



**Planning Committee
Electronic Meeting**

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

**Wednesday, September 11, 2024
4:00 p.m.**

Pg. # ITEM

MINUTES

Motion to adopt the minutes of the meeting of the Planning Committee held on September 4, 2024 (distributed separately).



NEXT COMMITTEE MEETING DATE

October 2, 2024, (tentative date) at 4:00 p.m. in the Anderson Room.

PLANNING AND DEVELOPMENT DIVISION

1. **REFERRAL RESPONSE – HERITAGE ALTERATION PERMIT FOR
12111 3RD AVENUE (STEVESTON HOTEL)**
(File Ref. No. HA 23-035279) (REDMS No. 7760433)

PLN-4

See Page PLN-4 for full report

Designated Speakers: Judith Mosley & Suzanne Smith

STAFF RECOMMENDATION

That a Heritage Alteration Permit which would permit exterior alterations on the identified heritage building, and associated landscaping, at 12111 3rd Avenue be issued.



2. **EARLY REVIEW OF REZONING APPLICATIONS INVOLVING A MAJOR OCP AMENDMENT**

(File Ref. No. 08-4105-00) (REDMS No. 7695134)

PLN-46

See Page PLN-46 for full report

Designated Speaker: Sarah Badyal & Joshua Reis

STAFF RECOMMENDATION

That staff bring forward all new rezoning applications involving a major amendment to the City's Official Community Plan for early review by Planning Committee and Council, as described in the report titled "Early Review of Rezoning Applications Involving a Major OCP Amendment", dated August 22, 2024 from the Director, Development.



3. **PROPOSED AMENDMENTS TO THE RICHMOND SENIORS ADVISORY COMMITTEE MEMBERSHIP COMPOSITION**

(File Ref. No. 08-4055-01) (REDMS No. 7744309)

PLN-52

See Page PLN-52 for full report

Designated Speaker: Claire Adamson

STAFF RECOMMENDATION

That the Richmond Seniors Advisory Committee Terms of Reference be updated as described in the report titled "Proposed Amendments to the Richmond Seniors Advisory Committee Membership Composition", dated August 22, 2024, from the Director, Community Social Development.



Planning Committee Agenda – Wednesday, September 11, 2024

Pg. #

ITEM

4. MANAGER'S REPORT

ADJOURNMENT





City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development

Date: August 28, 2024
File: HA 23-035279

**Re: Referral Response – Heritage Alteration Permit for 12111 3rd Avenue
(Steveston Hotel)**

Staff Recommendation

That a Heritage Alteration Permit which would permit exterior alterations on the identified heritage building, and associated landscaping, at 12111 3rd Avenue be issued.

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

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture and Heritage Policy Planning	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 _____

Staff Report

Origin

Kanaris Demetre Lazos has applied for a Heritage Alteration Permit (HAP) on behalf of the Owner, 525 W. Georgia Street Ltd., Sadru Ramji (Director), to make exterior alterations to the identified heritage building known as the Steveston Hotel, located at 12111 3rd Avenue in the Steveston Village Heritage Conservation Area. The application was considered by Council at its meeting of July 8, 2024 where Council made the following referral:

That the “Heritage Alteration Permit for 12111 3rd Avenue (Steveston Hotel)” report be referred back to staff to have further discussions with the applicant to review further heritage protections such as the signage, name, and discussing the matter with the Steveston Historical Society.

The purpose of this report is to respond to the Council referral and present information in response to the concerns raised.

Findings of Fact

The original staff report entitled “Heritage Alteration Permit for 12111 3rd Avenue (Steveston Hotel)” dated June 19, 2024 from the General Manager, Planning and Development, and accompanying attachments provided information about the proposed exterior alterations and associated landscaping. That report is contained in Attachment A and remains applicable, except where noted in this report.

The proposal is to make exterior changes to the main floor façades of the north wing (the “pub” portion) in order to convert the existing pub to additional hotel suites, which are permitted under the current “Steveston Commercial (CS2)” zone. No changes are proposed on the second floor or to the south portion of the building (the “hotel” portion) and there is no additional floor area proposed. The proposal includes minor landscaping improvements along the front of the proposed new hotel suites.

Requirement for a Heritage Alteration Permit

The building is one of 17 protected heritage properties within the Steveston Village Heritage Conservation Area. The heritage protection applies to the exterior of the building only. A Heritage Alteration Permit (HAP) is required if exterior alterations are proposed to ensure the proposed changes do not negatively impact the overall heritage value of the heritage resource and the Heritage Conservation Area. The HAP can require the retention of exterior elements if they are considered to contribute to the heritage character and heritage value of the building.

The proposed use of the building for hotel suites is permitted within the current “Steveston Commercial (CS2)” zone applicable to the subject site.

Correspondence Received

Correspondence received from the public regarding the Heritage Alteration Permit application is included in Attachment B. All have been previously circulated to the Mayor and Councillors.

Prior to the July 8, 2024 Council meeting, the City received:

- A letter from Steveston Historical Society to the applicant, sent to Mayor and Councillors, expressing concern at the proposed change of use of the pub into hotel suites, noting its historical importance to the community, and proposing the retention of some elements such as the bar, signage and historical artifacts.

Since the July 8, 2024 Council meeting, the City received:

- A letter from the applicant noting the decision to close the pub for business reasons and the owner's entitlement to operate any business they wish to as long as it is permitted within the zoning;
- A letter from the applicant to Steveston Historical Society, copied to Mayor and Councillors, noting the business reasons for closing the pub; and
- An email from an individual identifying themselves as a staff member from The Buck & Ear Bar and Grill regarding the business reasons for closing the pub.

Analysis

The following sections provide information on follow-up action in response to the referral from the July 8, 2024 Council Meeting.

Heritage Protection

The scope of the HAP only addresses exterior alterations to the building. The interior of the pub, including architectural elements, does not have heritage protection. Furthermore, the interior of the pub was extensively renovated in approximately 2000. The current exterior signage referencing the Buck & Ear was also installed after that time.

Name and Signage

Staff undertook further research, with assistance from the City of Richmond Archives and external resources, to identify the recent history of the name and signage on the exterior of the pub, with the following findings:

- Photographs of the pub addition in the early 1950s show neon signage above the entrances and central window of the pub though a specific pub name has not been identified.
- In the 1970s and 1980s, pub signage used the name "Buccaneer Room". For some time, an image of a pirate featured on the front wall of the original hotel on the upper floor, until it was covered by siding.
- For some time in the 1990s, the pub name was "3rd Avenue Pub".

- The pub was renovated and renamed as “The Buck & Ear Bar and Grill” in approximately 2000. The fascia sign lettering, logos on the hotel awnings, wood hanging sign at the pub entrance, and the glass canopies with associated signage, were added after the change in name and reflect the name of the pub currently operating. The fascia signs have since been further replaced.
 - o The interior of the pub was fully renovated and refitted in a traditional style. Stained glass elements with the pub name were installed at that time.

Historical photographs are included in Attachment C for reference purposes.

The owner has communicated to staff that they do not wish to keep the Buck & Ear name on the front fascia of the building, along 3rd Avenue, if the pub is no longer operating as it might create confusion. They are willing to retain the name on the rear of the building and to retain the wood hanging sign on the 3rd Avenue frontage. The HAP includes retention of both of these signs. The proposed new fascia sign facing 3rd Avenue would be “Steveston Suites”, as shown on the design drawings included in the HAP.

Discussion with the Steveston Historical Society

Staff met with the Steveston Historical Society (Society) on July 17, 2024 to obtain further information on the specific concerns expressed and any elements on the interior or exterior of the pub that the Society has identified as having heritage value and should be retained.

The primary concern from the Society as expressed in their comments and delegation to the July 8, 2024 Council Meeting, and in discussion with staff, is the loss of the pub as a long-standing community gathering place. The Society has identified some memorabilia currently displayed within the pub (photographs including those of sponsored sports teams), the pub bell and stained glass with the pub name as items that could be retained and relocated or donated to the City’s collection. The Society would like to see the name and fascia sign retained on the exterior, though possibly in a smaller format. The Society also expressed a desire that the pub’s stories should be collected and shared. Staff from Museum and Heritage Services have advised they will work with the Steveston Historical Society to preserve and share the stories of the Steveston Hotel’s pub. This could include interpretation at the Steveston Museum or through programs such as the walking tours offered by the Society.

City staff discussed the Society’s concerns with the owner and applicant. In addition, City staff visited the building with the owner on July 29, 2024 and August 2, 2024 to view the interior and exterior, and discussed items that could be retained or that would be suitable for donation to the City’s artifact collection. Staff were also able to confirm that no original elements of the interior were evident, with the current fittings, such as the bar, appearing to date to the extensive renovation completed in 2000. This aligns with information in historical permit application records and design drawings for the building.

The City’s Curator of Collections identified a few items that would be of interest for addition to the City’s artifact collection if the owner does not wish to retain them. All date from the 2000 refit of the pub or more recently and reflect the current name of the pub.

These are a semi-circular stained glass panel with the pub's name, a stained glass panel with the buck's head motif and the wood hanging sign on the exterior at the front entrance.

The owner has confirmed that they intend to relocate some items to the café or other spaces in the hotel, to be determined when work begins, and that they will otherwise offer items to the City at that time. This includes photographs, two stained glass panels, and the pub bell. The exterior wood hanging sign will be retained at the entrance and the fascia sign "Buck & Ear" will remain on the rear of the building to commemorate the long history of the pub in the community (Attachment D). The owner intends to open the hotel's restaurant for longer hours (currently open for breakfast and lunch) to continue to provide hospitality and a gathering place within the historic building. Should the hours extend beyond midnight this would require Council approval. The current historic building will remain, including the two distinct phases of development from 1894 and 1948.

Conclusion

This report responds to the July 8, 2024 Council Meeting referral regarding signage, name, and discussion with the Steveston Historical Society. Staff can confirm the Heritage Alteration Permit relates to exterior alterations only. The proposed change from pub to hotel use of the pub space is permitted within the current zone.

It is recommended that the Heritage Alteration Permit (HA 23-035279) for 12111 3rd Avenue be issued to permit the proposed exterior alterations and landscaping.



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

JM:he

- Att. A: Report "Heritage Alteration Permit for 12111 3rd Avenue (Steveston Hotel)" (dated June 19, 2024)
 B: Correspondence Received from the Public
 C: Historical Images – Steveston Hotel and Pub
 D: Confirmation – Items to be retained

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

1. Submission of the landscape security in the amount of \$5,742. A legal agreement is required to accompany the Landscape Security to set the terms for the use and release of the security.

2. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
3. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.



City of Richmond

Report to Committee

To: Planning Committee

Date: June 19, 2024

From: Wayne Craig
General Manager, Planning and Development

File: HA 23-035279

Re: Heritage Alteration Permit for 12111 3rd Avenue (Steveston Hotel)

Staff Recommendation

That a Heritage Alteration Permit which would permit exterior alterations on the identified heritage building, and associated landscaping, at 12111 3rd Avenue be issued.

Wayne Craig
General Manager,
Planning and Development

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning	<input checked="" type="checkbox"/>	

Staff Report

Origin

Kanaris Demetre Lazos has applied for a Heritage Alteration Permit (HAP) to make exterior alterations to the identified heritage building known as the Steveston Hotel, located at 12111 3rd Avenue in the Steveston Village Heritage Conservation Area.

The proposal is to make exterior changes to the main floor façades of the north wing (the pub portion) in order to convert the existing pub to additional hotel suites, which are permitted under the current “Steveston Commercial (CS2)” zone. No changes are proposed on the second floor or to the south portion of the building and there is no additional floor area proposed.

A location map and an aerial photograph are provided in Attachment 1.

Background

Heritage Value

The Steveston Hotel at 12111 3rd Avenue is one of 17 identified heritage buildings in the Steveston Village Heritage Conservation Area. The hotel was constructed in 1894 and served the population of Steveston during the boom years of the fishing and canning industries. It provided a refuge following the 1918 fire and housed the post office during the rebuilding.

The addition to the north was built in 1948 which included a pub on the main floor and additional hotel units on the second floor. At the same time, the exterior of the original 1894 portion of the building was significantly altered at that time to match the new addition. The building has undergone further alterations since then, including replacement and reconfiguration of the ground floor windows and doors, and recladding with stucco and aluminum siding. The building has continued in its original hospitality use as hotel, restaurant and pub.

The heritage value of the Steveston Hotel lies in its historic association with the development of the Steveston townsite and its social and cultural value as a community gathering place. The character-defining elements of the Steveston Hotel include its landmark status and prominent location, its role as a social gathering place, and surviving elements of its two stages of construction including the flat-roof form, simple lines and upper floor window pattern.

Historic photographs of the building are included in Attachment 2. The Statement of Significance for the Steveston Hotel is included in Attachment 3.

The Steveston Hotel has seen substantial alterations to the exterior over its 130-year history. The current pub portion of the building was added 74 years ago. Since 2017 the hotel has seen the issuance of a number of minor Heritage Alteration Permits for windows, doors and exterior finishes; however the building retains the overall form, massing and upper floor window pattern of this heritage resource.

Surrounding Development

To the North: The Steveston Courthouse, a protected heritage building, as well as a non-heritage building at 12011 3rd Avenue, zoned “Steveston Commercial (CS2)”. The property is the subject of a rezoning application, currently under staff review, to permit a three-storey mixed-use building (RZ 17-794156) to be processed under separate report.

To the South and West: The Gulf of Georgia Cannery National Historic Site on a property zoned “Light Industrial (IL)”.

To the East: Across 3rd Avenue is a mixed-use building known as the Roderick, ranging one to three storeys on a property zoned “Commercial Mixed Use (ZMU33) – Steveston Village”.

Related Policies & Studies**Official Community Plan & Steveston Area Plan**

Section four of the City’s Official Community Plan (OCP) provides city-wide direction and policy to preserve, promote and celebrate community heritage. The subject site is designated “Neighbourhood Service Centre” in the OCP and “Heritage Mixed-Use (Commercial-Industrial with Residential & Office Above) in the Steveston Area Plan. The proposed expansion of hotel use is consistent with the plan and the current zoning of “Steveston Commercial (CS2)”.

Steveston Village Heritage Conservation Area

Steveston Village is also designated as a Heritage Conservation Area (HCA). In the HCA, 17 buildings and some landscape features are identified as heritage resources. The subject building is one of the 17 protected heritage properties.

The Steveston Area Plan seeks to conserve significant heritage resources throughout the Steveston area and conserve the identified heritage resources within the Steveston Village Node as outlined in the Steveston Village Conservation Strategy. A Heritage Alteration Permit is required if exterior alterations are proposed to a protected heritage property within the Heritage Conservation Area to ensure the proposed changes do not negatively impact the overall heritage value. Conservation of protected heritage properties is to be guided by the Steveston Village Conservation Strategy (2009) and the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2nd edition, 2010, Parks Canada). Any new construction or addition on a site where there is a protected heritage building is to be consistent with the Development Permit guidelines in the Steveston Area Plan in addition to the above noted guidelines. The proposed changes to the facades are limited to retain the existing form and character of the building. The proposed landscaping is in keeping with the design guidelines for Steveston Village.

Public Consultation

A Heritage Alteration Permit notification sign has been installed on the subject property. Also, early notification has been mailed to residents and property owners within 100 metres of the subject site. Staff have received one phone inquiry from the public to obtain further information on the proposed scope of work.

Richmond Heritage Commission

The Heritage Alteration Permit application was presented to the Richmond Heritage Commission on May 15, 2024. The Commission supported the application subject to landscaping improvements for the area in front of the building fronting 3rd Avenue. An excerpt from the Commission meeting minutes is included in Attachment 4.

In response to the Commission's comments, updates have been made to the proposed design:

- The main floor window type has been updated to more closely coordinate with the upper floor window type, with vertical orientation and awning openings (push-out windows).
- Landscaping has been further developed to improve the interface with the public edge along 3rd Avenue and to increase privacy for hotel guests and contribute to the character of the streetscape. Planters have been increased in number and moved to the front edge of the property. The planter material has been updated to black powder-coated metal instead of concrete, the proposed plants have been specified, and irrigation has been added.

Analysis

The current proposal is to convert the existing pub to additional hotel suites without adding any additional area to the existing building, which are permitted under the current "Steveston Commercial (CS2)" zone, and make exterior changes to the main floor façades of the north wing (the pub portion) in order to accommodate the new use. No changes are proposed on the second floor or to the south portion of the building containing the original part of the hotel.

The proposed exterior alterations are limited to those required to maintain the current structure and façade, and achieve the change in internal layout to create hotel suites. The proposed arrangement of doors and windows corresponds to the interior layout proposed by the applicant to achieve five new suites, replacing the current pub use.

Details of the proposed scope of work are:

- East (front) elevation:
 - Replace the existing four fixed windows with new openable windows (fixed lower portion with awning openings above) in the same locations and dimensions;
 - Add one new window of the same size and type at south end of the façade;
 - Retain the existing wood entry doors and hardware and change glazing to clear glass;
 - Remove the metal and glass canopy over the south entry doors, and extend the railing across the opening;

- Add eleven fixed planters with plant materials at the patio edge; and,
- Replace the wording on the fascia signage, removing “Est. 1895”, “Buck & Ear” and “Bar And Grill” to replace with “Steveston Suites”.
- North (side) elevation:
 - Remove an existing exit door and install four new windows, style to match the east elevation; and,
 - Add stucco over existing concrete block walls and paint to match existing stucco.
- West (rear) elevation:
 - Replace one set of existing double doors with new glazed double doors with aluminum frame;
 - Replace one set of existing double doors with larger, glazed patio doors with a transom window;
 - Remove an existing exit door;
 - Replace one existing window, remove one existing window, and add five new windows of varying sizes, style to match east elevation; and,
 - Add stucco over existing concrete block walls and paint to match existing stucco.
- The proposed new window and door frames will match the building’s existing aluminum frames (colour and style). Wood trim is proposed to be added to frame the main floor windows.

The proposal includes some landscaping treatment along the front of the proposed new hotel suites. The Steveston Village General Guidelines (9.3.2.1) in the Steveston Area Plan provide guidance on Landscape Elements including encouraging the provision of planters, window boxes and/or other types of container gardens to provide an abundance of year-round seasonal colour. The Design Criteria for the Steveston Revitalization Area (Sakamoto Guidelines, prepared in 1987, and included in the Steveston Area Plan) also indicates the addition of landscaping in containers where space allows, such as in the front setback of a building.

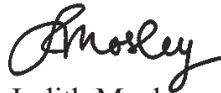
The proposed landscape plan for the patio area fronting 3rd Avenue has been refined in response to comments received from the Richmond Heritage Commission. The existing railings and paving are proposed to be retained. Planters and plant materials will be added to provide a buffer between the public sidewalk and the hotel frontage, increase privacy of hotel guests, and contribute to the streetscape character. While street trees were historically at this site, the planter program option proposed by the Commission was considered to be more closely aligned with the design guidelines for Steveston Village.

To ensure the provision of landscaping, a legal agreement and associated landscape security in the amount of \$5,742 is required prior to Building Permit issuance.

Given the limited scope of work on the exterior, heritage restoration of the building is not proposed at this time. The applicant has worked with staff to minimize changes to the facades and retain the existing form and character. The addition of landscaping in planters is in keeping with the design guidelines for Steveston Village.

Conclusion

It is recommended that the Heritage Alteration Permit (HA23-035279) for 12111 3rd Avenue be issued to permit the proposed exterior alterations and landscaping.



Judith Mosley

Planner 2 (Policy Planning) - Heritage Planner

JM:cas

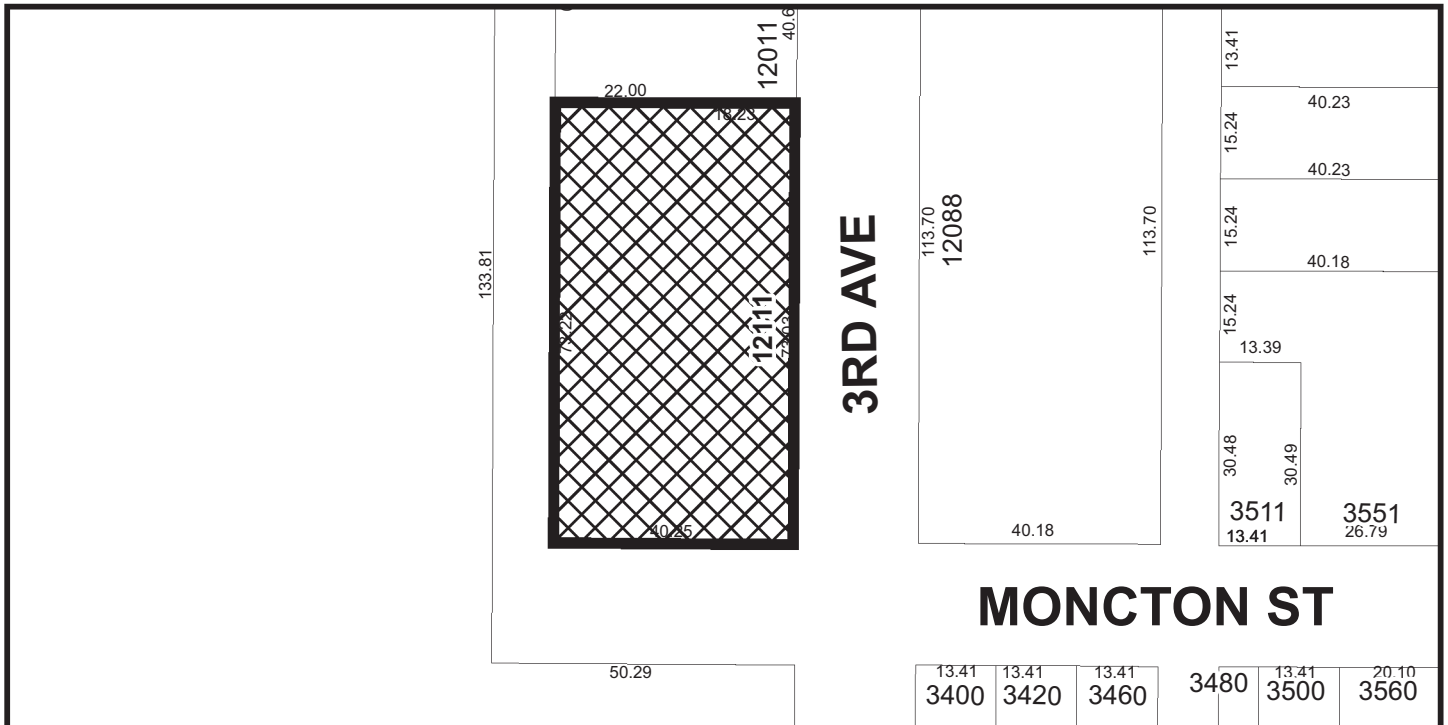
- Att. 1: Location Map and Aerial Photograph
 2: Historic photographs (1948 and 1951)
 3: Statement of Significance
 4: Excerpt from the May 15, 2024 Richmond Heritage Commission Minutes

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

1. Submission of the landscape security in the amount of \$5,742. A legal agreement is required to accompany the Landscape Security to set the terms for the use and release of the security.
2. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
3. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.



HA 23-035279

PLN - 16

Note: Dimensions are in METRES



City of
Richmond



HA 23-035279

PLN - 17

Original Date: 01/03/24

Revision Date:

Note: Dimensions are in METRES

Historic Photographs (1948 and 1951)
12111 3rd Avenue (Steveston Hotel)



Steveston Hotel addition under construction, 1948
City of Richmond Archives, Photograph 1986 58 3.



Steveston Hotel after construction of addition and exterior alterations to original facade, 1951
BC Archives, I-32961.

Steveston Village Conservation Program

Moncton Street resources

22. 12111 3rd Avenue Steveston Hotel/Sockeye Hotel



Description

The Steveston Hotel (Sockeye Hotel) takes up the west side of a full block along Third Avenue. The historic place is a two-storey, utilitarian structure with a flat, unarticulated façade and a flat roof. It directly fronts the street, without transition or landscaping.

Values

The Steveston Hotel is valued for its historic association with the development of the Steveston townsite and its social and cultural value as a community gathering place and local business. Constructed in 1894, the hotel represents the economic infrastructure which supported the local fishing and canning industries historically, and the tourism industry today. As an historic and longstanding fixture in the community, it is significant that this historic place has had continuing use as a gathering place for the town's citizens, and continues to operate in its original function today.

Architecturally, the Steveston Hotel is an excellent example of a building which predates the fire of 1918. A significant landmark building in the commercial downtown of the village, it represents the growth of Steveston as a prosperous frontier town in the late nineteenth and early twentieth centuries. It is also important to note the role of this building as a refuge for many after the fire, and its contribution to rebuilding the town seen in its temporary housing of the Steveston Post Office for a time.

Character-Defining Elements

The character-defining elements of the Steveston Hotel include:

- The hotel's landmark status at the terminus of Steveston's main street
- Its prominent location at the corner of Moncton Street and 3rd Avenue
- The liveliness and diversity the establishment lends to the street edge along 3rd Avenue
- Surviving elements of its two stages of construction, seen in such elements as its flat-roofed form and simple lines

This resource met the following criteria:

- Criterion 1: The overall contribution of the resource to the heritage value and character of Steveston
- Criterion 2: The ability of the resource to represent a certain historical process, function and style
- Criterion 3: The level of importance of associations with an era in Steveston's history and development
- Criterion 4: The intactness and evocative qualities

**Excerpt of the Minutes to
the Richmond Heritage Commission meeting
Wednesday, May 15, 2024 - 7:00 pm
Cisco Webex**

Heritage Alteration Permit for 12111 3rd Avenue (HA23-035279)

Minhee Park, Planner 3, from Policy Planning provided a presentation about the application including the heritage status of the site, a brief history of the building's construction and alterations, and an overview of the proposed exterior changes. This included the following information:

- The Steveston Hotel is a protected heritage property in the Steveston Village Heritage Conservation Area.
- It was constructed in 1894. The pub addition was built in 1948. The hotel was significantly altered at that time and there have been further alterations to the facades since then. While many of the original features have been lost, the flat roof form, overall massing and second floor window pattern remain.
- Five large hotel suites are proposed. Hotel use is permitted under the current zone. Exterior changes proposed to accommodate the new use require a Heritage Alteration Permit.
- The proposed work includes the following:

On the east (street) elevation:

- Replace the existing four fixed windows with new openable windows in the same locations and dimensions, and add a new window of same size at the south end of the façade;
- Add wood trim to frame windows;
- Retain the existing wooden entry doors in same locations and change glazing to clear glass;
- Remove the metal and glass canopy over the south entry doors;
- Add fixed planters and plant materials; and
- Replace the current wording on signage.

On the north elevation:

- Remove an existing exit door and install four new sliding windows.

On the west (rear) elevation:

- Replace one set of existing double doors with new glazed doors with aluminum frame;
- Replace one set of existing double doors with larger patio doors with transom;
- Remove existing exit door;
- Replace one existing window and remove one existing window; and
- Add five new sliding windows of varying sizes.
- Staff have requested that the windows on the north and west elevations be consistent with the quality of those proposed on the east elevation. Sliding windows are discouraged.
- The exterior changes are limited to accommodate the proposed interior layout for hotel suites. No landscape changes are proposed, except for addition of concrete planters.

In response to the Commission's questions Ms Park provided the following additional information:

- The proposed planters would be located against the building, beneath the main floor windows.
- The existing railing would remain in place.
- The applicant is to provide details of the plants proposed for the planters.
- The proposed units would be short-term rental hotel units, not apartments.

In response to the Commission's questions and comments the owner provided the following additional information:

- Due to business challenges, the owner wishes to convert the existing pub to apartment suites.
- Only the main floor windows will be changed. The new windows will be double-glazed, operable, with metal frames to match the others on the building.
- The owner wants to have larger windows on the main floor than those on the upper floor, so keeping existing window dimensions.

The Commission provided the following comments:

- It was suggested that the new windows on the main floor look like a family of windows with those on the upper floor such as having a smaller lite at the top that opens.
- The minor changes proposed to the building look acceptable.
- The historic photographs of the hotel show trees at the front. Reintroducing three or four trees could connect to the history of the site.
- The change to hotel use changes the patio area facing 3rd Avenue from a public space to a private space. The space between the railing and the building needs to be addressed to make it more of a contributor to the heritage character of the street and to provide privacy for the hotel guests. Consider removing the concrete paving and planting trees or positioning planters close to the railing to provide separation from the street.
- Instead of concrete, the materials of the planters should be more in keeping with Steveston Village. The interface with the street edge is important and should be pedestrian-friendly in design and materials. There may be modular planters that can be purchased with visual interest and detailing.
- There is opportunity in future for a larger renovation to recapture the heritage character of the building. The scope of this project is small at this time but that may be different in future.
- The applicant should work with planning staff to develop a landscaping scheme for the patio area.

It was moved and seconded:

That the Richmond Heritage Commission support the Heritage Alteration Permit application for 12111 3rd Avenue (HA23-035279) with a condition that the applicant works with staff to address the issue related to the public edge along 3rd Avenue, to improve the quality and character of the streetscape and enhance privacy of the hotel

guests, and consider the following options to improve the buffer between the sidewalk and the building façade.

- 1) Provide a comprehensive landscaping scheme including trees and planting materials; or*
- 2) Provide a more robust planter program including planter design and materials, and planting materials that are in keeping with the heritage character of Steveston Village.*

CARRIED



Steveston Historical Society, 3811 Moncton Street, Richmond, B.C., Canada V7E 3A7
 Historicsteveston.ca

July 2, 2024
Via E-Mail

Dear Kanaris Demetre,

RE: Heritage Alteration Permit Application #HA23-035279

I am writing on behalf of the Steveston Historical Society to express our deep concern regarding the potential redevelopment of The Buck & Ear Bar & Grill, a historic pub and local watering hole located in Steveston, BC. We kindly request your consideration in preserving a significant component of this establishment due to its rich historical importance to the community.

The Buck & Ear has been an integral part of Steveston's cultural fabric since its establishment in 1885, making it one of the oldest in the province. It has served as a social gathering place, offering live music, entertainment, and a sense of community spanning three centuries. While the building itself has witnessed the evolution of our town, the Buck & Ear pub is the public face and is essential to maintain a tangible connection to our past.

We are confident that numerous members of the local community and heritage groups share our concern for the preservation of The Buck & Ear with widespread support for maintaining this historical landmark and ensuring its significance is not lost to future generations is of deep concern to all of us.

Moreover, The Buck & Ear has been instrumental in supporting community events and fundraisers for non-profit organizations and local sports teams. It has consistently opened its doors to host charity events, benefit concerts, and community gatherings, providing a platform for these organizations to raise funds and awareness. The loss of The Buck & Ear would mean the loss of a vital resource for these groups, making it even more imperative to preserve this historical component.

While we understand the need for development and progress, we urge you to consider the possibility of preserving, if not the total space at least a small component of The Buck & Ear for nostalgic purposes in a smaller venue snug-like pub. This could include elements such as the original bar, signage, or other historical artifacts that would allow the public to experience a glimpse of the past while still accommodating the requirements of the redevelopment project.

By incorporating a preserved component, you would not only honour the history of The Buck but also demonstrate your commitment to the community's values and heritage. It would serve as a testament to the importance of preserving our shared history and would undoubtedly contribute to the overall appeal and uniqueness of the redevelopment project.

We kindly request the opportunity to discuss this matter further with you and explore potential solutions that align with both the development plans and the preservation of The Buck's historical significance. We believe that a collaborative approach can lead to a mutually beneficial outcome that respects the interests of all stakeholders involved. Thank you for your attention to this matter. We look forward to hearing from you soon and working together to ensure the preservation of The Buck for the benefit of present and future generations.

Sincerely,

Linda Barnes & Joanne Teraguchi
 Co-chairs
 Steveston Historical Society
 cc, City or Richmond - Mayor & Council

Kanaris Demetre Lazos
1310 Sinclair street
West Vancouver BC. 236 8588187
(Authorized owner's agent)

DATE July 11 2024

RE Steveston Hotel

Dear honorable Mayor **Malcolm Brodie & all councilors of Richmond City.**

I would like to thank you for your services that we have been providing to Richmond and also to thank you for your time you will spend to read this important letter. I promise that I will be brief and to the point.

I have been dealing with the city of Richmond since 1981 when the city was located in a much smaller building. Those were the good days as we used to get permits very fast. I could get building permits within two weeks back then. I am wondering how come it takes so long (sometimes into years) to get permits even with the advanced technology that we have. Is it the technology??? Is it that working habits of the city workers has changed?? BTW I do have in my records hundred of automated replies saying sorry we are out of our office until so and so day. I have a habit of not deleting my emails. I believe that there is a huge room for improvements needed and I have offered numerous times in the past that I could be available to offer you my input.

I am writing to you today regarding the most recent applications I have submitted for the Proposed Steveston Hotel suites. I am very sure you are aware of this application.

We started this journey at the end of 2022 and we are still dancing and running and jumping. I have records to prove that we have been following the recommendations and the guidance we receive which recommendations keep changing each time the files goes to a different desk. So many Chiefs and so many different ideas and opinions. So many different desks it feels like we are creating jobs to torture the owners and the applicants. I believe all city workers including you should public servants rendering good results for the benefit of your tax payers.

The owner of the building MR Ramji has purchased this building to make profits .

The existing building has been designated as a historic designated building by those who love history and those who have chose it to be designated. No Need to get into specific details but this building is exactly the same as we bought it.

The most recent delays that we are facing with sadness are the ONGOING HERITAGE MEETINGS and then more meeting and after these more meetings (which happens something like once every moth) delaying then delaying and spending tax payers monies cost in us more monies and wasting more time.

I have a very simple question to all of you. Is it not true that MR Ramji is the owner of this Building? It is not also true that is up to the owner's discretion and choice to operate any business that he chooses in his own building as long as it is conforming with the zoning by laws.

PAGE # 2.

Mr Ramji until now got a few HAP to make a few necessary maintenance improvements and repairs/upgrades which benefited the operating business. They also took very very very longtime to get but this time has taken the longest. Like I said too many Chiefs!

At this time a new delay has been created because the heritage historic society are claiming that this PUB is their meeting place . IS IT????? IS IT their meeting place? In the last ten years they met there twice . Do you believe we should stay open just because they may come to have a meeting an a few years from now? Please think about it! In ten years they spend approximately \$ 6,000.00 . Please divide the \$6,000.00 into 10 years . Let me point out that these \$ 6,000.00 is gross not net profits. Profits are way less. Much less.

I personally would say that we should not make decisions and create ideas causing damages to others . The Pub like many other Pubs are suffering and eventually are closing down.

The Buck & Ear Pub will close down We regretfully say that we must close it down. It makes no profits .

The restaurant will remain open , It is fully licensed and if the historic society wants to use this space and facilities for their meeting they are welcome to do so.

LAST POINTS:

We do not appreciate at all all these obstacles created due to the fact that others have designated this building as heritage . I have read the history too. More than 50% of what I have read are bad comments regarding the sailors and their life style then.

The yellow small house next door which we sold to our neighbor used to be the city hall if I m not mistaken. WHY DID you move out and upgraded to a larger and better place. The reason is simple . We are growing things are changing life is changing and we must also change.

PUB businesses are not good . We have plenty of requests from visiting families that need to rent a suite. Providing suites for families to visit Steveston village is much cleaner & better business that what was happening at the then bar and the Then brothel of those days.

I hope and I believe that you will assist so we can get over with this ordeal getting the HAP we have suffered enough.

Please remind to yourself that MR Ramji is the owner and he is entitled to use his building to operate any business he desires as long as the business is as per the zoning by laws. The heritage committee has approved the proposed exterior changes. No one should tell the owner what business he should operate . THIS IS SIMPLY NOT FAIR.

Thank you for your time.

Best regards Demetre Lazos

KANARIS DEMETRE LAZOS
1310 SINCLAIR STREET
WEST VANCOUVER B C

DATE July 11 2024

RE: The Steveston hotel suites

DEAR: Steveston Historical Society

We noted your concern that the pub will have to be closed down due to lack of business. I would like to point out to you that:

Businesses opens and closes according to the economy of the time. The present pub was opened in 1952 and **not 1885 as you have indicated**

In your letter. There is no need for downsizing the pub as we have on site Steveston Cafe, which is fully licensed to serve liquor with food.

In addition it has a capacity that can cater for the present business. We appreciate your support to the pub business by holding fund raising events at the Buck & Ear,

However, we checked the records for the last ten year and found that your Society had two events in the last ten years, each event had 120 guests at \$25 per person for a burger and wine/beer. **These kinds of events cannot sustain a pub with a huge capacity.**

Most of our present patrons are seniors and that segment is declining, very few young people reside in Steveston as the housing cost is very high.

I regret to say but you will see a lot businesses will close down just like two restaurants that closed on Moncton and No.1 Road, recently.

We must repeat that there is no way that we will keep the pub. We simply cannot afford to keep it open. Most pub businesses in Vancouver and surrounding areas are almost not existing. We have decided to close down this business, which makes no money.

PLEASE allow me to remind to you that we purchased this building solely for business purposes. The existing pub makes no profits . **Every owner has the right to choose the type of business that suites his/her needs or desires.**

I must also point out that you have designated this building as it has historic value . BUT IT IS the building that has the historic value not the pub.

Demetre Lazos.

c.cCity of Richmond-Mayor and Council

From: Alanna Ogryzlo <alannawatkins@telus.net>
Sent: July 12, 2024 10:10 AM
To: MayorandCouncillors; Park, Minhee
Subject: Staff from the Buck and Ear pub

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

To whom it may concern,

My name is Alanna Ogryzlo and I am a staff member at the Buck and Ear pub in Richmond. I've been trying to keep up with the council meetings regarding the redevelopment of the building.

I would first like to start off with Sudru (spelling? The owner of the building). He has not once spoken to any staff member regarding the business. If he had, then he would have heard the truth: we are a busy pub with both a young crowd and older crowd. We do \$30,000+ in sales per week. If there are big events on, that number could be much higher.

We have events such as; Club Buck on the first Friday of every month, where we get so busy, there can be a lineup out the door of young people waiting to come in and dance and mingle. We also have theme nights on weekends, such as, 80s night, 90s night, Emo night, patio parties etc. We have Jam night every Wednesday at 7pm with a local band that brings in a large crowd. This night is loved by many. We also have bands one or 2 Saturdays a month that bring in crowds of all ages as well.

We host celebrations of life, fundraisers, after wedding parties, and large reservations. The Buck and Ear is a staple of Steveston.

I'm not sure why Sudru has any input on the business side of things as he is just the owner of the building and parking lot. Joseph Richard Group is the only party involved in the business side. Sudru is a huge factor in our business slowing down as rumors have flourished that we are already closed. The parking lot that he owns gives no lenience to patrons who are literally 1 minute late. It's very aggressive behavior when we just want this business to thrive.

I have also heard from regular guests that he has yelled at and threatened them that if they continue to delay his plans, he will "shut the Buck down this week". These regulars are ladies in their 70s. His behavior is completely unacceptable and does not deserve to be rewarded.

He has come into the pub and personally told me and another staff member that his plans to turn the pub into a hotel are his backup plan; clearly a lie.

The Buck and Ear is 100% a place of community and gathering and the idea of shutting it down should not be taken lightly.

I would happy to discuss further, as well as many other staff.

Thanks for your time,
Alanna Ogryzlo

6048374085

**Historical Images
Steveston Hotel and Pub**



Steveston Hotel after completion of the pub addition and remodelling of original hotel. 1951.
[BC Archives I-32961]



Steveston Hotel and Buccaneer Room. 1977. [Richmond News, June 10, 2015]



Steveston Hotel and Buccaneer Room. Circa late 1970s / 1980s.
[City of Richmond Archives 2016-19-15066]



Buccaneer Room at the Steveston Hotel. 1983. [City of Richmond Archives 2008-39-1-147]



Steveston Hotel. February 2000. [City of Richmond Heritage Inventory]



Steveston Hotel. 2004.



Steveston Hotel. July 26, 2024.



Steveston Hotel. July 26, 2024.



The Buck & Ear Bar and Grill. April 16, 2024.

Mosley, Judith

From: Telus New <sramji@telus.net>
Sent: August 22, 2024 12:52 PM
To: Mosley, Judith
Cc: Kanaris Lazos
Subject: Re: Please confirm: Agreement regarding items to retain

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

We confirm this as per our agreement.

Regards.

Sadru

Sent from my iPad

On Aug 22, 2024, at 1:01 PM, Mosley, Judith <JMosley@richmond.ca> wrote:

Dear Sadru,

We intend to include the statement below in the staff report regarding your Heritage Alteration Permit application, HA 23-035279. I believe this reflects our discussion and email correspondence to date.

Please confirm your agreement. A simple email response to confirm your agreement with this statement would be sufficient:

“The owner has confirmed that they intend to relocate some items to the café or other spaces in the hotel, to be determined when work begins, and that they will otherwise offer items to the City at that time. This includes photographs, two stained glass panels, and the pub bell. The exterior wood hanging sign will be retained at the entrance and the fascia sign “Buck & Ear” will remain on the rear of the building to commemorate the long history of the pub in the community.”

The specific items referred to are:

1. A number of photographs in frames or on plaques of local sports teams that have been sponsored by the pub or hotel.
2. Two stained glass panels: (1) semi-circular panel with the pub name, currently beside the bar; (2) rectangular panel with image of a buck's head.
3. The brass pub bell with anchor design.

If confirmed, your response is likely to be included as an attachment to the report. Please respond at your earliest convenience so we can move forward on this. If you have any questions, please let me know.

Kind regards,

Judith

Judith Mosley, CAHP, IHBC

Heritage Planner | Planning and Development

City of Richmond | 6911 No. 3 Road, Richmond BC V6Y 2C1

T: (604) 276-4170

E: jmosley@richmond.ca



City of Richmond

Heritage Alteration Permit

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

File No.: HA 23-035279

To the Holder: Kanaris Demetre Lazos
Property Address: 12111 3rd Avenue
Legal Description: Lot 2 Section 10 Block 3 North Range 7 West New Westminster District
Plan EPP65456

(s.617, *Local Government Act*)

1. (Reason for Permit)
 - ☐ Designated Heritage Property (s.611)
 - ☐ Property Subject to Temporary Protection (s.609)
 - ☐ Property Subject to Heritage Revitalization Agreement (s.610)
 - ☒ Property in Heritage Conservation Area (s.615)
 - ☐ Property Subject to s.219 Heritage Covenant (Land Titles Act)
2. This Heritage Alteration Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A", and any and all buildings, structures and other development thereon.
3. This Heritage Alteration Permit is issued to authorize the proposed exterior alterations and landscaping as shown in the attached Plan #1 to Plan #4, and Attachment 1, and in accordance with the specifications and maintenance plans outlined in the letter dated June 11, 2024 included in Attachment 2.
4. As a condition of the issuance of this Permit, the applicant agrees to provide a Landscape Security in the amount of \$5,742 prior to issuance of the associated Building Permit to ensure that landscaping work is carried out in accordance with this Permit.
5. This Heritage Alteration Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
6. If the alterations authorized by this Heritage Alteration Permit are not completed within 24 months of the date of this Permit, this Permit lapses.
7. This is not a Building Permit.

AUTHORIZING RESOLUTION NO. <Resolution No.> ISSUED BY THE COUNCIL THE DAY OF
<Date>

DELIVERED THIS <Day> DAY OF <Month>, <Year>

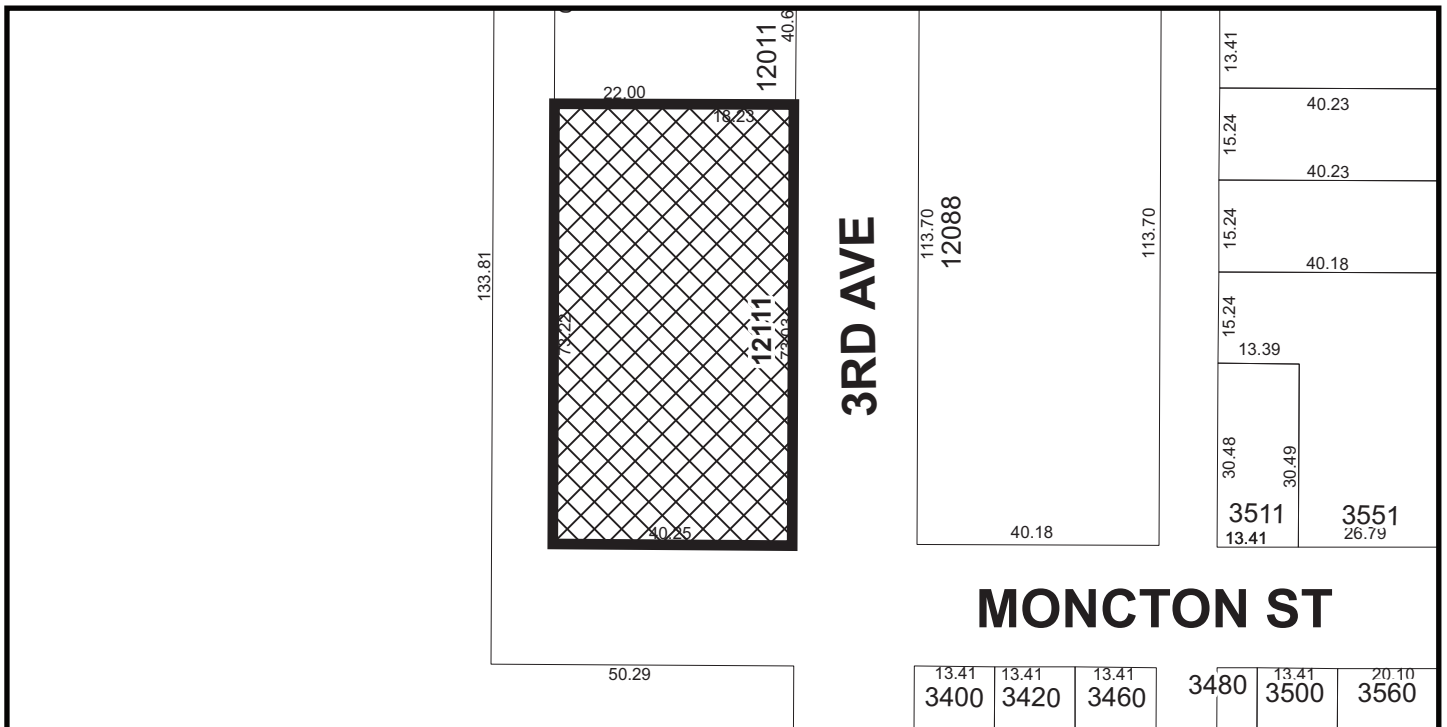
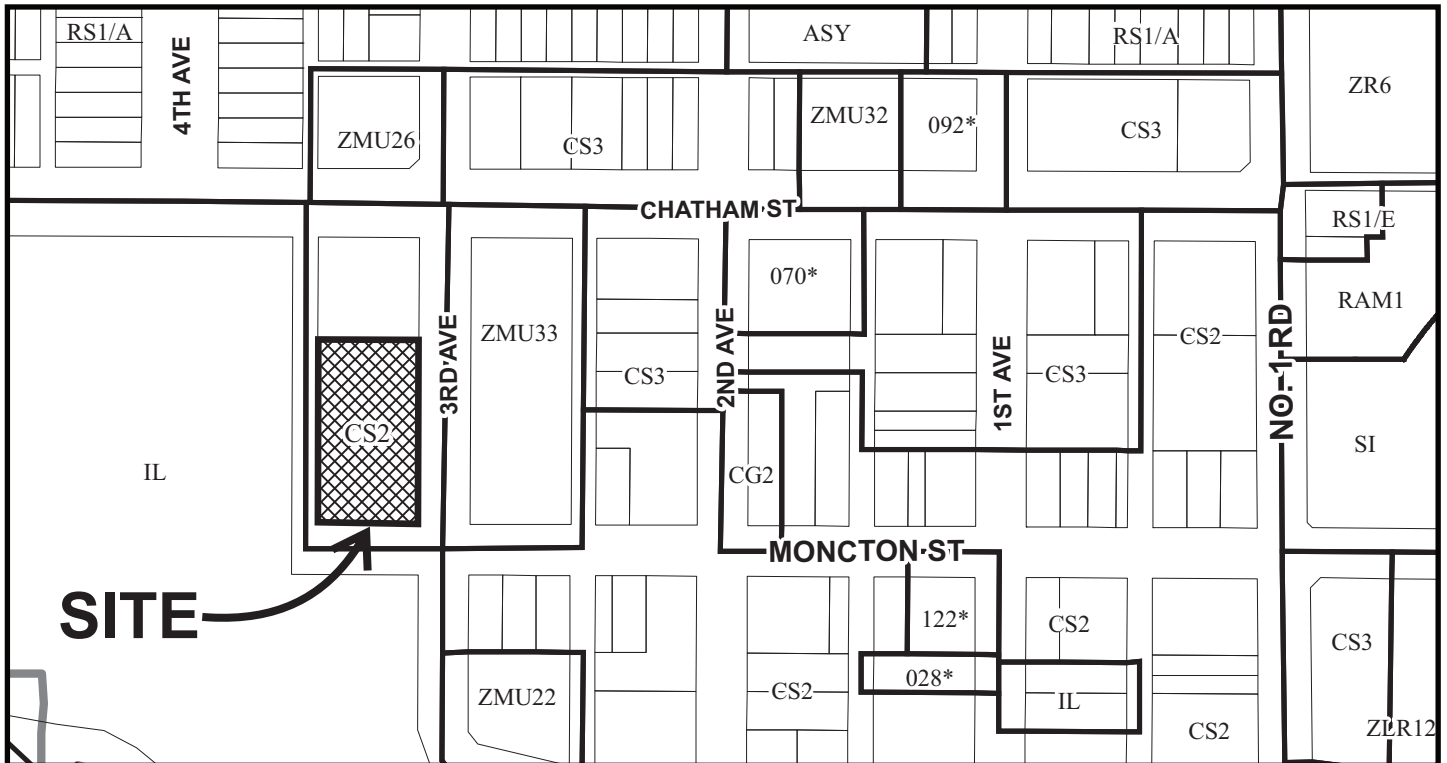
MAYOR

CORPORATE OFFICER

IT IS AN OFFENCE UNDER THE *LOCAL GOVERNMENT ACT*, PUNISHABLE BY A FINE OF UP TO \$50,000 IN THE CASE OF AN INDIVIDUAL AND \$1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.



City of Richmond



HA 23-035279
SCHEDULE "A"
PLN - 37

Original Date: 01/03/24

Revision Date:

Note: Dimensions are in METRES



THIRD AVENUE



SCALE: NTS

GRADE	$1/8" = 1'-0"$	DATE	Oct. 2023
OWNER	MJJ	CLIENT	
CONSULTANT / JOB TYPE		DESIGN FOR	A-1
			PROJECT#

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Written dimensions shall take precedence over scaled dimensions. Contractions shall verify and be responsible for all dimensions and conditions on the job. The drafter shall not be held responsible for any errors from the dimensions and conditions shown on the drawing. Shop dimensions shall be submitted to the architect for approval before proceeding with fabrication.

LEGAL DESCRIPTION:
ALL OF SECTION 10, BLOCK 3 NORTH,
RANGE 7 WEST, GROUP 1, NWD,
PLAN 68935

STEVESTON HOTEL

Project: _____

PROPOSED 'CHANGE OF USE'
(PUB INTO HOTEL SUITES)

DL ARCHITECTURAL
www.DLarchitectural.com
72
DIVISION OF CONSTRUCTION INC.
RICHMOND, BC

1	REVISED	AS PER COMMENTS
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ISSUES / REVISIONS

12111 3rd AVE.
RICHMOND, BC

LEGAL DESCRIPTION:
ALL OF SECTION 16, BLOCK 3 NORTH,
RANGE 6 WEST, GROUP 1, WMD,
PLAN 8883

STEVESTON HOTEL

CIVIL ADDRESS:
12111 3rd AVE.
RICHMOND, BC

PROPOSED CHANGE OF USE:
(PUB INTO HOTEL SUITES)
EXISTING
ELEVATIONS

DATE: 10/1/2023
PROJECT NO: 2023-001
SHEET NO: 10/1/2023

CLIENT: K.D. JACOBS
SCALE: 1/8"=1'-0"

DATE: 10/1/2023

PROJECT NO: 2023-001

SHEET NO: 10/1/2023

CLIENT: K.D. JACOBS

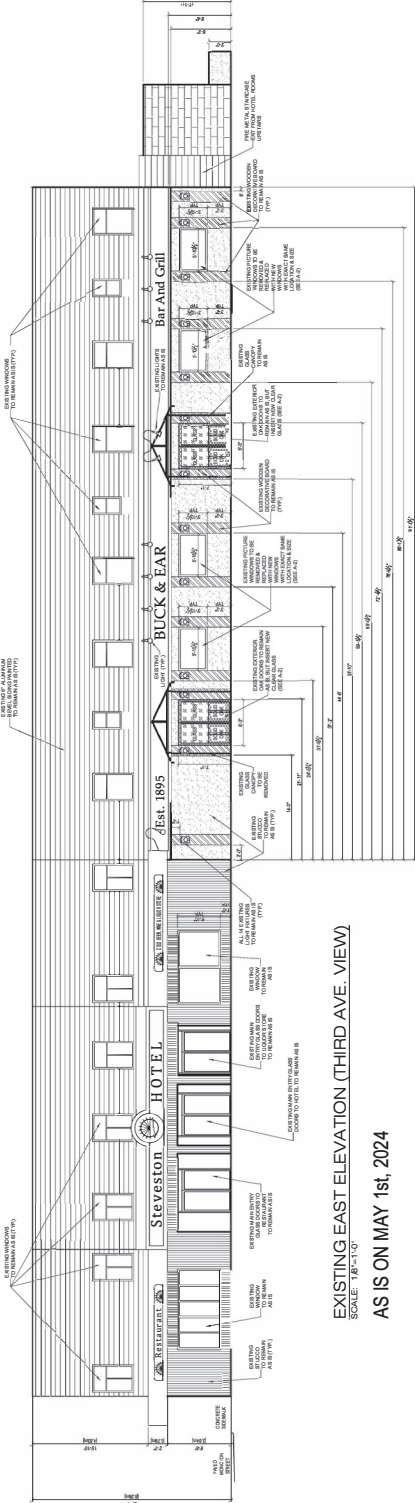
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DATE: 10/1/2023

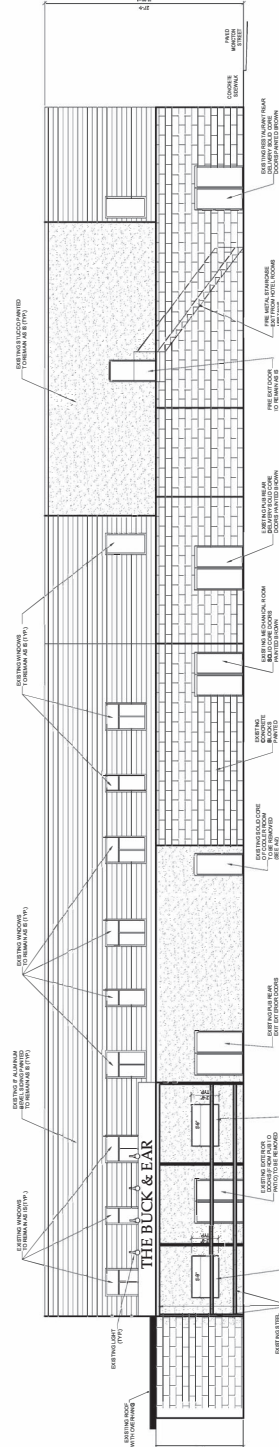
PROJECT NO: 2023-001

SHEET NO: 10/1/2023

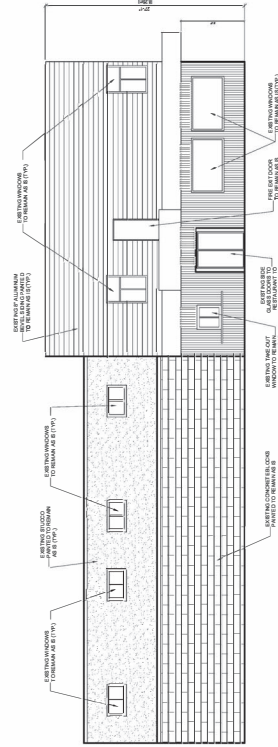
CLIENT: K.D. JACOBS



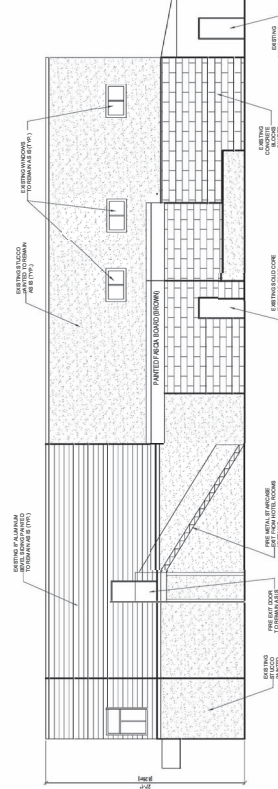
EXISTING EAST ELEVATION (THIRD AVE. VIEW)
SCALE: 1/8"=1'-0"
AS IS ON MAY 1st, 2024



EXISTING WEST ELEVATION (REAR VIEW)
SCALE: 1/8"=1'-0"

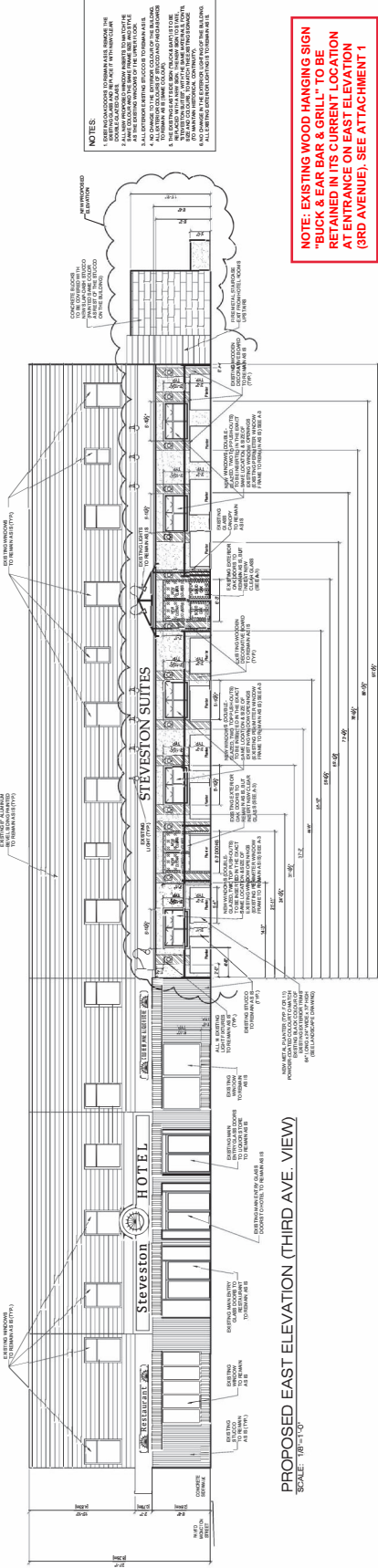


EXISTING SOUTH ELEVATION (MONCTON ST. VIEW)
SCALE: 1/8"=1'-0"
THIS ENTIRE ELEVATION TO REMAIN AS IS



EXISTING NORTH ELEVATION (RIGHT SIDE VIEW)
SCALE: 1/8"=1'-0"

PLAN #4



NOTE: EXISTING WOOD HANGING SIGN
"BUCK & EAR BAR & GRILL" TO BE
RETAINED IN ITS CURRENT LOCATION
AT ENTRANCE ON EAST ELEVATION
(3RD AVENUE). SEE ATTACHMENT 1

12111 3rd AVE.
RICHMOND, BC

LEGAL DESCRIPTION:
ALL OF SECTION 16, BLOCK 3 NORTH,
RICHMOND, BC
PLAN 8833

STEVESTON HOTEL

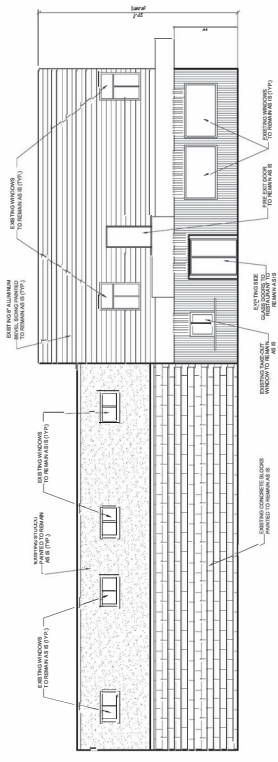
CIVIL ADDRESS:
12111 3rd Avenue
Richmond, BC

PROPOSED CHANGE OF USE:
(PUB INTO HOTEL SUITES)
PROPOSED
ELEVATIONS

DATE: 10/23
PROJECT: NJJ
DRAWN BY: K.D. JAZOS
CHECKED BY: A-6

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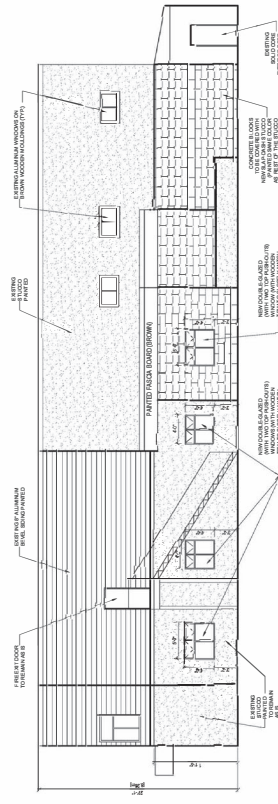
PROPOSED WEST ELEVATION (REAR VIEW)
SCALE: 1/8"=1'-0"



PROPOSED SOUTH ELEVATION (MONCTON ST. VIEW)
SCALE: 1/8"=1'-0"

THIS ENTIRE ELEVATION TO REMAIN AS IS

PROPOSED NORTH ELEVATION (RIGHT SIDE VIEW)
SCALE: 1/8"=1'-0"



ATTACHMENT 1

Wood hanging sign to be retained in current location on 3rd Avenue frontage:



Fascia sign for “Buck & Ear” to be retained on rear of building:





28415 Haverman Rd, Abbotsford BC V4X 2P2

June, 11 2024

Dear City of Richmond,

I am writing to confirm that our project will meet the specified technical requirements for the planters. Below are the detailed specifications and maintenance plan that will be adhered to:

1. Planter Dimensions:

- Minimum planter height: 3'-0"
- Minimum planter width: 18"-24"
- Minimum soil depth in each planter: 24"

2. Plant Specifications:

- Minimum plant pot size: #2
- Recommended plant spacing and number of plants per planter: approximately 18" – 24" on center 6 plants per planter

3. Watering and Drainage:

- Planters will include a drip irrigation system or be self-watering to ensure consistent moisture levels.
- Planters will be equipped with drainage holes and trays to prevent waterlogging and ensure proper drainage.

4. Mulching:

- A 2" depth of organic mulch will be included to help retain soil moisture and regulate soil temperature.

5. Maintenance Plan:

- As per Maintenance plan Below

We are committed to ensuring that all planters not only meet but exceed these technical requirements to achieve the desired aesthetic and functional outcomes. Should you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Prubh Dosanjh', written in a cursive style.

Prubh Dosanjh, B.eng

Maintenance Plans- June,11 2024

Japanese Azalea Maintenance Plan

General Care:

- **Watering:** Keep soil consistently moist but not waterlogged. Azaleas prefer well-drained, acidic soil.
- **Fertilizing:** Fertilize in early spring with a slow-release, acid-forming fertilizer specifically formulated for azaleas and rhododendrons.
- **Mulching:** Apply a 2-3 inch layer of mulch (pine bark, pine needles, or wood chips) around the base to conserve moisture and maintain soil acidity.

Trimming:

- **Frequency:** Trim annually after blooming, typically in late spring to early summer.
- **Technique:** Remove dead or diseased branches first. Then, prune to shape the plant, cutting back to a healthy lateral branch or bud. Avoid cutting into old wood as azaleas don't regenerate well from it.
- **Purpose:** This encourages fuller growth, maintains a compact form, and ensures the plant remains healthy.

Replacement:

- **Frequency:** Replace plants that show signs of decline (e.g., significant dieback, disease, or lack of vigor) after careful assessment, typically every 10-15 years or as needed.

Japanese Pieris Maintenance Plan

General Care:

- **Watering:** Ensure soil is evenly moist, especially during dry periods. Pieris prefer well-drained, slightly acidic soil.
- **Fertilizing:** Feed in early spring with a balanced, slow-release fertilizer or one formulated for acid-loving plants.
- **Mulching:** Use a 2-3 inch layer of mulch around the base to help retain moisture and regulate soil temperature.

Trimming:

- **Frequency:** Trim annually after flowering, typically in late spring.
- **Technique:** Prune out dead or damaged wood first. Then, lightly shape the plant by cutting back to a lateral bud or branch. For rejuvenation pruning, cut back one-third of the oldest stems to the base to encourage new growth.
- **Purpose:** Promotes a denser form, controls size, and encourages healthy new growth.

Replacement:

- **Frequency:** Assess plants for health and vigor regularly, replacing those that are diseased, damaged, or no longer thriving every 10-20 years or as needed.

Additional Tips for Both Plants**Pest and Disease Control:**

- **Monitoring:** Regularly check for signs of pests such as lace bugs, spider mites, and scale insects. Also, watch for fungal diseases like powdery mildew and root rot.
- **Management:** Use appropriate organic or chemical controls as needed, and ensure good air circulation around the plants to reduce disease risk.

Winter Protection:

- **Mulching:** Ensure a good mulch layer to protect the roots from extreme temperatures.
- **Shelter:** In particularly harsh winters, consider windbreaks or burlap wraps for young or exposed plants.

By following this maintenance plan, your Japanese Azaleas and Japanese Pieris should thrive, maintaining fullness and an overall even form throughout their life span.



City of Richmond

Report to Committee

To: Planning Committee
From: Joshua Reis
Director, Development
Date: August 22, 2024
File: 08-4105-00/Vol 01
Re: Early Review of Rezoning Applications Involving a Major OCP Amendment

Staff Recommendation

That staff bring forward all new rezoning applications involving a major amendment to the City's Official Community Plan for early review by Planning Committee and Council, as described in the report titled "Early Review of Rezoning Applications Involving a Major OCP Amendment", dated August 22, 2024 from the Director, Development.

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

JR:sb

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

Staff Report

Origin

On May 16, 2023, Planning Committee passed the following resolution:

That staff review how Council can review projects early in the process to allow for Council input on initial concepts prior to final development of a project, and report back.

This report responds to the above referral and recommends that Planning Committee and Council be engaged in the early review of new rezoning applications that have an associated major amendment to the City's Official Community Plan (OCP).

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

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

Analysis

Rezoning Application Technical Review Process

Prior to securing a development site and pursuing a development project, including submitting a rezoning application, developers assess the economic feasibility of their development projects, including reviewing the OCP, Area Plans, City Council policies, strategies and requirements. In addition, developers may engage staff in informal pre-application meetings to discuss the potential redevelopment of a site, which may include the review of concept plans and associated material.

When a formal rezoning application is submitted to the City, staff promote public awareness of the application by mailing early notification postcards to owners and occupants of neighbouring properties and requiring applicants to install informational signage onsite. Staff regularly maintain and publish a list of current development applications received throughout the year on the City website (www.richmond.ca/business-development/devzoning/currentdevapps.htm).

Rezoning applications are brought forward to Planning Committee for consideration as quickly as possible upon resolution of a broad range of technical matters. The timing of the technical review process is dependent on the applicant submitting the information needed for review and for achieving resolution of any identified issues. Each rezoning application undergoes a thorough technical review and analysis by staff, including land use, density, site planning, project design, as well as parking, existing tree management and accommodations for firefighting, bicycle and vehicle parking and loading. Road network and servicing needs of each site and proposal are reviewed, including coordination of works with other City departments such as transportation, engineering and public works and Richmond Fire Rescue. This process includes a review of technical studies, which may include Transportation Impact Analysis reports, Arborist Tree Management reports, Qualified Environmental Professional reports and Engineering studies.

Applications are reviewed for compliance with the City's Official Community Plan, Area Plans, Sub-Area Plans and associated policies and strategies, and the City's Zoning Bylaw and other bylaws.

Rezoning application proposals often change through the rezoning application review process as a result of responding to the City's technical review, changes in scope initiated by the developer, or changes in ownership and may include changes to building height, massing, orientation, access, distribution of land uses, onsite project design and off-site City infrastructure and servicing design. The technical analysis and review must be complete prior to Council's consideration of a rezoning application as it defines the items secured through the zoning bylaw and corresponding rezoning considerations, both of which must be agreed to in advance by the applicant.

Staff reports regarding rezoning applications are brought forward to Planning Committee as soon as possible upon completion of this technical review, completion of proposal details and preparation of a staff report including all rezoning considerations and conditions. In addition, the subsequent Development Permit application provides further opportunity for design development in response to any direction provided by Council at the time of the rezoning.

When all rezoning documents are complete, the application is forwarded to Planning Committee for consideration and may subsequently be forwarded to a Council meeting and a Public Hearing, as required, where members of Council and the public may provide input.

The rezoning application review and approval process is the same for applications that comply with the OCP or propose to amend the OCP.

Effects of Provincial Housing Legislation (Bill 44) on the Rezoning Process

The Province, through Bill 44, now prohibits Council from holding a Public Hearing when an application for rezoning involves 50 per cent or more residential use and is consistent with the OCP. This legislation is aimed at streamlining the process and reducing timelines for approvals.

Municipal Scan

Staff conducted a scan of processes for rezoning application early review by Council or Council-appointed committees in a number of other local governments in the region. Based on this scan, staff have discovered that the early review of rezoning applications by Council is not the norm, and of those municipalities where there is an early review process, the review is limited to those applications where there is a major or significant amendment to the OCP.

Two of the local governments provide opportunities for early review by Council of major applications only (City of New Westminster and City of Port Moody) and a third local government (City of Coquitlam) provides staff with discretion to seek early review by Council.

Rezoning Application Referral History

Since January 1, 2021, approximately 106 rezoning staff reports have been reviewed by General Purposes Committee and Planning Committee and only five rezoning applications, representing less than five per cent, were referred back to staff.

The five applications referred back to staff either included a major OCP amendment or the referrals were limited to site-specific issues that would not have been identified until after staff had completed their detailed technical review of the applications.

The five rezoning applications were generally referred for the following reasons:

- Consideration of additional affordable housing and market rental housing provisions.
- Further heritage design development and consideration.
- Additional information from the applicant and economic analysis.
- Consideration of public comments received at a Public Hearing respecting site access.
- Consideration of changes requested by the applicant at the Public Hearing.

Legal Limitations

There are legal limitations on Council's early review of a rezoning application so that it does not conflict with, or fetter, Council's discretion when making formal decisions regarding the subsequent rezoning staff report and the associated zoning and OCP amendment bylaws.

Accordingly, the direction provided by Council to staff through an early review process must avoid approving or denying the rezoning application so that: (a) Council's future discretion to approve or deny the application is maintained; and (b) Council's formal approval or denial of an application occurs within the official legal process for consideration of the application.

Proposed Early Review by Planning Committee and Council of New Rezoning Applications Involving a Major OCP Amendment

Based on staff's review and analysis, there is value in obtaining early input from Council where a major OCP amendment would be required as part of a rezoning application.

Staff recommend that new rezoning applications, received after Council's approval of this report, and that include a major OCP amendment be forwarded to Planning Committee and Council for early informal review. Major OCP amendments would be limited to those amendments that increase the permitted land use prescribed in the OCP or change the location of lands designated for park purposes. Examples include, but are not limited to requests to amend the OCP to:

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

The purpose of this early review process would be for City staff to receive, and the applicant to consider, preliminary comments provided by Planning Committee and Council pertaining to the request for a major OCP amendment.

These comments would then be used to help inform the technical and comprehensive review of the rezoning application, which would be brought to Planning Committee and Council for consideration as part of a future staff report together with bylaws for consideration. The future staff report and bylaws would, if endorsed by Council, be forwarded to a Public Hearing where members of Council would have the opportunity to hear from the community.

This new process is recommended to provide an opportunity for Planning Committee and Council to provide preliminary informal comments regarding new rezoning applications that seek to deviate from established Policy. This would involve an additional step in the review process for rezoning applications involving a major OCP amendment, which would require additional staff time to complete. However, if the applicant addresses the preliminary informal comments, efficiencies could be gained to save time overall. Given the number of applications involving a major OCP amendment that the City receives (approximately one to three applications per year), this new process is not anticipated to result in significant application processing timeline impacts for the affected OCP amendment applications or other development applications already under review.

Limits on the amount of detail and Council's decisions

While the early review process would provide Planning Committee and Council with an opportunity to provide informal review comments on a request for a major OCP amendment early in the application process, the early input staff report would be limited to a high-level overview of the areas of non-compliance with the existing Official Community Plan (OCP), along with the initial concept site plan and land uses. Detailed information, including but not limited to technical engineering requirements, compliance with Council approved City policies and bylaws, amenity contributions, tree assessment and retention, site grading and the proposed zoning and OCP amendment bylaws, would not yet be available at this stage.

Under this early review process, Planning Committee and Council could make one of two decisions without fettering their discretion and future consideration of the rezoning report and associated bylaws:

1. That staff work with the applicant to consider the provided preliminary review comments as part of the comprehensive review of the rezoning application; or,
2. That staff work with the applicant to revise their proposal to comply with existing OCP policy.

Minor OCP Amendments and In-Stream Applications

This process would not apply to new rezoning applications that comply with the OCP or rezoning applications that include minor OCP amendments, such as housekeeping text amendments, minor clarifications, or changes to the location of roads and pedestrian or cycling routes.

Rezoning applications meeting this general criteria would continue to be reviewed and brought forward to Planning Committee and Council upon completion of a comprehensive and technical review of the proposal, consistent with staff's current practices. Staff do not recommend seeking early input on these applications, as it would result in an increase in the application processing time and divert staff resources away from other applications.

The early review process would apply to new rezoning applications received on a go-forward basis, as comprehensive technical review has already commenced on those applications that are already in-stream. In-stream rezoning applications will proceed to proposal finalization, staff report preparation and Planning Committee review as soon as possible.

Financial Impact

The proposed early review by Council of rezoning applications with a major OCP amendment can be accommodated within the existing budget and staff resources. Further, staff do not recommend any change in application fees as a result of the implementation of this new process.

Conclusion

In response to the referral from Planning Committee, staff investigated opportunities for Council's early review and comments regarding rezoning applications early in the process.

Staff recommend implementing an early review process for new rezoning applications involving a major OCP amendment, limited to those OCP amendments that increase the permitted land use prescribed in the OCP or change the location of lands designated for parks purposes.



Sara Badyal
Planner 3
(604-276-4282)

SB:js



City of Richmond

Report to Committee

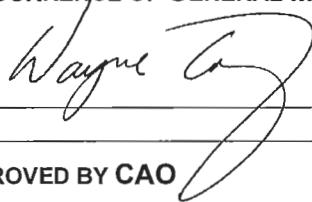


To: Planning Committee
From: Kim Somerville
Director, Community Social Development
Date: August 22, 2024
File: 08-4055-01/2024-Vol 01
Re: **Proposed Amendments to the Richmond Seniors Advisory Committee Membership Composition**

Staff Recommendations

That the Richmond Seniors Advisory Committee Terms of Reference be updated as described in the report titled "Proposed Amendments to the Richmond Seniors Advisory Committee Membership Composition", dated August 22, 2024, from the Director, Community Social Development.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation & Sport Services City Clerk	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Origin

The Richmond Seniors Advisory Committee (RSAC) was established in 1991 to act as a resource and provide advice to Council in order to support and enhance the health and well-being of the 55+ population living in Richmond. The RSAC operates in accordance with its Terms of Reference, which outlines the role, composition, responsibilities, resource and expected conduct of the committee.

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 also supports the Seniors Strategy 2022–2032 Strategic Direction #5 Planning for a Growing Seniors Population.

Analysis

Current RSAC Membership Composition

The RSAC is comprised of 15 voting members consisting of 11 citizen appointees and four representatives of seniors-serving organizations in Richmond; including Richmond Cares, Richmond Gives; Richmond Centre for Disability; S.U.C.C.E.S.S. and Vancouver Coastal Health. The RSAC also includes three non-voting members: a City Council Liaison, a City Staff Liaison and a Minute Taker. A City staff representative from the Seniors Centre at the Minoru Centre for Active Living also attends meetings informally to provide updates on programs and activities offered at the Seniors Centre.

The current membership composition provides a diverse range of perspectives and expertise related to the evolving needs of seniors in Richmond. Organizational representatives that work with and oversee seniors-related policy in the fields of health, wellness, social programs and accessibility have been helpful in clarifying questions and concerns that arise during RSAC meetings and has improved direct lines of communication between seniors in the community and seniors-serving organizations.

Proposed RSAC Membership Composition and Terms of Reference Amendments

In spring 2024, a Board Member from Minoru Seniors Society (MSS) contacted the RSAC's Staff Liaison about the RSAC and its membership composition. Subsequently, MSS provided a letter to the Staff Liaison formally requesting to have an organizational representative on the committee (Attachment 1). In alignment with the City's relationship-based approach for the provision of recreation programs and services, MSS provides city-wide programs and services from the Seniors Centre at Minoru Centre for Active Living. In addition, other Community Associations and Societies provide recreation programming for all ages, including dedicated seniors programming at each of the community centres in Richmond. Because of the role MSS plays in specifically serving Richmond's seniors population, it is envisioned that there would be benefits achieved by establishing a formal role for MSS on the RSAC.

Updating the membership composition to formalize an organizational representative from MSS as a voting member of the RSAC is recommended. The City benefits from the participation of organizational representatives that provide a diverse range of services to seniors across the city. The inclusion of MSS would provide a perspective on recreation service delivery for seniors that is not currently represented on the committee. Furthermore, organizational representatives on the RSAC benefit from hearing first-hand about the challenges and opportunities related to the 55+ population in Richmond that both the citizen appointees and other organizational representatives bring forward. As such, having a representative from MSS would provide their organization with access to a broader range of seniors-related matters and supports, enabling them to continue improving service delivery and information sharing to seniors in Richmond. RSAC members would similarly benefit from receiving updates from MSS on trends and concerns voiced by participants of seniors-focused recreation programs and services.

Additionally, having an MSS representative on the RSAC could be a catalyst to facilitate information sharing with Community Associations and Societies in order to further strengthen their understanding of seniors-related matters and supports. Should Council approve the recommended amendment to the RSAC membership composition, staff would communicate this to MSS as an opportunity for them to recommend a representative as part of the 2025 advisory committee appointment process and to further demonstrate leadership in service provision for seniors in Richmond.

Proposed amendments to the RSAC Terms of Reference are outlined in a red-lined version of the Terms of Reference (Attachment 2). These changes include revising the membership composition to consist of 10 citizen appointees and five organizational representatives. This is consistent with other advisory committees to Council, such as the new Youth Advisory Committee. Additional revisions to the RSAC Terms of Reference are proposed to ensure the Terms of Reference reflects recent amendments to City policy which limits appointments of citizens to Council-established advisory bodies to three consecutive terms, or six consecutive years, whichever is shorter. Council may, at its discretion, rescind or make appointments despite the term limit policy.

Advisory Body Appointment Process and Impact on Current Members

Each year, the City Clerks office advertises the opportunity for citizens to apply to the RSAC, as per City policy. Organizations nominate representatives from their respective organizations that are most suited to the role. All applications and nominations are reviewed by City staff and presented to Council, who appoints each member to a two-year term on the committee. Of the current 11 citizen representatives on the RSAC, eight members have terms expiring in December 2024, and three of these members will be retiring, having served a maximum number of consecutive terms. Should Council approve the recommendation to update the membership composition from 11 citizen appointees and four organizational representatives to 10 citizen appointees and five organizational representatives, no current members that wish to re-apply for appointment in 2025 will be displaced.

One of the current RSAC citizen representatives with a term expiring in December 2024 is also a MSS Board Member. Should this member be nominated by MSS to be their organizational representative on the RSAC, she would continue to serve on the RSAC in the organizational representative capacity. If she is not nominated by MSS, she will have the opportunity to re-apply and serve as a citizen representative.

Should Council approve the recommended amendment to the RSAC Terms of Reference, naming MSS as an organizational representative with a voting membership role on the RSAC, staff will request a nomination from MSS for this position and provide a recommendation for appointment to Council as part of the 2025 advisory body appointment process. Upon approval, the updated RSAC Terms of Reference (Attachment 3) would be published on the City website related to advisory bodies to Council.

Financial Impact

None.

Conclusion

The Richmond Seniors Advisory Committee is a long-serving advisory body to Council that acts as a resource and provides advice to Council and staff to support and enhance the health and well-being of seniors living in Richmond. Minoru Seniors Society, through a relationship-based approach with the City, offers a wide-range of seniors-focused programs and services.

Three citizen representative vacancies are anticipated on the RSAC at the end of this year with an additional five citizen representative members that have terms that are up for renewal. Should Council approve the recommendation to amend the RSAC Terms of Reference to include the MSS as an organization represented on the membership, no current voting members will be displaced. Recommendations for appointment to the RSAC for the 2025 term, including an organizational representative from MSS would be presented to Council as part of the advisory body appointment process at the end of this year.



Claire Adamson
Manager, Community Social Development
(604-247-4482)

- Att. 1: Letter from Minoru Seniors Society (dated August 15, 2024)
2: Proposed Revisions to the Richmond Seniors Advisory Committee Terms of Reference (Redlined Version)
3: Proposed Richmond Seniors Advisory Committee Terms of Reference



August 15, 2024

Ms. Claire Adamson
City of Richmond
6911 No. 3 Road,
Richmond BC
V6Y 2C1

Dear Claire:

Re: Minoru Seniors Society request to join Richmond Seniors Advisory Committee

I am writing to confirm that Minoru Seniors Society (MSS) would like to be included in the membership of the Richmond Seniors Advisory Committee (RSAC).

The Minoru Seniors Society works with the City of Richmond through a service agreement to deliver programs and services for seniors at the Seniors Centre for Minoru Centre for Active Living. The Society is very interested in information concerning seniors in Richmond.

Richmond has a growing seniors population with an anticipated 39% of Richmond's population being 55+ years by 2036. MSS is uniquely positioned to deliver necessary programs and services to meet the population's needs. In order to be effective in this role, MSS would like to learn from RSAC membership about issues impacting seniors in the community and consider their ability to respond to emerging issues. In addition, MSS could use this as a means of educating other RSAC members on their program and service offerings serving the Richmond community.

We feel that having MSS participate in the RSAC will add value to the committee and its ability to provide meaningful advice to City Council on matters related to seniors in Richmond.

Thank you for your consideration.

Yours truly,

A handwritten signature in blue ink, appearing to read "Jim Kojima".

Jim Kojima
President, Minoru Seniors Society

Proposed Revisions to the Richmond Seniors Advisory Committee Terms of Reference (Redlined Version)

1. Purpose

These terms of reference shall apply to the “Richmond Seniors Advisory Committee” (RSAC).

2. Mandate

The purpose of the Richmond Seniors Advisory Committee is to act as a resource and provide advice to City Council to support and enhance the health and well-being of the 55+ population living in Richmond.

3. Role

The role of the RSAC is to carry out the following functions:

3.1 Act as a resource and provide advice to City Council by providing information and recommendations regarding issues and opportunities of the 55+ population referred to the RSAC.

3.2 Provide input to the City on the development and update of strategies and plans that support and enhance the health and well-being of the 55+ population.

3.3 Encourage public awareness, participation and involvement of the Richmond community in the identification and development of solutions to the needs and issues of those aged 55+ years.

4. Composition

4.1 Voting Members

RSAC shall be comprised of up to 15 Council appointed members consisting of:

4.1.1 ~~eleven (11)~~ **ten (10)** citizens interested in enhancing the lives of those aged 55+ years

4.1.2 ~~four (4)~~ **five (5)** representatives, one from each of the following statutory organizations:

4.1.2.1 **Minoru Seniors Society**

4.1.2.~~12~~ **13** Richmond Cares, Richmond Gives

4.1.2.~~23~~ **24** Richmond Centre for Disability

4.1.2.~~34~~ **35** S.U.C.C.E.S.S.

4.1.2.~~45~~ **46** Vancouver Coastal Health

4.2 Council Liaison

There shall be one Council Liaison appointed to the RSAC.

4.3 City Staff Liaison

There shall be one Staff Liaison assigned to the RSAC.

4.4 Recording Secretary

There shall be one Recording Secretary assigned to the RSAC.

5. Recruitment, Selection and Appointment

5.1 Recruitment

- 5.1.1 Recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).
- 5.1.2 Organizations shall recruit and nominate their own representatives.

5.2 Selection

All members of RSAC shall be selected based on the following criteria:

- 5.2.1 Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving the lives of the 55+ population in Richmond.
- 5.2.2 Be a representative of one of the organizations listed in 4.1.2.
- 5.2.3 Represents the diversity of the community.

5.3 Appointment

All members shall be appointed by Council.

6. Term

6.1 Members shall be appointed for a term of two (2) years.

6.2 At the end of a term, members may re-apply to serve for a subsequent term.

6.3 ~~Members may serve for a maximum of four (4) consecutive terms, or eight (8) consecutive years. Appointment is limited to three (3) consecutive terms, or six (6) consecutive years, whichever is shorter.~~

6.4 Council may, at its discretion, rescind or make appointments despite the term limit policy.

7. Membership Responsibilities

7.1 Members are expected to:

- 7.1.1 Be familiar with the goals of the RSAC.
- 7.1.2 Attend monthly meetings with regularity and punctuality.
- 7.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.
- 7.1.4 Raise any issues or concerns that impact the 55+ population which they have observed or which have been brought to their attention by community members or clients.

7.2 The Chair shall:

- 7.2.1 In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by City staff.
- 7.2.2 Assume responsibility of signing or authorizing all correspondence arising from committee or subcommittee activities.
- 7.2.3 Ensure decisions made by the RSAC are acted upon in a timely manner.
- 7.2.4 Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, and facilitate discussions and decision-making

processes in such a way as to ensure all members a full and equal opportunity to participate.

- 7.2.5 Accurately present the views and work of the RSAC to City Council as and when required.

7.3 The Vice-Chair shall assume the duties of the Chair in the absence of the latter and shall perform and assume such other responsibilities and duties as are assigned by the Chair.

8. Operation and Process

8.1 Operation

- 8.1.1 Each year, in January, RSAC shall appoint a Chair and Vice-Chair.
- 8.1.2 Meetings shall be held a minimum of six times a year either in-person or via digital platform (e.g. Zoom) as called by the Chair.
- 8.1.3 Sub-committees may be appointed by the RSAC as necessary.
- 8.1.4 The sub-committees will be chaired by a RSAC member in accordance with Robert's Rules of Order and report to and take direction from the RSAC.

8.2 Communication

- 8.2.1 The RSAC shall report to Council through the Staff Liaison to Planning Committee.
- 8.2.2 RSAC meetings shall be open to the public, in accordance with the Local Government Act.

8.3 Decision-Making Process

- 8.3.1 Members of RSAC shall:
 - 8.3.1.1 Follow Council decision-making policy and procedures;
 - 8.3.1.2 Strive for consensus; and
 - 8.3.1.3 In the absence of consensus, a quorum shall be a simple majority of members present.
 - 8.3.1.4 Each voting member is entitled to one vote.

9. Code of Conduct

9.1 Conflict of Interest

- 9.1.1 A conflict of interest exists if a committee member is a director, member or employee of an organization seeking to benefit from the City or if the committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations.
- 9.1.2 Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- 9.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the committee during their tenure and for a period of twelve (12) months following their term(s).

9.2 Professionalism

- 9.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.

9.2.2 Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the committee's mandate. Any committee member who is absent for three (3) meetings of the committee without reason satisfactory to the committee may be removed from the committee.

9.2.3 Committee members should inform the Chair if they cannot attend a meeting. Any committee member who is absent for three (3) of the committee meetings without a satisfactory reason, the committee member may be removed from the committee.

9.3 Reporting and Social Media

9.3.1 The committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the committee if referred by Council or staff and the standard process of communication is through City staff to Council. Committee members may communicate directly to Council or the media, if the committee members identify themselves as an individual, and not as representatives of the Committee.

9.3.2 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

9.3.3 Should a committee member violate the Code of Conduct or act outside the Terms of Reference, the committee member may be removed from the committee.

10. Resources

10.1 There shall be one Staff Liaison appointed to the RSAC. The Staff Liaison's role is to: update the RSAC on City initiatives that relate to seniors; refer issues for advice and options; relay feedback from the RSAC to City Council and to City Departments as appropriate; provide an orientation to new committee members; and provide administrative support as necessary.

10.2 RSAC shall prepare and submit:

10.2.1 For the Year Completed

10.2.1.1 an annual report, and

10.2.1.2 a financial statement

10.2.2 For the Upcoming Year

10.2.2.1 a proposed work plan, and

10.2.2.2 a proposed budget.

10.3 Richmond City Council will review the RSAC annual budget submission and may provide funding subject to City budgetary priorities.

10.4 RSAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.

10.5 City Staff Liaison and Recording Secretary shall be coordinated through the Community Social Development Department.

Proposed Richmond Seniors Advisory Committee Terms of Reference

1. Purpose

These terms of reference shall apply to the “Richmond Seniors Advisory Committee” (RSAC).

2. Mandate

The purpose of the Richmond Seniors Advisory Committee is to act as a resource and provide advice to City Council to support and enhance the health and well-being of the 55+ population living in Richmond.

3. Role

The role of the RSAC is to carry out the following functions:

3.1 Act as a resource and provide advice to City Council by providing information and recommendations regarding issues and opportunities of the 55+ population referred to the RSAC.

3.2 Provide input to the City on the development and update of strategies and plans that support and enhance the health and well-being of the 55+ population.

3.3 Encourage public awareness, participation and involvement of the Richmond community in the identification and development of solutions to the needs and issues of those aged 55+ years.

4. Composition

4.1 Voting Members

RSAC shall be comprised of up to 15 Council appointed members consisting of:

4.1.1 ten (10) citizens interested in enhancing the lives of those aged 55+ years

4.1.2 five (5) representatives, one from each of the following statutory organizations:

4.1.2.1 Minoru Seniors Society

4.1.2.2 Richmond Cares, Richmond Gives

4.1.2.3 Richmond Centre for Disability

4.1.2.4 S.U.C.C.E.S.S.

4.1.2.5 Vancouver Coastal Health

4.2 Council Liaison

There shall be one Council Liaison appointed to the RSAC.

4.3 City Staff Liaison

There shall be one Staff Liaison assigned to the RSAC.

4.4 Recording Secretary

There shall be one Recording Secretary assigned to the RSAC.

5. Recruitment, Selection and Appointment

5.1 Recruitment

5.1.1 Recruitment of citizen appointees shall be according to Council policy and procedures (e.g. the City Clerk’s office will place appropriate public advertisements in the media to ask for volunteers).

5.1.2 Organizations shall recruit and nominate their own representatives.

5.2 Selection

All members of RSAC shall be selected based on the following criteria:

5.2.1 Be a Richmond resident or non-resident who has demonstrated an interest in and commitment to improving the lives of the 55+ population in Richmond.

5.2.2 Be a representative of one of the organizations listed in 4.1.2.

5.2.3 Represents the diversity of the community.

5.3 Appointment

All members shall be appointed by Council.

6. Term

6.1 Members shall be appointed for a term of two (2) years.

6.2 At the end of a term, members may re-apply to serve for a subsequent term.

6.3 Appointment is limited to three (3) consecutive terms, or six (6) consecutive years, whichever is shorter.

6.4 Council may, at its discretion, rescind or make appointments despite the term limit policy.

7. Membership Responsibilities

7.1 Members are expected to:

7.1.1 Be familiar with the goals of the RSAC.

7.1.2 Attend monthly meetings with regularity and punctuality.

7.1.3 Thoroughly familiarize themselves with all agenda materials in preparation for active participation in discussions.

7.1.4 Raise any issues or concerns that impact the 55+ population which they have observed or which have been brought to their attention by community members or clients.

7.2 The Chair shall:

7.2.1 In consultation with the Staff Liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by City staff.

7.2.2 Assume responsibility of signing or authorizing all correspondence arising from committee or subcommittee activities.

7.2.3 Ensure decisions made by the RSAC are acted upon in a timely manner.

7.2.4 Chair meetings according to Robert's Rules of Order, while demonstrating knowledge of the work at hand, and facilitate discussions and decision-making processes in such a way as to ensure all members a full and equal opportunity to participate.

7.2.5 Accurately present the views and work of the RSAC to City Council as and when required.

7.3 The Vice-Chair shall assume the duties of the Chair in the absence of the latter and shall perform and assume such other responsibilities and duties as are assigned by the Chair.

8. Operation and Process

8.1 Operation

- 8.1.1 Each year, in January, RSAC shall appoint a Chair and Vice-Chair.
- 8.1.2 Meetings shall be held a minimum of six times a year either in-person or via digital platform (e.g. Zoom) as called by the Chair.
- 8.1.3 Sub-committees may be appointed by the RSAC as necessary.
- 8.1.4 The sub-committees will be chaired by a RSAC member in accordance with Robert's Rules of Order and report to and take direction from the RSAC.

8.2 Communication

- 8.2.1 The RSAC shall report to Council through the Staff Liaison to Planning Committee.
- 8.2.2 RSAC meetings shall be open to the public, in accordance with the Local Government Act.

8.3 Decision-Making Process

- 8.3.1 Members of RSAC shall:
 - 8.3.1.1 Follow Council decision-making policy and procedures;
 - 8.3.1.2 Strive for consensus; and
 - 8.3.1.3 In the absence of consensus, a quorum shall be a simple majority of members present.
 - 8.3.1.4 Each voting member is entitled to one vote.

9. Code of Conduct

9.1 Conflict of Interest

- 9.1.1 A conflict of interest exists if a committee member is a director, member or employee of an organization seeking to benefit from the City or if the committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations.
- 9.1.2 Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- 9.1.3 Committee members are not permitted to directly or indirectly benefit from their participation on the committee during their tenure and for a period of twelve (12) months following their term(s).

9.2 Professionalism

- 9.2.1 Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- 9.2.2 Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the committee's mandate. Any committee member who is absent for three (3) meetings of the committee without reason satisfactory to the committee may be removed from the committee.
- 9.2.3 Committee members should inform the Chair if they cannot attend a meeting. Any committee member who is absent for three (3) of the committee meetings

without a satisfactory reason, the committee member may be removed from the committee.

9.3 Reporting and Social Media

- 9.3.1 The committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the committee if referred by Council or staff and the standard process of communication is through City staff to Council. Committee members may communicate directly to Council or the media, if the committee members identify themselves as an individual, and not as representatives of the Committee.
- 9.3.2 Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.
- 9.3.3 Should a committee member violate the Code of Conduct or act outside the Terms of Reference, the committee member may be removed from the committee.

10. Resources

- 10.1 There shall be one Staff Liaison appointed to the RSAC. The Staff Liaison's role is to: update the RSAC on City initiatives that relate to seniors; refer issues for advice and options; relay feedback from the RSAC to City Council and to City Departments as appropriate; provide an orientation to new committee members; and provide administrative support as necessary.
- 10.2 RSAC shall prepare and submit:
 - 10.2.1 For the Year Completed
 - 10.2.1.1 an annual report, and
 - 10.2.1.2 a financial statement
 - 10.2.2 For the Upcoming Year
 - 10.2.2.1 a proposed work plan, and
 - 10.2.2.2 a proposed budget.
- 10.3 Richmond City Council will review the RSAC annual budget submission and may provide funding subject to City budgetary priorities.
- 10.4 RSAC may incur expenses only for Council authorized items, and City policy and procedures shall be followed.
- 10.5 City Staff Liaison and Recording Secretary shall be coordinated through the Community Social Development Department.