



**Planning Committee
Electronic Meeting**

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

**Tuesday, January 23, 2024
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-4 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on January 9, 2024.*



ADDED

Motion to withdraw the following motion considered by the Planning Committee on January 9, 2024:

- (1) That Richmond Zoning Bylaw 8500, Amendment Bylaw 10526, for the rezoning of 7560 Ash Street from the "Single Detached (RS1/F)" zone to the "Single Detached (RS2/E)" zone and the "Single Detached - South McLennan (City Centre) (ZS14)" zone, to facilitate a two lot subdivision be introduced and given first reading; and*
- (2) The Richmond Zoning Bylaw 8500, Amendment Bylaw 10491 be abandoned.*



NEXT COMMITTEE MEETING DATE

February 6, 2024, (tentative date) at 4:00 p.m. in the Council Chambers.

Pg. # ITEM

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY SHAWN LIU FOR REZONING AT 6660 FRANCIS ROAD FROM “SINGLE DETACHED (RS1/E)” ZONE TO THE “ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)” ZONE**
(File Ref. No. RZ 20-891129) (REDMS No. 7482815)

PLN-12

See Page PLN-12 for full report

Designated Speaker: Laurel Eyton and Suzanne Smith

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10529, for the rezoning of 6660 Francis Road from the “Single Detached (RS1/E)” zone to “Arterial Road Two-Unit Dwellings (RDA)” zone, be introduced and given first, second and third reading.



2. **APPLICATION BY MANSWELL ENTERPRISES LTD. FOR REZONING AT 9371 AND 9391 FRANCIS ROAD FROM THE “SINGLE DETACHED (RS1/C)” ZONE TO THE “LOW DENSITY TOWNHOUSES (RTL4)” ZONE**
(File Ref. No. RZ 22-005593) (REDMS No. 7332772)

PLN-40

See Page PLN-40 for full report

Designated Speaker: Edwin Lee and Suzanne Smith

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10527, for the rezoning of 9371 and 9391 Francis Road from the “Single Detached (RS1/C)” zone to the “Low Density Townhouses (RTL4)” zone, be introduced and given first, second and third reading.



3. **RICHMOND INTERCULTURAL ADVISORY COMMITTEE 2023 ANNUAL REPORT AND 2024 WORK PROGRAM**
(File Ref. No. 01-0100-30-RIAD1-01) (REDMS No. 7478218)

PLN-84

See Page PLN-84 for full report

Designated Speaker: Dorothy Jo

Planning Committee Agenda – Tuesday, January 23, 2024

Pg. # ITEM

STAFF RECOMMENDATION

That the Richmond Intercultural Advisory Committee’s 2023 Annual Report and 2024 Work Program, as presented in the staff report titled “Richmond Intercultural Advisory Committee 2023 Annual Report and 2024 Work Program” dated January 5, 2024, from the Director of Community Social Development, be approved.

4. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE 2023 ANNUAL REPORT AND 2024 WORK PROGRAM**
(File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 7475049)

PLN-94

See Page PLN-94 for full report

Designated Speaker: Dorothy Jo

STAFF RECOMMENDATION

That the Richmond Community Services Advisory Committee’s 2023 Annual Report and 2024 Work Program, as outlined in the staff report titled “Richmond Community Services Advisory Committee 2023 Annual Report and 2024 Work Program”, dated January 5, 2024, from the Director, Community Social Development, be approved.

5. **RICHMOND SENIORS ADVISORY COMMITTEE 2023 ANNUAL REPORT AND 2024 WORK PROGRAM**
(File Ref. No. 01-0100-30-SADV1-01) (REDMS No. 7490833)

PLN-104

See Page PLN-104 for full report

Designated Speaker: Claire Adamson

STAFF RECOMMENDATION

That the staff report titled “Richmond Seniors Advisory Committee 2023 Annual Report and 2024 Work Program” dated January 5, 2024 from the Director, Community Social Development be approved.

6. **MANAGER’S REPORT**

ADJOURNMENT



Planning Committee

Date: Tuesday, January 9, 2024

Place: Council Chambers
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
Councillor Chak Au (by teleconference)
Councillor Carol Day
Councillor Andy Hobbs

Also Present: Councillor Michael Wolfe (by teleconference)

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on December 19, 2023, be adopted as circulated.

CARRIED

1. **APPLICATION BY LANDA GLOBAL PROPERTIES TO DISCHARGE SECTION 219 COVENANT PROHIBITING INDOOR RECREATION FACILITIES FROM 5766 & 5788 GILBERT ROAD**

(File Ref. No. ZT 23-027054) (REDMS No. 7450663)

It was moved and seconded

That City Council authorize the discharge of the Section 219 Covenant (CA6309767) prohibiting indoor recreation facilities from 5766 & 5788 Gilbert Road.

CARRIED

Planning Committee
Tuesday, January 9, 2024

2. **APPLICATION BY FAIRCHILD DEVELOPMENT LTD. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8320 CAMBIE ROAD AND 8431 BROWNWOOD ROAD**

(File Ref. No. TU 23-018648) (REDMS No. 7443689)

It was moved and seconded

- (1) *That the application by Fairchild Development Ltd. for a Temporary Commercial Use Permit (TU 23-018648) to allow 'Non-accessory Parking' at 8320 Cambie Road and 8431 Brownwood Road be considered for a period of three years; and*
- (2) *That the application be forwarded to the February 20, 2024 Public Hearing to be held at 7:00 p.m. in the Council Chambers of Richmond City Hall.*

CARRIED

3. **APPLICATION BY LUNG DESIGNS LTD. FOR REZONING AT 7560 ASH STREET FROM "SINGLE DETACHED (RS1/F)" ZONE TO "SINGLE DETACHED (RS2/E)" ZONE AND "SINGLE DETACHED - SOUTH MCLENNAN (CITY CENTRE) (ZS14)" ZONE**

(File Ref. No. RZ 22-021110) (REDMS No. 7487930)

Staff provided a brief overview of the application, noting that (i) the property will be subdivided into two single-family lots, (ii) at the October 16, 2023 Public Hearing, the applicant requested that the application be referred back to staff to rezone the eastern lot to ZS14, this report is in response to that referral, (iii) the site is currently occupied by an existing single-family dwelling on the western portion of the lots, which will remain on proposed Lot 1, (iv) construction of Armstrong Street along with frontage improvements on Ash Street and servicing and utility works will be undertaken as part of the Servicing Agreement (SA), required prior to subdivision, (v) there are no existing bylaw sized trees on the subject property or on adjacent city property, (vi) the applicant has agreed to the planting of eight trees on the proposed lots, and (vii) the applicant has agreed to provide a minimum one bedroom secondary suite in any future construction of a dwelling on lot 1 and a two bedroom secondary suite on lot 2 (Schedule 1).

Staff referred to a memorandum from the City Clerk's Office (Schedule 2) recommending that Recommendation 1 be amended to give three readings to Bylaw 10526.

Discussion ensued with respect to the City's affordable housing strategy and the size of the secondary suites.

It was moved and seconded

2.

Planning Committee
Tuesday, January 9, 2024

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10526, for the rezoning of 7560 Ash Street from the "Single Detached (RS1/F)" zone to the "Single Detached (RS2/E)" zone and the "Single Detached - South McLennan (City Centre) (ZS14)" zone, to facilitate a two lot subdivision be introduced and given first reading; and*
- (2) *The Richmond Zoning Bylaw 8500, Amendment Bylaw 10491 be abandoned.*

CARRIED

The applicant representative spoke to Committee about amending the proposal to a two bedroom suite on Lot 1 and a one bedroom suite on Lot 2. Staff advised that this proposal is not consistent with the signed rezoning considerations and that should the applicant wish to amend the rezoning considerations the application should be referred back to staff.

As a result of the discussion the following **referral** motion was introduced:

It was moved and seconded

The staff report titled "Application by Lung Designs Ltd. for Rezoning at 7560 Ash Street From "Single Detached (RS1/F)" Zone to "Single Detached (RS2/E)" Zone and "Single Detached - South McLennan (City Centre) (ZS14)" Zone" dated December 18, 2023, be referred back to staff for further review.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:16 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, January 9, 2024.

Councillor Bill McNulty
Chair

Raman Grewal
Legislative Services Associate

ON TABLE ITEM

Date: January 9
Meeting: Planning
Item: 3

Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, January 9, 2024.



City of
Richmond



Memorandum
Planning and Development Division
Development Applications

To: Planning Committee
From: Joshua Reis, RPP, MCIP, AICP
Program Manager, Development
Re: **Application by Lung Designs Limited for Rezoning at 7560 Ash Street - Revised Rezoning Considerations**

Date: January 9, 2024
File: RZ 22-021110

The purpose of this memo is to provide revised rezoning considerations for the application by Lung Designs for rezoning at 7560 Ash Street (RZ 22-021110) with respect to the provision of secondary suites on Lots 1 and 2.

Further to the associated Staff report, the applicant has agreed to provide the following, consistent with the City's Affordable Housing Strategy:

- Lot 1 (western lot) - a minimum 1-bedroom secondary suite in any future construction of a new dwelling unit; and,
- Lot 2 (eastern lot) - a minimum 2-bedroom 46 m² secondary suite.

The attached rezoning considerations (Attachment 1) reflect the above arrangement and have been signed and agreed to by the applicant.

Should Planning Committee agree to the attached revised considerations, staff will update the Report prior to Council's consideration of the application.

Should you have any questions regarding this matter please contact the undersigned at jreis@richmond.ca or 604-204-8653.

Joshua Reis, RPP, MCIP, AICP
Program Manager, Development

JDR:js

Att. 1

Cc: Wayne Craig, Director, Development

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Address: 7560 Ash Street

File No.: RZ 22-021110

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10526, the developer is required to complete the following:

1. Removal of unauthorized structure (carport) on proposed Lot 1.
2. Road dedication along the entire east property line measuring 9.0 m wide for the extension of Armstrong Street.
3. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect (including hard and soft landscaping, installation costs, and a 10% contingency). The Landscape Plan should:
 - comply with the requirements of the zone regarding lot coverage, non-porous surfaces, and live landscaping percentages.
 - include the required four trees to be planted and maintained on each proposed lot (for a total of eight trees); minimum 8 cm caliper deciduous and 4 m high conifers. A minimum security of \$6,000.00 (\$750/tree) for these new trees must be included in the Landscape Cost Estimate. **NOTE: minimum size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**
4. Registration of a flood indemnity covenant on title.
5. Registration of a legal agreement on Title to ensure that no final Building Permit inspection for a new dwelling unit is granted until a minimum one-bedroom secondary suite is constructed on Lot 1, and a minimum two-bedroom 46 m² (500 ft²) secondary suite is constructed on Lot 2, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. The legal agreements will need to be modified at the time of subdivision to ensure that each subdivided lot has the correct legal agreement attached.
6. Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

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

1. Installation of tree protection fencing around all trees on neighbouring properties to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.

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

1. Payment of the current year's property taxes, Development Cost Charges, School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the design and construction of engineering infrastructure and frontage improvements.
2. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:
 - a) *Water Works:*
Using the OCP Model, there is 400 L/s of water available at a 20 psi residual at the Ash Street frontage and 210 L/s of water available at a 20 psi residual along the Armstrong Street frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.

At Developer's cost, the Developer is required to:

- b) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
- c) Inspect and retain existing water service connection near the Ash Street Frontage if in good condition to service proposed Lot 1. If damaged or no longer suitable for further use replace the water service connection via the Servicing Agreement.
- d) Install a new water service connections complete with water meters per City standards near the Armstrong Street frontage to service proposed Lot 2.
- e) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process (or via the servicing agreement process, if one is required).

At Developer's cost, the City will:

- f) Complete all tie-ins for the proposed works to existing City infrastructure.

Storm Sewer Works:

At Developer's cost, the Developer is required to:

- g) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
- h) Inspect and retain existing storm service connections near the Ash Street Frontage if in good condition to service proposed Lot 1. If damaged or no longer suitable for further use replace the storm service connections via the Servicing Agreement.
- i) Install a new storm service connections complete with inspection chambers near the Armstrong Street frontage to service proposed Lot 2.

At Developer's cost, the City will:

- i) Complete all tie-ins for the proposed works to existing City infrastructure.

Sanitary Sewer Works:

At Developer's cost, the Developer is required to:

- j) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
- k) Inspect and retain existing sanitary service connection near the Ash Street Frontage if in good condition to service proposed Lot 1. If damaged or no longer suitable for further use replace the sanitary service connection via the Servicing Agreement.
- l) Install a new sanitary service connections complete with inspection chambers near the Armstrong Street frontage to service proposed Lot 2.

At Developer's cost, the City will:

- m) Complete all tie-ins for the proposed works to existing City infrastructure.

Street Lighting:

At Developer's cost, the Developer is required to:

- n) Review street lighting levels along all road and lane frontages, and upgrade as required.
- o) Replace the Hydro lease light on Ash Street with a new City street light, and provide street lighting conduit along the development frontage.

Frontage Improvements

At Developer's cost, the Developer is required to:

- p) Complete other frontage improvements as per Transportation requirements, e.g.:

- (1) Armstrong Street: pavement widening, new 1.5 m wide concrete sidewalk at the new property line, 1.5 m wide treed/grassed boulevard and 0.15 m wide curb and gutter. The road widening is to include +/- 6.35 m wide new pavement to meet the existing edge of pavement.
- (2) Ash Street: road widening to meet existing pavement for a total width of 8.5m, new 1.75 m wide concrete sidewalk at the property line, 3.1 m wide treed/grassed boulevard and 0.15 m wide curb and gutter.
- (3) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.

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

1. 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.
2. 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:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed _____

Date _____

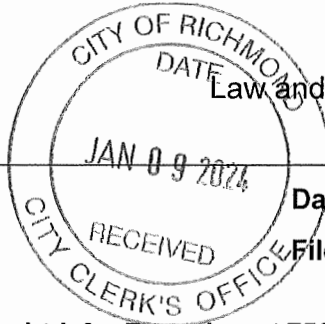
ON TABLE ITEM

Date: Jan 9 / 24
Meeting: Planning Committee
Item: 3

Schedule 2 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, January 9, 2024.



City of Richmond



Memorandum

Law and Legislative Services Division
City Clerk's Office

To: City Council
From: Claudia Jesson
Director, City Clerk's Office
Re: Application By Lung Designs Ltd. for Rezoning at 7560 Ash Street
Date: January 8, 2024
File: 12-8060-20-010256

The purpose of this memorandum is to provide an update on the approval process for the application by Lung Designs Ltd. for rezoning at 7560 Ash Street, scheduled for consideration by the Planning Committee on January 9, 2024 (Item 3).

Recent changes in provincial residential development legislation under *Bill 44* prohibit holding a public hearing for certain rezoning applications, including applications that do not require an Official Community Plan amendment. This application does not meet the criteria to be considered at a public hearing, and as such will only proceed to a Council meeting.

It is recommended that Recommendation 1 be revised to give three readings to Bylaw 10526, with no changes to Recommendation 2, to read as follows:

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10526, for the rezoning of 7560 Ash Street from the "Single Detached (RS1/F)" zone to the "Single Detached (RS2/E)" zone and the "Single Detached - South McLennan (City Centre) (ZS14)" zone, to facilitate a two lot subdivision be introduced and given first, second and third readings; and*
- (2) *The Richmond Zoning Bylaw 8500, Amendment Bylaw 10491 be abandoned.*

It should be noted that advance public notification and publishing of a notice is still required for non-public hearing bound applications. Staff will undertake notification following Planning Committee's consideration and will place this application on the January 29th Council meeting.

Please contact the undersigned at cjesson@richmond.ca or 604-276-4006 should have any questions on this matter.

Claudia Jesson
Director, City Clerk's Office

CJ:eb

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To: Planning Committee
From: Wayne Craig
Director, Development

Date: January 8, 2024
File: RZ 20-891129

Re: **Application by Shawn Liu for Rezoning at 6660 Francis Road from “Single Detached (RS1/E)” Zone to the “Arterial Road Two-Unit Dwellings (RDA)” Zone**

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10529, for the rezoning of 6660 Francis Road from the “Single Detached (RS1/E)” zone to “Arterial Road Two-Unit Dwellings (RDA)” zone, be introduced and given first, second and third reading.

Wayne Craig
Director, Development
(604-247-4625)

WC:le
Att. 6

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

Staff Report

Origin

Shawn Liu has applied on behalf of the property owners, 1323562 BC Ltd. (Director: Herbert Ang) and 1323565 BC Ltd. (Director: Shawn Liu), to the City of Richmond for permission to rezone 6660 Francis Road from the “Single Detached (RS1/E)” zone to the “Arterial Road Two-Unit Dwellings (RDA)” zone, to permit a duplex to be developed on the property, with vehicle access from Francis Road via a shared driveway (Attachment 1).

A Development Permit application is required to further address the form and character of the proposed duplex development. Conceptual development plans are provided for reference in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

The subject site consists of a single-family dwelling on the property, which will be demolished. The applicant has indicated that the dwelling is currently occupied by a rental tenant and that it does not contain a secondary suite. The applicant has advised that the tenants are aware of the proposed development and they are in regular communication with the tenants.

Surrounding Development

Existing development immediately surrounding the subject site is as follows:

To the North: Immediately across Francis Road is Minler Road and single-family homes on lots zoned “Single Detached (RS1/E)”. There is also a duplex on a lot zoned “Two-Unit Dwelling (RD1)” across Francis Road to the northwest.

To the South: Single-family homes on lots zoned “Single Detached (RS1/E)” and “Single Detached (RS1/B)” fronting onto Maple Place.

To the East: Single-family homes on lots zoned “Single Detached (RS1/K)” fronting onto Francis Road.

To the West: Single-family homes on lots zoned “Single Detached (RS1/E)” fronting onto Francis Road and a single-family home on a lot zoned RS1/D fronting onto Magnolia Drive.

Related Policies & Studies

Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Neighbourhood Residential.” This redevelopment proposal to rezone to permit a duplex is consistent with this designation.

Arterial Road Land Use Policy

The Arterial Road Land Use Policy in the OCP directs appropriate duplex/triplex developments on certain minor arterial roads outside the City Centre. The subject site is identified for “Arterial Road Duplex/Triplex” on the Arterial Road Housing Development Map and this redevelopment proposal to rezone to permit a duplex on the subject site is consistent with this Policy.

Single-Family Lot Size Policy 5428

The subject site is located within the area governed by Single-Family Lot Size Policy 5428, which was adopted by City Council on December 18, 1989 and subsequently amended on December 15, 2008 (Attachment 4). The Policy identifies minimum single-family lot sizes for the subdivision of properties on specific sections of Francis Road, Magnolia Drive, Maple Road and Woodward Road.

Lot size policies are used to govern the rezoning and subdivision of new single-family lots. The proposed rezoning does not involve the subdivision of land and would permit the construction of a duplex, consistent with the Arterial Road Land Use Policy, which designated the site for “Arterial Road Duplex/Triplex” uses. Accordingly, the proposed rezoning is not subject to Single-Family Lot Size Policy 5428.

Floodplain Management Implementation Strategy

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

Public Consultation

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The Province has granted Royal Assent to Bill 44, *Housing Statutes (Residential Development) Amendment Act, 2023*. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. As a result, City Council may not hold a Public Hearing on the proposed rezoning.

Analysis

Built Form and Architectural Character

One duplex is proposed for the subject site. A conceptual development plan has been submitted (Attachment 2) and a Development Permit Application (DP 20-891130) has been applied for and will be reviewed to address the form and character of the proposed duplex.

The duplex will be in a "front-to-back" configuration; with one dwelling unit at the front of the property and the second dwelling unit at the back. The front and back units will be connected by individual attached carports. In keeping with the architectural character of the neighbourhood, the duplex will be two storeys and will feature a peaked roof.

Existing Legal Encumbrances

A 3.0 m wide Statutory Right-of-Way (SRW) is registered on Title of the property for sanitary infrastructure located in the southeast corner of the property. The applicant has been advised that encroachment into the SRW is not permitted.

Accessible Housing

The applicant has agreed that aging-in-place features will be provided in both units (e.g., the inclusion of blocking in bathroom walls for the installation of grab-bars and the provision of lever-type handles for plumbing fixtures and door handles). In addition, at least one convertible unit will be provided in this duplex development. Details of the accessible housing features will be required for the convertible unit and reviewed through the Development Permit process.

Transportation and Site Access

The subject property currently has a driveway accessible from Francis Road, which is required to be removed and re-instated with a concrete sidewalk as part of the required Servicing Agreement associated with the proposed rezoning. A new driveway crossing to the site will be constructed to City design standards.

Vehicle access to the duplex lot is proposed via a single shared driveway. An on-site vehicle turn-around will be provided to prevent vehicles from reversing onto Francis Road. Each unit will have two parking stalls in a private carport.

Prior to the final adoption of the Rezoning Bylaw, the applicant is required to provide a 0.6 m wide road dedication across the Francis Road frontage to accommodate the required frontage improvements.

Prior to rezoning bylaw adoption, the applicant is required to provide a \$17,100.00 contribution towards the construction of a special crosswalk at the Francis Road and Minler Road intersection and register a restrictive covenant on Title to ensure that:

- Vehicle access to the two duplex units is via a single shared driveway crossing; and,
- The buildings and driveway on the subject property be designed to accommodate on-site vehicle turn-around capability to prevent vehicles from reversing onto Francis Road.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses ten bylaw-sized trees on the subject property, one bylaw-sized tree on a neighbouring property, and two street trees on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Ten bylaw-sized trees (tags# 1, 2, 3, 4, 5, 6, 7, 8, 9 and 11) are located on the subject property.
- Seven bylaw-sized trees located on the subject property (tags# 1, 2, 4, 6, 7, 9 and 11) are in good condition and are to be retained and protected.
- One bylaw-sized tree located on the subject property, a 21 cm Purple Leaf plum (tag# 3), has a poor structure due to pruning and historical failures; recommended for removal and replacement.
- One bylaw-sized tree located on the subject property, a 42 cm Western Red cedar (tag# 5), is under stress with previous topping and historical shearing; recommended for removal and replacement.
- One bylaw-sized tree, a 36 cm Pacific dogwood (tag# 8), which was surveyed at the time of the initial application and noted to have significant decay, has failed as the result of a wind storm event in 2021 and has since been removed by the applicant with the City's permission.
- One bylaw-sized tree (tag# NG1) located on the neighbouring property to the west (6640 Francis Road) is recommended for retention and protection. Provide tree protection as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

The City's Park's Department arboriculture staff has reviewed the Arborist's Report and provided the following comments:

- Tree # BL.1 (Fagus sylvatica 'Dawyck', 9 cm) is in good health and condition, and does not conflict with the proposal. This tree must be retained and protected. A \$5,120.00 survival security is required to be submitted prior to rezoning adoption; and, a legal agreement entered into regarding the terms for use/release of the security.
- A new tree was planted by the City, BL.2 (Fagus sylvatica 'Dawyck') which is in good health and condition and does not conflict with the proposal. This tree must be retained and protected. A \$5,120.00 survival security is required to be submitted prior to rezoning adoption and a legal agreement entered into regarding the terms for use/release of the security.

Tree Replacement

The applicant wishes to remove two on-site bylaw-sized trees (tags# 3, 5). The 2:1 replacement ratio would require a total of four replacement trees. The applicant has agreed to plant a minimum of four replacement trees. The preliminary landscape plans include the planting of six trees on the development site. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
4	8.0 cm	4.0 m

The size and species of the minimum four required replacement trees will be incorporated and reviewed in detail through the required Development Permit and overall landscape design. The applicant will be required to provide a Landscape Security in the amount of 100 per cent of the cost estimate for landscaping plus a 10 per cent contingency cost as part of the associated Development Permit.

Tree Protection

Seven trees on the subject property (tags# 1, 2, 4, 6, 7, 9 and 11) and one tree (tag# NG1) on the neighbouring property to the west (6640 Francis Road) are to be retained and protected. The applicant has submitted a tree management plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 5). To ensure that the trees identified for retention are protected at the development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City’s Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site and remain in place until construction and landscaping on-site is completed.
- Prior to final adoption of the rezoning bylaw, submission of a Tree Survival Security in the amount of \$61,440.00 for the seven on-site trees (four trees sized 20-30 cm at \$5,120.00 each and three trees sized 31 cm to 90 cm at \$10,240.00 each) and two City trees (two trees sized 20-30cm at \$5,120.00 each) to be retained.

Affordable Housing Strategy

Consistent with the objectives of the City's Affordable Housing Strategy and the requirements of Section 5.15 of Richmond Zoning Bylaw 8500 respecting rezoning applications that propose the "Arterial Road Duplex (RDA)" zone outside of the City Centre, the applicant has agreed to provide a contribution of \$12.00 per buildable square foot. This contribution, total \$43,206.00, must be provided prior to final adoption of the rezoning bylaw.

Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into a Servicing Agreement for the design and construction of frontage improvements and service connections. Works include, but are not limited to:

- Construct a new 1.5 m wide concrete sidewalk at the property line and provide a minimum 1.5 m wide treed and landscaped boulevard.
- Cut and cap, at main, the existing water service connection and install two new water service connections complete with water meters to be located onsite in a right-of-way.
- Cut, cap and remove the existing storm connections at the inspection chambers and upgrade the existing storm sewer located on Francis Rd to 600 mm from manhole STMH1081 to a proposed new manhole at the site's east property line (approximately 24.0 m).
- Inspect and confirm the capacity and condition of the existing sanitary connection. If the existing storm connection is adequate to be reused, it may be retained. If not, replace the service connection to the proposed lot.
- Prior to the issuance of a Building Permit, the applicant must pay the applicable Development Cost Charges (DCC's) (GVS&DD, GVWD and TransLink), and Address Assignment Fees.

Development Permit

A Development Permit application will be required to address the form and character of the proposed duplexes. Through the Development Permit process, the following issues are to be further examined:

- Compliance with the Development Permit Guidelines for Arterial Road duplex projects as outlined in the 2041 Official Community Plan (OCP).
- Review of the architectural character, scale and massing to ensure that the proposed duplex is well designed, fits in well with the neighbourhood, and does not adversely impact the adjacent single detached homes.
- Review of aging-in-place features in all units and the provision of a convertible unit.
- Review of proposed drive aisle width to ensure that two vehicles can safely pass each other; including the provision of turning templates to ensure safe vehicle entry and exit from each of the carports.

- Refinement of landscape design, including: the provision of a holding area for garbage/recycling material collection, and the size and species of the minimum four on-site replacement trees to achieve an acceptable mix of conifer and deciduous trees on-site and the provision of a security for 100 per cent of the cost estimate of the landscaping, plus a 10 per cent contingency.

Additional issues may be identified as part of the Development Permit application review process.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

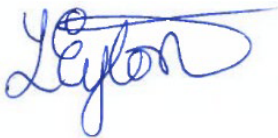
Conclusion

This application is to rezone the property at 6660 Francis Road from the “Single Detached (RS1/E)” zone to the “Arterial Road Two-Unit Dwelling (RDA)” zone, to permit a duplex to be developed on the property, with vehicle access to Francis Road.

This rezoning application complies with the land use designations and applicable policies for the subject site that are contained within the Official Community Plan.

The list of rezoning considerations is included in Attachment 6 which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10529 be introduced and given first reading.



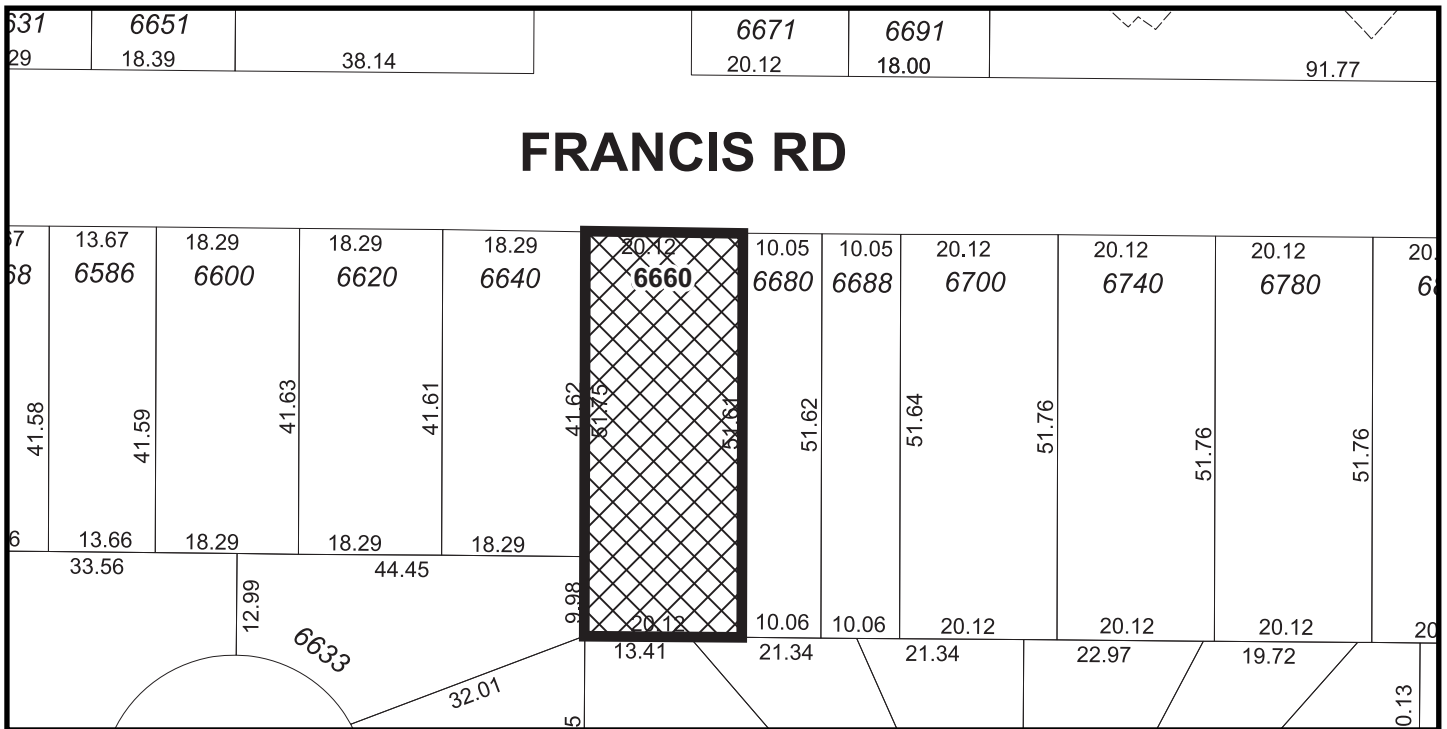
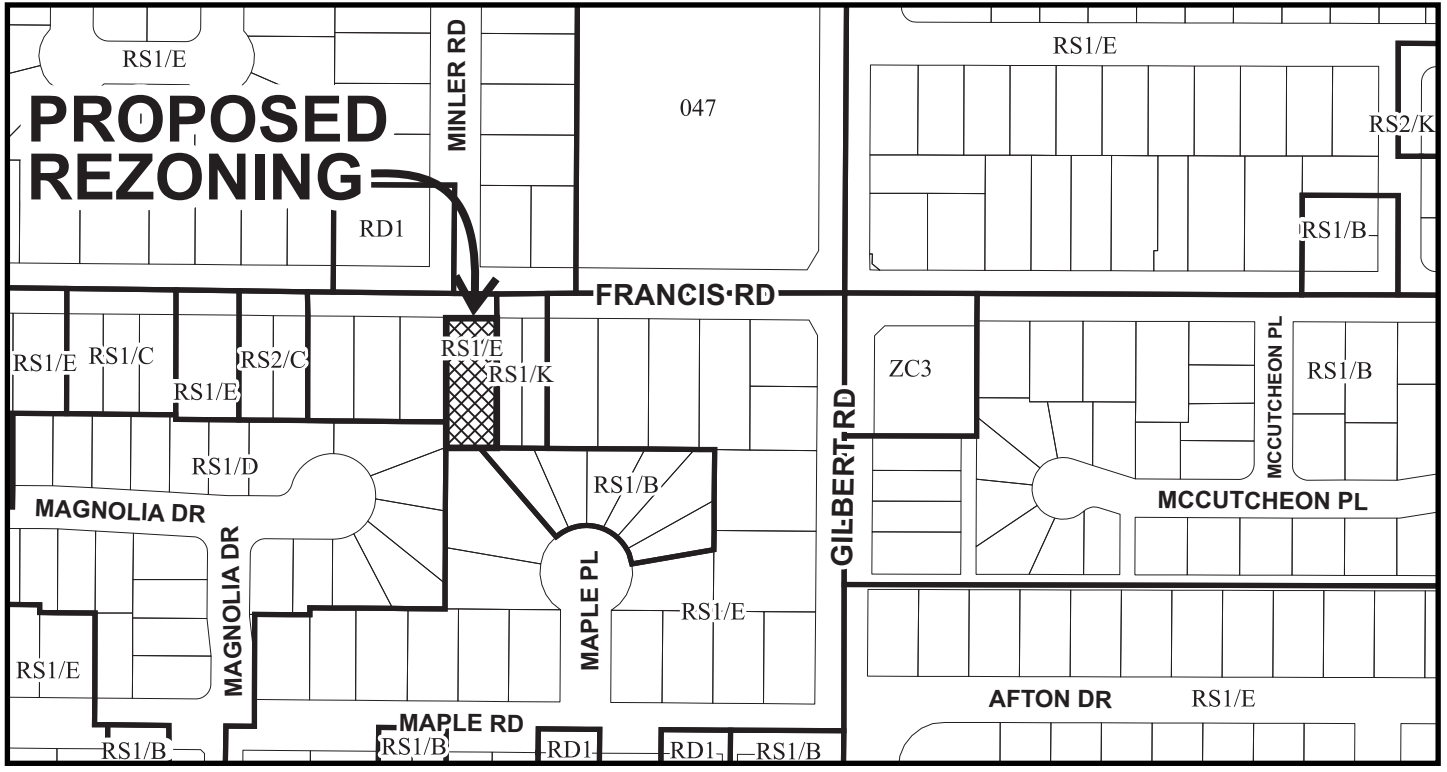
Laurel Eyton
Planning Technician
(604-276-4262)

LE:he

- Att. 1: Location Map
2: Conceptual Development Plans
3: Development Application Data Sheet
4: Single Family Lot Size Policy 5428
5: Tree Management Plan
6: Rezoning Considerations



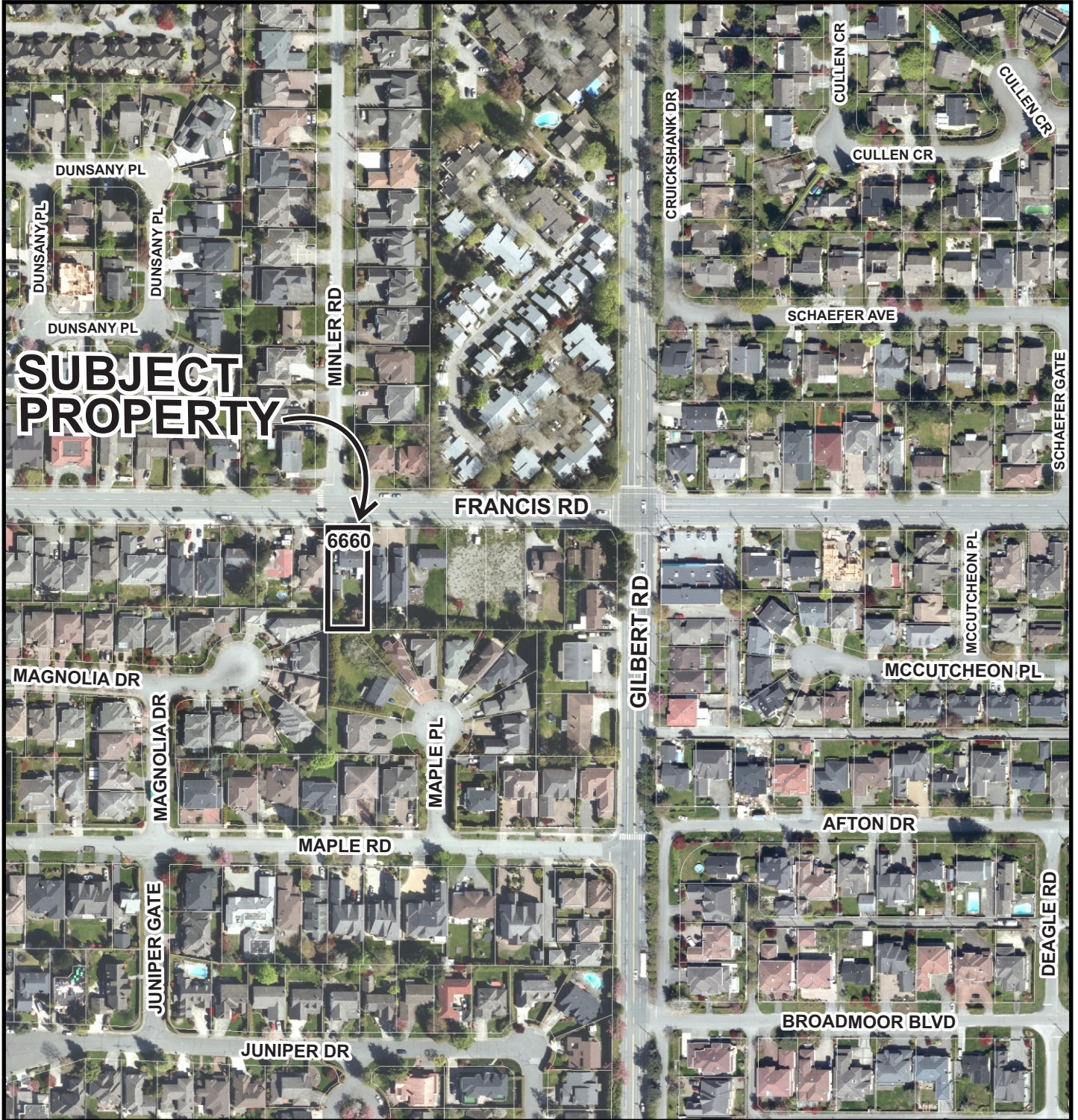
City of
Richmond



	RZ 20-891129	Original Date: 01/29/20
	PLN - 20	Revision Date:
		Note: Dimensions are in METRES



City of Richmond



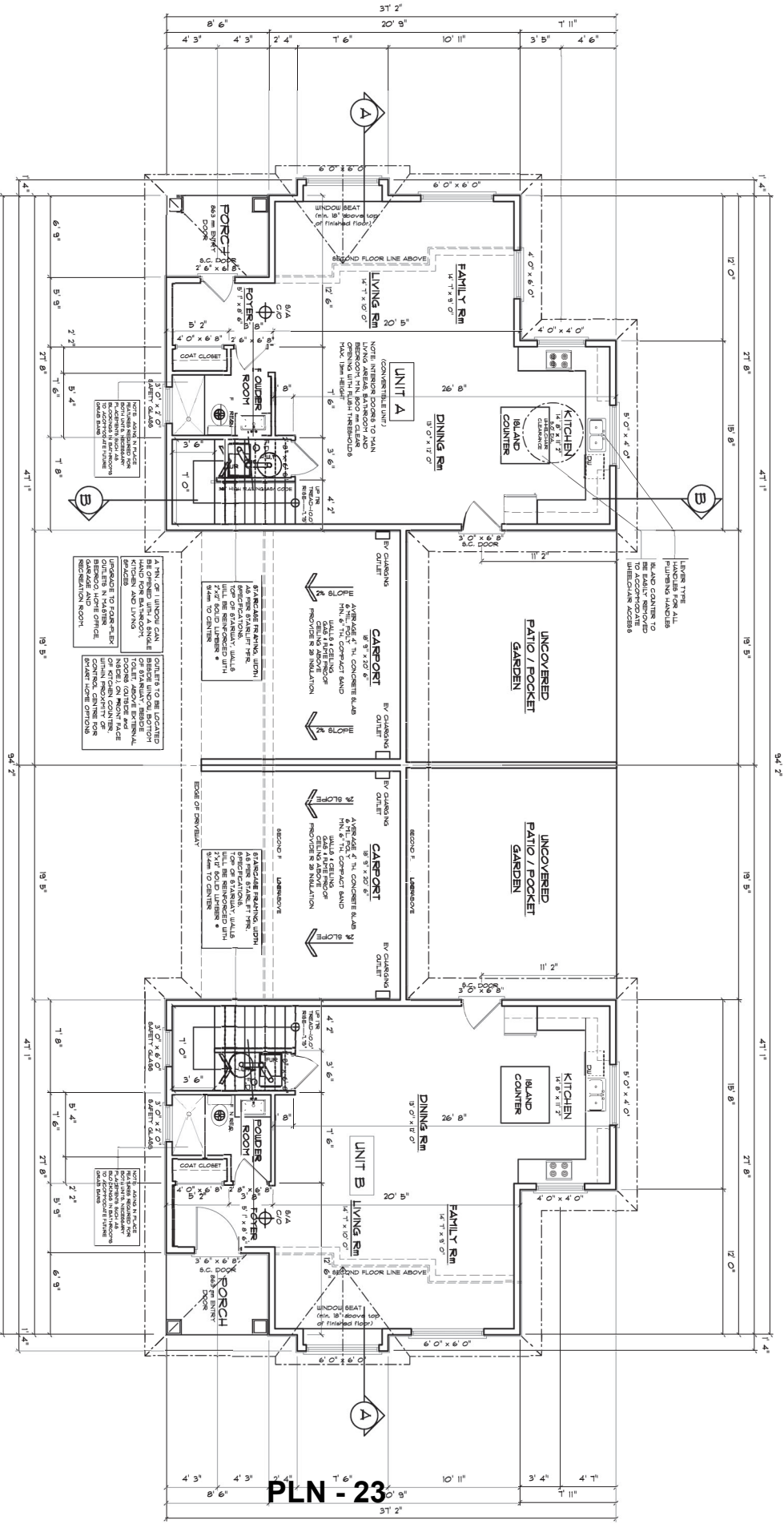
RZ 20-891129

PLN - 21

Original Date: 01/29/20

Revision Date: 01/04/23

Note: Dimensions are in METRES



MAIN FLOOR PLAN

UNITS: 2 UNITS (CONDO, APART)
 SQUARE FOOTAGE: 1,120 SQ. FT. (UNIT A)
 SQUARE FOOTAGE: 1,160 SQ. FT. (UNIT B)
 TOTAL GROSS AREA: 2,280 SQ. FT. (TOTAL)
 TOTAL GROSS AREA: 2,280 SQ. FT. (TOTAL)
 SQUARE FOOTAGE: 2,280 SQ. FT. (TOTAL)

Note: All design and construction details are subject to change without notice. The contractor shall be responsible for obtaining all necessary permits and for providing all required materials. The architect shall be responsible for providing all required materials and for providing all required services.

Notes: All design and construction details are subject to change without notice. The contractor shall be responsible for obtaining all necessary permits and for providing all required materials. The architect shall be responsible for providing all required materials and for providing all required services.

PROPOSED TWO-FAMILY DWELLING FOR SHAWN UJ
 6660 FRANCIS ROAD, RICHMOND, B C

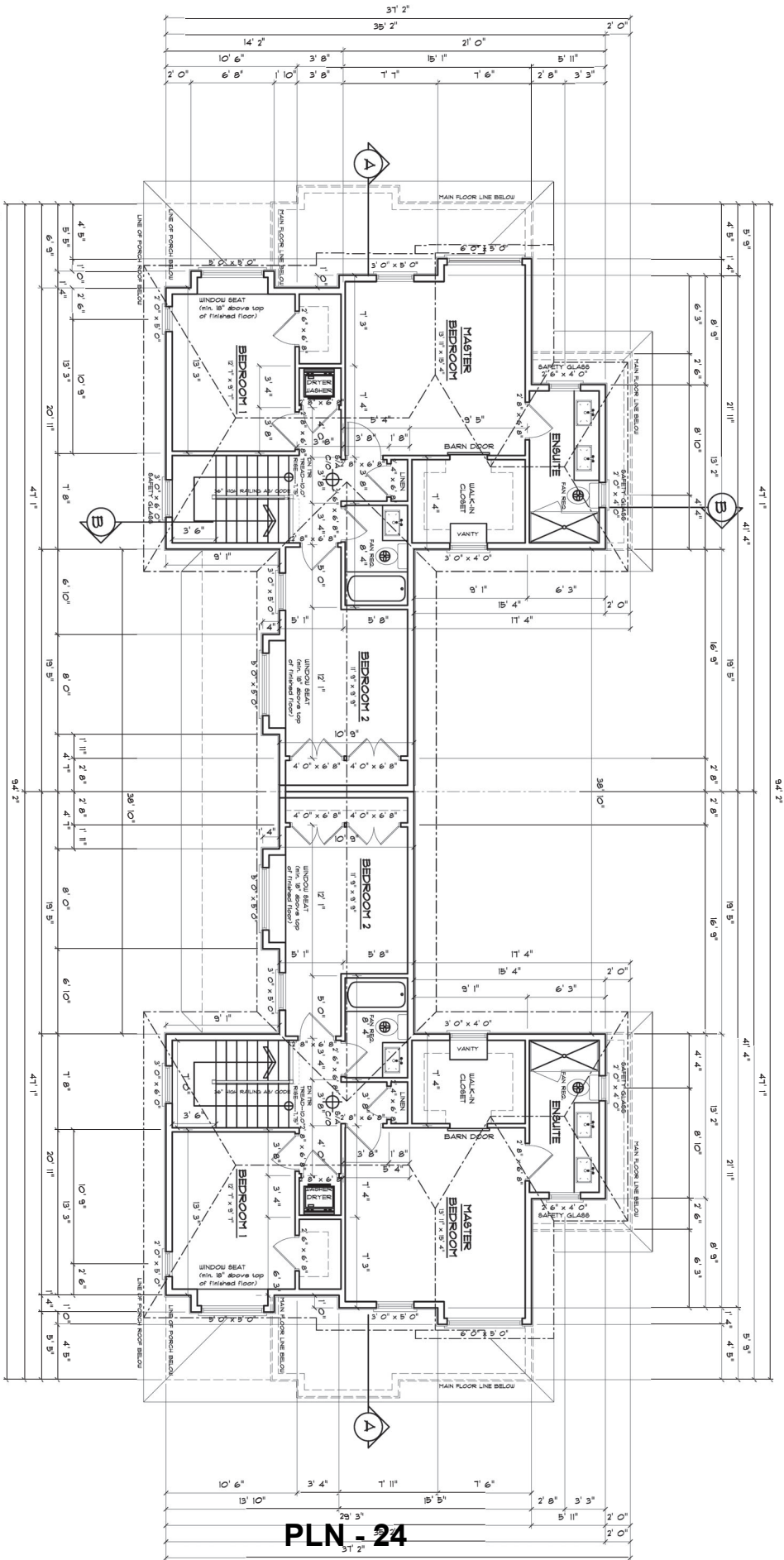
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SCALE: 1/4" = 1'-0"
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PLAN NO. 304-1-22
 DRAWING: RP

2

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 SECOND FLOOR PLAN

PROPOSED TWO-FAMILY DWELLING FOR SHAWN UJ
 6660 FRANCIS ROAD, RICHMOND, B C

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 DATE: NOV 20, 2022

PLAN NO. 304-1-22
 DRWING: RP

3



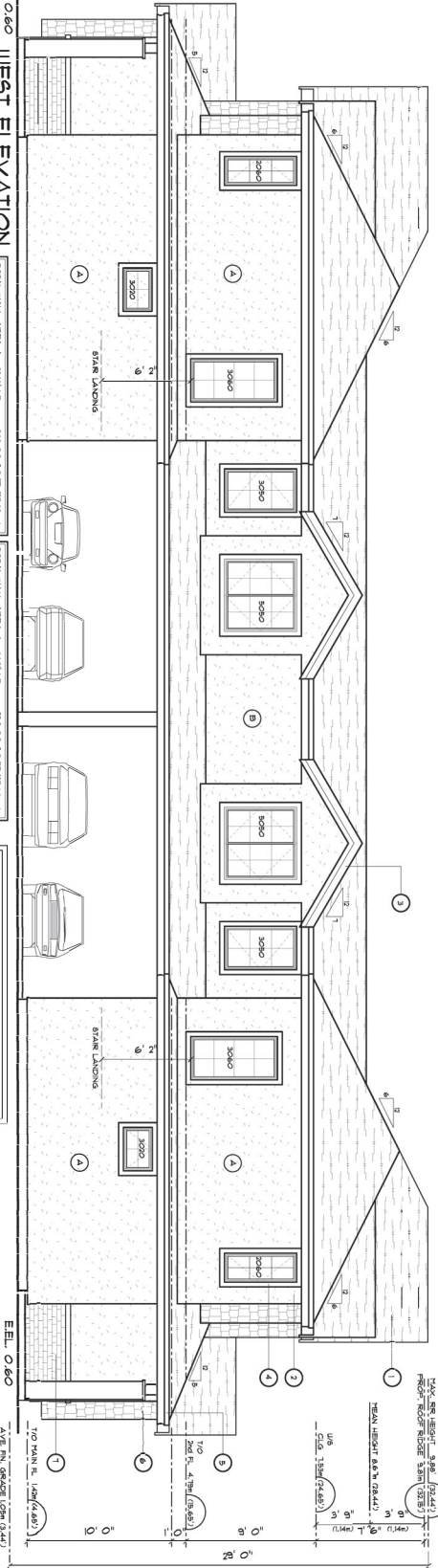
 simplex
 home design ltd.
 4000 101st Street, Richmond, BC V6V 1K1
 TEL: 604-271-5555 | WWW.SIMPLEXDESIGN.COM

PLN - 24

E.E.L. 0.60
P.E.L. 122
WEST ELEVATION

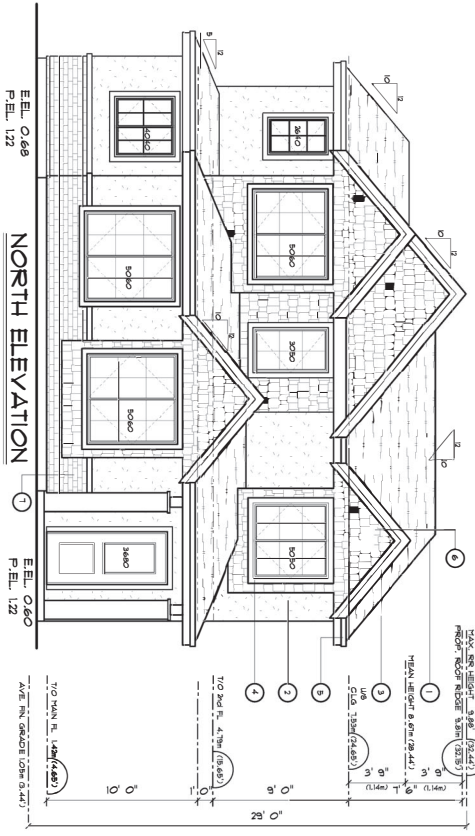
TOTAL WALL AREA A: 4213 LD
PERCENTAGE AREA OF WINDOW OPENINGS ALLOWED: 18.6%
TOTAL WINDOW OPENING AREA: 783 SQ. FT. (72.6 SQ. M)
TOTAL WINDOW OPENING PERMITTED: 783 SQ. FT. (72.6 SQ. M)

TOTAL WALL AREA A: 4117 LD
PERCENTAGE AREA OF WINDOW OPENINGS ALLOWED: 18.6%
TOTAL WINDOW OPENING AREA: 766 SQ. FT. (71.0 SQ. M)
TOTAL WINDOW OPENING PERMITTED: 766 SQ. FT. (71.0 SQ. M)



E.E.L. 0.60
P.E.L. 122

TOTAL WALL AREA A: 4213 LD
PERCENTAGE AREA OF WINDOW OPENINGS ALLOWED: 18.6%
TOTAL WINDOW OPENING AREA: 783 SQ. FT. (72.6 SQ. M)
TOTAL WINDOW OPENING PERMITTED: 783 SQ. FT. (72.6 SQ. M)



E.E.L. 0.66
P.E.L. 122

NORTH ELEVATION

E.E.L. 0.60
P.E.L. 122

MATERIAL BOARD

- 1. BRICK VENEER - SANDY GREY
- 2. BRICK VENEER - SANDY GREY
- 3. BRICK VENEER - SANDY GREY
- 4. BRICK VENEER - SANDY GREY
- 5. BRICK VENEER - SANDY GREY
- 6. BRICK VENEER - SANDY GREY
- 7. BRICK VENEER - SANDY GREY
- 8. BRICK VENEER - SANDY GREY
- 9. BRICK VENEER - SANDY GREY

MATERIAL LEGEND

- 1. BRICK VENEER - SANDY GREY
- 2. BRICK VENEER - SANDY GREY
- 3. BRICK VENEER - SANDY GREY
- 4. BRICK VENEER - SANDY GREY
- 5. BRICK VENEER - SANDY GREY
- 6. BRICK VENEER - SANDY GREY
- 7. BRICK VENEER - SANDY GREY
- 8. BRICK VENEER - SANDY GREY
- 9. BRICK VENEER - SANDY GREY

PROPOSED TWO-FAMILY DWELLING FOR SHAWN UJ
6660 FRANCIS ROAD, RICHMOND, B C

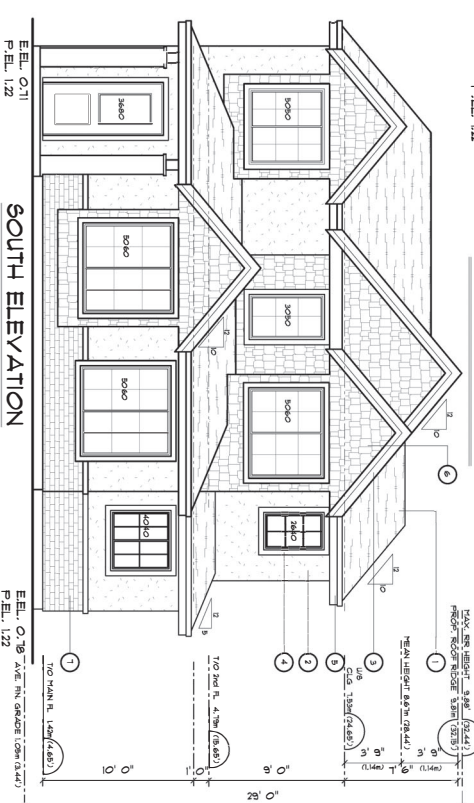
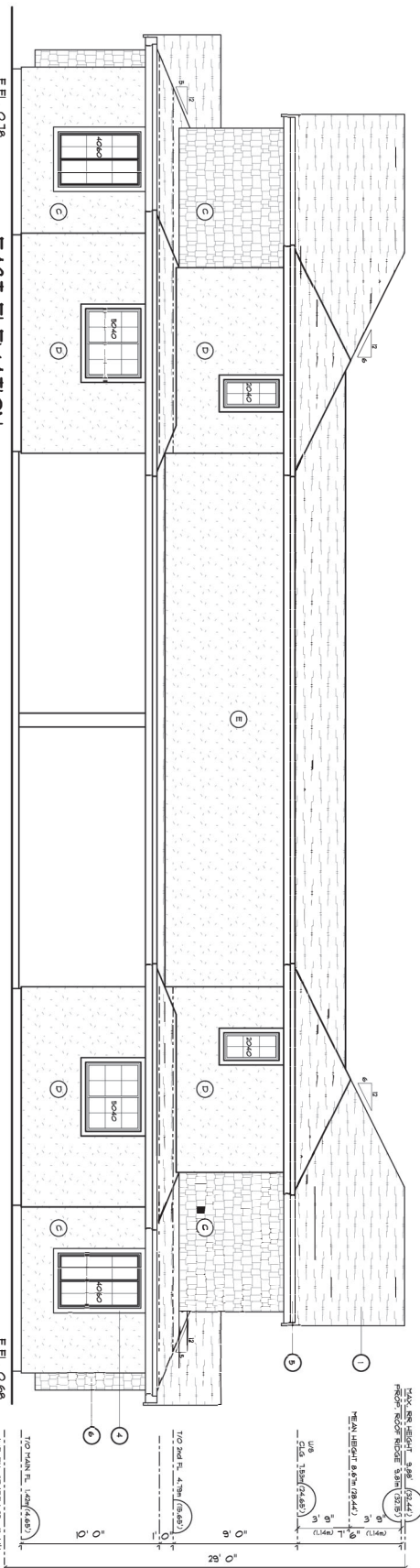
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DATE: NOV 20, 2022

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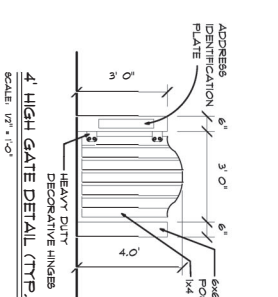
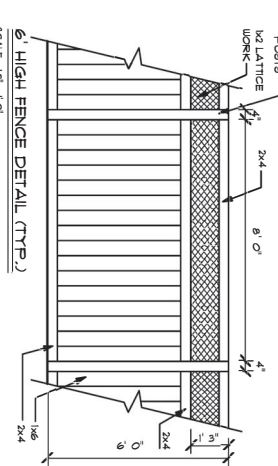
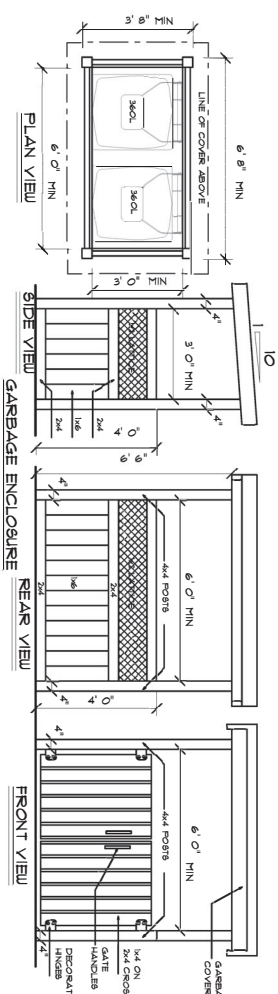


MATERIAL BOARD

- 1. LARGER BRICK CHIMNEY FINISHES TO MATCH EXISTING BRICK FINISH.
- 2. BRICK FINISH - UPPER SHITS
- 3. WHITE ALUMINUM ALCOY® W/ CLEAR GLASS
- 4. ADHESIVE FINISHES (SEE FINISHING MANUAL FOR MORE INFORMATION)
- 5. BRICK FINISH - LOWER SHITS

MATERIAL LEGEND

1. ADHESIVE FINISHES (SEE FINISHING MANUAL FOR MORE INFORMATION)
2. BRICK FINISH - LOWER SHITS
3. BRICK FINISH - UPPER SHITS
4. WHITE ALUMINUM ALCOY® W/ CLEAR GLASS
5. LARGER BRICK CHIMNEY FINISHES TO MATCH EXISTING BRICK FINISH.



PROPOSED TWO-FAMILY DWELLING FOR SHAWN LU
 6660 FRANCIS ROAD, RICHMOND, B C

SCALE: 1/2" = 1'-0"

SCALE: 1/2" = 1'-0"

SCALE: 1/2" = 1'-0"

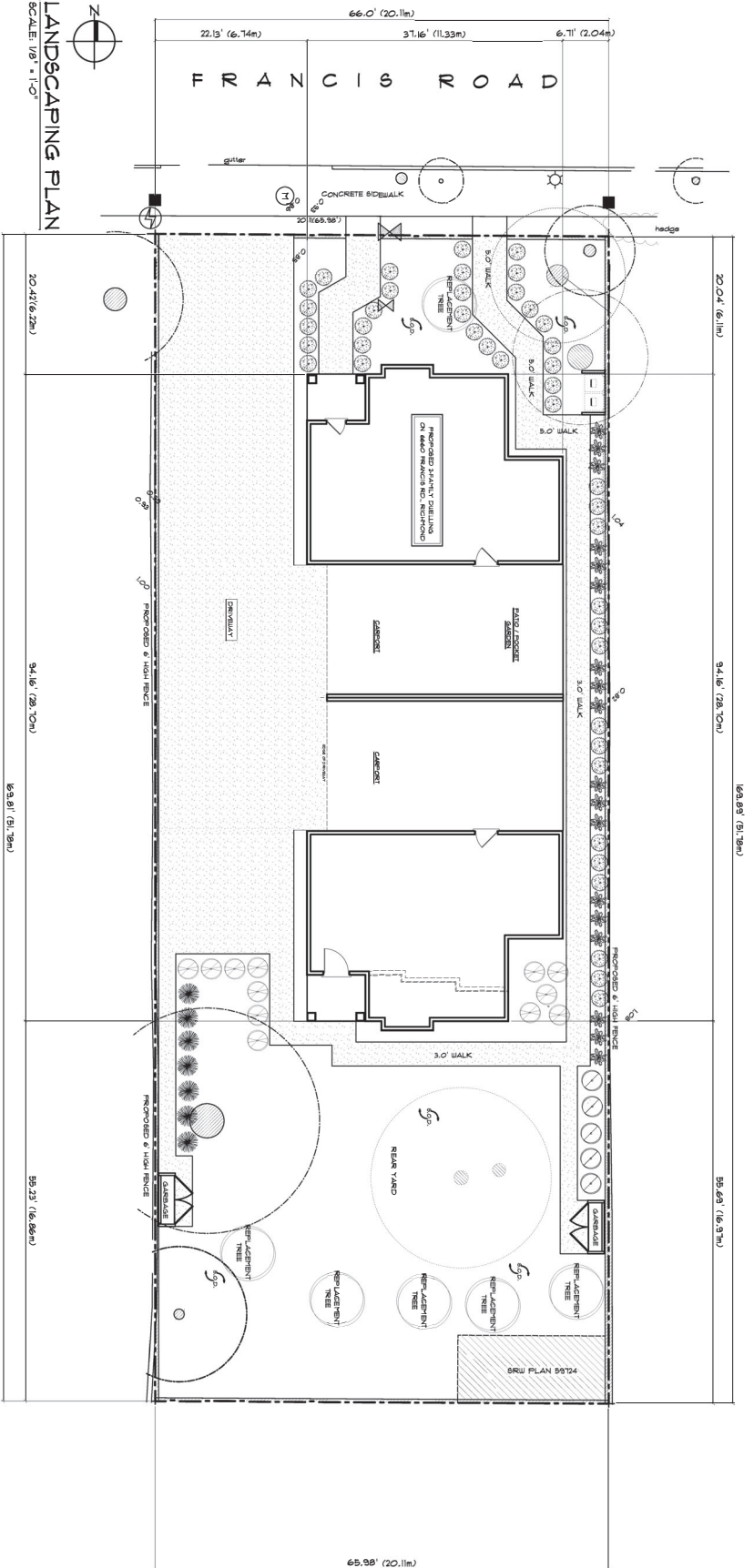
DATE: NOV. 02, 2008

PROJECT NO: 3004-102

OWNER: SHAWN LU

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HARDSCAPE		PLANT LIST SYMBOLS		
SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE
[Symbol]	9	ROYAL HOLLOW A. LARK	ROYAL HOLLOW	4" POT
[Symbol]	43	BLOOD SPIDER WEBB	BOX WOOD	4" POT
[Symbol]	1	PIERIS ALPINA	LTY OF THE VALLEY SHrub	4" HIGH
[Symbol]	1	PAUNON'S ADIRCALPH	OREGON SALVIE	4" POT
[Symbol]	5	ACER RUBRUM	RED MAPLE	4" POT
[Symbol]	5	CALLUNEA VULGARIS	HEATH WORTKA	4" POT
[Symbol]	2	CALLUNEA VULGARIS	HEATH WORTKA	4" POT

10% LIVE PLANT COVERAGE

LANDSCAPING PLAN
SCALE: 1/8" = 1'-0"



PROPOSED TWO-FAMILY DWELLING FOR SHAWN UU
6660 FRANCIS ROAD, RICHMOND, B C

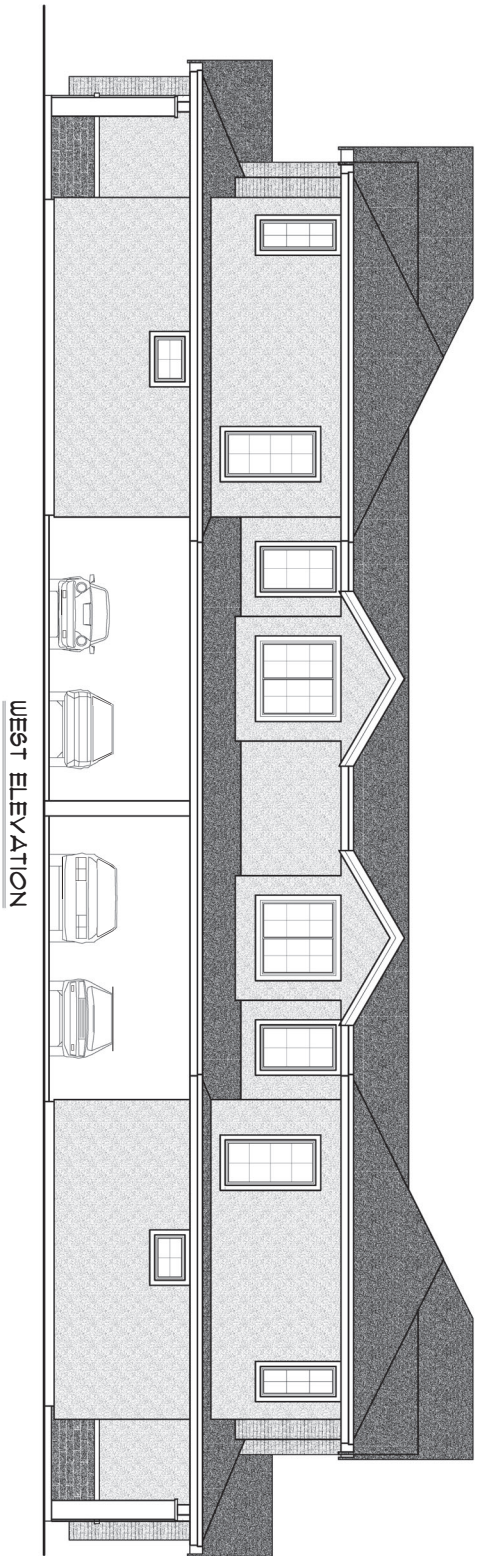
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DATE: NOV 20, 2022

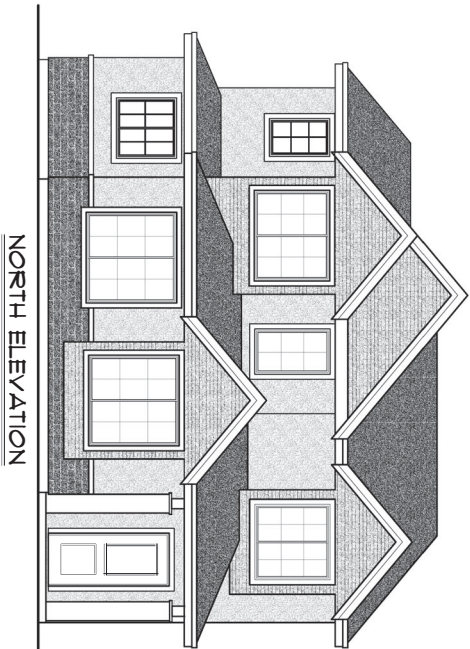
DRP/UM RP

7










WEST ELEVATION



NORTH ELEVATION

MATERIAL BOARD	
	UNMATCHED STONE VENEER FINISHES ON EXTERIOR WALLS AND PORCHES
	6" SIDING PANELS - HORIZONTAL SIDING
	UNITE ALUMINUM SIDING w/ CLASSIC SILLING
	ARTIFICIAL BRICKS, SOME PORTLAND CEMENT, OTHERS ARE 3D YD. QUALITY
	BRICK, VENEER, KERRILL SIDING

PROPOSED TWO-FAMILY DWELLING FOR SHAWN UU
6660 FRANCIS ROAD, RICHMOND, B C

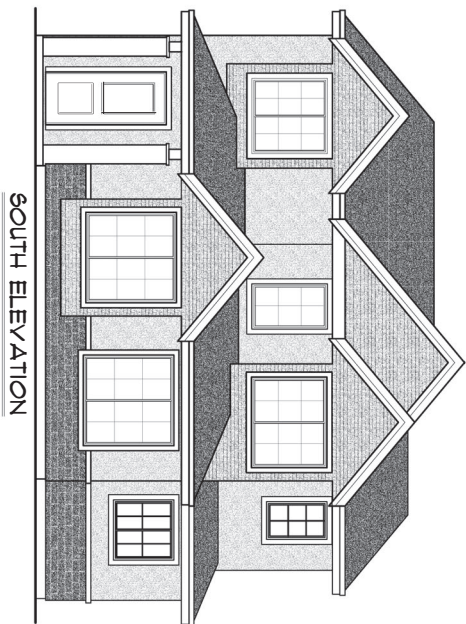
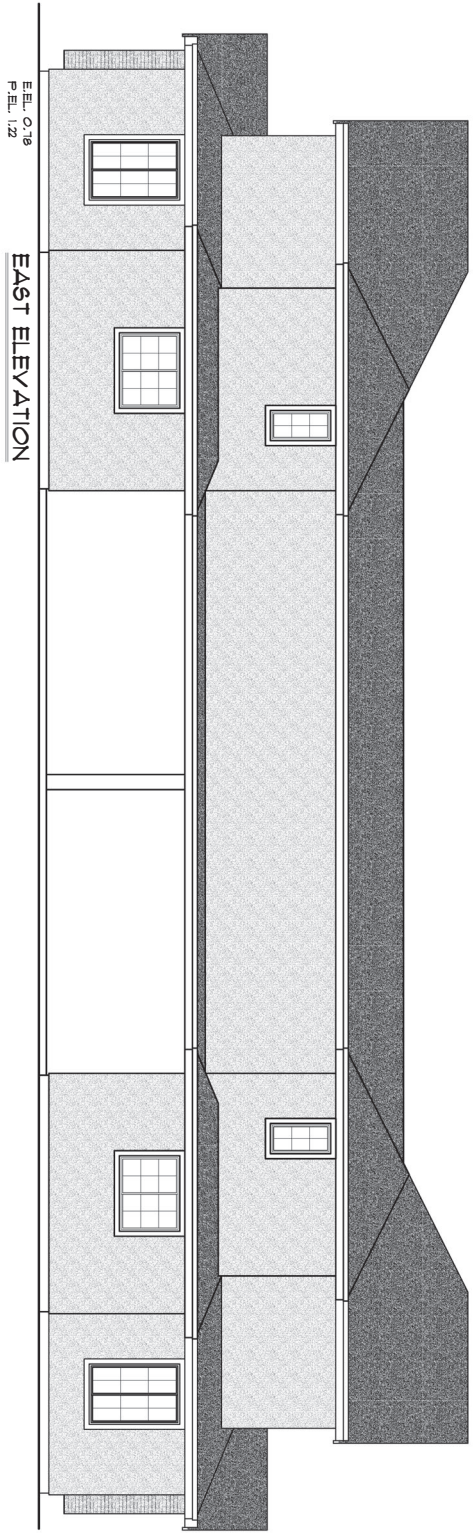
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
PLAN NO. 3041.1-22
DRAWING: RP

8





MATERIAL BOARD

	HARDIE BOARD CEMENT SIDING RANDOMIZED BOARD PANEL
	STONE FINISH - STONE LINE
	WHITE ALUMINUM SIDING w/ CLEAR GLASS
	ASPHALT SHINGLES - 30 YEAR PRIME - 30 YEAR - 30 YEAR
	BRICK - WINDEN CAPITAL SIBBY

PROPOSED TWO-FAMILY DWELLING FOR SHAWN UU
6660 FRANCIS ROAD, RICHMOND, B C

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DATE: NOV 20, 2022

PLAN NO. 3041.1.22
DRAWING: RP

9





RZ 20-891129

Attachment 3

Address: 6660 Francis Road

Applicant: Shawn Liu

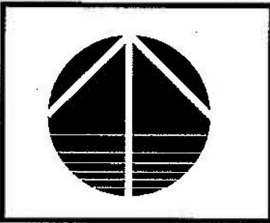
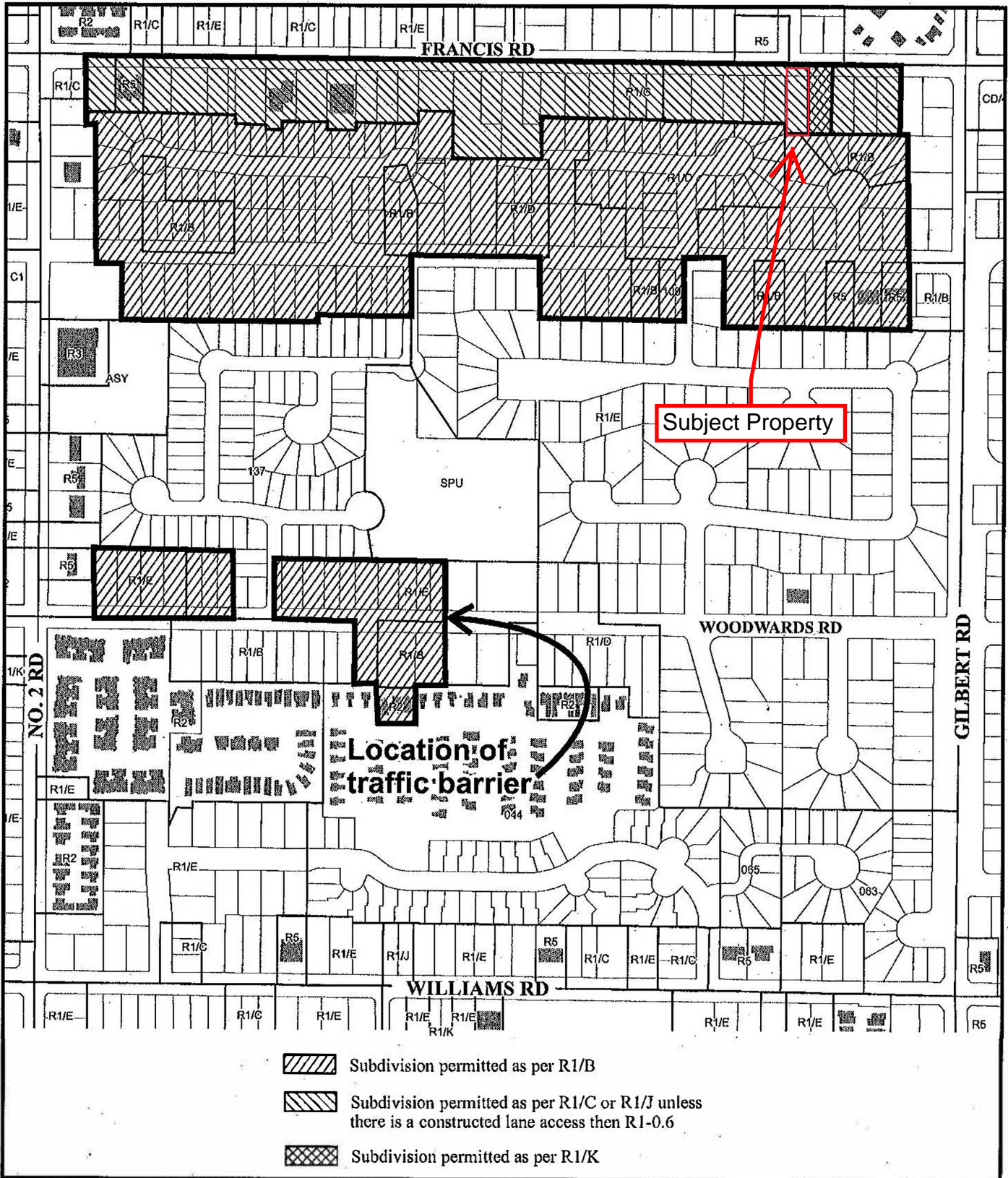
Planning Area(s): Blundell

	Existing	Proposed
Owners:	Shawn Liu and Herbert Ang	Strata Lot 1: TBD Strata Lot 2: TBD
Site Size (m²):	1041.1 m ²	1029.0 m ²
Land Uses:	One single detached dwelling	One duplex (two-family attached dwelling)
OCP Designation:	Neighbourhood Residential	No change
Arterial Road Strategy Designation:	Arterial Road Duplex/Triplex	No change
Single Family Lot Size Policy Designation:	5428 permits subdivision as per R1/C or R1/J, unless there is a constructed lane, then R1-0.6	Not applicable
Zoning:	Single Detached (RS1/E)	Arterial Road Two-Unit Dwellings (RDA)
Number of Units:	One	Two

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	The lesser of 0.60 FAR and 334.5 m ²	0.32	none permitted
Buildable Floor Area (m ²):*	Max. 334.5 m ² (3600.5 ft ²)	333.92 m ² (3,593.0 ft ²)	none permitted
Lot Coverage (% of lot area):	Buildings: Max. 45% Non-porous Surfaces: Max. 70% Live plant material: Min. 25%	Building: Max. 29% Non-porous Surfaces: Max. 52% Live plant material: Min 33%	none
Lot Size:	Min. 464.5 m ²	1029.0 m ²	none
Lot Dimensions (m):	Min. Width: 13.4 m Min. Depth: 30.0 m	Width: 20.1 m Depth: 51.1 m	none
Setbacks (m):	Front: Min. 6.0 m Side: Min. 2.0 m Rear: Min. 9.5 m for up to 60% of 1st storey rear wall and 10.7 m for at least 40% of 1st storey rear wall and all of 2nd storey	Front: Min. 6.11 m Rear: Min. 16.26 m East Side: Min. 2.04 m West Side: Min. 6.74 m	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Height (m):	The lesser of 2 storeys or 9.0 m	8.84 m (2 storeys)	none

* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.



**Policy 5428
Section 30-4-6**

Adopted Date: 12/18/89

Amended Date: 12/15/08

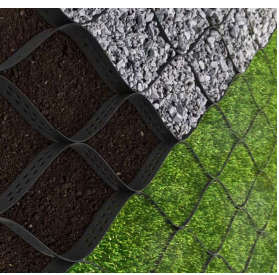
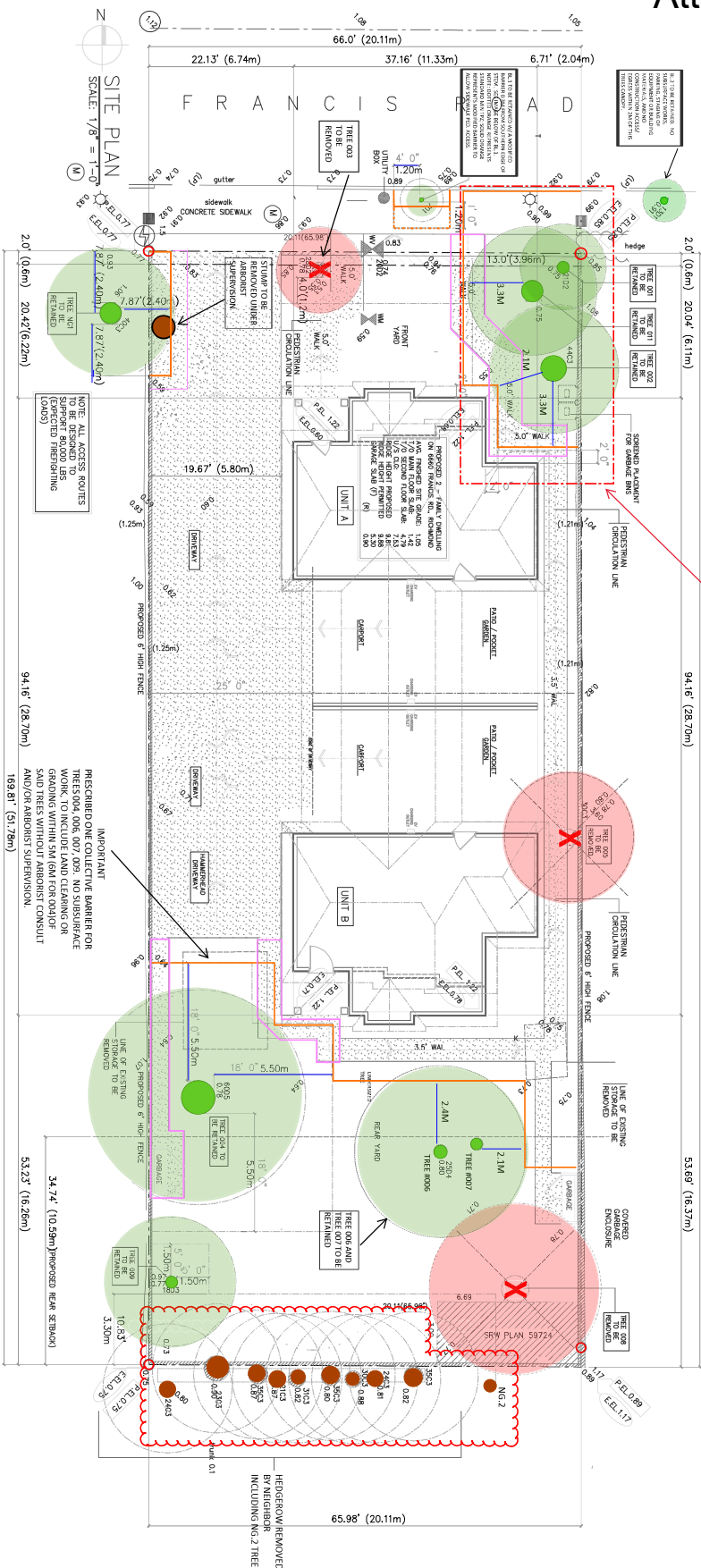
Note: Dimensions are in METRES

LEGEND

- REPRESENTS TREE TO BE RETAINED
- REPRESENTS TREE TO BE REMOVED
- REPRESENTS MAIN TREE PROTECTION BARRIER
- REPRESENTS AREAS REQUIRING GEOTEXTILE FOR SOIL AND ROOT COMPACTION
- REPRESENTS BOUNDARY LOT POINTS

TREE MANAGEMENT PLAN

IMPORTANT! THE DOTTED RED BOUNDARY: NO WORK PERMITTED WITHIN 5M OF TREE #002. NO LIFTING OF STEPS WITHIN 5M OF TREE #002. ALL WORK WITHIN 5M OF TREE #002 TO BE SUPERVISED BY ARBORIST. SET DOTTED RED NO WORK ZONE WHO ARE SUPERVISION - MOST IMPORTANTLY DURING INITIAL EXCAVATION.



IMPORTANT NOTE

THE REPLACEMENT PROTOCOL WILL BE 2:1 RESULTING IN 6 REQUIRED REPLACEMENT TREES. 5 OF 6 CAN BE INSTALLED WITHIN THE SOUTHERN GREENSPACE, AND 1 CAN BE INSTALLED WITHIN THE NORTHERN GREENSPACE.

URBAN FOR	ARBORIST	SEAN M. KITCHEN
	CLIENT	SHAWN LIU
	TITLE	TREE MANAGEMENT PLAN
	PROJECT SITE ADDRESS	6680 FRANCIS ROAD RICHMOND BC
	SCALE	1/8" = 1'-0"
	DATE	JAN 2, 2024
	DESIGNED BY	SK
	CHECKED BY	SK
	APPROVED BY	SK
	REVISION NO.	4
	5898	TMP-1

PLN - 34

NOTES

It is our opinion that either 2" or 4" geotextile (depending on final grade) is required for proposed driveway and walkways conflict with min. TPZ's more specifically, within the CRZ of #002, #011, #004 and NG.1 trees, ABSOLUTELY NO GRADE DECREASED PERMITTED IN THESE AREAS. GRADE INCREASE NO > 8".

4. Uधारor recommends that arborist supervision is performed when working within 1m of all retained protected trees. Supervision should be performed until final installation of all utility, install and final landscape and hardscaping phases.

Critical supervision triggers during initial demo and excavation required when working within 5m of tree #002, 011, and when #004.



Address: 6660 Francis Road

File No.: RZ 20-891129

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10529, the developer is required to complete the following:

1. 0.6 m road dedication along the entire Francis Road frontage to accommodate the required frontage improvements; exact width is to be confirmed with survey information to be submitted by the applicant, subject to the approved Servicing Agreement design for frontage improvements.
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of \$61,440.00 for the seven on-site trees (four on-site trees sized 20 to 30 cm at \$5,120.00 each and three trees sized 31 to 90cm at \$10,240.00 each) and two City trees (two trees sized 20 to 30 cm at \$5,120.00 each) to be retained.
4. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
5. Registration of an on-site approximately 1.5 m wide Statutory Right-of-Way behind the new north property line after road dedication to accommodate the new water meters and inspection chambers.
6. Registration of a flood indemnity covenant on title.
7. Registration of a legal agreement on Title to ensure that:
 - a) Vehicle access to the two duplex units is via a single shared driveway crossing along the west side of the subject property.
 - b) The building and driveway on the subject property be designed to accommodate on-site vehicle tum-around capability to prevent vehicles from reversing onto Francis Road.
8. City acceptance of the developer's offer to voluntarily contribute \$12.00 per buildable square foot (e.g. \$43,206.00) to the City's Affordable Housing Reserve Fund.
9. City acceptance of the developer's offer to voluntarily contribute \$17,100.00 towards the construction of a special crosswalk at the Francis Road/ Minler Road intersection. The special crosswalk will feature: traffic poles, overhead illuminated signs, amber flashers, strobe lights, Audible Pedestrian Signal, a special crosswalk cabinet, Hydro service panel, and conduit/junction boxes. (Account No. 3132-10-550-55001-0000).
10. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
11. Payment of all fees in full for the cost associated with required public notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.
12. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. Works include, but may not be limited to:

Water Works:

- a) Using the OCP Model, there is 683 L/s of water available at a 20 psi residual at the Francis Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- b) At Developer's cost, the Developer is required to:
 - i. Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection.

Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.

- ii. Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2n-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process (or via the servicing agreement process, if one is required).

c) At Developer's cost, the City will:

- i. Cut and cap, at main, the existing water service connection and remove water meter.
- ii. Install two new water service connections, one for each house to serve the lot, complete with water meters. The meter boxes are to be located onsite in a right-of-way.

Storm Sewer Works:

d) At Developer's cost, the City will:

- i. Cut and cap and remove the existing storm connections at the inspection chambers (IC). Retain the ICs to serve the adjacent properties.
- ii. Upgrade the existing storm sewer located on Francis Rd from manhole STMH1081 to a newly proposed manhole fronting the proposed site's east property line to 600mm. The upgrade shall be approximately 24 m.
- iii. Install a new storm connection, complete with IC, to serve the proposed development. Tie-in to the newly proposed storm sewer.
- iv. Cut and cap the lawn basin at the north property line of the lot once the property is raised to match the surrounding area and the need for the lawn basin is eliminated. The developer is to confirm that removal of the lawn basin will not adversely affect drainage in the area and retain/relocate if required.
- v. Site drainage must be directed towards the service connection IC fronting Francis Road to prevent storm water from ponding on the boulevard, roads, and driveways.

e) At Developer's cost, the City will:

- i. Complete all tie-ins for the proposed works to existing City infrastructure.

Sanitary Sewer Works:

f) At Developer's cost, the Developer is required to:

- i. Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews. At Developer's cost, the City will:
- ii. Inspect and confirm the capacity and condition of the existing sanitary connection. If the existing storm connection is adequate to be reused, it may be retained. If not, replace the service connection to the proposed lot.

Frontage Improvements:

g) At Developer's cost, the Developer is required to:

- i. Coordinate with BC Hydro, Telus and other private communication service providers:
 1. Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
- ii. Review street lighting levels along all road and lane frontages, and upgrade as required.
- iii. Complete other frontage improvements as per Transportation requirements

1. Remove the existing sidewalk and construct a new 2.0 m wide concrete sidewalk at the new property line. Construct a new grass/tree boulevard over the remaining width between the new sidewalk and the existing south curb of Francis Road. The cross-section of the frontage improvements (south to north) are to include:
 - New north property line of the site.
 - 2.0 m wide concrete sidewalk (per Arterial Road Sidewalk Policy).
 - 1.5 m wide landscaped boulevard with street trees.
 - 0.15 m wide existing south curb of Francis Road.
- iv. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the east and west of the subject site. The sidewalk transition sections are to be based on a reverse curve design (3 m x 3 m).
- v. The new sidewalk is to be aligned around trees that have been identified for protection.
- vi. All existing driveways on the subject property along the Francis Road development frontage are to be closed permanently. The new vehicle driveway access to the site must be constructed to City design standards.
- vii. Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
- viii. Consult Engineering on lighting and other utility requirements as part of the frontage works.

General Items:

h) At Developer’s cost, the Developer is required to:

- i. Provide, prior to start of site preparation works, a preload plan and geotechnical assessment of preload, and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
- ii. Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City’s Engineering Department.
- iii. Enter into, if required, 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, including, but not limited to, site investigation, testing, monitoring, site preparation, 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.

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

1. Submission of a convertible unit plan for the accessible housing unit.
2. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs and a 10% contingency. The Landscape Plan should:
 - a. comply with the guidelines of the OCP’s Arterial Road Policy and should not include hedges along the front property line;
 - b. include a mix of coniferous and deciduous trees;
 - c. include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
 - d. include at minimum the four required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
4	8 cm		4.0 m

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

1. Payment of Address Assignment Fees and applicable Development Cost Charges (DCCs) – Translink, Greater Vancouver Water District (GVWD), and Greater Vancouver Sewerage and Drainage District (GVS&DD).
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. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.
4. 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:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date

(Signed copy on file)



Richmond Zoning Bylaw 8500
Amendment Bylaw 10529 (RZ 20-891129)
6660 Francis Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)".

P.I.D. 010-028-013

Lot 6 Section 30 Block 4 North Range 6 West New Westminster District Plan 14934

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10529".

FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

Five horizontal lines for signatures or initials.

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

MAYOR

CORPORATE OFFICER



To: Planning Committee
From: Wayne Craig
Director, Development

Date: January 8, 2024
File: RZ 22-005593

Re: Application by Manswell Enterprises Ltd. for Rezoning at 9371 and 9391 Francis Road from the "Single Detached (RS1/C)" Zone to the "Low Density Townhouses (RTL4)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10527, for the rezoning of 9371 and 9391 Francis Road from the "Single Detached (RS1/C)" zone to the "Low Density Townhouses (RTL4)" zone, be introduced and given first, second and third reading.

Wayne Craig
Director, Development
(604-247-4625)

WC:js
Att. 7

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

Staff Report

Origin

Manswell Enterprises Ltd. (Incorporation number: BC0497028; Director: Jason Lam and Marian Lee), has applied to the City of Richmond for permission to rezone 9371 and 9391 Francis Road (Attachment 1) from the “Single Detached (RS1/C)” zone to the “Low Density Townhouses (RTL4)” zone in order to permit the development of nine townhouse units with one secondary suite and one convertible unit. Vehicle access is proposed from Francis Road. A preliminary site plan, building elevations and landscape plan are contained in Attachment 2.

A Servicing Agreement will be required for the design and construction of frontage beautification works and service connections.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Subject Site Existing Housing Profile

The subject site currently contains two single-family homes. The applicant advised that there are no existing secondary suites on these properties and both homes are currently tenanted. It is noted that both tenants are on a one-year fixed term lease (end of May 2024) with no renewable clause.

Surrounding Development

Existing development immediately surrounding the subject site is as follows:

To the North and West: An existing 24-unit townhouse complex fronting Francis Road, on a lot zoned “Low Density Townhouses (RTL1)”.

To the North and East: Existing single-family dwellings fronting on Ash Street on lots zoned “Single Detached (RS1/B)” and “Single Detached (RS1/C)”.

To the South: Across Francis Road, existing single-family dwellings on lots zoned “Single Detached (RS1/E)”.

Related Policies & Studies

Official Community Plan/ Broadmoor Area – Ash Street Sub-Area Plan

The 2041 Official Community Plan (OCP) Land Use Map designation for the subject site is “Neighbourhood Residential”. The Broadmoor Area – Ash Street Sub-Area Plan designates the site as “Low Density Residential” (Attachment 4). This redevelopment proposal for nine townhouses is consistent with the land use designation.

Arterial Road Land Use Policy

The Arterial Road Land Use Policy in the City's 2041 OCP (Bylaw 9000), directs appropriate townhouse development onto certain arterial roads outside the City Centre. The subject site is identified for "Arterial Road Townhouse" on the Arterial Road Housing Development Map and the proposal is generally in compliance with the Townhouse Development Requirements under the Arterial Road Policy.

Residual Site

The proposed site assembly will leave a residual development site to the east at 8891, 8897 and 8899 Ash Street. These properties facing and addressed off a local road (Ash Street) are identified for townhouse development under the Arterial Road Policy since they are located within 35 m from an arterial road (Francis Road) on a block designated for townhouse developments. This residual development site will have an approximately 23 m frontage along Francis Road, which is less than the minimum frontage requirement of 40 m on a minor arterial road, under the Policy.

The developer has made multiple attempts to explore the opportunity to include the residual development site into the proposed townhouse development; however, the acquisition attempt was not successful (Attachment 5). To proceed with the subject development proposal, the developer has agreed to provide vehicle access from the subject site to future multiple-family residential development on 8891, 8897 and 8899 Ash Street, in support of the future redevelopment of the residual development site. A Public Rights-of-Passage (PROP) Statutory Right-of-Way (SRW) over the entire internal drive aisle on the subject site to allow use of the driveway will be registered on Title of the subject site as a condition of rezoning to secure this arrangement.

The proposed development will not restrict redevelopment of the residual development site. The applicant has provided a preliminary concept (on file) for the residual development site to demonstrate that it could be redeveloped into a multiple-family residential development generally in keeping with the site's OCP designation in the future.

Floodplain Management Implementation Strategy

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

Public Consultation

A rezoning sign has been installed on the subject property. Staff have received one piece of correspondence from the public about the rezoning application in response to the placement of the rezoning sign on the property. The submission is from a cyclist enquiring about the opportunity for cycling infrastructure improvements along Francis Road as part of the subject rezoning application (Attachment 6). Staff responded to the enquiry at the time and there has been no additional correspondence. The suggestions are listed below with staff's responses provided in *italics*:

1. Remove street parking and provide a bike lane in front of the development.

The implementation of cycling facilities in the City is guided by the Cycling Network Plan, the update of which was endorsed by Council on July 26, 2022. The Plan was developed based on extensive stakeholder and public engagements. In the Plan development, considerations were given to factors such as safety, connectivity, utility and convenience, feasibility, network gaps and social equity. Francis Road, from No. 4 Road to west dyke, is identified as a future major cycling route in the Official Community Plan. Based on the work completed in the recent Cycling Network Plan update which identifies priorities for the next 15 years, this section of Francis Road falls outside of that 15-year priority list. Installation of cycling facilities along Francis Road are not required by the developer at this time; future construction of cycling facilities will be undertaken by the City.

All townhouse developments are required to provide on-site off-street car parking facilities for residents and visitors. The Zoning Bylaw rates are 2.0 spaces and 0.2 spaces per dwelling unit for resident and visitor parking respectively.

2. Development to provide secure bike parking options for residents.

The proposed development features bicycle parking spaces in garages for residents and short-term bicycle parking for visitors within the outdoor amenity space located opposite to the entry driveway.

3. Minimize the number of driveways connecting to the road, and thus minimize the number of traffic conflict zones for cyclists.

A fundamental component of the City's Arterial Road Policy is to limit the number of driveway access points to arterial roads upon redevelopment. The subject development was able to consolidate the number of driveways from two to one; a Statutory Right-of-ways (SRW) to provide shared cross access to future neighbouring developments is also secured as part of Rezoning.

The Province has granted Royal Assent to Bill 44, Housing Statues (Residential Development) Amendment Act, 2023. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP. Accordingly, City Council may not hold a Public Hearing on the proposed rezoning.

Analysis

Built Form and Architectural Character

The applicant proposes to consolidate the two properties into one development parcel, with a total net site area of 1,887 m². The proposal consists of nine townhouses, in a mix of two-storey and three-storey townhouse units in four clusters.

The layout of the townhouse units is oriented around a single driveway providing access to the site from Francis Road and an east-west internal maneuvering aisle providing access to the unit garages. An outdoor amenity area will be situated in a central open courtyard at the rear (north) of the site, opposite to the entry driveway.

All three-storey units are proposed along Francis Road; a minimum 7.5 m interior side yard setback is provided to the third floor of the street-fronting buildings to minimize potential privacy concerns with the single-family dwelling to the east and the townhouse development to the west. Two-storey detached and duplex units are proposed along the rear (north) lot lines to serve as a transition to the two-storey townhouse units to the northwest and single-family homes to the northeast. The proposed building forms, heights and setbacks are in compliance with the design guidelines for arterial road townhouse developments.

Consistent with the parking requirements in Richmond Zoning Bylaw 8500, a total of 18 resident vehicle parking spaces are proposed within nine individual side-by-side garages. Also consistent with the parking requirements, a total of two visitor vehicle parking spaces and two visitor (Class 2) bicycle parking spaces are proposed on-site. In addition, a total of 18 resident (Class 1) bicycle parking spaces are proposed, which exceeds the 1.25 space per unit requirements under the Zoning Bylaw 8500.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses 16 bylaw-sized trees on the subject property, one tree on neighbouring properties and five street trees on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

On-site Trees:

- A 76 cm caliper beech tree (tag# 6) located in the southeast corner of the site is identified as being in good condition and should be retained. Due to its proximity to proposed Building A, cantilevered foundations will be required within the tree protection zone to retain this tree. Arborist supervision will be required for site preparation and construction activities. A Tree Survival Security of \$10,240.00 will be required for this tree.
- A 50 cm caliper plum tree (tag# 20) located on-site along the rear (north) property line identified in fair condition is to be retained and protected on site. A Tree Survival Security of \$10,240.00 will be required for this tree.
- A multi-branched cherry plum tree (tag# 11; 144 cm combined calliper size) is identified in fair condition with decay. This tree is not a good candidate for retention and should be replaced.

- Ten trees located on site (tag# 7, 8, 9, 10, 12, 13, 17, 18, 19 & 21), are in fair to poor condition - historically topped and exhibiting decay pockets at main unions, significant cracks in the main trunk, weak structure as well as sparse foliage. These trees are not good candidates for retention and should be replaced.
- Three mature Emerald Green Arborvitae trees located on site (tag# 14, 15, 16), with calliper sizes 55 cm, 40 cm and 26 cm respectively, are identified in good condition but with open dead sections and poor structure. Therefore, these remnant hedging cedars are not good candidates for long term retention and should be replaced.

Off-site Trees:

- One tree (tag# 22) located on the neighbouring property is to be protected as per the Arborist Report recommendations.
- Four Chanticleer pear trees (tag # C1 - C4), located in the existing City's boulevard in front of the site, are in poor condition and in conflict with the required frontage improvement works. These trees are approved for removal by the Parks Department, a \$3,072.00 tree compensation contribution is required.
- One honey locust tree (tag# C5) located at the southwest corner of the site, within the City's boulevard, is identified in good condition and to be retained. A Tree Survival Security of \$5,120.00 will be required for this trees.
- There are Thuja hedges along the road frontage of each property. A large portion of these hedgerows is located within the existing City's boulevard and the required road dedication area. These hedges are approved for removal by the Parks Department due to their condition and conflict with the required frontage improvement works; no tree compensation contribution is required.

Tree Replacement

The applicant wishes to remove 13 bylaw-sized trees on-site; the 2:1 replacement ratio would require 26 replacement trees. In addition, the applicant wishes to remove one significant tree on-site (tag# 11), the 3:1 replacement ratio would require an additional three replacement trees. Therefore, the total number of replacement trees required for the proposed removal of 14 trees on-site is 29.

According to the Preliminary Landscape Plan provided by the applicant (Attachment 2), the applicant proposes to plant 20 new trees on-site. Staff will work with the applicant to explore the opportunity to include additional replacement trees on site at the Development Permit stage. The size and species of replacement trees will also be reviewed in detail through Development Permit and overall landscape design. The developer will be required to provide \$768.00 to the City's Tree Compensation Fund for each and any number of trees short of the required 29 replacement trees included within the Development Permit landscape plans.

Tree Protection and Relocation

The applicant has also committed to retain and protect two trees on-site. The applicant has submitted a Tree Management Plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 7). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission to the City of a Tree Survival Security in the amount of \$25,600.00 to ensure that the two on-site trees (specifically tag# 6 & 20) and one street tree (tag# C5), identified for retention, will be protected. No Tree Survival Security will be returned until the post-construction assessment report, confirming the protected trees survived the construction, prepared by the Arborist, is reviewed by staff.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site and remain in place until construction and landscaping on-site are completed.

Existing Legal Encumbrances

There are existing 3.0 m wide utility Right-of-Ways (ROWs) generally along the north and east property lines at the northeast corner of the subject site for existing sanitary main and connections. The developer is aware that no construction is permitted in these areas.

Transportation and Site Access

One vehicular access from Francis Road is proposed. The proposed vehicle access is envisioned to be utilized by adjacent properties to the east if they apply to redevelop. A Public Right-of-Passage (PROP) Statutory Right-of-Way (SRW) over the entire area of the proposed entry driveway from Francis Road and the internal east-west manoeuvring aisle will be secured as a condition of rezoning.

Prior to final adoption of the rezoning bylaw, the developer is required to dedicate an approximately 0.6 m wide road across the entire Francis Road frontage to accommodate the required frontage improvements including a new sidewalk and grass and treed boulevard.

Amenity Space

The applicant is proposing a cash contribution in-lieu of providing the required indoor amenity space on site, as per the OCP. Based on the rate identified in the OCP (i.e., \$2,066.00 per unit for the first 19 units), the total cash contribution required for the nine-unit townhouse development is \$18,594.00.

Outdoor amenity spaces will be provided on-site. Based on the preliminary design, the total area of the proposed outdoor amenity spaces at 109 m² exceeds the minimum requirements under the Official Community Plan (OCP) of 6 m² of outdoor space per unit. Staff will work with the applicant at the Development Permit stage to ensure the configurations and designs of the outdoor amenity spaces meet the Development Permit Guidelines in the OCP.

Energy Efficiency

Consistent with the City's Energy Step Code requirements, the project architect has confirmed that the applicable Energy Step Code performance targets have been considered in the proposed design. The proposal is anticipated to achieve Step 3 of the Energy Step Code with the use of a Low Carbon Energy System. Further details on how the proposal will meet this commitment will be reviewed as part of the DP and Building Permit (BP) application review processes.

Housing Type and Tenure

The proposed development is a market townhouse development. Consistent with OCP policy respecting townhouse and multiple-family housing development projects and in order to maximize potential rental and housing opportunities throughout the City, the applicant has agreed to register a restrictive covenant on Title prior to rezoning bylaw adoption, prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.

Affordable Housing Strategy

The City of Richmond's Affordable Housing Strategy (AHS) seeks cash-in-lieu contributions to the City's Affordable Housing Reserve Fund when considering rezoning applications with 60 or fewer dwelling units; the contributions are sought in lieu of built low-end-of-market (LEMR) housing units. In this case, the application proposes a nine-unit townhouse development.

Consistent with the City's Affordable Housing Strategy and Richmond Zoning Bylaw 8500, the applicant proposes to submit a contribution of \$12.00 per buildable square foot (for sites outside of the City Centre). For this proposal the contribution requirement is \$145,245.89 and must be provided to the City prior to final adoption of the rezoning bylaw. The applicant has also voluntarily proposed the inclusion of one secondary suite (approx. 33 m² (355 ft²) in area) within the development.

Market Rental Housing Policy

The City of Richmond's Official Community Plan establishes a policy framework for the provision of market rental housing. Smaller-scaled projects including townhome proposals with more than five units are not required to provide purpose-built market rental units so long as a cash-in-lieu (CIL) contribution is made into the City's Affordable Housing Reserve Fund. The CIL contribution amount for townhouse developments is \$2.65 per buildable square foot. Consistent with the OCP, the CIL contribution applicable to this proposal is \$32,295.97 and must be provided to the City prior to final adoption of the rezoning bylaw.

Public Art

In response to the City's Public Art Program (Policy 8703), the applicant will provide a voluntary contribution at a rate of \$0.99 per buildable square foot (2023 rate) to the City's Public Art Reserve fund; for a total contribution in the amount of \$12,065.29.

Variance Requested

The proposed development is generally in compliance with the "Low Density Townhouses (RTL4)" zone other than the variances noted below. Based on the review of the current plans for the project, the following variances are being requested:

1. Reduce the front yard setback from 6.0 m to 4.5 m.
 - The applicant is proposing a reduced front yard setback in order to provide a larger rear yard setback to facilitate a greater separation between the proposed townhouse development and the adjacent residential developments to the north. The increased rear yard setback would also provide a larger protection buffer to the existing cherry plum tree along the north property line that is to be retained as part of the development.
 - The resulting distance from the back of curb to the building face would be approximately 8.0 m. To protect the future dwelling units at the subject site from potential noise impacts generated by traffic on Francis Road, a restrictive covenant will be registered on Title prior to final adoption of the rezoning bylaw to ensure that noise attenuation is to be incorporated into dwelling unit design and construction. Prior to a Development Permit application being considered by the Development Permit Panel, the applicant is required to submit an acoustical and thermal report and recommendations, prepared by a registered professional, to comply with the requirements of the restrictive covenant.
 - Staff support the requested variance recognizing that a minor road dedication (approximately 0.6 m) is required and that the Arterial Road Guidelines for Townhouses in the OCP support reduced front yard setback where a 6.0 rear yard setback is provided, on condition that there is an appropriate interface with neighbouring properties.
2. Allow six small car parking stalls.
 - The Zoning Bylaw permits small car parking stalls only when more than 31 parking stalls are proposed on site.

The proposed nine-unit townhouse development will provide 18 residential, plus two visitor parking spaces on-site. The small car stalls will be featured in six of the side-by-side double garages. Each of those garages will contain one small car stall alongside with one standard-size stall. The proposed variance allows for a more flexible site layout.

- The applicant is providing two Class 1 bicycle parking spaces per dwelling unit (instead of the bylaw requirement of 1.25 spaces per unit) as compensating measures.
- Transportation staff support the proposed variances to allow one small car stall in six of the side-by-side double-car garages.

These variances will be reviewed in the context of the overall detailed design of the project; including architectural form, site design and landscaping at the Development Permit stage.

Development Permit

A Development Permit processed to a satisfactory level is a requirement of rezoning approval. Through the Development Permit, the following issues are to be further examined:

- Compliance with Development Permit Guidelines for multiple-family projects in the 2041 Official Community Plan (OCP).
- Refinement of the proposed site grading to ensure survival of all proposed protected trees and appropriate transition between the proposed development and the adjacent existing developments.
- Refinement of site layout to maximize planting areas along internal drive aisles and to better define private vs. semi-private spaces on-site.
- Refinement of the proposed building form to demonstrate individuality of dwelling units and to achieve sufficient variety in design to create a cohesive yet interesting streetscape along Francis Road and internal drive aisles.
- Refinement of landscape design to optimize replacement tree planting on-site, to maximize permeable surface areas and to better articulate hard surface treatments on-site.
- Review of sizes and species of on-site replacement trees to ensure bylaw compliance and to achieve an acceptable mix of conifer and deciduous trees on-site.
- Refinement of the outdoor amenity area design, including the choice of play equipment, to create a safe and vibrant environment for children's play and social interaction.
- Review of the sustainability strategy for the development proposal.

Additional issues may be identified as part of the Development Permit application review process.

Site Servicing and Frontage Improvements

Prior to final adoption of the rezoning bylaw, the applicant is required to enter into the City's standard Servicing Agreement to design and construct frontage beautification works and service connections (Attachment 8).

The developer is also required to pay Development Cost Charges (DCC's) (City & GVS & DD), School Site Acquisition Charge and Address Assignment Fee.

Financial Impact or Economic Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The proposed nine-unit townhouse development is generally consistent with the Official Community Plan (OCP) and the Arterial Road Policy in the OCP. Further review of the project design is required to ensure a high-quality project and design consistent with the existing neighbourhood context and this will be completed as part of the Development Permit application review process. The list of rezoning considerations is included in Attachment 8, which has been agreed to by the applicants (signed concurrence on file). On this basis, staff recommend support of the application.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10527 be introduced and given first reading.



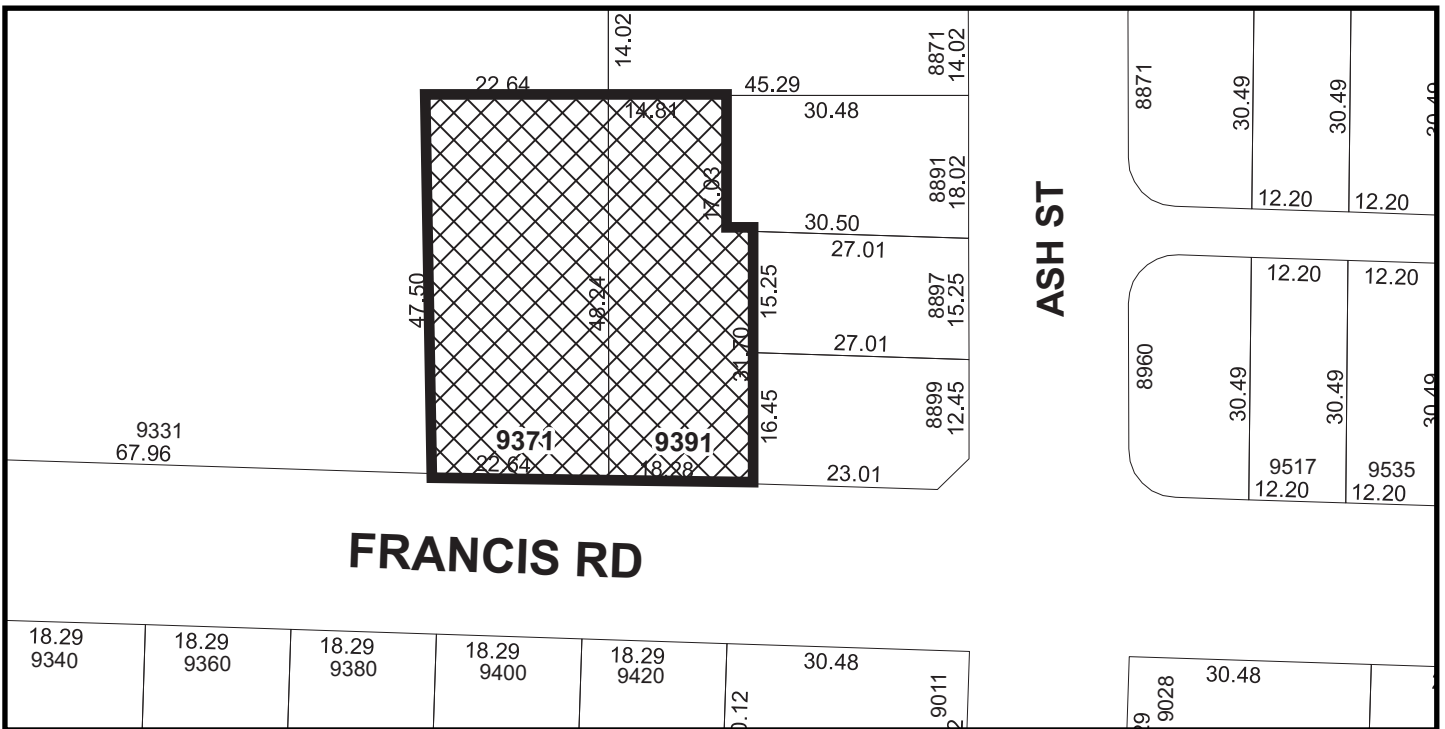
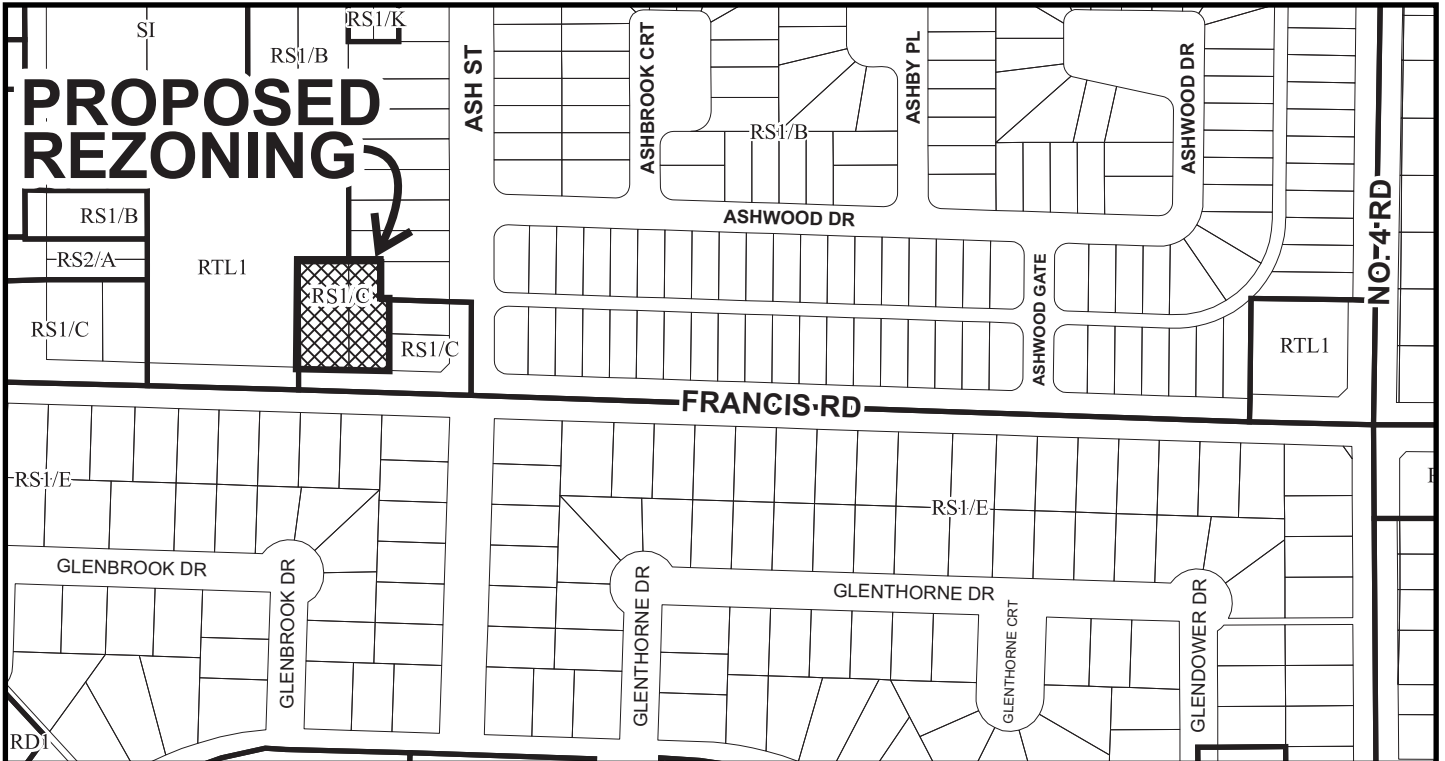
Edwin Lee
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(604-276-4121)

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- Att. 1: Location Map
2: Conceptual Development Plans
3: Development Application Data Sheet
4: Broadmoor Area – Ash Street Sub-Area Plan
5: Proof of Acquisition Attempts
6: Correspondence Received
7: Tree Management Plan
8: Rezoning Considerations



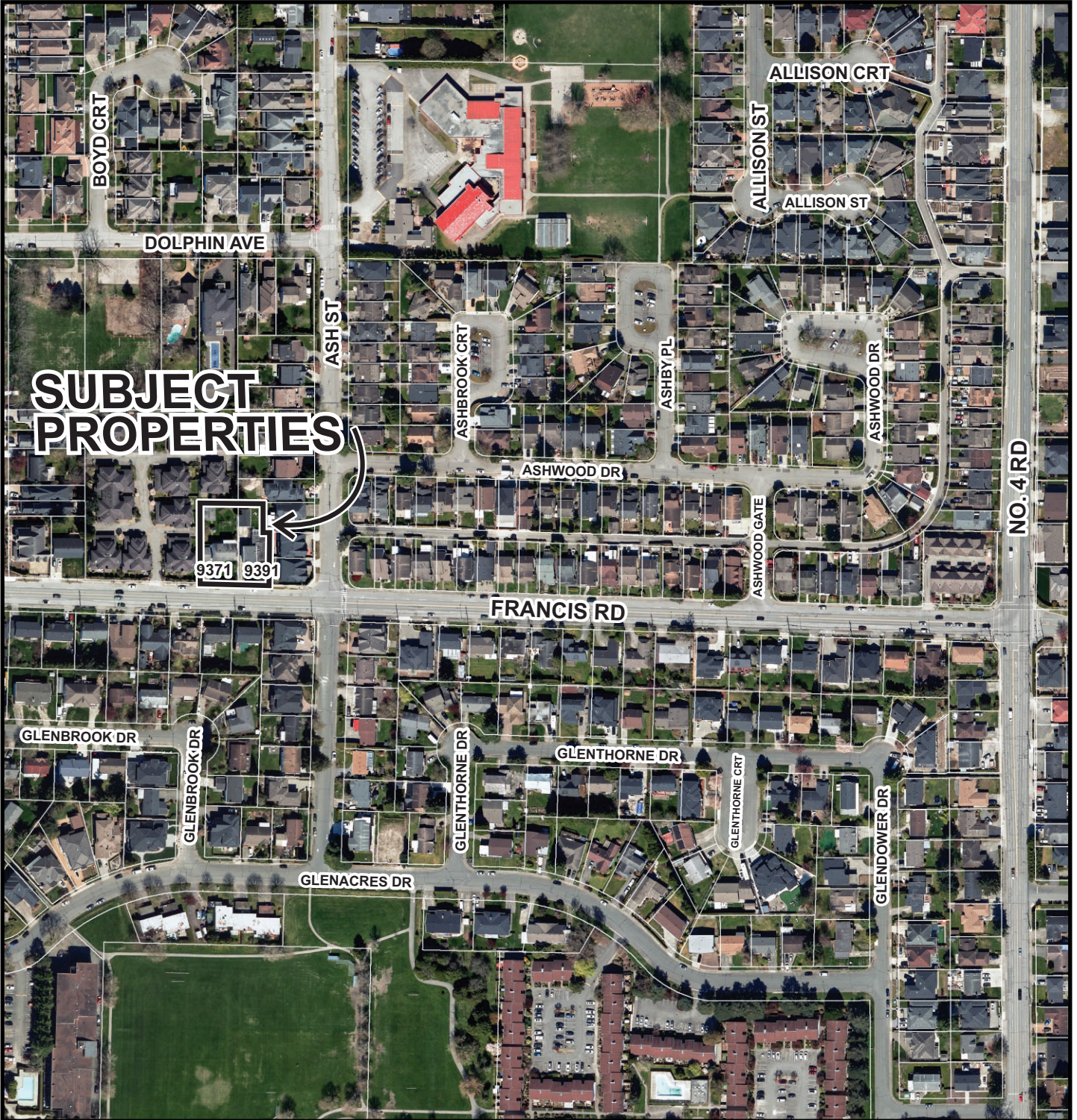
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City of Richmond



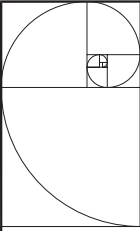
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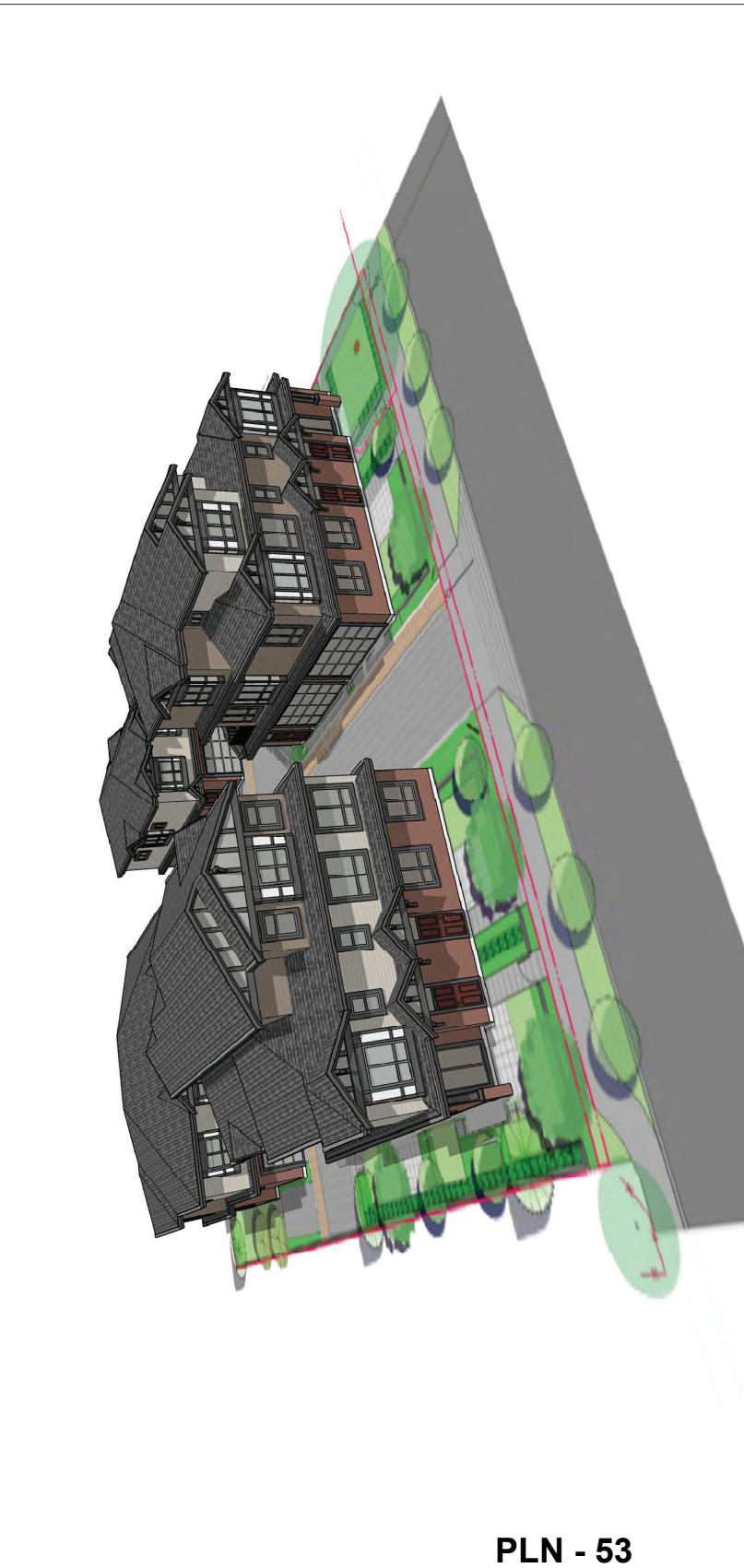
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PLN - 53

TOWNHOUSE DEVELOPMENT AT 9371 & 9391 FRANCIS ROAD, RICHMOND, BC (RZ 22-005593)

ISSUED FOR REZONING RESUBMISSION 2023-09-12

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- A0.5 SITE CONTEXT PLAN / STREET ELEVATION
- A0.6 SHADOW ANALYSIS
- A0.7 SHADOW ANALYSIS
- A1.0 SITE SURVEY PLAN
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- A3.1 BUILDING A ELEVATIONS
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- A3.3 BUILDING C ELEVATIONS
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- A4.1 BUILDING SECTIONS
- A5.1 CONVERTIBLE UNIT FLOOR PLANS

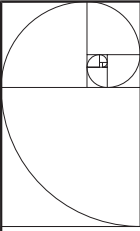
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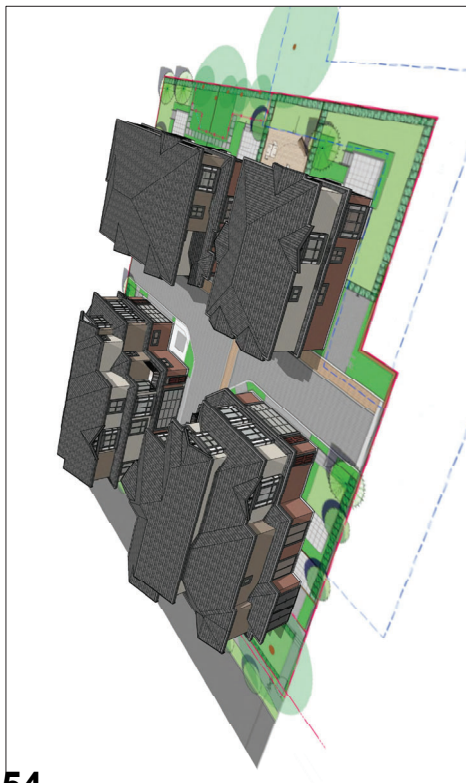
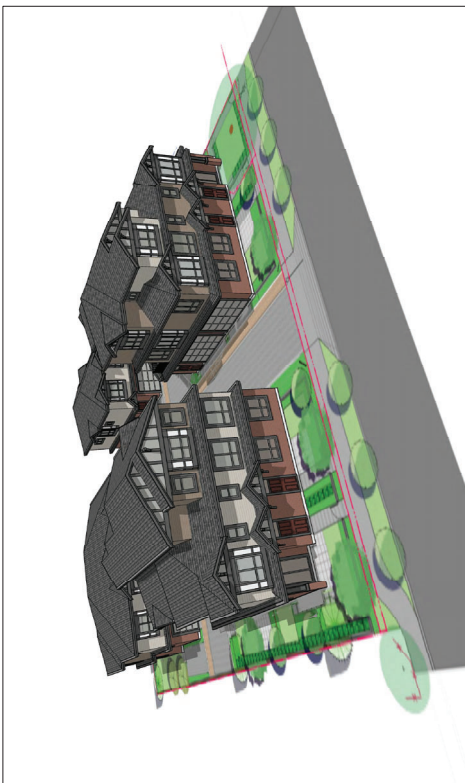
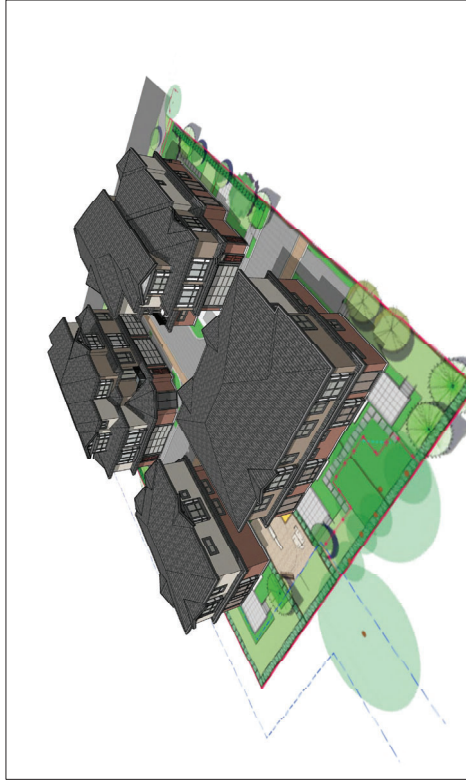
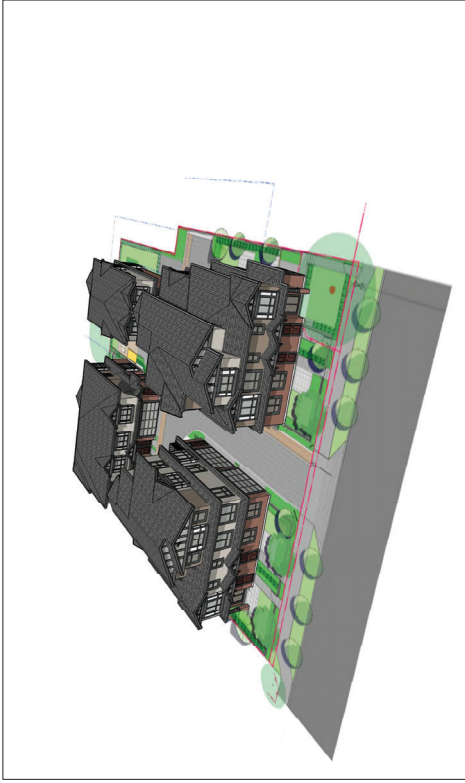
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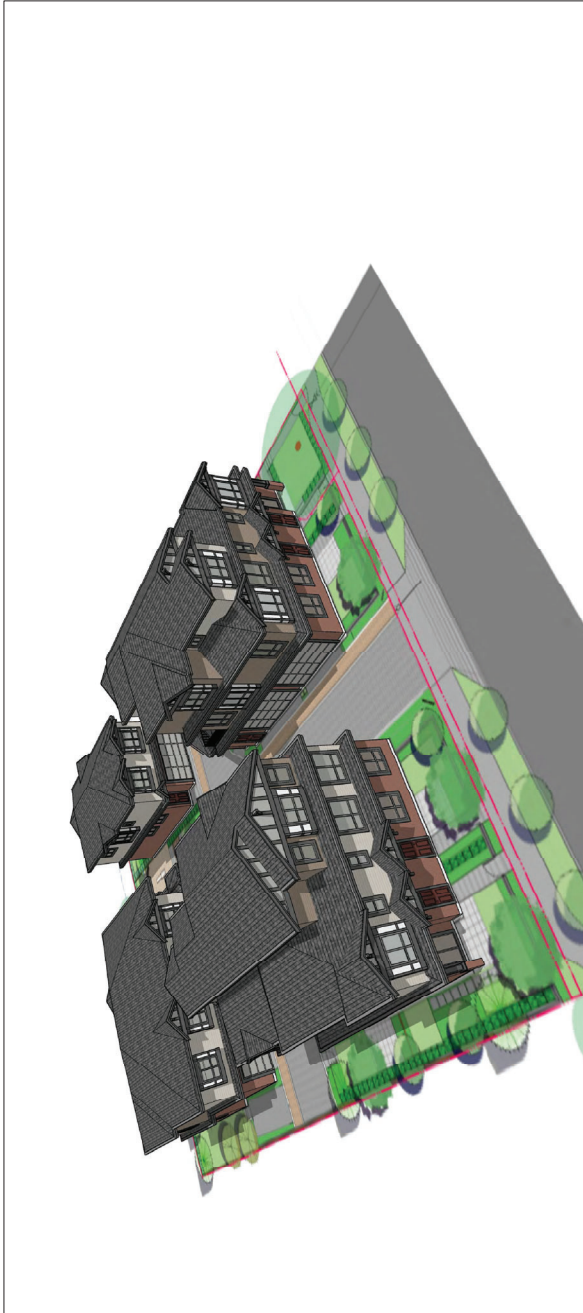
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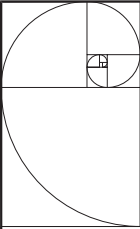
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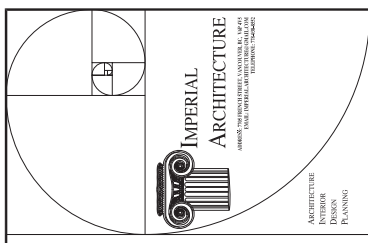
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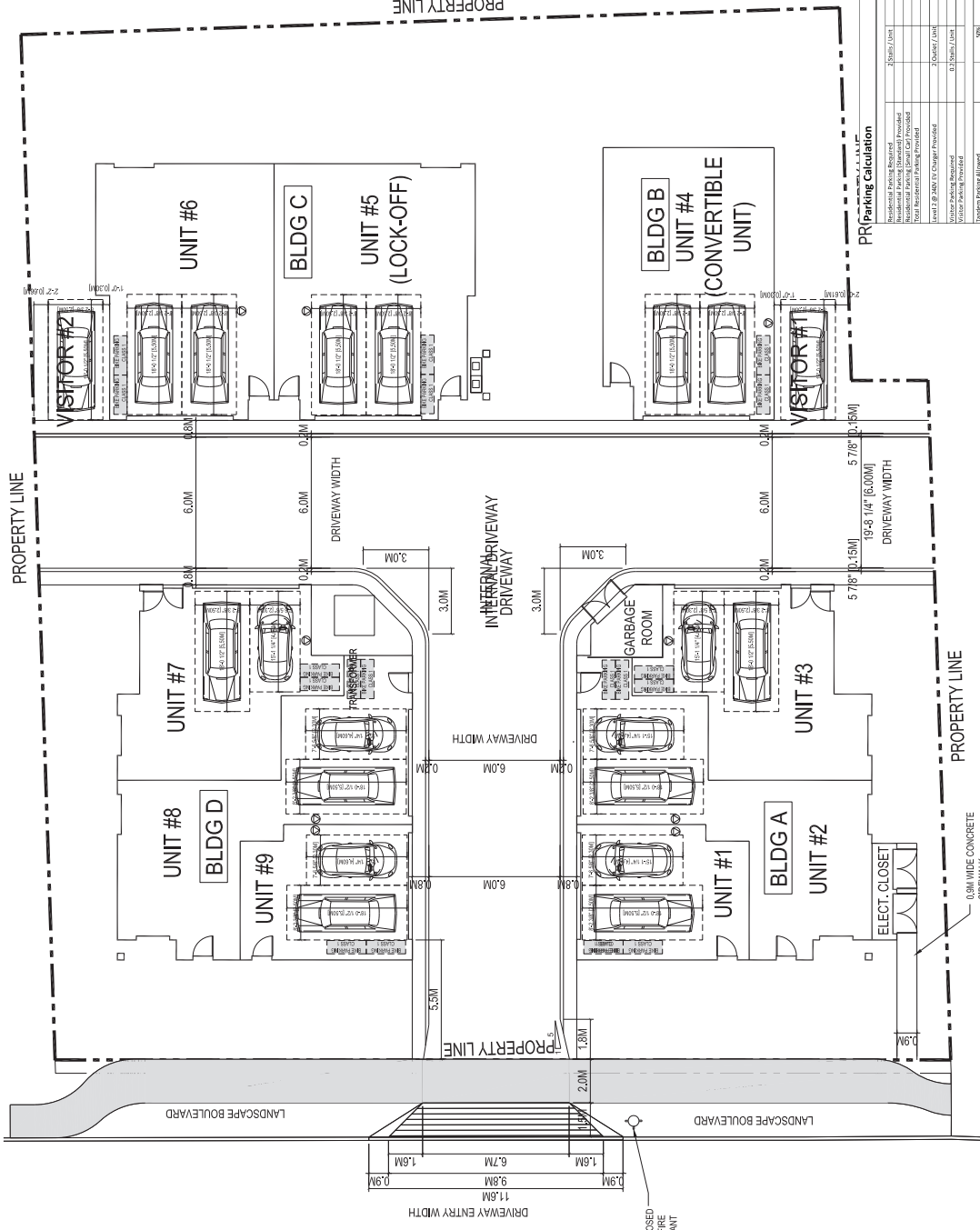
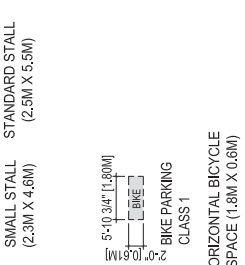
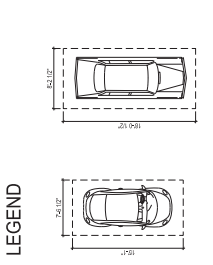
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PARKING PLAN

Page No: #0272
Sheet 1/3 of 1-0"

PR Parking Calculation

Category	Quantity	Notes
Standard Parking	12	12 Units
Visitor Parking	2	Visitor Units
Bike Parking	12	12 Units
Storage	0	None
Other	0	None
Total	24	

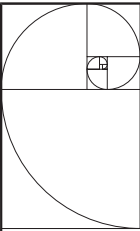


Parking Calculation By Unit

Unit	Standard	Visitor	Bike	Other	Total
Unit #1	1	0	1	0	2
Unit #2	1	0	1	0	2
Unit #3	1	0	1	0	2
Unit #4	1	0	1	0	2
Unit #5	1	0	1	0	2
Unit #6	1	0	1	0	2
Unit #7	1	0	1	0	2
Unit #8	1	0	1	0	2
Unit #9	1	0	1	0	2
Visitor #1	0	1	0	0	1
Visitor #2	0	1	0	0	1
Total	12	2	12	0	24

1 PARKING PLAN
SCALE: 1/8"=1'-0"

PLAN #2



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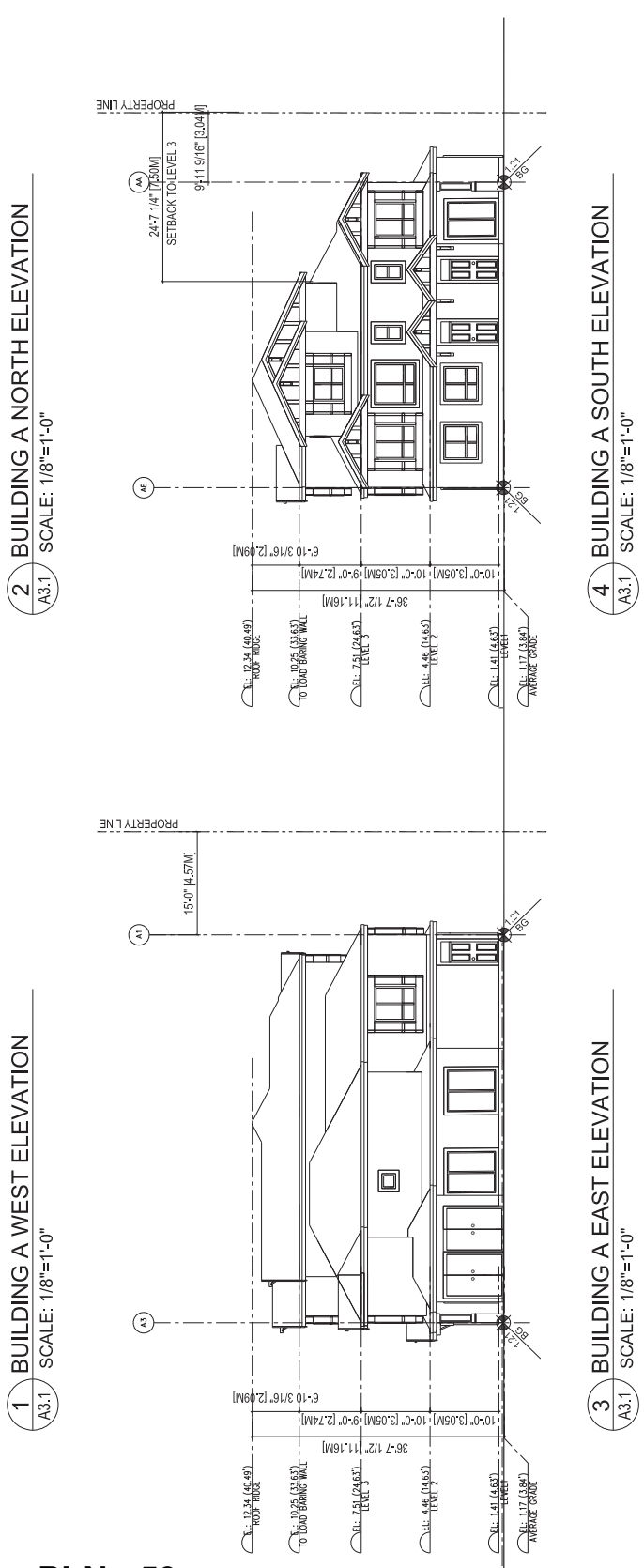
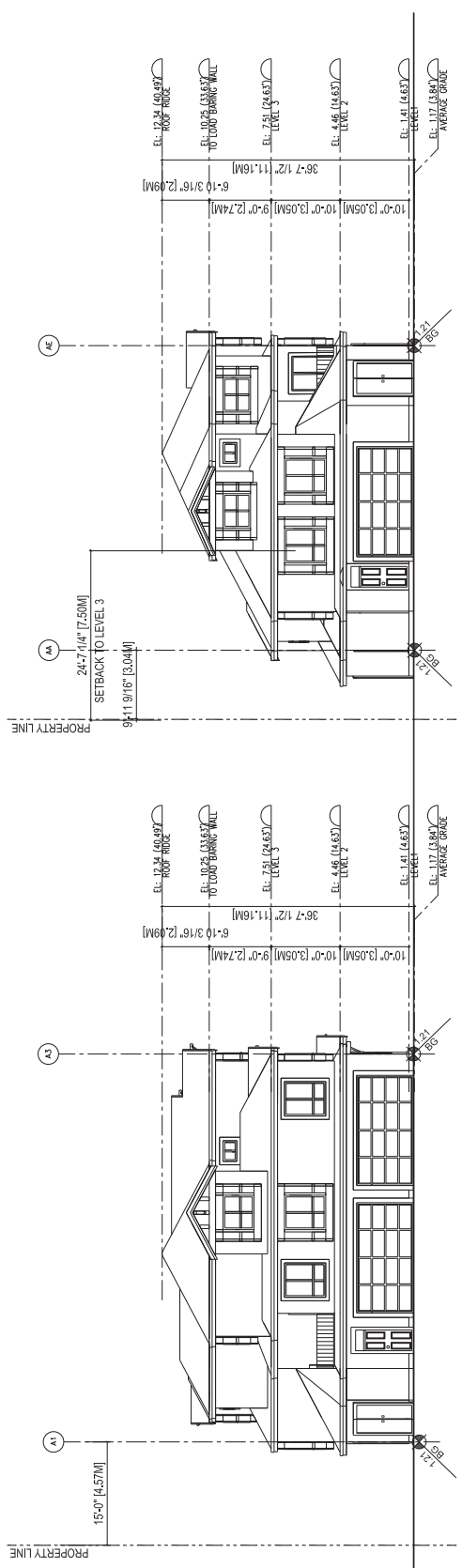
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 CLIENT TOWNHOUSE DEVELOPMENT
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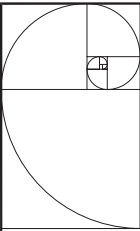
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BUILDING ELEVATIONS

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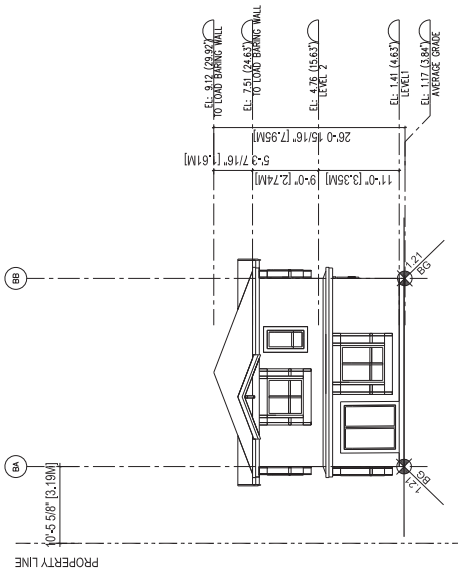
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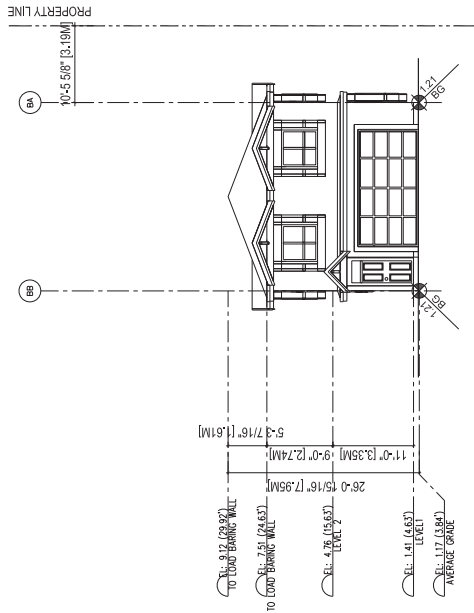
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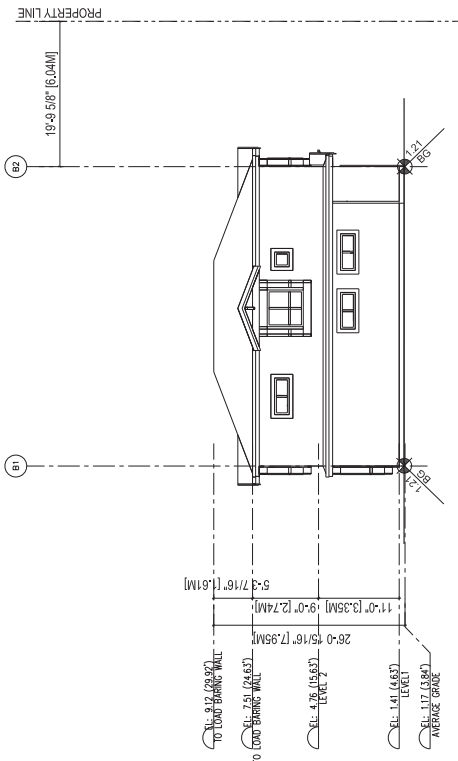
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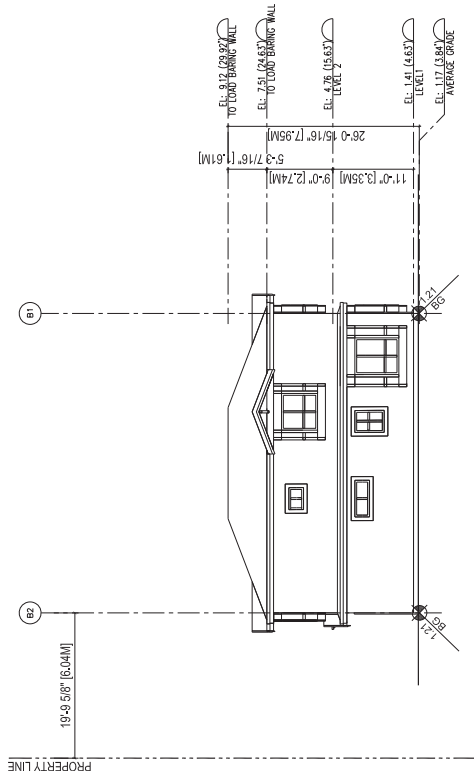
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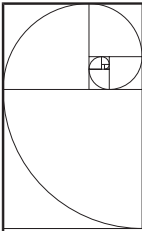
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1 BUILDING B WEST ELEVATION
 A3.2 SCALE: 1/8"=1'-0"



3 BUILDING B EAST ELEVATION
 A3.2 SCALE: 1/8"=1'-0"



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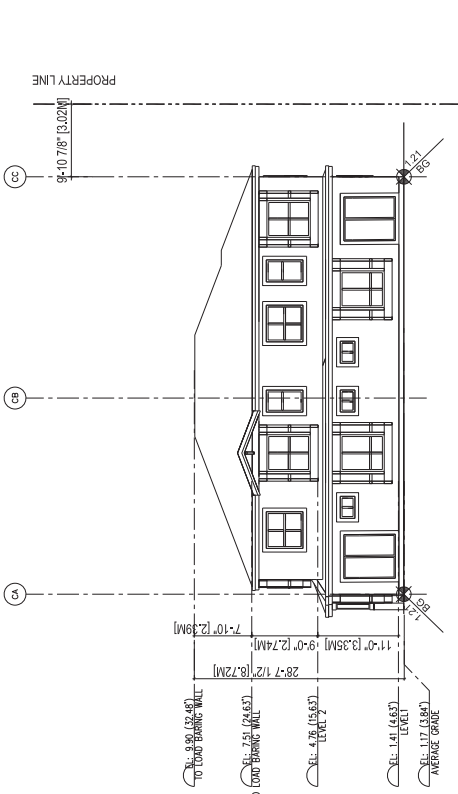
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 9871 / 9391 FRANCIS ROAD
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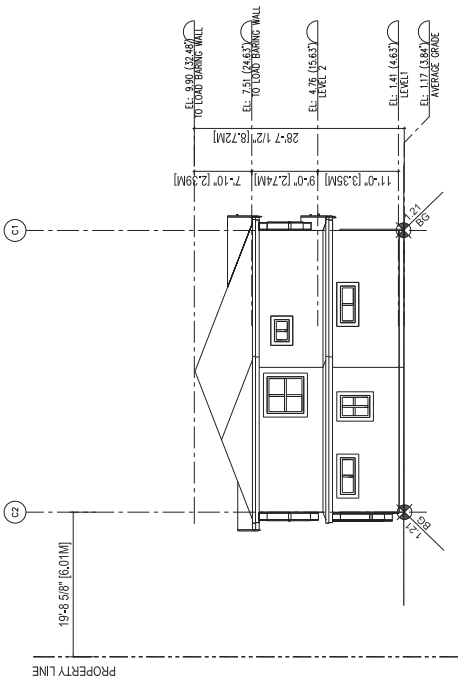
BUILDING C ELEVATIONS

Sheet 1/8"=1'-0"
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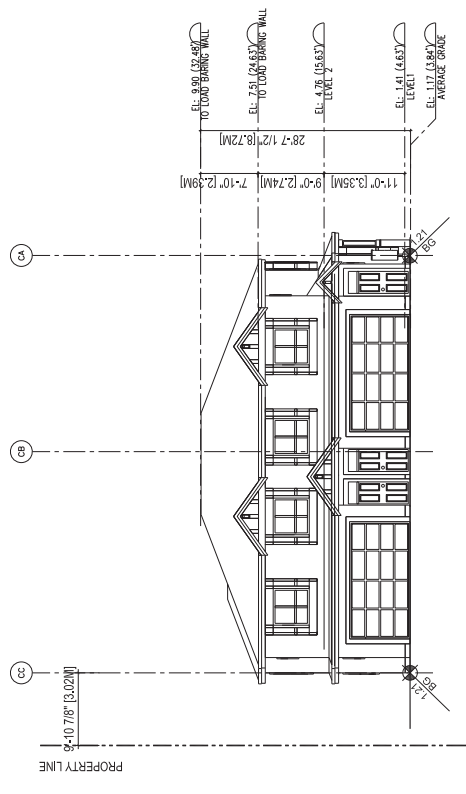
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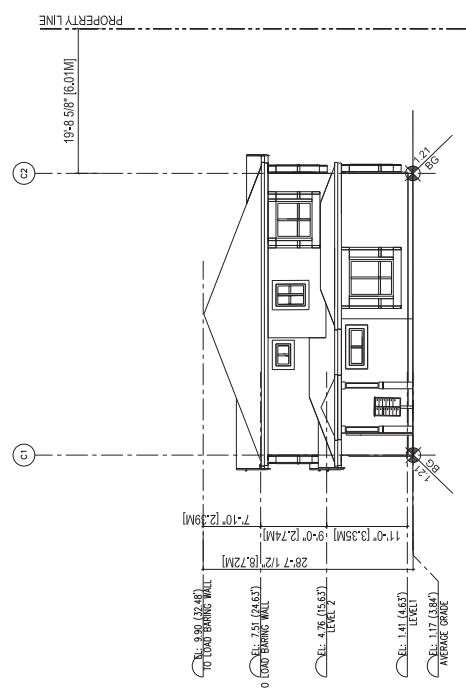
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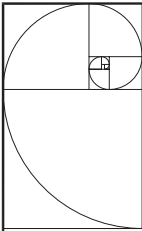
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 A3.3 SCALE: 1/8"=1'-0"



4 BUILDING C SOUTH ELEVATION
 A3.3 SCALE: 1/8"=1'-0"



3 BUILDING C EAST ELEVATION
 A3.3 SCALE: 1/8"=1'-0"



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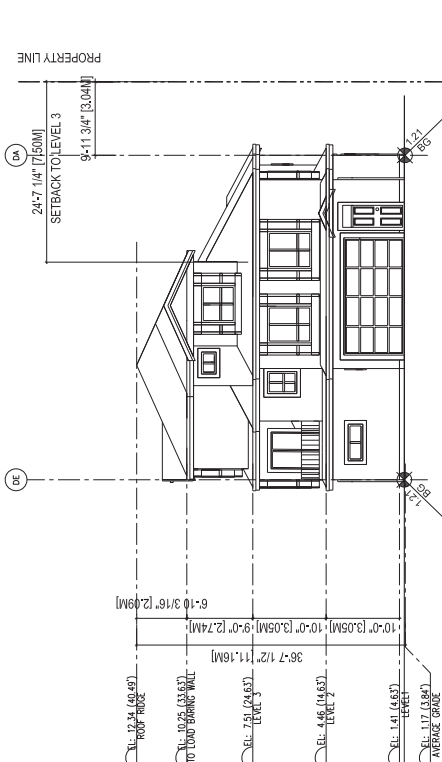
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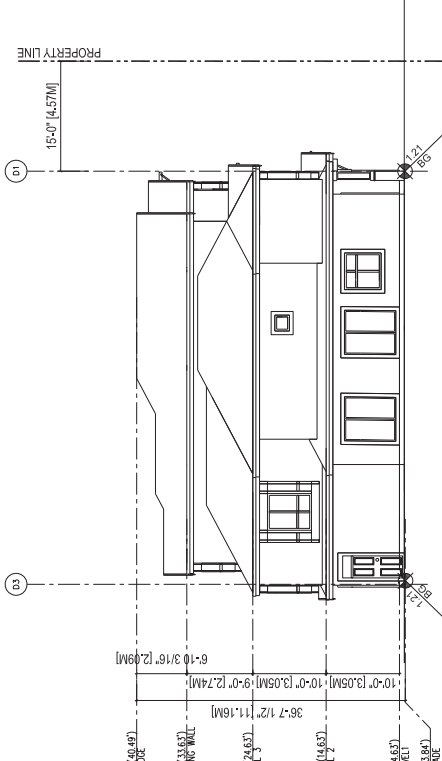
BUILDING D ELEVATIONS

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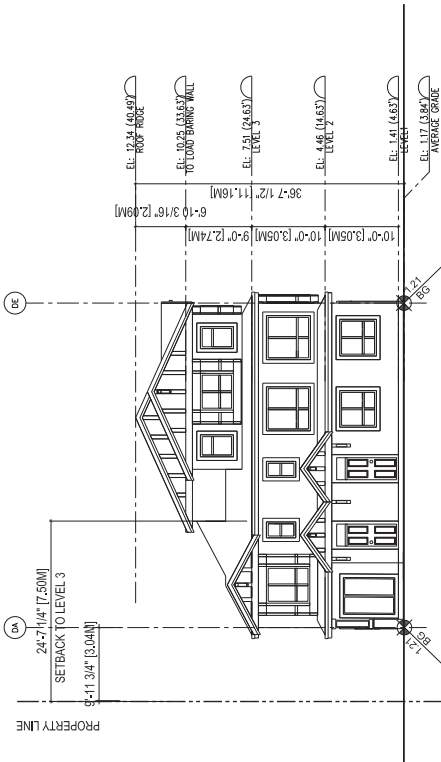
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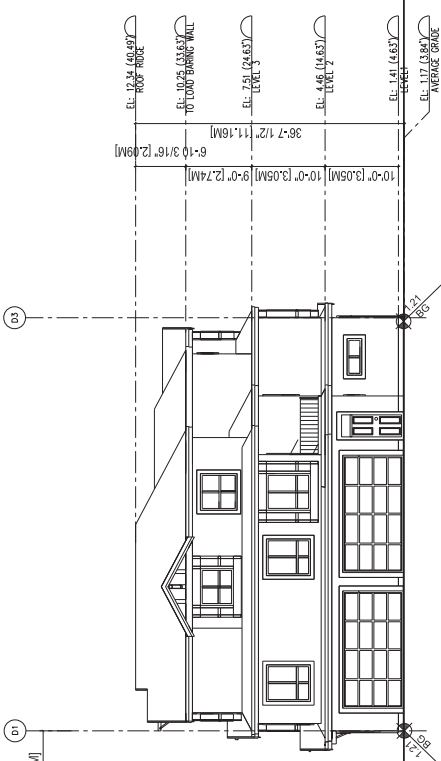
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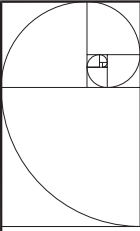
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 A3.4 SCALE: 1/8"=1'-0"



3 BUILDING D EAST ELEVATION
 A3.4 SCALE: 1/8"=1'-0"



4 BUILDING D SOUTH ELEVATION
 A3.4 SCALE: 1/8"=1'-0"



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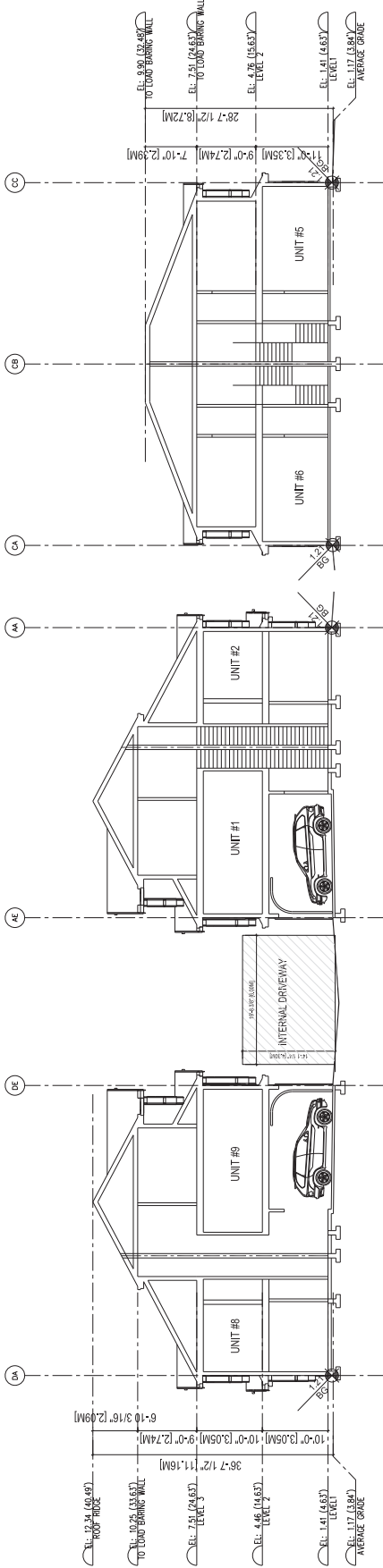
TOWNHOUSE DEVELOPMENT
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 RICHMOND, BC
 (RZ 22-005593)

MM

BUILDING SECTIONS

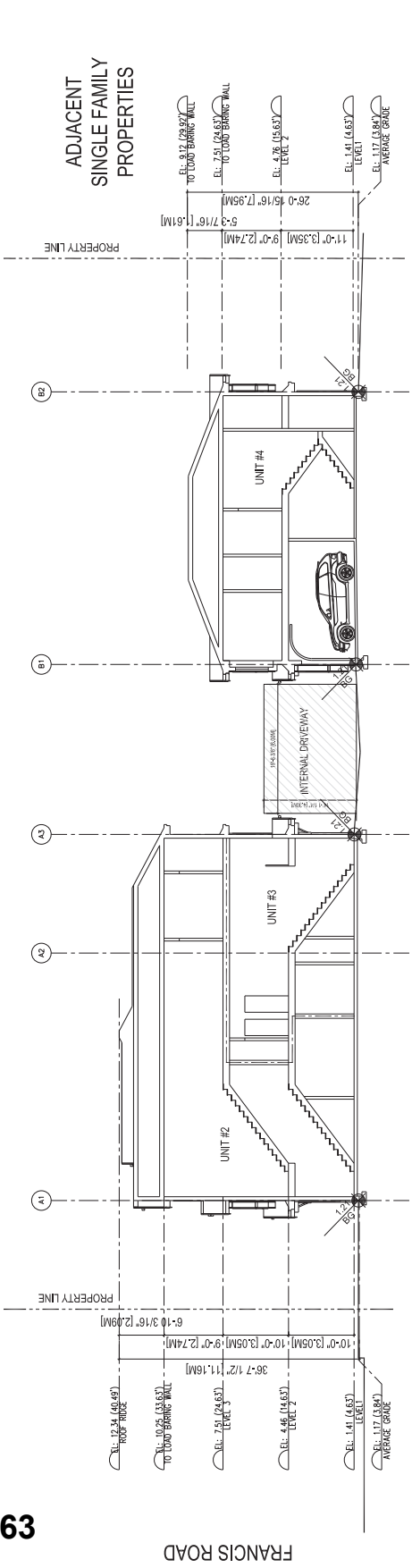
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A4.1 of



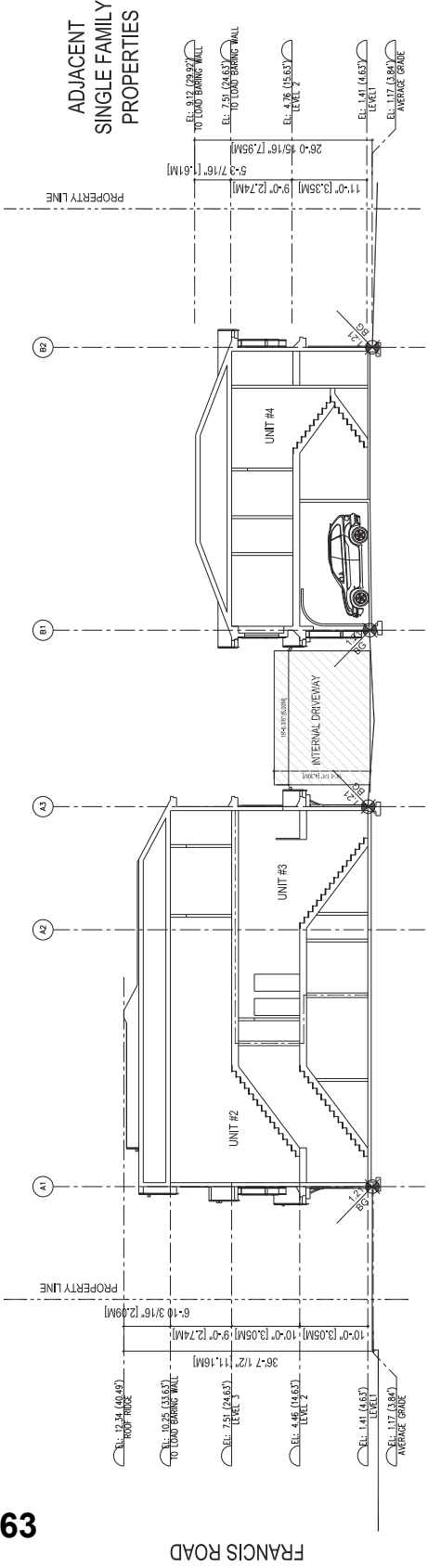
PLN - 63

2 BUILDING C SECTION
 SCALE: 1/8"=1'-0"



3 BUILDING A & B CROSS SECTIONS
 SCALE: 1/8"=1'-0"

SEE EXISTENTIAL LINES
 --- ONE-FAMILY R.O.C.



LANDSCAPE LEGENDS

SYMBOL	MATERIALS	DETAILS
	PEDESTRIAN CONCRETE	2/L3.0
	UNIT PAVERS	5/L3.0
	CONCRETE SLAB PAVING	1/L3.0
	C/P CONCRETE PAVING	3/L3.0
	80MM AQUA PAVERS STANDARD PERMEABLE PAVERS FOR DRIVEWAY & PARKING	3/L3.0
	80MM AQUA PAVES STANDARD PERMEABLE PAVERS FOR PEDESTRIAN PATH SURFACE	3/L3.0
	WOOD CHIPS PLAYGROUND SURFACE	4/L3.3
	LAWN	2/L3.3
	PLANTING BED	4/L3.0
	GRAVEL	1/L3.1
	BIKE RACK	6/L3.2
	RAISED WOOD PLANTER WITH TRELLIS PER DETAIL 6/L3.2	5/L3.2
	PICNIC TABLE AND BENCHES	4/L3.1
	BENCH	1/L3.2
	SANDBOX	3/L3.1
	6\"/>	2/L3.1
	STEPPING STONE PATH	
	EXISTING TREES TO BE RETAINED	

PLN - 64

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- ALL OFF-SITE WORKS TO CONFORM TO CITY OF RICHMOND STANDARDS.
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9371/9391 FRANCIS ROAD TOWNHOUSE DEVELOPMENT

PROJECT ADDRESS:
9371/9391 FRANCIS ROAD
RICHMOND, BC, CANADA

PROJECT NUMBER: 22-34
SCALE: 1:100
DRAWN BY: EL
REVIEWED BY: EL

Landscape Layout and Materials Plan

L1.0



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LANDSCAPE
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VANCOUVER, BC, CANADA V6T 1K9
EMAIL: HOMINGLANDSCAPE@GMAIL.COM

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**9371/9391 FRANCIS
ROAD TOWNHOUSE
DEVELOPMENT**

PROJECT ADDRESS:
9371/9391 FRANCIS ROAD
RICHMOND, BC, CANADA

PROJECT NUMBER: 22-34

SCALE: 1:100

DRAWN BY: EL

REVIEWED BY: EL

**Landscape
Replacement Tree
Plan**

L0.2



REPLACEMENT TREES SUMMARY

TOTAL 19 ON-SITE TREES MEASURING OVER 20 CENTIMETERS
DBH. THIS PLAN REQUIRES 20 REPLACEMENT
TREES TO BE INSTALLED ON-SITE.

REPLACEMENT TREES LEGEND

LATIN NAME	COMMON NAME	QUANTITY	SIZE
<i>Acer glabrum</i>	Paperbark Maple	4	8cm CAL
<i>Betula papyrifera</i>	Paper Birch	2	8cm CAL
<i>Pinus contorta var. contorta</i>	Shore pine	6	4 meters High
<i>Quercus japonica</i>	Japanese stonewood	8	8cm CAL

TOTAL 20 REPLACEMENT TREES ARE DESIGNED AND PROVIDED ON-SITE.

LANDSCAPE LEGENDS

SYMBOL	MATERIALS	DETAILS
	PEDESTRIAN CONCRETE UNIT PAVERS	2/L3.0
	CONCRETE SLAB PAVING	5/L3.0
	C/P CONCRETE PAVING	1/L3.0
	80MM AQUA PAVERS STANDARD PERMEABLE PAVERS FOR DRIVEWAY & PARKING	3/L3.0
	80MM AQUA PAVER STANDARD PERMEABLE PAVERS FOR PEDESTRIAN PATH	3/L3.0
	WOOD CHIPS PLAYGROUND SURFACE	
	LAWN	4/L3.3
	PLANTING BED	2/L3.3
	GRAVEL	4/L3.0
	BIKE RACK	1/L3.1
	RAISED WOOD PLANTER WITH TRELLIS	6/L3.2
	PICNIC TABLE AND BENCHES	5/L3.2
	BENCH	4/L3.1
	SANDBOX	1/L3.2
	6'-0" HIGH WOOD FENCE	3/L3.1
	HIGH METAL FENCE	2/L3.1
	STEPPING STONE PATH	
	EXISTING TREES TO BE RETAINED	

PLN - 66

LANDSCAPE NOTES

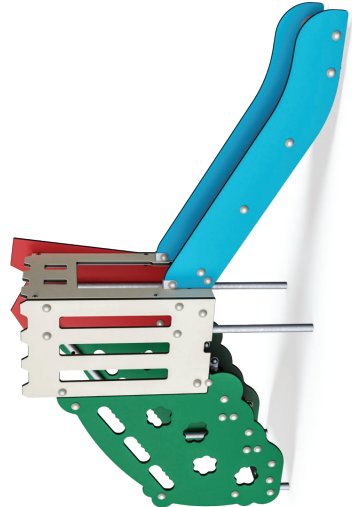
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- THE LOCATION OF ALL PROPOSED HARDSCAPE AND SITE FURNISHINGS ARE TO BE FLAGGED OUT ON-SITE BY THE CONTRACTOR AND APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL OFF-SITE WORKS TO CONFORM TO CITY OF RICHMOND STANDARDS.
- LAYOUT OF ALL OFF-SITE WORKS, INCLUDING FURNISHINGS, PATHWAYS, WALLS, PLANTING, ETC., TO BE CONFIRMED WITH CITY OF RICHMOND PRIOR TO INSTALLATION.



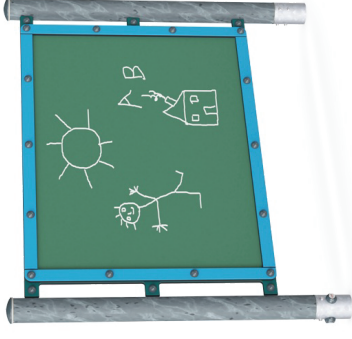
VILLA PLAYHOUSE



LITTLE TREEHOUSE SLIDE



CHALK BOARD



HOMING LANDSCAPE ARCHITECTURE
 1000 WEST 10TH AVENUE
 VANCOUVER, BC CANADA V6H 1K9
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9371/9391 FRANCIS ROAD TOWNHOUSE DEVELOPMENT

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 RICHMOND, BC, CANADA

PROJECT NUMBER:	22-34
SCALE:	1:50
DRAWN BY:	EL
REVIEWED BY:	EL

Outdoor Amenity Area Enlargement Plan

L2.0



RZ 22-005593

Attachment 3

Address: 9371 and 9391 Francis Road

Applicant: Manswell Enterprises Ltd.

Planning Area(s): Broadmoor

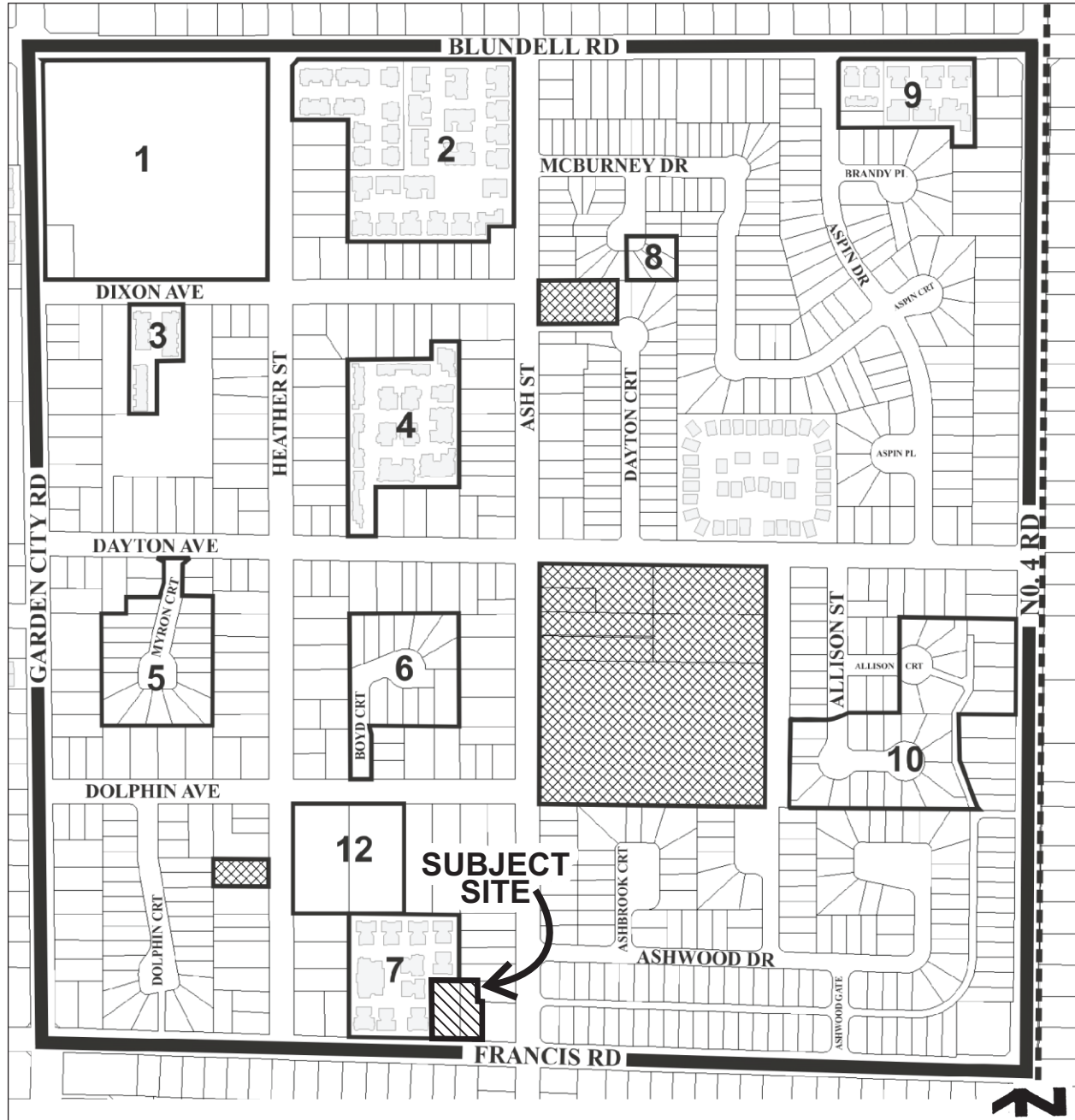
	Existing	Proposed
Owner:	Manswell Enterprises Ltd.	No Change
Site Size (m²):	1,912 m ²	1,887 m ²
Land Uses:	Single-Family	Multiple-Family Residential
OCP Designation:	Low-Density Residential	No Change
Area Plan Designation:	N/A	No Change
702 Policy Designation:	N/A	No Change
Zoning:	Single Detached (RS1/C)	Low Density Townhouses (RTL4)
Number of Units:	2	9 townhouses + 1 secondary suite
Other Designations:	N/A	No Change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.60	0.60 Max.	none permitted
Lot Coverage – Building:	Max. 40%	40% Max.	none
Lot Coverage – Non-porous Surfaces:	Max. 65%	65% Max.	none
Lot Coverage – Landscaping:	Min. 25%	25% Min.	none
Setback – Front Yard (m):	Min. 6.0 m	4.5 m Min.	Variance Requested
Setback – Interior (East) Side Yard (m):	Min. 3.0 m	3.0 m Min.	none
Setback – Interior (West) Side Yard (m):	Min. 3.0 m	3.0 m Min.	none
Setback – Rear Yard (north) (m):	Min. 3.0 m	6.0 m Min.	none
Height (m):	Max. 12.0 m (3 storeys)	12.0 m (3 storeys) Max. along Francis Road / 9.0 m (2 storeys) Max. along north property line	none
Lot Width:	Min. 40.0 m	41 m	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Lot Depth:	Min. 35.0 m	47.5 m	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	2 (R) and 0.2 (V) per unit	2 (R) and 0.2 (V)	none
Off-street Parking Spaces – Total:	18 (R) and 2 (V)	18 (R) and 2 (V)	none
Tandem Parking Spaces:	Max. 50% of proposed residential spaces in enclosed garages (18 x Max. 50% = 9)	0	none
Small Car Parking Spaces	None when fewer than 31 spaces are provided in site	6	Variance Requested
Handicap Parking Spaces:	None when fewer than 3 visitor stalls are required	0	none
Bicycle Parking Spaces – Class 1 / Class 2:	1.25 (Class 1) and 0.2 (Class 2) per unit	2 (Class 1) and 0.2 (Class 2) per unit	none
Off-street Parking Spaces – Total:	12 (Class 1) and 2 (Class 2)	20 (Class 1) and 2 (Class 2)	none
Amenity Space – Indoor:	Min. 70 m ² or Cash-in-lieu	Cash-in-lieu	none
Amenity Space – Outdoor:	Min. 6 m ² x 9 units = 54 m ²	109 m ²	none

Other: Tree replacement compensation required for removal of bylaw-sized trees.

Broadmoor Area - Ash Street Sub-Area Plan Land Use Map



----- ALR Boundary	— Area Boundary	Designated Infill Areas – Refer to Table: 1
[Cross-hatch] Public, Institutional & Open Space	[Empty box] Low Density Residential	
	[Box with 1-12] Designated Infill Areas (1-12)	



Regent Park Realty Inc.
306-2309 W 41st Ave
Vancouver, B.C.
V6M 2A3

Date: October 2, 2023

Manswell Enterprises Ltd
135-8600 Cambie Road
Richmond, B.C.
V6X 4J9

Subject: Acquisition and Development Consultation Summary for 8891, 8897 and 8899 Ash St,
Richmond

Dear Mrs. Marian Lam and Mr. Jason Lam,

Please find the attached log and summary for land acquisition and development consultation for
8891, 8897 and 8899 Ash Street.

If you have any questions or concern, please do not hesitate to reach out to myself.

Thank you!

The image shows the AuthenticSign logo, which consists of a blue square with the word 'AuthenticSign' in white. To the right of the logo is a handwritten signature in blue ink.

Kerel Siu
Realtor and Independent Realestate Broker
778-927-8881

8891 Ash Street

- May 25, 2023 Realtor Kerel Siu knocked the Door at 5:25 pm but unable to reach the owner.
- May 26, 2023 Realtor Kerel Siu knocked the Door at 6:15 pm but unable to reach the owner.
- June 2, 2023 Realtor Kerel Siu knocked the Door at 6:25 pm but unable to reach the owner.
- June 4, 2023 Realtor Kerel Siu knocked the Door at 6:55 pm but unable to reach the owner.
- July 5, 2023 Realtor Kerel Siu sent an offer to listing agent Stephen Chan of 8891 Ash Street with the purchase price \$1.7M (MLS# R2793578)
- July 6, 2023 Listing Agent Stephen Chan of 8891 Ash Street replied that seller would not review any offers until 5pm, July 11, 2023
- July 12, 2023 Listing Agent Stephen Chan of 8891 Ash Street confirmed that seller did not accept any offer and the sale price remains at \$1.98M
- October 2, 2023 Realtor Kerel Siu presented a revised offer to purchase with \$1.79M and shared the Conceptual Development Plan of 9371 and 9391 Francis Road with site plan and drawing to the realtor Stephen Chan and the offer was rejected. Stephen Chan will pass the info to the seller.

8897 Ash Street

- May 25, 2023 Realtor Kerel Siu presented an offer to purchase with purchase price \$1.9M to owner Chung Yan Belinda Kai. Belinda would like to discuss with her husband and requested to come back tomorrow.
- May 26, 2023 Realtor Kerel Siu presented an offer to purchase with purchase price \$1.9M to other owner Kiang Shek Shan (Ms. Chung Yan Belinda's husband). Mr. Shan expressed that he has no intention to sell the property at current market price and he refused to sign the rejection letter. He provided his cell #604-506-6283 if city staff wishes to contact him.
- October 2, 2023 Realtor Kerel Siu presented a revised offer to purchase with \$1.99M and shared the Conceptual Development Plan of 9371 and 9391 Francis Road with site plan and drawings. The property owner rejected the offer.

8899 Ash Street

- May 25, 2023 Realtor Kerel Siu presented an offer with purchase price \$1.9M to owner Qi Wang. Ms. Wang rejected the offer and clearly stated that she is not prepared to sell the property at the moment with any purchase price. She refused to sign the rejection letter.
- May 26, 2023 Realtor Kerel Siu presented the Conceptual Development Plan of 9371 and 9391 Francis Road with site plan and drawings.
- October 2, 2023 Realtor Kerel Siu presented a revised offer to purchase with \$1.99M and shared the Conceptual Development Plan of 9371 and 9391 Francis Road with site plan and drawings. The property owner rejected the offer.

Manswell Enterprises Ltd.
135 - 8600 Cambie Road
Richmond, BC
V6X 4J9

September 27, 2023

SHEK-SHAN KIANG
CHUNG YAN BELINDA LAI
8897 ASH STREET
RICHMOND, BC
V6Y 3B4

Subject: Rezoning Application 9371 and 9391 Francis Road

Dear SHEK-SHAN KIANG & CHUNG YAN BELINDA LAI,

As an owner of neighboring properties on Francis Road, this letter is to inform you that our company has proposed to consolidate 9371 and 9391 Francis Road to rezoning the RTL4 zoning per City of Richmond's Arterial Road townhouse policy. The proposed development will contain nine townhouse units with a maximum FSR of 0.6.

Please see the attached site plan diagram and drawings for your references.

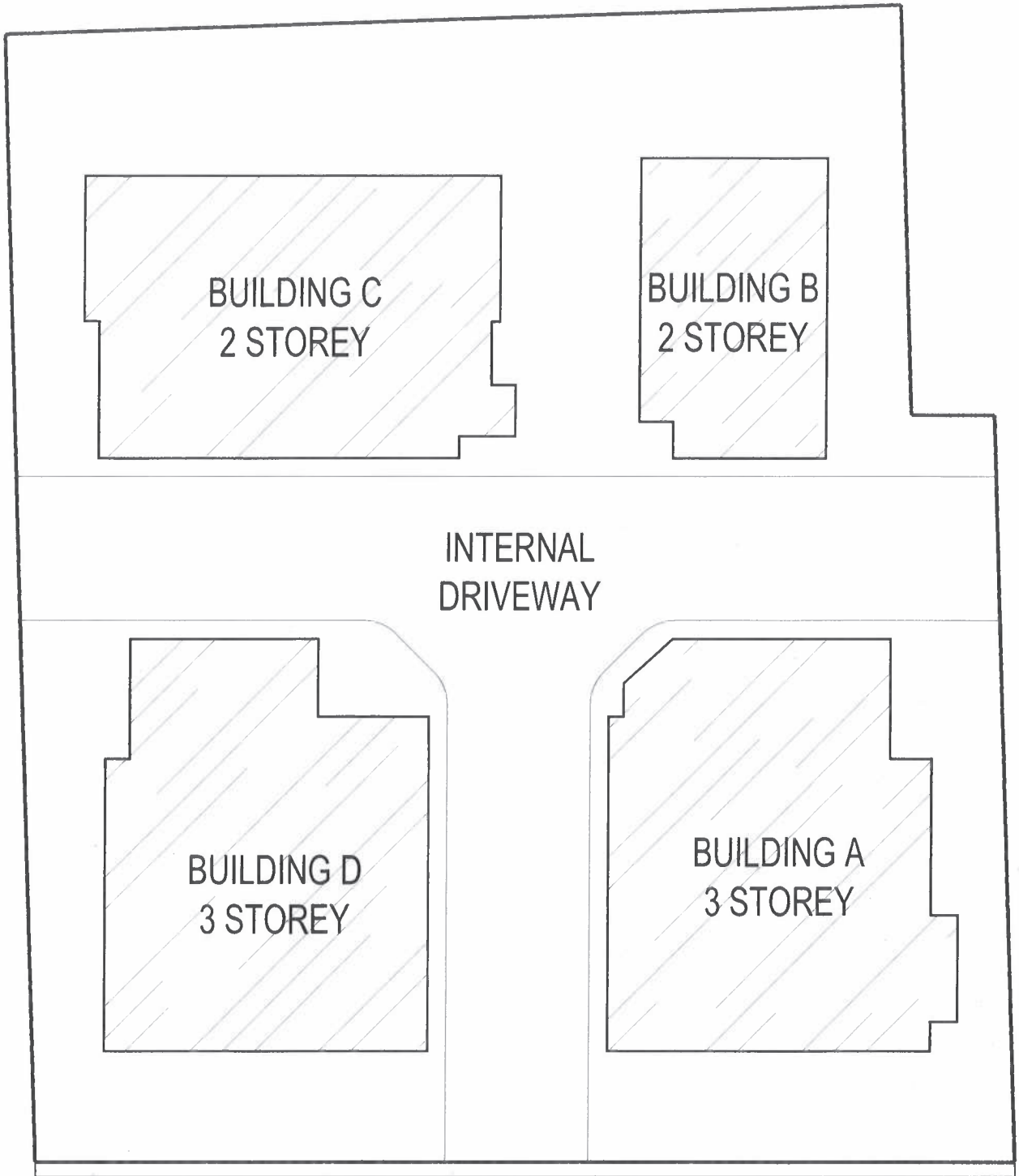
If you have questions or concerns, please feel free to contact the undersigned below by phone or email.

Sincerely,

AuthentSIGN


Marian Lam
Director

604-761-9000
marianlam@shaw.ca



FRANCIS ROAD



PROPOSED TOWNHOUSE DEVELOPMENT AT 9371 & 9391 FRANCIS ROAD

PLN - 73

From: Jesse Li <jesse.li2002@gmail.com>

Sent: August 16, 2022 11:30 PM

To: DevApps <DevApps@richmond.ca>

Subject: Regarding development and rezoning applications on Francis Rd

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 there,

As a cyclist in Richmond, I would like to note that Francis Rd is an informal cycling route used by cyclists, and that there is an opportunity to work with developers to enable cycling infrastructure improvements along this route.

In particular, for the townhouse redevelopments/rezonings planned at 9371 Francis Rd and 9200 Francis Rd, I would like to see the following considerations made by the developers:

- To rely on off-street parking rather than on-street parking, so that residents do not need on-street parking and so the space occupied by a parking lane may later be reallocated towards a bike lane
- To provide secure bike parking options for residents, such as a shared bike cage
- To minimize the number of driveways connecting to the road, and thus minimize the number of traffic conflict zones for cyclists

Best regards,
Jesse Li



Address: 9371 and 9391 Francis Road

File No.: RZ 22-005593

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10527, the developer is required to complete the following:

1. **(Development Permit)** The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
2. **(Subdivision)** Consolidation of all the lots into one development parcel (which will require the demolition of at least one of the existing dwellings).
3. **(Road Dedication)** Approximately 0.6 m road dedication along the entire Francis Road frontage to accommodate a new 1.5 m wide treed/grassed boulevard and a new 2.0 m wide concrete sidewalk; exact width is to be confirmed with survey information to be submitted by the applicant.
4. **(Shared Driveway)** Registration of a statutory right-of-way (SRW), and/or other legal agreements or measures; as determined to the satisfaction of the Director of Development, over the entire area of the proposed entry driveway from Francis Road and the internal east-west manoeuvring aisle, in favour of future adjacent residential development to the east, including the installation of way-finding and other appropriate signage on the subject property, and requiring a covenant that the owner provide written notification of this through the disclosure statement to all initial purchasers, provide an acknowledgement of the same in all purchase and sale agreements, and erect signage in the initial sales centre advising purchasers of the potential for these impacts.
 - a) Language should be included in the SRW document that the City will not be responsible for maintenance or liability within the SRW and that utility SRW under the drive aisle is not required.
5. **(Flood Protection)** Registration of a flood indemnity covenant on Title.
6. **(Secondary Suites)** Registration of a legal agreement on Title to ensure that
 - a) No final Building Permit inspection is granted until one secondary suite with a minimum size of 33 m² (355 ft²) is constructed on site, to the satisfaction of the City in accordance with the BC Building Code and the City’s Zoning Bylaw.
 - b) The secondary suite cannot be stratified or otherwise held under separate Title.
7. **(Housing Tenure and Age Restrictions)** Registration of a restrictive covenant prohibiting (a) the imposition of any strata bylaw that would prohibit any residential dwelling unit from being rented; and (b) the imposition of any strata bylaw that would place age-based restrictions on occupants of any residential dwelling unit.
8. **(Road Traffic Noise)** Registration of a legal agreement on title identifying that the proposed development must be designed and constructed in a manner that mitigates potential traffic noise from Francis Road to the proposed dwelling units. Dwelling units must be designed and constructed to achieve:
 - a) CMHC guidelines for interior noise levels as indicated in the chart below:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels
 - b) the ASHRAE 55-2004 “Thermal Environmental Conditions for Human Occupancy” standard for interior living spaces.
9. **(Arborist’s Supervision)** Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site and off-site works conducted within the tree protection zone on site of the trees to be retained onsite and off-site. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.

- 10. **(Tree Protection Fencing)** Installation of appropriate tree protection fencing onsite around all trees to be retained onsite and off-site as part of the development prior to any construction activities, including building demolition, occurring on-site.
- 11. **(Tree Survival Security)** Submission of a Tree Survival Security to the City in the amount of \$25,600 for the 76 cm caliper Beech tree (tag# 6; \$10,240), 50 cm caliper Plum tree (tag# 20; \$10,240), and one Honey Locust tree (tag# C5; \$5,120).
- 12. **(Tree Compensation)** City acceptance of the developer's offer to voluntarily contribute \$3,072 to Parks Division's Tree Compensation Fund for the removal of four Chanticleer Pear trees (tag # C1 - C4), located along Francis Road frontage of the site.

Note: Developer/contractor must contact the Parks Division (604-244-1208 ext. 1342) four (4) business days prior to the removal to allow proper signage to be posted. All costs of removal and compensation are the responsibility borne by the applicants.

- 13. **(Indoor Amenity)** Contribution of \$18,594.00 in-lieu of on-site indoor amenity space.
- 14. **(Affordable Housing)** City acceptance of the developer's offer to voluntarily contribute \$12.00 per buildable square foot (e.g. \$146,245.89) to the City's affordable housing fund.
- 15. **(Market Rental)** City acceptance of the developer's offer to voluntarily contribute \$2.65 per buildable square foot (e.g. \$32,295.97) to the City's affordable housing fund.
- 16. **(Public Art – Cash Contribution)** City acceptance of the developer's offer to make a voluntary cash contribution towards the City's Public Art Fund, the terms of which shall include the following:

- a) The value of the developer's voluntary public art contribution shall be based on the Council-approved rates for residential and non-residential uses and the maximum buildable floor area permitted under the subject site's proposed zoning, excluding floor area associated with affordable housing and market rental, as indicated in the table below.

Building Type	Rate (2023)	Maximum Permitted Floor Area (after exemptions)	Minimum Voluntary Cash Contribution
Residential	\$0.99 per buildable square foot	12,187.15 ft ²	\$12,065.29

- b) In the event that the contribution is not provided within one year of the application receiving third reading of Council (i.e. Public Hearing), the contribution rate (as indicated in the table in item a) above) shall be increased annually thereafter based on the Statistics Canada Consumer Price Index (All Items) – Vancouver yearly quarter-to-quarter change, where the change is positive.

- 17. **(Required Notices)** Payment of all fees in full for the cost associated with required public notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.
- 18. **(Servicing Agreement)** Enter into a Servicing Agreement* for the design and construction of frontage improvements along the site frontages. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

1) Water Works:

- a) Using the OCP Model, there is 313 L/s of water available at a 20 psi residual at the Francis Rd. frontage. Based on your proposed development, your site requires a minimum fire flow of 220 L/s.
- b) Prior to the rezoning staff report being written, the Developer is required to coordinate with Richmond Fire Rescue to confirm whether fire hydrants are required along the proposed development's lane frontage. If required by RFR, the necessary water main and hydrant installations shall be reviewed by Engineering and added to the servicing agreement scope.
- c) At Developer's cost, the Developer is required to:
 - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.

- Cut and cap all existing water service connections and remove all existing water meters.
- Install a new 100mm diameter water service connection, complete with water meter and water meter box as per City specifications to service the site.
- Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the servicing agreement process.

d) At Developer's cost, the City will:

- Complete all tie-ins for the proposed works to existing City infrastructure.

2) Storm Sewer Works:

a) At Developer's cost, the Developer is required to:

- Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
- Cut and cap existing storm sewer service connection located at south PL of 9391 Francis Rd and remove associated inspection chambers.
- Cut and cap existing storm sewer service connection located at south PL of 9371 Francis Rd and remove associated inspection chambers.
- Cut and cap existing storm sewer service connection lead located at southwest PL of 9371 Francis Rd and remain the existing IC.
- Cut and cap existing storm sewer service connection lead located at southeast PL of 9391 Francis Rd and remain the existing IC.
- Install a new storm service connection complete with inspection chamber as per City specifications for the proposed site. The location and size of the required storm sewer service connection shall be determined through the servicing agreement design process.

b) At Developer's cost, the City will:

- Complete all tie-ins for the proposed works to existing City infrastructure.

3) Sanitary Sewer Works:

a) At Developer's cost, the Developer is required to:

- Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
- Cut and cap existing sanitary sewer service lead connection located at northeast corner of 9371 Francis Rd and remain the existing IC.
- Cut and cap existing sanitary sewer service lead connection located at east PL of 9391 Francis Rd and remain the existing IC.
- Install a new sanitary service connection complete with inspection chamber as per City specifications for the proposed site. The location and size of the required sanitary sewer service connection shall be determined through the servicing agreement design process.
- Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures.

b) At Developer's cost, the City will:

- Complete all tie-ins for the proposed works to existing City infrastructure.

4) Street Lighting:

a) At Developer's cost, the Developer is required to:

- Review street lighting levels along all road and lane frontages, and upgrade as required.

5) Frontage Improvements (Engineering)

a) The Developer is required to:

- Coordinate with BC Hydro, Telus and other private communication service providers
 - To pre-duct for future hydro, telephone and cable utilities along all road frontages.
 - Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - To underground overhead service lines.
- Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.
- Locate/relocate all above ground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all above ground utility cabinets and kiosks located along the development's frontages, within the development's site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:
 - BC Hydro PMT – 4.0 x 5.0 m
 - BC Hydro LPT – 3.5 x 3.5 m
 - Street light kiosk – 1.5 x 1.5 m
 - Traffic signal kiosk – 2.0 x 1.5 m
 - Traffic signal UPS – 1.0 x 1.0 m
 - Shaw cable kiosk – 1.0 x 1.0 m
 - Telus FDH cabinet – 1.1 x 1.0 m
- Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream. The developer's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
 - Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
 - Pipe sizes, material and slopes.
 - Location of manholes and fire hydrants.
 - Road grades, high points and low points.
 - Alignment of ultimate and interim curbs.
 - Proposed street lights design.
- Enter into, if required, 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, 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.

6) Frontage Improvements (Francis Road)

- a) Frontage improvements (cross-section): Across the subject site’s entire Francis Road frontage, the Developer is required to provide the following frontage improvements (measured north to south):
 - New south property line of the subject site. (Note: a 0.6 m wide dedication is required to meet minimum frontage improvement standards).
 - 2.0 m wide concrete sidewalk. (Arterial Road Sidewalk Policy).
 - 1.5 m wide landscaped boulevard with street trees.
 - 0.15 m wide curb (north side of site fronting section of Francis Road).
- b) Frontage improvements (sidewalk alignment): The subject site’s new sidewalk is to connect directly to the existing sidewalk to the immediate east and west neighbouring developments at the common property line. Sidewalk transition sections are required.
 - The transition sections are to be constructed based on a reverse curve design (e.g. 3 m x 3 m).
 - The sidewalk may need to be aligned around trees that have been identified for retention.
- c) Driveway closures/backfill: All existing driveways along the subject site’s Francis Road frontage are to be closed permanently. The Developer is responsible for the removal of all existing driveway let-downs and the replacement with barrier curb/gutter, boulevard with street trees and concrete sidewalk per standards described above.
- d) Parks/Tree Bylaw requirements: Consult Parks/Tree Bylaw on the requirements for tree protection/placement including tree species and spacing as part of the frontage works. Note that the above frontage improvements may have to be realigned to meet tree protection requirements.
- e) Engineering requirements: Consult Engineering on lighting and other utility requirements that are to be included as part of the frontage works. These requirements include but are not limited to: relocation of hydro poles, relocation of existing or placement of new hydrants, and streetlights. All such installations are to have setbacks from sidewalk/driveway/road curb per City Engineering Design Specifications.

Prior to a Development Permit* being forwarded to the Development Permit Panel for consideration, the developer is required to:

1. Complete an acoustical and a thermal report, and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City’s Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 “Thermal Environmental Conditions for Human Occupancy” standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

Prior to Development Permit* issuance, the following must be completed:

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the landscape architect.
2. If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$768/tree to the City’s Tree Compensation Fund for off-site planting is required.

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

1. 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.
2. Incorporation of accessibility measures in Building Permit (BP) plans as determined via the Rezoning and/or Development Permit processes.

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:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



Richmond Zoning Bylaw 8500
Amendment Bylaw 10527 (RZ 22-005593)
9371 & 9391 Francis Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "LOW DENSITY TOWNHOUSES (RTL4)".

P.I.D. 003-977-421

Parcel "A" (J4683E) Lot 58 Except: Part Subdivided by Plan 76875, Section 22 Block 4 North Range 6 West New Westminster District Plan 8142

and

P.I.D. 003-907-422

Lot 551 Section 22 Block 4 North Range 6 West New Westminster District Plan 58839

- 2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 10527".

FIRST READING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

Five horizontal lines for signatures or initials.

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

MAYOR

CORPORATE OFFICER

Staff Report

Origin

The Richmond Intercultural Advisory Committee (RIAC) was established in 2002 to act as a resource and to advise City Council by providing information, options and recommendations regarding intercultural issues and opportunities to enhance intercultural harmony in Richmond.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.3 Foster intercultural harmony, community belonging, and social connections.

This report also supports the Cultural Harmony Plan Strategic Direction #2 Collaboration and Partnerships:

2.1 Continue to work with the Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.

Analysis

2023 Annual Report

Activities undertaken by the RIAC are outlined in the 2023 Annual Report (Attachment 1). Highlights of the Committee's work include:

- Provided an intercultural lens on various City initiatives, including the Lansdowne Parks and Open Space project, and the development of the City's new Social Development Strategy and Child Care Strategy.
- Assisted in the planning and implementation of the 2023 Diversity Symposium by participating on the steering committee and acting as session hosts during the event.
- Stayed informed of intercultural issues by inviting City staff, RIAC members, and community partners to present on programs, services and initiatives available to the Richmond community, including:
 - Overview of the *Richmond Community Protocol: Responding to Racism and Hate* led by Richmond Multicultural Community Services;
 - Observations on cultural harmony overseas and intercultural indices from international hubs and cities, presented by RIAC member Vladimir Choi; and
 - The Richmond RCMP Diversity and Inclusion Section's approaches in fostering diversity, equity, and inclusion in the Richmond community.

As an Advisory Committee to City Council, the RIAC's activities are fully supported by the City's operating budget. In 2023, the City allocated an operating budget of \$2,500.00 and \$618.98 of this was utilized. Unspent funds will be returned to the City's operating budget.

Looking ahead, the RIAC seeks to participate actively in initiatives and dialogues that promote cultural harmony and further support the City in fulfilling the objectives of the Cultural Harmony Plan by bringing diverse community voices and perspectives to various City initiatives as requested.

2024 Work Program

The proposed 2024 Work Program (Attachment 2) priorities for the committee include:

- Providing input on initiatives related to the implementation of the Council-adopted Cultural Harmony Plan as referred by City Council or City staff;
- Assisting City staff with the planning and implementation of the 2024 Diversity Symposium; and
- Inviting guest speakers and facilitators to present on intercultural issues and emerging trends facing the community to inform RIAC members' role in enhancing cultural harmony.

The 2024 Work Program outlines the RIAC's priorities in the coming year to continue to advance the committee's mandate of enhancing and strengthening intercultural harmony and cooperation in Richmond, and to act as a resource to City Council for matters related to cultural diversity, equity and inclusion.

Financial Impact

None.

Conclusion

The RIAC 2023 Annual Report provides a summary of the activities undertaken by the Committee during the 2023 calendar year. The RIAC 2024 Work Program outlines the Committee's priorities for the upcoming year to enhance cultural harmony and strengthen intercultural connections in the Richmond community. Staff recommend that the RIAC 2023 Annual Report and 2024 Work Program be approved.



Peggy Chen
Planner 2 (Inclusion)
(604-276-4104)

- Att. 1: Richmond Intercultural Advisory Committee 2023 Annual Report
2: Richmond Intercultural Advisory Committee 2024 Work Program

Richmond Intercultural Advisory Committee 2023 Annual Report

Introduction

The Richmond Intercultural Advisory Committee (RIAC) was established by City Council in February 2002 to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and cooperation in Richmond. The committee also provides information and recommendations regarding intercultural issues and opportunities referred to the RIAC by Council.

The 2023 RIAC Annual Report is prepared for City Council in accordance with the Terms of Reference. This document serves as a summary of the RIAC's activities during the 2023 calendar year and is based on input from RIAC members with support from the Staff Liaison.

Highlights of 2023

Cultural Harmony Plan

The RIAC continues to support the implementation of the recommended actions of the Council-adopted Cultural Harmony Plan, which informs the City's response to building awareness of and enhancing cultural harmony among Richmond's diverse population, by providing an intercultural lens in response to staff requests for input on various City strategies and initiatives. Throughout the year, City staff have consulted with the RIAC on various strategies and initiatives across the organization.

City of Richmond Diversity Symposium

As in previous years, many RIAC members were actively involved in the planning and implementation of the ninth annual Diversity Symposium. Under the theme of "Resilience," the 2023 Diversity Symposium offered virtual sessions as well as a special in-person presentation. Overall there were 504 registrations, with most of the registrants joining from the Lower Mainland and some registrants from across Canada. A number of RIAC members participated on the steering committee and served as session hosts during the virtual sessions. The steering committee included Tahzi Ali, Diana Leung, Michael Ma, Rubina Mahal, and Mikaela Nuval from the RIAC.

Activities for 2023

Guest Speakers and Organizational Presenters

Throughout 2023, guest speakers and organizational representatives presented innovative and collaborative approaches to strengthening intercultural connections and removing barriers to participation in our community.

January

- Miriam Plishka, Park Planner at the City of Richmond gave a presentation on the City's Lansdowne Parks and Open Space project and sought feedback from RIAC members on the draft guiding principles of the project.

February

- Joyce Dieudonne, Program Lead for Youth at the City of Richmond, provided an overview of the City's draft Youth Strategy 2022-2032.

March

- Melanie Burner, Program Manager for Social Development and Sarah Erceg, Social Planning Analyst at the City of Richmond shared information about the City's Recreation Fee Subsidy Program.

April

- Constable Jace Rondario from the Richmond RCMP's Diversity and Inclusion section provided an overview of the RCMP's approaches in fostering diversity, equity, and inclusion in the Richmond community.

May

- Dorothy Jo, Program Manager for Social Planning and Grace Tiu, Planner for Community Social Development at the City of Richmond conducted a focus group with the RIAC to guide the development of the City's new Social Development Strategy.

June

- Alan Hill, Inclusive Communities Program Coordinator at Richmond Multicultural Community Services shared a presentation on the Richmond Community Protocol, a resource designed to help organizations and community members respond to racism and hate.

September

- Vladimir Choi, citizen appointee to the RIAC, shared his observations on cultural harmony overseas and intercultural indices from international hubs and cities.

October

- Chris Duggan, Acting Manager, Community Social Development and Tiffany Mallen, Child Care Planner at the City of Richmond invited the RIAC to provide input on current and future child care needs that would inform the development of Richmond's new 10-year Child Care Strategy.

Members of the 2023 Richmond Intercultural Advisory Committee

Citizen Appointees

1. Tahzi Ali
2. Yun-Jou Chang
3. Vladimir Choi
4. Rubina Mahal
5. Michael Ma
6. Mikaela Nuval
7. Kanwarjit Sandhu
8. Randy Sandhu

Organizational Representatives

1. Baren Tsui, Richmond School District
2. Adena MacLean, Vancouver Coastal Health (June to December)
3. Ian Lai, Richmond Community Services Advisory Committee (January to August)
4. Allie Lin, S.U.C.C.E.S.S. (January to February)
5. Diana Leung, Richmond Seniors Advisory Committee
6. Ashok Rattan, Richmond Multicultural Community Services
7. Daniel Remedios, Richmond Community Services Advisory Committee
8. Roy Wong, RCMP
9. Ian Yeung, Richmond Centre for Disability

Council Liaison

Councillor Bill McNulty

Staff Liaison

Peggy Chen, Planner 2 (Inclusion)

Financial Summary

As an Advisory Committee to City Council, the RIAC's activities are fully supported by the City's operating budget. In 2023, the City allocated an operating budget of \$2,500.00 for RIAC and part of these funds were used for refreshments:

Revenue	
City funding	\$2,500.00
Expenses	
Refreshments	\$618.98
Balance	\$1881.02

Conclusion and Acknowledgements

2023 was another busy year for the RIAC. The Committee achieved a full slate of nine meetings and fulfilled its mandate of acting as a resource and providing advice to City Council on intercultural issues. The RIAC supported another successful year of the Diversity Symposium and RIAC members actively engaged in various City consultation opportunities. Through various presentations and dialogues, RIAC members have also discussed ways to measure intercultural harmony, deepen community connections as well as enhance representation within the committee.

The RIAC has an important role to play in advancing cultural harmony in the community. Looking ahead, the RIAC seeks to participate actively in initiatives and dialogues that promote cultural harmony and further support the City in fulfilling the objectives of the Cultural Harmony Plan by bringing diverse community voices and perspectives into various City initiatives as requested.

We acknowledge the significant commitment and contributions of outgoing members in 2023, namely Ian Lai from the Richmond Community Services Advisory Committee and Ian Yeung from the Richmond Centre for Disability. We thank Councillor Bill McNulty for his support of the RIAC. We also express our appreciation to Peggy Chen, Staff Liaison and Kristy Ng and Jennifer Wong, Minute-Takers, for their work in supporting the committee's needs. We look forward to furthering our work together in 2024.

Respectfully submitted by:



Yun-Jou Chang
Chair, Richmond Intercultural Advisory Committee

**Richmond Intercultural Advisory Committee
2024 Work Program**

The proposed 2024 Work Program aligns with the Richmond Intercultural Advisory Committee's (RIAC) mandate to act as a resource and provide advice to City Council in support of enhancing and strengthening intercultural harmony and cooperation in Richmond.

This work program supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.

6.3 Foster intercultural harmony, community belonging, and social connections.

This work program also supports the Cultural Harmony Plan Strategic Direction #2 Collaboration and Partnerships:

2.1 Continue to work with the Richmond Intercultural Advisory Committee (RIAC) members to implement the RIAC Intercultural Strategic Plan and Work Program.

2024 RIAC Budget

RIAC annually receives an operating budget of \$2,500.00.

2024 RIAC Work Program

Richmond Intercultural Advisory Committee (RIAC) 2024 Work Program		
Initiative	RIAC Actions	Expected Outcome
1. Act as a resource to the City on issues relating to intercultural harmony in Richmond.	<p>1.1 Participate in consultation on City plans, updates, strategies, projects and new policies relating to intercultural harmony.</p> <p>1.2 Provide an intercultural lens to City events and initiatives, as they arise.</p> <p>1.3 Respond to Council requests and provide advice on issues relating to intercultural harmony in Richmond, as appropriate.</p>	1.1.1 RIAC members will be able to provide an intercultural lens to City strategies and initiatives, and advise City Council, as needed.
2. Build on and improve RIAC members' knowledge of intercultural issues through information sharing, guest speakers and educational opportunities.	<p>2.1 Invite guest speakers and facilitators to present on intercultural issues facing the community, including professional development opportunities.</p> <p>2.2 Present on intercultural initiatives from member organizations and/or other groups that can inform the City's policies or practices.</p> <p>2.3 Monitor intercultural issues and emerging trends.</p> <p>2.4 Include an environmental scan on relevant items and media coverage as a standing item on the RIAC agenda.</p>	<p>2.1.1 A summary of key findings from the various speakers is included in the RIAC Annual Report.</p> <p>2.1.2 Members are better informed and well equipped to provide an intercultural lens to City strategies and initiatives, as requested.</p>
3. Support and promote initiatives that address incidents of racism and discrimination in the community.	3.1 Identify and participate in anti-racism initiatives and relay relevant information back to the RIAC.	3.1.1 RIAC members share information on best practices from other organizations and/or municipalities that can be applied in Richmond.

Richmond Intercultural Advisory Committee (RIAC) 2024 Work Program

Initiative	RIAC Actions	Expected Outcome
<p>4. Participate in external committees that align with the RIAC's goals and objectives.</p>	<p>4.1 Participate in external committees that align with the RIAC's mandate and provide updates to the RIAC.</p> <p>4.2 Promote the RIAC's role as an advisory body to City Council and the City's contributions to fostering intercultural harmony in the community.</p>	<p>4.1.1 Community partners are aware of the RIAC's role in fostering intercultural harmony in Richmond.</p> <p>4.1.2 RIAC members are informed of other committees and initiatives that align with the RIAC's mandate.</p>
<p>5. Participate in initiatives related to the implementation of the Cultural Harmony Plan in Richmond, as appropriate.</p>	<p>5.1 Provide advice and feedback on initiatives that support actions related to the Cultural Harmony Plan, as requested.</p>	<p>5.1.1 RIAC members are involved in the implementation of actions listed in the Cultural Harmony Plan, as appropriate.</p>
<p>6. Assist with the planning and implementation of the 2024 City of Richmond Diversity Symposium.</p>	<p>6.1 Encourage RIAC representatives to sit on the 2024 Diversity Symposium Steering Committee to develop ideas for themes and topics, review options for keynote speakers and presenters, and select final presenters for the workshop sessions.</p> <p>6.2 Provide event support, including promoting the event to RIAC representatives' networks, acting as session hosts, networking, and representing the RIAC at a community resource table.</p>	<p>6.1.1 RIAC members support staff in the planning and implementation of the 2024 Diversity Symposium program.</p>
<p>7. Support initiatives related to Truth and Reconciliation.</p>	<p>7.1 Identify and support Truth and Reconciliation initiatives and relay relevant information back to the RIAC.</p>	<p>7.1.1 RIAC members share information on best practices from other organizations and/or municipalities that can be applied in Richmond.</p>



City of Richmond

Report to Committee

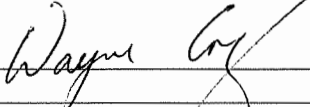

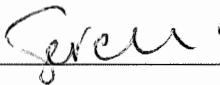
To: Planning Committee **Date:** January 5, 2024
From: Kim Somerville **File:** 01-0100-30-RCSA1-01/2024-Vol
 Director, Community Social Development 01
Re: **Richmond Community Services Advisory Committee 2023 Annual Report and 2024 Work Program**

Staff Recommendation

That the Richmond Community Services Advisory Committee's 2023 Annual Report and 2024 Work Program, as outlined in the staff report titled "Richmond Community Services Advisory Committee 2023 Annual Report and 2024 Work Program", dated January 5, 2024, from the Director, Community Social Development, be approved.

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

Att. 2

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

Staff Report

Origin

The Richmond Community Services Advisory Committee (RCSAC) was established in 1987 to act as a resource and to advise City Council by providing information on social policies and community services that contribute to the well-being and quality of life of Richmond residents.

This report supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

This report also supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #6 A Vibrant, Resilient and Active Community:

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

Analysis

While the RCSAC is a City Council advisory body, only two citizen representatives are Council-appointed. The majority of members are representatives of non-profit social service agencies supporting Richmond residents, appointed by their own organizations. The City supports the RCSAC by providing an annual operating budget, a City Council Liaison and a Staff Liaison.

2023 Annual Report

The activities undertaken by the RCSAC in 2023 are outlined in the 2023 Annual Report (Attachment 1). Highlights of the Committee's work include:

- Updated the RCSAC Charter to indicate who would be able to represent their organization at the RCSAC, the term limits for members of the Executive Committee, and the minimum number of members present to reach quorum;
- Conducted the RCSAC Space Needs Survey from June to October 2023 in order to gather information about the real estate needs and challenges affecting non-profit organizations delivering social services in Richmond; and
- Participated in a presentation about the Community Services Pop-up events, which aim to reduce and prevent poverty in Richmond by connecting specific groups with supports and resources, including navigational support for addiction services and affordable housing as well as application support for government assistance.

The RCSAC collects an annual membership fee of \$50.00 from each organizational and individual member. These funds are used for work program initiatives. In 2023, the City allocated an operating budget of \$11,000.00 for RCSAC. These funds were used for administrative expenses and \$10,240.00 was utilized in 2023. Unspent funds from the City will be returned to the City's operating budget.

2024 Work Program

At the Annual General Meeting held on November 9, 2023, the RCSAC approved for City Council's consideration the proposed 2024 Work Program (Attachment 2), which builds on previously identified actions and identifies new initiatives, including:

- Participating in consultations regarding the development and/or implementation of City plans, initiatives and policies that are relevant to the RCSAC's mandate;
- Updating the RCSAC Operating Policies and Procedures for Council's consideration; and
- Continuing to apprise Council of matters affecting community agencies and Richmond residents.

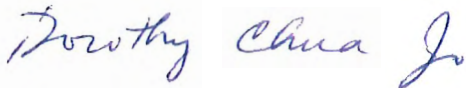
The 2024 Work Program will be revised throughout the year as necessary, based on emerging issues as well as future City Council priorities.

Financial Impact

None.

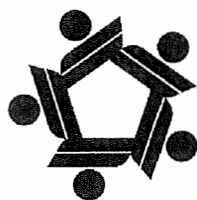
Conclusion

The RCSAC 2023 Annual Report provides a summary of the activities undertaken by the Committee during the 2023 calendar year. The RCSAC 2024 Work Program outlines the Committee's priorities in the coming year and is designed to advance strategic directions and actions outlined in Council-adopted strategies and plans related to social development. Staff recommend that the RCSAC 2023 Annual Report and 2024 Work Program be approved.



Dorothy Jo
Program Manager, Social Planning
(604-276-4391)

- Att. 1: Richmond Community Services Advisory Committee 2023 Annual Report
2: Richmond Community Services Advisory Committee 2024 Work Program



RCSAC | Richmond Community Services Advisory Committee

2023 Annual Report

Introduction

The Richmond Community Services Advisory Committee (RCSAC) was established by City Council in May 1987 to act as a resource and provide advice to City Council regarding social policies and community services that contribute to the general health, welfare and quality of life of Richmond residents. It also serves as a forum for community service agencies to meet on a regular basis in order to share information about issues of common interest and identify emerging needs in the community.

While the RCSAC is an advisory body to City Council, only two citizen representatives are Council-appointed. The majority of RCSAC members are representatives of non-profit social service agencies supporting Richmond residents, appointed by their own organizations. The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

The 2023 RCSAC Annual Report serves as a summary of the RCSAC's activities during the 2023 calendar year and is based on input from RCSAC members with support from the RCSAC Recording Secretary and City Staff Liaison.

Highlights of 2023

Highlights of the RCSAC meetings and events are outlined below:

1. City Council endorsed the updates to the RCSAC Charter in June 2023, which indicated that members of RCSAC shall have one designated representative and one designated alternate who can speak and make decisions on behalf of their organization; members of the Executive Committee shall be elected at the Annual General Meeting for a two-year term and may re-apply for another term for a maximum of two consecutive terms or four consecutive years; and a quorum is defined as a minimum of five members present.
2. The RCSAC Space Needs Survey was conducted from June to October 2023 to gather information about the real estate needs and challenges affecting non-profit organizations delivering social services in Richmond.
3. Melanie Burner, Program Manager, Social Development, presented on the Community Services Pop-up events, a partnership between the City of Richmond and the Richmond Public Library, which occurred on the second Thursday of each month at the Library's Brighthouse Branch. A number of RCSAC members participated in the Pop-up events. The goal of this initiative is to reduce and prevent poverty in Richmond by connecting specific groups with supports and resources, including navigational support for addiction services and affordable housing as well as application support for government assistance.

Guest Speakers and Organizational Presenters

Throughout 2023, guest speakers and organizational representatives presented at the RCSAC meetings on issues and topics of interest to Committee members.

January

City of Richmond Community Services Pop-Up Events, Melanie Burner, City of Richmond
Melanie Burner presented on the Community Services Pop-up events, a partnership between the City of Richmond and the Richmond Public Library, which occur on the second Thursday of each month at the Library's Brighthouse Branch. The goal of this initiative is to reduce and prevent poverty in Richmond by connecting specific groups with supports and resources, including navigational support for addiction services and affordable housing as well as application support for government assistance.

February

Census Data Richmond Demographics, Stella Mozin, City of Richmond
Stella Mozin presented the latest Census data on the general population, seniors and youth, immigrants, newcomers, refugees, people living on low income and people with disabilities living in Richmond.

March

Improving Pedestrian Safety in Richmond through Vision Zero Strategies, Athena Estremadura, Richmond Poverty Reduction Coalition
Athena Estremadura presented the results of the year-long project improving pedestrian safety using Vision Zero strategies. Vision Zero is a worldwide initiative highlighting the importance of proper road safety measures, emphasizing zero serious injuries, disabilities and deaths on the road.

Draft Richmond Youth Strategy Public Engagement, Diana Bulley and Katie Varney, Ideaspace
Diana Bulley and Katie Varney provided an overview of the Draft Youth Strategy including the vision, strategic priorities and actions. The draft vision, which was subsequently adopted by Council as part of the City of Richmond Youth Strategy (2022–2032), is that “all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.”

May

Social Development Strategy, Quixada Moore-Vissing and Kiera Vanderborne, MODUS
Quixada Moore-Vissing and Kiera Vanderborne facilitated a discussion on how the City can build a more inclusive and thriving community in Richmond as part of the updated Social Development Strategy public engagement process.

June

Human Trafficking, Cpl. Marlies Dick, RCMP
Cpl. Marlies Dick presented on human trafficking in Richmond and provided additional resources on this topic.

October

Child Care Strategy, Chris Duggan and Tiffany Mallen, City of Richmond
Chris Duggan and Tiffany Mallen led a discussion about child care in Richmond: what was going well, what could be improved, what are the most pressing needs and what an ideal child care system in Richmond would look like.

November

The City of Richmond Accessibility Plan, Melanie Burner, City of Richmond

Melanie Burner presented on the Draft Richmond Accessibility Plan 2023–2033, a framework that will guide the advancement of accessibility in Richmond and outline ways to identify, remove and prevent barriers experienced by people with disabilities when interacting with the City.

Members of the 2023 RCSAC Executive Committee

1. Sarah Louie, Atira Women’s Resource Society, Co-Chair
2. Janice Lambert, Richmond Family Place, Co-Chair
3. Ling Chu, S.U.C.C.E.S.S., Member-at-Large
4. Sue Street, Connections Community Services Society, Member-at-Large (January to August)
5. Ian Lai, Urban Bounty, Member-at-Large (January to August)
6. Daniel Remedios, Richmond Addiction Services Society, Member-at-Large
7. Councillor Bill McNulty, Council Liaison
8. Dorothy Jo, Program Manager, Social Planning, Staff Liaison

Members of the 2023 Richmond Community Services Advisory Committee

In 2023, there were 44 voting members of the RCSAC.

Organization	Representative(s)
Atira Women’s Resource Society	Sarah Louie
BC Responsible and Problem Gambling	Phyllis Chan
Boys and Girls Club of South Coast BC	Letah Addison
Chimo Community Services	Slinder Bhath
Citizen Appointee	Peter Cheung
Citizen Appointee	Ana Himani
Coast Foundation Society (Coast Mental Health)	Susan Hancock
Community Living BC	Vacant
Connections Community Services Society	Daniel Suen
Community Mental Wellness Association of Canada (CMWAC)	Ahlay Chin
Developmental Disabilities Association	Donna Cain, Kathy Moncalieri
Family Services of Greater Vancouver	Vacant
Individual Member	Neelu Kang Dhaliwal
Kehila Society of Richmond	Lynne Fader
Metro Vancouver Transit Police	Bruce Shipley
More Than A Roof Society	Venus Matuguina, Gerald Phang
Pacific Autism Family Centre Society	Bailey Stan
Pathways Clubhouse Richmond	Tanya Wheatley
RCMP Richmond Detachment Mental Health Liaison	Constable Wanda Marion
Regional Animal Protection Society	Vacant
Richmond Addiction Services Society	Clarence Chan, Daniel Remedios
Richmond Cares, Richmond Gives	Jocelyn Wong, Carol Dickson
Richmond Caring Place Society	Belinda Boyd, Dijana Lugonjic
Richmond Centre for Disability	Ella Huang
Richmond Division of Family Practice	Vacant

Richmond Family Place Society	Janice Lambert, Ruth Taverner
Richmond Food Bank Society	Hajira Hussain, Keith Yee
Richmond Mental Health Consumer & Friends Society	Cory Tymich
Richmond Multicultural Community Services	Parm Grewal, Ashok Rattan
Richmond Poverty Reduction Coalition	De Whalen, Athena Estremadura
Richmond Seniors Advisory Committee	Diana Leung
Richmond Society for Community Living	Shannon Crofton, Sue Graf
Richmond Women's Resource Centre	Florence Yau, Tammi Belfer
S.U.C.C.E.S.S.	Ling Chu, Jill Lee, Jenna Park
School District No. 38	Huey Wong
The Heart of Richmond AIDS Society	Carl Bailey
The Salvation Army	Prabath Pullay
The Sharing Farm	Leslie Williams
Touchstone Family Services	Judy Valsonis, Janice Kostiuk
Turning Point Recovery Society	Brenda Plant, Kassandra Pacheco, Rune Mikkelsen
Urban Bounty	Ian Lai (January to August); Vacant (August to December)
WorkBC	Eliza Chang, William Tan
YMCA of Greater Vancouver	Cathy Poole
YWCA of Metro Vancouver	Bobbi Sarai
Council Liaison (Non-Voting)	Councillor Bill McNulty
Staff Liaison (Non-Voting)	Dorothy Jo, Program Manager, Social Planning

Financial Summary

The RCSAC collects an annual membership fee of \$50 from organizational and individual members. These funds are used for work program initiatives.

RCSAC Vancity Account Balance As of January 1, 2023	\$5,411.25
Revenue	
Membership Dues	\$50.00
Bank Interest	
Total Revenue	\$5,461.25
Expenses	
Zoom License Renewal	\$224.00
Total Expenses	\$224.00
Total Balance	\$5,237.25

In 2023, the City allocated an operating budget of \$11,000 for RCSAC. These funds were used for administrative expenses:

Revenue	
City funding	\$11,000.00
Expenses	
Executive Secretary	\$10,240.30
Balance	\$759.70*

*Unspent funds will be returned to the City's operating budget.

Conclusion and Acknowledgments

The RCSAC has been serving the City of Richmond for over 35 years. With the support of Councillor McNulty (Council Liaison) and Dorothy Jo (Staff Liaison), the RCSAC has been successful in its mission of encouraging and promoting social policies and community services that improve the quality of life for the residents of Richmond.

With the support of Dorothy Jo, Program Manager, Social Planning and Kim Somerville, Director, Community Social Development, City Council endorsed the updates to the RCSAC Charter in June 2023. The importance of this endorsement cannot be understated. It means that the RCSAC will continue to thrive as a table where community leaders bring forward the identified gaps, strengths and challenges we face in our collective work to support the general health, welfare and well-being of the residents of Richmond. Janice and I are so proud of the investment of time and energy the Executive Committee, City staff and the Membership-at-Large have put in to this work. As we both step down from our roles as Co-Chairs at the end of this term, we are grateful for the years we have both been able to lead the RCSAC and we feel confident that we have done our best to position the RCSAC for continued success in the years to come.

Janice and I would like to thank the City of Richmond Council and staff. Over the ten-plus years we have been part of the RCSAC, we have had the opportunity to be engaged in incredibly important work alongside Council members and City staff and to do our best to ensure the city we each call home provides the best quality of life for the residents who live here.

Prepared by:

Sarah Louie and Janice Lambert, Co-Chairs

Richmond Community Services Advisory Committee, November 2023



RCSAC | Richmond Community Services Advisory Committee

2024 Work Program

The proposed 2024 Work Program supports the Richmond Community Services Advisory Committee's (RCSAC) mandate to act as a resource and provide advice to City Council regarding social policies and community services which contribute to the general health, welfare and quality of life of Richmond residents.

This Work Program supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

This Work Program also supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #6 A Vibrant, Resilient and Active Community:

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

2024 RCSAC Work Program

The 2024 Work Program was approved at the RCSAC Annual General Meeting held on November 9, 2023. This year the committee will give priority to the initiatives outlined in the table below.

2024 RCSAC Work Program	
Initiative #1	<ul style="list-style-type: none"> Act as a resource and provide advice to Council regarding social policies and community services which contribute to the general health, welfare and quality of life of Richmond residents.
RCSAC Actions	<ul style="list-style-type: none"> Monitor social issues and emerging trends; Discuss social issues that come to the RCSAC's attention, consider related roles and actions that could be taken or recommended; Pass motions or resolutions; and Submit communication tools through the Staff Liaison informing Council of various issues of concern emerging from RCSAC discussions.
Expected Outcome(s)	<ul style="list-style-type: none"> Council will be informed about social issues in the community that may be pursued with senior levels of government and/or addressed at the local level.
Initiative #2	<ul style="list-style-type: none"> Participate in consultations regarding the development and/or implementation of City plans, initiatives and policies that are relevant to the RCSAC's mandate.
RCSAC Actions	<ul style="list-style-type: none"> At monthly meetings, provide the staff liaison with information and RCSAC's perspective on key social issues impacting Richmond residents; Participate in consultation on City plans, updates, strategies, initiatives and policies relating to social service matters; and

	<ul style="list-style-type: none"> Respond to Council referrals through the Staff Liaison.
Expected Outcome(s)	<ul style="list-style-type: none"> City Council and staff will be informed regarding RCSAC's perspective on the development and/or implementation of City strategies, initiatives and policies. RCSAC's advice is provided to City consultation processes that are relevant to its mandate.
Initiative #3	<ul style="list-style-type: none"> Provide a forum for social service providers to network with and learn from one another through information sharing, guest speakers and educational opportunities.
RCSAC Actions	<ul style="list-style-type: none"> Invite guest speakers to present on topics relevant to the membership and their clients; Present on initiatives from own organizations and/or other groups that address the unique challenges in Richmond; Share relevant educational opportunities offered by the City and community partners, such as the annual City of Richmond Diversity Symposium; Explore opportunities for RCSAC members to plan and promote community social service events and activities; and Include information sharing as a standing item on the agenda at every RCSAC meeting.
Expected Outcome(s)	<ul style="list-style-type: none"> A summary of key findings from the various presentations is included in the RCSAC Annual Report; Members are informed about best practices on social service issues; and Members are able to network with and learn from each other as well as from guest speakers.
Initiative #4	<ul style="list-style-type: none"> Participate in initiatives that address issues of concern in the membership.
RCSAC Actions	<ul style="list-style-type: none"> Monitor member agencies' needs through discussions at the monthly RCSAC meetings and other mechanisms, such as surveys and interviews; Participate in committees and/or task groups that align with the RCSAC's mandate; Update the RCSAC Community Table Inventory; and Continue to support initiatives that align with the RCSAC's mandate through participation, education and information.
Expected Outcome(s)	<ul style="list-style-type: none"> Members are able to bring up issues that concern them and the community; and Members are able to work together and collaborate on joint initiatives that align with the RCSAC's mandate.
Initiative #5	<ul style="list-style-type: none"> Update the RCSAC Operating Policies and Procedures.
RCSAC Actions	<ul style="list-style-type: none"> Review the RCSAC Operating Policies and Procedures and present recommended changes.
Expected Outcome(s)	<ul style="list-style-type: none"> A report will be submitted to the RCSAC membership regarding proposed updates to the RCSAC Operating Policies and Procedures.

2024 RCSAC Budget

The RCSAC collects an annual membership fee of \$50 from organizational and individual members. In addition, the RCSAC receives an annual operating budget of \$11,000 from the City of Richmond for administrative expenses.



To: Planning Committee **Date:** January 5, 2024
From: Kim Somerville
 Director, Community Social Development **File:** 01-0100-30-SADV1-01/2024-Vol 01
Re: **Richmond Seniors Advisory Committee 2023 Annual Report and 2024 Work Program**

Staff Recommendation

That the staff report titled “Richmond Seniors Advisory Committee 2023 Annual Report and 2024 Work Program” dated January 5, 2024 from the Director, Community Social Development, be approved.

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

Att. 2

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

Staff Report

Origin

The Richmond Seniors Advisory Committee (RSAC) was formed in 1991 to act as a resource, provide advice to City Council, and to support and enhance the health and well-being of the seniors (55+) population living in Richmond. Each year, RSAC submits to Council an annual report and financial statement for the completed year and a proposed work plan and budget for the upcoming year. This report presents the RSAC 2023 Annual Report (Attachment 1) and Proposed RSAC 2024 Work Program (Attachment 2).

This report supports Council's Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.4 Leverage a variety of approaches to make civic engagement and participation easy and accessible.

This report also supports the Seniors Strategy (2022–2032) Strategic Direction #4 Education and Understanding about Healthy Aging:

4.3 Facilitate ongoing dialogue and engagement opportunities with seniors through accessible platforms and communication methods to seek feedback on issues and opportunities related to healthy aging.

Analysis

The RSAC comprises up to 15 voting members who bring unique perspectives, knowledge and experiences to Committee meetings, fostering meaningful discussion and information sharing to provide input and advice to the City that supports and enhances the well-being of seniors living in Richmond. The RSAC 2023 Work Program focused on supporting the implementation of the Council-adopted Seniors Strategy (2022–2032), monitoring seniors' issues and emerging trends, and supporting public awareness and community engagement.

2023 Annual Report

The RSAC 2023 Annual Report provides an overview of the Committee's work during the past year. Highlights for 2023 include:

- Participating in the implementation of the Seniors Strategy, including one member serving on the Seniors Strategy Working Group;
- Contributing input for the draft City of Richmond Accessibility Plan 2023–2033 and the development of a new Social Development Strategy;
- Volunteering at the Positive Aging Fair at the Minoru Centre for Active Living to hear directly from seniors about issues they experience in the community;
- Contributing to the review of the City of Richmond Enhanced Accessibility Design Guidelines and Technical Specifications to ensure the needs of people living with dementia are considered;

- Engaging in opportunities to enhance RSAC's knowledge of seniors' issues through coordinating regular guest speakers on key topics, sharing information and research, and participating in educational opportunities;
- Conducting regular RSAC meetings and participating in related Council-appointed Advisory Committees; and
- Having two members of RSAC appointed to the Council of Advisors for the BC Seniors Advocate.

The RSAC was actively involved in various seniors-related initiatives throughout the city in 2023, including those related to the implementation of the Seniors Strategy, and continued to monitor trends related to seniors in Richmond.

As an Advisory Committee to City Council, the RSAC's activities are fully supported by the City's operating budget. In 2023, the City allocated an operating budget of \$2,500, which was fully utilized.

Proposed RSAC 2024 Work Program

The Proposed RSAC 2024 Work Program was discussed at the RSAC meetings held on November 8 and December 13, 2023. Highlights of the Work Program for 2024 include:

- Building on and improving the RSAC's knowledge of seniors' issues in Richmond through information sharing, guest speakers and educational opportunities;
- Acting as an advisory resource to the City by providing recommendations and seniors' perspectives on issues related to seniors in Richmond. This includes providing advice on the implementation of the new Seniors Strategy (2022–2032);
- Encouraging public awareness and community engagement related to the needs and concerns of seniors in Richmond; and
- Supporting priority seniors-related initiatives through subcommittee work and discussions at RSAC meetings.

Through 2024, the RSAC will meet regularly to discuss seniors-related matters, advise City Council and staff, and participate in City initiatives that support the health and well-being of seniors in Richmond. The RSAC will continue to provide input and a seniors' perspective on related policies, plans and initiatives and respond to requests and referrals from Council as they arise. The Proposed 2024 Work Program supports the implementation of the Council-adopted Seniors Strategy and various actions within other Council-adopted strategies and plans that impact seniors in Richmond. The 2024 Work Program will be revised as necessary to respond to emerging opportunities related to the RSAC's advisory role.

The 2024 RSAC Work Program will be implemented within the Committee's annual operating budget of \$2,500.

Financial Impact

None.

Conclusion

The Proposed RSAC 2024 Work Program builds upon work accomplished in 2023 as described in the RSAC 2023 Annual Report, and outlines the Committee's commitment to monitor and address current and emerging issues and trends impacting the growing number of seniors in Richmond. RSAC will continue to provide input and advice to the City to enhance the development and implementation of City strategies, programs and services that support seniors to remain informed, healthy and connected to their community.



Claire Adamson
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- Att. 1: Richmond Seniors Advisory Committee (RSAC) 2023 Annual Report
- 2: Richmond Seniors Advisory Committee (RSAC) 2024 Proposed Work Program

Richmond Seniors Advisory Committee (RSAC) 2023 Annual Report

Purpose

The purpose of the Richmond Seniors Advisory Committee (RSAC) is to act as a resource, provide advice to City Council, and to support and enhance the health and well-being of seniors (55+) in Richmond. The RSAC help identify seniors' concerns and works with various community organizations and agencies, including City staff.

2023 Membership

The composition of RSAC includes up to 11 citizen representatives and up to four representatives from organizations that support seniors in Richmond. These organizations include: S.U.C.C.E.S.S.; Richmond Centre for Disability (RCD); Richmond Cares, Richmond Gives (RCRG); and Vancouver Coastal Health (VCH).

The RSAC consisted of 14 voting members in 2023:

- Karen Barclay (VCH) [January to September]
- Penny Chan
- Queenie Choo (S.U.C.C.E.S.S.)
- Frank Deyell
- Carol Dickson (RCRG)
- Sandra Gebhardt
- Nina Graham
- Ella Huang (RCD)
- Ihsan Malik
- Mumtaz Nathu
- Diana Leung
- Yasmin Rahman
- Teong Sin Kwek [January to May]
- David Richardson

The RSAC also included three non-voting City of Richmond representatives:

- Councillor Carol Day (Council Liaison)
- Anthony Kupferschmidt, Program Lead, Seniors (Staff Liaison)
- Sean Davies, Area Coordinator, Seniors Centre, Minoru Centre for Active Living

Meetings

The RSAC held 10 meetings in 2023. City staff provided information and resources to RSAC on topics related to seniors, including City and community programs and support services for seniors.

RSAC Membership Roles on City Committees and RSAC Subcommittees

RSAC members may volunteer to sit on related City-led committees and on RSAC subcommittees. In 2023, members participated in the following committees:

- City Council appointed Advisory Committees, including the Richmond Community Services Advisory Committee (RCSAC) and the Richmond Intercultural Advisory Committee (RIAC);
- The Seniors Strategy 2022-2032 Working Group; and
- Ad-hoc committees, including the Enhanced Accessibility Design Guidelines and Technical Specifications Committee.

2023 Highlights

Highlights of the RSAC's work and participation in seniors-related initiatives in 2023 included:

- The **Richmond Community Services Advisory Committee (RCSAC)** comprises social service agencies that provide programs and services to the community of Richmond. RSAC continued to bring the voice of seniors to this table on issues that impact the aging population.
- The **Richmond Intercultural Advisory Committee (RIAC)** recognizes the diversity of Richmond and focuses on reducing cultural barriers and creating a harmonious community. The annual City of Richmond Diversity Symposium was a highlight in 2023. Included in its program was a presentation titled, *Are Seniors Aging in Place? Planning for Resilient Seniors' Communities through an Equity Lens*. The Diversity Symposium also featured a theatrical performance entitled, *Mosaic Firefly* that focused on the personal migration stories of Richmond youth and seniors.
- **Guest speakers** were invited to share information with, and seek input from, RSAC members. Invited guests in 2023 included:
 - Miriam Plishka, Park Planner, City of Richmond (Lansdowne Major Park Master Plan)
 - Lloyd Bie, Director of Transportation, City of Richmond (transportation issues and seniors)
 - Melanie Burner, Program Manager, Social Development, City of Richmond (Accessibility Plan 2023-2033)
 - Dorothy Jo, Program Manager, Social Planning and Donna Lee, Planner II, Poverty Reduction, City of Richmond (development of a new Social Development Strategy)
 - Stella Mozin, Planner 2, Social Equity, City of Richmond (Community Services Pop-Ups)
 - Carol Dickson, Manager, Senior Community Support Services, Richmond Cares, Richmond Gives (programs and services for seniors)
- The new **Seniors Strategy 2022-2032 Working Group** engaged an RSAC representative to support the implementation and evaluation of the Council-adopted Seniors Strategy. A representative from RSAC also supported the launch of the Seniors Strategy by participating in a Connecting the Dots workshop that brought together City staff and community agency representatives.
- An RSAC representative served on an ad-hoc committee to review the existing City's **Enhanced Accessibility Design Guidelines and Technical Specifications** and provide input to ensure that a forthcoming revised edition addresses the needs of people living with dementia.
- **Sister City** – In recognition of the 50th anniversary of the City's Sister City relationship to Wakayama City in Japan, members of RSAC supported the Sister City Advisory Committee by folding paper cranes to symbolize peace and longevity.
- **Community Engagement** – RSAC members volunteered at a booth at the Positive Aging Fair at the Minoru Centre for Active Living on October 5, 2023 to hear directly from seniors about issues they experience in the community.

- **Survey** – Members of RSAC completed an internal survey to rank and prioritize issues to focus on in 2023.
- **Annual Work Program** – In 2023, RSAC aligned its Work Program and the Council-adopted Seniors Strategy, and is committed to supporting the City in ongoing Seniors Strategy implementation.
- **Information Sessions, Webinars and Conferences** – Members of RSAC attended various information sessions, webinars and local conferences focused on seniors to support and enhance their work. For example, a representative of RSAC attended the 2023 Public Health Association of BC Conference in Vancouver.
- Two members of RSAC were appointed to the Council of Advisors for the BC Seniors Advocate.

The Richmond Seniors Advisory Committee would like to thank Mayor Malcolm Brodie and City Councillors for their support of the RSAC and are honoured to be of service to seniors in Richmond. The committee would also like to thank Council Liaison Carol Day for keeping the RSAC informed and updated on issues arising at City Council that impact seniors.

Report prepared by:
Sandra Gebhardt, Chair
Richmond Seniors Advisory Committee

**Richmond Seniors Advisory Committee (RSAC)
2024 Proposed Work Program**

The RSAC Proposed 2024 Work Program outlines several initiatives with associated actions that support RSAC's mandate to act as a resource, provide advice to City Council, and to support and enhance the health and well-being of the seniors (55+) population living in Richmond.

RSAC Proposed 2024 Work Program		
Initiative	Actions	Expected Outcome
1. Participate in an RSAC orientation.	<p>1.1 Members participate in an orientation to the RSAC to learn about the roles and responsibilities of advisory committee members, the RSAC Terms of Reference and the City's current strategies and initiatives related to seniors.</p> <p>1.2 Members may indicate an interest in participating in RSAC subcommittees and taking on additional related roles within the scope of the RSAC Terms of Reference.</p>	<p>Members are aware of and understand the following:</p> <ul style="list-style-type: none"> • RSAC Terms of Reference • Their role as an appointed member of the RSAC • 2024 Work Program • Current City strategies and initiatives related to seniors • Additional opportunities for involvement as part of RSAC
2. Build on and improve the RSAC's knowledge of seniors' issues through information sharing, guest speakers and educational opportunities.	<p>2.1 Invite guest speakers to present on issues and trends that impact or benefit seniors in the community at regular RSAC meetings.</p> <p>2.2 Identify internal and external seniors-related educational opportunities for members to learn about issues and trends impacting seniors that can inform the City's policies or practices.</p> <p>2.3 Monitor seniors' issues and emerging trends.</p>	<p>RSAC is informed of issues and trends raised by Richmond seniors.</p> <p>RSAC is informed and well-equipped to provide seniors' perspectives and recommendations to City staff and Council.</p>

RSAC Proposed 2024 Work Program		
Initiative	Actions	Expected Outcome
3. Act as a resource to the City by providing recommendations and perspectives on issues relating to seniors in Richmond.	<p>3.1 Respond to City Council requests and provide advice on issues relating to seniors in Richmond.</p> <p>3.2 Consult and provide input on City plans, strategies, projects and policies that impact seniors.</p> <p>3.3 Participate in and promote initiatives related to the implementation of the Seniors Strategy.</p> <p>3.4 Provide input and feedback to City staff on programs and services for seniors.</p>	<p>RSAC is informed and well-equipped to provide seniors' perspectives and recommendations to City staff and Council.</p> <p>RSAC will provide ongoing feedback on City strategies, policies and initiatives related to seniors.</p> <p>RSAC supports and provides input on the implementation of the Seniors Strategy.</p>
4. Encourage public awareness and community engagement related to the needs and concerns of seniors in Richmond.	<p>4.1 Discuss seniors-related matters arising as a standing item on the RSAC agenda and when possible, provide feedback to those who raised the concern.</p> <p>4.2 Participate in information sessions, educational activities and special events that focus on issues impacting Richmond seniors.</p> <p>4.3 Promote opportunities for seniors to participate in public engagement opportunities led and supported by the City.</p>	<p>RSAC is informed of issues and trends that impact Richmond seniors.</p> <p>RSAC helps to increase awareness of opportunities for Richmond seniors to provide input on initiatives that impact them.</p>
5. Support priority seniors-related City initiatives through RSAC agenda discussion topics and subcommittees.	<p>5.1 Review current and upcoming City initiatives related to seniors and determine where RSAC participation will be most effective within the scope of the committee's advisory role.</p> <p>5.2 Ensure subcommittee work supports City initiatives related to seniors.</p>	<p>RSAC work and focus are aligned with City priorities related to seniors in Richmond.</p> <p>RSAC work informs current policy updates and initiatives from various City departments related to seniors.</p>

RSAC Proposed 2024 Work Program		
Initiative	Actions	Expected Outcome
	5.3 Discuss subcommittee work, updates on initiatives, and other important and emerging topics during monthly RSAC meetings for broader committee input and information.	Communication is streamlined between the broader RSAC, subcommittees and work on various initiatives that impact seniors.