



**Planning Committee
Electronic Meeting**

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

**Tuesday, March 19, 2024
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-4 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on March 5, 2024.*



NEXT COMMITTEE MEETING DATE

April 3, 2024, (tentative date) at 4:00 p.m. in the Council Chambers.

PLANNING AND DEVELOPMENT DIVISION

1. **AMENDMENTS TO THE BUILDING REGULATION BYLAW NO. 7230**

(File Ref. No. 12-8360-01) (REDMS No. 7577843)

PLN-7

See Page PLN-7 for full report

Designated Speaker: James Cooper

STAFF RECOMMENDATION

- (1) *That Building Regulation Bylaw No.7230, Amendment Bylaw No. 10506, be introduced and given first, second and third readings;*
- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504, be introduced and given first, second and third readings;*
- (3) *That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505, be introduced and given first, second and third readings; and*
- (4) *The Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544, be introduced and given first, second and third readings.*

2. **RICHMOND HERITAGE COMMISSION 2023 ANNUAL REPORT AND 2024 WORK PROGRAM AND BUDGET ALLOCATION**

(File Ref. No. 01-0100-30-HCOM1-01) (REDMS No. 7575141)

PLN-27

See Page PLN-27 for full report

Designated Speaker: John Hopkins

STAFF RECOMMENDATION

That the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation, as presented in the staff report titled “Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation”, dated February 20, 2024, from the Director of Policy Planning, be approved.

3. **HOUSING AGREEMENT BYLAW NO. 10545 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 6851 AND 6871 ELMBRIDGE WAY**

(File Ref. No.)

Report to be distributed separately at a later date

Designated Speaker: Greg Newman

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Pg. # ITEM

4. **MANAGEMENT OF LOW-END MARKET RENTAL UNITS**
 (File Ref. No.)

Report to be distributed separately at a later date

Designated Speaker: Kim Somerville

5. **MANAGER'S REPORT**

ADJOURNMENT



Planning Committee

Date: Tuesday, March 5, 2024

Place: Council Chambers
Richmond City Hall

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

Absent: Councillor Chak Au

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 21, 2024, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY HGL INVESTMENTS LTD FOR A ZONING TEXT AMENDMENT TO THE “AUTO-ORIENTED COMMERCIAL (ZC40) – NO. 3 ROAD (CITY CENTRE)” ZONE TO PERMIT EDUCATION, COMMERCIAL AND HEALTH SERVICE, MINOR USES TO THE SECOND AND THIRD FLOOR AT 4940 NO. 3 ROAD**
(File Ref. No. ZT 23-026738) (REDMS No. 7531255)

It was moved and seconded

Planning Committee
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That Richmond Zoning Bylaw 8500, Amendment Bylaw 10535, for a Zoning Text Amendment to the “Auto-Oriented Commercial (ZC40) – No. 3 Road (City Centre)” zone, to permit Education, Commercial and Health Service, Minor uses to the second and third floor at 4940 No. 3 Road, be introduced and given first reading.

CARRIED

2. **FOOD SECURITY AND AGRICULTURAL ADVISORY COMMITTEE 2023 ANNUAL REPORT AND 2024 WORK PROGRAM**
(File Ref. No. 01-0100-30-AADV1-01-01/2023) (REDMS No. 7503669)

In response to queries from Committee, staff noted that the Food Security and Agricultural Advisory Committee members are coordinating with the Parks department to explore opportunities for farmers markets and other farm related events and staff will provide Council with a copy of the Local Food map which is updated on an annual basis by the City’s Economic department.

It was moved and seconded

That the Food Security and Agricultural Advisory Committee 2023 Annual Report and 2024 Work Program, as presented in the staff report titled “Food Security and Agricultural Advisory Committee 2023 Annual Report and 2024 Work Program”, dated February 2, 2024, from the Director of Policy Planning, be approved.

CARRIED

3. **2019-2029 CULTURAL HARMONY PLAN: 2022-2023 UPDATE**
(File Ref. No. 08-4055-01/2024) (REDMS No. 7585812)

Discussion ensued with respect to (i) free English language classes for new immigrants, (ii) facilitating intercultural exchange and understanding between Richmond’s diverse cultural communities through intercultural celebrations and events and community based dialogues, and (iii) enhanced engagement with residents and newcomers.

Committee directed staff to send a copy of the 2019-2029 Cultural Harmony Plan: 2022-2023 Update to the faith groups located along No. 5 Road and to the Council School Board Liaison Committee with a copy of the original strategy, as well as add the update to the Intercultural Committee work plan.

It was moved and seconded

(1) *That the 2019–2029 Cultural Harmony Plan: 2022–2023 Update, as outlined in the staff report titled “2019–2029 Cultural Harmony Plan: 2022–2023 Update”, dated February 21, 2024, from the Director, Community Social Development, be received for information; and*

2.

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Tuesday, March 5, 2024

- (2) *That the 2019–2029 Cultural Harmony Plan: 2022–2023 Update be distributed to key partners, local Members of Parliament, local Members of the Legislative Assembly and posted on the City website.*

CARRIED

4. **HOUSEKEEPING REQUEST - ABANDONMENT OF UNADOPTED BYLAWS**

(File Ref. No. 08-4105-20-AMANDA) (REDMS No. 7582738)

It was moved and seconded

That the unadopted Zoning and OCP Amendment Bylaws, as outlined in Attachment 1 of the staff report titled “Housekeeping Request – Abandonment of Unadopted Bylaws”, dated February 20, 2024, from the Director, City Clerk’s Office, be abandoned.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:13 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 5, 2024.

Councillor Bill McNulty
Chair

Raman Grewal
Legislative Services Associate



City of Richmond

Report to Committee

To: Planning Committee **Date:** February 20, 2024
From: James Cooper, Architect AIBC **File:** 12-8360-01/2024-Vol
 Director, Building Approvals 01
Re: **Amendments to the Building Regulation Bylaw No. 7230**

Staff Recommendation

1. That Building Regulation Bylaw No.7230, Amendment Bylaw No. 10506, be introduced and given first, second and third readings;
2. That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504, be introduced and given first, second and third readings;
3. That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505, be introduced and given first, second and third readings; and
4. The Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544, be introduced and given first, second and third readings.

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

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department Community Bylaws Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 <hr style="border: 0; border-top: 1px solid black;"/>
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
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Staff Report

Origin

Through proactive review of operating efficiencies, the Building Approvals Department has identified areas where processes and capabilities in our core functions are improved through proposed changes in the Building Regulation Bylaw No. 7230.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

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.

Analysis

In 2023, Building Approvals undertook a review of the Building Regulation Bylaw No. 7230 as part of its periodic and proactive process of continuous improvement. Objectives were to identify areas of departmental operations that were governed by the Bylaw and that could benefit from amendments that bring improved clarity to affected stakeholders, address operational challenges, enable better cost recovery of administrative processes, mitigate organizational risk, foster behavioral change through stronger enforcement mechanisms, and continue to reinforce the underlying safety outcomes expected by the bylaw.

These initiatives were undertaken after review of operational outcomes over several years and consultation with members of the development and building industry, City staff from multiple departments, building officials from other jurisdictions, and the model Building Bylaw developed by MIABC.

The proposed changes are detailed in the amending Bylaw No. 10506. A high level summary of these changes is offered below with supporting rationale.

Amendments include:

1. Implementing an Occupancy Certificate

- a. An Occupancy Certificate enables the City to provide increased clarity to building owners, occupants and other parties to the permitted occupancy and use of a building. At present, an Approved Final Inspection serves as this instrument. However, with increasingly complex development and phased construction, there is potential for ambiguity in defining when a building may be occupied. The

Occupancy Certificate as the new instrument remedies the situation by offering clear interpretation and designation for occupancy.

- b. Aligning amendments are included in the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504, and the Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505.

2. The clarification of provisions to charge fees for the review of modifications made to instream Building Permit applications

- a. Building Approvals has observed an increase in the number of modifications to permit applications that result in added time and expense to the City, and prolong the review and issuance process.
- b. New subsections to the Bylaw are proposed to clarify when additional review charges are imposed. This is intended to address situations where applicants are making modifications to designs that have already been reviewed and where the permits have not yet been issued.
- c. Aligning amendments are included in the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544.

3. The expansion of provisions to extend or expire permits after the start of construction

- a. Items include the required verification of the start of construction by way of an inspection within 180 days from the date of permit issuance, and the establishment of reasonable limitations on the duration of construction. For example, a two year period to complete a one-family or two-family dwelling has been included (with flexibility to extend if needed).

4. The addition of new provisions to incentivize the completion of permit applications in a timely manner

- a. This additional section sets timelines for an applicant's response to City review comments, as a condition to maintaining the validity of a permit application. Provisions for the expiration of a permit application are also included.
- b. Implementation will discourage the practice of using a permit application as a "placeholder" for the purpose of avoiding increases in City and Regional charges/fees and advancing codes and standards.

5. The clarification of conditions for Temporary Structures

- a. Clarifying language was added to set conditions for buildings qualifying as temporary structures, as the current language infers "temporary" for durations that are impractical to applicants and do not recognize the time for construction.

- b. Temporary structures will now be defined as those that exist for a period of one year from the date of occupancy versus from the date of permit issuance.

6. The enablement of Provisional Occupancy for Single Family Dwellings

- a. This section is intended to enable official permission to occupy a house once it has been determined that all critical construction and safety related items are substantially complete and ready for habitation.
- b. It allows reasonable flexibility in expediting occupancy and conveyance for residents and property owners while non-safety related items are being completed or secured via other means.
- c. This is intended to work with the Occupancy Certificate which will be granted upon final completion of all works and requirements.

Financial Impact

With the newly included provisions enabling fees to be charged for the review of modifications made to instream applications (detailed in item 2 above), Building Approvals estimates a marginal increase in annual revenues in the order of \$38,000 per year. This estimate is directly proportional to the number of modification to instream permit applications received, and may vary upwards or downwards as a function of the number of affected permit applications.

No negative financial impacts are anticipated.

Conclusion

The proposed changes to the Building Regulation Bylaw No. 7230, as detailed in Amendment Bylaw No. 10506, have been drafted with the intention to bring improved clarity, efficiency and accountability for all stakeholders subject to the requirements and stipulations of the Bylaw. These have been developed through extensive evaluation of business processes in conjunction with consultation from the development/building community, with the goal of improving departmental performance.

Building Approvals anticipates periodic amendments going forward, in line with its continuous improvement reviews which are intended to address and adapt to emerging trends in the industry, to mitigate and control identified safety or business risks, and enhance the customer experience through acquired feedback and observation.

Building Approvals recommends acceptance and approval of the proposed amendments in their entirety.



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

JC:



**Building Regulation Bylaw No. 7230,
Amendment Bylaw No. 10506**

The Council of the City of Richmond enacts as follows:

1. Building Regulation Bylaw No. 7230, as amended, is further amended by deleting Section 2.2.1(d) and replacing it with the following:

“2.2.1(d) occupy or permit occupancy of a **building** or **structure** until the **building inspector** has issued an occupancy certificate for it, except as permitted under Section 13.7;”

2. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 5.5 Permit Fee Requirements by deleting subsection 5.5.3 and replacing it with the following:

“5.5.3 Where an **owner** proposes to modify a **building** or **structure** design, **plumbing** design, or **gas** design which is the subject of an existing permit and the value of **construction** is not increased by such modification, the **owner** must submit the proposed modifications for plan review and pay a **building permit fee, plumbing permit fee, or gas permit fee** respectively, based on the plan review hourly rate in the amount set from time to time in the Consolidated Fees Bylaw No. 8636. Such fee is in addition to any fees payable pursuant to section 5.5.1 or any other section of this bylaw.”

3. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 5.5 Permit Fee Requirements by adding the following after subsection 5.5.5:

“5.5.6 Where an **owner** proposes to modify, amend or change components of an instream application for a **building permit, plumbing permit or gas permit** that has already been reviewed by the **City**, other than as requested by the **City**, the **owner** must submit such modifications, amendments or changes for review and pay a **building permit fee, plumbing permit fee or gas permit fee** respectively based on the plan review hourly rate in the amount set from time to time in the Consolidated Fees Bylaw No. 8636. Such fee is in addition to any fees payable pursuant to section 5.5.1 or any other section of this bylaw.

5.5.7 Where an owner proposes to modify a **building** or **structure** design, **plumbing** design or **gas** design which is the subject of an existing permit and the value of **construction** is increased by such modification, the **owner** must submit the proposed modifications for plan review and pay a **building permit fee, plumbing permit fee or gas permit fee** respectively, in an amount equal to the greater of:

- (a) the plan review hourly rate in the amount set from time to time in the Consolidated Fees Bylaw No. 8636; and
 - (b) the applicable permit fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.”
- 4. Building Regulation Bylaw No. 7230, as amended, is further amended at Part 5: Permits by deleting section 5.10 Expiration of Permits and replacing it with the following:

“5.10 Expiration of Permits

5.10.1 Subject to Section 5.11, every **building permit, gas permit or plumbing permit** is issued upon the condition that the permit shall expire and the rights of the **owner** under the permit shall terminate if:

- (a) the work authorized by the permit has not been verified to have commenced by a **building inspector, gas inspector, or plumbing inspector**, as applicable, through an inspection requested by the **owner** in accordance with Part 13, within 180 days from the date of issue of the permit;
- (b) the work authorized by the permit is discontinued or suspended for a period of more than 180 days from the date of the last inspection by a **building inspector, gas inspector, or plumbing inspector**, respectively; or
- (c) the work authorized by a permit associated with a **one-family dwelling or two-family dwelling** is started and not completed within two years of the original date of the permit or such other period of time as the **City** may specify in the permit.

5.10.2 Where a permit has expired under the provisions of clauses (b) or (c) of subsection 5.10.1, any inspections completed prior to the expiration of such permit remain valid and in effect.

5.10.3 For the purposes of Section 5.10.1(b), work authorized by a permit shall be deemed to have been discontinued or suspended for a period of more than 180 days if the **owner** has not requested an inspection for such work in accordance with Part 13 within such period of time.”

- 5. Building Regulation Bylaw No. 7230, as amended, is further amended at subsection 5.11.1(b) by deleting the words “within 30 days of” and replacing them with the words “within the 30 days prior to”.
- 6. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 5.11 by adding the following after subsection 5.11.1:

“5.11.2 Where **construction, gas work or plumbing** authorized under a permit has commenced, the **building inspector, the gas inspector, and the plumbing**

inspector may extend a **building permit**, a **gas permit** or a **plumbing permit** respectively, for one period of not greater than 180 days, provided that:

- (a) an application to extend the permit is made within 180 days from the date of the last inspection;
- (b) the **building inspector**, the **gas inspector**, or the **plumbing inspector**, respectively, is satisfied that construction has been discontinued due to unanticipated adverse weather, strikes, material or labour shortages, or other hardship (other than financial or economic hardship) beyond the **owner's** control; and
- (c) the permit extension fees in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 have been paid.

5.11.3 For the purposes of Section 5.11, **construction**, **gas work**, or **plumbing work**, is only considered to have commenced if the work authorized by the permit has been verified to have commenced by a **building inspector**, **gas inspector**, or **plumbing inspector**, as applicable, through an inspection requested by the **owner** in accordance with Part 13, within 180 days from the date of issue of the permit.”

7. Building Regulation Bylaw No. 7230, as amended, is further amended at Part Five: Permits by adding the following after subsection 5.15:

“5.16 Expiration of Application for a Permit

5.16.1 Subject to the provisions of Section 5.17, an **owner** shall comply with all the necessary requirements to complete an application for a **building permit**, **gas permit**, or **plumbing permit** within:

- (a) 60 days of the date review comments were provided by the **City** to the **owner** for an application for work associated with a **one-family dwelling** or **two-family dwelling** and requiring a permit; or
- (b) 90 days of the date review comments were provided by the **City** to the **owner** for an application for work other than as described in Section 5.16.1(a).

5.16.2 Subject to the provisions of Section 5.17, if an **owner** fails to comply with the requirements of Section 5.16.1, the application for a **building permit**, **gas permit**, or **plumbing permit** shall expire.

5.17 Extension of Application for a Permit

5.17.1 The **building inspector**, the **gas inspector**, and the **plumbing inspector** may extend an application for a **building permit**, **gas permit** or **plumbing permit** respectively, for a period of not greater than 180 days from the expiration date of the original application, provided:

(a) the application to extend the application is made within the 30 days prior to the application expiration date; and

(b) the applicable inspector determines that the failure to complete the requirements of the original application for such permit was reasonable in the circumstances.

5.17.2 An application for a **building permit, gas permit or plumbing permit** which has been renewed pursuant to Section 5.17.1 must comply with any amendments made to this bylaw since the date of receipt of the original application by the City.

5.17.3 The **building inspector, gas inspector, and plumbing inspector**, respectively, may, at their sole discretion, in extenuating circumstances, extend an application for a **building permit, gas permit or plumbing permit** respectively, on such terms and conditions as the determined by such inspector.”

8. Building Regulation Bylaw No. 7230, as amended, is further amended at Part Seven: Temporary Buildings For Occupancy, by adding the following after Section 7.2:

“7.3 Removal of Temporary Structure

7.3.1 An **owner** must remove a temporary **building or structure** constructed pursuant to a permit issued under Section 7.2.1 on or before the first anniversary of the date of issuance of an occupancy certificate for such **building or structure**, or as otherwise directed by the **building inspector**.”

9. Building Regulation Bylaw No. 7230, as amended, is further amended by deleting the words “**provisional occupancy**” wherever they are used in sections 10.1.2 and 10.2.3, and replacing them with the words “provisional occupancy”.

10. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 13.7.1 by deleting the following words “, other than a **building or structure** used or intended to be used as a **one-family or two-family dwelling**”.

11. Building Regulation Bylaw No. 7230, as amended, is further amended by deleting the word “**occupancy**” wherever it is used in section 13.7, and replacing it with the word “occupancy”.

12. Building Regulation Bylaw No. 7230, as amended, is further amended at Section 13.7 Provisional Occupancy and Provisional Plumbing Compliance, by adding the following after subsection 13.7.5:

“13.7.6 The **building inspector and plumbing inspector**, respectively, may revoke an inspection notice for provisional occupancy or provisional **plumbing** compliance for failure to comply with any conditions of the notice.”

13. Building Regulation Bylaw No. 7230, as amended, is further amended at PART THIRTEEN: INSPECTIONS, by adding the following after subsection 13.12:

“13.13 Subject to section 13.7, no person may occupy a **building** or **structure**, or part of a **building** or **structure** that is subject to a permit, until an occupancy certificate has been issued by the **building inspector** for such **building** or **structure**, or the part of such **building** or **structure** that was subject to the permit, after completion of **construction**.

13.14 An occupancy certificate will not be issued unless

- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
- (b) all aspects of the work requiring inspection and acceptance pursuant to Part 13 of this bylaw have both been inspected and accepted or the inspections and acceptance are not required in accordance with this bylaw;
- (c) if required by the **building inspector**, the **owner** has provided to the **City** a **building** survey prepared by a British Columbia Land Surveyor showing the building height, size, location and elevation determined in accordance with the **City**'s land use regulations; and
- (d) all other documentation required under applicable enactments has been delivered to the **City**.

13.15 The **building inspector** may withhold an occupancy certificate until the **building, structure** or part thereof complies with this bylaw, the **building code** and any other applicable bylaws or enactments.”

14. Building Regulation Bylaw No. 7230, as amended, is further amended at subsection 16.1, by deleting the definitions of “One-Family Dwelling”, “Owner” and “Two-Family Dwelling” and replacing them with the following:

“ONE-FAMILY DWELLING means a detached **building** or **structure** used exclusively for residential purposes, containing one dwelling unit only, or one dwelling unit and a **secondary suite**.

OWNER means the registered owner in fee simple, and also where the context or circumstances so require:

- (a) the tenant for life under a registered life estate;

- (b) the strata corporation in the case of a lot under strata ownership;
- (c) a registered holder of the last registered agreement for sale; and
- (d) an **agent**.

TWO-FAMILY DWELLING

means a detached **building** or **structure** used exclusively for residential purposes containing two dwelling units only (each of which may contain one **secondary suite**), which is not readily convertible into additional dwelling units and the plans for which have been filed with the **building inspector** showing all areas of the **building** or **structure** finished.”

15. Building Regulation Bylaw No. 7230, as amended, is further amended at subsection 16.1, by adding the following definition in alphabetical order:

“**SECONDARY SUITE** means secondary suite as defined in the **zoning bylaw**.”

16. This Bylaw is cited as “**Building Regulation Bylaw No. 7230, Amendment Bylaw No. 10506**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 10504**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, to "Schedule – Building Regulation Bylaw No. 7230" in Bylaw No. 8122 in numerical order.
2. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10504".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor
BRB

MAYOR

CORPORATE OFFICER

Schedule A to Bylaw No. 8122

Schedule – Building Regulation Bylaw No. 7230 (2002) Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Building Regulation Bylaw No. 7230	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to remove a temporary building after a period of one year or as directed by the building inspector.	7.3.1	No	\$500.00	\$475.00	\$525.00	n/a
	Failure to obtain an occupancy certificate prior to occupying a building, except as permitted under Section 13.7	13.13	No	\$500.00	\$475.00	\$525.00	n/a



**Municipal Ticket Information Authorization Bylaw No. 7321,
Amendment Bylaw No. 10505**

The Council of the City of Richmond enacts as follows:

1. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, to Schedule B1 in Bylaw 7321 in numerical order.
2. This Bylaw is cited as "**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10505**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor
BRB

MAYOR

CORPORATE OFFICER

SCHEDULE B 1

Building Regulation Bylaw No. 7230

Column 1	Column 2	Column 3
Offence	Bylaw Section	Fine
Failure to remove a temporary building after a period of one year or as directed by the building inspector.	7.3.1	\$1,000
Failure to obtain an occupancy certificate prior to occupying a building, except as permitted under Section 13.7	13.13	\$1,000



**Consolidated Fees Bylaw No. 8636,
Amendment Bylaw No. 10544**

The Council of the City of Richmond enacts as follows:

1. Consolidated Fees Bylaw No. 8636, as amended, is further amended at Schedule – Building Regulation by deleting the following table and replacing it with the table in Schedule A attached to and forming part of this bylaw:

Building Regulation Bylaw No. 7230

Building Permit Fees for all Other Building Types (cont.)

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$147.00
Building Permit Fee for Temporary Building for Occupancy	\$646.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$147.00
(b) outside the City's normal business hours	\$568.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus \$147.00</i>
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$147.00
(b) outside the City boundaries when travel is by City vehicle	\$147.00

** per km travelled	**Plus	\$4.00
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Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

2. Consolidated Fees Bylaw No. 8636, as amended, is further amended at Schedule – Building Regulation by deleting the following table and replacing it with the table in Schedule B attached to and forming part of this bylaw:

**Building Regulation Bylaw No. 7230
Plumbing Permit Fees (cont.)
Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10**

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$81.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$81.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$81.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$81.75 (g) \$30.75	per item
<i>- whichever is greater of (f) or (g)</i>		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours or each hour	\$568.00	
<i>*for part thereof exceeding the first four hours</i>	*Plus \$147.00	
<u>Design Modification Fees</u>		
Plan review <i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>	\$147.00	per hour

3. Consolidated Fees Bylaw No. 8636, as amended, is further amended at Schedule – Building Regulation by deleting the following table and replacing it with the table in Schedule C attached to and forming part of this bylaw:

Building Regulation Bylaw No. 7230
Gas Permit Fees
 Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$81.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$81.75	
(b) appliance input exceeding 29 kW	\$135.00	
<u>Special Inspection Fees:</u>		
(a) during the City’s normal business hours	\$147.00	
(b) outside the City’s normal business hours	\$568.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00	

4. This Bylaw is cited as “Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10544”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 10544

Building Regulation Bylaw No. 7230

Building Permit Fees for all Other Building Types (cont.)

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$147.00
Building Permit Fee for Temporary Building for Occupancy	\$646.00
<u>Modifications or Changes to Instream Building Permit Application</u>	
Plan Review (per hour or portion thereof)	\$147.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$147.00
(b) outside the City's normal business hours	\$568.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$147.00
Building Permit Transfer or Assignment Fee (a)	\$81.75
<i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Building Permit Extension Fee (a)	\$81.75
<i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$147.00
(b) outside the City boundaries when travel is by City vehicle	\$147.00
<i>** per km travelled</i>	<i>**Plus</i> \$4.00

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

SCHEDULE B to BYLAW NO. 10544

Building Regulation Bylaw No. 7230

Plumbing Permit Fees (cont.)

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$81.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$81.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$81.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$81.75 (g) \$30.75	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours or each hour	\$568.00	
<i>*for part thereof exceeding the first four hours</i>	<i>*Plus</i>	\$147.00
<u>Design Modification Fees</u>		
Plan review <i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>	\$147.00	per hour
<u>Modifications or Changes to Instream Plumbing Permit Application</u>		
Plan Review	\$147.00	per hour

SCHEDULE C to BYLAW NO. 10544

Building Regulation Bylaw No. 7230

Gas Permit Fees

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$81.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$81.75	
(b) appliance input exceeding 29 kW	\$135.00	
<u>Special Inspection Fees:</u>		
(a) during the City’s normal business hours	\$147.00	
(b) outside the City’s normal business hours	\$568.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00	
<u>Design Modification Fees</u>		
Plan review	\$147.00	per hour
<u>Modifications or Changes to Instream Gas Permit Application</u>		
Plan Review	\$147.00	per hour



City of Richmond

Report to Committee

To: Planning Committee **Date:** February 20, 2024
From: John Hopkins **File:** 01-0100-30-HCOM1-01/2024-Vol 01
 Director, Policy Planning
Re: **Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation**

Staff Recommendation

That the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation, as presented in the staff report titled “Richmond Heritage Commission 2023 Annual Report and 2024 Work Program and Budget Allocation”, dated February 20, 2024, from the Director of Policy Planning, be approved.

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

Att. 4

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 a work program, budget allocation and an annual report. The RHC advises Council on heritage conservation and public awareness matters, and undertakes and provides support for activities that benefit and advance heritage in the city.

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

2023 Annual Report

The 2023 Annual Report is contained in Attachment 1 and includes the following highlights:

- Reviewed and commented on a total of two development applications for properties located within the Steveston Village Heritage Conservation Area;
- Reviewed and commented on the proposed changes to streamline heritage-related application review processes;
- Received information and regular updates on various City policies and initiatives;
- Organized the annual Richmond Heritage Awards and selected five (5) recipients;
- Provided sponsorship to the annual Richmond Regional Heritage Fair and Oral Histories projects; and
- Undertook a promotional campaign (i.e., "Did You Know" campaign) to share interesting facts about local heritage sites to raise public awareness.

2024 Work Program and Budget Allocation

The RHC endorsed the proposed 2024 Work Program and Budget Allocation at its February 7, 2024 meeting. The 2024 Work Program is contained in Attachment 2, and includes the following highlights:

- Continue to 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 historic places and museums and provide feedback;

- Encourage and receive Richmond Heritage Award nominations, and select and publicly recognize the recipients;
- Continue to provide sponsorship to the Richmond Regional Heritage Fair and Oral Histories projects; and
- Continue to explore and develop public awareness initiatives to raise the profile of Richmond heritage and expand the RHC’s knowledge and expertise through education and networking.

The 2024 Budget Allocation provides for a total operating budget of \$5,000 for the Richmond Heritage Commission, as described in Attachment 3. Among other things, this includes funds for public awareness initiatives (e.g., “Did You Know” campaign and Lulu speaker series) and 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

As an Advisory Commission to Council, the RHC’s activities are fully supported by the Department’s operating budget.

Conclusion

The Richmond Heritage Commission’s mandate is to advise Council on heritage conservation and public awareness matters, and undertake and provide support for activities that benefit and advance heritage in Richmond. Staff recommend that the Richmond Heritage Commission’s 2023 Annual Report and 2024 Work Program and Budget Allocation be approved.



Minhee Park
Planner 3
(604-276-4188)

MP:cas

- Att. 1: Richmond Heritage Commission 2023 Annual Report
- 2: Richmond Heritage Commission 2024 Work Program
- 3: Richmond Heritage Commission 2024 Budget Allocation
- 4: Richmond Heritage Commission 2024 Membership List

**2023 Annual Report
Richmond Heritage Commission**

Projects/Initiatives	Results	Accomplishments/Comments
Development Applications	Provided heritage perspective and advice to Council	<ul style="list-style-type: none"> Reviewed and commented on a total of two development applications for properties in the Steveston Village Heritage Conservation Area.
Heritage Policy	Provided heritage perspective and advice to Council	<ul style="list-style-type: none"> Reviewed and commented on the proposed changes to heritage-related application review process.
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 five (5) recipients.
Community Projects	Sponsored and supported community initiatives	<ul style="list-style-type: none"> Provided \$1,500 to the Richmond Regional Heritage Fair. Provided \$350 to the Richmond Museum's Oral Histories project.
Raise Profile of Richmond Heritage	Undertook a promotional initiative "Did you know" campaign and raised awareness of local heritage	<ul style="list-style-type: none"> Created posters to share interesting facts about two heritage sites (i.e., Minoru Chapel and Chinese Bunkhouse) and distributed them to various City facilities and shared them through newspaper ads, social media and transit shelter display boards.

List of Applications Reviewed in 2023

Application	Address	Proposal
RZ 20-919115	12071 2nd Avenue	<ul style="list-style-type: none"> Rezoning to allow a three-storey mixed use building
RZ 18-817742	3560 Moncton Street	<ul style="list-style-type: none"> Rezoning to allow a two-storey mixed use building

**2024 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 character of heritage resources city-wide and in Steveston Village.
City Heritage-related Policy		<ul style="list-style-type: none"> Review and provide comments on proposed changes to the Steveston Village Heritage Conservation Grant Program and other policy projects.
City of Richmond Museum and Heritage Services		<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.
Community-led Heritage Projects	Sponsorship	<ul style="list-style-type: none"> Richmond Regional Heritage Fair (may include RHC participation as judges, etc.). Oral Histories.
Public Awareness of Heritage Resources/Raise Profile of RHC	RHC promotional initiatives	<ul style="list-style-type: none"> "Did you know" campaign (e.g., posters). Lulu Speaker Series (i.e. heritage themed presentation). Display for Heritage Week (e.g. Children's Arts Festival) and Richmond Regional Heritage Fair.
RHC Education	Attend workshops or courses	<ul style="list-style-type: none"> Increase the capacity and effectiveness of the RHC organization. Expand and enhance the heritage knowledge and expertise of RHC members.
RHC Networking	Host a networking event	

**2024 Budget Allocation
Richmond Heritage Commission**

Work Item	Budget
Advice to Staff and Council	Nil
Richmond Heritage Awards (i.e., advertising, promotion, and framing of awards)	\$750
Annual Sponsorship - Heritage Fair	\$1,800
Annual Sponsorship - Oral Histories	\$350
Public Awareness , including - Display for Heritage Week and Richmond Regional Heritage Fair - Lulu Speaker Series - "Did you know?" campaign	\$150
Networking (i.e., with local heritage groups and/or other heritage advisory committees in the region)	\$1,800
Meeting Refreshments	\$150
Contingency	N/A
Total	\$5,000

RICHMOND HERITAGE COMMISSION
Current Membership List 2024

Total Membership:	6	Authority:	Bylaw 7906	Staff Liaison:	Minhee Park
Total Appts By Cncl:	6	Length Of Term:	2 Yrs	Local:	4188
Cncl Rep:	Cllr. Kash Heed	Term Limits:	4 terms		

Members	Date First Appointed	Date of Most Current Re-appointment	Date Appointment Expires
Mr. Jim Carter-Huffman	12/11/2023	N/A	12/31/2025
Ms. Brenda Clark (Vice-Chair)	10/12/2021	11/28/2022	12/31/2024
Mr. Todd Follett (Chair)	11/14/2017	12/11/2023	12/31/2025
Mr. Joseph Fry (Treasurer)	10/12/2021	11/28/2022	12/31/2024
Mr. Ron Hyde	11/14/2017	12/11/2023	12/31/2025
Mr. Rod Kawamoto	12/11/2023	N/A	12/31/2025