reporting Period 1.2: September 1, 2025 – August 31, 2026
- Reporting Period 2: September 1, 2026 – August 31, 2027
- Reporting Period 3: September 1, 2027 – August 31, 2028
- Reporting Period 4: September 1, 2028 – August 31, 2029
- Reporting Period 5: September 1, 2029 – August 31, 2030

Progress Report Forms must be posted to the municipal website and submitted to the Minister as soon as practicable after being received.



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

PURPOSE

Municipalities will use this form to complete the requirements for progress reporting under the [Housing Supply Act](#) (Act). The information provided will be evaluated to determine whether targets have been met or satisfactory progress has been made toward meeting targets.

REPORT REQUIREMENTS

The report must contain information about progress and actions taken by a municipality to meet housing targets as identified in the Housing Target Order (HTO).

The progress report must be received in a meeting that is open to the public and by Council resolution within 45 days after the end of the reporting period.

Municipalities must submit this report to the minister and post it to their municipal website as soon as practicable after it is approved by Council resolution.

ASSESSMENT

The Housing Targets Branch evaluates information provided in the progress report based on Schedule B - Performance Indicators in the HTO. If targets have not been met and satisfactory progress has not been made, the Minister may initiate compliance action as set out in the Act.

REPORT SUBMISSION

Please complete the attached housing target progress report form and submit to the Minister of Housing at Housing.Targets@gov.bc.ca as soon as practicable after Council resolution.

Do not submit the form directly to the Minister's Office.



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

Section 1: MUNICIPAL INFORMATION	
Municipality	City of Richmond
Housing Target Order Date	August 18, 2025
Reporting Period	September 1, 2025 – February 28, 2026
Date Received by Council Resolution	March 23, 2026
Date Submitted to Ministry	March 30, 2026
Municipal Website of Published Report	April 14, 2026
Report Prepared By	<input checked="" type="checkbox"/> Municipal Staff <input type="checkbox"/> Contractor/External
Municipal Contact Info	Kathryn McCreary, Manager Plan Review, kmccreary@richmond.ca, 604-204-8515
Contractor Contact Info	<input type="checkbox"/> N/A (name, position/title, email, phone)

Section 2: NUMBER OF NET NEW UNITS				
Record the number of net new housing units delivered during the reporting period, and cumulatively since the effective date of the HTO. Net new units are calculated as completions (occupancy permits issued) minus demolitions. <u>Legalizing existing unpermitted secondary suites or other housing types does not count toward completions.</u>				
Section 8 must be completed if a housing target has not been met for the reporting period.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since HTO Effective Date)
Total	2088	34	2054	2054

Section 3: NUMBER OF HOUSING UNITS BY CATEGORY AND TYPE (Unit Breakdown Guidelines)				
Record the number of housing units in each category below for the reporting period and cumulatively since the effective date of the HTO. Definitions are provided in the endnote.				
	Completions (Reporting Period)	Demolitions (Reporting Period)	Net New Units (Reporting Period)	Net New Units (Since Effective HTO Date)
Units by Size				
Studio	34	0	34	34
One Bedroom	912	0	912	912
Two Bedroom	846	0	846	846
Three Bedroom	190	34	156	156
Four or More Bedroom ¹	106	0	106	106

Units by Tenure				
Rental Units ² – Total	176	0	176	176
Rental – Purpose Built	116	0	116	116
Rental – Secondary Suite	60	0	60	60
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	1912	34	1878	1878
Units by Rental Affordability				
Market	60	0	60	60
Below Market ³ - Total	116	0	116	116
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Note: The City of Richmond has not historically collected bedroom data and the following assumptions have been made when compiling housing unit data: Single Family demolished are all 3-Bedroom units, Secondary Suites are 1-Bedroom units and Single Family constructed units are all 4-Bedroom or more units.

Section 4: MUNICIPAL ACTIONS AND PARTNERSHIPS TO ENABLE MORE HOUSING SUPPLY

A) Describe **applicable actions** taken in the **last 12 months** to achieve housing targets, in line with the Performance Indicators in the HTO. Each entry should include a description of how the action aligns with achieving the housing target, the date of completion, and links to any publicly available information. For example:

- Streamlined development approvals policies, processes or systems.
- Updated land use planning documents (e.g., Official Community Plan, zoning bylaws).
- Updated Housing Needs Report.
- Innovative approaches and/or pilot projects.
- Partnerships (e.g., BC Housing, CMHC, or non-profit housing organizations except First Nations – see Section 4 B).
- Other housing supply related actions.

Targeted OCP Update: In February 2026, Council adopted Phase 1 of the City’s targeted OCP update which included a new 2050 land use map, new housing policies and an update to the Environmentally Sensitive Area (ESA) maps and guidelines. The OCP provides additional capacity for approximately 100,000 new dwelling units and includes incentives for rental and below-market housing.

Bill 44 - Small-Scale Multi-Unit Housing (SSMUH): In June 2024, Council amended the zoning of almost 27,000 single-family and duplex lots throughout the City to permit SSMUH. These

changes permit up to three, four and six ground-oriented units per lot subject to criteria. As part of the City's ongoing monitoring of SSMUH implementation, Council has adopted subsequent amendments to the City's SSMUH zoning in March 2025 and in February 2026 to support project viability and design flexibility.

Housing Priorities Grant Program: The City launched a three-year grant program in 2025 to help address financial barriers that limit the delivery of affordable rental housing. Funded by the HAF, the program has allocated \$9,355,000 to support the delivery of 347 affordable rental units over five projects, exceeding the Grant Program's target of 220 units. The 347 units represent a portion of housing within larger market rental housing developments. In total, the proposed projects will deliver approximately 956 new units, including affordable and market rental. Each successful applicant has until November 2027 to receive a BP to receive the grant funding.

Fast-Track Program for 100 per cent Rental Housing: The City has established a fast-track program to expedite the review of development applications for 100 per cent residential rental housing projects, and those including a portion of below-market housing. The City has created a team dedicated to processing rental projects. In the past 12 months, Council has granted third reading for 533 rental units, of which 85 are below market.

Pre-Zoning Strategic Sites for Affordable Housing: Council adopted new OCP policies to support potential opportunities to pre-zone strategic sites in Richmond. This may include pre-zoning for rental housing and/or pre-zoning based on ownership/operation to facilitate the construction of below-market and/or non-market housing.

Affordable Housing Non-Profit Partnership Program: In 2025, a Richmond-focused network of NPOs was established to build partnerships and advance the delivery of affordable housing. There are currently over 20 local NPOs engaged in the program who meet with staff periodically. Meetings enable the City to provide updates on housing initiatives, seek input on affordable housing policy and share collective lessons learned and market updates.

A City-initiated Rezoning Application for Rental Development on City-owned Land

Through an open RFP process, Council approved selection of a NPO partner, and authorized a Rezoning submission on City-owned land for a six-storey rental development application on Sexsmith Road in the Aberdeen area, which is due to be submitted prior to the end of Q1 2026. If approved, the project would deliver approximately 220 units geared to low and moderate-income individuals or families.

Automated Plan Review: Council has approved the funding for advancing an Automated Plan Review system, which is under development, using software that evaluates design documents, presented as Building Information Modelling files, to determine conformance to the BC Building Code and critical elements of the Zoning Bylaw.

Permit Optimization Program (POP): The City launched the online MyPermit portal to reduce approval times by optimizing and digitizing the permitting process, which Council approved funding to advance. The advantage of the online MyPermit portal is it leverages new technology to improve the customer experience and support end-to-end modernization, including digital submissions, review/approval, and permit issuance. MyPermit currently accommodates plumbing, gas, sprinkler, demolition and tree removal permits, Servicing Agreements (SA) and rezoning applications and in spring

2026 will be expanded to include BPs, DP permits and subdivision applications. Staff have hosted industry engagement sessions to inform MyPermit enhancements, with a strong turnout. To date, over 1,600 applications have been submitted via MyPermit.

Development Permit (DP) Exemption Criteria: In December 2025, Council approved updates to the City's DP exemption criteria. Changes included an inflationary increase to the construction value for exterior renovations from \$75,000 to \$150,000.

Surety Bond Pilot Program

On July 14, 2025, Council approved a Pilot Program to permit the use of Surety Bonds as an alternative form of security for DCC installment payments, DP landscape securities, and SA works. On November 10, 2025, Council approved the expansion of the Pilot Program to permit the use of Surety Bonds for tree survival securities.

The City is in active engagement and collaboration in the following initiatives:

Getting Ready for Pre-Fabricated Housing: The study will focus on recent Richmond pre-fab projects, including the Harbour House, a 25-unit transitional housing development for women and their children funded in part by the CMHC's Rapid Housing Initiative, to document lessons learned in plan checking and permitting. The City will then develop a simplified approval process for such future buildings with the goal to support accelerated approvals.

Preapproval for Standardized Apartment Design: The City has been working with Metro Vancouver on an initiative to bring about preapproval of a six-storey wood frame apartment design that may be introduced into sites with appropriate size and dimensions.

B) Please provide any information about First Nation partnerships and/or agreements including planning, servicing and infrastructure that support delivery of housing on First Nation land including delivered and/or projected housing units.

Council has approved potential funding pending the outcome of the proposed Rezoning / Development Permit for the redevelopment of Bill Ribgy Manor into a 104-unit building for seniors and families. Bill Ribgy Manor is currently owned by BC Indigenous Housing Society.



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

Section 5: APPROVED HOUSING DEVELOPMENT APPLICATIONS

Report the number of approved applications issued by type since the effective date of the HTO. Each project should only be recorded once for the most current application type. Provide the estimated number of new housing units to be delivered for each application category.

NOTE: units issued occupancy permits should be recorded in Section 2.

	Rezoning	Development Permit	Building Permit	Total
Applications	0	4	101	105
New Units	0	15	232	247
Unit Breakdown				
Units by Size				
Studio	0	0	0	0
One Bedroom	0	0	60	60
Two Bedroom	0	3	13	16
Three Bedroom	0	2	84	86
Four or More Bedroom ¹	0	10	75	85
Units by Tenure				
Rental Units ² – Total ²	0	0	0	0
Rental – Purpose Built	0	0	0	0
Rental – Secondary Suite	0	0	59	59
Rental – Accessory Dwelling	0	0	0	0
Rental – Co-op	0	0	0	0
Owned Units	0	15	173	188
Units by Rental Affordability				
Market	0	0	59	59
Below Market ³ - Total	0	0	0	0
Below Market - Rental Units with On-Site Supports ⁴	0	0	0	0

Note: The City of Richmond has not historically collected bedroom data and the following assumptions have been made when compiling housing unit data: Single Family demolished are all 3-Bedroom units, Secondary Suites are 1-Bedroom units and Single Family constructed units are all 4-Bedroom or more units.

Section 6: WITHDRAWN OR NOT APPROVED HOUSING DEVELOPMENT APPLICATIONS

A) Indicate the number of applications and the estimated number of proposed units withdrawn by applicants, and /or not approved by staff or Council during this reporting period. Please include rezoning applications, development permits, and building permits.

	Applications Withdrawn	Applications Not Approved
Applications	5 (RZ+DP) ,1 (BP)	0
Proposed Units	15 (RZ+DP), 134 (BP)	0

B) Provide a description of each application (e.g., rezoning, development permit, building permit) and brief summary of why each project was withdrawn or not approved.

Address	Rational for Project Being Withdrawn or Not Approved	Project Description	Total Units
140 Wellington Cres	Due to new SSMUH policies implemented, rezoning application is not required	Applicant had applied to the City of Richmond for permission to rezone 140 Wellington Cres. from Single Detached (RS1/E) to Coach House (ZS20) - Burkeville to permit a coach house above a detached garage, with vehicle access to a rear lane, with One Unit proposed.	1
10511 Lassam Road	Cancelled due to inactivity	Applicant had applied to the City of Richmond to rezone 10511 Lassam Road from Single Detached RS1/E to Single Detached RS2/B to subdivide to two equal lots, with Two Units proposed.	2
6660 Francis Rd	Cancelled due to inactivity	Applicant had applied to the City of Richmond to rezone 6660 Francis Road from Single Detached (RS1/E) to Arterial Road Two-Unit Dwelling (RDA).	2
10840 Bonavista Gate	Applicant withdrawn	Applicant had applied to the City of Richmond to rezone 10840-10860 Bonavista Gate from the RD-1 (Two-Unit Dwellings) zone to the RS2/C (Single Detached) zone to subdivide the existing duplex lot into Two single family lots.	2
6560 and 6580 Williams Road	Applicant withdrawn due to change in development plans	Applicant had applied to the City of Richmond to develop two 3-storey townhouses at 6560 and 6580 Williams Road with Five units building fronting Williams Road and Three units building at the rear.	8



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch

BC Ministry of Housing and Municipal Affairs

8131 Westminster Highway	Applicant recently canceled Building Permit and the City is not sure of what the rationale was at this time	Applicant had applied to the City of Richmond for permission to develop 8131 Westminster Hwy to construct a 14 storey Mixed-Use building, with 122 Residential Units and 13 LEMR Units.	134

Section 7: OTHER INFORMATION

Provide any other information not presented above that may be relevant to the municipality's effort and progress toward achieving the housing target.

The City has implemented new data collection processes and systems at intake, including demolition and housing declaration forms.



HOUSING TARGET PROGRESS REPORT FORM

Housing Targets Branch
BC Ministry of Housing and Municipal Affairs

Section 8: SUMMARY OF PLANNED ACTIONS TO MEET TARGETS

If the housing target has not been met for the reporting period, please provide a summary of planned and future actions in line with the Performance Indicators that the municipality intends to take to meet housing targets during the two-year period following this report. For each action, provide:

- a description of how the action aligns with achieving the housing target;
- dates of completion or other major project milestones;
- links to any publicly available information; and
- the number of units anticipated by completing the action.

NOTE: THIS SECTION IS NOT APPLICABLE FOR INITIAL SIX-MONTH REPORTING.

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

Name of Action:	
Description of Action:	
Completion/Milestone Date:	
Link:	Number of Units:

**Copy/Paste above description tables as needed*

¹ If needed due to data gaps, it is acceptable to report "Three Bedroom" and "Four or More Bedroom" as one figure in the "Three Bedroom" row.

² **Rental Units** include purpose built rental, certain secondary rentals (secondary suites, accessory dwellings) and co-op.

³ **Below Market Units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size.

⁴ **Below Market Rental Units with On-Site Supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.



Appendix B - Housing Unit Breakdown as Guidance for the City of Richmond

The following guidelines are based on 75% of the Province's estimated housing need by unit size, tenure, rental affordability, and rental units with on-site support. Needs are estimated over a five-year timeframe between 2025 and 2030.

UNITS BY SIZE	GUIDELINE
Studio/One bedroom	4,475 (1-bedroom minimum: 1,430)
Two Bedroom	1,141
Three or More Bedroom	1,137

UNITS BY TENURE	GUIDELINE
Rental Units	5,166
Owned Units	1,587

Rental units: Number of new rental units built in prescribed municipality, including purpose built rental and secondary rental (e.g. secondary suites, accessory dwellings, etc.).

RENTAL AFFORDABILITY	GUIDELINE
Below Market	2,728
Market	2,438

Below Market: Number of rental units which are at or below 30% of the local Housing Income Limits (HIL) per unit size.

SUPPORTIVE RENTAL UNITS	TOTAL
With On-site Supports	334

Supportive rental units with On-Site Supports: Number of below-market rental units with on-site supports to provide permanent housing for people to transition out of homelessness.



City of Richmond

Report to Committee

To: Planning Committee **Date:** March 3, 2026
From: James Cooper **File:** 12-8360-01/2025-Vol
 Director, Building Approvals 01
Re: **Local Government Development Approvals Program – 2026 UBCM Grant Application**

Staff Recommendations

1. That the application to the Union of British Columbia Municipalities (UBCM) Local Government Development Approvals Program funding stream, as outlined in the report titled "Local Government Development Approvals Program - 2026 UBCM Grant Application" dated March 3, 2026, from the Director, Building Approvals, be endorsed; and
2. That, should the grant application be successful, the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to execute the funding agreement with UBCM on behalf of the City, and the Consolidated 5 Year Financial Plan (2026-2030) be amended accordingly.

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

Att. 1

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

Staff Report

Origin

The Planning and Development Division has identified an opportunity to seek grant funding to support the implementation of important business improvements within the Building Approvals Department, aligning with the objectives and grant eligibility of the UBCM Local Government Development Approvals Program.

The intention is to enable an accelerated implementation of process improvements by way of supplemental funding made available via the UBCM program. The City is seeking the maximum grant amount of \$200,000. The program and the proposed project are described later in this report.

It is important to note that the grant application deadline is March 13, 2026, and City Council endorsement for the proposed project is required for the grant application. However, given the Council meeting schedule, staff have made inquiries to the UBCM Program Office and have confirmed their understanding and acceptance of the City providing the official Council Resolution as part of a delayed addition to the application.

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

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

2.3 Ensure that both built and natural infrastructure supports sustainable development throughout the city.

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

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

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

4.4 Work with all levels of governments for grant and funding opportunities.

Background

In 2019, the Province initiated the Development Approvals Process Review (DAPR). The report lists ideas arising from Province-wide consultations with Local Governments (LGs) and industry stakeholders to streamline and accelerate development approvals in BC. Some of the ideas included:

- Improvements to LG application and approval processes;
- Considering increased delegation authority to LG staff;
- Reviewing the public input process;

- Evaluating new development finance tools;
- Clarifying subdivision approvals processes;
- Better integration of provincial referrals and regulatory requirements; and
- The enhancement of overarching topics through all phases of development.

Accordingly, the UBCM Local Government Development Approvals Program is intended to support the implementation of aligned improvement initiatives and the pursuit of innovative approaches to meeting such objectives.

The Province defines the development approval process as all operational steps and decisions taken in relation to a Local Government’s consideration of approving development, whether it be in a pre-application phase, where project feasibility and concepts are evaluated; or the assessment of building design for the issuance of a building permit; or the eventual validation of construction to enable occupancy.

All these phases hence form part of a process chain along the development continuum, which is depicted below in Figure 1, illustrating the Richmond context and, generically, for any Local Government.

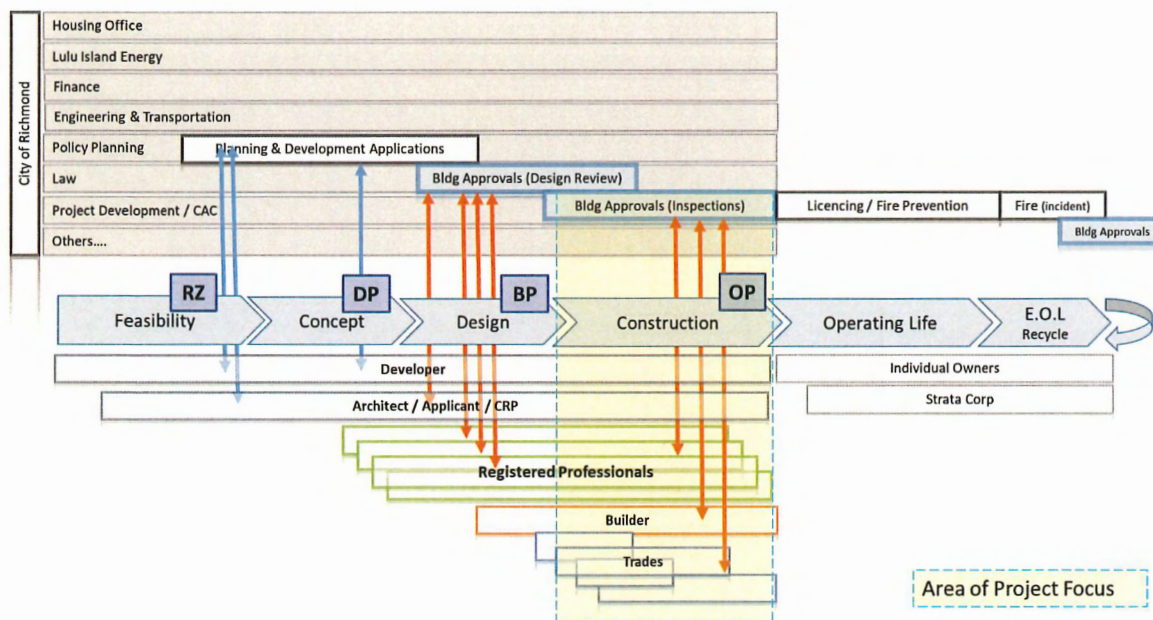


Figure 1. Illustration of the Development Continuum and Stakeholder Relationships

The City of Richmond has always been proactive in its value-based approach to innovation and continuous improvement. As such, some of the initiatives identified in the DAPR had already been identified and were intrinsically part of Richmond’s operating best practices. For example, business improvement initiatives such as the Permit Optimization Project (POP) have focused on the digitization of processes within the front-end phases of the continuum.

Process improvements along this continuum are proposed to form part of this new project and expand on a trajectory initiated by the POP project, deliberately focusing outcomes on efficiencies

within the construction phase, and in direct response to feedback received from industry and the observations made through the course of our normal business operations.

The Project – Build it Right. Here.

This project – proposed to be named “Build it Right. Here.” – aims to simplify and modernize the assessment of construction and evaluation at completion to determine overall compliance for occupancy. Activities and deliverables envisioned form part of an existing process of continuous improvement plans. Accordingly, this grant funding is sought to accelerate their implementation.

The 2026 UBCM Program and Application Guide is included in Attachment 1 as a reference.

The project will focus on identifying how the City can better support the accountabilities of builders, trade contractors, and registered professionals through implementing better processes, communicating clearer expectations and ensuring consistent assessments of compliance, resulting in more predictable outcomes and timelines for their developments. These improvements will furthermore facilitate the onboarding and training of new staff.

Project Deliverables and Outcomes

In line with grant criterion, the project deliverables will include:

1. The updating of existing, and the creation of new, procedures and checklists for each stage of inspection, forming part of an initiative to enhance Standard Operating Procedures across the Planning & Development Division.
 - a. Results will provide clearer expectations for builders and professionals; improve consistency in assessments by Building and Plumbing Officials; and expedite the issuance and resolution of observations cited on inspection reports.
 - b. Aligned with Table 1-B, bullet 1 of the Program and Application Guide.
2. The creation of bulletins clarifying the processes of acceptance for off-site fabrication and modular construction, leveraging important work and observations made by Richmond staff on the modular construction projects previously built in the city.
 - a. These will address critical regulatory standards that will allow construction to transition more effectively to a pre-fabrication model where desired.
 - b. Aligned with Table 1-A, bullet 5 of the Program and Application Guide.
3. The creation of a new and updated Final Occupancy processes for complex developments, including the creation and update of bulletins.
 - a. Providing cross-departmental verification tools for the facilitated validation of compliance and completion.
 - b. Aligned with Table 1-B, bullet 1 of the Program and Application Guide.
4. Where applicable, codifying the procedures for future integration into our business system software (i.e. AMANDA).
 - a. Aligned with Table 1-I of the Program and Application Guide.

Project Implementation and Timeline

The deliverables and objectives outlined above are foreseen to be implemented within a one-year period. They are intended to be effective and usable for our customers, independent of any concurrent improvement activities across the organization, and designed to be integral with future overall business systems under consideration.

Upon receipt of grant funding, a dedicated staff secondment will lead the project and accelerate the integration of identified deliverables with other concurrent improvement activities across the organization, such as POP. This approach to project implementation leveraging the grant offers the flexibility needed for organizational changes on a project basis, while maintaining in-house expertise, accountability and ownership of the process.

Project Costs

Total costs for the project are estimated to be between \$285,000 and \$300,000 and are comprised of eligible grant costs and activities, such as:

- Project Management (staff secondment);
- Training costs for staff (external consultant);
- Industry consultation sessions; and
- Production materials (print and online).

Grant funding of \$200,000 will be attributed directly to these costs. Excesses to the grant amount will be borne by existing operations budgets, further emphasizing the City's financial commitment to support this important project and the grant application.

Financial Impact

Total costs for the project are estimated to be between \$285,000 and \$300,000. The City expects to receive the maximum grant funding of \$200,000 from UBCM, and the remaining amount will be funded within existing budgets.

Should the grant application be successful, the Consolidated 5 Year Financial Plan (2026-2030) will be amended accordingly.

Conclusion

As a key participant in the process chain of development approvals, the Building Approvals Department holds an important vantage point, experience, and role in streamlining and accelerating approvals for development.

With the support of the UBCM Program Grant, the City will pursue an accelerated implementation of the "Build it Right. Here." business improvements project, aiming to simplify and modernize the assessment of construction compliance and the issuance of building occupancies in Richmond.

March 3, 2026

- 6 -

Staff recommend approval of the grant application in support of the next steps in development approval efficiency and performance, leveraging the good work already completed and continuing to take place today.



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

JC: fa

Attachment 1: 2026 Program and Application Guide

Local Government Development Approvals Program

2026 Program and Application Guide

Applications will be accepted January 5, 2026 to March 13, 2026
using the [LGPS Online Application Tool](#)

1. Introduction

In 2019, the Province of BC initiated the Development Approvals Process Review (DAPR). Extensive local government and stakeholder engagement produced a comprehensive list of informed ideas for streamlining and speeding up the development approvals process, outlined in the [DAPR Report](#). The Local Government Development Approvals Program provides support to local governments to address the findings and adopt the recommendations in the DAPR Report.

To support getting the homes people need approved, built, and available effectively and efficiently, local governments, the development sector, and the Province all have a role to play in improving current development approvals processes.

Please refer to [Appendix 1](#) for definitions of terms used in this guide. All defined terms are in **bold** in the program guide.

Local Government Development Approvals Program

The development approvals process refers to all operational steps and decision making in relation to a local government's consideration of approving development, from the pre-application phase to the issuance of the building and/or occupancy permit. The local government's review process ensures that development applications conform to policies, plans, and regulations for building and development.

The intent of the Local Government Development Approvals Program is to support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives.

The 2026 intake has been expanded to include eligible activities that support:

- Alignment with [BC Building Permit Hub](#);
- Use of **modern methods of construction**, such as **offsite construction**, **prefabricated construction**, and **modular construction**;
- Implementation of **standardized designs** for housing.

Approximately \$9.0 million is available for the 2026 intake. The Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Ministry of Housing and Municipal Affairs.

2. Eligible Applicants

All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply.

Eligible applicants can submit one application per intake. This includes applying as a **sub-applicant** in a regional application.

3. Grant Maximum

The Local Government Development Approvals Program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$200,000.00. For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

The Evaluation Committee may recommend that an application be approved in part, based on available funding and the merit of the proposed project.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Local Government Development Approvals Program.

4. Eligible Projects

To qualify for funding, proposed activities must meet the intent of the program and be:

- A new or subsequent phase of a project (retroactive funding is not available);
- Capable of completion by the applicant within two years of the date of grant approval;
- For projects that are dependent on external partnerships, provide evidence that external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro) are willing to participate.

Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

For the purpose of the Local Government Development Approvals Program, regional projects may include applicants that are not located in the same region but instead that are collaborating on, and will all benefit from, an eligible project. For all regional projects, the project must result in new or updated development approval processes or outcomes for all applicants included in the **approved project**.

The **primary applicant** submitting the application for a regional project is required to submit a resolution as outlined in [Section 7](#) of this guide. Each **sub-applicant** is required to submit a resolution that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf.

For regional projects, the funding maximum is \$800,000.00 regardless of the number of **sub-applicants** included in the application.

5. Requirements for Funding

As part of both the development of the application package and the delivery of the **approved project**, local governments are encouraged to proactively engage local First Nations and Indigenous organizations, such as Friendship Centres and Métis Chartered Communities. Engagement by local governments both locally and regionally can help build relationships with First Nations, support harmonization of land use planning, and enhance reconciliation. More information on engagement best practices is available [here](#).

As part of the Approval Agreement, **approved projects** must meet the following requirements for funding:

- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.
- Where applicable, to qualify for funding, for any professional activities required to obtain authorizations or permits, be developed and signed by a qualified professional as per the *Professional Governance Act*.

6. Eligible and Ineligible Costs and Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Table 1 identifies examples of activities that are eligible for funding. Please note that an internal review of current development approvals may be valuable before undertaking specific projects, but is not a pre-requisite for funding. However, evidence of readiness and/or rationale to undertake proposed activities is required in the application form and may contribute to higher application scores.

It is expected that proposed activities may involve internal or external partnerships. Please refer to [Section 4](#) for funding requirements for working with external partners. Eligible activities must be cost-effective.

Table 1: Activities Eligible for Funding

- A. Developing, reviewing, and/or updating internal development approvals processes to improve efficiency and effectiveness. For example:
- Planning, training, and facilitating to improve collaboration between departments to improve development approvals process.
 - Planning and making recommendations for triaging development applications at the submission stage to identify incomplete, straight forward, complex, or high priority (e.g., aligned with council priorities on affordable and rental housing) applications and have a different process for acting on each kind.
 - ~~Reviewing and updating building permit application forms to align with the [Province's standardized permit checklist](#).~~
 - Reviewing and updating internal approvals processes, including guidelines and bylaws, to support the efficient approval of projects using **standardized designs** from a variety of sources, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation's [Housing Design Catalogue](#), or others.
 - Identifying opportunities to support the adoption of **modern methods of construction** such as **offsite construction** methodologies including volumetric **modular** or panelized construction, including review of bylaws or permit processes relating to standards such as CSA A277, especially in connection with standardization of permitting and approvals.

Table 1: Activities Eligible for Funding (continued)

- B. Developing, reviewing, and/or updating development approvals guidance for staff and/or applicants. For example:
- Creating guides, templates, webinars, and/or checklists for applicants and/or staff.
 - Creating guidelines that define what constitutes a major or minor amendment change.
 - Change management training and capacity building for staff or elected officials.
 - Process improvements to support the use of **standardized designs** or **modern methods of construction** and updates to guidelines, policies, procedures, and bylaws.
- C. Reviewing and making recommendations to improve development approval procedures bylaw. For example:
- Delegating authority to staff to make decisions where appropriate, including delegating technical development permits to staff.
- D. Reviewing zoning bylaw(s) and providing recommendations to improve development approval processes. For example:
- Reducing the need for commonly requested variances.
 - Simplifying and expediting the use of **standardized design** catalogues.
 - Supporting the use of **modern methods of construction** including **offsite construction**, **prefabricated construction**, and **modular construction**.
- E. Reviewing other land use bylaw(s) and providing recommendations to improve the development approval process. For example:
- Reviewing official community plans or regional growth strategies to identify opportunities to improve development approval process.
 - Reviewing community plans, zoning, and development processes to support the use of **modern methods of construction**, such as ensuring that **modern methods of construction** are not restricted through zoning.
- F. Facilitating collaboration or coordination with external partners (e.g., development community, provincial Ministry, First Nations, other local governments). For example:
- Developing communication materials, user guidelines, and/or training modules for development approvals.
 - Establishing a pre-application process and/or guidelines (e.g., pre-application developer meetings; pre-application public engagement).
 - Training external partners on the development approvals process.
 - Coordinating with neighbouring communities to increase consistency across jurisdictions.
- G. Improving information technology to facilitate uptake and/or alignment with Building Permit Hub. For example:
- Working with existing software provider(s) to establish/update application programming interfaces (APIs), software, and workflows to enable integration with Building Permit Hub.
 - Change management and/or staff training on Building Permit Hub adoption and associated updates to internal processes, workflows, or information technology (IT) systems.

Table 1: Activities Eligible for Funding (continued)

- Publishing of policies and bylaws into a machine-readable format that is consistent with the Province's approach to publishing the BC Building Code in machine readable format.
- H. Other activities that enable local governments to make use of **modern methods of construction** and **standardized designs**.
- I. Other activities that support the improvement of the local government development approval process and that meet the intent of the program may be considered for funding.

Additional Eligible Costs and Activities

The following expenditures are also eligible provided they relate directly to eligible activities identified in Table 1:

- Incremental applicant staff (e.g., creating a new position or adding new responsibilities to an existing position). Eligible expenses include wages/salary, mandatory employment related costs as required by federal or provincial law, and other employment related costs as required by the approved applicant.
- Consultant costs. Please note: if you intend to hire a qualified professional to support proposed activities, professional consultant rates will only be considered for activities that represent respective professions. For other activities (e.g., event planning) consultant rates are expected to be commensurate with the type of activity being undertaken.
- Public information costs (e.g., FAQs, webinars for the public, guidance on how to participate in the public process, role of the decision-maker in the process).
- Honoraria for equity-denied populations or service organizations that support equity-denied populations.
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials.
- Reporting on **approved projects** (to Board or Council, other levels of government, etc.).

Ineligible Costs and Activities

Any activity that is not outlined in Table 1 or the 'Additional Eligible Costs and Activities' section, or is not directly connected to activities approved in the application, is not eligible for grant funding. This includes:

- Purchasing, developing, or implementing new or upgraded digital platforms (hardware) or software that are not directly tied to the adoption of Building Permit Hub or digitization of bylaws.
- Development or update of housing needs reports, official community plans, regional growth strategies, local area plans, master plans, zoning bylaws, etc.
- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees).
- Routine or ongoing planning costs or planning activities that are not incremental to the project (e.g., costs related to bylaw adoption).
- Regular salaries and/or benefits of **primary applicant** or **sub-applicant(s)** staff or partners.
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities.
- Major capital improvements or major renovations to existing facilities, and/or construction of new, permanent facilities.

- Audit fees, legal fees, interest fees, or fees to incorporate a society.
- Fundraising, lobbying, or sponsorship campaigns.
- Project-related fees payable to the **primary applicant** or **sub-applicant(s)** (e.g., permit fees).
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members.

7. Application Requirements and Process

The [LGPS Online Application Tool](#) is required to be used. Refer to [Appendix 2](#) for full information.

Application Deadline

The application deadline is **March 13, 2026**. Applicants will be advised of the status of their applications within 90 days of the application deadline.

Required Application Contents

All applicants are required to complete the LGPS Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments.
- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that are from a single applicant and request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.
- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or **in-kind contributions** expenditures must be identified. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- For projects with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
 - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

Refer to [Appendix 2](#) for more information on the new process and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of all applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

As required, the Evaluation Committee will assess and score all eligible applications. Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Higher application review scores will be given to projects that:

- Demonstrate alignment with intent of the Local Government Development Approvals program.
- Are outcome-based and include performance measures.
- Provide evidence of readiness to undertake proposed activities.
- Where applicable, demonstrate transferability to other local governments in BC.
- Include internal local government cross-departmental collaboration and/or collaboration with one or more external partners (e.g., development community, provincial Ministry, First Nations, other local governments, BC Hydro etc.).
- Where applicable, are in alignment with other local governments' digitization efforts.
- Are cost-effective.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis.

All application materials will be shared with the Province of BC.

8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The approved applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision and Payments

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants are awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and the remainder when the project is complete and UBCM has received and approved the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date;
- Description of funds expended to date (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)); and
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the **approved project**. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an **approved project**, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated Application Worksheet, detailed budget (applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#)), and an updated Council, Board, or Local Trust Committee resolution;
- For regional projects only, evidence of support from **sub-applicant(s)** for proposed amendments will be required; and
- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extensions request over six months. Extensions will not exceed one year from the date of the original final report deadline.

Recognition of Funding and Funders

When recognizing funding, please state that the Local Government Development Approvals Program is administered by the Union of BC Municipalities and funded by the Province of BC. UBCM is active on X, Bluesky, LinkedIn, and Facebook. When possible, please mention or tag UBCM on social media posts that are related to projects that are funded by programs that UBCM administers.

Guidelines on using Province of BC logos, including downloadable files, are available [here](#).

9. Final Report Requirements and Process

All funded activities must be completed within two years of notification of funding approval and the final report is due within 30 days of project completion.

Final Reports

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that indicates the actual expenditures from the Local Government Development Approvals Program grant and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the [LGPS Budget and Financial Summary Tool](#);
- Copies of any materials that were produced with grant funding (e.g., guidance material, reports on results of performance measurement);
- Photos of funded activities and/or completed projects; and,
- Links to media directly related to the funded project.

Submission of Final Reports

Final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca.

Review of Final Reports

UBCM will review all final reports to ensure the required report elements have been submitted.

All final report materials will be shared with the Province of BC.
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10. Additional Information

Union of BC Municipalities

Email: lgps@ubcm.ca

Phone: 604-270-8226 ext. 220

Appendix 1: Definitions

Approved Project: Activities included in the approved application and costs included in the approved budget.

Cash Expenditures: Direct costs properly and reasonably incurred and paid for with money by the approved **primary applicant** or **sub-applicant(s)** as part of **the approved project**. For example, catering and consultant fees can be cash expenditures.

In-Kind Contribution: The use of resources of the approved **primary applicant** or **sub-applicant(s)** for the development or implementation of the approved project. For example, the use of meeting rooms owned by the approved **primary applicant** or **sub-applicant(s)** can be an in-kind expenditure.

Modern methods of construction: Use of newer construction methodologies including **modular construction**, **offsite construction**, or other forms of **prefabricated construction** that moves construction activities into industrialized settings instead of the development site, allowing for more rapid and efficient construction.

Modular construction: Design and construction methodologies that construct building designs in large, volumetric modules, including elements of walls, floors, and fittings, that move construction into factory settings with modules delivered onto building sites and assembled into the final building form.

Offsite construction: Design and construction methodologies that move some construction methodologies off of the eventual development site and into factories or industrialized settings to maximize on efficiencies.

Prefabricated construction: Use of design and construction methodologies that maximize the use of components that are prefabricated (such as trusses, wall assemblies, floor cassettes, mechanical modules, etc.) and not “stick built” on the development site.

Primary Applicant: Eligible applicant that is the primary contact for the application and that is responsible for project oversight, grant management, and all reporting requirements.

Standardized Designs: pre-approved, customizable residential building plans or designs for housing that can help streamline the permitting process, including the [B.C. Standardized Housing Designs Catalogue](#), Canadian Mortgage and Housing Corporation’s [Housing Design Catalogue](#), or others.

Sub-Applicant(s): In the case of regional projects, the sub-applicants are eligible applicants that are included in an approved application.

Appendix 2: LGPS Online Application Tool

As outlined in [Section 7](#), Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu).
2. Name of the Primary Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact information: full name, position, email, phone.
4. Primary applicant mailing address.
5. For regional projects only: name of sub-applicant(s) and rationale for regional project.
6. Project title. Project titles should be brief but include key project activities, the area where the work will be undertaken, and the intended outcome/deliverable.
7. Proposed start and end date.
8. Estimated total project budget.
9. Estimated total grant request.
10. Other funding amount and source.
11. Project summary (provide a brief summary, no more than 500 characters).
12. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream.
13. Certification that the information is complete and accurate.
14. Name and email of person submitting application.

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Primary Applicant (local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).

3. Type of Project: identify the type of project that best describes what the funding will be used for. Check all that apply:
 - Digitization (i.e., alignment with BC Building Hub)
 - Modern methods of construction
 - Standardized design
 - Streamlining of development approval processes)
4. Local Development Context:
 - a) Description of the development trends in your community in last 5 years. This could include scale and typical type of developments, number and type of applications and permits, and/or type of applicants (large developers, builders or contractors, property owners).
 - b) General community awareness or engagement regarding development processes.
5. Rationale for Proposed Activities: based on the local development context identified in Question 4, identify the current challenges facing your local government regarding development approvals.
6. Evidence and Readiness: based on the challenges identified above provide an overview of any additional evidence for making changes to the development approval processes. This may be derived from existing internal development approval process review, strategic plan, other relevant staff report, increase in development applications, projected increase in housing need based on recent housing needs assessment.
7. Proposed Activities:
 - a) Description of the proposed specific activities that will be undertaken.
 - b) Description of how the proposed activities meet the intent of the funding program (support the implementation of established best practices and to test innovative approaches to improve development approvals processes while meeting local government planning and policy objectives), and the challenges identified in Question 5.
8. Outcomes and Performance Measures: describe the proposed outcomes and performance measures
 - a) What outcomes will indicate project success (addressing challenges identified in Q5)?
 - b) What performance measures will be used to assess these outcomes?
9. Internal and External Partnerships: indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, identify the specific agencies or organizations you intend to work with.
 - a) Internal partners (i.e., local government departments).
 - b) External partners (i.e., development community, provincial Ministry, First Nations, other local governments).
 - c) Other.
10. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Council, Board, or Local Trust Committee resolution **OR** a letter of support from the CAO or CFO for applications that request less than \$50,000 in funding. Resolutions and letters need to indicate support for the current proposed activities and willingness to provide overall grant

management. All regional applications, or applications requesting more than \$50,000 in funding, will require resolutions to be submitted.

- Detailed budget that indicates the proposed expenditures from the Local Government Development Approvals Program grant and that aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or **in-kind contributions** must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).
- For projects that include collaboration with external partners: written confirmation from the external partner confirming their role and willingness to participate.
- For regional projects only:
 - Council, Board, or Local Trust Committee resolution from the **primary applicant**, indicating support for the current proposed activities and willingness to provide overall grant management; and,
 - Council, Board, or Local Trust Committee resolution from each **sub-applicant** that clearly states their approval for the **primary applicant** to apply for, receive, and manage the grant funding on their behalf. Resolutions from **sub-applicants** must include this language.

**Documents should be submitted as Word, Excel, or PDF files.
Total file size for email attachments cannot exceed 20 MB.**

**All documents should be submitted to Local Government Program Services,
Union of BC Municipalities by email: lgps@ubcm.ca**

Please note “2026 LGDAP” in the subject line.



City of Richmond

Report to Committee

To: Planning Committee

Date: February 10, 2026

From: Peter Russell
Director, Housing

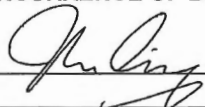

File: 08-4057-05/2025-Vol 01

Re: **Housing Agreement Amendment Application for 10388 No 2 Road (formerly 10440 and 10460 No. 2 Road)**

Staff Recommendation

That Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.

Peter Russell
Director, Housing
(604-276-4130)

REPORT CONCURRENCE		
ROUTED TO: Development Applications Law	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF DEPUTY CAO 
	SENIOR STAFF REPORT REVIEW	INITIALS: 

Staff Report

Origin

On November 12, 2024, Council approved changes to the City’s Low-End Market Rental (LEMR) Program, updating the permitted rents and income thresholds as described in the report titled “Updating the Low-End Market Rental (LEMR) Program to Support the Delivery of Affordable Housing”, dated October 16, 2024. The subject application by Sanford Housing Society would, if approved, amend the definitions of “permitted rent” and “eligible tenant” to align with the changes. On July 28, 2025, Council adopted the “Low-End Market Rental Parking, Tenant Asset and Income Limit Exceedance Policy”, being Council Policy 5475. The amendments would establish an asset limit of \$100,000 applicable to new eligible tenants only.

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

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

2.2 Develop and implement innovative and proactive solutions that encourage a range of housing options and prioritize affordability.

Analysis

Sanford Housing Society has applied to amend their housing agreement to align with the updated rent rates and income thresholds endorsed by Council in November 2024. As outlined in Table 1 below, the 12 LEMR homes secured through RZ 13-649524 adopted June 22, 2015, and Housing Agreement (10440 and 10460 No. 2 Road) Bylaw 9246 adopted May 25, 2015, at the subject property (currently addressed as 10388 No 2 Road) are currently occupied. The ability to charge the updated rent rates and apply the noted income thresholds would only apply at the time of any tenant turnover. Consideration of assets would form part of any future statutory declaration process and only apply to new tenancies.

Table 1: Details for 10440 and 10460 No. 2 Road

Owner / Beneficial Owner	Address	No. of LEMR Units	Occupancy Status	Operator	Amendment Bylaw
Sanford Housing Society / Provincial Rental Housing Corporation	10388 No. 2 Road (formerly 10440 and 10460 No. 2 Road)	12	Occupied	Sanford Housing Society	Housing Agreement (10440 and 10460 No. 2 Road) Bylaw 9246, Amendment Bylaw 10691

The amending bylaw, if adopted, would have the effect of repealing and replacing the existing housing agreement. The repeal and replace approach ensures consistency in the terms of the agreement and lessens the administrative burden when carrying out the statutory declaration process.

In addition to amendments pertaining to rents and income thresholds, the changes include drafting updates that modernize the older agreement without altering the core obligations of the owner. Notable changes to the agreement are outlined below:

- The application seeks to amend the definitions of “permitted rent” and “eligible tenant”. Council’s approval of the requested amendment would bring maximum rent rates and income thresholds into alignment with the rates established within the City’s updated LEMR program framework. Specifically, the amendment would set permitted rent rates at 10 per cent below CMHC average market rents applicable to the City of Richmond, and income thresholds would be set at the point at which annual rents reflect 30 per cent of the gross (before-tax) household income.
- The amendment bylaw includes a provision to allow the LEMR owner to charge tenants for parking in accordance with Council Policy 5475.
- The amendment bylaw includes a provision to set a maximum household asset limit of \$100,000.00 per Council Policy 5475.

Existing tenants would not be impacted by the increased rental rates as their rents are subject to the protections provided under the *Residential Tenancy Act*.

Financial Impact

None

Conclusion

The proposed housing agreement amendment aligns maximum permitted rents and tenant eligibility with the rates and limits endorsed by Council in November 2024. It is recommended that Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691 be introduced and given first, second, and third readings.



Laurel Eyton
Planner 1, Affordable Housing
(604-247-4944)



**Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246,
Amendment Bylaw No. 10691**

The Council of the City of Richmond enacts as follows:

1. **Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246** is hereby amended by deleting Schedule A thereto and replacing it with Schedule 1 to this Bylaw.
2. This Bylaw is cited as **“Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw No. 10691”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division <i>elm</i>
APPROVED for legality by Solicitor <i>LS</i>

MAYOR

CORPORATE OFFICER

Schedule 1 to Bylaw 10691

SCHEDULE A

**To Housing Agreement (10440 and 10460 No. 2 Road) Bylaw No. 9246, Amendment Bylaw
No. 10691**

**HOUSING AGREEMENT BETWEEN SANFORD HOUSING SOCIETY, THE
PROVINCIAL RENTAL HOUSING CORPORATION, AND THE CITY OF
RICHMOND**

AFFORDABLE HOUSING AGREEMENT
(Section 483, *Local Government Act* (BC))

THIS AGREEMENT is dated for reference _____, 2026

AMONG:

PROVINCIAL RENTAL HOUSING CORPORATION (Inc. No. BC0052129), a corporation incorporated under the *Business Corporations Act* (BC), having an office at 1701 – 455 Kingsway, Burnaby, BC V5H 4V8

(the “**PRHC Owner**”)

AND:

SANFORD HOUSING SOCIETY (Inc. No. S0024943), a society incorporated pursuant to the *Societies Act* (BC), having an address at 225 West 2nd Avenue, Vancouver, BC V5Y 1C7

(the “**Society Owner**”, and together with the PRHC Owner, the “**Owner**”)

AND:

CITY OF RICHMOND, a municipal corporation pursuant to the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia V6Y 2C1

(the “**City**”)

WHEREAS:

- A. Capitalized terms used in these Recitals and in this Agreement shall have the meanings ascribed in Section 1.1;
- B. Pursuant to Rezoning Application nos. RZ 13-649524 and DP 15-692659, the original owner (the “**Developer**”) of the Parent Parcel, which includes the Lands, entered into a housing agreement (the “**Original Housing Agreement**”), which Original Housing Agreement was enacted under Bylaw No. 9246 by the City’s Council on May 25, 2015 pursuant to Section 483 of the *Local Government Act*, which permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements that may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent that may be charged for housing units;
- C. The Original Housing Agreement was noted on title to the Parent Parcel under number CA5083452;
- D. In connection with completion of the Development, the Developer subdivided the Parent Parcel to create, inter alia, the Lands, and transferred its registered and beneficial interests in the PRHC Lands to the PRHC Owner and the Society Lands to the Society Owner, respectively; and

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)
Application No. RZ 13-649524, RZC 20, DP 15-692659, Original HA Bylaw 9246, Amendment HA Bylaw 10691

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- E. In order to address certain updates regarding affordable housing, the Owner has requested and the City has agreed to replace the Original Housing Agreement with this Agreement to provide for affordable housing, pursuant to the Affordable Housing Strategy, on the terms and conditions set out in this Agreement.

NOW THEREFORE in consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

**ARTICLE 1
DEFINITIONS AND INTERPRETATION**

1.1 In this Agreement the following words have the following meanings:

- (a) **“Affordable Housing Parking”** means parking allocated for the exclusive use of any Affordable Housing Unit (pursuant to the Housing Covenant);
- (b) **“Affordable Housing Strategy”** means the Richmond Affordable Housing Strategy approved by the City on March 12, 2018, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (c) **“Affordable Housing Unit”** means a Dwelling Unit or Dwelling Units located or to be located on the Lands and designated as such in accordance with any Building Permit or Development Permit issued by the City or, if applicable, in accordance with any rezoning consideration applicable to the Development and includes, without limiting the generality of the foregoing, the Dwelling Units located or to be located on the Lands charged by this Agreement;
- (d) **“Agreement”** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (e) **“Assets”** means property owned by a person or company, regarded as having value and available to meet debts, commitments, or legacies, and for the purposes of this Agreement include, in particular, the following:
 - (i) stocks, bonds, term deposits, mutual funds and cash;
 - (ii) business equity in a private incorporated company including cash, GICs, bonds, stocks or real estate; and
 - (iii) real estate equity, net of debt,and exclude, in particular, the following:
 - (iv) Registered Education Savings Plans (RESPs), Registered Retirement Saving Plans (RRSPs), Registered Disability Savings Plans (RDSPs), and Registered Retirement Income Funds (RRIF);
 - (v) trade and business tools essential to continue currently active employment, such as farm equipment, specialized tools and vehicles;

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)
Application No RZ 13-649524, RZC 20. DP 15-692659, Original HA Bylaw 9246. Amendment HA Bylaw 10691

- (vi) personal effects;
- (vii) bursaries or scholarships from educational institutions for any household member that is a current student; and
- (viii) assets derived from compensatory packages from any government, for example Indian Residential School Settlements and Japanese Canadian Redress;
- (f) **“Blundell Area Plan”** means the portion of the OCP known as the City of Richmond Blundell Area Plan, as may be amended or replaced from time to time;
- (g) **“Building”** means any building constructed on the Parent Parcel, including the Lands;
- (h) **“Building Permit”** means a building permit authorizing construction on the Lands, or any portion(s) thereof;
- (i) **“City”** means the City of Richmond;
- (j) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (k) **“CMHC”** means the Canada Mortgage and Housing Corporation or its successor in function;
- (l) **“CMHC Average Rental Rates”** means the most recent CMHC average market rent per month, reported through the annual CMHC Rental Market Survey, for the City of Richmond and applicable to the unit type and number of bedrooms, based on the rates available at the time a Tenant enters into a Tenancy Agreement, provided that if the number of bedrooms in a unit exceeds three, then such CMHC average market rent applicable to “3 Bedroom +” shall apply;
- (m) **“Common Amenities”** means, together, the Common Recreational Facilities and the Common Transportation Facilities;
- (n) **“Common Recreational Facilities”** means all common space for the active or passive recreation, cultural and social enjoyment, including indoor and outdoor areas, recreational facilities and amenities, provided for the use of all residential occupants of the Development, including all Tenants, as required by the OCP, Blundell Area Plan, any rezoning consideration applicable to the Development, and the Development Permit process, including without limitation fitness facilities and related access routes;
- (o) **“Common Transportation Facilities”** means all transportation facilities provided for the use of all residential occupants of the Lands, including all Tenants, as required by the OCP, Blundell Area Plan, any rezoning consideration applicable to the Development, and the Development Permit process, including without limitation visitor parking, any required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage and supporting bicycle maintenance facilities and related access routes;
- (p) **“CPI”** means the All-Items Consumer Price Index for Vancouver, British Columbia, published from time to time by Statistics Canada, or its successor in function;

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

Application No. RZ 13-649524, RZC 20, DP 15-692659, Original HA Bylaw 9246, Amendment HA Bylaw 10691

- (q) **“Daily Amount”** means \$100.00 per day as of January 1, 2019 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2019, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to Section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (r) **“Development”** means the townhouse development constructed on the Parent Parcel, including the Lands;
- (s) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof, and includes Development Permit Application No. DP 15-692659;
- (t) **“Director, Housing Office”** means the City’s Director, Housing Office, and his or her designate;
- (u) **“Dwelling Unit”** means a residential dwelling unit located or to be located on the Lands whether such dwelling unit is a lot, strata lot or parcel, or parts or portions thereof, and includes a single family detached dwelling, duplex, townhouse, auxiliary residential dwelling unit, rental apartment, and strata lot in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (v) **“Eligible Tenant”** means a Family:
 - (i) having a cumulative gross annual income equal to or less than the amount calculated, from time to time, by the following formula:
 - A. 90% of the then current CMHC Average Rental Rate for the applicable number of bedrooms and unit type, multiplied by 12 and then divided by 0.30,

provided however that:
 - B. if there is a decrease in such then current CMHC Average Market Rental Rate following the commencement of a tenancy of an Affordable Housing Unit by such Family, such cumulative gross annual income for such Family shall be the cumulative gross annual income for such Family for the immediately preceding calendar year, adjusted on January 1st of the then current calendar year, by a percentage equal to the percentage of the increase in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, provided that if there is a decrease in the CPI for the period January 1 to December 31 of the immediately preceding calendar year, the cumulative gross annual income for the subsequent year shall remain unchanged from the previous year; and
 - C. in the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant’s permitted cumulative gross annual income in any particular year shall be final and conclusive; and

- (ii) owning Assets valued at \$100,000 or less, as calculated by the City in any particular year, in accordance with the LEMR Parking, Tenant Asset and Income Exceedance Policy; and in the absence of obvious error or mistake, any calculation by the City of the value of an Eligible Tenant's Assets in any particular year shall be final and conclusive; provided that, for clarity, this subsection (ii) and requirements in this Agreement pursuant to this subsection (ii) will not apply to Existing Tenants, as set out in the LEMR Parking, Tenant Asset and Income Exceedance Policy;
- (w) **"Existing Tenant"** means every Tenant in occupation of an Affordable Housing Unit prior to the date of City Council's adoption of Bylaw no. 10692 approving this Agreement;
- (x) **"Family"** means:
 - (i) a person;
 - (ii) two (2) or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than six (6) persons who are not related by blood, marriage or adoption;
- (y) **"GST"** means the Goods and Services Tax levied pursuant to the *Excise Tax Act*, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (z) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to Section 219 of the *Land Title Act*) charging the Lands from time to time, in respect to the construction, use and transfer of the Affordable Housing Units;
- (aa) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (bb) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (cc) **"LEMR Parking, Tenant Asset and Income Exceedance Policy"** means the Low-End Market Rental Parking, Tenant Asset and Income Exceedance Policy approved by City Council on July 28, 2025, which allows the owner of Affordable Housing Units to charge for parking and to implement an asset test limit for new Tenants, as amended or replaced from time to time;
- (dd) **"Lands"** means the PRHC Lands and the Society Lands, collectively;
- (ee) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (ff) **"LTO"** means the New Westminster Land Title Office or its successor;

- (gg) **“Occupancy Certificate”** means a certificate issued by a City building inspector permitting occupancy of a Building pursuant to the City’s *Building Regulation Bylaw* 7230, as may be amended or replaced from time to time;
- (hh) **“OCP”** means together the City of Richmond Official Community Plan Bylaw No. 7100 and Official Community Plan Bylaw No. 9000, as may be amended or replaced from time to time;
- (ii) **“Owner”** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (jj) **“Parent Parcel”** means lands formerly legally described as:
- (i) PID: 013-096-788, Parcel “G” (Reference Plan 15820), Except Part in Plan LMP6582 Section 31 Block 4 North Range 6 West New Westminster District; and
 - (ii) PID: 002-231-000, Parcel “E” (Reference Plan 6921), Except: the East 540 Feet; of the South Half of Section 31 Block 4 North Range 6 West New Westminster District,
- and includes any lot or parcel into which said Parent Parcel was Subdivided;
- (kk) **“Parking Operator”** means one of (i) the Owner, or (ii) an owner of any air space parcel formed by the registration of an air space subdivision plan in respect of the Lands or (iii) any other company or entity, to whom the Owner grants a long-term lease, or other contractual right, over all (and not only some) of the parking spaces in the Development which are designated for the use of the Tenants, in order to facilitate the use, operation and management of such parking spaces, and the Parking Operator may be related or unrelated to the Owner;
- (ll) **“Permitted Rent”** means:
- (i) an amount which does not exceed 90% of the then current CMHC Average Rental Rate, as of the time an Eligible Tenant enters into a Tenancy Agreement, provided that:
 - (ii) such amount may be adjusted by the maximum percentage rental increase permitted by the *Residential Tenancy Act* independent of any exemption status of the Owner (i.e. non-profit housing society) during the period of time that the applicable Affordable Housing Unit is occupied by the Eligible Tenant under the Tenancy Agreement; and
 - (iii) in the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;
- (mm) **“PRHC Lands”** means certain lands and premises legally described as:

- (i) 2 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-328, Strata Lot 2, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (ii) 3 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-036, Strata Lot 3, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (iii) 14 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-141, Strata Lot 14, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (iv) 15 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-150, Strata Lot 15, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (v) 20 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-206, Strata Lot 20, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (vi) 21 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-214, Strata Lot 21, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;

including a Building or a portion of a Building located thereon;

- (nn) “*Real Estate Development Marketing Act*” means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (oo) “*Residential Tenancy Act*” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (pp) “*Residential Tenancy Regulation*” means the *Residential Tenancy Regulation*, B.C. Reg. 477/2003, together with all amendments thereto and replacements thereof;
- (qq) “**Senior**” means an individual of the age defined by the City as a senior for the purposes of City programs, as may be amended from time to time and at the time of this Agreement being defined as 55 years of age and older;
- (rr) “**Society Lands**” means certain lands and premises legally described as:
 - (i) 32 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-320, Strata Lot 32, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
 - (ii) 33 – 10388 No. 2 Road, Richmond, BC
PID: 029-934-338, Strata Lot 33, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
 - (iii) 49 – 10388 No. 2 Road, Richmond, BC

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PID: 030-056-314, Strata Lot 56, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;

- (iv) 50 – 10388 No. 2 Road, Richmond, BC
PID: 030-056-322, Strata Lot 57, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (v) 55 – 10388 No. 2 Road, Richmond, BC
PID: 030-056-373, Strata Lot 62, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;
- (vi) 56 – 10388 No. 2 Road, Richmond, BC
PID: 030-056-381, Strata Lot 63, Section 31 Block 4 North Range 6 West, New Westminster District Strata Plan EPS3645;

including a Building or a portion of a Building located thereon;

- (ss) “**Strata Property Act**” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (tt) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (uu) “**Tenancy Agreement**” means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (vv) “**Tenant**” means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;

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- (f) the provisions of Section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- (k) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
- (l) the terms “shall” and “will” are used interchangeably and both will be interpreted to express an obligation. The term “may” will be interpreted to express a permissible action.

**ARTICLE 2
USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS**

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by an Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner’s family members (unless the Owner’s family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, “permanent residence” means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor’s discretion, such further amendments or additions as deemed necessary) attached as Schedule A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 Notwithstanding that the Owner may otherwise be entitled, the Owner will, in respect of the Development:

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- (a) take no steps to compel the issuance of, and the City will not be obligated to issue, the Development Permit, unless and until the Owner, has:
 - (i) submitted to the City a Development Permit application that includes the Affordable Housing Units and all Common Amenities and other ancillary spaces assigned for the exclusive use of an Affordable Housing Unit; and
 - (ii) at its cost, executed and registered against title to the Lands, or portion thereof, such additional legal agreements required by the City to facilitate the detailed design, construction, operation, and management of the Affordable Housing Units, and all ancillary and related spaces, uses, common areas, and features as determined by the City through the Development Permit approval process for the Lands, or portion thereof;
- (b) take no steps to compel the issuance of, and the City will not be obligated to issue, a Building Permit, unless and until the Owner has submitted to the City a Building Permit application that includes the Affordable Housing Units and all Common Amenities and other ancillary and related spaces, uses, common areas, and features, in accordance with the Development Permit for the Lands;
- (c) not apply for an Occupancy Certificate in respect of the Development, nor take any action to compel issuance of an Occupancy Certificate, for provisional or final occupancy, unless and until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas, and the Building(s) in which the Affordable Housing Units are situated, have been constructed in accordance with this Agreement, the Housing Covenant, the Development Permit, the Building Permit, and any applicable City bylaws, rules or policies, to the satisfaction of the City;
 - (ii) the Owner is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Owner in connection with the Affordable Housing Units, any facilities for the use of the Affordable Housing Units, including parking and any shared indoor or outdoor amenities; and
 - (iii) the Owner has delivered to the City, a letter of assurance, in form and content satisfactory to the City, from the Owner's architect for the Building(s) in which the Affordable Housing Units are situated, confirming that the Affordable Housing Units, and the Building(s) in which the Affordable Housing Units are situated, have been constructed in accordance with the Development Permit, the Building Permit, and this Agreement;
- (d) not permit the Development or any portion thereof to be occupied, unless and until the Affordable Housing Units have received an Occupancy Certificate granting provisional or final occupancy of the Affordable Housing Units; and
- (e) not Subdivide the Affordable Housing Units into individual strata lots or air space parcels without the City's prior written consent; and in the event that the Affordable Housing Units are Subdivided into individual Strata Lots by a Strata Plan, all of the Affordable

Housing Units will be owned legally and beneficially by the same individual or entity, and for clarity, will be subject to subsection 3.3(a).

**ARTICLE 3
DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

- 3.1 The Owner will not permit an Affordable Housing Unit or any Common Amenity assigned for the exclusive use of an Affordable Housing Unit to be subleased, or an Tenancy Agreement to be assigned, except as required under the *Residential Tenancy Act* and provided that for the avoidance of doubt, the Owner shall not exercise any discretion afforded to it under the *Residential Tenancy Act* to consent to any sublease or assignment which would result in the occupation or use of an Affordable Housing Unit or Common Amenity assigned for the exclusive use of an Affordable Housing Unit which is prohibited by or inconsistent with the terms and conditions of this Agreement or which would preclude the Owner from otherwise being able to comply with the terms and conditions of this Agreement.
- 3.2 The Owner will not permit an Affordable Housing Unit to be used for short term rental purposes (being rentals for periods shorter than 30 days), or any other purposes that do not constitute a “permanent residence” of a Tenant or an Eligible Tenant.
- 3.3 If this Housing Agreement encumbers more than one Affordable Housing Unit, the following will apply:
- (a) the Owner will not, without the prior written consent of the City, sell or transfer less than all of the Affordable Housing Units located in one building in a single or related series of transactions, with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than all of the Affordable Housing Units in one Building; and
 - (b) the Lands will not be Subdivided such that one or more Affordable Housing Units form their own air space parcel, separate from other Dwelling Units, without the prior written consent of the City.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Owner will ensure that each Tenancy Agreement:
- (a) includes the following provision:

“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City of Richmond (the “City”) and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Owner with the City’s Affordable Housing Strategy, policies and requirements with respect to the provision and administration of affordable housing within the municipality and for no other purpose, each month during the Tenant’s occupation of the Affordable Housing Unit:

 - (i) a statement of the total, gross annual income, once per calendar year, from all sources (including but not limited to employment, disability, retirement, and

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- investment) of all members of the Tenant's household who are 18 years of age and over and who reside in the Affordable Housing Unit;
 - (ii) a statement of the total value of Assets owned by all members of the Tenant's household who are 18 years of age and over and who reside in the Affordable Housing Unit;
 - (iii) the number of occupants of the Affordable Housing Unit;
 - (iv) the number of occupants of the Affordable Housing Unit 18 years of age and under; and
 - (v) the number of occupants of the Affordable Housing Unit who are Seniors;
 - (b) defines the term "Landlord" as the Owner of the Affordable Housing Unit; and
 - (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.
- 3.5 If the Owner sells or transfers any Affordable Housing Units, the Owner will notify the City Solicitor and the Director, Housing Office of the sale or transfer within three (3) days of the effective date of sale or transfer.
- 3.6 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
 - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
 - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities and will not Subdivide the Lands unless all easements and rights of way are in place to secure such use;
 - (d) the Owner will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;
 - (iii) strata property contingency reserve fees;
 - (iv) extra charges or fees for use of any Common Amenities, common property, limited common property, or other common areas, facilities or amenities, including without limitation bicycle storage, electric vehicle and bicycle charging stations or related facilities;

- (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
- (vi) property or similar tax;

provided, however, that if either the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees or the Affordable Housing Unit is not part of a strata unit, an Owner may charge the Tenant the Owner's cost, if any, of:

- (vii) providing cable television, telephone, other telecommunications, electricity (including electricity fees and charges associated with the Tenant's use of electrical vehicle and bicycle charging infrastructure) or district energy charges (including for heating, cooling, or domestic hot water heating);
- (viii) a Tenant's exclusive use of one or more Affordable Housing Parking spaces in accordance with and to the maximum amounts set out in the LEMR Parking, Tenant Asset and Income Exceedance Policy; provided that, for clarity, the Owner will not require Existing Tenants to pay for the exclusive use of one or more Affordable Housing Parking spaces as set out in the LEMR Parking, Tenant Asset and Income Exceedance Policy;
- (ix) installing electric vehicle charging infrastructure (in excess of that pre-installed by the Owner at the time of construction of the Development) by or on behalf of the Tenant; and
- (x) paying security fees for the use of guest suites (if any) or security and cleaning fees related to the use of any party or meeting room located on the Lands (if any) that are associated with the Tenant's use of such facilities, provided that such charges are the same as those payable by any other residential occupant of the Development;

- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in Section 1.1(v)(i) of this Agreement;
 - (iii) the value of the total Assets of an Eligible Tenant rises above the applicable maximum amount specified in Section 1.1(v)(ii) of this Agreement;
 - (iv) the Affordable Housing Unit is occupied by more than the number of people the City determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;

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- (v) the Affordable Housing Unit remains vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent; and/or
- (vi) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part, except as may be required by the *Residential Tenancy Act* and in such circumstance, the Tenant may not sublease the Affordable Housing Unit or assign the Tenancy Agreement (A) without the prior consent of the Owner, and (B) to anyone who is not an Eligible Tenant,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for Section 3.6(g)(ii) and Section 3.6(g)(iii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant or value of Assets rises above amounts prescribed in Section 1.1(v), Eligible Tenant, of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective on the date that is the greater of 30 days following the date of the notice of termination and the minimum amount of notice required by the *Residential Tenancy Act*. In respect of Section 3.6(g)(ii) and Section 3.6(g)(iii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

3.7 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

3.8 The Owner shall not impose any age-based restrictions on Tenants of Affordable Housing Units, unless expressly permitted by the City in writing in advance.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

4.1 The Owner will not demolish an Affordable Housing Unit unless:

- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
- (b) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

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and, in each case, a demolition permit for the Affordable Housing Unit, as applicable, has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw, which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation, or imposes age-based restrictions on Tenants of Affordable Housing Units, will have no force and effect, unless expressly approved by the City in writing in advance.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any Common Amenities, common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation contrary to Section 3.6(d).
- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for anything contrary to Section 3.6(d), including without limitation paying for the use of bicycle storage, electric vehicle and bicycle charging stations or related facilities. For clarity, the strata corporation may levy such bicycle storage, electric vehicle and bicycle charging stations or related facilities charges or fees on all of the other owners, tenants, any other permitted occupants or visitors of all of the strata lots in the applicable strata plan which are not Affordable Housing Units.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any Common Amenities, common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of these facilities by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

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**ARTICLE 6
DEFAULT AND REMEDIES**

6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if:

- (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
- (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent; or
- (c) the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

then the Owner will pay the Daily Amount for each applicable Affordable Housing Unit to the City for every day that the breach continues after ten (10) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.

6.2 Notwithstanding Section 6.1:

- (a) if the breach arises solely as a result of an enactment of a strata bylaw by a strata corporation contrary to this Agreement, the City will not charge the Daily Amount to the registered owner of the Affordable Housing Units, except in their capacity as one of the owners of such strata corporation; and
- (b) if the default cannot be remedied within the applicable cure period, and the Owner has, to the satisfaction of the City:
 - (i) delivered to the City the method and schedule for remedying the default;
 - (ii) commenced remedying the default; and
 - (iii) been diligently and continuously proceeding to remedy the default within the estimated schedule,

the City will not charge the Owner with the Daily Amount with respect to the breach of the Agreement unless, in the City's opinion, the Owner has ceased to diligently and continuously work to remedy the default within the estimated schedule.

6.3 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set out in the Housing Covenant shall also constitute a default under this Agreement.

**ARTICLE 7
MISCELLANEOUS**

7.1 **Housing Agreement**

The Owner acknowledges and agrees that:

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

Application No. RZ 13-649524, RZC 20, DP 15-692659, Original HA Bylaw 9246, Amendment HA Bylaw 10691

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- (a) this Agreement includes a housing agreement entered into under Section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under Section 483 of the *Local Government Act* prior to the Lands having been Subdivided, then after the Lands are Subdivided and after an Occupancy Certificate has been issued for all Affordable Housing Units, this Agreement will secure only the legal parcels which contain the Affordable Housing Units, including the common property of any applicable strata corporation; and the City will partially release this Agreement accordingly, provided however that:
 - (i) the City has no obligation to execute the necessary documents for release until a written request therefor from the Owner is received by the City, which request includes the registrable form of release (Form 17 (Cancellation of Charge, Notation or Filing));
 - (ii) the cost of the preparation of the aforesaid release, and the cost of registration of the same in the Land Title Office is paid by the Owner;
 - (iii) the City has a reasonable time within which to execute such documents for the Form 17 (Cancellation of Charge, Notation or Filing) and return the same to the Owner for registration; and
 - (iv) the Owner acknowledges that such release is without prejudice to the indemnity and release set forth in Sections 7.5 and 7.6.

The Owner acknowledges and agrees that notwithstanding a partial release of this Agreement, this Agreement will be and remain in full force and effect and, but for the partial release, otherwise unamended.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 Modification

Subject to Section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

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7.4 Management

The Owner covenants and agrees that it will ensure good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands at no cost or charge to the Tenant.

If applicable, the Owner further covenants and agrees that it will vote:

- (a) as owner of the Affordable Housing Units, in any applicable annual general meetings or special general meetings of the strata corporation; and
- (b) as the owner of the air space parcel or remainder parcel containing the Affordable Housing Units at any applicable meetings of the owners of the other Subdivided parcels of the Lands,

to ensure that the Common Amenities are maintained in a good state of repair by the strata corporation which includes the Affordable Housing Units and any of the Common Amenities, and the owner of the applicable air space parcel or remainder parcel which includes any of the Common Amenities, and/or the Parking Operator, as applicable.

If the Owner fails to ensure good and efficient management of the Affordable Housing Units and, as applicable, Common Amenities, as applicable, or maintain the Affordable Housing Units and, as applicable, Common Amenities as required by this Section 7.4, then, after applicable notice and cure periods, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage and maintain the Affordable Housing Units and applicable Common Amenities.

7.5 Indemnity

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City's refusal to issue a Development Permit, Building Permit, or Occupancy Certificate for, or refusal to permit occupancy of, any Building, or any portion thereof, constructed on the Lands arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; or

Affordable Housing Agreement (Section 483, *Local Government Act*)
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- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;
- (b) the City's refusal to issue a Development Permit, Building Permit, or Occupancy Certificate for, or refusal to permit occupancy of, any Building, or any portion thereof, constructed on the Lands arising out of or in connection, directly or indirectly, or that would not or could not have occurred "but for" this Agreement; or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement, including but not limited to Sections 7.5 and 7.6, will survive termination or discharge of this Agreement.

7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under Section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the Building or any portion thereof, including any Affordable Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To: Clerk, City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1,

with copies to: City Solicitor, and the Director, Housing Office,

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owner contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No 2 Rd (Sanford Housing Society)

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7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.24 Limitation on Owner's Obligations


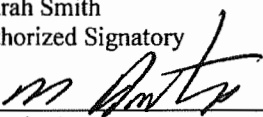
The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands, or parts thereof, provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, or parts thereof, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands, or parts thereof. For the avoidance of doubt, the Owner shall only be liable for breaches of this Agreement as registered owner of those portions of the Lands from which this Agreement has not been discharged in accordance with and subject to Section 7.1.

7.25 Counterparts

This Agreement may be signed by the parties hereto in counterparts and by facsimile or pdf email transmission, each such counterpart, facsimile or pdf email transmission copy shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument and may be compiled for registration, if registration is required, as a single document.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

PROVINCIAL RENTAL HOUSING CORPORATION, by its authorized signatory(ies):

Per: 
Name: Sarah Smith
Title: Authorized Signatory
Per: 
Name: Martin Austin
Title: Authorized Signatory

SANFORD HOUSING SOCIETY, by its authorized signatory(ies):

Per: _____
Name:
Title:
Per: _____
Name:
Title:

CITY OF RICHMOND
by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor
Per: _____
Claudia Jesson, Corporate Officer

CITY OF RICHMOND
APPROVED for content by originating dept.
Legal Advice
DATE OF COUNCIL APPROVAL (if applicable)

Affordable Housing Agreement (Section 483, *Local Government Act*)
Kingsley Estates, 10388 No. 2 Rd (Sanford Housing Society)

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IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

PROVINCIAL RENTAL HOUSING CORPORATION, by its authorized signatory(ies):

Per: _____
Name:
Title:

Per: _____
Name:
Title:

SANFORD HOUSING SOCIETY, by its authorized signatory(ies):

Per: Dane Jansen
Name: Dane Jansen
Title: Director

Per: Deena Boeck
Name: Deena Boeck
Title: Director

CITY OF RICHMOND
by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
Claudia Jesson, Corporate Officer

CITY OF RICHMOND APPROVED for content by originating dept.
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SCHEDULE A to Housing Agreement

STATUTORY DECLARATION (Affordable Housing Units)

CANADA) IN THE MATTER OF Unit Nos. _____ - _____)
) (collectively, the "Affordable Housing Units") located at)
) _____,)
PROVINCE OF BRITISH) (street address), British Columbia, and Housing Agreement)
COLUMBIA) dated _____, 20____ (the "Housing)
) Agreement") between)
TO WIT:) _____ and the)
) City of Richmond (the "City"))

I, _____ (full name),
of _____ (address) in the Province
of British Columbia, DO SOLEMNLY DECLARE that:

- 1. I am the registered owner (the "Owner") of the Affordable Housing Units;
or,
I am a director, officer, or an authorized signatory of the Owner and I have personal knowledge of the matters set out herein;
2. This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units and information as of the ___ day of _____, 20___;
3. To the best of my knowledge, continuously since the last Statutory Declaration process:
a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
b) the Owner of the Affordable Housing Units complied with the Owner's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;
4. The information set out in the table attached as Appendix A hereto (the "Information Table") in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration; and

Page 1 of 2 - continued on next page...

... continued from Page 1 – Page 2 of 2

- 5. I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such information relates to the Affordable Housing Unit occupied by such occupant/resident; and (ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

And I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at _____)
 _____ in the)
 Province of British Columbia, Canada, this)
 _____ day of _____, 20____)
 _____)
 _____)
 A Notary Public and a Commissioner for taking)
 Affidavits in and for the Province of British)
 Columbia)
)
)
)

 (Signature of Declarant)

Name: _____

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.

Appendix A to Statutory Declaration

Building Name:		Building Address:		Property Manager Name:		Property Manager Phone Number:													
Property Management Company:		Property Manager Email:		Income, Assets and Rent:		Fees Collected (Provide details and explanation with the Statutory Declaration)													
Unit and Household Information				Income, Assets and Rent															
Row #	Unit #	Unit Type	Number of Occupants	Number of Occupants who are "Seniors" as defined in Housing Agreement	Starting Year of Tenancy	Related to Owner (Yes/No)	Number of Occupants 18 years and Under	Combined Before-tax Income of Occupants 18 years & Over	Income Verification Received (Yes/No)	Rent (\$/Month)	Total Assets*	Parking Fees	Move-in/ Move-out Fees	Agency Usage Fees	Other Tenant Fees				
			Becker's Income of Occupants 18 & Over (Provide one response per occupant)		3-Year Prior to Year End of Stat. Dec.		2-Year Prior to Year End of Stat. Dec.		1-Year Prior to Year End of Stat. Dec.										
			3-Year Prior to Year End of Stat. Dec.		2-Year Prior to Year End of Stat. Dec.		1-Year Prior to Year End of Stat. Dec.		Yes										
0	101	3 BR	4	1	2022	No	1	\$24,020	\$28,005	\$31,048	\$42,020	\$64,068	\$61,033	Yes	\$1,611.19	\$ 10,000	\$ -	\$ -	\$ -
1						No		\$18,000	\$10,500	\$22,784				Yes					
2						No		\$7,003	\$7,825					Yes					
3																			
4																			
5																			

Continue rows as needed.
 * Further information is available in the "Low-End Market Rental Parking, Tenant Asset and Income Exceedance Policy" (Council Policy No. 5475)

CONSENT AND PRIORITY AGREEMENT

With respect to the Affordable Housing Agreement (the “**Housing Agreement**”) made pursuant to Section 483 of the *Local Government Act* between the City of Richmond and the PRHC Owner (as defined in the Housing Agreement) and the Society Owner (as defined in the Housing Agreement) in respect of the Society Lands (as defined in the Housing Agreement), MCAP Financial Corporation (Inc. No. A0062340) (the “**Bank**”) is the holder of a mortgage and assignment of rents encumbering the Society Lands, which mortgage and assignment of rents is/are registered in the Lower Mainland Land Title Office under the following numbers: Mortgage CA5944828, modified by CA6413401, and Assignment of Rents CA5944829 (collectively, the “**Bank Charge(s)**”).

The Bank, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agree to by the Bank, hereby consents to the granting of the covenants in the Housing Agreement by the Society Owner and hereby covenants that the Housing Agreement shall bind the Bank Charge(s) in the Society Lands and shall rank in priority upon the Society Lands over the Bank Charge(s) as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Society Lands prior to the Bank Charge(s) and prior to the advance of any monies pursuant to the Bank Charge(s). The grant of priority is irrevocable, unqualified and without reservation or limitation.

MCAP FINANCIAL CORPORATION

by its authorized signatory(ies):

Per: _____

Name: _____

Title: _____

MCAP Financial Corporation

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