



**Planning Committee
Electronic Meeting**

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

**Tuesday, March 18, 2025
4:00 p.m.**

Pg. # ITEM

MINUTES

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



NEXT COMMITTEE MEETING DATE

April 8, 2025, (tentative date) at 4:00 p.m. in the Anderson Room.

PLANNING AND DEVELOPMENT DIVISION

1. **TO RESCIND THE APPOINTMENT OF AN APPROVING OFFICER**
(File Ref. No. 01-0172-02) (REDMS No. 7969178)

PLN-8

See Page PLN-8 for full report

Designated Speaker: Joshua Reis

STAFF RECOMMENDATION

That the appointment of Suzanne Smith as Approving Officer for the City, as per Council Resolution S03/5-02, adopted by Council on October 26, 2020, be rescinded.



Pg. # ITEM

2. **RICHMOND ADVISORY COMMITTEE ON THE ENVIRONMENT
2024 ANNUAL REPORT AND 2025 WORK PROGRAM**

(File Ref. No. 01-0100-30-ACEN1-01) (REDMS No. 7927679)

PLN-10

See Page PLN-10 for full report

Designated Speakers: John Hopkins and Babak Behnia

STAFF RECOMMENDATION

(1) *That the Richmond Advisory Committee on the Environment 2024 Annual Report as presented in the staff report titled “Richmond Advisory Committee on the Environment 2024 Annual Report and 2025 Work Program”, dated February 20, 2025 from the Director, Policy Planning, be received for information; and*

(2) *That the Advisory Committee on the Environment’s 2025 Work Program be approved.*



3. **RICHMOND HERITAGE COMMISSION 2024 ANNUAL REPORT
AND 2025 WORK PROGRAM AND BUDGET ALLOCATION**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 7979548)

PLN-16

See Page PLN-16 for full report

Designated Speakers: John Hopkins and Judith Mosley

STAFF RECOMMENDATION

(1) *That the Richmond Heritage Commission 2024 Annual Report, as presented in the staff report titled “Richmond Heritage Commission 2024 Annual Report and 2025 Work Program and Budget Allocation” dated February 20, 2025 from the Director, Policy Planning, be received for information; and*

(2) *That the Richmond Heritage Commission’s 2025 Work Program and Budget Allocation be approved.*



ENGINEERING AND PUBLIC WORKS DIVISION

4. **RENTAL DEVELOPMENT PARKING REQUIREMENTS**

(File Ref. No. 10-6455-04) (REDMS No. 7923762)

PLN-23

See Page PLN-23 for full report

Designated Speaker: Beata Ng

STAFF RECOMMENDATION

- (1) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640 be introduced and given first reading;*
- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640, having been considered in conjunction with:*
 - (a) *the City's Financial Plan and Capital Program; and*
 - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;

- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640, having been considered in accordance with Section 475 of the Local Government Act and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10641 be introduced and given first reading.*

5. **MANAGER'S REPORT**

ADJOURNMENT



Planning Committee

Date: Tuesday, March 4, 2025

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Michael Wolfe

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 19, 2025, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY FOURSQUARE GOSPEL CHURCH OF CANADA TO EXTEND THE TEMPORARY COMMERCIAL USE PERMIT AT UNIT 140 - 11300 NO. 5 ROAD**
(File Ref. No. TU 24-049270) (REDMS No. 7939890)

It was moved and seconded

- (1) *That the application by Foursquare Gospel Church of Canada to extend the Temporary Commercial Use Permit (TU 24-049270) at Unit 140 – 11300 No. 5 Road to permit “Religious Assembly” use be considered for a period of three years; and*

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- (2) *That the application be forwarded to the April 22, 2025, Public Hearing at 5:30pm in the Council Chambers of Richmond City Hall.*

CARRIED

2. **RICHMOND ACCESSIBILITY ADVISORY COMMITTEE 2024 ANNUAL REPORT AND 2025 WORK PROGRAM**

(File Ref. No. 08-4055-05) (REDMS No. 7934995)

In response to a query from Committee, staff advised that they are aware of the community partnership between YVR, the Pacific Autism Family Network, and the Canucks Autism Network.

Discussion ensued regarding (i) the City's ongoing commitment to remove all types of barriers, including ways to better serve the neurodiverse community, (ii) how the City's Enhanced Accessibility Design Guidelines and Technical Specifications are incorporated into facility development, and (iii) sensory-friendly initiatives.

It was moved and seconded

- (1) *That the Richmond Accessibility Advisory Committee's 2024 Annual Report, as presented in the staff report titled "Richmond Accessibility Advisory Committee 2024 Annual Report and 2025 Work Program", dated February 6, 2025, from the Director, Community Social Development, be received for information; and*
- (2) *That the Richmond Accessibility Advisory Committee's 2025 Work Program be approved.*

CARRIED

3. **SENIORS STRATEGY HIGHLIGHTS REPORT 2023–2024**

(File Ref. No. 07-3400-01) (REDMS No. 7937435)

In response to queries from Committee, staff advised that (i) 31% of Richmond's senior population is 65-74 years old, and 47% is 55-64 years old and (ii) research has shown that aging is not necessarily associated with chronological age, and that multiple factors contribute to aging.

It was moved and seconded

- (1) *That the Seniors Strategy Highlights Report 2023–2024 as outlined in the staff report titled, "Seniors Strategy Highlights Report 2023–2024", dated February 4, 2025, from the Director, Community Social Development, be received for information; and*

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- (2) *That the Seniors Strategy Highlights Report 2023–2024 be posted on the City website and distributed to key partners, local Members of Parliament, and local Members of the Legislative Assembly, including the Minister of Health, the Minister of Social Development and Poverty Reduction and the Minister of Municipal Affairs.*

CARRIED

4. **FOOD SECURITY AND AGRICULTURAL ADVISORY COMMITTEE 2024 ANNUAL REPORT AND 2025 WORK PROGRAM**

(File Ref. No. 01-0100-30-AADV1-01) (REDMS No. 7889019)

It was moved and seconded

- (1) *That the Food Security and Agricultural Advisory Committee 2024 Annual Report, as presented in the staff report titled “Food Security and Agricultural Advisory Committee 2024 Annual Report and 2025 Work Program” dated February 3, 2025 from the Director, Policy Planning, be received for information; and*
- (2) *That the Food Security and Agricultural Advisory Committee’s 2025 Work Program be approved.*

CARRIED

5. **MANAGER’S REPORT**

(i) *Pilot Program under the Real Estate Development Marketing Act*

Staff advised that effective February 25, 2025, BC Financial Services Authority has launched a pilot program allowing eligible developers with projects of more than 100 development units to extend their early marketing period from 12 to 18 months, providing developers with a total of 18 months to secure the approvals and financing required to complete their project.

In response to a query from Committee, staff advised that while the pilot program is optional, developers would have to opt in at the beginning of a project.

(ii) *Age-Friendly Initiatives*

Staff provided an overview of age-friendly cities, noting they are designed to enhance the quality of life for seniors by optimizing opportunities to remain healthy, connected, and able to participate fully in activities of their choosing.

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Staff highlighted that (i) in 2024 the City hosted three age-friendly neighbourhood groups in the Broadmoor, Hamilton and East Cambie neighbourhoods, allowing participants to meet, connect, and learn about age-friendly planning and (ii) the City has received a BC Healthy Communities Grant to facilitate a new age-friendly neighbourhood group this spring in the Blundell neighbourhood, and they hope to secure additional funding to facilitate at least one more group in 2025.

Discussion ensued regarding accessibility to the High Street area in the Hamilton neighbourhood, noting the inclusion of a level-grade connection across the building frontage.

(iii) Youth Engagement on the second State of Youth Report

Staff advised that (i) the Government of Canada is now seeking input from youth living in Canada between the ages of 16 and 29 for inclusion in the second State of Youth Report, (ii) in order to ensure Richmond youth have the opportunity to express their views, the City has circulated information about the online engagement tool to City and community Association and Society staff and the Richmond School District No. 38, and (iii) three dedicated focus groups for youth in Richmond will take place in March to capture a broad range of Richmond youth perspectives.

Discussion ensued regarding (i) mechanisms in place to obtain feedback from Richmond teachers, (ii) collaborating with the Council/School Board Liaison Committee, and (iii) opportunities to engage with different groups of youth.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:19 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 4, 2025.

Councillor Bill McNulty
Chair

Shannon Unrau
Legislative Services Associate



City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development

Date: February 24, 2025
File: 01-0172-02/2025-
Vol 01

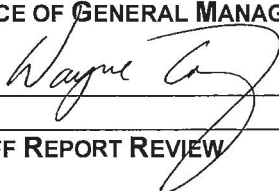


Re: To Rescind the Appointment of an Approving Officer

Staff Recommendation

That the appointment of Suzanne Smith as Approving Officer for the City, as per Council Resolution S03/5-02, adopted by Council on October 26, 2020, be rescinded.

Joshua Reis, MCIP, RPP, AICP
Director, Development
(604-247-4625)

JR:jr

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

Staff Report

Origin

The current appointments to the position of Approving Officer are:

- Wayne Craig, General Manager, Planning and Development;
- Joshua Reis, Director, Development;
- Paul Sandhu, Approving Officer/ Program Manager, Subdivision and Servicing; and,
- Suzanne Smith, Manager, Development – West.

This report seeks to rescind the appointment of Suzanne Smith as Approving Officer as she has recently resigned from the City of Richmond.

Analysis

The authority for Council to appoint an Approving Officer is found in Section 77 of the *Land Title Act*. The role of the Approving Officer is to review and consider applications for the subdivision or consolidation of land within the City in accordance with all applicable regulations and bylaws.

It is typical practice for municipalities to assign multiple Approving Officers to provide backup coverage during vacations and absences to ensure timely access to services.

Suzanne Smith was originally appointed as an Approving Officer by Council on October 26, 2020.

Financial Impact

None.

Conclusion

It is recommended that Suzanne Smith's appointment to the position of Approving Officer be rescinded.



Joshua Reis, MCIP, RPP, AICP
Director, Development
(604-247-4625)

JR:js



City of Richmond

Report to Committee

To: Planning Committee **Date:** February 20, 2025
From: John Hopkins **File:** 01-0100-30-ACEN1-01/2025-Vol 01
 Director, Policy Planning
Re: **Richmond Advisory Committee on the Environment 2024 Annual Report and 2025 Work Program**

Staff Recommendations

1. That the Richmond Advisory Committee on the Environment 2024 Annual Report as presented in the staff report titled “Richmond Advisory Committee on the Environment 2024 Annual Report and 2025 Work Program”, dated February 20, 2025 from the Director, Policy Planning, be received for information; and
2. That the Advisory Committee on the Environment’s 2025 Work Program be approved.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Climate and Environment Parks Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

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

This report 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 Strategy #2 Strategic and Sustainable Community Growth:

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

This report supports Council's Strategic Plan 2022-2026 Strategy #5 A Leader in Environmental Sustainability:

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

Analysis

2024 Annual Report

Activities undertaken by ACE are outlined in the 2024 Annual Report (Attachment 1). Highlights of the Committee's work included:

- An overview presentation of the City's Zero Carbon Step Code Requirements where members of the Committee were able to provide high level feedback to staff.
- Receiving information and providing input to City staff on the Richmond Circular City Economy as well as the associated Material Flow Analysis on two separate meetings with City staff providing an overview on the City's efforts on integrating materials from demolition and deconstruction into low carbon building projects.
- Engagement with City staff on the Terra Nova Rural Park Historical Assets Program Plan for 2024.
- Overview presentation from City staff, in coordination with an Environmental Consultant, which provided a high-level overview on the ongoing Official Community Plan Targeted Update, as related to Environmental Protection and Enhancement. The

Committee was provided with an early draft of the revised Environmentally Sensitive Areas (ESA) map for feedback.

- Information sharing and awareness as related to environmental plans and initiatives being implemented through the Vancouver Airport Authority (YVR).

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

In 2025, ACE will continue to provide guidance to Council on achieving a sustainable environment and promoting awareness on a wide-range of environmental issues.

2025 Work Program

The proposed 2025 Work Program (Attachment 2) priorities for the Committee include:

- Provide feedback on a number of projects and initiatives with an environmental component being led by a variety of departments in support of the City's sustainability goals.
- Receive overview and awareness of the Building Regulation Bylaw amendment (in force October 31, 2023) with regard to the adoption of the new Zero Carbon Step Code.
- Provide feedback on the targeted update to the Official Community Plan as it relates to Environmental Protection and Enhancement, and the ESA mapping update.
- Receive overview and provide preliminary feedback on the Riparian Management Area Update and the development of the City's Habitat Banking Program.
- An on-site tour of Richmond Nature Park's Bog Conservation Zones.
- Information sharing by the Council liaison and staff liaison to the ACE on environmental issues, including updates from representatives that participate in the Food Security and Agricultural Advisory Committee (FSAAC) and Vancouver International Airport Environmental Advisory Committee (YVR EAC).

Financial Impact

None.

Conclusion

The ACE 2024 Annual Report provides a summary of the activities undertaken by the Committee during the 2024 calendar year. The ACE 2025 Work Program outlines the Committee's priorities for the upcoming year on providing advice and guidance to Council on achieving a sustainable environment and promoting awareness on a wide-range of environmental issues.

February 20, 2025

- 4 -

It is recommended that the ACE 2024 Annual Report be received for information and the 2025 Work Program be approved.

A handwritten signature in black ink that reads "B Behnia". The signature is written in a cursive style and is underlined with a single horizontal line.

Babak Behnia
Planner 2
(604-204-8639)

BB:cas

Att. 1: Advisory Committee on the Environment 2024 Annual Report
2: Advisory Committee on the Environment 2025 Work Program

**2024 Annual Report
The Richmond Advisory Committee on the Environment (ACE)**

Projects/Initiatives	Results	Accomplishments and Comments
YVR Environmental Advisory Committee	Information sharing and updates provided to the ACE.	<ul style="list-style-type: none"> Various environmental initiatives, plans and construction activities presented to the YVR EAC were presented and summarized to the ACE members for information sharing purposes.
Recycling and Solid Waste Management	Received information about and provided input to staff on recycling and solid waste management programs and infrastructure in Richmond.	<ul style="list-style-type: none"> City staff provided information on recycling and solid waste management initiatives being looked at for 2024.
Official Community Plan (OCP) Targeted Update	Early engagement and consultation with the Committee	<ul style="list-style-type: none"> City staff and an environmental consultant provided early feedback on the Environmental Protection and Enhancement portion of the update to the OCP and received feedback from the Committee as part of the early consultation with internal stakeholders.
Parks Programs	Information sharing and obtained feedback from the Committee.	<ul style="list-style-type: none"> City staff provided an overview on Terra Nova Park Historical Assets Program Plan and the Committee provided high-level feedback and comments on impacts on diking infrastructure and ecological health in the park.
Circular Economy	Information sharing and obtained feedback from the Committee.	<ul style="list-style-type: none"> City staff provided ongoing feedback and input on the Circular City Strategy focusing on material flow analysis and ongoing efforts to gather data to achieve higher degrees of circularity.
Wildlife and Environmental Management	Information sharing.	<ul style="list-style-type: none"> City staff provided the Committee with an overview on mosquito and rodent pest management issues, challenges, opportunities as well as strategies.
Zero Carbon Code for Richmond's Building Regulations Bylaw	Information sharing and obtained feedback from the Committee.	<ul style="list-style-type: none"> Overview by City staff to the Committee on the City's approach in adopting the new Zero Carbon Step Code standards for various types of buildings to be built in the future and in line with the City's CEEP 2050 targets.
Information sharing	Information sharing amongst ACE members, Council and staff.	<ul style="list-style-type: none"> Monthly updates provided by the Council and staff liaisons to the ACE. Information sharing between the Food Security and Agricultural Advisory Committee (FSAAC) and the ACE.

**2025 Work Program
The Advisory Committee on the Environment**

Projects/Initiatives	Expected Results	Objectives and Deliverables
Park Programs – Initiatives	Information and awareness	<ul style="list-style-type: none"> • Updates on City initiatives related to the Barn Owl Box Program.
Parks – Partners for Beautification	Information and awareness Obtain feedback	<ul style="list-style-type: none"> • Provide project updates on the work to update and enhance the Partners for Beautification program at the City.
Nature Park Hydrological Study	Information and awareness Obtain feedback	<ul style="list-style-type: none"> • Provide an overview of the study, including objectives and criteria as well as an on-site Tour of Richmond Nature Park’s Bog Conservation Zones.
Environmental education and awareness	Information and awareness	<ul style="list-style-type: none"> • Tour of Iona Island Wastewater Treatment Plant (External Lead – Metro Vancouver). • Tour of District Energy Utility at Alexandra Park with focus on Sewer Heat Recovery Energy Plant Concept Design.
Official Community Plan Targeted Update	Information and awareness Obtain feedback	<ul style="list-style-type: none"> • Engage with the Committee on the progress of and updates to the policies and guidelines pertaining to Environmental Protection and Enhancement with a focus on the City’s Environmentally Sensitive Areas (ESA).
Circular Economy	Information and awareness	<ul style="list-style-type: none"> • Follow up overview and update on the City’s Material Flow Analysis.
Ecological Network Management	Information and awareness	<ul style="list-style-type: none"> • Riparian Management Area (RMA) overview and updates. • Habitat Banking Application Status. • Metro Vancouver Stormwater Adaptive Management Framework (AMF) and the City’s Integrated Rainwater Resource Management Strategy (IRRMS) Updates.
Zero Carbon Code for Richmond’s Building Regulations Bylaw	Information and awareness	<ul style="list-style-type: none"> • Provide an update on the City’s approach in adopting the new Zero Carbon Code into the Building Regulations Bylaw.
Wildlife and Environmental Management – Projects	Information and awareness	<ul style="list-style-type: none"> • Provide information on Rodent Program. • Provide an update on Bat City Program. • Coyotes 101 Presentation/Information on Proactive Educational Programming, in collaboration with the Stanley Park Ecology Society.
Recycling and Solid Waste	Information and awareness Obtain feedback	<ul style="list-style-type: none"> • Receive information about the City’s reporting on recycling and solid waste management and updates on initiatives and programs.
Emergency Preparedness	Information and awareness Obtain feedback	<ul style="list-style-type: none"> • Provide information on the role of Emergency Programs at the City and preparedness education in relation to severe weather and climate adaptation.
YVR Environmental Advisory Committee	Information sharing and awareness	<ul style="list-style-type: none"> • Presentation on the YVR Annual Sustainability Report.
Information sharing	Education and awareness	<ul style="list-style-type: none"> • Regular updates on matters related to sustainability and the environment arising from Council/committee. • Regular updates on the activities of the Food Security and Agricultural Advisory Committee and YVR Environmental Advisory Committee.



City of Richmond

Report to Committee

To: Planning Committee **Date:** February 20, 2025
From: John Hopkins **File:** 01-0100-30-HCOM1-01/2025-Vol 01
 Director, Policy Planning
Re: **Richmond Heritage Commission 2024 Annual Report and 2025 Work Program and Budget Allocation**

Staff Recommendations

1. That the Richmond Heritage Commission 2024 Annual Report, as presented in the staff report titled "Richmond Heritage Commission 2024 Annual Report and 2025 Work Program and Budget Allocation" dated February 20, 2025 from the Director, Policy Planning, be received for information; and
2. That the Richmond Heritage Commission's 2025 Work Program and Budget Allocation be approved.

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

Att. 3

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

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

2024 Annual Report

Activities undertaken by the RHC are outlined in the 2024 Annual Report (Attachment 1). Highlights of the Commission's work included:

- Reviewed and commented on a total of three (3) development applications, two for properties located within the Steveston Village Heritage Conservation Area and one at Britannia Shipyards;
- Reviewed and commented on three City programs and initiatives, including proposed changes to the Steveston Village Heritage Conservation Grant Program;
- Received information and regular updates on various City policies and initiatives;
- 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 Commission to Council, the RHC's activities are fully supported by the City's operating budget.

In 2025, 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.

2025 Work Program and Budget Allocation

The proposed 2025 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 and provide input on the targeted review of the Official Community Plan, in particular as it relates to heritage protection and conservation;
- Receive information from staff on programs, initiatives and projects related to City-owned heritage places and museums and provide feedback;
- 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 public awareness initiatives to raise the profile of Richmond heritage and the RHC; and
- Continue to expand the RHC's knowledge and expertise through education and networking, and plan for 2026 programs.

The 2025 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 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.

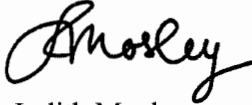
The RHC Work Program and Budget Allocation may be revised if necessary, based on emerging issues and future Council priorities.

Financial Impact

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

Conclusion

The RHC 2024 Annual Report provides a summary of the activities undertaken by the Commission during the 2024 calendar year. The RHC 2025 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 2024 Annual Report be received for information and the 2025 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 2024 Annual Report
- 2: Richmond Heritage Commission 2025 Work Program
- 3: Richmond Heritage Commission 2025 Budget Allocation

**2024 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 three (3) development applications, two for properties in the Steveston Village Heritage Conservation Area and one at Britannia Shipyards.
City Heritage-Related Policy	Provided heritage perspective and advice to staff and Council	<ul style="list-style-type: none"> Reviewed and commented on proposals for three City initiatives and programs.
City of Richmond Museum and Heritage Services	Received for information	<ul style="list-style-type: none"> Received information on programs, initiatives and projects related to City-owned historic 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 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 the Richmond Museum's Oral Histories 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.

List of Applications Reviewed in 2024

Application	Address	Proposal
HA 23-035787 HA 24-006121	3711/3731 Chatham Street	<ul style="list-style-type: none"> Exterior restoration of the historic Steveston Methodist Church Application for a grant from the Steveston Village Heritage Conservation Grant Program
HA 23-035279	12011 3rd Avenue	<ul style="list-style-type: none"> Exterior alterations to the historic Sockeye Hotel / Steveston Hotel
HA 24-012449	5180 Westwater Drive	<ul style="list-style-type: none"> Envelope and structural conservation of the Britannia Shipyard and Seine Net Loft buildings

**2025 Work Program
Richmond Heritage Commission**

Projects	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. Receive information and provide input on the targeted review of the Official Community Plan, in particular as it relates to heritage protection and conservation.
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 historic places and museums and provide feedback.
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	<ul style="list-style-type: none"> Richmond Regional Heritage Fair (may include RHC participation as judges, etc.). Oral Histories program.
Public Awareness of Heritage Resources/Raise Profile of RHC	RHC promotional initiatives	<ul style="list-style-type: none"> Display for Heritage Week, Richmond Regional Heritage Fair, other events and activities.
RHC Education	Attend workshops or courses	<ul style="list-style-type: none"> Expand and enhance the heritage knowledge and expertise of RHC members. Networking event with local heritage groups or other heritage advisory committees in the region. Increase capacity and effectiveness of the RHC, develop work program for 2026.
RHC Networking	Host a networking event	
RHC Pre-Planning	Work/program planning	

**2025 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 Histories	\$350
Promotional Initiatives, including: <ul style="list-style-type: none"> • Displays for Heritage Week and Richmond Regional Heritage Fair • Other event participation and activities 	\$500
RHC Education and Networking	\$700
Meeting refreshments (in-person meetings, spring and fall)	\$150
Contingency	N/A
Total	\$5,000



To: Planning Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Re: **Rental Development Parking Requirements**

Date: March 3, 2025
File: 10-6455-04/2025-Vol
01

Staff Recommendations

1. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640 be introduced and given first reading;
2. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640, having been considered in conjunction with:
 - a. the City's Financial Plan and Capital Program; and
 - b. the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*;
3. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640, having been considered in accordance with Section 475 of the *Local Government Act* and the City's Official Community Plan Bylaw Preparation Consultation Policy 5043, is found not to require further consultation; and
4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10641 be introduced and given first reading.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

Att. 2

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

Staff Report

Origin

Parking requirements for developments are outlined in Section 7 of City of Richmond Zoning Bylaw 8500. The Bylaw includes provisions for parking reductions that are determined based on the location of the development and through Transportation Demand Management (TDM) measures.

In June 2022, as part of a review of the City’s Market Rental Housing Policy, consideration for additional parking reductions for rental only developments were incorporated into Richmond’s Official Community Plan Bylaw 9000 Section 3.3.4.g, subject to exhausting all applicable parking reductions available in the Zoning Bylaw.

This report reviews parking requirements for rental developments and proposes changes to the City’s Official Community Plan and Zoning Bylaw to simplify parking requirements and streamline review of rental developments.

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

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

Analysis

Current Parking Requirements for Rental Developments

Parking requirements are outlined in Section 7 of Zoning Bylaw 8500. Minimum parking requirements for market rental and affordable housing (including low end market rental (LEMR)) developments are outlined in Table 1.

Table 1: Rental Development Minimum Parking Requirements

	Market Rental – Town Housing	Market Rental – Apartment	Affordable Housing	Visitor
Minimum Parking Spaces per Dwelling Unit	1.8	1.2	1.0	0.2

The Zoning Bylaw and OCP Market Rental Housing Policy includes a number of available reductions that can be applied to parking requirements outlined in Table 1, summarized below:

1. Reductions for Developments Located within City Centre

- In alignment with the provincial Bill 47, with the exception of accessible parking, parking requirements have been removed for all residential developments within 800 m of a Canada Line Station (the Transit-Oriented Areas).

- Outside of the Transit-Oriented Areas, the City’s Zoning Bylaw allows up to 38% reductions based on proximity to City Centre and the type of development. Attachment 1 illustrates the areas over which these reductions apply.

2. Reductions for Provision of Transportation Demand Management (TDM) Measures

- Zoning Bylaw 8500 allows all developments to reduce on-site parking requirements by a maximum of 20% when TDM measures are reviewed through a parking study and provided to support the use of alternate travel modes to the satisfaction of the City. Such measures typically include:
 - Transit passes;
 - Parking stalls for car share vehicles;
 - Enhanced bicycle parking facilities;
 - Enhanced cycling and walking facilities; and
 - End-of-trip cycling facilities.

3. Reductions for Rental-Only Developments

- Through the City’s OCP Market Rental Housing Policy, additional reductions may be considered by Council for rental-only developments. Subject to exhausting all available reductions in Zoning Bylaw 8500 and provision of TDM measures (Items 1 and 2 above), such developments are eligible for an additional 30% parking reduction.

The above reductions can be applied cumulatively if the conditions for each reduction are satisfied. Table 2 below presents a summary of existing parking requirements for rental developments after all applicable reductions are applied.

Table 2: Fully Reduced Parking Requirements for a Rental-Only Development (parking stalls per unit)

Location	Market Rental – Town Housing	Market Rental – Apartment	Affordable Housing	Visitor
Transit-Oriented Areas (TOA)	0			
City Centre Zone 2	0.62	0.56	0.45	0.11
City Centre Zone 3	0.73	0.67	0.45	0.11
Outside City Centre	1.0	0.67	0.56	0.11

Review of Rental Development Parking Requirements

Staff reviewed the City’s rental development parking requirements in comparison with other municipalities within the Metro Vancouver region (Table 3). Parking requirements shown reflect locations outside of Transit-Oriented Areas and the frequent transit network, with full provision of TDM measures. There is a range of parking requirements within the region, varying from 0 to 1.1 stalls per unit. Richmond’s rates are in the middle of this range.

Table 3: Municipal Comparison of Market Rental Parking (parking stalls per unit)

Municipality	Residential Parking	Visitor Parking
Vancouver	None	Minimum 0.03 Maximum 0.2
Burnaby	0.6	0.1
Richmond	Market rental town housing: 0.62 to 1.0 Market rental apartment housing: 0.56 to 0.67 Low-end market rental: 0.45 to 0.56	0.11
Surrey	Minimum 0.6 to 0.9 Maximum 0.9 to 1.2	0.2
Coquitlam	1.0	0.2
New Westminster	Market rental: 0.75 to 1.1 Low-end market rental: 0.7	0.09

Recommendations

Richmond’s current parking requirements for rental developments, with all available reductions applied, are aligned with other municipalities within the region. Staff recommend maintaining these fully reduced rates and expanding this rate to all rental units, including those in mixed-tenure developments.

The development community has requested that parking requirements be simplified to expedite review and approval of rental developments. Staff recommend bylaw amendments to incorporate reductions previously approved by Council into the base parking requirement to simplify calculations. The resulting base parking rates are as outlined in Table 4.

Table 4: Recommended Parking Rates for Rental Developments (parking stalls per unit)

Location	Market Rental – Town Housing	Market Rental – Apartment Housing	Affordable Housing	Visitor
City Centre Zone 2	0.62	0.56	0.45	0.11
City Centre Zone 3	0.73	0.67	0.45	0.11
Outside City Centre	1.0	0.67	0.56	0.11

Staff also recommend prescribing an appropriate TDM package for rental developments to eliminate the need for a parking study to review site-specific TDM measures. This TDM package includes provision of one parking stall for car-share or short-term loading per 50 units for apartment housing developments that include 25 or more market rental units and provision of one Class 2 bicycle parking space per bedroom for market rental units. No mandatory TDM’s will be required for affordable housing units (i.e. dwelling units subject to a housing agreement).

Further parking reductions may be considered by Council subject to review through a site-specific parking study, provision of enhanced TDM measures or demonstration that the project provides additional rental housing to address community needs.

OCP Amendment Consultation

Richmond Official Community Plan Bylaw 9000, Amendment bylaw 10640, having been considered in accordance with OCP Bylaw Preparation Consultation Policy No. 5043, is hereby found not to require further consultation. Attachment 2 provides a summary of OCP consultation.

Should this bylaw be granted first reading by Council, it will be forwarded to a Public Hearing, where the public will have an opportunity to comment on the proposed amendments. Public notification for the Public Hearing will be provided as per the *Local Government Act* and the City's Zoning Bylaw 8500. Staff will engage with the Urban Development Institute (UDI) on the proposed amendments to Zoning Bylaw 8500.

Financial Impact

None.

Conclusion

In response to requests from the development community to streamline the review of parking requirements for rental development, staff have reviewed the City's existing bylaws and requirements. This review found that the City's parking requirements are comparable with other municipalities within the region. In order to encourage the development of rental housing, staff recommend the following changes:

- Simplifying parking calculations by incorporating existing reductions into the base parking rate;
- Expanding the fully reduced parking rate for all rental units, including those in mixed tenure developments; and
- Prescribing a TDM package for rental developments to eliminate the need for a parking study.

These changes will help expedite the review of rental developments while ensuring that parking supply appropriately meets demands.






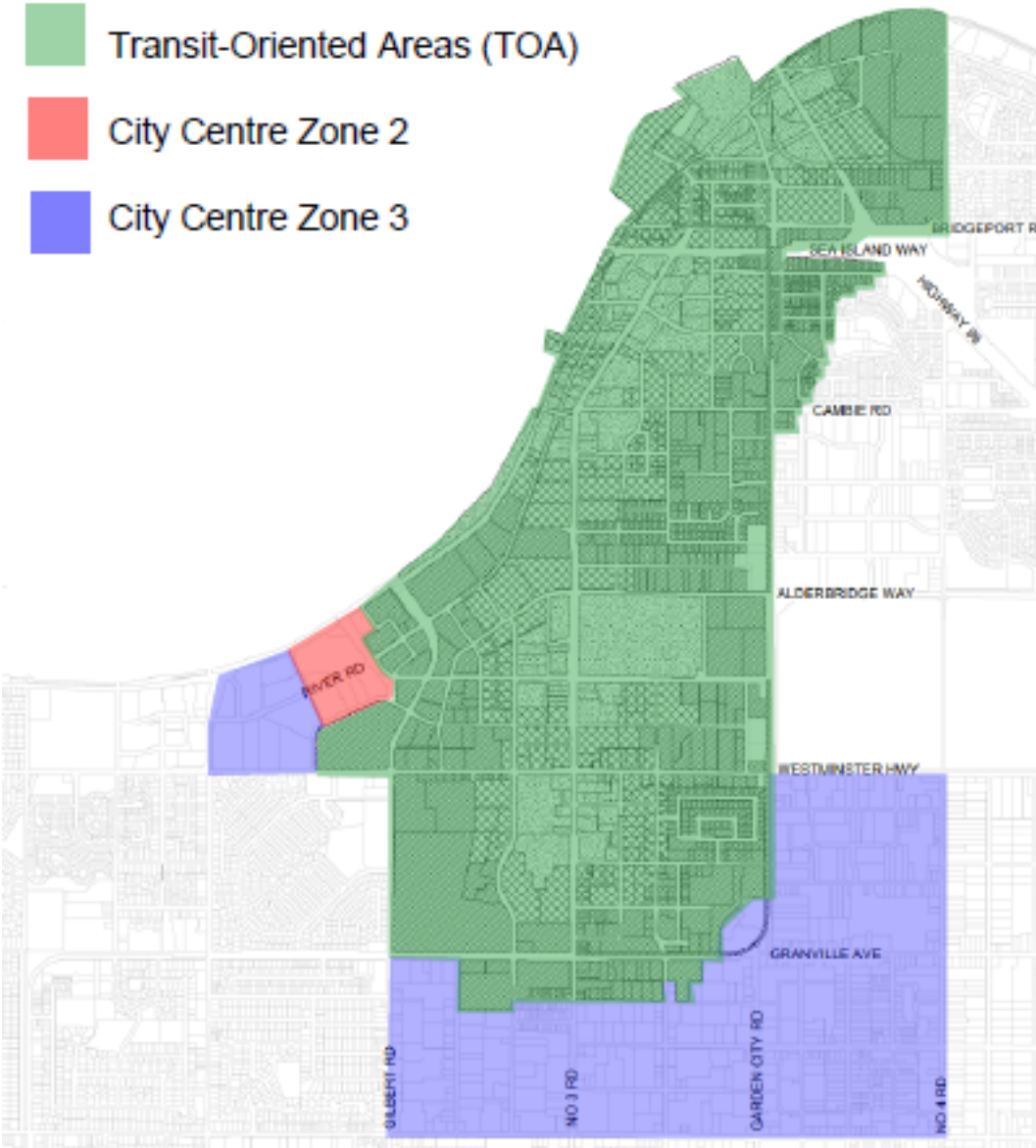
Beata Ng, P. Eng.
Manager, Transportation Development and Design
(604-247-4627)

Att. 1: City Centre Parking Reduction Areas
Att. 2: OCP Consultation Summary

City Centre Parking Reduction Areas

Legend

-  Transit-Oriented Areas (TOA)
-  City Centre Zone 2
-  City Centre Zone 3



OCP Consultation Summary

Stakeholder	Referral Comment
Provincial Agricultural Land Commission	No referral necessary, as they are not affected.
Richmond School Board	No referral necessary, as they are not affected.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as they are not affected.
The Councils of Adjacent Municipalities	No referral necessary, as they are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary, as they are not affected.
TransLink	No referral necessary, as they are not affected.
Port Authorities (Port Metro Vancouver and Steveston Harbour Authority)	No referral necessary, as they are not affected.
Vancouver Airport Authority (VAA) (Federal Government Agency)	No referral necessary, as they are not affected.
Richmond Coastal Health Authority	No referral necessary, as they are not affected.
Community Groups and Neighbours	Community Groups and Neighbours will have the opportunity to comment regarding the proposed OCP amendment at Planning Committee meeting, Council and at a Public Hearing.
All Relevant Federal and Provincial Government Agencies	No referral necessary, as they are not affected.



Richmond Official Community Plan Bylaw No. 9000 Amendment Bylaw 10640

The Council of the City of Richmond enacts as follows:

- 1. Richmond Official Community Plan Bylaw 9000, as amended, is further amended at Section 3.3 Objective 4 (Encourage the development of new purpose-built market rental housing units) by replacing subsection "g" with the following:

"g) Conditional to exhausting all parking rate reduction provisions in the Zoning Bylaw, and subject to staff review of site specific considerations, new market rental units and/or Low End Market Rental units in a 100% rental building or a mixed tenure strata development may be eligible for additional parking reductions, as determined by Council, on a site specific basis for projects that provide additional rental housing to address community need."

- 2. This Bylaw is cited as "Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10640".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

Five horizontal lines for signatures corresponding to the reading stages.

CITY OF RICHMOND APPROVED for content by originating dept. OS APPROVED for legality by Solicitor JH

MAYOR

CORPORATE OFFICER



**Richmond Zoning Bylaw No. 8500
Amendment Bylaw No. 10641**

The Council of the City of Richmond enacts as follows:

1. **Zoning Bylaw No. 8500**, as amended, is further amended by:

a. adding the following to Section 7.4.4:

“d) This section 7.4.4 does not apply for **Market Rental Units** and **Affordable Housing Units.**”;

b. adding the following as Section 7.4.5 and re-numbering all subsequent sections accordingly:

“**7.4.5 Apartment housing development sites** located outside of **Transit-Oriented Areas** with 25 or more **market rental units** shall be required to provide transportation demand management (TDM) measures to the satisfaction of the Director, Transportation including, but not limited to the following:

- a) Provision of one (1) publicly accessible **parking space** with **electric vehicle supply equipment**, for the purposes of car share or small sized loading as determined at the discretion of the Director, Transportation, for every 50 **market rental units**, with no less than one such **parking space per development site**.
- b) Provision of one Class 1 bicycle parking space per **bedroom**, with a minimum of one Class 1 bicycle parking space per **dwelling unit** for each **market rental unit**, in compliance with the location, design and operation requirements set out in Section 7.14,

However, notwithstanding the foregoing, if the number of on-site **parking spaces** provided on such a **development site** exceeds the minimum number of **parking spaces** required for the **market rental units** pursuant to Section 7.7:

- c) by 20% or more, no TDM measures shall be required; or
- d) by less than 20%, the rate of the TDM measures required by this section may be reduced as substantiated by a parking study that is prepared by a registered professional transportation engineer and is

subject to review and approval of the **City’s** Director, Transportation.”;

c. replacing Table 7.7.2.1 with the following:

Table 7.7.2.1 Residential Use Parking Requirements (Excluding Small-Scale Multi-Unit Housing Parking Requirements)

Residential Use	Minimum number of Parking Spaces Required per Dwelling unit	
	Basic Requirement	Visitor Parking Requirement
Single Detached Housing	2.0	Not applicable
Two-Unit Housing	2.0	Not applicable
Coach Houses	1.0	Not applicable
Town Housing	2.0	0.2
Town Housing in RAM, RCL Zones	1.5	0.2
Apartment Housing	1.5	0.2
Mixed Commercial/ Residential Uses	1.5	0.2
Affordable Housing Unit	0.56	0.11
Market Rental Unit	1.0 for town housing 0.67 for apartment housing	0.11
Congregate Housing	0.3 space for each bed plus 1 per staff member	
Secondary Suite	See Section 5.4.1.n) and o) for conditions where an 1.0 additional parking space on arterial roads is required	
Bed and Breakfast¹	One space for each guest room	
Granny Flat	1.0	Not applicable

d. replacing Table 7.9.3.1 with the following:

Table 7.9.3.1 Residential Use City Centre Parking Requirements

Residential Uses	Zone 1	Zone 2	Zone 3
Town Housing Apartment Housing Mixed Commercial/ Residential Uses	See Section 7.9A	1.2 spaces for residents per dwelling unit ; plus 0.2 spaces for visitors per dwelling unit	1.4 spaces for residents per dwelling unit ; plus 0.2 spaces for visitors per dwelling unit
Affordable Housing Unit	See Section 7.9A	0.45 spaces for residents per affordable housing unit ; plus 0.11 spaces for visitors per affordable housing unit	
Market Rental Unit	See Section 7.9A	0.56 for town housing 0.62 for apartment housing 0.11 spaces for visitors per dwelling unit	0.73 for town housing 0.67 for apartment housing 0.11 spaces for visitors per dwelling unit
All Other Residential Uses	See Section 7.9A	The minimum parking requirements identified in Section 7.7	

2. This Bylaw is cited as “**Zoning Bylaw No. 8500, Amendment Bylaw No. 10641**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER