



# City of Richmond

## Notice and Agenda Special Council Meeting

Public Notice is hereby given of a Special Council meeting duly called in accordance with Section 126 of the *Community Charter*, to be held on:

**Date:** Monday, July 22, 2024

**Time:** 4:00 p.m.

**Place:** Anderson Room  
Richmond City Hall  
6911 No. 3 Road

Public Notice is also hereby given that this meeting may be conducted by electronic means and that the public may hear the proceedings of this meeting at the time, date and place specified above.

The purpose of the meeting is to consider the following:

### CALL TO ORDER

### COMMUNITY SAFETY DIVISION

1. **10100 SEVERN DRIVE - APPEAL OF ORDER TO COMPLY**  
(File No. 12-8375-02) (REDMS NO. 7704413)

CNCL-3

See Page CNCL-3 for previously distributed Staff Memorandum  
dated June 24, 2024

CNCL-12

See Page CNCL-12 for previously distributed report dated June 7, 2024

Staff Memorandum (distributed at a later date)

### STAFF RECOMMENDATION

*That the appeal be denied and that the Order to Comply issued for contraventions of the Unsightly Premise Regulation Bylaw No. 7162 regarding the property at 10100 Severn Drive be confirmed.*



**CNCL – 1  
(Special)**

**Special Council Agenda  
Monday, July 22, 2024**

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ADJOURNMENT



A handwritten signature in blue ink, appearing to read "Claudia Jesson".

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Claudia Jesson  
Corporate Officer



# City of Richmond

## Memorandum Community Safety Division Community Bylaws

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<b>To:</b>	Mayor and Councillors	<b>Date:</b>	June 24, 2024
<b>From:</b>	Mark Corrado Director, Community Bylaws and Licencing	<b>File:</b>	12-8375-02/2024-Vol 01
<b>Re:</b>	<b>Inspection Update on 10100 Severn Drive - Appeal of Order to Comply</b>		

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At the Special Council meeting on June 24, 2024, Council will be considering the appeal of an order to comply (the “Order”) issued to the property owner of 10100 Severn Drive for contraventions of Unsightly Premises Regulation Bylaw No. 7162 (Unsightly Bylaw). This memorandum provides updated information of the site conditions and provides pictures from the most recent inspection of the property on June 24, 2024.

The report to Council recommends that the appeal be denied and that the Order issued for contraventions of the Unsightly Bylaw be confirmed. Between the inspection conducted on June 5, 2024 and a re-inspection on June 24, 2024, the unsightly condition of the backyard has improved, but is still not in compliance with the Unsightly Bylaw. The Order issued on August 22, 2023 specified two directions:

- a) Removal of all newsprint/cardboard/paper products throughout the property including the carport; and
- b) Removal of all materials placed under tarps or being concealed by tarps.

The inspection on June 24, 2024 verified that sufficient cleanup has occurred to meet condition one set out in the Order. However, numerous tarps were observed tucked away in the corners of the property, concealing loose, unsightly materials underneath them. The inspection revealed that beneath the tarps were wooden pallets, water jugs, and numerous recycling bins filled with other chattel. While not specified in the Order, the rear of the property still contains numerous wooden pallets stacked in various locations. Photos of the most recent inspection are included as Attachment 1 of this memo.

Considering the condition of the property, the complaints received and the extensions of time already afforded to the property owner, it remains the recommendation of staff that the appeal of the Order be denied and the Order confirmed by Council.

Denying the appeal and upholding the Order will give the City of Richmond the authority to remove the numerous tarps and the underlying concealed items, along with the remaining pallets. These actions would bring the property into full compliance with the Bylaw.

Staff from Community Bylaws will be present at the Special Council meeting to answer further questions on this matter.



Mark Corrado  
Director, Community Bylaws and Licencing

Att. 1: Pictures from June 24, 2024 Inspection

pc: SMT  
Clay Adams - Director, Corporate Communications and Marketing



Photo of the front yard  
10100 Severn Drive – Photos taken June 24, 2024





Photo of the south side of the back yard



Photo of the south / east side of the back yard  
10100 Severn Drive – Photos taken June 24, 2024





Photo of the north side of the back yard



Photo of the north / east corner of the back yard  
10100 Severn Drive – Photos taken June 24, 2024



Photo of the north / east corner of the backyard  
10100 Severn Drive – Photos taken June 24, 2024





Photo of the north side of the back yard



Photo of the north / west corner of the back yard  
10100 Severn Drive – Photos taken June 24, 2024



Photo of the north / west corner of the back yard  
10100 Severn Drive – Photos taken June 24, 2024





Photo of the back yard  
10100 Severn Drive – Photos taken June 24, 2024





# City of Richmond

## Report to Council

**To:** Richmond City Council  
**From:** Mark Corrado  
Director, Community Bylaws and Licencing  
**Re:** 10100 Severn Drive - Appeal of Order to Comply

**Date:** June 7, 2024  
**File:** 12-8375-02/2024-Vol  
01

### Staff Recommendation

That the appeal be denied and that the Order to Comply issued for contraventions of the Unsightly Premise Regulation Bylaw No. 7162 regarding the property at 10100 Severn Drive be confirmed.

Mark Corrado  
Director, Community Bylaws and Licencing  
(604-204-8673)

Att. 3

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

## **Staff Report**

### **Origin**

This report recommends that Council deny the appeal of an order to comply (the “Order”) issued to the property owner of 10100 Severn Drive for contraventions of the Unsightly Premises Regulation Bylaw No. 7162 (the “Bylaw”). Staff have been working with the property owner and their son since August 1, 2023, however, after some progress, cleanup efforts with respect to the removal of accumulated unsightly discarded materials have stalled. This report presents evidence to support the recommendation that the appeal of the Order be denied and that the Order be confirmed by Council.

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

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

### **Findings of Fact**

Staff have been responding to complaints at 10100 Severn Drive for nearly 15 years, with over 18 reports of unsightly premises. This property is zoned RS1/E and currently contains a two story house with two sheds in the backyard. The property is owned by Shirley K. Wong (the “Owner”), however, staff work with the Owner’s son, Edward Wong, who resides on the premise, to bring the property into compliance.

Following a complaint on August 1, 2023, staff attended the property and observed an accumulation of cardboard materials, tarps and pallets in the driveway, carport and piled at the rear of the property.

The Owner was issued an Order to Comply on August 22, 2023, with two specific conditions to address to come into compliance (Attachment 1). The Order stipulated a deadline of September 6, 2023, to meet these conditions. Between the issuance of the Order on August 22, 2023 and the most recent inspection of the property on June 5, 2024, staff have conducted 14 follow-up inspections to the property, documenting minimal and slow moving progress in meeting the conditions set out in the Order.

A collection of inspection photos, including ones from the most recent inspection, is provided as Attachment 2. It was observed that while the initial accumulation of materials at the front of the house was cleaned up in early 2024, a number of the materials were moved to the rear of the property and concealed under tarps and other items.

To date, a total of six violation notices have been issued to the Owner, under section 1.1.1 (a) of the Bylaw. Each fine carries a penalty of \$450. At the time of writing, no violation notices have been paid and a request for adjudication has been submitted for all notices.

## **Analysis**

### Appeal of the Order to Comply

On August 22, 2023, an Order to Comply was issued to the Owner of 10100 Severn Drive, Shirley Wong, for contraventions of the Bylaw. The Order was hand delivered to Edward Wong, acting on behalf of his mother, at the address listed on title for Shirley Wong. The order specifies two conditions to come into compliance with the Bylaw, specifically:

1. Removal of all newsprint/cardboard/paper products throughout the property including the carport; and
2. Removal of all materials placed under tarps or being concealed by tarps.

On August 31, 2023, Edward Wong submitted a request to the City Clerk to appeal the Order (Attachment 3). Given the extensive history regarding this property, staff sought to continue working with Mr. Wong to achieve compliance, as has been the past practice. Between August 2023 and March 2024, some progress was made in clearing the accumulated materials from the front of the property; however, efforts to address the accumulated materials at the rear of the property have stalled.

Considering the condition of the site and the property's history, it is recommended that the appeal be denied and that the Order upheld. Should Council agree to uphold the Order, staff will arrange to have the site cleaned at the Owner's expense.

## **Financial Impact**

None.

## **Conclusion**

10100 Severn Drive is a residential property with a long history of reoccurring non-compliance with the Unsightly Premises Regulation Bylaw. The most recent non-compliance is due to numerous newspapers/paper products, wooden pallets and tarps concealing these products in the rear of the property. This report proposes that the appeal of the August 22, 2023, Order to Comply, be denied so that the property can be cleaned up in compliance with the Bylaw. If the Order is confirmed and the Owner refuses to complete the clean-up, the City can undertake the work at the Owner's expense.



Geoffrey Bramhill  
Manager, Community Bylaw Operations  
(604-276-4136)

- Att. 1: August 23, 2023 Order to Comply  
2: Pictures of inspections from March – June, 2024  
3: Notice of Appeal to City Clerk





# City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
[www.richmond.ca](http://www.richmond.ca)

August 22, 2023  
File: 164150

Community Safety Division  
Community Bylaws  
Telephone: 604-276-4345  
Fax: 604-276-4036

DELIVERED BY HAND

SHIRLEY WONG  
10100 SEVERN DR  
RICHMOND BC V7A 2V3

Dear Shirley Wong:

**Re: Contravention of Unsightly Premises Regulation Bylaw No. 7162 at:**  
**Civic Address: 10100 Severn Dr, Richmond, BC**  
**Legal Description:**  
**LOT 226 SEC 34 BLK 4N RG 6W PL NWP41287 LOT 226, BLOCK 4N, PLAN**  
**NWP41287, SECTION 34, RANGE 6W, NEW WESTMINSTER LAND DISTRICT**

City records show that you are the owner of the above property and as such this is to advise you of the contravention of the Unsightly Premises Bylaw No. 7162.

The City is seeking mandatory compliance to its bylaws through the issuance of the attached "Order to Comply". The Order to Comply is the last step prior to the City initiating clean-up action at the expense of the property owner.

The legal authority for this action is set out in the Unsightly Premises Regulation Bylaw 7162 and is also shown in the paragraph below.

- 2.2.2 *If the owner or the occupier of such property, or their agents fail to remove or clear the **offending material** from the real property as directed in an **Order to Comply**, **City** staff, or a contractor engaged by the **City**, may enter on the real property, at reasonable times and in a reasonable manner, to remove or clear the **offending material** at the expense of the defaulting owner or occupier of the real property, or their agents.*
- 2.2.3 *Where **offending material** has been removed or cleared in accordance with subsection 2.2.2, the charges for such removal or clearance, if unpaid on or before December 31<sup>st</sup> in the year in which the charges are incurred, form part of the taxes payable on such property, as taxes in arrears.*

This action is based on an authority provided in the Community Charter.

You have the right to appeal this Order to Comply as set out in Section 2.3 of the Unsightly Premises Regulation Bylaw as follows:

**2.3 Appeal Against an Order to Comply**

*2.3.1 A person upon whom an **Order to Comply** has been served may, by giving notice in writing to the **City Clerk** at least 72 hours prior to the expiration of the time given in the **Order to Comply** to remove or clear the **offending material**, appeal to **Council**, who must hear and determine the appeal by confirming, amending or rescinding the **Order to Comply**.*


Please contact the City Clerk's Office, in writing, by 5:00 pm September 5, 2023, should you wish to appeal this Order to Comply. The City Clerk's Office is located at Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, telephone contact 604-276-4007.

Bylaw Liaison Officer Amen Sharma will be conducting a follow up inspection on September 6, 2023 to ensure that compliance to this Order is achieved.

Should the inspection reveal that the property continues to contravene the Order, the City will arrange for the necessary actions, detailed in the Order, to be undertaken on your behalf and at your expense.

Please inform Bylaw Liaison Officer Amen Sharma of your intentions regarding the matter on or before September 5, 2023 at 604-276-4072.

Yours truly,



Amen Sharma  
*Bylaw Liaison Officer II*

AS:as

pc: City Clerk's Office



# City of Richmond

## Order to Comply Law and Community Safety Division Community Bylaws

August 22, 2023

Pursuant to Unsightly Premises Regulation Bylaw 7162  
and the Local Government Act

**Civic Address** 10100 Severn Dr

**Legal Description**

LOT 226 SEC 34 BLK 4N RG 6W PL NWP41287 LOT 226, BLOCK 4N,  
PLAN NWP41287, SECTION 34, RANGE 6W, NEW WESTMINSTER  
LAND DISTRICT

You are hereby ordered to bring the condition of this property into conformity with Richmond's  
Unsightly Premises Bylaw 7162 and the Local Government Act by September 6, 2023 with the:

- a) Removal of all newsprint/cardboard/paper products throughout the property including the carport;
- b) Removal of all materials placed under tarps or being concealed by tarps

Details on the Order to Comply process, including appeals, are outlined in the attached letter.

Amen Sharma  
*Bylaw Liaison Officer II*

Att.





Photos of the backyard  
10100 Severn Drive – Photos taken March 21, 2024



Photos of the backyard  
10100 Severn Drive – Photos taken April 10, 2024





Photos of the backyard  
10100 Severn Drive – Photos taken May 22, 2024





Photos of the backyard  
10100 Severn Drive – Photos taken June 5, 2024

**Bramhill, Geoffrey**

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**From:** CityClerk  
**Sent:** August 31, 2023 4:47 PM  
**To:** 'citiwestfincorp7@inbox.com'  
**Cc:** CityClerk  
**Subject:** RE: Appeal to Mayor & City Council the Order To Comply File #164150.  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good Afternoon,

Thank you for your email. Please accept this email as confirmation of receiving your request for an appeal of the City's Order to Comply. Our office will be in contact with you next week regarding next steps.

Regards,  
Claudia

**Claudia Jesson**

Director, City Clerk's Office

T: 604-276-4006

E: [Cjesson@richmond.ca](mailto:Cjesson@richmond.ca)

**From:** citiwestfincorp7@inbox.com <citiwestfincorp7@inbox.com>  
**Sent:** August 31, 2023 12:48 PM  
**To:** CityClerk <CityClerk@richmond.ca>  
**Subject:** Appeal to Mayor & City Council the Order To Comply File #164150.  
**Importance:** High

**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.

**Hi to Claudia Jesson, City Clerk of Richmond:**

**I wish to appeal the City's Order to Comply letter File #164150 to Mayor & City Council; on behalf of my Mother, Shirley Wong, owner of the property, 10100 Severn Drive.**

**Please acknowledge receiving Appeal email.**

Regards,

Edward