City of Richmond

Report to Committee

To Planning Sept 3, 2003

To:	Planning Committee	**Date:**	August 25, 2003
From:	Terry Crowe Manager, Policy Planning	**File:**	4057-20-RCSC2
Re:	**Richmond Community Services Centre, Housing & Emergency Shelter Project – Progress Report & SCPI Application**		

Staff Recommendation

That Council:

1. Endorse the SCPI (Supporting Communities Partnership Initiative) funding application to design, develop and construct the "Richmond Community Services Centre, Housing & Emergency Shelter Project", and as presented in the attached SCPI application (**Attachment A**) to this report,

2. Request the Greater Vancouver Housing Corporation to contribute funds for the development of affordable housing units as part of the "Richmond Community Services Centre, Housing and Emergency Shelter Project".

Terry Crowe
Manager, Policy Planning

Att. 1

FOR ORIGINATING DIVISION USE ONLY	
ROUTED TO: CONCURRENCE Budgets ..... Y ☑ N ☐	CONCURRENCE OF GENERAL MANAGER

Staff Report

Purpose of Report

The purpose of this report is to:

- Present a progress report on the development of the Richmond Community Services Centre, Housing and Emergency Shelter Project to date.
- Request Council endorsement for the 2003 SCPI (Supporting Communities Partnership Initiative) funding application to design, develop and construct the Richmond Community Services Centre, Housing and Emergency Shelter Project, and
- Request the Greater Vancouver Housing Corporation to contribute funds for the development of affordable housing units as part of the above noted project.

Council has a long track record in successfully helping to address the space and facility needs of community social service agencies. This proposal represents an opportunity which is consistent with the City's track record and current Council policies.

Origin

2001 GVRD Regional Homelessness Plan

In 2000, a Steering Committee formed to facilitate an extensive community-driven process to identify problems and propose solutions to homelessness in the Greater Vancouver Region. The Regional Steering Committee on Homelessness represents government, community organizations, housing and service providers and health authorities from across the Region. It has worked to create a framework for a seamless network of services to alleviate and prevent homelessness in the Region. The result of this effort is the 2001 GVRD Regional Homelessness Plan for Greater Vancouver. The Regional Plan is to guide and coordinate decisions among community service groups, agencies, government, and all others who are working to alleviate and prevent homelessness. Its intent is to address and focus efforts on three central elements: adequate income, support services, and providing a continuum of housing.

Supporting Communities Partnerships Initiative (SCPI)

SCPI is a Government of Canada program designed to support local, community-based efforts to end homelessness. The Program provides support to bring together all levels of government, private, non-profit, labour and volunteer organizations to develop priorities, plans and appropriate solutions to homelessness in their communities.

The initiative provides funding for shelters and transitional housing, support services and research. Funding priorities are identified in the 2001 GVRD Regional Homelessness Plan.

Between 2000 – 2003, $25.1 million of federal funds was provided to 57 projects in Greater Vancouver (out of 180 applications). To date, Richmond has received $45,000 to prepare the Richmond Homelessness Needs Assessment and Strategy. Chimo applied for $750,000 for the women's City shelter.

On March 4, 2003, the federal government approved additional SCPI funding totalling $24 million for projects between 2003 to 2006.

Findings Of Fact

Richmond Homelessness Needs Assessment and Strategy

On June 10, 2002, Council endorsed the Richmond Homelessness Needs Assessment and Strategy as a framework to guide and coordinate local efforts to address homelessness in Richmond. A short term Strategy priority is the replacement of the Salvation Army's existing Richmond House emergency shelter on Shell Road with a purpose built, 20-bed barrier free shelter for both men and women.

City Land Purchases

The City purchased 8111 Granville Avenue in January 13, 2003. The site was identified as being eminently suitable for the development of a community shelter and other community service facilities, and a good long-term City acquisition because of its location.

The owner of the adjacent site (8080 Anderson Road) subsequently contacted the City and stated he was prepared to sell his lot if the City would settle at the same per square foot unit value that it had paid for the neighbouring lot. On April 14, 2003, Council approved the purchase of 8080 Anderson Road. Both properties were bought with the City's Affordable Housing Statutory Reserve Fund dollars.

The consolidation of both properties provides for greater development opportunities, community benefit and potential to implement the Richmond Homelessness Needs Assessment and Strategy.

The amalgamated property site area totals 27,158 square feet and is zoned Downtown Commercial District (C7) permitting 3 F.A.R potential (or 16 stories), and permitting residential, office and commercial uses.

Richmond Community Services Centre Project Overview

Who

The Project partners include: RADAT, Family Services of Greater Vancouver, Touchstone Family Association, Richmond Youth Service Agency, Richmond House - Salvation Army, Greater Vancouver Housing Corporation, and the City of Richmond.

Project Goal

The project goal is to provide community based services for the homeless population and those at risk of being homeless, including youth, parents and those in need of drug and alcohol treatment and affordable housing. The project partners also bring a wealth of knowledge, expertise and resources and a high level of energy, commitment and passion towards the work that they do.

Project Objective

The Project's objective is to develop a multi-partnered development on the city-owned land located in the City centre (located at 8111 Granville Avenue and 8080 Anderson Road) that will house:

- Salvation Army Emergency Shelter (14 units or 8,558 sq. ft),
- Social service community agency space for:
  - Family Services of Greater Vancouver 5,000 sq. ft),
  - Richmond Alcohol and Drug Team (6,620 sq. ft),
  - Richmond Youth Service Agency (7,500 sq. ft),
  - Touchstone Family Association (5,950 sq. ft),
  - Common shared space (2,950, and
- Affordable rental housing (Greater Vancouver Housing Corporation) (approx 71 units - 550 sq. ft) totalling a rentable sq footage of 53,043),
- Youth transition housing units (part of the 71 units), and
- Ground floor (5, 000 sq. ft) to provide either:
  - Commercial use,
  - Training outlet, or
  - Use associated with one of the above noted partners.

Project Development Phases

The project will be undertaken in the following phases:

- Phase 1 (September/03 to October/03) involves the development of a Housing & Service Demand Study and a Project Business.
  An application to the 2003 CMHC Seed Funding Program for $20,000 has been made to do the study and plan. The project has been recommended for funding to Ottawa. The City is currently waiting for Ottawa to announce the successful projects. The funding maybe known by early September, 2003.
- Phase 2 (October/03 - March 31/04) to undertake a project feasibility study and preliminary design and development plans.
- Phase 3 (April 1/04 - March 31/05) to finalize engineering, architectural and development plans, hire a project manager, and secure commitments to fund the project's construction.
- Phase 4 (April 1/05 - March 31/06) start up cost for project construction.

The project funding sources for professional services, design, construction, operating funds, etc. are targeted to be obtained from the participating project partners, the business community, Greater Vancouver Housing Corporation, and funding from Supporting Community Partnership Initiative (SCPI).

Project Funding

General

The total estimated project development costs done by GVHC are $18,910,000.

2003 SCPI Funding Application

The 2003 SCPI application request is for total funds of $3,185,000 to be allocated over a three year funding period, as follows:

- Year one (Phase 2: October/03 - March 31, 04): $109,000 to undertake a project feasibility

study and preliminary design and development plans.

- Year two (Phase 3: April 1/04 - March 31/05): $1,993,000 to finalize engineering, architectural and development plans, hire a project manager, and secure commitments to fund the project's construction.
- Year three (Phase 4: April 1/05 - March 31/06): $1,083,000 to start up cost for project construction (e.g. legal fees, off-site servicing, development cost charges, insurance, demolition, architectural and consultant fees, taxes, etc.).

Note: If this funding application is successful, the annual allocations can be adjusted should there be unexpected increases in project development costs. This adjustment will require consultation with Human Resources Development Canada staff.

To ensure project creditability and application simplicity, the City of Richmond will act as the project applicant on behalf project partners and manage the project funding disbursements, if the application is successful.

The completed SCPI application is presented as **Attachment A**, and includes:

- Completed SCPI Application.
- Attachment 1 – Letters from the project partners supporting their participation in the Richmond Community Services Centre, Housing and Emergency Shelter Project.
- Attachment 2 - Project Property Description Package (e.g. location map with site legal descriptions, adjacent properties, the civic address, zoning and purchase and sales agreement).
- Attachment 3 – Synopsis of Research Studies Supporting the Development of the Richmond Community Services Centre Project, Housing & Emergency Shelter Project.
- Attachment 4 – Community Letters of Support.
- Attachment 5 – City's Audited 2002 Annual Report.
- Attachment 6 – Total Project Budgets & Year 1, 2 and 3 Project Budgets.
- Attachment 7 – City of Richmond Incorporation Document.
- Attachment 8 – Richmond City Council Endorsement of Project Application for SCPI Funding.

The funding application deadline is Friday, September 12, 2003.

SCPI Administrative staff indicate that Council's endorsement of this application would greatly enhance the project to receive funding approval.

City Funding

- The City of Richmond has already invested $1,940,000 for purchase of the two properties (27,158 sq. ft or .62 acre) at 8111 Granville Avenue and 8080 Anderson Road from the Affordable Housing Statutory Reserve Fund.
- The City will own the land for this project.
- The project partners will pursue a wide range of funding to design, build and operate the facility.
- The City's financial involvement will be finalized over time and only with Council's approval.

Greater Vancouver Housing Corporation (GVHC) Contribution to the Project
GVHC has been working with the City of Richmond and the various partners on this project since April, 2003. GVHC had provided considerable project support and assistance to date.

Staff recommend that GVHC be requested to contribute funds toward the creation of affordable housing units as part of this project, and thereby become a full project partner and operator of the project's affordable housing component.

A request from Council for GVHC financial participation in the project would expedite their review and interest to participate and become a project partner.

Financial Impact

For this project, the City has already contributed $1,940,000 for purchase of the two properties.

Any additional, City financial involvement will be finalized over time and only with Council's approval.

City staff assistance to coordinate the project partners is required from normal operating budgets.

Conclusion

The City and community partners have identified a innovative beneficial community opportunity.

The project will address homelessness, including youth, drug treatment, family and affordable housing needs.

Federal funding is needed to pursue the project.

As the City of Richmond has little housing and/or support services for those that are homeless or those at risk of being homeless, the City's most vulnerable citizens have no choice but to relocate to various other municipalities away from their known supports.

This project will meet many community needs.

Kari Huhtala
Senior Planner
(4188)
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PART II RC# _____ CSGC# _____

Greater Vancouver Regional Steering Committee on Homelessness

SUPPORTING COMMUNITIES PARTNERSHIP INITIATIVE (SCPI) EXPRESSION OF INTEREST (EOI) APPLICATION FORM (2003)

1.0 Proposal Summary

1.1 ORGANIZATION TYPE (CHECK ✓ THE APPLICABLE BOX)

☐ Not For Profit ☐ Individual ✓ **Municipal** ☐ Health / Educational Institution ☐ Private

1.2 APPLICANT NAME

City of Richmond (on behalf of the Richmond Community Service Centre Project Partners)
Attachment 1 presents the Project Partners who confirm their participation in the Richmond Community Services Centre, Housing and Emergency Shelter Project

1.3 PROJECT TITLE

Richmond Community Services Centre, Housing and Emergency Shelter Project

1.4 PROJECT DURATION

36 months

1.5 WHERE WILL YOUR PROJECT BE LOCATED? (BE AS SPECIFIC AS POSSIBLE)

City owned land at 8111 Granville Avenue and 8080 Anderson Road, Richmond, B.C. (Richmond City Centre)
Attachment 2 presents the project property description package (e.g. location map with site legal descriptions, adjacent properties, the civic address, zoning and purchase and sales agreement).

1.6 WHAT GEOGRAPHIC AREA WILL YOUR PROJECT SERVE?

Majority of the people served reside in the City of Richmond with some service to residents residing in other municipalities.

1.7 DOES YOUR PROJECT ADDRESS ISSUES IDENTIFIED FOR SPECIAL CONSIDERATION? (CHECK ✓ THE APPLICABLE BOX)

Will the project primarily serve youth? ☐ Yes ✓ **No** Will the project primarily serve Aboriginal people? ☐ Yes ✓ **No**
Will the project operate exclusively during the cold/wet weather season? ☐ Yes ✓ **No**

1.8 TOTAL SCPI FUNDS REQUESTED: (THIS IS TOTAL PROJECT COST – SCPI CONTRIBUTION FIGURE FROM PROJECT BUDGET)

$3,185,000 (Year 1: $109,000; Year 2: $1,993,000; & Year 3: $1,083,000)

1.9 IS YOUR FUNDING REQUEST PRIMARILY TO BE USED FOR A CAPITAL PROJECT?

✓ **Yes** ☐ No If yes, at what development stage is the project currently? ✓ **Concept** ✓ **Proposal**

1.10 DOES YOUR PROPOSAL ENGAGE OTHER FUNDING PARTNERS?

✓ **Yes** ☐ No

1.11 PLEASE PROVIDE A CONCISE SUMMARY OF YOUR PROPOSAL, CLEARLY IDENTIFYING THE MAIN ACTIVITIES AND GOAL(S).

Proposal

The Richmond community services centre project coalition's mission is to develop a multi-partnered development on city-owned land located in the City centre (located at 8111 Granville Avenue and 8080 Anderson Road) that will house: Salvation Army emergency shelter (expanding it's capacity to 15 men and 5 women plus a parent with children facility), social service community agency space (Family Services of Greater Vancouver, Richmond Alcohol and Drug Team, Richmond Youth Service Agency, and Touchstone Family Association), affordable rental housing (Greater Vancouver Housing Corporation), youth transition housing, and ground floor commercial use (as training outlet or to provide ongoing operation project funds) or use associated with one of the above noted partners. This coalition of partners serves homeless and at risk of homeless people from a broad spectrum of our community and provides services that are beneficial to the continuum of support for these people groups. Our partnership will build on the community capacity of each organization and combined into one facility will enhance the services provided.

In order to bring this coalition together, our proposal requires funding to: 1) hire consultants and architects to complete a concept design and feasibility study for the project with the goal to identify weakness and find solutions to bring all the partners together with outside funding and be able to move into a construction phase by 2004. 2) Hard costs for the construction of the building and to hire a project manager to oversee construction. 3) Additional funding for start up construction.

Recommendations

The Richmond Homelessness Needs Assessment and Strategy titled "Its My City Too" (2002) recommended: upgrade and increase emergency shelter capacity, create supportive housing for at risk groups (women and children, single people and supported living), increase community awareness, increase support to local services, and continue leadership on affordable housing.

1.12 HAVE YOU RECEIVED SCPI FUNDING PREVIOUSLY?

Please note: Responding positively to this question in no way disqualifies you from receiving future SCPI funding.

✓Yes ☐ No If yes, in what funding year? ☐ 2000 – 2001 ✓**2001 – 2002** ☐ 2002 – 2003

Note: The City of Richmond received $45,000 for SCP1 to do "The Richmond Homeless Needs Assessment and Strategy".

2.0 Project Information

2.1 NHI OBJECTIVE(S) BEING ADDRESSED (CHECK ✓ ALL THAT APPLY):

✓ To develop a comprehensive continuum of supports to help homeless Canadians move out of the cycle of homelessness and prevent those at-risk from falling into homelessness BY providing communities with the tools to develop a range of interventions to stabilize the living arrangements of homeless individuals and families – encouraging self-sufficiency where possible – and prevent those at-risk from falling into homelessness

✓ To ensure sustainable capacity of communities to address homelessness BY enhancing community leadership and broadening ownership by the public, non-profit and private sectors on the issue of homelessness in Canada

2.2 NHI TARGET AREAS (CHECK ✓ ALL THAT APPLY):

✓ Sheltering Facilities
✓ Support Service Facilities
✓ Provision of Support Services
✓Public Awareness
✓Capacity Building
✓ Research and Data Collection

2.3 LINK TO COMMUNITY PLAN PRIORITIES

The Regional Homelessness Plan for Greater Vancouver identifies the following Priority Areas* to address the needs of the homeless and those at-risk of homelessness. **Please refer to the EOI Application Guide for a description of these Priority Areas and associated target population objectives.**

PLEASE CHECK THE PRIORITY AREAS BELOW THAT ARE MOST RELEVANT TO YOUR PROPOSAL:

✓ New / Enhanced Emergency Shelters, Transition Houses, or Safe Houses
✓ New / Enhanced Transitional Housing Units
☐ New / Enhanced Supportive Housing Units
✓New / Enhanced Mental Health Services
✓New / Enhanced Addiction Treatments and Facilities
✓New / Enhanced Outreach Services
✓ New / Enhanced Drop-in Centres
✓ New / Enhanced Employment Assistance Programs
✓New / Enhanced Prevention Services
✓ New / Enhanced Other Support Services and Facilities
☐ New / Enhanced Research, Planning and Capacity Building Activities

*** These are the Priority Areas that have been identified as being eligible for SCPI funding. PLEASE BE ADVISED THAT SCPI FUNDING CANNOT BE USED TO FUND INDEPENDENT AFFORDABLE HOUSING**

2.4 WHO WILL BE SERVED BY YOUR PROJECT?

Please indicate the following targeted client groups to be served through this project

Ethnic Origin of Group(s) Served
☒ Aboriginal Peoples
☒ Visible Minorities
☐ Other (please name):

Gender of Group(s) Served
☒ Male
☒ Female
☒ Transgender /Transexual

Please check your main target group(s) (max. of 3)
☐ People with developmental disabilities
☐ People with dual/multiple diagnoses
☐ People with mental health illness
☐ People with physical disabilities
☐ People with HIV/AIDS
☐ People with substance abuse problems and other addictions
☐ People involved in the criminal justice system
☐ People working in the sex trade

Age Group(s) Served ☒ 0-14 ☒ 15-30 ☒ 31-64 ☒ 65 +	☐ Sexually exploited people ☐ Sexual minorities ☐ Recent immigrants ☐ Recent refugees ☐ Victims of domestic abuse ☐ People with low income ☐ People with literacy issues ☐ People with Fetal Alcohol Spectrum Disorder (FASD) ☐ Other (please name): If your project does not serve a specific target group, then check the following: ☒ All sub-population groups
Family Structure of Group(s) Served ☒ 1 Parent Family ☒ 2 Parent Family ☒ Single	

2.5 PLEASE DEFINE THE NEED TO WHICH YOUR PROPOSAL RESPONDS (FEEL FREE TO PROVIDE RESEARCH, DATA, OR LETTERS VERIFYING THE NEED)

The following research studies provide the data to support this project proposal:

- ❑ "Research Project on Homelessness in Greater Vancouver (GVRD, July 2002).
- ❑ "A Strategic Plan For Housing Services A Discussion Document (Vancouver/Richmond Health Board, April 2000).
- ❑ "Poverty in Richmond: A Sense of Belonging" (Richmond Community Services Advisory Council, November 2000).
- ❑ "Richmond Substance Abuse Strategy" (City of Richmond, June 19, 2003).
- ❑ "Richmond Substance Abuse Strategy – Recommendations to Meet Community Needs" (City of Richmond, December 18, 2002).
- ❑ "Services for Richmond Youth Gap Analysis – Data Collection (Richmond Youth Service Agency, June 2003).
- ❑ The Richmond Homelessness Needs Assessment and Strategy "Its My City Too" (City of Richmond, May 2002).
- ❑ "Women, Poverty, and Housing in Richmond" (Richmond Women's Resource Centre, March 2003).

A synopsis of the above studies are presented on **Attachment 3**

Letters verifying the community need are attached this application are presented on **Attachment 4**.

2.6 PLEASE DESCRIBE WHY YOUR PROPOSAL IS NOT A DUPLICATION OF AN EXISTING SERVICE IN YOUR AGENCY OR COMMUNITY

There is no other project in Richmond dhas the goals and activities as the Richmond Community Centre Project, Housing and Emergency Shelter Project proposes. The social service agencies that are involved in this project and location already exist in Richmond, and are providing services to Richmond residents. The agencies are relocating to this project, and by their proximity to each other will enhance the continuum of support and will build on the community capacity of each organization for people in need to support service delivery to serve the homeless and at risk of homelessness.

2.7 HOW YOU WILL ENSURE THAT YOUR FACILITY OR SERVICE IS ACCESSIBLE TO ALL WHO NEED IT?

This project will be located in the City of Richmond downtown, which is accessible to major shopping, recreational facilities, social, government and health services. The proposed project location is immediately adjacent to transit service within Richmond and to destinations outside Richmond. The location will also be located adjacent to the future southern terminus of Richmond-Airport-Vancouver transit line (RAV). The project will be located in an area that has a variety of apartment and townhouse residences, and where future growth in higher density residential development growth is expected.. The City-owned properties are zoned C-7 (Downtown Commercial District) and permit the project as proposed without the need to go through a rezoning process. However, community focus group discussions and community meetings will be held to inform the public about the project, design and proposed uses, and its benefits to the City as a whole.

2.8 HOW WILL YOU ADDRESS THE NEEDS OF CLIENTS REQUIRING CULTURALLY SENSITIVE SERVICES?

The proposed project location is centrally located within Richmond close to established services that already exist. The social service project partners that propose to locate into this project are already providing culturally sensitive services. Currently, these organizations provide services to aboriginal and multicultural clients.

2.9 HOW HAVE YOU INVOLVED CLIENTS IN THE DEVELOPMENT AND PLANNING OF THIS PROPOSAL AND HOW WILL YOU CONTINUE DO SO IN THE FUTURE?

Since April, 2003, the project's planning and development has involved a community collaborative approach involving all the project partners, and other community based organizations, who would be effected by this development, if it was built. This collaborative approach is expected to continue to project completion. In addition, community focus group sessions and open houses are planned to be held over the planning phases of the project to minimize barriers (e.g. mobility, age, language, etc.) to access the project and its services.

2.10 PROJECT OPERATIONAL PLAN

2.10.1 Please describe the objectives of the project.
The amalgamated property site area totals 27, 158 square feet and is zoned C7 permitting 3.30 FAR potential (or 16 stories).

The project objectives are to the following proposed development concept and space program:

- ❑ Salvation Army Emergency Shelter (14 units or 8,558 sq. ft),
- ❑ Social service community agency space for:
  - Family Services of Greater Vancouver 5,000 sq. ft),
  - Richmond Alcohol and Drug Team (6,620 sq. ft),
  - Richmond Youth Service Agency (7,500 sq. ft),
  - Touchstone Family Association (5,950 sq. ft), and
- ❑ Affordable rental housing (Greater Vancouver Housing Corporation) (71 - 550 sq. ft units totalling 51,043 sq ft),
- ❑ Youth transition housing units (part of the GVHC 71 unit total allocation),
- ❑ Youth centre, and other youth specific related servcies (part of Richmond Youth Services Agency space allocation), and
- ❑ Ground floor commercial use (as training outlet or use associated with one of the above noted partners (5,000 sq. ft).

2.10.2 Please describe the activities you plan to undertake, matching these to the anticipated timelines required to achieve them.

ACTIVITY	TIMEFRAME	DURATION
Feasibility study, preliminary architectural & engineering designs & professional fees	November, 2003 – March 31, 2004	5 months
Project development & design, architectural drawings, & financial plan, development fees & professional fees, and commencement of construction.	April 1, 2004 – March 31, 2005	12 months
Capital costs, development fees, professional fees, & construction process, and completion of construction.	April 1, 2005 – March 31, 2006 +	12 months +

2.10.3 Expected Results
(e.g. At the end of the project what aspect of homelessness will be changed by your project and by how much.)
There will be an increase in the shelter capacity for men, women and parents which will allow many to remain within the community and access the other support services they may require. The lack of affordable housing and transition space for youth will have been addressed. The community capacity to meet the needs and provide services for those who are homeless or at risk of homelessness will have been increased and enhanced. Services to those in need will reach across the spectrum of gender and age and cultural background.

2.10.4 Please describe how your organization with its experience and resources will contribute to the success of your proposal.
Each of the organizations that make up the coalition bring with them expertise and a proven record in dealing with their various client's needs. There is a broad spectrum of support and diversity amongst the partners who are already dealing with people in the community who are either at risk or are homeless. The population this partnership services reaches across the spectrum of gender, age, disability, and cultural background. To ensure project success, the City of Richmond will act as the project applicant on behalf of the project partners, and coordinate all project budgets, accounting, consultant contracts, reporting, development, implementation, and monitoring.

2.11 PLAN FOR FINANCIAL SUSTAINABILITY – PROJECTED OR SECURED

Please describe how you have met/will meet the sustainability requirements of your proposal, and attach any supporting documentation.

- ❑ The City of Richmond has already invested $1,940,000 for the purchase of the property, where the project will be located.
- ❑ Discussions are underway to secure GVHC funding commitment for development and operating the housing portion of the project.
- ❑ During Year 1 of the project, a project feasibility study will be undertaken to determine whether this project can be financially possible, and during Year 2 of the project, a project financial plan will be undertaken to secure capital and ongoing operating project funding, additional funding commitments, and participation of other funding sources to construct the project.
- ❑ The project partners (Richmond House – Salvation Army, Touchstone Family Association, Richmond Youth Service Agency, Family Services of Greater Vancouver and RADAT) have already confirmed in principle their participation and their existing operating funds at this project.
- ❑ Early in the development process, the project partners (tenants) will initiate discussions on additional operating funding needs to ensure ongoing financial sustainability.

Important Note: Please see the EOI Application Guide for a complete list of requirements for financial sustainability plans.

2.12 CAPITAL PROJECT INFORMATION (IF APPLICABLE)

Please provide a summary (of no more than 250 words) of the steps you have taken thus far to develop this capital project.

- ❑ The City of Richmond has already invested $1,940,000 for the purchase of the property, where the project will be located.
- ❑ The project partners have applied to the 2003 CMHC Seed Funding Program for $20,000 to do a Project Housing and Service Demand study and Business Plan. CMHC staff (Vancouver office) has recommended this project for funding to Ottawa. Currently, we are awaiting for official funding announcement, which is expected soon.
- ❑ Since April, 2003, the Project partners have been meeting regularly (two week intervals) to secure the project partners, include discussions with other community organization, to plan and development the project.
- ❑ The next step in the process is the SCPI application to fund the development of the project.

Attachment 5 presents the City's audited 2002 Annual Report.
Attachment 2 presents the Project property description package (e.g. location map with site legal descriptions, adjacent properties, the civic address, zoning and purchase and sales agreement).

The Concept Stage (Year 1) will be begin with the development of the feasibility study (proposed project size and unit mix, design schematics, estimated project capital cost data, capital financing, estimated operating income, development schedule, etc), prior to project proceeding towards completion of preliminary architectural and engineering plans. The above-noted Project Housing and Services Demand and Business Plan will have been completed before the feasibility study is initiated. If this project at this stage is not warranted, then it provides an exit not to continue with the project.

The Proposal Stage (Year 2) will be initiated after is determined that the project is feasible. This Stage will include project management, soils and environmental tests, estimated capital costs, final development schedule, architectural and development plans and drawings, permits, taxes, start of construction, etc.)

Important Note: Please see the EOI Application Guide for a complete list of additional documentation required for all capital project proposals.

2.13 EVALUATION PLAN

2.13.1 Performance indicators. What measures/indicators will support your proposal's success in making a positive contribution to reducing or preventing homelessness?

- ❑ Creation of 14 new emergency shelter units for men, women and parents with children.
- ❑ Creation of new affordable housing units.
- ❑ Creation of youth transition housing, youth centre and youth services.
- ❑ Monitoring the number of new clients and client referrals with respect to the social service partners being housed in one location.

2.13.2 Project Monitoring. Describe how you will track the measures/indicators you've described in 2.12.1.

- ❑ Achieve the recommendations identified in The Richmond Homelessness Needs Assessment and Strategy "Its My City Too" (City of Richmond, May 2002).
- ❑ Securing project partner commitments.
- ❑ Year 1 project feasibility study.
- ❑ Year 2 project financial plan and finalizing project partner capital and operating funding and other funding commitments.
- ❑ Regular project update reports to project partners.
- ❑ Project consultant contracts.
- ❑ City managed project accounting and bookkeeping.
- ❑ Progress reports to Richmond City Council.

2.14 CONDITIONS/COMMENTS

2.14.1 What are the other special conditions or critical dates affecting your proposal, if any?

- ❑ Termination and renewal of existing social service partner leases with respect to the project completion date.

2.14.2 Please list any additional comments relating to your submitted proposal.
The development of the Richmond Community Services Centre, Housing & Emergency Services Project on the recently purchased city land provides an opportunity to meet several housing project objectives:

- ❑ The City to work in partnership with key stakeholders, adopt a proactive approach to homelessness that not only fills existing gaps in service provision, but also addresses the fundamental issue of minimizing homelessness and increasing affordable housing opportunities.
- ❑ Provide transition housing to fill the void between emergency shelter and permanent accommodation.
- ❑ Upgrade and increase emergency shelter capacity.
- ❑ Create supportive housing for at risk groups.
- ❑ Continue leadership on affordable housing (level 1 and 2 rent limits).
- ❑ Raise awareness about affordable housing need and take necessary measures.
- ❑ Partner with groups, Richmond agencies and business agencies and local service providers.

3.0 Project Budget

Note: This matrix has been designed to reflect the cost categories used by HRDC to manage contributions under the NHI. Please reflect project costs using these categories, providing itemized breakdowns where necessary.

Capital projects must include an annualized operating budget in the form of an income/ expense statement, and must confirm and verify the sources of revenue. Please attach the statement, and any supporting documentation to the application form.

		REVENUE I	REVENUE II
Categories	**Total Cost**	**Applicant/Other Contribution**	**SCPI Contribution**
A. ADMINISTRATION & WAGES			
Administrative Wages and MERCs & Benefits			
Admin Wages & Benefits (detail)	$0	$0	$0
(A) TOTAL ADMINISTRATION & WAGES COSTS	**$0**	**$0**	**$0**
B. CAPITAL COSTS			
Land / Buildings			
Land – Freehold (City of Richmond purchase)	$1,940,000	$1,940,000	$0
Off-site Services	$100,000	$0	$100,000
Legal Charges (detail)	$50,000	$0	$50,000
Development Cost Charges (detail)	$800,000	$0	$800,000
Licenses & Permits (detail)	$235,000	$0	$235,000
Insurance (detail)	$160,000	$0	$160,000
Transfer Tax (detail)	$0	$0	$0
Interest Cost Charges (detail)	$650,000	$650,000	$0
Property Taxes & Utilities (detail)	$130,000	$0	$130,000
Demolition	$50,000	$0	$50,000
Construction: New	$12,500,000	$12,500,000	$0
New Home Warranty Fee	$90,000	$0	$90,000
Project Contingency	$0	$0	$0
Minor Renovation (detail)	$0	$0	$0
Furniture and Fixtures			
Furniture (detail)	$0	$0	$0
Equipment (detail)	$0	$0	$0
Vehicles			
Vehicles (detail)	$0	$0	$0

Computer Hardware & Software			
Computer Hardware & Software (detail)	$0	$0	$0
Other Capital Costs			
Please Specify:	$0	$0	$0
Please Specify:	$0	$0	$0
(B) TOTAL CAPITAL COSTS	**$16,705,000**	**$15,090,000**	**$1,615,000**

C. PROJECT OVERHEAD			
Direct Labour (Staff Wages) and MERCs & Benefits			
Direct Labour (Staff Wages) and MERCS and Benefits	$0	$0	$0
Professional Fees			
Accountant Fees (detail)	$20,000	$0	$20,000
Architect Fees (Schematic/Preliminary/Design/Working Drawings)	$300,000	$0	$300,000
Audit/Legal Fees (detail)	$30,000	$0	$30,000
Consultants Fees (Development/Project Manager)	$250,000	$0	$250,000
Engineering Fees (All sub-consultants including landscaping)	$350,000	$0	$350,000
Studies/Reports/Surveys/Appraisals	$50,000	$0	$50,000
Travel by Direct Delivery (Project Staff)			
Project Travel (detail)	$0	$0	$0
Travel by Professionals (if separate from Professional Fees)			
Travel by Professionals (detail)	$0	$0	$0
Direct (Project) Material Costs			
Equipment Rental (detail)	$0	$0	$0
Food Supplies (details)	$0	$0	$0
Training/Education Materials (detail)	$0	$0	$0
(Overhead) Materials and Supplies			
Materials & Supplies (detail)	$0	$0	$0
Printing and Communications			
Printing/communication (detail)	$0	$0	$0
Utilities			
Utilities (detail)	$0	$0	$0
Rent and Other Overhead Costs			
Rent (detail)	$0	$0	$0
Insurance (detail)	$0	$0	$0
Bank Charges & Interest (detail)	$0	$0	$0
Other Direct Costs			
GST Payment (Self-Supply Rule)	$635,000	$635,000	$0
CMHC Mortgage Insurance	$520,000	$0	$520,000
Client & Public Consultation	$50,000	$0	$50,000
(C) TOTAL PROJECT OVERHEAD COSTS	**$2,205,000**	**$635,000**	**$1,570,000**
TOTAL PROJECT COST (A + B + C)	**$18,910,000**	**$15,725,000**	**$3,185,000**

Attachment 6 presents the total 3 year project budget and the annual projects for year 1, 2, and 3.

3.1 FOR THIS PROJECT, LIST ALL PARTNER ORGANIZATIONS; IDENTIFY THEIR ROLES AND RESPONSIBILITIES, AND FINANCIAL CONTRIBUTIONS (MONETARY OR IN-KIND). PLEASE ATTACH LETTERS FROM PARTNERING ORGANIZATIONS CONFIRMING THEIR ROLES AND RESPONSIBILITIES, AND FINANCIAL CONTRIBUTIONS.

ORGANIZATION	ROLES AND/OR RESPONSIBILITIES	FINANCIAL OR IN-KIND CONTRIBUTION
City of Richmond	Project Partner (land owner)	$1,940,000 (City land purchase) & $60,000 (meeting spaces, project administrative & account support, and City staff time commitment)
Richmond House – Salvation Army	Project Partner (relocating to project)	$30,000 (staff time commitment)
Family Services of Greater Vancouver	Project Partner (relocating to project)	$30,000 (staff time commitment)
RADAT	Project Partner (relocating to project)	$30,000 (staff time commitment)
Richmond Youth Service Agency	Project Partner (relocating to project)	$30,000 (staff time commitment)
Touchstone Family Association	Project Partner (relocating to project)	$30,000 (staff time commitment)
Greater Vancouver Housing Corporation	Project Partner (potential affordable housing operator)	$30,000 (staff time commitment)

3.2 ADMINISTRATIVE AND PROJECT STAFF WAGES COSTS

POSITION	NO. OF WEEKS	COST PER WEEK	TOTAL
		$	$
		$	$
		$	$
		$	$

NOTE TO APPLICANT: This information is collected under the auspices of Human Resources Development Canada for the purpose of administering the programming. The information collected will be subject of the Access to Information Act. The information will be placed in Program Record Number HRDC-HRI 293.

4.0 APPLICANT INFORMATION

4.1 LEGAL NAME OF ORGANIZATION City of Richmond			
4.2 MAILING ADDRESS 6911 No. 3 Road		4.3 TELEPHONE NUMBER (604) 276-4000	4.4 FAX NUMBER (604) 378-5139
4.5 CITY/PROVINCE: Richmond, B.C.	4.6 POSTAL CODE: V6Y 2C1	4.7 E-MAIL: cityclerks@city.richmond.bc.ca	

4.8 ORGANIZATION'S MANDATE/MISSION:
To protect and enhance the City's livability and economic well-being for current and future generations through:
- ❑ Visionary leadership and responsible decision making.
- ❑ Accountable and sustainable fiscal practices.
- ❑ Development of a unique and beautiful city.
- ❑ Product and service excellence and efficiency.
- ❑ Community consultation.

4.9 WHAT PROGRAMS AND/OR SERVICES DO YOU CURRENTLY OFFER? (CHECK ✓ ALL THAT APPLY)

☐ Emergency Shelter	☐ Mental Health Services	☐ Advocacy
☐ Transition Housing	☐ Drug/Alcohol Treatment	✓ Research
☐ Subsidized Housing	☐ Health/Wellness Services	☐ Outreach
☐ 2nd Stage Housing	☐ Life Skills Training	✓ Other (please specify)
☐ Cold Wet Weather Shelter	☐ Employment Services	Government
☐ Drop-In Centre	☐ Counselling	

4.10 LANGUAGE OF CORRESPONDENCE	4.11 NO. OF EMPLOYEES	4.12 DATE OF ESTABLISHMENT (YYYY/MM/DD)	
✓English ☐ French	1,600	1990/12/03 (established as a city) 1879/11/10 (established as a municipality) Attachment 7 presenting Incorporation Document	
4.13 NAME AND TITLE OF CONTACT PERSON Kari Huhtala, Senior Planner	4.14 EMAIL khuhtala@city.richmond.bc.ca	4.15 TELEPHONE NUMBER (604) 276-4188	4.16 FAX NUMBER (604) 276-4177

4.17 LEGAL SIGNING OFFICERS FOR CONTRIBUTION AGREEMENT PURPOSES (ACCORDING TO LETTERS PATENT OR OTHER INCORPORATING DOCUMENTS)

TITLE	NAME	SPECIMEN SIGNATURE
Mayor	Malcolm Brodie	
City Clerk	Richard McKenna	

How many of the above signatures (according to your letters patent or other incorporating documents) are required to bind your organization into a legal agreement? 2

What combination of signatures (according to your letters patent or other incorporating documents) is required to bind your organization into a legal agreement?
Mayor and City Clerk

4.18 LEGAL SIGNING OFFICERS FOR CHEQUE PURPOSES
PLEASE PROVIDE NAME, TITLE AND SPECIMEN SIGNATURE OF THE PERSON(S) AUTHORIZED TO SIGN.

TITLE	NAME	SPECIMEN SIGNATURE
Mayor	Malcolm Brodie	
General Manager, Finance and Corporate Services	Jim Bruce	

How many signatures are required to sign a cheque on behalf of your organization? 2

What combination of signatures is required to sign a cheque on behalf of your organization?
Mayor and General Manager, Finance and Corporate Services

4.19 NAME OF BOOKKEEPER:
Andrew Nazareth

4.20 TELEPHONE NUMBER
(604) 276-4365

4.21 SEPARATE BANK ACCOUNT FOR THIS AGREEMENT?
☐ Yes ✓ No

4.22 ORGANIZATION FISCAL YEAR END (YYYY/MM/DD)
2003/12/31 (Year End)

4.23 ACCOUNTING PRACTICES
☐ Internal ☐ Manual ✓ External (Specify) KPMG (Auditor) ✓ Computerized PeopleSoft
(Indicate name of software program)

Who, on behalf of your organization, will be signing claim forms (must be a legal signing officer for contribution agreement purposes)? Jim Bruce, General Manager, Finance and Corporate Services

4.24 INSURANCE COVERAGE

What accident insurance do you have for employees?

☐ N/A ☐ None ✓ Private Coverage

Do you have liability, fire, theft, and directors insurance?
If yes, please specify coverage Municipal Insurance Agreement

Note: Prior to entering into a contribution agreement, successful applicants must ensure their insurance policies shall provide for coverage limits of not less than $1,000,000 inclusive per occurrence for each peril.

4.25 WORKERS' COMPENSATION (IF REGISTERED)

Rate (per $100) 1.96% Firm Number 003168344 Account Number 00401-AQ (011)

4.26 Please attach your society or incorporation letter, confirming your business number. If your organization publishes an annual report, please attach your most recent annual report. Business licence is required for those who are not a registered society.

Business Number (Canada Customs and Revenue Agency)
12145 RC 4003
xx-xxx-xxxx RM xxxx
RP

GST or HST AR121454003

Rebate Number: _____ RT 0001
xx-xxx-xxxx xxxx

GST or HST

Rebate Percentage: 57.14%

Do you have any overpayment with any federal government department? If yes, please specify below: ☐ Yes ✓ No

NAME OF DEPARTMENT	DETAILS OF OVERPAYMENT

4.27 ARE YOU PRESENTLY A REGISTERED LOBBYIST?
(As per the requirements set out in the Lobbyist Registration Act) ☐ Yes ✓ No

5.0 Declaration

I/We certify that the above is an accurate description of our organization and our plans for the specified activity.

APPLICANT NAME (PLEASE PRINT)	POSITION	SIGNATURE	DATE (YYYY/MM/DD)
Jim Bruce	General Manager, Finance and Corporate Services		2003/08/28
APPLICANT NAME (PLEASE PRINT) David McLellan	POSITION General Manager, Urban Development	SIGNATURE	DATE (YYYY/MM/DD) 2003/08/28

Table of Attachments

Attachment 1	Letters from Project Partners
Attachment 2	Project Property Description Package
Attachment 3	Synopsis of Research Studies Supporting the Development of the Richmond Community Services Centre Project, Housing & Emergency Shelter Project
Attachment 4	Community Letters of Support
Attachment 5	City's Audited 2002 Annual Report
Attachment 6	Total Project Budget & Year 1, 2, & 3 Project Budgets
Attachment 7	City's Incorporation Document
Attachment 8	Richmond City Council Endorsement of Project Application for SCPI Funding

Attachment 1

Letters from Project Partners

The Salvation Army
Richmond House Emergency Shelter
3111 Shell Road, Richmond BC, V6X 2P3
604-276-2490(phone/fax) e-mail: rhshelter@shaw.ca

Aug 20,2003

Richmond Community Services Centre, Housing & Emergency Shelter Project

This project which has brought together a number of social services agencies and ourselves is one which we not only support fully, but are also involved in as one of the key partners. Each of the partners provides services within the community of Richmond that cover a broad & diverse spectrum of our population. Each of us deals with people who are either absolutely homeless or at risk of being homeless.

The Salvation Army's role in assisting people within the community has been focused in our Emergency Shelter for homeless men and also in our Family & Community Services, which provides emergency food, clothing and other assistance to the community. The Richmond House Shelter is funded by MHR as a 7-bed shelter with 3 additional beds being funded throughout the CWW period. Last year we turned away 70 clients due to lack of space and have seen that number increase in recent months. Our Family Services office not only provides emergency food & clothing but also administers a Cheque Admin program for MHR as well as Job Wave (an employment placement centre).

We have had an active role on the steering committee that brought together the SCPI funded "Homelessness Assessment Report & Strategy for the City of Richmond". That report identified and recommended to City Council the # 1 project as being the building of a new shelter facility that would not only increase the number of beds for men but also provide space for women and families.

Since the recommendations of the study were adopted by City Council, we have worked with the steering committee and now the coalition to secure property and seek funding to bring about the development of a new Shelter in the City of Richmond.

We look forward to working with the other agencies to see this project come to completion. We believe that it will not only enhance the continuum of support for our clients but will also build community capacity within the City.

Capt. Orest Goyak, Officer
The Salvation Army
Richmond Community Church

Leslie McAusland, director
The Salvation Army
Richmond House Emergency Shelter

"Going the Extra Mile"

RICHMOND YOUTH SERVICE AGENCY

August 15, 2003

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

Attention: Kari Huhtala, Senior Planner

RE: LETTER OF SUPPORT

As the President of the Board of Directors of the Richmond Youth Service Agency, I am pleased to submit this letter in support of the application made by the City of Richmond, on behalf of the Richmond Service Centre Project Coalition, for funding through the Supporting Communities Partnership Initiative (SCPI) for the Richmond Service Centre Project.

As one of the members of the coalition, our agency is very supportive of the Service Centre concept. Not only would we house our agency within this project, we are currently researching the potential opportunity to expand our programs and services to Richmond youth at risk through the building and operation of a Youth Centre.

In this time of heightened focus on accountability and sustainability, our agency is committed to the establishment of alliances and the development of multi-partners projects such as this one. In addition, we support the community asset-building model and believe that the funding of this project, in part by SCPI, would be an outstanding model for other communities to emulate.

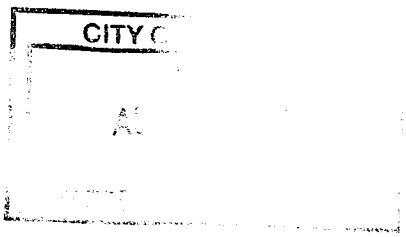
The Richmond Youth Service Agency is excited about the potential opportunity that the Richmond Service Centre Project presents for the delivery of social services in the City of Richmond and is pleased to support this initiative.

Sincerely,

James Suk
President - RYSA

110 - 7580 River Road Richmond, B.C. V6X 1X6 Tel: (604) 271-7600 Fax: (604) 271-7626 Web: www.rysa.bc.ca
Meeting the needs of Richmond's children, youth and families since 1974.

RICHMOND ALCOHOL & DRUG ACTION TEAM
#170 - 5720 Minoru Boulevard, Richmond, B.C. V6X 2A9 **Tel: 604-270-9220 • Fax: 604-270-9245**



August 14, 2003

Kari Huhtala
Senior Planner, Policy Planning
City of Richmond
6911 No. 3 Road
Richmond, B.C. V6Y 2C1

Dear Kari:

The purpose of this letter is to confirm that RADAT (Richmond Alcohol and Drug Action Team Society) is a partner in the Richmond Community Services Centre Project.

Our intent is to participate financially through purchase of approximately 6600 square feet of space in the facility that will be built on the site set aside by the City of Richmond for this project. In addition we will participate fully in all aspects of the planning to bring the project to fruition.

To date our involvement in the project has been through the participation of myself on the Planning/Steering committee. This will continue into the foreseeable future.

Should you require additional information please let me know.

Sincerely,

Vince

Vince Battistelli
Executive Director

FAMILY SERVICES OF GREATER VANCOUVER

Strengthening People,
Families & Communities
— since 1928 —

EXECUTIVE DIRECTOR
Teri Nicholas, *M.S.W. R.S.W.*

August 25, 2003

Kari Huhtala, MCIP
Senior Planner, Policy Planning
Richmond City Hall
6911 No. 3 Road
Richmond, BC V6Y 2C1

Re: Richmond Community Services Centre/Housing and Shelter Project

Dear Mr. Huhtala:

On behalf of Family Services of Greater Vancouver, I am confirming our commitment to participate in the multi-partnership project at 8111 Granville Avenue and at 8080 Anderson Avenue.

I agree with the recommendation in the 2001 Richmond Poverty Response Committee Report to Council, that the concept of co-locating accessible and affordable housing, together with a range of social services, meets a critical need for the community.

This facility is an opportunity for the partner organizations to provide their collective range of counselling and support services in a central location close to commercial, recreational, and health services.

Although Richmond is often perceived as a singularly wealthy community, we know that a significant portion of the population live below the poverty line. Adequate housing and other services are critical for these families. The proposed coordination and centralization of social services for families and youth living in poverty will significantly enhance accessibility for these persons.

We are pleased to be a partner in this Project.

Sincerely,

Teri Nicholas
Executive Director

Phone: 604.731.4951 ext 28, Email: tnicholas@fsgv.ca

1616 West 7th Avenue, Vancouver BC V6J 1S5 p. 604.731.4951 f. 604.733.7009 e-mail. contactus@fsgv.ca www.fsgv.ca

Member of
Commission on Accreditation of
Canadian Family Services
ALLIANCE
Member of Alliance for
FAMILY CANADA
Member of Family Service

"Strengthening the social skills and independence of families and children through effective intervention and support services"

TOUCHSTONE FAMILY ASSOCIATION
Suite 120
6411 Buswell Street
Richmond, BC
V6Y 2G5

PROMOTING EXCELLENCE SINCE 1966

August 26, 2003

To Whom It May Concern:

Touchstone Family Association is a non-profit community based family service agency. We have been providing services in Richmond since 1983.

We are delighted to have been given the opportunity to, first, participate and subsequently give our commitment to this very exciting, community based project.

Touchstone will continue to work with the committee as a whole to ensure its success.

Respectfully,

Michael McCoy
Executive Director
Touchstone Family Association

ADMINISTRATION
PH: 604-279-5599
FAX: 604-279-1814
E-mail:
touchstone
@touchfam.ca

FRANCIS HOUSE
PH: 604-222-2133
FAX: 604-222-0228
E-mail:
francishouse
@touchfam.ca

OUTREACH PROGRAM
PH: 604-732-9340
FAX: 604-222-0228

FAMILY COUNSELLING
PH: 604-279-5599
FAX: 604-279-1814

FAMILY INTERVENTION
PH: 604-279-5599
FAX: 604-279-1814

CAP-C PROGRAM
PH: 604-279-5599
FAX: 604-279-1814
E-mail:
capc@touchfam.ca

192

Greater Vancouver Housing Corporation
17th Floor - 4330 Kingsway, Burnaby, B.C., Canada V5H 4G8

Telephone: 604-432-6300
Fax: 604-436-6960

August 12, 2003

SPARC BC (Social Planning & Research Council of B.C.)
201 – 221 East 10th Avenue,
Vancouver, B.C. V5T 4V3

Dear Sir/Madam:

RE: RICHMOND COMMUNITY SERVICES CENTRE/HOUSING & SHELTER PROJECT

The Greater Vancouver Housing Corporation has been working with the City of Richmond and the various community partners on this project since January of this year.

Since then, the coalition of organizations have contributed a significant amount of time money and expertise in planning a well thought out housing development that targets a wide array of those that are homeless and those at risk of being homeless. This proposed housing will fill the affordable housing demand for those that are currently homeless, and will reduce the gap associated with those at risk of being homeless in the City of Richmond.

As the City of Richmond has little housing and/or support services for those that are homeless or those at risk of being homeless, the City's most vulnerable citizens have no choice but to relocate to various other municipalities away from their known supports. The coalition of organizations formed for this proposed project, bring a wealth of knowledge, expertise & other resources to the project and have been working towards achieving a common goal of providing local, community based services for this population. They bring a level of energy, commitment & passion towards the work they do.

The Greater Vancouver Housing Corporation is pleased to be part of the coalition of organizations associated with this proposed project and support the project's principles & goals. We look forward to continuing on with the project and to a favourable response for funding from the Supporting Communities Partnership Initiative.

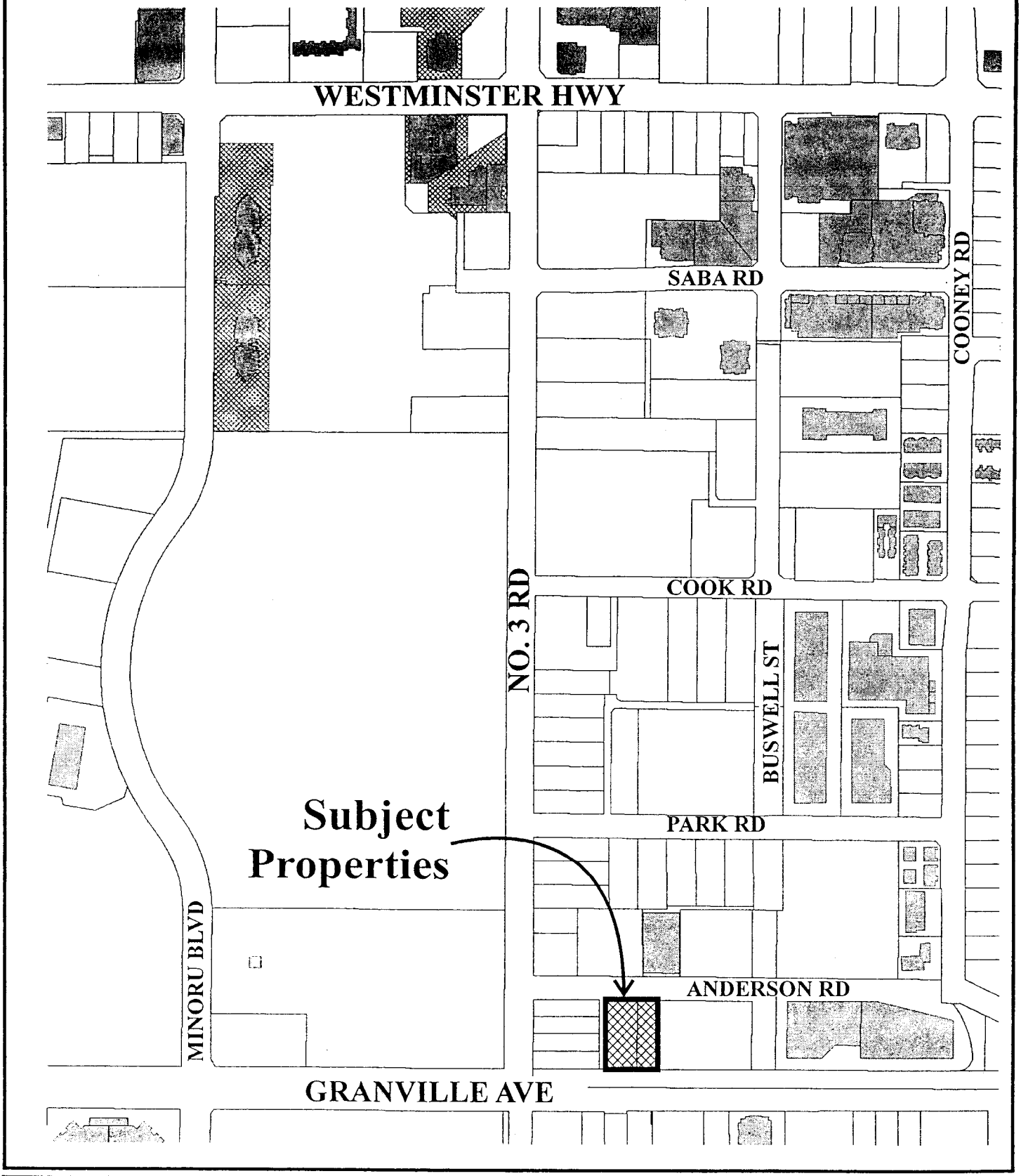
Yours truly,

GREATER VANCOUVER HOUSING CORPORATION

Garry Charles
Manager, Regional Housing

Attachment 2

Project Property Description Package



City Owned Property Description

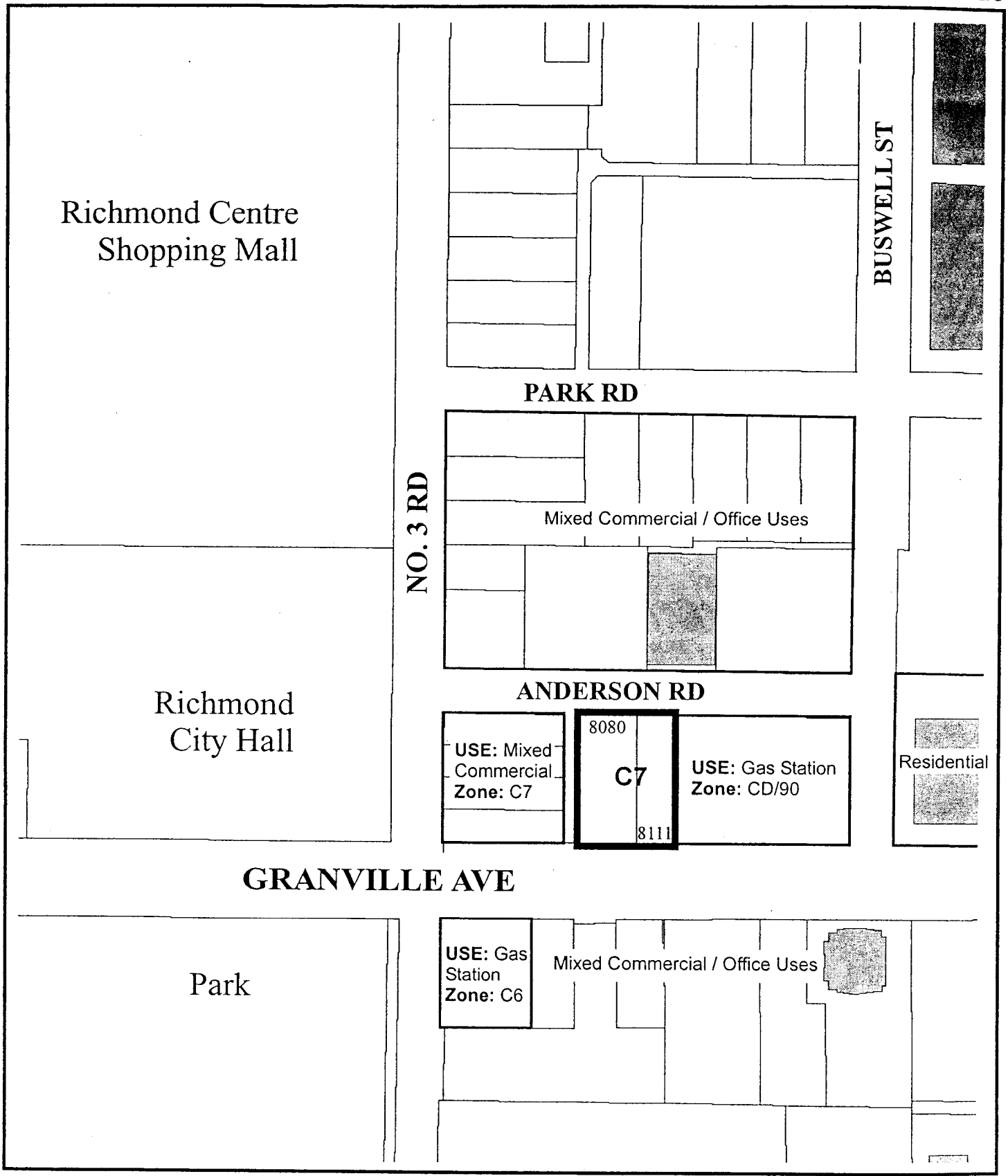
8111 Granville Ave and
8080 Anderson Road

195

Original Date: 08/27/03

Revision Date:

Note: Dimensions are in METRES



City Owned Property Description

8111 Granville Ave and
8080 Anderson Road

196

Original Date: 08/27/03

Revision Date:

Note: Dimensions are in METRES

(8111 Granville Avenue)

Date: 03/08/27 TITLE SEARCH PRINT - NEW WESTMINSTER Time: 11:07:46
Requestor: (PC89837) CITY OF RICHMOND (PO#15511) Page: 001
TITLE - BV32593

NEW WESTMINSTER LAND TITLE OFFICE TITLE NO: BV32593
FROM TITLE NO: AC192429

APPLICATION FOR REGISTRATION RECEIVED ON: 30 JANUARY, 2003
ENTERED: 04 FEBRUARY, 2003

REGISTERED OWNER IN FEE SIMPLE:
CITY OF RICHMOND
6911 NO. 3 ROAD
RICHMOND, BC
V6Y 2C1

TAXATION AUTHORITY:
CITY OF RICHMOND

DESCRIPTION OF LAND:
PARCEL IDENTIFIER: 000-562-203
LOT 2 BLOCK 5 SECTION 9 BLOCK 4 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT
PLAN 6498

LEGAL NOTATIONS:

ZONING REGULATION AND PLAN UNDER THE AERONAUTICS ACT (CANADA)
FILED 10/02/1981 UNDER NO. T17084 PLAN NO. 61216

CHARGES, LIENS AND INTERESTS:
NATURE OF CHARGE
CHARGE NUMBER DATE TIME

STATUTORY RIGHT-OF-WAY
284726C 1960-05-26 15:04
REGISTERED OWNER OF CHARGE:
TOWNSHIP OF RICHMOND
284726C
REMARKS: SOUTH 20 FEET
ANCILLARY RIGHTS

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

*** CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN ***

City of Richmond

Report to Council
Closed

To Closed Council - Jan 13, 2003

To:	Richmond City Council	**Date:**	January 6, 2003
From:	Christine McGilvray Manager, Lands and Property	**File:**	2275-20 - 275
Re:	**8111 Granville Avenue - Proposed Acquisition**		

Staff Recommendation

(1) That Council approve the acquisition of 8111 Granville Avenue for seven hundred and seventy thousand dollars ($770,000), using Affordable Housing Statutory Reserve Fund dollars, and 2002 Affordable Housing Bylaw 7376.

(2) that Urban Development staff undertake the necessary steps to coordinate the development of emergency shelter and community service facilities at this location and report back to Council regarding the details of the final partnership and financial arrangements with community partners.

Christine McGilvray
Manager, Lands and Property

Terry Crowe
Manager, Policy Planning

Att.

FOR ORIGINATING DIVISION USE ONLY	
ROUTED TO: CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets ..... Y ☑ N ☐ Policy Planning ..... Y ☑ N ☐	

Ashton, Fran

From: Ashton, Fran
Sent: January 15, 2003 9:12 AM
To: McGilvray, Chris; Crowe, Terry
Subject: Referral/Work Program

2275-20-275

Project : 8111 Granville Avenue - Proposed Acquisition
Source : Council Referral
Status : In progress
Dates : Origin 01/13/03 Start Comp
Review Comm Cow Council
Mgr/Dept.Head : Crowe Terry Prime Person: Crowe Terry

(1) That the acquisition of 8111 Granville Avenue be approved for $770,000, using Affordable Housing Statutory Reserve Fund dollars, and;

(2) That Urban Development staff undertake the necessary steps to coordinate the development of emergency shelter and community service facilities at this location, and report to Council regarding the details of the final partnership and financial arrangements with community partners.

(8080 Anderson Road)

Date: 03/08/27 TITLE SEARCH PRINT - NEW WESTMINSTER Time: 11:07:57
Requestor: (PC89837) CITY OF RICHMOND (PO#15511) Page: 001
TITLE - BV194054

NEW WESTMINSTER LAND TITLE OFFICE TITLE NO: BV194054
FROM TITLE NO: BG292006

APPLICATION FOR REGISTRATION RECEIVED ON: 29 MAY, 2003
ENTERED: 23 JULY, 2003

REGISTERED OWNER IN FEE SIMPLE:
CITY OF RICHMOND
6911 NO.3 ROAD
RICHMOND, BC
V6Y 2C1

TAXATION AUTHORITY:
CITY OF RICHMOND

DESCRIPTION OF LAND:
PARCEL IDENTIFIER: 001-973-355
LOT 1 BLOCK 5 SECTION 9 BLOCK 4 NORTH RANGE 6 WEST
NEW WESTMINSTER DISTRICT PLAN 6498

LEGAL NOTATIONS:

NOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE BV194055
FILED 2003-05-29

ZONING REGULATION AND PLAN UNDER THE AERONAUTICS
ACT (CANADA) FILED 10.02.1981 UNDER NO. T17084
PLAN NO. 61216

CHARGES, LIENS AND INTERESTS:
NATURE OF CHARGE
CHARGE NUMBER DATE TIME

STATUTORY RIGHT OF WAY
284725C 1960-05-26 15:04
REGISTERED OWNER OF CHARGE:
TOWNSHIP OF RICHMOND
284725C

"CAUTION - CHARGES MAY NOT APPEAR IN ORDER OF PRIORITY. SEE SECTION 28, L.T.A."

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE

*** CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN ***

Ashton, Fran

From: Ashton, Fran
Sent: April 15, 2003 12:19 PM
To: McGilvray, Chris
Subject: 8080 Anderson Road

2275-20-279

From the desk of David Weber, Acting City Clerk

This is to advise that at the Regular (closed) Council Meeting held on April 14th, 2003, regarding the above matter, Council adopted the following resolution:

That staff be authorized to conclude the purchase of 8080 Anderson Road, subject to satisfactory building inspection and environmental study, for $1,170,000, using Affordable Housing Statutory Reserve Fund monies which were approved in 2002 by Reserve Fund Expenditure Bylaw 7376.

Please proceed accordingly.

Fran J. Ashton
Executive Assistant, City Clerk's Office
604-276-4163
fashton@city.richmond.bc.ca

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City of Richmond

Report to Committee

Closed
To Closed Council - April 14, 2003
To Closed General Purposes - Apr 7.

To:	General Purposes Committee	**Date:**	March 31, 2003
From:	Christine McGilvray Manager, Lands and Property	**File:**	2275-20-279
Re:	**8080 Anderson Road**		

Staff Recommendation

That staff be authorized to conclude the purchase of 8080 Anderson Road, subject to satisfactory building inspection and environmental study, for $1,170,000 (one million one hundred seventy thousand dollars), using Affordable Housing Statutory Reserve Fund monies which were approved in 2002 by the Affordable Housing Bylaw 7376.

Christine McGilvray
Manager, Lands and Property

Terry Crowe,
Manager, Policy Planning

Att. 1

FOR ORIGINATING DIVISION USE ONLY	
ROUTED TO: CONCURRENCE Budgets..... Y ☑ N ☐	CONCURRENCE OF GENERAL MANAGER

Attachment 3

Synopsis of Research Studies Supporting the Development of the Richmond Community Services Centre Project, Housing & Emergency Shelter Project

Synopsis of Research Studies Supporting the Development of the Richmond Community Services Centre Project, Housing & Emergency Shelter Project

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The ***"Research Project on Homelessness in Greater Vancouver"*** (GVRD, July 2002) notes that:

- **At-Risk of Homelessness**
  - The Inner Municipalities sub-region is comprised of the municipalities of Burnaby, New Westminster and Richmond. There is a total of 11,770 at-risk households in the Inner Municipalities in 1996. 54% of primary maintainers were male and 47% of primary maintainers were between the ages of 25 and 44 years. A significant percentage of primary maintainers of at-risk households in the Inner Municipalities were over the age of 65 years (20%). One person households made up the largest share of at-risk households (38%) followed by dual parent families with children (27%).
  - A significant percentage (21%) of at-risk households in the Inner Municipalities were of Chinese visible minority status and almost half (48%) of all at-risk households were immigrants.
  - 70% of at-risk household maintainers in the Inner Municipalities were unemployed at the time of the census, and significant percentage of households were not in the labour force (42%). More than half of at-risk households were earning between $10,000 and $19,000 annually, followed by households making between $20,000 and $29,999 (20%). 18% of households of households had an income of less than $10,000. The major source of income for at-risk households in the Inner Municipalities was roughly split between employment (48%) and government transfers (41%). The majority of at-risk households lived in apartments and were (65%), although 35% were owners.
- **Homelessness**
  - A total of 116 homeless people were found in the Inner Municipalities sub-region during the 24 hour homeless snapshot (65% male, 35% female). Youth comprised a larger share of the homeless in the Inner Municipalities (25%), compared to Vancouver (5%) although in absolute numbers, there were more homeless youth in Vancouver. 42% of the homeless people in this area were between the ages of 25 and 44 years. Most people were living alone, although 9% were living with a partner. The majority of homeless persons (66%) were Caucasian/European, however, the Inner Municipalities had the highest percentage of homeless Asians in the GVRD (7%).
  - Abuse, family breakdown or conflict was the most common reason for homelessness for 31% of those enumerated by the snapshot, followed by eviction (15%). 36% had been homeless for between one week and one month and 28% had been homeless for between one month and six months. A smaller proportion had been homeless for one year or more in the Inner Municipalities compared to Vancouver and the South of Fraser. Over 78% cited a location within the GVRD as their last permanent home.
  - Income assistance or a training program was the major source fo income for 43% of these homeless persons; however 26% said they did not have any income. The majority of homeless people found in the Inner Municipalities reported no health conditions (52%). 24% had a medical condition, followed by 17% with a mental illness and 15% with an addiction. The Inner Municipalities had the lowest percentage of homeless people with addictions of the three sub-regions.

"A Strategic Plan For Housing Services A Discussion Document" (Vancouver/Richmond Health Board, April 2002) notes that:

- **Vancouver/Richmond Region**

Affordable Housing for Children and Families

- A total of 42,000 children (34% of all children) are living below the poverty line in the region. Many of these children are living in inadequate, unaffordable housing and would be suffering negative health effects such as poor nutrition, dental problems, stress, and medical disorders.
- Children and youth make up 40% of all people on income assistance. Early intervention is essential to break the cycle of poverty in which many of these children grow up and remain.
- For a family with 2 children, the maximum shelter allowance of $610 per month contrasts to an average rental rate of $823 for a two bedroom unit in Richmond.

Supported Housing

- While there are market supported seniors housing developed for individuals with higher incomes, there is a significant gap in options for seniors on lower, fixed incomes. In the Vancouver/Richmond region, approximately 24,000 or 27% of seniors fall below into the low-income bracket. These individuals are often forced to live in less than adequate, unaffordable housing. The Review of Continuing Care Services (1999) recommends each community provide a range of flexible housing options, including supportive housing.

The ***"Poverty in Richmond: A Sense of Belonging"*** (Richmond Community Services Advisory Council, November 2002) found that:

- 22.9% of all families had low incomes below the low income cut-off. Over 1/5 of all Richmond families live in poverty. Nearly 1/3 of all children lived in poverty. In that same year, Richmond had one of the highest poverty gaps in the country.
- Richmond neighbourhoods with the highest incident of poverty among economic families were Cambie West (39%), Bridgeport (32%) and city centre (28%), more children live in poverty in two person families (4,385 families) than in lone parent families (1,220).
- Richmond had a higher percentage of families living in poverty than Surrey (18.7%) and the GVRD (18.7% and was identical to Burnaby.
- Richmond has been impacted by an influx of immigrants, mostly from Pacific Rim countries. Research indicates that while immigrants generally earn less in the earlier years of settlement, their income level does rise to that of Canadian born residents.
- In April 1999, Richmond had 1,708 non-market housing units, but there were more than 9,000 families with incomes below the poverty line.
- Two themes emerged from interview and focus group discussions:
  1) Respondents overwhelmingly feel excluded from life in the community.
  2) Respondents have few choices in the decisions they make.

  These themes are echoed in studies across the country.
- Supportive neighbourhoods can have a huge impact on the lives of families and their children.
- Neighbourhoods with mixed income levels and a high level of cohesiveness benefit the lives of children.
- A wide range of community partners needs to be involved to successfully develop and continue community initiatives.

The ***"Richmond Substance Abuse Strategy"*** (City of Richmond, June 19, 2003) recommended that Richmond Substance Abuse Strategy identified that:

- **Goal #1 – Education/Prevention**
  - Throughout all sectors of the population of Richmond there is a broad lack of awareness of substance use/misuse and their associated issues.
  - There is little knowledge of the actual drugs in use, their effects and the age at which drugs are first used. Similarly, there is very poor information on the services available; it is often assumed that there are more services that those that actually exist. Also, there is little knowledge of the results of drug use in the sense of personal costs and the direct and indirect cost to the community.
- **Goal #2 – Treatment**
  - The services in Richmond for the treatment of addicts/substance abusers are inadequate. One of the problems associated with the lack of sufficient treatment services in Richmond is the growing waitlists among those agencies/organizations providing treatment services. Many of the agencies are unable to provide the range of services required by addicts/substance abusers. Richmond agencies regularly refer those seeking treatment to facilities and services in Vancouver. This can complicate the problem of the addicts/substance abusers as they as they are frequently thrust into the harsher and more hostile environment of Vancouver Downtown Eastside.
  - Another side of the treatment issue is the lack of awareness of the services that are available in Richmond, among those requiring alcohol and drug services and the population at large. This lack of awareness of services results in unnecessary delays in obtaining needed assistance, as well as, a continuation of the consequences for personal and family life. the health system and the safety of the community.
- **Goal #3 – Harm Reduction**
  - Harm reduction is a highly misunderstood term among the population at large. For many the term conjures up images of "safe injection sites" and drug dealing on street corners. The lack of understanding of Harm Reduction by many members of the public is a barrier to gaining community support for the types of treatment services needed to implement effective harm reduction measures in the community.
  - At this time, there is no indication that a "supervised injection site" would be appropriate or necessary in Richmond, however there is a need for other treatment options. The question of "supervised injection sites" is on hold everywhere except in Vancouver. There is no intent to introduce supervised injection sites in Richmond.
- **Goal #4 – Interagency Cooperation**
  - There is a lack of coordination and awareness of substance use/misuse services and strategies among government and non-government agencies working in this field in Richmond. This tends to result in poor services for clients, ineffective use of limited resources and individual, rather than joint efforts to address substance use/misuse.
  - A regional substance abuse strategy has not been implemented, contributing to the problem of uncoordinated efforts in this area.
  - The issues of accountability and coordination are further compromised by the lack of any formalized and ongoing monitoring process to ensure that any recommendations regarding a substance abuse strategy are being implemented and are effective.

- **Goal #5 – Enforcement**
  - There is proven link between illegal drug use and crime, which has an impact on the entire community. The RCMP estimate 70% of all property crime is related to drug use and trafficking. Law enforcement official in Richmond have identified the growth in number of grow-ops and grow-rips as a serious public safety issue. Although they direct considerable resources to enforcement, they lack the tools to effectively deal with the illegal activities associated with the growing, manufacturing and use of drugs in the community.

  - Concern also exists within the Law Enforcement field and the general population regarding the attitude and actions of the Courts in dealing with drug cases as well as the growing backlog of cases.

The ***"Richmond Substance Abuse Strategy Recommendations to Meet Community Needs"*** (City of Richmond, December 18, 2002) recommended:

- **Education and Prevention**
  - *Raise Public Awareness about Substance Abuse* - Increase public awareness about substance abuse by providing accessible information and education for parents, educators, individuals, families, seniors and youth about the myths, realities, causes and health implications of substance misuse.
  - *Prevention for Educators, Parents and Peers* - Develop information and prevention initiatives for parents and peers.
  - *"Zero Tolerance" For Alcohol and Drugs In and Near Schools* - Develop and adhere to consistent school rules about alcohol and drug use in and near schools.
  - *School-Based Prevention Education program* - Develop an age-appropriate prevention education curriculum for schools (K-12).
  - *Recreational & Volunteer Activities/Youth Drop-In Centre* - Increase recreational after-school options, including drug-free events, that could help keep youth busy and enjoying themselves in a drug-free environment.
- **Treatment**
  - *Integrated Treatment Services and Facilities* - Provide a continuum of treatment services and life supports for youth and adults to re-integrate people with addictions into the community.
  - *Hot Line* - Provide a "one-stop-shop" call-in 24-hour hot-line for those wishing to enter detox, treatment, life skills support programs or for those who just need someone to talk to.
  - *Dual Diagnosis Services and Facilities* - Ensure an appropriate array of information, services and facilities are available to those suffering from mental health and additions problems.
- **Harm Reduction**
  - *Needle Exchange* - Continue expansion and decentralization of needle exchange programs to reduce disease transmission and reduce harms associated with illicit drug use.
  - *Methadone Maintenance* - Increase methadone maintenance and treatment for heroin addiction to reduce disease transmission and reduce harms associated with illicit drug use.
  - *Medical Research* - Work with other municipalities and national efforts to increase funding for medical research into addition, treatment and harm reduction initiatives (such as medical marijuana, safe injection sites, methadone maintenance, prescription alternatives to illicit drugs, etc.)
  - *Affordable Housing* - Ensure a continuum of supportive, affordable and emergency housing is available throughout Richmond.
- **Law Enforcement**
  - *Drug Treatment courts* - Work with other jurisdictions to ensure Richmond has access to drug treatment courts and that these courts are implemented along with adequate treatment and other facilities/services.
  - *Increased Efforts against Non-addicted Dealers/Traffickers* - Support police to better targeting non-addicted dealers.
  - *Youth Squad* - Create a youth-specific squad that is specifically trained in effectively dealing with youth in Richmond.
  - *Review Existing Laws and Local Bylaws* - Work with other municipalities and national efforts to determine what legislative and by-laws changes are needed to give police and the courts better tools to respond to changes in the illegal drug trade (such as dial-a-dope operations, grow operations, public dealing and consumption of drugs and the sexual exploitation of youth).
- **Inter-Agency Cooperation**
  - *Inter-Agency Task Force* - Continue and expand the Substance Abuse Task Force to coordinate, monitor and evaluate implementation of the priority recommendations.
  - *Regional Task Force* - In addition to these recommendations to assist in the development of a made-in-Richmond substance abuse strategy, Richmond could take a leadership role in developing a Regional Task Force to implement drug strategies throughout the region.

- **Summary**

  As Vancouver and other municipalities continue to implement their drug strategies, the potential for dispersal of the drug problem may require more urgent action to deal with substance abuse in Richmond. Developing an integrated substance abuse strategy with clear goals, priorities and actions should prepare Richmond for this possibility.

  The recommendations suggest an increased emphasis on prevention and the need for increased awareness and easier access to information about substance abuse and related treatment services. Focus group research of drug users also provides useful information and their suggestions should be considered as Richmond's substance abuse strategy continues to evolve.

The ***"Services for Richmond Youth Gap Analysis – Data Collection"*** Report (Richmond Youth Service Agency, June 2003)
In response to dramatic funding cuts and the current accreditation process the Richmond Youth Service Agency is embarking on a journey of reinvention involving revaluation of our mission statement, mandate, policies and procedures as well as strategic plans for future program development. In an effort to meet the demand for, as well as to fill the gaps within, youth-specific services in Richmond we have begun a preliminary process of service analysis. On June 4th, 2003 the agency undertook an aggressive process of data collection, highlighting existing youth services in the Richmond area, gaps in youth-specific programs, as well as potential areas for the agency to create its own niche and become the leading provider of youth services in Richmond. The "Gap Analysis", as we now refer to it, is essentially a work in progress. Given the current climate of community social services and the numerous cuts in funding experienced by most non-profit organizations we expect the agency will have to update its analysis at regular intervals throughout this strategic planning process.

At present approximately thirty-one agencies have been evaluated via extensive telephone interviews, meetings and website data collection. While the bulk of agencies surveyed are Richmond-based other services in the Vancouver area have also been contacted as their programs are open to, and have often been accessed by, Richmond clients. The inclusion of these organizations also provides pertinent information as to the kinds of services that are missing in our area.

The analysis identified services to youth gaps in Richmond. The agencies reviewed include: Chimo Crisis Services, Family Services of Greater Vancouver, City of Richmond, Richmond School District, Touchstone Family Association, RADAT, Richmond Health Services, Ministry of Children and Family Development, SUCCESS, Vancouver Richmond Incest & Sexual Abuse Centre, Richmond RCMP, Heart of Richmond Aids, Richmond Multicultural Concerns Society, United Network of Indo-Canadians for Togetherness through Education and Development, Volunteer Richmond Information Services Society, Kwantlen College Richmond, Richmond Women's Resource Centre, Richmond Eating Disorders Action Network, Campus Life/Youth Unlimited, Richmond Public Library, Ministry of Human Resources, Chinese Mental Wellness Association of Canada, Disability Resource Centre, Richmond Multi-Faith Centre Society, Salvation Arm Richmond House, Pacific Post-Partum, Parents Support Services of B.C., Pacific Legal Education Association, Legal Services Society, and UBC Student Legal Fund Society.

The findings show that there continues to be significant youth services gaps in Richmond, some of which are:

- Youth-specific services for physical & sexual abuse
- Specific teen-pregnancy outreach & teen-parenting programs
- Youth with disabilities & life skills development
- No youth shelter
- Youth-specific services related to HIV/AIDS
- Youth-specific services related to alcohol/drug therapy from a pure harm-reduction model
- More youth-specific services for girls and young women experiencing violence (physical, sexual or emotional) in their relationships & body image issues (example: eating disorders)
- Youth-specific legal assistance
- Youth-specific services for after-school tutoring/homework support
- Youth-specific services for employment – skill building in areas of resume formulation, interviews, job banks
- Mentoring program for youth – youth helping youth
- Many agencies claim their services are open to all ages but are not directly targeted to youth and therefore youth are not aware or do not attend
- The lack of consistency in the definition of youth across all agencies and the resulting gap in services for the age group between 8-12 years, otherwise known as the "Tweens" – a potentially vulnerable group susceptible to exploitation.
- Sexual identity support systems – relating to gay, lesbian & transgender issues
- Services for youth who are working in the sex-trade or who are vulnerable to sexual exploitation.
- Services for youth who are involved in gangs
- General gaps in services for Filipino youth
- General gaps in services for Aboriginal youth

The Richmond Homelessness Needs Assessment and Strategy ***"Its My City Too"*** (City of Richmond, 2002) identified that:

- The majority of people who become homeless or are at risk of becoming homeless must leave Richmond to find necessary housing, income and support services.
- The men's shelter – Richmond House – has uncertain tenure and are limited in tenures of their capacity to help local people. Last year 70 men were turned away from Richmond House; during the last nine months 195 women and children have been turned away. Additionally, these facilities are not accessible to people with mobility challenges.
- The are insufficient services for low-income families, immigrants, youth and people with mental health issues or substance misuse.
- Richmond is considered an affluent community. Despite this, last year, approximately 1,100 households visited the Food Bank, with about 15% visiting weekly.
- There are 1,000 households currently collecting BC Benefits. This program pays no more than $325 towards housing for single people monthly and $520 for a couple. The average bachelor suite in Richmond rents for $550; a one-bedroom apartment rents for $699.
- The limited supply of affordable housing in Richmond is unable to meet the demand of its citizens. The waiting list for subsidized housing has grown to 1,300 applications, with a waiting time between four and eight years.
- Given the current cutbacks in social service programs, more people will likely find themselves either at risk of homelessness or with out shelter.
- The City of Richmond cannot be expected to tackle the problem of homelessness alone. The Strategy proposes the City, working in partnership with key stakeholders, adopt a proactive approach to homelessness that not only fills existing gaps in services provision, but also addresses the fundamental issue of minimizing homelessness.

"Women, Poverty, and Housing in Richmond" (Richmond Women's Resource Centre, March, 2003) recommends:

- Fund a Legal Advocacy Program in Richmond that would include assistance with landlord/tenant legal issues.
- The City should work to ensure that there is not only more low-income, affordable housing, but also safe and accessible housing for its residents.
- The City should contact the Provincial Government about welfare reform because welfare shelter portions do not cover the true cost of housing in Richmond.
- The City should proactively implement the City of Richmond's own affordable housing policy with priority given to addressing the needs of low-income, elderly, disabled, and single parent families.
- The City should acknowledge and legalize secondary suites in Richmond.
- The City should follow through on the Homelessness report's recommendations to create emergency shelter spaces for women and second stage housing for women in Richmond.
- The City should do further research into the risk of homelessness population in Richmond and review its proposal to develop 15 emergency beds for men and only 5 beds for women. It's own report states, "women make-up a smaller portion of the homeless population", without citing any source for this statement. Yet women make up the majority of the poor in Canada, see: A Report Card on Women, and Poverty and Women and Housing Canada. Richmond Rental Housing Trends by TRAC 2001 clearly show that in every population category that women renting in Richmond have a higher percentage of affordability problems and serious affordability problems than men. In 2001, the transition house turned 195 women away, whereas, the Salvation Army turned 70 men away. Women are at higher risk for homelessness in Richmond.

Attachment 4

Community Letters of Support

RCSAC | RICHMOND COMMUNITY SERVICES ADVISORY COUNCIL

August 26, 2003

To Whom It May Concern:

The Richmond Community Services Advisory Council has been active in Richmond for more than twenty years. Our role as a committee is to advise the City Council of Richmond on social policy and planning issues. We are also mandated to support community-based local initiatives like the proposed project.

Our membership consists of community, agency, and government representatives. As evidenced by the attached membership list we have a broad and diverse committee that provides us with a comprehensive overview of service needs and community issues. Through the work of the RCSAC Poverty Response Committee and our participation with the Homelessness Committee we have been able to identify housing needs. In combination with this we know that through our networking and sharing of information that service providers having access to stable, purpose built site locations is as equally beneficial and required

We can, therefore, assure you that this project will benefit the community it intends to serve, as well as, enhance the service delivery system to the community at large. It is within this context that the RCSAC in whole endorse the application for the Service Center, Housing and Shelter Project and will continue to provide support and resources to its' completion.

Respectfully,

Michael McCoy
Co-Chair
RCSAC

Cc: RCSAC Steering Committee

6911 No. 3 Road, Richmond, BC V6Y 2C1 • Tel: 604-231-0309 • Fax: 604-273-4732 • www.rcsac.org

Richmond Community Services Advisory Council
Membership List 2003

Big Sisters of BC Lower Mainland
Cdn Mental Health Association (Richmond Branch)
Child Care Development Board
Chimo Crisis Services
Family Services of Greater Vancouver
Heart of Richmond Aids Society
Ministry of Children & Family Development
Richmond Alcohol Drug Action Team
Richmond City Centre Community Association
Richmond Committee on Disability (RDC)
Richmond Family Court Society
Richmond Family Place Society
Richmond Food Bank Society
Richmond Health Services
Richmond Multicultural Concerns Society
Richmond Women's Resource Centre
Richmond Youth Service Agency
S.U.C.C.E.S.S.
Touchstone Family Association
Turning Point Recovery Society
Volunteer Richmond Information Services

coastcapital
SAVINGS

August 26, 2003

Kari Huhtala,
Senior Planner
Policy Planning
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Kari;

Re: Richmond Community Services Centre, Housing and Emergency Shelter Project

I am pleased to lend Coast Capital Savings' enthusiastic support toward the Richmond Community Services Centre, Housing and Emergency Shelter Project.

Richmond's supply of affordable housing and emergency shelter is far exceeded by demand. While Richmond is known to be one of the wealthiest and healthiest communities in Canada, it also has a startlingly high level of poverty – almost 23%. I think we all want to see the gap between rich and poor diminish and this is one small step toward ensuring that those who live in need in our community can have an opportunity to stay in Richmond and have the space and time to make the transition from dependence to independence.

Supporting affordable housing is an important strategic priority for Coast Capital Savings, and in that vein we thank the project partners for their commitment to this important project.

Best regards,

Maureen Young
Facilitator, Community Economic Development (CED)
Coast Capital Savings

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3 Tel: (604) 668-6000 Fax: (604) 668-6006

Office of the Superintendent of Schools

August 26, 2003

City of Richmond
Attention: Kari Huhtala, MCIP
Senior Planner, Policy Planning
6911 No. 3 Road
Richmond, BC V6Y 2C1

To Whom It May Concern:

Re: Application for Funding -
2003 Supporting Communities Partnership Initiative

I am writing to express support for the application being made by the City of Richmond for "Supporting Communities Partnership Initiative" funding to design and construct the Richmond Community Services Centre, Housing and Emergency Shelter Project.

The Richmond School District is an active partner of many of the community agencies that will be housed in this important new facility and its students and their families will be the direct beneficiary of its services. The City has already demonstrated the feasibility of such a partnership approach through the construction of Caring Place, which has successfully housed a collection of community serving agencies for a number of years; however, as the City has grown our needs have increased and it is clear that this additional facility is sorely needed. The proposed location is highly desirable and it is my belief that school district staff, our students and their families will benefit greatly from this physical consolidation of services. Moreover, because the Richmond community has a long history of collaboration and partnership, I believe that the physical proximity of agencies will result in even greater integration of services and thus increased effectiveness.

Yours truly,

J.A. Bruce Beairsto
Acting Superintendent of Schools

JABB:dg

RICHMOND WOMEN'S RESOURCE CENTRE
110 - 7000 Minoru Boulevard
Richmond, British Columbia V6Y 3Z5
Tel: 604 279-7060 Fax: 604 279-7069
www.richmondwomenscentre.bc.ca

August 27, 2003

To the SCPI Evaluation Committee

Re: the Richmond Community Service Centre Project

The Richmond Women's Resource Centre fully supports the Salvation Army's work towards providing new emergency shelter spaces in Richmond, including five beds for women, as part of the new Community Service Centre.

During the past few months the Women's Centre has had an increase in women coming to us in housing crisis situations; a significant number of them needing emergency shelter. Unfortunately, we have to refer them to shelters in other municipalities because Richmond has no emergency shelter for women. The concept of the Community Service Centre that would have other services in the same location as the emergency shelter, will enable community members seeking emergency shelter to access resources and supports.

SCPI funding would provide much needed support to this important and worthwhile project that the Salvation Army and other Richmond community agencies are developing.

Sincerely,

Karen Martin
Coordinator

Funded by: The Ministry of Community, Aboriginal and Women's Services Government of British Columbia
Status of Women Government of Canada. Membership and Donations.
United Way Affiliate Agency

Vancouver Coastal Health Authority
North Shore/Coast Garibaldi, Vancouver & Richmond

Richmond Health Services
7000 Westminster Highway
Richmond, B.C. V6X 1A2
Phone: (604) 244-5543
Fax: (604) 244-5191

August 27, 2003

City of Richmond
c/o Kari Huhtala
Senior Planner, Policy Planning
6911 Three Road
Richmond, B.C. V6Y 2C1

Dear Kari:

Re: Richmond Community Services Project, Housing & Emergency Shelter

Richmond Health Services supports the Richmond Community Services Centre Project that targets housing and support services to those that are homeless and those at risk of homelessness in Richmond. There are very limited services for youth who are difficult to reach and who have multiple systems involvement, e.g., mental health, addictions and corrections.

The City of Richmond has been working with its community partners towards this goal as a result of the needs identified in an assessment done in 2002 entitled "It's My City Too". We agree in principle with the recommendations to: upgrade and increase emergency shelter capacity, create supportive housing for at risk groups, increase community awareness, increase support to local support services, and continue leadership on affordable housing.

Yours truly,

Jan Weaver
for
Dr. Jeff Coleman, COO
Richmond Health Services

c Jan Weaver, Director
Gene Durnin, Director

JW:kdt

Attachment 5

City of Richmond
Audited 2002 Annual Report

[To be included as part of the original SCPI application submission]

Attachment 6

Total Project Budget
&
Year 1, 2 and 3 Project Budgets

3.0 Project Budget

Categories	Oct/03 to Mar/31/04 Cost Year 1	Oct/04 to Mar/31/05 Cost Year 2	Oct/05 to Mar/31/06 Cost Year 3	Oct/03 to Mar/31/06 Cost All Years
A. ADMINISTRATION & WAGES				
Administrative Wages and MERCs & Benefits				
Admin Wages & Benefits (detail)	$0	$0	$0	$0
(A) TOTAL ADMINISTRATION & WAGES COSTS	**$0**	**$0**	**$0**	**$0**
B. CAPITAL COSTS				
Land / Buildings				
Land – Freehold (City of Richmond purchase)	$1,940,000	$0	$0	$1,940,000
Off-site Services	$0	$0	$100,000	$100,000
Legal Charges (detail)	$10,000	$20,000	$20,000	$50,000
Development Cost Charges (detail)	$0	$350,000	$450,000	$800,000
Licenses & Permits (detail)	$0	$235,000	$0	$235,000
Insurance (detail)	$0	$80,000	$80,000	$160,000
Transfer Tax (detail)	$0	$0	$0	$0
Interest Cost Charges (detail)	$0	$300,000	$350,000	$650,000
Property Taxes & Utilities (detail)	$0	$65,000	$65,000	$130,000
Demolition	$0	$50,000	$0	$50,000
Construction: New	$0	$6,000,000	$6,500,000	$12,500,000
New Home Warranty Fee	$0	$90,000	$0	$90,000
Project Contingency	$0	$0	$0	$0
Minor Renovation (detail)	$0	$0	$0	$0
Furniture and Fixtures				
Furniture (detail)	$0	$0	$0	$0
Equipment (detail)	$0	$0	$0	$0
Vehicles				
Vehicles (detail)	$0	$0	$0	$0
Computer Hardware & Software				
Computer Hardware & Software (detail)	$0	$0	$0	$0
Other Capital Costs				
Please Specify:	$0	$0	$0	$0
Please Specify:	$0	$0	$0	$0
(B) TOTAL CAPITAL COSTS	**$1,950,000**	**$7,190,000**	**$7,565,000**	**$16,705,000**
C. PROJECT OVERHEAD				
Direct Labour (Staff Wages) and MERCs & Benefits				
Direct Labour (Staff Wages) and MERCS and Benefits	$0	$0	$0	$0
Professional Fees				
Accountant Fees (detail)	$4,000	$8,000	$8,000	$20,000
Architect Fees (Schematic/Preliminary/Design/Working Drawings)	$25,000	$175,000	$100,000	$300,000
Audit/Legal Fees (detail)	$5,000	$15,000	$10,000	$30,000
Consultants Fees (Development/Project Manager)	$0	$100,000	$150,000	$250,000
Engineering Fees (All sub-consultants including landscaping)	$10,000	$240,000	$100,000	$350,000
Studies/Reports/Surveys/Appraisals	$30,000	$20,000	$0	$50,000
Travel by Direct Delivery (Project Staff)				
Project Travel (detail)	$0	$0	$0	$0
Travel by Professionals (if separate from Professional Fees)				
Travel by Professionals (detail)	$0	$0	$0	$0
Direct (Project) Material Costs				
Equipment Rental (detail)	$0	$0	$0	$0
Food Supplies (details)	$0	$0	$0	$0
Training/Education Materials (detail)	$0	$0	$0	$0
(Overhead) Materials and Supplies				
Materials & Supplies (detail)	$0	$0	$0	$0
Printing and Communications				
Printing/communication (detail)	$0	$0	$0	$0
Utilities				
Utilities (detail)	$0	$0	$0	$0
Rent and Other Overhead Costs				
Rent (detail)	$0	$0	$0	$0
Insurance (detail)	$0	$0	$0	$0
Bank Charges & Interest (detail)	$0	$0	$0	$0
Other Direct Costs				
GST Payment (Self-Supply Rule)	$0	$0	$635,000	$635,000
CMHC Mortgage Insurance	$0	$520,000	$0	$520,000
Client & Public Consultation	$25,000	$25,000	$0	$50,000
(C) TOTAL PROJECT OVERHEAD COSTS	**$99,000**	**$1,103,000**	**$1,003,000**	**$2,205,000**
TOTAL PROJECT COST (A + B + C)	**$2,049,000**	**$8,293,000**	**$8,568,000**	**$18,910,000**
Revenue I, Applicant/Other Contribution	*$1,940,000*	*$6,300,000*	*$7,485,000*	*$15,725,000*
Revenue II, SCPI Contribution	*$109,000*	*$1,993,000*	*$1,083,000*	*$3,185,000*

3.0 Project Budget

Categories	Cost Year 1	Cost Year 1
A. ADMINISTRATION & WAGES		
Administrative Wages and MERCs & Benefits		
Admin Wages & Benefits (detail)	$0	$0
(A) TOTAL ADMINISTRATION & WAGES COSTS	**$0**	**$0**
B. CAPITAL COSTS		
Land / Buildings		
Land – Freehold (City of Richmond purchase)	$1,940,000	$0
Off-site Services	$0	$0
Legal Charges (detail)	$0	$10,000
Development Cost Charges (detail)	$0	$0
Licenses & Permits (detail)	$0	$0
Insurance (detail)	$0	$0
Transfer Tax (detail)	$0	$0
Interest Cost Charges (detail)	$0	$0
Property Taxes & Utilities (detail)	$0	$0
Demolition	$0	$0
Construction: New	$0	$0
New Home Warranty Fee	$0	$0
Project Contingency	$0	$0
Minor Renovation (detail)	$0	$0
Furniture and Fixtures		
Furniture (detail)	$0	$0
Equipment (detail)	$0	$0
Vehicles		
Vehicles (detail)	$0	$0
Computer Hardware & Software		
Computer Hardware & Software (detail)	$0	$0
Other Capital Costs		
Please Specify:	$0	$0
Please Specify:	$0	$0
(B) TOTAL CAPITAL COSTS	**$1,940,000**	**$10,000**
C. PROJECT OVERHEAD		
Direct Labour (Staff Wages) and MERCs & Benefits		
Direct Labour (Staff Wages) and MERCS and Benefits	$0	$0
Professional Fees		
Accountant Fees (detail)	$0	$4,000
Architect Fees (Schematic/Preliminary/Design/Working Drawings)	$0	$25,000
Audit/Legal Fees (detail)	$0	$5,000
Consultants Fees (Development/Project Manager)	$0	$0
Engineering Fees (All sub-consultants including landscaping)	$0	$10,000
Studies/Reports/Surveys/Appraisals	$0	$30,000
Travel by Direct Delivery (Project Staff)		
Project Travel (detail)	$0	$0
Travel by Professionals (if separate from Professional Fees)		
Travel by Professionals (detail)	$0	$0
Direct (Project) Material Costs		
Equipment Rental (detail)	$0	$0
Food Supplies (details)	$0	$0
Training/Education Materials (detail)	$0	$0
(Overhead) Materials and Supplies		
Materials & Supplies (detail)	$0	$0
Printing and Communications		
Printing/communication (detail)	$0	$0
Utilities		
Utilities (detail)	$0	$0
Rent and Other Overhead Costs		
Rent (detail)	$0	$0
Insurance (detail)	$0	$0
Bank Charges & Interest (detail)	$0	$0
Other Direct Costs		
GST Payment (Self-Supply Rule)	$0	$0
CMHC Mortgage Insurance	$0	$0
Client & Public Consultation	$0	$25,000
(C) TOTAL PROJECT OVERHEAD COSTS	**$0**	**$99,000**
TOTAL PROJECT COST (A + B + C)	**$1,940,000**	**$109,000**

3.0 Project Budget

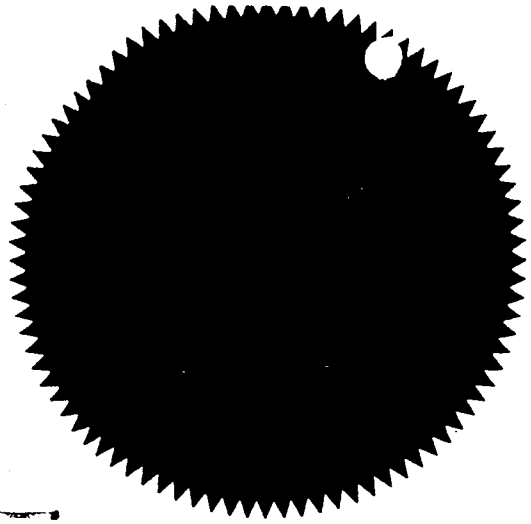
Categories	Revised Application April 04 to March 05 Cost Year 2	Resubmission April 05 to March 06 Cost Year 2
A. ADMINISTRATION & WAGES		
Administrative Wages and MERCS & Benefits		
Admin Wages & Benefits (detail)	$0	$0
(A) TOTAL ADMINISTRATION & WAGES COSTS	**$0**	**$0**
B. CAPITAL COSTS		
Land / Buildings		
Land – Freehold (City of Richmond purchase)	$0	$0
Off-site Services	$0	$0
Legal Charges (detail)	$0	$20,000
Development Cost Charges (detail)	$0	$350,000
Licenses & Permits (detail)	$0	$235,000
Insurance (detail)	$0	$80,000
Transfer Tax (detail)	$0	$0
Interest Cost Charges (detail)	$300,000	$0
Property Taxes & Utilities (detail)	$0	$65,000
Demolition	$0	$50,000
Construction: New	$6,000,000	$0
New Home Warranty Fee	$0	$90,000
Project Contingency	$0	$0
Minor Renovation (detail)	$0	$0
Furniture and Fixtures		
Furniture (detail)	$0	$0
Equipment (detail)	$0	$0
Vehicles		
Vehicles (detail)	$0	$0
Computer Hardware & Software		
Computer Hardware & Software (detail)	$0	$0
Other Capital Costs		
Please Specify:	$0	$0
Please Specify:	$0	$0
(B) TOTAL CAPITAL COSTS	**$6,300,000**	**$890,000**
C. PROJECT OVERHEAD		
Direct Labour (Staff Wages) and MERCs & Benefits		
Direct Labour (Staff Wages) and MERCS and Benefits	$0	$0
Professional Fees		
Accountant Fees (detail)	$0	$8,000
Architect Fees (Schematic/Preliminary/Design/Working Drawings)	$0	$175,000
Audit/Legal Fees (detail)	$0	$15,000
Consultants Fees (Development/Project Manager)	$0	$100,000
Engineering Fees (All sub-consultants including landscaping)	$0	$240,000
Studies/Reports/Surveys/Appraisals	$0	$20,000
Travel by Direct Delivery (Project Staff)		
Project Travel (detail)	$0	$0
Travel by Professionals (if separate from Professional Fees)		
Travel by Professionals (detail)	$0	$0
Direct (Project) Material Costs		
Equipment Rental (detail)	$0	$0
Food Supplies (details)	$0	$0
Training/Education Materials (detail)	$0	$0
(Overhead) Materials and Supplies		
Materials & Supplies (detail)	$0	$0
Printing and Communications		
Printing/communication (detail)	$0	$0
Utilities		
Utilities (detail)	$0	$0
Rent and Other Overhead Costs		
Rent (detail)	$0	$0
Insurance (detail)	$0	$0
Bank Charges & Interest (detail)	$0	$0
Other Direct Costs		
GST Payment (Self-Supply Rule)	$0	$0
CMHC Mortgage Insurance	$0	$520,000
Client & Public Consultation	$0	$25,000
(C) TOTAL PROJECT OVERHEAD COSTS	**$0**	**$1,103,000**
TOTAL PROJECT COST (A + B + C)	**$6,300,000**	**$1,993,000**

3.0 Project Budget

Categories	Cost Year 3	Cost Year 3
A. ADMINISTRATION & WAGES		
Administrative Wages and MERCs & Benefits		
Admin Wages & Benefits (detail)	$0	$0
(A) TOTAL ADMINISTRATION & WAGES COSTS	**$0**	**$0**
B. CAPITAL COSTS		
Land / Buildings		
Land – Freehold (City of Richmond purchase)	$0	$0
Off-site Services	$0	$100,000
Legal Charges (detail)	$0	$20,000
Development Cost Charges (detail)	$0	$450,000
Licenses & Permits (detail)	$0	$0
Insurance (detail)	$0	$80,000
Transfer Tax (detail)	$0	$0
Interest Cost Charges (detail)	$350,000	$0
Property Taxes & Utilities (detail)	$0	$65,000
Demolition	$0	$0
Construction: New	$6,500,000	$0
New Home Warranty Fee	$0	$0
Project Contingency	$0	$0
Minor Renovation (detail)	$0	$0
Furniture and Fixtures		
Furniture (detail)	$0	$0
Equipment (detail)	$0	$0
Vehicles		
Vehicles (detail)	$0	$0
Computer Hardware & Software		
Computer Hardware & Software (detail)	$0	$0
Other Capital Costs		
Please Specify:	$0	$0
Please Specify:	$0	$0
(B) TOTAL CAPITAL COSTS	**$6,850,000**	**$745,000**
C. PROJECT OVERHEAD		
Direct Labour (Staff Wages) and MERCs & Benefits		
Direct Labour (Staff Wages) and MERCS and Benefits	$0	$0
Professional Fees		
Accountant Fees (detail)	$0	$8,000
Architect Fees (Schematic/Preliminary/Design/Working Drawings)	$0	$100,000
Audit/Legal Fees (detail)	$0	$10,000
Consultants Fees (Development/Project Manager)	$0	$150,000
Engineering Fees (All sub-consultants including landscaping)	$0	$100,000
Studies/Reports/Surveys/Appraisals	$0	$0
Travel by Direct Delivery (Project Staff)		
Project Travel (detail)	$0	$0
Travel by Professionals (if separate from Professional Fees)		
Travel by Professionals (detail)	$0	$0
Direct (Project) Material Costs		
Equipment Rental (detail)	$0	$0
Food Supplies (details)	$0	$0
Training/Education Materials (detail)	$0	$0
(Overhead) Materials and Supplies		
Materials & Supplies (detail)	$0	$0
Printing and Communications		
Printing/communication (detail)	$0	$0
Utilities		
Utilities (detail)	$0	$0
Rent and Other Overhead Costs		
Rent (detail)	$0	$0
Insurance (detail)	$0	$0
Bank Charges & Interest (detail)	$0	$0
Other Direct Costs		
GST Payment (Self-Supply Rule)	$635,000	$0
CMHC Mortgage Insurance	$0	$0
Client & Public Consultation	$0	$0
(C) TOTAL PROJECT OVERHEAD COSTS	**$635,000**	**$368,000**
TOTAL PROJECT COST (A + B + C)	**$7,485,000**	**$1,083,000**

Attachment 7

City of Richmond
Incorporation Document



Lieutenant Governor

C A N A D A

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come-

GREETING.

Minister of
Municipal Affairs,
Recreation and Culture

(WHEREAS under the provisions of the
(*Municipal Act*, The Corporation of
(the Township of Richmond, by Letters
(Patent under the Great Seal, was
(incorporated on from and after the
(10th day of November one thousand
(eight hundred and seventy-nine:

AND WHEREAS pursuant to subsection (4) of Section 21 of the said *Municipal Act*, the Minister of Municipal Affairs, Recreation and Culture has recommended to the Lieutenant Governor in Council that the status of The Corporation of the Township of Richmond be changed to a City municipality:

AND WHEREAS the Lieutenant Governor in Council may, by Order, revoke the Letters Patent incorporating a municipality, and issue new Letters Patent to effect a change of status:

NOW KNOW YE THAT by these presents, we do order and proclaim that the area of The Corporation of the Township of Richmond, as herein before described, shall on, from and after December 3, 1990, be reincorporated as and be a City municipality under the name of the City of Richmond (hereinafter called the municipality) under and subject to the provisions of the *Municipal Act*, and any other statutes applicable specially to The Corporation of the Township of Richmond, and under and subject to the provisions of all other statutes applicable to a City municipality, and under and subject to the provisions hereinafter contained or referred to:

Name

1. The municipality shall be called and known by the name of the "City of Richmond".

Boundaries

2. The municipality shall comprise all that tract of land, foreshore and land covered by water herein described:

Commencing at the point of intersection of the centre line of the waterway separating Lulu and Patrick Islands with the southerly prolongation of the westerly boundary of Lot 758, New Westminster Land District; thence in a westerly direction along said centre line and that of Annacis Channel and passing to the south of Lots 516 and 517 to and along the centre line of the main stream of the Fraser River to the mouth of said river (passing

to the north of Deas Island and Lot 471 and to the south of Kirkland, Barber, and Duck Islands), to continue south-westerly in Georgia Strait to meet the line drawn due south from the most southerly corner of Lot 5547; thence due north to said corner; thence south-easterly in a right line to that point which lies at a distance of nine hundred (900) feet measured due south from the south-east corner of Musqueam Indian Reserve No. 2, being a point in the North Fork of the North Arm of said Fraser River; thence in a general south-easterly direction in said North Fork, passing to the south of Deering Island (Lot 306), Stewart Island (Lot 308), and Cowan Island (Lot 307), and to the north of Iona Island (Lot 236, Woods Island (Lot 309), and Richmond Island, to continue in an easterly direction to and along the centre line of said North Arm to intersect the southerly prolongation of the westerly boundary of Lot 311; thence northerly along said prolongation of said boundary to meet the line drawn parallel to and at a perpendicular distance of two hundred (200) feet measured southerly from low-water mark of the northerly shore of said North Arm; thence in an easterly direction along said line (but passing to the south of Rowling Island (Lot 2100) and along the centre line of the waterway separating Mitchell Island (Lot 527) from said northerly shore of said North Arm) to meet the southerly prolongation of the easterly boundary of Lot 331; thence southerly along said prolongation of said boundary to the centre line of the North Arm aforesaid; thence in an easterly direction along said centre line (passing to the north of Tree Island) to intersect the northerly prolongation of the westerly boundary of said Lot 758; thence southerly to and along said westerly boundary produced to the point of commencement, and containing by admeasurement 13,311 hectares of land, more or less, and 3,496 hectares of foreshore and land covered by water, more or less:

Council

3. The members of Council of The Corporation of the Township of Richmond, as constituted for the year 1990, following the election in the year 1990, shall be the Council of the municipality.

List of Electors

4. The list of electors as certified by the Court of Revision for The Corporation of the Township of Richmond for the purpose of the annual election held in the year 1990 shall, for all purposes, be the list of electors for the municipality, until a new list of electors is corrected, revised and certified.

Assessment Roll

5. The real property assessment roll prepared for The Corporation of the Township of Richmond for the 1991 taxation year shall be the real property assessment roll for the said year for the municipality.

Assets and Liabilities

6. All the assets, both real and personal, and all rights, powers and privileges arising out of any contract, agreement, covenant, or otherwise whatsoever, and all taxes, debts, actions, causes of action, and all claims and demands whatsoever, either at law or in equity, appertaining to The Corporation of the Township of Richmond shall from the effective date of these Letters Patent, vest in and belong to the municipality.

Creditors

7. Nothing in these Letters Patent shall impair or affect the rights of any creditor of The Corporation of the Township of Richmond, incorporated under the former Letters Patent, and the municipality, as incorporated under these Letters Patent, shall be liable for and subject to and shall pay, discharge, carry out, and perform all the debts, liabilities, obligations, contracts and duties of The Corporation of the Township of Richmond which are existing at the effective date hereof.

Bylaws

8. Subject always to paragraphs 6 and 7 of these Letters Patent, all the bylaws, permits, regulations, rights, resolutions, and licences of whatsoever kind or description passed, made, enacted, granted, or issued by the Council of The Corporation of the Township of Richmond, insofar as they are within the powers of a municipality, shall remain in full force and effect in and for the municipality until such time as they or any of them may be repealed or amended by the Council of the municipality and, in addition, the powers of Sections 575 to 577 inclusive, 596 to 599 inclusive, and 600 to 610 inclusive of the *Municipal Act*, shall apply to the municipality as if it were a District municipality.

Effective Date

9. These Letters Patent are effective December 3, 1990.

IN TESTIMONY WHEREOF, We have caused these our letters to be made Patent and the Great Seal of our said Province to be hereunto affixed.

WITNESS, the Honourable David C. Lam, Lieutenant Governor of our said province of British Columbia, in our City of Victoria, in our said province, this 23rd day of November, in the year of Our Lord one thousand nine hundred and ninety and in the thirty-ninth year of our reign.

BY COMMAND

Norman Jacobsen
for Provincial Secretary

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Attachment 8

Richmond City Council

Endorsement of Project Application

[To be inserted after the September 8th, 2003 Council Meeting]